

**CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, April 2, 2012**

**6:00 PM
AGENDA**

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL/EXCUSED ABSENCES
- D. PUBLIC HEARING
- E. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY
(five (5) minute time limit for each person)
- F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS
1. [Library Director Lenz- 5th Annual Fox Cities Book Festival](#)
 2. Police Chief Styka – Introduction of newly appointed Police Lieutenant - Jamal Kawar
 3. [Mayor Merkes – American Public Power Association Legislative Rally](#)
 4. Clerk Galeazzi - the following minutes and communications have been received and placed on file:
Minutes to receive:
 - a. [Administration Committee, 3/19/12](#)
 - b. [Board of Public Works, 3/19/12](#)
 - c. [Board of Health, 2/8/12](#)
 - d. [Committee on Aging, 2/9/12](#)
 - e. [Library Board, 3/15/12](#)
 - f. [NM Fire Rescue, 3/28/12; Joint Fire Commission](#)
 - g. [Personnel Committee, 3/19/12](#)
 - h. [Police Commission, 3/15/12](#)
 - i. [Safety Committee, 2/2/12; City Hall](#)
 - j. [Safety Committee, 1/12/12; Police](#)
 - k. [Safety Committee, 2/28/12; Public Works/Parks](#)
 - l. [Water & Light Commission, 3/1/12](#)Communications:
 - m. [CA/HRD Captain, 3/29/12; 2012 Public Officials Program \(Davis & Kuelthau, s.c.\)](#)
 - n. [CA/HRD Captain, 3/29/12; Tim Jacobson Anniversary](#)
 - o. [PWD Radtke, 3/29/12; WDNR Annual Report under MS4](#)
 - p. [Engineering Supv. Montour, 3/28/12; Menasha Utility 2012 Water Main Reconstruction- Paris St./Manitowoc St.](#)
 - q. [Express Convenience Center, 3/9/12; Class A liquor license selling hours](#)
 - r. [Fox Cities Greenways, Inc., Trails Workshop invitation](#)
 - s. [Letter to Common Council from resident Roy Kordus, 3/27/12; Special Event Policy](#)
 - t. [Menasha Utilities, High Lift Pumping Station & Motor Control Modifications Project recommendation to award \(Submitted by Ald. Sevenich\)](#)
 - u. [NM Sewerage Commission, 3/28/12; Refund of prior year overcharges from Menasha Utilities to NMSC](#)
 - v. [Police Chief Styka, 3/22/12; Police Department Updates](#)
 - w. [WPPI Energy event, Economic Development & Public Power: Putting People in Motion](#)
- 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, 3/19/12](#)

Administration Committee, 3/19/12; recommends approve of:

2. [Selection of Associated Appraisal for the City Assessment Services, May 1, 2012 through April 30, 2018](#)

Personnel Committee, 3/19/12; recommends approval of:

3. [Employee Safety Manual with the amended Fleet Safety Policy](#)

4. [Police Department Organizational Structure Change](#) of removing the position of Operational Lieutenant and authorize the creation of the new position of Operational Captain at pay grade level 8

H. ITEMS REMOVED FROM CONSENT AGENDA

I. ACTION ITEMS

1. Mayor's veto of [Special Event Policy](#)

2. [Accounts payable and payroll for the term of 3/20/12 to 3/29/12 in the amount of \\$752,349.85](#)

J. ORDINANCES AND RESOLUTIONS

1. [Substitute amendment to O-3-12 - An Ordinance Amending Section 11-1-1 of the Municipal Code – Offenses Against State Laws Subject to Forfeiture \(Trespassing\) \(Introduced by Ald. Taylor\) \(Recommended by Administration Committee \)\(2nd introduction\)](#)

2. [O- 4-12 An Ordinance Amending Section 2-1-3 of the Municipal Code \(Polling Places\)\(Introduced by Ald. Sevenich\)](#)

3. [R-6-12 -Resolution Declaring Intent to Submit an Urban Non-Point Source & Storm Water Planning Grant Application](#) (recommended by Board of Public Works)

4. [R-7-12 -Resolution Authorizing the Submittal and Execution of Various Applications, Forms and Agreements Involved with Wisconsin Department of Natural Resources Storm Water Management Implementation Grants](#) (recommended by Board of Public Works)

K. APPOINTMENTS

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

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

N. CLAIMS AGAINST THE CITY

1. [Update on Petition for the Incorporation for the Village of Harrison, 12-CV-28](#); and [Notice of injury and circumstances of claim - Town of Harrison, Celine Romenesko, Rick Kindschi](#)

2. Update on PCB Litigation

O. 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. (PCB Litigation; Petition for the Incorporation for the Village of Harrison; Notice of injury and circumstances of claim- Town of Harrison, Romenesko & Kindschi)

P. ADJOURN

MEETING NOTICE

Spring Election and President Preference – Tuesday, April 3, 2012

Common Council - Tuesday, April 17, 2012

Common Council Sine Die - 6:00 pm

New Common Council Meeting - 6:30 pm

Administration Committee – 7:00 p.m.

Board of Public Works – 7:30 p.m.

5th Annual Fox Cities Book Festival Author/Event Schedule – Apr 11th to 18th

Wed Apr 11

10:00am – 11:00am

Trish Kirk – Author Presentation and Q&A
Menasha Public Library

12:00pm – 1:30pm

Diane Ackerman – Craft Talk and Q&A
UW Fox Valley, Menasha

2:00pm – 3:00pm

Fox Cry Review (reading)
UW Fox Valley, Menasha

Thu Apr 12

11:00am – 1:00pm

Brianna Karp – Author Presentation and Q&A
UW Fox Valley, Menasha

6:30pm – 8:30pm

Kris Radish – Author Presentation and Q&A
Menasha Public Library

7:00pm – 8:30pm

James Feldman – Author Presentation and Q&A
Menasha Public Library

Fri Apr 13

9:00am – 10:30am

Zorba Paster & Tom Clark – WPR Radio Show
UW Fox Valley, Menasha

11:00am – 12:30pm

Larry Meiller with Jerry Apps – WPR Radio Show
UW Fox Valley, Menasha

12:30pm – 2:00pm

Rana Husseini – Author Presentation and Q&A
UW Fox Valley, Menasha

Sat Apr 14

9:30am – 11:00am

Scott Stoll – Author Presentation and Q&A
Menasha Public Library

11:00am – 12:30pm

Julie Hyzy – Author Presentation and Q&A

Menasha Public Library

1:00pm – 2:30pm

Victoria Houston – Author Presentation and Q&A

Menasha Public Library

2:00pm – 3:30pm

Peter and Connie Roop – Author Presentation and Q&A

Menasha Public Library

3:00pm – 4:30pm

Mystery Panel Presentation – The Beer & Brats State's Masters of Mystery

Featuring Jerry Peterson, James Strauss, Ted Hertel, Kathleen Ernst

Menasha Public Library

7:00pm – 9:30pm

Carol Higgins Clark – Author Presentation and Q&A

Menasha High School Auditorium

Sun Apr 15

1:30pm – 2:30pm

Tom Stenklyft – Author Presentation and Q&A

Menasha Public Library

3:00pm – 4:00pm

Bill Ott – Author Presentation and Q&A

Menasha Public Library

Mon Apr 16

12:30pm

John McFadden – Author Presentation and Q&A

Menasha Senior Center

1:30pm

Charles Schoenfeld – Author Presentation and Q&A

Menasha Senior Center

12:00pm – 1:30pm

Bill Strickland – Author Presentation and Q&A

UW Fox Valley, Menasha

7:00pm – 8:30pm

Amy Frykholm – Author Presentation and Q&A

Menasha Public Library

Tue Apr 17

12:00pm – 1:30pm
Bill Strickland – Author Presentation and Q&A
Menasha Public Library

6:30pm – 7:30pm
Jess Riley – Author Presentation and Q&A
Menasha Public Library
Wed Apr 18

12:00pm – 1:30pm
Deborah Blum – Author Presentation and Q&A
UW Fox Valley, Menasha

5:00pm – 7:30pm
James Balog – Author Presentation and Q&A
UW Fox Valley, Menasha

Thu Apr 19

12:00pm – 1:00pm
Henry Golde – Author Presentation and Q&A
UW Fox Valley, Menasha



1425 Corporate Center Drive
Sun Prairie WI 53590-9109
608.834.4500 Fax 608.837.0274
www.wppienergy.org



725 Lois Drive
Sun Prairie WI 53590
608.837.2263 Fax 608.837.0206
www.meuw.org

Key Federal Issues List for 2012

Environmental Protection Agency Oversight: We remain concerned about the number and scope of different EPA proceedings (e.g., CASPR, MACT, water cooling, coal ash disposal, etc.) moving forward as well as the speed with which EPA is requiring compliance. Our two primary concerns with EPA actions are potential reliability problems in the MISO regional power markets based on plant retirements and retrofits taking place in a compressed timeframe, and the challenges of planning for future power generation needs in a time of uncertainty as to what the final regulatory suite will look like. ***Congress should continue to provide active oversight of EPA initiatives, rein in proposed EPA rules that need further review, and at a minimum enact legislation that would create an electric reliability "safety valve" under new EPA regulations.***

Balanced Approach to Cyber Security: We believe that a cyber security bill can and should be passed this year. It should include emergency authority to direct industry to act when an imminent threat is known and allow more information sharing between government and industry. The electric industry stands alone among industry groups in that we already have mandatory cyber standards in place. We are concerned that most proposals on the table at this point would require a costly and duplicative regulatory regime and would do little to enhance our nation's cyber security. We urge Congress to consider legislation that is narrowly crafted and targeted to address the issues involving cyber security without placing a costly burden on small electric utilities that is duplicative of current FERC/NERC system of mandatory, enforceable cyber security standards (Section 215 of the Federal Power Act) and which may achieve only limited results. We also strongly support enhanced information-sharing from the federal government to the industry. ***Congress should keep their eye on the eight ball with this issue – preserving the integrity of the bulk power supply system – and not overly burden small electric systems that have no impact on that system.***

Preserve Tax-Exempt Financing: As units of local government, public power utilities are authorized to issue tax-exempt bonds to construct and improve the infrastructure necessary to distribute electricity in a reliable and safe method to customers. Over the last few years, recently there have been several proposals to weaken or eliminate the tax-exemption for municipal bonds. A fundamental principle of tax-exempt financing is the ability for local governments to determine what services are needed to serve their citizens and to finance such projects free from federal taxation on the interest on the bonds they issue. ***Community-owned electric systems in Wisconsin rely on tax-exempt financing for system improvements which is critical to our ability to keep rates low – a direct benefit to consumers. We support preserving this infrastructure financing tool.***

Comparable Incentives for Public Power: Congress typically enacts energy policy, in part, through the Federal Tax Code. ***Consumer-owned utilities (i.e., public power systems and rural electric cooperatives), which are operated on a not-for-profit basis, need comparable incentives to build renewable and clean energy generation as those tax code based incentives utilized by investor-owned utilities and private developers.*** The Clean Renewable Energy Bond (CREB) program established in 2005 is a wonderful example of this, and the CREB program cap should be lifted. The Qualified Energy Conservation Bond program (authorized in 2008), is similar to CREBs and another good example of how Congress can help meet this goal of parity.

Relief for Captive Rail Shippers: Excessive monopoly freight rail rates for coal imported from Western States mean higher electric rates for all Wisconsin customers. Along with all of the other organizations and companies in BadgerCURE, ***we support bipartisan reforms in federal freight rail policy and procedural improvements at the Surface Transportation Board as proposed in the bipartisan legislation (S.158) authored by Senator Rockefeller and others on the Senate Commerce Committee, making sure that it includes critical rail antitrust reforms being advocated by Senator Kohl and others (S.49).***

CITY OF MENASHA
ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
March 19, 2012
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Klein at 7:51 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

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

C. MINUTES TO APPROVE

1. Administration Committee, 3/5/12

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

Motion carried on voice vote

D. COMMUNICATIONS

1. Update version of 2012 Insurance Summary

CA/HRD Captain explained the changes to the insurance summary.

E. ACTION ITEMS

1. Appeal of Denial of Operator's License – Dolan Oelschlaeger

Dolan Oelschlaeger was not present.

PC Styka explained the guidelines followed when denying the Operator's License application of Mr. Oelschlaeger

CA/HRD Captain explained she recommended denial as Mr. Oelschlaeger had multiple convictions substantially related to the license for which he applied for and which demonstrates his disregard for following the law.

Moved by Ald. Krueger, seconded by Ald. Sevenich to uphold the denial of an operator's license to Dolan Oelschlaeger.

Motion carried on roll call 8-0.

2. Option to Purchase former NMFR Station 36, 901 Airport Road

FP One LLC is interested in purchasing the parcel at 901 Airport Road for possible future development. The Option to Purchase would be good for one year from the date the City certifies that the building has been demolished, the parcel cleared of any debris, and the City presents them with an environmental audit report.

Topics discussed included the appraised value of the property, cost to raze the building, clear property and prepare environmental report. Committee asked for more information.

3. Selection of Assessment Firm for City Assessment Services

C/T Stoffel explained six Request for Proposals were sent out and three were returned. Proposals were received from Grota Appraisals, Accurate Appraisal and Associated Appraisal. The City currently has an agreement with Associated Appraisal until April 30, 2012. He explained some of the duties of the Assessor. Accurate Appraisal and Associated Appraisal are both within the amount budgeted for assessment services. The City and Associated Appraisal have a good working relationship, so staff is recommending the selection of Associated Appraisal for the term May 1, 2012 to April 30, 2018.

Moved by Ald. Zelinski, seconded by Ald. Englebert to recommend to Common Council the selection of Associated Appraisal for City Assessment Services, May 1, 2012 through April 30, 2018.

Motion carried on roll call 8-0.

F. ADJOURNMENT

Moved by Ald. Krueger, seconded by Ald. Zelinski to adjourn at 9:09 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
March 19, 2012
MINUTES

A. CALL TO ORDER

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

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Krueger, Zelinski, Englebert, Benner, Klein, Taylor, Sevenich, Langdon
ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, FC Auxier, DPW Radtke,
CDD Keil, C/T Stoffel, PHD Nett, Nick VandeHey (McMahon), Clerk Galeazzi, and the Press

C. MINUTES TO APPROVE

1. March 5, 2012

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

D. COMMUNICATIONS

1. Report on 2012 Snow Removal Budget

DPW Radtke gave an update on the status of the 2012 snow and ice control budgets. Budgets are positioned well for this time of the year. General discussion ensued on the equipment fund.

E. ACTION ITEMS

1. Resolution R-6-12 Declaring Intent to Submit an Urban Non-Point Source & Storm Water Planning Grant Application

DPW Radtke explained this resolution supports submittal of an Urban Non-Point Source and Storm Water Planning Grant Application to the Wisconsin Department of Natural Resources for planning activities.

Nick Vandehey, from McMahon Inc., explained the grant funds will be used to reduce urban non-point source water pollution and improve storm water quality.

Moved by Ald. Krueger, seconded by Ald. Langdon to recommend to Common Council Resolution R-6-12
Motion carried on voice vote.

2. Resolution R-7-12 Authorizing the Submittal and Execution of Various Applications, Forms and Agreements Involved with Wisconsin Department of Natural Resources Storm Water Management Implementation Grants

Nick Vandehey explained this resolution is required as part of the grant application process. This authorizes the Director of Public Works to submit required documentation to the DNR with the grant application.

Moved by Ald. Krueger, seconded by Ald. Langdon to recommend to Common Council Resolution R-7-6
Motion carried on voice vote.

F. ADJOURNMENT

Moved by Ald. Krueger, seconded by Ald. Langdon to adjourn at 9:45 p.m.
Motion carried on voice vote.

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
February 8, 2012**

- A. Meeting called to order at 8:06 AM by Vice Chairman Lori Asmus.
- B. Present: Lori Asmus, Dr. Teresa Rudolph, Dorothy Jankowski, Susan Nett
Excused: Candyce Rusin
- C. MINUTES TO APPROVE
1. Motion to approve January 11, 2012 minutes made by D. Jankowski and seconded by T. Rudolph. Motion carried.
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
1. January 2012 Communicable Disease Report distributed and discussed.
 2. Update on the number of pertussis cases in the city given by S. Nett. Since August 2011, there have been 10 lab confirmed cases and 25 probable cases (cases that meet the definition but are not lab confirmed).
 3. PH Infrastructure Mini Grant Award. S. Nett applied for \$5000 funding to complete a quality improvement project in the health department. There were 41 applications submitted and 29 received funding. The health department was one of the 29. The grant is a nine month grant and will the quality improvement process is the first step and beginning a community health improvement project.
 4. Community Needs Assessment Process – S. Nett updated the board on the community needs assessment process. The counties received their community needs assessment results in January. The 3 counties (Calumet, Outagamie, Winnebago) will meet to discuss their results and then the Fox Cities group and the counties group will meet to identify joint needs and projects.
 5. UWO Student Clinicals – 2012 Semester 1. The health department is hosting 8 undergrad nursing students and 1 BSN completion student this semester.
- E. ACTION ITEMS
1. Review of Wellness Screening Fees. S. Nett explained the 60+ wellness screening fees have not been reviewed for 2 years and should be evaluated to make certain costs are covered. Thedacare labs does the labwork for the 60+ program at a reduced cost. The lab fees are remaining the same as the past 2 years. Since the 60+ program is self sustaining, S. Nett suggested raising the donation part of the fee a small amount especially for the more requested lab tests (wellness panel/hemogram and wellness panel/hemogram/TSH). T. Rudolph indicated the costs for these tests is at a significant savings and provides a good opportunity for those who have to pay out of pocket a very inexpensive alternative to getting needed lab work done. Motion made by D. Jankowski and seconded by T. Rudolph to raise the cost of the wellness panel/hemogram and wellness

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

panel/hemogram/TSH by \$1each. The rest of the test costs to remain the same and will re-evaluate after the spring screening. Motion carried.

F. HELD OVER BUSINESS

1. None

G. Motion to adjourn at 9:10 AM made by D. Jankowski and seconded by T. Rudolph. Motion carried. Next meeting March 14, 2012.

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
February 9, 2012**

A. Meeting called to order by Chairman Joyce Klundt at 7:50 AM.

B. Present: John Ruck, Peg Malueg, Mary Lueke, Sue Steffen, Lee Murphy, Joyce Klundt, Jean Wollerman, Susan Nett
Guest: P&R Director Brian Tungate

C. MINUTES TO APPROVE

1. Motion to approve minutes from January 12, 2012 made by S. Steffen and seconded by M. Lueke. Motion carried.

D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

1. Senior Center Older Adult Director J. Wollerman presented the report on the numbers of new senior members at the various Y locations in the Fox Cities. 80 seniors signed up for various older adult programs at the N-M Y. The January 2012 attendance numbers at the senior center were up again from the previous month and were the highest attendance numbers since 2007, at 1445. J. Wollerman felt the good weather we have been experiencing was one of the factors for the favorable attendance. The bus trip to the PAC for the Million Dollar Quartet performance is sold out at 39 registrants. Upcoming health screenings at the center include the wellness screening in April. S. Nett reports the health department is checking into doing ear wax screenings at the center. The 60+ health nurse is going for training next week on foot care. J. Wollerman distributed a copy of A Profile of Older Americans: 2010 and discussed the future impact of services that will be needed as the older population continues to grow.
2. Building Project Update. L. Murphy discussed his meeting with Community Development Director Greg Keil and where to start. Committee members discussed various aspects of the project and felt the next step was to get an estimated cost. J. Wollerman and L. Murphy will contact Miron Corporation and see if they can get an architect to come and provide an estimate.
3. Senior Pool Initiative – Park and Rec Director B. Tungate provided an overview of a pilot program at the pool this summer for senior citizens. A water exercise program will be held on Fridays from 11:45 to 12:30. When the weather is inclement, the class will be moved to either a park pavilion or the senior center. Committee members discussed the need for warm water and questioned what the cost would be. J. Wollerman indicated the cost has not yet been determined. It is hoped that by having the class around noontime the water will have warmed to a comfortable temperature.

E. New Business

1. Discussion Adult Recreation Programming--Committee members discussed with P&R Director Tungate if some adult recreation programming could take place at the senior center during the evening hours Mondays through Thursdays and what types of

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programming would be a good fit with the senior center. J. Ruck felt having adult recreation programming at the center would be a good fit and would introduce younger adults to the senior center and as they progressed through the years would have a comfort level with the center and would be more likely to participate in programming as older adults. Motion made by P. Malueg and seconded by M. Lueke to have older adult director collaborate with P&R director for adult recreation programming at the senior center with age guidelines 30 and older. Motion carried.

2. Discussion BIKE Program. S. Nett explained the BIKE program and discussed starting the program again after taking last year off during the transitioning of the YMCA and the senior center operations. The P&R program has 14 or 15 bikes available. J. Wollerman will check past records and start preparations for the program.

F. HELD OVER BUSINESS

1. Policy – For Profit Advertising at the Senior Center. Revised policy was mailed out with the meeting agenda. Motion to accept the For Profit Advertising Policy at the senior center made by J. Ruck and seconded by S. Steffen. Motion carried.
2. Legacy Account Policy. Request made by J. Wollerman to keep this held until the next meeting.

- G. Motion to adjourn at 9:50 AM made by L. Murphy and seconded by M. Lueke. Motion carried. Next meeting March 8, 2012.

**MINUTES OF REGULAR MEETING
ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES**

March 15, 2012

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

Present: Eisen, Enos, Murray, Nichols, Wisneski, Warren (Teen Rep)

Absent: Crawmer, Kobylski, Wicihowski

Also present: Director Lenz, K. Seefeldt (Office Manager), K. Beson (Children's Supervisor), Terri Towle from the Community Foundation of the Fox Cities

Public Comment

Eisen commended the Children's Department staff for the innovative programming they continue to offer.

Authorization of Bills

Motion to authorize payment of the March list of bills from the 2012 budget as by Eisen, seconded by Murray, 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 February 16, 2012

Motion

Motion to approve minutes from the Library Board meeting of February 16, 2012 by Eisen, seconded by Nichols, and carried unanimously.

Director's Report/Information Items

1. Endowment Report. Terri Towle, VP of Finance and Administration, was asked to provide information pertaining to the library's investments with the Community Foundation. She noted the Foundation's commitment to investing funds sensibly. They work to secure investment returns on endowment funds sufficient to support an annual distribution of up to 5%, to cover administrative expenses, and to preserve the purchasing power of the fund. To accomplish this goal without generating too much risk, the Foundation adheres to a diversified asset allocation strategy and relies on a team of investment managers and a consultant experienced in specialized sectors of the investment markets. Discussion ensued. The Board thanked Ms. Towle for attending the meeting.

Terri Towle left the meeting at 4:28 p.m.

2. January Statistics. Circulation was down 7.7% for the Adult Department and 5.7% for the Children's Department. Program attendance for both departments was up significantly from last year. The number of individuals coming into the library remains about even with numbers recorded in 2011. It was agreed that as the number of ebook readers increases, lending of print materials may decrease. Ideas for increasing the lending of print materials were discussed, including scheduling regular deliveries to area nursing homes and asking City Department Heads to read stories to children in local schools. Director Lenz stated that she personally delivers many large print books left over from our used book sales to some of the nursing homes. She also made

the board aware of plans to survey library patrons, maybe during National Library Week. We will be requesting their opinions on services we currently offer and those they might like to see added or changed.

Kathy Beson left the meeting at 4:37 p.m.

3. Current Budget Status: 2011 and 2012. The City's comptroller plans to close out the books for 2011 soon. The library currently has some non-budgeted revenue and leftover funding. The comptroller will include that amount in the request he will submit to the Common Council to roll over into our 2012 budget.
4. Friends Book Sale Report. The spring book sale made \$1,659. We plan to use these funds toward the costs associated with the Multicultural Festival scheduled to be held on November 10th and to fund other Friends' purchases throughout the year.
5. Staff. Board members received a report on the success of the Children's Department winter reading program. 172 children ages three through grade 5 signed up for the Paws to Read program. Also, 525 individuals registered to win dinner and a movie during our adult and teen winter reading program.
6. Report from the Policies & Personnel Committee. Board members were asked to review additional revisions that were made to Chapter V *Library Code of Conduct*. Eisen recommended eliminating section 9, which addresses petitioning in the library. He felt there was no need to have a policy regarding petitioning. Discussion ensued. The Policies and Personnel Committee will address Board members' recommendations on petitioning at their next meeting.

Discussion/Action Items

7. 2012 Budget. Director Lenz ask to wait until more firm numbers on the 2011 budget were available before asking the board to approve final budget line items for 2012. Murray recommended taking a conservative approach with any funds that have been rolled over.
8. Annual Report to the State. Director Lenz presented the 2011 Annual Report to the State for the Board's approval. She recommended that the Board vote affirmatively that the Winnefox Library System did provide effective leadership to our library in 2012. Discussion ensued.

Motion

Motion to approve the 2011 Annual Report to the State and to affirm that Winnefox Library System did provide effective leadership and adequately met the needs of our library by Eisen, seconded by Murray, and carried unanimously.

Adjournment

Motion to adjourn the meeting at 5:05p.m. by Nichols, seconded by Wisneski and carried unanimously.

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 Fire Commission Meeting
March 28, 2012 – 12:00 p.m.
2nd Floor Conference – City of Neenah

Present: Commissioners Liebhauser, Kubiak, Lewis, Mattes and Keating

Excused: Commissioner Nevitt

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

Commissioner Keating called the meeting to order at 12:00 p.m.

Meeting Minutes: The Commission reviewed the meeting minutes from January 25, 2012. **MSC Mattes/Liebhauser to approve the meeting minutes of January 25, 2012, all voting aye.**

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

Budget Report: The Commission reviewed the February budget report. This is information only and no action is required.

Fire Chief Vacancy: Discussion was held on the direction of replacing Chief Auxier when he leaves in 2013. Discussion was held on a proposed timeline for filling the vacancy. It was decided to request permission to fill the vacancy in late 2012 and wait until January 2013 to begin the process of posting the position and recruiting.

MSC Lewis/Mattes to reconvene into open session at 12:50 p.m., all voting aye.

MSC Liebhauser/Lewis to adjourn at 12:50 p.m., all voting aye.

Respectfully Submitted,

Al Auxier
Chief

AA/tt

CITY OF MENASHA
PERSONNEL COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
March 19, 2012
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Englebert at 9:45 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

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

C. MINUTES TO APPROVE

1. Personnel Committee, 3/5/12

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

Motion carried on voice vote.

D. ACTION ITEMS

1. Employee Safety Manual (Revised)

PHD Nett explained changes to the Fleet Safety Policy that will need to be part of the Employee Safety Manual.

Moved by Ald. Sevenich, seconded by Ald. Krueger to recommend to Common Council the Employee Safety Manual with the amended Fleet Safety Policy.

Motion carried on voice vote.

2. Personnel Policy Handbook (Revised)

General discussion ensued on the different sections of the policy.

It was suggested this item remain on the agenda for future discussion.

3. Police Department Organizational Structure Change

PC Styka explained the new organizational structure. The new structure will clearly designate a person in charge in the absence of the Police Chief. Staff is recommending removing the position of Operations Lieutenant and authorize the creation of the new position of Operations Captain at pay grade level 8.

Moved by Ald. Sevenich, seconded by Ald. Krueger to recommend to Common Council Police Department Organizational Structure change of removing the position of Operational Lieutenant and authorize the creation of the new position of Operations Captain at pay grade level 8.

Motion carried on voice vote.

4. Police Union Contract (Local 603) and Educational Incentive Program

CA/HRD Captain explained a provision in Police Union Contract of January 1, 1995-December 31, 1997 indicated that Police Officers who had associate degrees/credits would be compensated an extra \$75 per month. That provision was dropped beginning with the January 1, 1998-December 31, 2000 contract. That language had not been in the union contract since 2000. It was recently discovered that Police Officers who had associate degrees/credits continued to receive an extra \$75 per month even though the provision was not in the union contract. The Union is requesting that such payment continue to those officers receiving the \$75 per month extra compensation. This applies to three officers.

General discussion ensued on this being a past practice even though it was not stated in the union contract.

Moved by Ald. Taylor, seconded by Ald. Langdon to recommend to Common Council to continue to pay \$75 per month to Police Officer who had associate degrees/credit hired prior to 1/1/1998.

PC Styka explained there was a side letter with the January 1, 1998-December 31, 2000 union contract that addressed which Police Officers would receive education incentive compensation.

Moved by Ald. Krueger, seconded by Ald. Sevenich to hold this item.
Item is held

E. ADJOURNMENT

Moved by Ald. Sevenich, seconded by Ald. Krueger to adjourn at 10:40 p.m.
Motion carried on voice vote.



President Ron Duuck called the meeting to order Thursday March 15, 2012 at 4:30PM, Menasha Safety Building, 430 First Street, Menasha, Wisconsin

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

Meeting minutes

- Tony Gutierrez moved to accept the order January 18, 2012 minutes. Marshall Spencer seconded the motion. The motion was unanimously carried.

Chief Styka report

Correspondence:

- Neenah Police Department: Letter of Appreciation
- Letter of Resignation & Acceptance: Officer Paul Scheppf
- Michael Whiting: Letter of Appreciation

Training:

- All Sworn Personnel: Legal Update & Emergency Vehicle Operations FVTC
- Matt Lens: AR15 Armorer, Instructor Development, Firearms Instructor
- Nick Thorn: Instructor Development, FVTC
- Ann Gollner: PSLO Conference, Madison, WI
- Tim Styka, Angie Hanchek and Ron Bouchard: Wisconsin Chiefs Of Police Conference, WI Dells

Department Updates:

- Lieutenant Process: Chief Styka recommends Officer Jamal Kavar to fill Lieutenant position. Terri Reuss made a motion for the Commission to support Chief Styka's choice. Tony Gutierrez seconded the motion. The motion was unanimously carried.
- OIC Appointment: Officer Nick Oleszak
- K-9 Position Opening: Officer Matt Spiegel
- Plan to issue unique badge numbers to each officer will move forward.

Adjourn: Motion by Tony Gutierrez seconded by Terri Reuss, at 5:18pm. The motion was unanimously supported.

- The next bi monthly meeting will be held Thursday, May 17th 2012 4:30pm Menasha Safety Building, 430 First Street, Menasha, Wisconsin.

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

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

Respectfully submitted,
Marshall Spencer,
Commissioner, Secretary



City Hall Safety Committee Meeting

February 2, 2012
Minutes

Meeting called to order at 11:05 AM

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

A. Motion to approve minutes from January 5, 2012 made by K. Clausing second V. Lenz . 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/department. Locations and access will be discussed during the Haz. Comm. Refresher training on 2/15. T. Drew also requested that all new chemicals should have an MSDS sheet delivered with the product or provide Manufacturer name and Product name so MSDS sheets can be obtained and added.
- 2. Emergency Notifications** – EOEP manual has been updated with all current floor coordinators.
- 3. 2011 Employee Injury Posting (300 Reports)** – reports have been distributed to all departments for posting.

C. New Business

- 1. Monthly Safety Topic—"Pay Attention to Avoid Infection!"** – Fact sheet covering bloodborne pathogen risks and precautions was distributed and discussed.
- 2. Injury Review**-No employee injuries reported. A non-employee injury occurred where an elderly women fell and hit the curb outside City Hall. No additional information provided.
- 3. Other new items for discussion**— Revised Safety Manual to go to City Council for approval in March.

Issue raised from an elderly woman having difficulty getting in the back entrance. Issue of installation of a handrail was raised and/or signage stating that the handicap entrance was in the front of the building. Additional stairs inside the building and possible issues with a permanent handrail on the back entrance slab could pose safety

risks. It was determined that signage at the back parking lot entrance identifying the front entry as the handicap accessible entrance would be best.

D. Training

1. **Hearing Screening** – Scheduled April 4 or April 5. Mobile unit will be used and will be set up at the Health Department.
2. **Annual training items** – Annual refresher trainings are on the intranet. Program will automatically send an email to T. Drew upon completion.
3. **Classroom Hazard Communication (Employee Right to Know) Training-** T. Drew to provide classroom training on Hazard Communication on February 15, 2012 at 10:00am and 1:00pm. For employees unable to attend a version is available on the intranet.
4. **Additional training items for discussion-** Question raised regarding Supervisor Training for alcohol and drug recognition related to CDLs. T. Drew will consult with B. Rank – CVMIC for information.

E. Motion to adjourn at 11:45am made by P. Captain seconded by V. Lenz. Motion carried.



**Police Safety Meeting
January 12, 2012
Minutes**

Meeting called to order at 2:35 PM.

Present: Chuck Sahr, Todd Drew, Sara Swenson, Mark Mauthe, Joe Polzien, Sue Nett

Excused: Pamela Captain, Aaron Zemlock, B. Sawyer

A. Motion to approve minutes from October meeting made by C. Sahr second S. Swenson

B. Old Business

- 1. Respiratory Protection** – Fit testing to be coordinated with Paul Scheppf.
- 2. Back Hall Water / Mold Concerns** – Water stained ceiling tiles in place no sign of new leaks. T. Drew to discuss with A. Alix about status of the leak and to request ceiling tiles be changed.
- 3. Door between garage and back hall** – Question was raised whether the window installed in the door had an effect on the fire rating of the door. T. Drew to check marked window rating and consult with A. Alix to get information from the contractor who installed the window if necessary.

C. New Business

- 1. Monthly Safety Topic**- was emailed to C. Sahr prior to the meeting
- 2. Injury Review** – One ankle injury cited – no documentation was available regarding the circumstances.
- 3. Replacement of Safety Committee Members (M. Brunn and B. Sawyer)** – Joe Polzien will replace Bev Sawyer on the Safety Committee per request from B. Sawyer. M. Brunn to be replaced when a replacement is hired.
- 4. MSDS Sheets / Container Labels** – T. Drew discussed the need to obtain and MSDS sheet for any chemicals brought in to the building, especially those not ordered or obtained through A. Alix. Proper labels must also be on all containers, labels available through A. Alix. C. Sahr

suggested possibly scanning all MSDS and placing on computer for PD staff. T. Drew stated that was the long term intent for the entire Haz Comm plan. T. Drew stated that computer based must still be available to all staff, some of which do not have access to computer.

D. Training

1. **Refresher Training 2011** – Training sessions have been placed on the intranet. Haz Comm. refresher will be done in the classroom on February 15, 2012. Only those who cannot attend the classroom session should do the computer version.
2. **CVMIC Law Enforcement specific training modules** – T. Drew provided a list of training modules available from CVMIC. Training modules are available in power point and video formats.
3. **Hearing Screening** – dates pending (March or April)
4. **New training issues** – PD personnel AED/CPR certifications have expired. Certifications were previously done through Gold Cross. Re-cert should be scheduled and completed as soon as possible.

E. Motion to adjourn at 2:50 PM, made by J. Polzien and seconded by M. Mauthe. Motion carried.

Members: Mike Brunn, Chuck Sahr, Mark Mauthe, Aaron Zemlock, Bev Sawyer, Todd Drew, Sue Nett, Pamela Captain, Sara Swenson, Joe Polzien



**PUBLIC WORKS / PARKS DEPARTMENT SAFETY COMMITTEE
February 28, 2012
MINUTES**

Meeting called to order at 9:05 AM

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

Absent: Sue Nett, Vince Maas, Brian Tungate, Tim Jacobson

Approval of Minutes – Motion to approve minutes from the January 27, 2012 meeting made by J. Julius second A. Alix. Motion approved.

A. Old Business

1. **EOEP Maps** – C. Gordon to complete prior to pool season.
2. **Maintenance Shop Ventilation Issue** – Curtain is installed. Additional work with the floor system is pending.
3. **Public Works Facility Walk-thru**- Electrical storage area organized, additional work required. Discussion related to the bird issue – recommend keeping overhead doors closed, including installation of a door received to have remotes in vehicles. T. Drew reinforced the health risk to working around accumulated avian feces.

B. New Business

1. **Monthly Safety Topic** – “Pay attention to Avoid Infection” – discussed the importance of proper clean-up and personal protection when dealing with blood and body fluid clean-up (BBP). Information was discussed and sheets provided to post.
2. **Injury Review** – Employee slipped exiting the compartment of the automated recycle truck. Employee injured arm while attempting to break fall. The step to exit the compartment is rounded and slippery when wet. In response non skid tape will be installed on this exit in an attempt to prevent slips.
3. **PPE Issue Maintenance Shop (Shock Gloves)** – request was received to discuss shock gloves be included as PPE. The issue is the use of impact tools which shake and jar the hands and wrists. Shock gloves provide cushioning against. Committee agreed that gloves were should be included and provided to Maintenance shop (1 pr. / per employee). T. Drew to research and obtain gloves for employee use.
4. **New items for discussion**- No new items.

Training

1. **Fire extinguisher training** – T. Drew will contact M. Sipin NM Fire to schedule. Mondays generally work best.
2. **Hearing Screening** – scheduled for April 5, 2012 sign up will be distributed.
3. **Hazard Communication Training DPW/ Parks-** No issues related to raised regarding training, thought to be beneficial. T. Drew reminded that if employees were unable to attend the training was available on the intranet and should be completed.
4. **Work Zone Traffic Safety Training 3/29/12 (CVMIC-Kimberly)** – 7 employees registered. T. Drew stated if any additional employees were to go, to send names over and Drew will register them with CVMIC.
5. Other new training items or concerns – No additional items discussed.

D. Adjourn: Motion P. Captain second M. Radtke - Meeting adjourned at 9:50am.

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

March 1, 2012

Draft

Commission President Allwardt called the Regular Meeting of the Water and Light Commission to order at 8:00 A.M., with Commissioners Joe Guidote, Don Merkes, Joanne Roush, and Dan Zelinski present on roll call. Also present were Melanie Krause, Co-General Manager/Business Operations; Dick Sturm, Co-General Manager/Engineering and Operations; Steve Grenell, Project Engineer; Kristin Hubertus, Business Operations Accountant; Paula Maurer, Customer Services Manager; Lonnie Pichler, Electric and Water Distribution Supervisor; and John Teale, Technical Services Engineer. Don Voogt, McMahon Associates, was also in attendance.

Those absent were: Lisa Miotke, Energy Services Representative

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

Stan Sevenich, 645 Ninth Street, requested New Business, Item VIII, B, Billing Metering Error, be advanced ahead of the Unfinished Business items.

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

- A. Minutes of the Regular Meeting of January 25, 2012.
- B. Minutes of the Closed Session of January 25, 2012.
- C. Approve and warrant payments summarized by checks dated Jan. 26 and Feb. 2 - 23, 2012, which includes Net Payroll Voucher Checks, and Operation and Maintenance Voucher Checks for a total of \$918,357.26, and Operation and Maintenance Vouchers and Rebates to be paid prior to the next Regular Meeting. Motion approved unanimously on roll call.
- D. Correspondence, as listed.
 - Copy of letter dated January 30, 2012, to Dick Sturm, Menasha Utilities, from Scott Koehnke, WI DNR, re: Utility Crossing Application
 - Copy of memorandum dated February 7, 2012, to Utility Employees, from Melanie Krause & Dick Sturm, re: Customer Service Manager position
 - Copy of letter dated February 7, 2012, to City of Menasha Clerk Galaezzi, from Norman Hahn, Jr., WI DNR, re: Water Main Extension Approval
 - Copy of note received February 10, from Boys' & Girls' Brigade Christmas Giving Program, re: Thank You
 - Copy of letter dated February 15, 2012, to Menasha Utilities, from Jennifer Wanke, Leaven, re: Thank You
 - Copy of letter dated February 20, 2012, to Menasha Utilities, from Lisa Weiner, UW-Fox Valley, re: Scholarship Thank You

Item IV. December and January Financial and Operations Statements – Business Operations Hubertus reviewed the December statements indicating the electric consumption has remained pretty consistent in the last three years. The audit has been completed and the report will be presented at the next meeting.

For 2011, total water consumption declined by 3% and chemical expenses exceeded budget due to more chemicals used during the year.

The Fiber Utility ended the year on a positive cash side due to less maintenance and administrative charges.

For the month of January electric consumption decreased by 8.45% overall compared to budget, and water usage increased 2.11% compared to budget. Residential customers used less water, but this was offset by commercial and industrial customer usage which increased revenues.

The Fiber Utility showed a variance in increased revenues due to a dark fiber customer.

After discussion, the Commission accepted the December & January Financial and Operations Statements as presented.

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

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

As requested, Comm. President Allwardt advanced New Business Item Billing Metering Error for discussion.

Co-General Manager/Business Operations Krause reported low system losses have been investigated for a period of time. Recently system losses were pinpointed to a particular circuit, and field inspections were done on those customers. It was identified that one of the industrial customers on that circuit had a multiplier that was incorrectly calculated based on the set-up of the meter. Upon further review, the customer was overbilled for the past six years. The implication on the other side is that the rest of the customers were under-billed. A meeting was held with the industrial customer to explain the situation and what the proposal would be moving forward. The Utility proposed a refund over the next two years.

The multiplier error over-calculated the amount of consumption resulting in the PCAC charge being too low for the rest of our customers. We will be looking at doing a PCAC adjustment for the next two years which will result in approximately \$1 per month for the normal residential customer.

Our CP-2, CP3, and CP4 customers have been contacted to explain the situation and what the impact will be to them.

Moving forward, we will be reviewing and updating policies and are continuing on the path of doing field inspections in order to provide assurances to the Commission and to our customers that our meters and bills are accurate.

Co-General Manager/Engineering & Operations Sturm gave an overview of what makes up a meter multiplier and indicated the meters were installed and wired correctly. Staff will be checking all meters and documentation and will be developing a documentation program that will cover meter installations from the concept and plans right through the multiplier that goes into the billing. WPPI Energy is also taking part in that effort and forming a best practices team to make a joint effort on putting together a program and documentation to prevent these errors from occurring.

Comm. Merkes requested future reports/updates on the progress of the best practices program to assure the Commission and the community that program is being done correctly.

Mrs. Krause stated this information has been communicated to the Public Service Commission and we are waiting for final approval on the PCAC adjustment and the refund proposal. The process of refunding the one industrial customer and collecting from other customers will start in March.

After further discussion, Mr. Sturm added staff takes full responsibility for the error as a utility, and apologies for the inconvenience that it has caused. It is a problem, and there is full intent to clarify it in the future.

Item VII. Unfinished Business, Pole Attachment Drawings – Mrs. Krause reviewed the proposal from Boardman Law regarding pole attachment drawings discussed at the January meeting. It was requested to bring this item back once a determination is made on the dollar impact to the Utility. Currently there are 25 member communities that will be participating in this joint project so the cost implication will be minimal.

Water Tower, High Lift Modifications & Main Projects:
Reject Standby Generator & Motor Control Modifications Bids – Don Voogt, McMahon Associates, reviewed a more detailed evaluation of the proposed design, the high costs associated, and the reality of available financing. The recommendation is that the bids be rejected and the project be redesigned and rebid.

The motion by Comm. Merkes, seconded by Comm. Roush, was unanimously approved to reject the standby generator and motor control modification bids and that the project be redesigned and rebid.

High Lift Pump Station Modifications Cost Evaluation and Water Project Budget – Mr. Voogt reviewed the summary and budget cost estimate. The recommendation would be to take the Manitowoc Street tower out of service, maximize the reliability and performance of the high lift pump station, and redesigned and re-bid this project.

The motion by Comm. Allwardt, seconded by Comm. Guidote, was unanimously approved on roll call to redesign and rebid the switchgear as the base project per Option No. 4 in the memorandum dated February 28, 2012, and to consider some of the cost saving measures presented in Option No.5 as alternates.

Award/Defer Bids for:

16 inch Transmission Main and Elevated Water Tank Demolition – the motion by Comm. Merkes, seconded by Comm. Roush, was unanimously approved on roll call to award the bid for the 16 Inch Transmission Main Construction to Dorner, Inc., in the amount of \$532,952.50, and the bid for the Elevated Water Tank Demolition to Iseler Demolition, Inc. in the amount of \$7,510.00, both contingent on Safe Drinking Water requirements. Both recommendations will be forwarded to the Board of Public Works for approval.

Water Main Replacement – the motion by Comm. Merkes, seconded by Comm. Zelinski, was unanimously approved on roll call to award the bid for the Water Main Replacement Projects to Donald Hietpas & Sons, Inc., in the amount of \$829,133.35, contingent upon Wisconsin Safe Drinking Water loan approval. This recommendation will also be forwarded to the Board of Public Works for approval.

Mr. Voogt departed at 10:05 a.m.

Item VIII. New Business, APPA Legislative Rally Travel Request – Mr. Sturm requested authorization to travel to the APPA Legislative Rally in Washington, DC, March 12 – 14, with travel being covered by a grant from WPPI Energy.

The motion by Comm. Allwardt, seconded by Comm. Guidote, was unanimously approved to authorize Mr. Sturm's travel request.

Billing Metering Error – this item was discussed earlier in the meeting.

Item IX. Project Reports, Telecommunications Update – Technical Services Engineer Teale gave an update on the discussions with Fox Lodge Apartments regarding possible internet.

Water Projects – Project Engineer Grenell reported on the progress of the scrapper project.

Item X. Staff Reports, Co-General Manager/Engineering and Operations – Mr. Sturm thanked the Commission and staff for the efforts and contributions in addressing the significant challenges over the past months.

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

Electric and Water Distribution/Safety Report – Electric and Water Distribution Supervisor Pichler stated tree trimming has been completed for the year, and gave an update on a couple of future expansion projects.

Telecommunications & Substations–and Water Plant – there were no additional questions to the reports presented.

Co-General Manager/Business Operations – Mrs. Krause reported the water rate case approved by the Public Service Commission went into effect today, resulting in a 17% increase.

The WPPI Energy Executive Committee is extending an invitation to member communities Commission and management to attend their monthly meetings. The meeting for Menasha is March 22, 9:30 a.m., in Sun Prairie.

Customer Services – there were no additional questions.

Energy Services Representative/Key Accounts – Mr. Sturm noted there will be an Electronic Recycling Event on April 28. The Utilities garage will be used as a collection center and there will be a notice mailed with the Utility bill.

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

Item XII. The motion by Comm. Guidote, seconded by Comm. Roush, was unanimously approved on roll call at 10:30 a.m. to convene into Closed Session pursuant to Section 19.85 (1) (c) of the Wisconsin Statutes for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. RE: Review of Co-General Managers

By: MARK L. ALLWARDT
President

JOSEPH P. GUIDOTE
Secretary

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



MEMORANDUM

Date: March 29, 2012

To: Common Council

From: Pamela A. ^{PA}Captain, City Attorney/Human Resources Director

RE: 2012 Public Officials Program (Davis & Kuelthau, s.c.)

Please see the attached invitation to attend an update program for veteran and newly-elected public officials sponsored by Davis & Kuelthau, s.c. and scheduled for the evening of April 30, 2012. If you would like to attend let me know and we will sign you up for it.

An Official Update 2012 Public Officials Program

Davis & Kuelthau, s.c. is pleased to invite you to its annual program for veteran and newly-elected public officials. This program will provide valuable information on Post-Act 10 developments, public records and open meetings updates, as well as a question and answer panel discussion.

When and Where

Monday, April 30, 2012
5:30 p.m. – 8:30 p.m.
Liberty Hall Banquet and Conference Center
(Located just minutes off Hwy 41 at Hwy 441 and CE)
800 Eisenhower Drive
Kimberly, WI

Agenda

5:00 p.m.	Registration
5:30 p.m.	Reception
6:00 p.m.	Dinner
7:00 p.m.	Program

Who Should Attend

School board members, city council members, town and village board members, county board members, school administrators, mayors, county executives, municipal administrators, human resource professionals and others who have an interest in public sector issues will benefit from attending this program. The program will be particularly helpful to newly-elected public officials.

How to Register

There is a \$27.00 per person registration fee for the program and dinner. Please complete the registration form on the reverse side of this sheet and mail it with a check payable to Davis & Kuelthau, s.c., Attn: Jeanne Venturini, P.O. Box 1278, Oshkosh, WI 54903-1278. For additional information, please contact Jeanne Venturini at (920) 232-4848 or jventurini@dkattorneys.com.

About the Firm

Davis & Kuelthau, s.c. has offices in Green Bay, Oshkosh, Sheboygan, Milwaukee, Madison and Brookfield. We are proud to represent many municipalities and school districts throughout the state of Wisconsin. Our firm emphasizes personalized, high-quality client service in all of our practice areas: business and corporate law, labor and employment law, commercial and civil litigation, environmental law, municipal special counsel, employee benefits, school law, intellectual property, real estate, commercial finance, insurance coverage, construction, and trusts, estate planning and probate.

PROGRAM TOPICS

POST-ACT 10 EMPLOYEE RELATIONS – GENERAL: In the aftermath of Act 10, as collective bargaining agreements either have or will soon expire, almost all issues previously covered in those collective bargaining agreements are now subject to management discretion and will be expressed in handbooks and policies. Important issues have emerged during this transition period that will be reviewed. Various strategies for dealing with such topics as insurance benefits, sick leave, layoff, and discipline will be discussed. Information related to total base wage negotiations will also be updated.

POST-ACT 10 EMPLOYEE RELATIONS - POLICE AND FIRE: While police and fire bargaining units were exempted from most of the Act 10 changes to bargaining rights, there were some significant modifications, particularly in the area of insurance benefits. Recent litigation relating to the scope of bargaining on that issue will be reviewed, as well as other factors that might be pertinent for bargaining or interest arbitration purposes.

PUBLIC RECORDS/OPEN MEETINGS UPDATE: Recent litigation will be reviewed which deals with the extent to which costs of responding to records requests can be recouped by the records custodian. Continuing issues relating to the adaptation of the records law to current technology will also be evaluated. Challenges which have arisen under the open meetings law regarding the proper setting for handling of employee relations topics in light of the Act 10 changes will be discussed.

QUESTIONS AND ANSWERS - PANEL DISCUSSION: A panel of Davis & Kuelthau professionals will collaborate on responses to questions on the presented topics as well as any other issues of interest to public officials.

REGISTRATION FORM

ORGANIZATION NAME AND ADDRESS: _____

ATTENDEE NAMES, TITLES, AND E-MAIL ADDRESSES: _____

Please return completed registration form by April 19th along with a check payable to Davis & Kuelthau in the amount of \$27 per person to: Davis & Kuelthau, s.c., Attn: Jeanne Venturini, P.O. Box 1278, Oshkosh, WI 54903-1278.



MEMORANDUM

Date: March 29, 2012

To: Common Council

From: Pamela A. ^{PAC} Captain, City Attorney/Human Resources Director

RE: Tim Jacobson Anniversary

On February 1st Tim Jacobson celebrated his 35th anniversary as a City of Menasha employee.

Tim started working for the City of Menasha in 1973 as summer help in the parks department. His starting wage was \$1.60 per hour. In 1977, Tim began working as a laborer in the public works department and was promoted to Assistant Street Superintendent in 1985. He has held the position of Public Works Superintendent since 1990. He has helped to put together a great team that makes the City of Menasha a great place to live and work.

Mark Radtke, Director of Public Works adds: "Tim has shown to be very innovative within the public works field. Examples include the introduction of "on board" pre-wetting of salt for enhanced effectiveness of salting operations; the initiation of automated refuse and recycling curbside collection; the use of "anti-icing" techniques in advance of winter storm events; the "ag-bag" compost system resulting in the ability to turn yard waste into compost on site at the Public Works Facility; and the specifying of specialized equipment, such as the portable aggregate/compost sifter, allowing Public Works to maximize its operational cost efficiency."

Tim has contributed to the accomplishments and worked through the struggles of the City through the years. He is an employee who has given Menasha loyal support along the way. His years of service to the public and to the City of Menasha are appreciated.

Due by March 31, 2012

Notice: Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (DNR) by March 31 of each year to report on activities for the previous calendar year. This form is being provided by the DNR for the user's convenience. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

This form is for reporting on activities undertaken in calendar year 2011.

Instructions: Complete each section of the form that follows. If additional space is needed to respond to a question, attach additional pages. Provide descriptions that explain the program actions taken to comply with the general permit. Complete and submit the annual report by March 31, 2012, to the appropriate address indicated on the last page of this form.

SECTION I. Municipal Information

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

SECTION II. Municipal Contact Information

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

SECTION III. Certification

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

Authorized Representative Printed Name Donald Merkes	Authorized Representative Title Mayor	
Authorized Representative Signature 	Date Signed 21 MARCH 2012	
E-mail Address dmerkes@ci.menasha.wi.us	Telephone No. (include area code) (920) 967-3600	Fax No. (include area code) (920) 967-5273

SECTION IV: General Information

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

The City published a notice in the official newspaper inviting commentary on the draft annual report. The draft annual report is submitted to the Common Council as an official communication. The annual report is also available on the City's website and at City Hall for public review.

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

Elected and municipal officials and staff were provided the annual report. Staff involved in the implementation of the storm water permit meet as needed to discuss programs and assure compliance with all requirements. Staff also attends various related seminars.

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

If yes, title and date of storm water management plan:

City of Menasha Stormwater Management Plan (Draft) January 30, 2008. DNR approval pending.

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

If yes, describe these cooperative efforts:

The City's agreement with the Town of Menasha was submitted with the 2009 Annual Report. The efforts involved a shared cost agreement relating to a regional storm water management pond.

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

If yes, provide web address:

www.cityofmenasha-wi.gov

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

If yes, provide web address:

www.cityofmenasha-wi.gov

SECTION 4. Permit Conditions

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

- Public Education and Outreach

Please see attached.

- Public Involvement and Participation

Please see attached.

- Illicit Discharge Detection and Elimination

Please see attached.

- Construction Site Pollutant Control

Please see attached.

- Post-Construction Storm Water Management

Please see attached.

- Pollution Prevention

Please see attached.

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

If yes, provide the following: Model used WinSLAMM Version 9.2.5 Reduction (%) 26.98

If no, include a description of any actions the municipality has undertaken during 2011 to help achieve the 20% standard.

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

Staff conducted review and concluded there is no opportunity for retrofitting at this time.

c. **Best Management Practices Maintenance:** Does the municipality have a maintenance program for installed storm water best management practices? Yes No

If yes, describe the maintenance program. If available, attach any additional information on the maintenance program.

The City's maintenance program includes regular interval cleaning of proprietary filtering devices and maintenance at storm water management ponds and biofiltration devices.

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

SECTION 2. Fiscal Analysis

- a. Provide a fiscal analysis that includes the annual expenditures for 2011, and the budget for 2011 and 2012. A table to document fiscal information is provided on page 6.
- b. What financing/fiscal strategy has the municipality implemented to finance the requirements of the general permit?
 Storm water utility General fund Other permit fees
- c. Are adequate revenues being generated to implement your storm water management program to meet the permit requirements? Yes No

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

A storm water utility was created with an initial effective coverage date of January 1, 2009. The 2011 budget was established with objectives of determining the level of effort and financing necessary to meet the 40% threshold required by 2013. New state law removed that requirement but the City is now faced with meeting as yet undetermined standards for an expected TMDL for the Lower Fox River basin.

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

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

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

Residential erosion control permits, inspections, and enforcement activities were carried out by the Building Inspection Department. In 2011, the department issued 22 residential construction erosion control permits. Inspections and enforcement activities were periodically conducted throughout the course of construction. Commercial erosion control permits, inspections, and enforcement activities were carried out by the Department of Public Works. In 2011, the department issued 8 commercial construction erosion control permits, with inspections and enforcement activities conducted periodically throughout the course of construction. Four letters were sent notifying parties of illicit discharge. All activities were recorded in PemiTrack.

SECTION VIII. Water Quality Concerns

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

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

- Impaired waterbody to which the MS4 discharges:

Lake Winnebago, Lower Fox River

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

Please see attached.

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

Continued PCB removal in the Lower Fox River.

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

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

SECTION IX. Proposed Program Changes

a. Describe any proposed changes to the storm water management program being contemplated by the municipality for 2012 and the schedule for implementing those changes. Proposed program changes must be consistent with the requirements of the general permit.

The City is pursuing an Urban Non-Point Source & Storm Water Planning Grant in anticipation of expected additional phosphorus and sediment removal standards associated with the Lower Fox River TMDL. Proposed changes are possible but unknown at this time.

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

Program Element	Annual Expenditure		Budget		Source of Funds
	2011	2011	2011	2012	
Public Education and Outreach	8080	12000	12750		Storm Water Utility
Public Involvement and Participation	1500	2500	2500		Storm Water Utility
Illicit Discharge Detection and Elimination	17750	30000	31500		Storm Water Utility and permit fees
Construction Site Pollutant Control	18300	35000	37500		Storm Water Utility and permit fees
Post-Construction Storm Water Management	17140	30000	34000		Storm Water Utility and permit fees
Pollution Prevention	397550	750000	795000		Storm Water Utility
Storm Water Quality Management (including pollutant-loading analysis)	43240	85000	85000		Storm Water Utility
Storm Sewer System Map	2480	5000	5000		Storm Water Utility
Other	149075	277439	298854		Storm Water Utility

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

NORTHEAST REGION COUNTIES			SOUTH CENTRAL REGION COUNTIES		
Brown	Marquette	DNR Northeast Region	Columbia	Jefferson	DNR South Central Region
Calumet	Menominee	2984 Shawano Ave.	Dane	LaFayette	3911 Fish Hatchery Rd.
Door	Oconto	Green Bay, WI 54313	Dodge	Richland	Fitchburg, WI 53711
Fond du Lac	Outagamie	Phone: (920) 662-5100	Grant	Rock	Phone: (608) 275-3266
Green Lake	Shawano		Green	Sauk	
Kewaunee	Waupaca		Iowa		
Manitowoc	Waushara				
Marinette	Winnebago				

SOUTH CENTRAL REGION COUNTIES		
Kenosha	Sheboygan	DNR Service Center
Milwaukee	Walworth	141 NW Barstow Street,
Ozaukee	Washington	Room 180
Racine	Waukesha	Waukesha, WI 53188
		(262) 574-2100



City of Menasha, WI

City of Menasha, WI - Citywide Stormwater Management Program

January 01, 2011 To December 31, 2011

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

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

1 Public Education and Outreach

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

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

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

Best Management Practices

1.1 Promote Illicit Discharge Detection

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Required Yes

Description

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

Justification

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

Goals

1.1.1 Create and distribute IDDE Response brochure

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

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

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011

Activity Date	Name
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03/15/2011	Implement IDDE educational program in coordination with Health Department (2011)
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Description

Community Development Staff coordinate with Health Department to begin implementation of IDDE educational program for Restaurants. Due to staff changes in community development department, full implementation will take place in 2012.

City will distribute NEWSO IDDE materials which were developed in 2011 that pertain to restaurant management (attached).

File Attachment [11x17 restaurant management.pdf](#)

File Attachment [Parking Lot BMP.pdf](#)

File Attachment [Dumpster Management Poster 11x17.pdf](#)

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

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

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

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011

Activity Date **Name**

01/01/2011 Website Info (2011)

Description

Ongoing website information available on "resident action page" regarding dumping of hazardous chemicals into the stormwater system.

File Attachment [ResidentAction_Web2011.mht](#)

03/31/2011 Newsletter Article (2011)

Description

Newsletter article pertaining to Illicit Discharge and how citizens can report violations.

File Attachment [2011_Newsletter_IDDE_GrassClippings.pdf](#)

1.2 Public Pollution Prevention Education

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Required Yes

Description

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

Justification

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

Goals

1.2.1 Create and distribute pet waste brochure

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

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

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011

Activity Date	Name
09/01/2011	Pet Waster Brochure (2011)

Description

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

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

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

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

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

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009 2010 2011

Activity Date	Name
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01/01/2011 Website Article (2011)

Description

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

File Attachment [ComDev_PollutionPrevention_Web2011.mht](#)

File Attachment [ResidentAction_Web2011.mht](#)

03/31/2011 Newsletter Article (2011)

Description

Published article in spring 2011 city newsletter that included educational information on preventing stormwater runoff pollution through rain gardens.

File Attachment [2011_Spring_ProtectOurWatersArticle.pdf](#)

1.2.3 Participate in Annual Urban Clean Sweep Program

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

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

Planned: 2006 2007 2008 2009 2010 2011 2012

Complete: 2006 2007 2008 2009 2010 2011

Activity Date	Name
03/31/2011	Clean Sweep (2011)

Description

Promoted 2011 Clean Sweep in City Newsletter.

File Attachment [2011_CleanSweep_Newsletter.pdf](#)

1.3 Leaf Management and Lawn Care

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Required Yes

Description

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

Goals

1.3.1 Publish articles in city newsletter and/or city website

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

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

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009 2010 2011

Activity Date	Name
01/01/2011	Website Articles (2011)

Description

In the "resident action" page of the city's website, extensive section on lawn maintenance with links to articles on specific lawn BMPs.

File Attachment [ResidentAction_Web2011.mht](#)

1.3.2 Create and distribute a Leaf Management and Lawn Care brochure

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

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

Planned: 2010 2011 2012

Complete: 2010 2011

Activity Date	Name
09/01/2011	Leaf and Lawn Flyer (2011)

Description

Distributed NEWSC healthy lawn flyer throughout city hall.

File Attachment [NEWSC_Healthy_Lawn.pdf](#)

1.3.3 Participate in NEWS Phosphorus Education Campaign

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

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

Planned: 2008 2009 2010

Complete: 2008 2009 2010

Activity Date	Name	Description
None		

1.4 Streambank and Shoreline Management

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Required Yes

Description

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

Goals

1.4.1 Promote the Winnebago County Shoreline Expo

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

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

Planned: 2008 2009

Complete: 2008

Activity Date	Name	Description
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None

1.4.2 Distribute educational materials to riparian properties

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

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

Planned: 2010 2011 2012

Complete: 2010 2011

Activity Date	Name
06/30/2011	Conduct Educational Campaign (2011)

Description

Create and distribute educational materials to riparian property owners relating to best practices for shoreland management.

1.5 Residential Property Infiltration

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Required Yes

Description

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

Goals

1.5.1 Create and distribute Residential Property Infiltration informational brochure

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

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

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011

Activity Date	Name
03/31/2011	Rain Barrel Brochures (2011)

Description

Distributed Rain Barrel Brochures in City Hall & at community expos

File Attachment [NEWSC_Rain Barrels.pdf](#)

1.5.2 Publish article in city newsletter and/or city website

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

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

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011

Activity Date	Name
09/30/2011	Newsletter Article (2011)

Description

Newsletter article pertaining to raingardens included in fall City newsletter.

File Attachment [2011_Spring_ProtectOurWatersArticle.pdf](#)

1.5.3 Promote rain gardens and rain barrels at community events

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

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

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011

Activity Date	Name
03/18/2011	WHBY Home and Garden Show (2011)

Description

Distributed educational materials and conducted a rain barrel raffle at the WHBY Home and Garden Show at the NEWSW booth.

1.5.4 Develop and implement rain barrel program in coordination with NEWSW

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

Planned: 2011

Complete: 2011

Activity Date	Name
02/15/2011	Development of regional rain barrel program (2011)

Description

In coordination with NEWSW, the city began development of a regional rain barrel program.

File Attachment [Rain Barrel Coupon Program - full page extended margins.pub](#)

04/30/2011	Implement Regional Rain Barrel Program (2011)
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Description

A coupon program was developed in coordination with True Value, Lowes & Home Depot for rain barrels, in coordination with NEWSW.

File Attachment [Rain Barrel Coupon - 1 up.pub](#)

1.6 Construction Site Erosion Control Education

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Required Yes

Description

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

Goals

1.6.1 Hold educational meetings with contractors

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

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

Planned: 2009

Complete: 2009

Activity Date	Name	Description
None		

1.6.2 Create and distribute a Construction Site Erosion Control brochure

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

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

Planned: 2011 2012

Complete: 2011

Activity Date	Name	Description
12/31/2011	Erosion Control Handout (2011)	

Description

UW-Extension Handout identified to include with all new residential construction projects.

File Attachment [Erosion Control for Home Builders.pdf](#)

1.6.3 Publish articles in city newsletter and/or website

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

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

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011

Activity Date	Name
01/01/2011	2011 Website Article

Description

Information posted to Public Works website showing best practices for construction site erosion control.

File Attachment [Public Works Stormwater Programs And Information Construction Information.mht](#)

1.7 Non-Residential Property Pollution Prevention

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Required Yes

Description

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

Goals

1.7.1 Create and distribute Property Pollution Prevention educational brochure for businesses

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

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

Planned: 2011 2012

Complete: 2011

Activity Date	Name
12/31/2011	Property Pollution Campaign for Businesses

Description

Staff identified brochures developed in partnership with NEWSC to use for targeted mailings to business owners. Due to staffing changes, the mailing is planned for 2012.

File Attachment [Environmentally Friendly property management Coverletter.docx](#)

File Attachment [Parking Lot BMP.pdf](#)

File Attachment [Dumpster Management Poster 11x17.pdf](#)

File Attachment [Power washing for the professional washer.pdf](#)

File Attachment [carpet cleaning.pdf](#)

File Attachment [11x17 restaurant management.pdf](#)

1.7.2 Develop Rain Garden Demonstration Projects

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

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

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011

Activity Date	Name
10/31/2011	Fire Station 36 Stormwater Management Demo Project (2011)

Description

Began planning and coordination for the Fire Station 36 Stormwater Management Demo Project which will include a rain garden and created wetland.

As of fall 2011, the constructed wetland, bioswales and bio-filter were graded. Planting anticipated in 2012.

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

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

Description

Offer Stormwater Utility Charge Credits for On Site Storm Water Management

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011

Activity Date	Name
01/01/2011	Stormwater Credit Program (2011)

Description

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

1.8 Promote Environmentally Sensitive Land Development

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Required Yes

Description

Promote environmentally sensitive land development designs by developers and designers.

Goals

1.8.1 Identify and evaluate environmentally sensitive land development principals

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

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

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011

Activity Date	Name
07/01/2011	Sustainability Board Review Impervious Surface Inventory

Description

The City's Sustainability Board discussed the need for an inventory of city-owned impervious surface.

As a response, Public Works converted an impervious parking area to a vegetative condition.

2 Public Involvement and Participation

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

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

Best Management Practices

2.1 Public Notification

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Required Yes

Description

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

Goals

2.1.1 Annually report to community on MS4 Permit activities

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

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

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009 2010 2011 2012

Activity Date	Name
03/25/2011	2010 Annual Report to the Community

Description

A draft of the 2010 MS4 Permit Annual Report was submitted to the Common Council for public review. The draft was also placed on the city website and made available at the Department of Public Works. The final copy was posted on the city website and is available at the Department of Public Works.

2.1.2 Publish requirements of MS4 Permit on city website

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

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

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009 2010 2011

Activity Date	Name
01/01/2011	2011 MS4 Permit Activities Published on City Website

Description

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

2.2 Public Participation

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Required Yes

Description

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

Goals

2.2.1 Publish Class One (1) notice requesting public input

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

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

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011 2012

Activity Date	Name
03/25/2011	2010 Annual Report Notice

Description

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

File Attachment [Annual Report Notice 2010.doc](#)

File Attachment [Annual Report Publication_2010.pdf](#)

2.2.2 Publish requests for public input on city's website

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

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

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009 2010 2011

Activity Date	Name
03/25/2011	2010 Annual Report Website Notice

Description

3 Illicit Discharge Detection and Elimination

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

Description

Recognizing the adverse effects illicit discharges can have on receiving waters, the permittee shall develop, implement and enforce a program to detect and remove illicit connections and discharges to the MS4. The program shall include measurable goals and include all of the following:

1. An ordinance or other regulatory mechanism to prevent and eliminate illicit discharges and connections to the MS4.
2. Initial field screening at all major outfalls during dry weather periods. At a minimum, field screening shall be documented.
3. On-going dry weather field screening of outfalls during the term of the permit. Outfalls that will be evaluated on an on-going basis and the field screening frequency shall be identified. Consideration shall be given to hydrological conditions, total drainage area of the site, population density of the site, traffic density, age of the structures or buildings in the area, history of the area and land use types. A description of this on-going field screening program shall be submitted to the Department in accordance with section 3.3.4 of the Permit.
4. Procedures for responding to known or suspected illicit discharges.
5. The permittee shall take appropriate action to remove illicit discharges from its MS4 system as soon as possible. If it will take more than 30 days to remove an illicit connection, the Department shall be contacted to discuss an appropriate action and/or timeframe for removal.
6. In the case of an illicit discharge that originates from the permittee's permitted area and that discharges directly to a municipal separate storm sewer or property under the jurisdiction of another municipality, the permittee shall notify the affected municipality within one working day.
7. The name, title and phone number of the individual(s) responsible for responding to reports of illicit discharges and spills shall be included in the illicit discharge response procedure and submitted to the Department in accordance with section 3.3.2 of the Permit.

Best Management Practices

3.1 IDDE Ordinance

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

Required Yes

Description

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

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

Annual Reporting Items

Ordinance development and adoption; implementation.

Goals

3.1.1 IDDE Ordinance review and updates

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

Description

The City of Menasha Illicit Discharge and Connection Ordinance was adopted by the Council on August 17, 2009. The ordinance mimics the model ordinance developed by NEWSC and is available as Section 1, Title 6, Chapter 8 of the City of Menasha Municipal Code. This can be found on the City's website:

<http://www.cityofmenasha-wi.gov/>

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

Planned: 2009 2012

Complete: 2009

Activity Date	Name	Description
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None

3.1.2 Enforcement of IDDE Ordinance

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

Description

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

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011

Activity Date	Name	Description
None		

3.2 Initial Field Screening

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

Required Yes

Description

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

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

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

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

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

Goals

3.2.1 Identification of major outfalls

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

Description

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

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011

Activity Date	Name
12/30/2011	Outfall List (2011)

Description

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

3.2.2 Field Screening

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

Description

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

Planned: 2010 2011 2012

Complete: 2010 2011

Activity Date	Name	Description
None		

3.3 On-going Dry Weather Field Screening

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

Required Yes

Description

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

Goals

3.3.1 Develop on-going field screening program

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

Description

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

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011

Activity Date	Name	Description
None		

3.3.2 Outfall AY

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

Description

The inspection of outfall on annual basis.

Planned: 2010 2011 2012

Complete: 2010 2011

Activity Date	Name	Description
10/12/2011	Inspection (2011)	

Description

ALL TESTS SHOWED NOTHING PRESENT.

File Attachment [inspection.pdf](#)

3.3.3 Outfall BX

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

Description

The inspection of the outfall

Planned: 2010 2011 2012

Complete: 2010 2011

Activity Date	Name
10/12/2011	INSPECTION (2011)

Description

ALL TESTS SHOWED NOTHING PRESENT

File Attachment [inspection.pdf](#)

3.3.4 Outfall X

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

Description

The inspection of the outfall.

Planned: 2010 2011 2012

Complete: 2010 2011

Activity Date	Name
10/18/2011	INSPECTION (2011)

Description

INSPECTED 2ND MH EAST DUE TO WATER LEVEL AT LAKE.

File Attachment [inspection.pdf](#)

3.3.5 Outfall T

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

Description

The inspection of the outfall.

Planned: 2010 2011 2012

Complete: 2010 2011

Activity Date	Name
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10/18/2011 INSPECTION (2011)

Description

ALL OTHER TESTS SHOWED NOTHING PRESENT.

File Attachment [inspection.pdf](#)

3.3.6 Outfall U

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

Description

The inspection of the outfall.

Planned: 2010 2011 2012

Complete: 2010 2011

Activity Date	Name
10/18/2011	INSPECTION (2011)

Description

ALL OTHER TESTS SHOWED NOTHING PRESENT

File Attachment [inspection.pdf](#)

3.3.7 Outfall R

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

Description

The inspection of the outfall.

Planned: 2010 2011 2012

Complete: 2010 2011

Activity Date	Name
10/18/2011	INSPECTION (2011)

Description

File Attachment [inspection.pdf](#)

3.3.8 Outfall BV

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

Description

The inspection of the outfall.

Planned: 2010 2011 2012

Complete: 2010 2011

Activity Date	Name
10/18/2011	INSPECTION 2011

Description

File Attachment [inspection.pdf](#)

3.3.9 Outfall D

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

Description
The inspection of the outfall

Planned: 2010 2011 2012

Complete: 2010 2011

Activity Date	Name
10/18/2011	INSPECTION 2011

Description

File Attachment [inspection.pdf](#)

3.3.10 Outfall A

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

Description
The inspection of the outfall.

Planned: 2010 2011 2012

Complete: 2010 2011

Activity Date	Name
10/18/2011	INSPECTION 2011

Description

ALL OTHER TESTS SHOWED NOTHING PRESENT

File Attachment [inspection.pdf](#)

3.3.11 Outfall Y

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

Description
Inspection of the outfall

Planned: 2010 2011 2012

Complete: 2010 2011

Activity Date	Name
10/18/2011	INSPECTION 2011

Description

File Attachment [inspection.pdf](#)

3.3.12 Outfall AP & AQ

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

Description
The inspection of the outfall.

Planned: 2010 2011 2012

Complete: 2010 2011

Activity Date	Name
10/18/2011	INSPECTION 2011

Description

File Attachment [inspection.pdf](#)

3.3.14 Outfall BU

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

Description
Outfall inspection

Planned: 2010 2011 2012

Complete: 2010 2011

Activity Date	Name
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10/12/2011

INSPECTION 2011

Description

File Attachment [inspection.pdf](#)

3.3.15 Outfall BI

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

Description

Outfall inspection

Planned: 2010 2011 2012

Complete: 2010 2011

Activity Date	Name
10/12/2011	INSPECTION 2011

Description

File Attachment [inspection.pdf](#)

3.3.16 Outfall DI

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

Description

Outfall Inspection

Planned: 2010 2011 2012

Complete: 2010 2011

Activity Date	Name
10/12/2011	INSPECTION 2011

Description

File Attachment [inspection.pdf](#)

3.3.17 Outfall DS & DT

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

Description

Outfall inspection

Planned: 2010 2011 2012

Complete: 2010 2011

Activity Date	Name
10/12/2011	INSPECTION 2011

Description

ALL OTHER TESTS SHOWED NOTHING PRESENT

File Attachment [inspection.pdf](#)

3.3.19 Outfall DU & DV

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

Description

Outfall inspection

Planned: 2010 2011 2012

Complete: 2010 2011

Activity Date	Name
10/12/2011	INSPECTION 2011

Description

File Attachment [inspection.pdf](#)

3.3.21 Outfall H

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

Description

Outfall inspection

Planned: 2010 2011 2012

Complete: 2010 2011

Activity Date	Name
10/18/2011	INSPECTION 2011

Description

File Attachment [inspection.pdf](#)

3.3.22 Outfall AZ

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

Description
Outfall inspection

Planned: 2010 2011 2012

Complete: 2010 2011

Activity Date	Name
10/12/2011	INSPECTION 2011

Description

File Attachment [inspection.pdf](#)

3.3.23 Outfall N

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

Description
Outfall inspection

Planned: 2010 2011 2012

Complete: 2010 2011

Activity Date	Name
10/12/2011	INSPECTION 2011

Description

File Attachment [inspection.pdf](#)

3.3.24 Outfall BP

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

Description
Outfall Inspection

Planned: 2010 2011 2012

Complete: 2010 2011

Activity Date	Name
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10/12/2011

INSPECTION 2011

Description

File Attachment [inspection.pdf](#)

3.4 Illicit Discharge Response

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

Required Yes

Description

Procedures for responding to known or suspected illicit discharges. At a minimum, procedures shall be established for:

1. As soon as possible, investigating portions of the MS4 that, based on the results of field screening or other information, indicate a reasonable potential for containing illicit discharges or other sources of non-storm water discharges.
2. Responding to spills that discharge into and/or from the MS4 including tracking and locating the source of the spill if unknown.
3. Preventing and containing spills that may discharge into or are already within the MS4.
4. Notifying the Department immediately in accordance with ch. NR 706, Wis. Adm. Code, in the event that the permittee identifies a spill or release of a hazardous substance, which has resulted or may result in the discharge of pollutants into waters of the state. The Department shall be notified via the 24-hour toll free spill hotline at 1-800-943-0003. The permittee shall cooperate with the Department in efforts to investigate and prevent such discharges from polluting waters of the state.
5. To the maximum extent practicable, eliminating leakage from sanitary conveyance systems into the MS4.
6. Providing the Department with advance notice of the time and location of dye testing within a MS4. (Because the dye may get reported to the Department as an illicit discharge or spill, the Department requires prior notification of dye testing.)

Annual Reporting Items

A copy of the spill and illicit discharge response procedure manual is on file at City Hall. No illicit discharges were found during 2009.

Goals

3.4.1 Illicit Discharge Response Procedure Manual

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

Description

The City of Menasha Spill and Illicit Discharge Response Procedural Manual was developed using the template manual created by NEWSC. It will be reviewed annually and updated as necessary.

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011

Activity Date **Name**

12/16/2011 Review Manual (2011)

Description

Review Illicit Discharge Response Procedure Manual and incorporate changes into the manual, if necessary.

3.5 Illicit Discharge Removal Action

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

Required Yes

Description

The permittee shall take appropriate action to remove illicit discharges from its MS4 system as soon as possible. If it will take more than 30 days to remove an illicit connection, the Department shall be contacted to discuss an appropriate action and/or timeframe for removal.

Goals

3.5.1 Illicit discharge removal

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

Description

Create a letter of notification to Illicit discharge violators.

Planned: 2009

Complete: 2009

Activity Date	Name	Description
None		

3.5.2 Illicit discharge complaints

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

Description

A list of complaints and what was done to follow up with complaint

Planned: 2010 2011 2012

Complete: 2010 2011

Activity Date	Name
12/31/2011	Illicit Discharge Complaints (2011)

Description

2011 complaints and what was done with each complaint.

- File Attachment [Skid & Pallet on Cnty Rd LP.doc](#)
 - File Attachment [Harison Emails.htm](#)
 - File Attachment [Skid & Pallet MSDS.pdf](#)
 - File Attachment [Emails.pdf](#)
 - File Attachment [SCA Tissue contact form.doc](#)
-

File Attachment [859 Sixth Contact form.pdf](#)
File Attachment [859 Sixth St washout warning.doc](#)
File Attachment [837 contact form.pdf](#)

3.6 Neighboring Jurisdiction Notification

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

Required Yes

Description

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

Goals

3.6.1 Identify neighboring jurisdictions

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

Description

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

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011

Activity Date	Name
12/15/2011	List of discharge points (2011)

Description

List of discharge points and contacts for neighboring MS4's.

File Attachment [Connections to Neighboring MS4\[1\].doc](#)

3.7 Responsible Party List

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

Required Yes

Description

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

Goals

3.7.1 Illicit discharge response

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

Description

Establish contact list and chain of command.

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011

Activity Date	Name
12/15/2011	Contact person list

Description

Corey Gordon, Engineering Dept. 920-967-3610
Mark Radtke, Director of public works 920-967-3610
DNR hot line 1-800-943-0003

4 Construction Site Pollutant Control

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

Description

Each permittee shall develop, implement and enforce a program to reduce the discharge of sediment and construction materials from construction sites. The program shall establish measurable goals and include the following elements:

1. An ordinance or other regulatory mechanism to require erosion and sediment control at construction sites and establish sanctions to ensure compliance.
2. Procedures for construction site inspection and enforcement of erosion and sediment control measures.
3. Procedures for receipt and consideration of information submitted by the public.

Best Management Practices

4.1 Construction Site Erosion & Sediment Control Ordinance

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

Required Yes

Description

An ordinance or other regulatory mechanism to require erosion and sediment control at construction sites and establish sanctions to ensure compliance. Note that Appendix A of ch. NR152, Wis. Adm. Code, contains a construction site model ordinance. At a minimum, the ordinance or other regulatory mechanism shall conform to Section 2.4.1 of the City's WPDES General Permit.

The City of Menasha adopted Ordinance O-7-08 relating to Construction Site Erosion Control on June 2, 2008. The ordinance mimics the model ordinance developed by NEWSC and is available as Section 1, Title 6, Chapter 6 of the City of Menasha Municipal Code. This can be found on the City's website:
<http://www.cityofmenasha-wi.gov/>.

The City of Menasha is located in Winnebago and Calumet counties, both of which also have erosion control ordinances. We will enforce the more stringent requirements from the city and county ordinances.

Goals

4.1.1 Request authority to regulate erosion control at public buildings and places of employment

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

Description

Section 2.4.1.1.3 of the WPDES General Permit requires municipal permittees to request authority from the Wisconsin Department of Commerce to regulate erosion control at public buildings and places of employment.

The City had done so but needed to have an employee properly trained to perform the regulatory duties before Commerce would grant authority. That training has been completed but we need to follow through with making another request to Commerce. I expect this to be done in March, 2010.

Planned: 2009 2010

Complete: 2009 2010

Activity Date	Name	Description
None		

4.1.2 Track enforcement actions

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

Description

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

Planned: 2010 2011 2012

Complete: 2010 2011

Activity Date	Name
12/31/2011	Enforcement Action (2011)

Description

Emails were sent out to all contractors requesting corrections when needed. One contractor also had stop work order placed on project until site was in compliance.

4.1.3 Review and update ordinance

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

Description

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

Planned: 2012

Complete:

Activity Date	Name	Description
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None

4.2 Construction Site Inspections and Enforcement

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

Required Yes

Description

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

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

Education Program / Public Outreach

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

Annual Reporting Items

Number of construction sites within given year.

Goals

4.2.1 Track construction site inspections

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

Description

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

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011

Activity Date	Name
12/30/2011	Residential Construction Sites (2011)

Description

The Building Inspection Department issued 23 construction site erosion control permits in 2011. Erosion control plans identifying BMPs to be utilized were required for permit approval. Site inspections and enforcement were conducted periodically at each site over the course of construction activities. Permit records are maintained in the Building Inspection files.

12/30/2011 Commercial COstruction sites (2011)

Description

Report of the 2011 construction sites passing and failing inspections

File Attachment [2011 inspection summary.pdf](#)

4.2.2 Non permit required erosion inspections

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

Description

Tracking of non permit required erosion inspections.

Planned: 2010 2011 2012

Complete: 2010 2011

Activity Date	Name
12/30/2011	Non-Compliant Erosion Control (2011)

Description

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

File Attachment [956 Woodcrest.doc](#)

File Attachment [1069 Provice Tr.doc](#)

File Attachment [1298 Fieldview Dr.doc](#)

File Attachment [2088 Natures Way.doc](#)

4.3 Public Information Response Procedures

Responsible Staff / Position:

Required Yes

Description

Procedures for receipt and consideration of information submitted by the public.

Goals

4.3.1 Maintain public complaint log

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

Description

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

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011

Activity Date	Name
12/30/2011	Complaint log (2011)

Description

There were no complaints for 2011.

5 Post-Construction Storm Water Management

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

Description

The permittee shall develop, implement and enforce a program to require control of the quality of discharges from areas of new development and redevelopment, after construction is completed. The program shall establish measurable goals and include:

1. An ordinance or other regulatory mechanism to regulate post-construction storm water discharges from new development and redevelopment.
2. Procedures that will be used by the permittee to ensure the long-term maintenance of storm water management facilities.

Best Management Practices

5.1 Post-Construction Storm Water Management Ordinance

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

Required Yes

Description

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

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

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

Goals

5.1.1 Review and update ordinance

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

Description

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

Planned: 2012

Complete:

Activity Date	Name	Description
None		

5.1.2 Storm water management plan review

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

Description

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

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011

Activity Date	Name	Description
06/30/2011	Dollar General Plan Review	Reviewed the stormwater management plan for the new Dollar General store on Appleton Rd.

5.2 Long-Term Maintenance Procedures

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

Required Yes

Description

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

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

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

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

Goals

5.2.1 Audit private facilities for long term maintenance

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

Description

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

Planned: 2011 2012

Complete: 2011

Activity Date	Name
12/30/2011	Develop list of Properties to monitor

Description

File Attachment [Private Stromwater Facilities to Audit.docx](#)

6 Pollution Prevention

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

Description

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

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

Best Management Practices

6.1 Routine Facility Inspection and Maintenance

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

Required Yes

Description

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

Goals

6.1.1 Menasha Marina Proprietary Device

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

Description

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

Planned: 2006 2007 2008 2009 2010 2011 2012

Complete: 2006 2007 2008 2009 2010 2011

Activity Date	Name
05/17/2011	Menasha Marina Prprietary Device

Description

cleaned in May an october. very little debris.

6.1.2 Lake Park Villas Phase I, Pond 1

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

Description

Pond 1 Inspections and Maintenance.

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011

Activity Date	Name
10/24/2011	Pond Inspection 2011

Description

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

File Attachment [2011 Lake Park Phase I Pond I Inspection.doc](#)

6.1.3 Lake Park Villas Phase I, Pond 2

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

Description

Pond 2 inspections and maintenance.

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011

Activity Date	Name
10/24/2011	Pond Inspection 2011

Description

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

File Attachment [2011 Lake Park Phase I Pond II Inspection.doc](#)

6.1.4 Lake Park Villas Phase I, Pond 3

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

Description

Pond 3 inspections and maintenance.

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011

Activity Date	Name
10/24/2011	Pond Inspection 2011

Description

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

File Attachment [2011 Lake Park Phase I Pond III Inspection.doc](#)

6.1.5 Lake Park Villas Phase I, Pond 4

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

Description

Pond 4 inspections and maintenance.

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011

Activity Date	Name
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10/24/2011 Pond Inspection 2011

Description

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

File Attachment [2011 Lake Park Phase I Pond IV Inspection.doc](#)

6.1.6 Lake Park Villas Phase II Pond

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

Description

LPV Phase II pond inspections and maintenance.

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011

Activity Date	Name
10/26/2011	Pond Inspection 2011

Description

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

File Attachment [2011 Lake Park Phase II Pond Inspection.doc](#)

6.1.7 Midway Business Park Pond

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

Description

Midway Business Park wet detention basin inspections and maintenance.

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011

Activity Date	Name
10/17/2011	Pond Inspection 2011

Description

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

File Attachment [2011 Midway buisness Pond Inspection.doc](#)

6.1.8 Province Terrace Pond

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

Description

Province Terrace wet detention basin inspections and maintenance.

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011

Activity Date	Name
10/17/2011	Pond Inspection 2011

Description

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

File Attachment [2011 Province Tr Pond Inspection.doc](#)

6.1.9 Lake Park Villas Phase I, Pond 5

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

Description

Pond 5 inspections and maintenance.

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011

Activity Date	Name
10/24/2011	Pond Inspection 2011

Description

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

File Attachment [2011 Lake Park Phase I Pond V Inspection.doc](#)

6.1.10 Natures Way Housing Pond

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

Description

Pond inspections and maintenance.

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011

Activity Date	Name
10/17/2011	Pond Inspection 2011

Description

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

File Attachment [2011 Nature's way Housing Pond Inspection.doc](#)

6.1.11 Nature's Way/Province Terrace Pond

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

Description

Pond Inspection and Maintance

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011

Activity Date	Name
10/17/2011	Pond Inspection 2011

Description

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

File Attachment [2011 Nature's way Province Tr. Pond Inspection.doc](#)

6.2 Street Sweeping / Catch Basin Cleaning

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

Required Yes

Description

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

Goals

6.2.1 Downtown, Major, and Secondary Roads

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

Description

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

Planned: 2006 2007 2008 2009 2010 2011 2012

Complete: 2006 2007 2008 2009 2010 2011

Activity Date	Name
05/01/2011	Downtown, Major, and Secondary Roads (2011)

Description

all major streets and secondaries swept according to goal. sweeper was out for 2,791 miles and 619.5 hours.

6.3 Sweeping and Basin Waste Disposal

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

Required Yes

Description

Proper disposal of street sweeping and catch basin cleaning waste.

Goals

6.3.1 Sweeping and Basin Disposal

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

Description

proper disposal sweepings and basin debris.

Planned: 2010 2011 2012

Complete: 2010 2011

Activity Date	Name
12/26/2011	sweeping and basin disposal 2011

Description

cleaned 1145 basins/manholes. repaired 12 catchbasins. hauled 265 tons of sweepings to winnebago county landfill

6.4 Deicer Application Management

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

Required Yes

Description

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

Justification

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

Annual Reporting Items

WisDOT requires an annual Salt Inventory report.

Goals

6.4.1 Maximize Use of Geomelt

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

Description

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

Planned: 2009 2010 2011

Complete: 2009 2010 2011

Activity Date	Name	Description
None		

6.4.2 Annual Salt Storage Facility Inspection/Inventory

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

Description

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

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011

Activity Date	Name	Description
None		

6.4.3 Fleet Maintenance

Responsible Staff / Position:

Tim Jacobson
Public Works Superintendent
(920) 967-3620

Description

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

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009 2010 2011

Activity Date	Name	Description
None		

6.5 Leaf and Grass Clipping Management

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

Required Yes

Description

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

Goals

6.5.1 Proper Management of Leaf and Grass Clipping Yard Waste

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

Description

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

Planned: 2006 2007 2008 2009 2010 2011 2012

Complete: 2006 2007 2008 2009 2010 2011

Activity Date	Name	Description
None		

6.5.2 Proper Management of Leaf and Grass Clippings in City Parks

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

Description

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

Planned: 2006 2007 2008 2009 2010 2011 2012

Complete: 2006 2007 2008 2009 2010 2011

Activity Date	Name	Description
12/30/2011	mulching (2011)	

Description

Turf grass was mulched on site.

6.6 Municipal Facility SWPPPs

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

Required Yes

Description

Storm water pollution prevention planning for municipal garages, storage areas and other sources of storm water pollution from municipal facilities. We have reviewed SWPPPs from other communities but have not yet prepared our own SWPPP. It is expected we will complete our SWPPP during 2012. Upon completion of SWPPP, proper employee training will be done.

Goals

6.6.1 Prepare SWPPP

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

Description

Complete written SWPPP.

Planned: 2011 2012

Complete:

Activity Date	Name	Description
None		

6.7 Nutrient Application Management

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

Required Yes

Description

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

Goals

6.7.1 Nutrient Application Management

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

Description

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

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011

Activity Date	Name
12/30/2011	Nutrient Application Management (2009, 10 ,11)

Description

Attached is the Turf Management Plan

File Attachment [Turf Manage Plan.DOC](#)

6.8 Staff Training and Education

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

Required Yes

Description

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

Goals

6.8.1 Provide staff training on pollution prevention

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

Description

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

Planned: 2010 2011 2012

Complete: 2011

Activity Date	Name
01/25/2011	NEWSC Vegetation Training (2011)

Description

6.9 Source Water Protection Measures

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

Required Yes

Description

Measures to reduce municipal sources of storm water contamination within source water protection areas. Wisconsin's source water assessment program information is available at:

<http://www.dnr.state.wi.us/org/water/dwg/swap/index.htm>.

Goals

6.9.1 Execute pollution prevention operations per Storm Water Management Plan

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

Description

The City performs various tasks to reduce the amount of pollutants entering source waters, including street sweeping, catch basin cleaning, use of erosion control measures, etc.

Planned: 2006 2007 2008 2009 2010 2011 2012

Complete: 2006 2007 2008 2009 2010 2011

Activity Date	Name
12/31/2011	Municipal operations

Description

Completed 2011 City operations for pollution reduction.

7 Storm Water Quality Management

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

Description

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

1. To the maximum extent practicable, implementation of storm water management practices necessary to achieve a 20% reduction in the annual average mass of total suspended solids discharging from the MS4 to surface waters of the state as compared to implementing no storm water management controls, by March 10, 2008. The permittee may elect to meet the 20% total suspended solids standard on a watershed or regional basis by working with other permittee(s) to provide regional treatment that collectively meets the standard.
2. Evaluation of all municipal owned or operated structural flood control facilities to determine the feasibility of retrofitting to increase total suspended solids removal from runoff.
3. Assessment of compliance with s. NR 151.13(2), Wis. Adm. Code, by conducting a pollutant-loading analysis using a model such as SLAMM, P8 or equivalent methodology approved by the Department. At a minimum, the average annual total suspended solids and phosphorus loads to the MS4 shall be determined for the cumulative discharge from all outfalls for the controls and no controls conditions. For purposes of evaluating the modeling, pollutant loads from grouped drainage areas as modeled shall be reported. The modeling shall calculate the theoretical annual average mass of total suspended solids generated for the entire area served by a MS4 within the permittee's jurisdiction with no controls or BMPs applied. Modeling to reflect the current state of controls and BMPs shall be judged against the no controls condition to determine the percent of reduction. A storm water infiltration system is considered to be a control or BMP. Controls and BMPs that exist at the time of permit issuance may be used to achieve this reduction. This pollutant level reduction applies to total suspended solids only.

Best Management Practices

7.1 20% TSS Reduction Practices

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

Required Yes

Description

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

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

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

Goals

7.1.1 Adopt and implement Storm Water Management Plan

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

Description

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

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009 2010 2011

Activity Date	Name	Description
None		

7.2 Evaluation of Existing Facility for Retrofit

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

Required Yes

Description

Evaluation of all municipal owned or operated structural flood control facilities to determine the feasibility of retrofitting to increase total suspended solids removal from runoff.

Goals

7.2.1 Inspect and evaluate existing facilities for retrofit.

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

Description

Inspect and evaluate all municipal owned or operated structural flood control facilities to determine the feasibility of retrofitting to increase TSS removal.

Planned: 2009 2011

Complete: 2009 2011

Activity Date	Name
12/16/2011	Pond Retrofit evaluation

Description

Existing ponds were analyzed and determined there is no ability to retrofit.

7.3 Pollutant Loading Analysis Model (SLAMM/ P8)

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

Required Yes

Description

Assessment of compliance with s. NR 151.13(2), Wis. Adm. Code, by conducting a pollutant-loading analysis using a model such as SLAMM, P8 or equivalent methodology approved by the Department. At a minimum, the average annual total suspended solids and phosphorus loads to the MS4 shall be determined for the cumulative discharge from all outfalls for the controls and no controls conditions. For purposes of evaluating the modeling, pollutant loads from grouped drainage areas as modeled shall be reported. The modeling shall calculate the theoretical annual average mass of total suspended solids generated for the entire area served by a MS4 within the permittee's jurisdiction with no controls or BMPs applied. Modeling to reflect the current state of controls and BMPs shall be judged against the no controls condition to determine the percent of reduction. A storm water infiltration system is considered to be a control or BMP. Controls and BMPs that exist at the time of permit issuance may be used to achieve this reduction. This pollutant level reduction applies to total suspended solids only.

Goals

7.3.1 Conduct Pollutant Load Analysis

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

Description

Complete a pollutant-loading analysis to assess compliance with the 20% and 40% TSS reduction developed urban area performance standard.

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009 2010 2011

Activity Date	Name
03/01/2011	Tayco Pond analysis

Description

Used SLAMM modeling for new Tayco Pond

8 Storm Sewer System Map

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

Description

The permittee shall develop and maintain a MS4 map.

Best Management Practices

8.1 Storm Sewer System Map Requirements

Responsible Staff / Position: Tim Montour
Engineering Supervisor
(920) 967-3610

Required Yes

Description

The municipal storm sewer system map shall include:

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

Goals

8.1.1 Storm Sewer Map

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

Description

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

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011

Activity Date

12/30/2011

Name

Update Storm Sewer Map (2011)

Description

Yearly update of storm sewer mapping.

File Attachment [STORM_system.pdf](#)

9 Annual Report and Storm Water Management Program Funding

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

The permittee shall submit an annual report to the Department in accordance with section 3.10 of the Permit. The permittee shall invite the municipal governing body, interest groups and the general public to review and comment on the annual report.

Best Management Practices

9.1 Annual Reporting Requirements

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Required Yes

Description

The annual report shall include:

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

Goals

9.1.1 Utilize PermiTrack Software for Annual Reporting

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

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

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011

Activity Date	Name
10/07/2011	New Employee PermiTrack Training (2011)

Description

New Principal Planner received PermiTrack training from Jeff Mazanec, RA Smith, Appleton, WI.

12/31/2011	Document MS4 Permit Activities in PermiTrack (2011)
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Description

Staff utilized PermiTrak to document activities pertaining to MS4 goals for 2011 throughout the year.

9.1.2 Prepare Annual Report

Responsible Staff / Position:

Kara Homan
Principal Planner
(920) 967-3652

Description

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

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009 2010 2011

Activity Date	Name
03/31/2011	2010 Annual Report

Description

Prepared 2010 Annual Report.

9.2 Annual Funding Information

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

Required Yes

Description

The permittee will generate revenue to fund the activities and requirements of the storm water management program.

Goals

9.2.1 Adopt budget

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

Description

Prepare annual budget for adoption by Common Council and review adequacy of storm water fees.

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009 2010 2011

Activity Date	Name
10/31/2011	Fee Review

Description

Review adequacy of storm water fees.

11/15/2011	Budget adoption
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Description

Budget was prepared by staff and adopted by Common Council.

9.3 Annual Program Costs

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

Required Yes

Description

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

Goals

9.3.1 Complete fiscal analysis table for annual report

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

Description

Prepare the budget breakdown on the form provided as part of the annual DNR storm water report.

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009 2010 2011

Activity Date	Name
03/18/2011	Complete fiscal analysis form.

Description

Complete the fiscal analysis form for the 2010 DNR annual report.

File Attachment [2011_Budget_Stormwater.pdf](#)



Memorandum

Date: March 28, 2012

To: Menasha Common Council

From: Tim Montour, Engineering Supervisor *TJM*

RE: Menasha Utility 2012 Water Main Reconstruction – Paris Street/Manitowoc Street

The Pre-Construction Meeting for the Water Main Reconstruction on Paris/Manitowoc Street was held on March 27, 2012 at the Menasha Utility office. Don Hietpas and Sons, Inc. is the General Contractor for the project. The contacts and the phone numbers for Don Hietpas and Sons are attached. Charlie Hietpas will be the Foreman on the water main project and requests that he be the first contact regarding any contractor related questions or concerns. Warning Lites of Appleton will provide all of the traffic control for the water main project. The contact numbers for Warning Lites are also on the attached contact list. Any project related questions should be directed to Scott Maurer at Menasha Utilities (920) 967-3400.

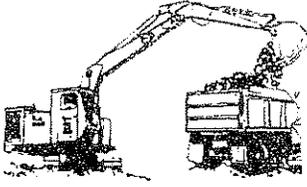
Work is scheduled to begin on Paris Street the week of April 2, 2012. The water main project will involve all of Paris Street from Broad Street to Manitowoc Street. The project will also involve that part of Manitowoc Street from Paris Street to Broad Street.

Don Hietpas and Sons, Inc. has a copy of the City of Menasha Safety Manual (regarding excavation, confined space, etc.) and a Contact List (see attached) for work within the public right of way.

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01_28_2012\14-mem common council AMJ water main para 20120325 20120328

Ronald Hiempas & Sons, Inc.

Utility Construction



P.O. BOX 166
1450 EAST NORTH AVENUE
LITTLE CHUTE, WISCONSIN 54140
920-788-2568
FAX 920-788-4718

24 HR. EMERGENCY PHONE NUMBERS

OFFICE	788-2568
STEVE HIETPAS	450-0705
SCOTT HIETPAS	450-0708
JAY HIETPAS	858-0726
BRAD HIETPAS	450-0704
PATRICK HIETPAS	450-8242
* CHARLIE HIETPAS	450-0709
SAM HIETPAS	450-0702
BARRICADES WARNING LITES	257-4582

E-MAIL

STU @ D.H.S. CONST.COM
SCOTT @ D.H.S. CONST. COM
STEVE @ D.H.S. CONST. COM

TRAFFIC CONTROL WARNING LITES OF APPLETON

OFFICE	257- 4582
LANCE MAHL	378-0048



Menasha

December 5, 2007

Contact List for Work Within Public Road or Street Right of Way in City of Menasha

City of Menasha - Department of Public Works/Engineering	(920) 967-3610
City of Menasha – Public Works Facility (Municipal Garage)	(920) 967-3620
City of Menasha Police Department (Non-emergency)	(920) 967-3500
Neenah-Menasha Fire Rescue (Non-emergency)	(920) 886-6200
Menasha Utilities	(920) 967-3400
Gold Cross Ambulance Service	(920) 727-3020
U.S. Post Office	(800) 275-8777
Lamers Bus Lines, Inc.	(920) 832-8800
Valley Transit	(920) 832-5800



RECEIVED

MAR 9 2012

CITY OF MENASHA

BY 

Jim Kratowicz
General Manager
Express Convenience Centers™
425 Better Way
Appleton, WI 54915
JKratowicz@usventure.com
(920)-243-5828

03/12/2012

Deborah Galeazzi
City of Menasha
140 Main Street
Menasha, WI 54952

Dear Deborah Galeazzi,

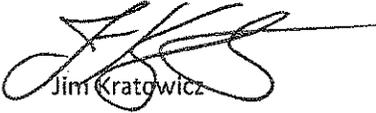
As an active business leader in the convenience retailing industry, I was encouraged to hear that Assembly Bill 63 was signed into action December 20, 2011, allowing retailers with a Class A liquor license to sell products as early as 6am. As I prepared my stores for the conversion, I realized certain municipalities were not removing their 8am local ordinance to match state legislation which then prohibits our stores from an additional selling period of two (2) hours.

The purpose of my letter today is to ask for your help in appealing the local ordinance that prohibits our retail stores from maximizing our selling periods. After coming off several difficult years with a slow economy and uncertain consumer outlook, our business is looking for every opportunity to make up sales. Stores on a geographical divide may also experience loss of sales if they are not given the same equal selling time as other stores around them.

Please propose to your local city council to remove the 8am local ordinance prohibiting retails from maximizing selling hours per state legislation.

Please let me know if there is any additional detail or help you need from me when you state your request. Your help in supporting local, small business is paramount in rebuilding our local economy and supporting our community. I appreciate your help and support on this important business matter.

Sincerely,


Jim Kratowicz

Assembly Bill 63 (Wynn/Grothman): This legislation changes current state statute with regard to businesses operating under a Class A liquor license. This bill changes the *morning* closing hours for retailers from 8:00am to 6:00am. This bill does not change the closing hours for the sale of liquor. Meaning, a retailer selling beer can do so lawfully from 6:00am to midnight and a retailer selling intoxicating liquor or wine can do so lawfully from 6:00am to 9:00pm. This legislation also retains current power of municipalities, allowing them to alter these hours by ordinance if they choose.

**Fox Cities
Greenways, Inc.**



Save the Date!

Fox Cities Greenways hosts its:

3rd Annual

Trails Workshop

Featuring Keynote Speaker Chris Kegel

President/Owner of Wheel & Sprocket, Chairperson of the Bicycling Federation of Wisconsin

Thursday, May 17, 2012

8:00a – 3:00p

**To be held at the Miron Construction Corporate Office
Hwy 10 & Cty CB**

Who Should Attend? Trail Advocates, Community and Political Leaders, Administrators, School Administrators, SAFE Routes to School Coordinators, Community Development, Engineers, Planners, Public Works and Park & Recreation Leaders

Detailed workshop and registration information will be available on our website in April!
www.foxcitiesgreenways.org

**🚲 Celebrate BIKE TO WORK WEEK 🚲
May 13-19, 2012**

March 27, 2012

Dear Mayor Merkes and Alderman,

I had the privilege of attending your most recent meeting on Monday March 19, 2012. I am grateful for the men and women who lead this City. I am also grateful for the VFW, the Rotary Club and all the non-profits who volunteer their time to help make our city a better place to live.

One of the decisions made at your meeting was to discontinue the 50% discount for non-profits for special city events (I have learned recently that this decision has been vetoed). This was a very heated debate with opinions and feelings expressed from both sides. But by no means did I feel that it was a personal attack against any one group or organization. This decision, in my humble opinion, was made with the intent to help minimize the tax burden on the tax payers of Menasha.

We are a City in financial crisis and for us to attack each other, in this case our Alderman who voted to discontinue the discount in order to help reduce our tax burden, and to demonize and label them, as some put it, "traders" is disturbing and wrong.

What troubles me is that we appear to be more interested in running people out of office who we disagree with than we are in holding those responsible who got us into this mess in the first place.

The job of the Mayor, City Council and elected officials is to watch out for the people of Menasha. Our focus should be to unify, not divide and destroy. We need to do cut spending wherever possible in order to get our financial house in order in order to reduce the ever growing tax burden on the people of Menasha. Our focus should also be to hold each department and department head responsible for doing their part and not allowing anyone person and/or department to be nonchalant about passing the buck on to the tax payers.

We need to come together and support our non-profits that we believe in so they can continue their positive impact on our City. We are a community of families, friends, colleagues etc. We have our differences but we are stronger together than when we are divided. I believe better days are a head, but we have work to do. In the meantime let's not ask the City what it can do for us but rather ask what we can do to help our City get back on the path to lower taxes and prosperity for all.

Respectfully yours,

Roy Kordus

McMAHON

ENGINEERS ARCHITECTS

February 28, 2012

Menasha Utilities
Utility Commission
321 Milwaukee Street
P.O. Box 340
Menasha, WI 54952-0340

Re: Menasha Utilities
High Lift Pumping Station / Standby Generator & Motor Control Modifications
Contract M0002-910283-B
Letter Of Recommendation
McM. No. M0002-910283.02

Dear Commissioners:

Bids were received at the Menasha Utilities Office at 2:00 p.m., January 19, 2012, for the Standby Generator & Motor Control Modifications Project (Contract M0002-910283-B).

A total of five bids were received for the Base Bid, ranging in price from \$923,000.00 to \$1,034,000.00. An Alternate Bid was also requested for replacement of three existing motors (Bid Tabulation enclosed). Bidders were required to submit Disadvantaged Business Enterprise (DBE) forms with their bid to comply with Safe Drinking Water (SDW) requirements.

Based upon the bids received, we recommended award of Contract M0002-910283-B to the low, responsive bidder, Pieper Electric, Inc. of Milwaukee, Wisconsin, for both the Base Bid and Alternate Bid #1 in the amount of \$1,008,000.00. We made this award recommendation in a letter to you, dated January 23, 2012.

However, after a more detailed evaluation of the proposed design and the high costs associated with it, and the reality of the available financing for this project, we recommend that the bids be rejected and the project redesigned/rebid.

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

Very truly yours,
McMAHON



Donald J. Voogt, P.E., BCEE
Associate / Senior Project Engineer

McMAHON

ENGINEERS ARCHITECTS

February 28, 2012

MEMORANDUM

To: Dick Sturm, Co-Manager
Menasha Utilities
321 Milwaukee Street
P.O. Box 340
Menasha, WI 54952-0340

From: Donald J. Voogt, P.E., BCEE
McMAHON

Re: Menasha Utilities
High Lift Pump Station Modifications
Cost Evaluation
McM. No. M0002-910283.02

A. Introduction

Bids were opened on January 19, 2012, for modifications to the existing High Lift Pump Station. These design improvements included, primarily, the addition of a standby power generator system, paralleling switchgear to allow smooth transfer of power to standby power and back, and Variable Frequency Drives (VFD's) for three of the four high lift pumps. The intent of these improvements was to accomplish decommissioning and demolition of the 500,000-gallon Manitowoc Street Elevated Water Tower, which is at the end of its useful life.

A total of five bids were received, with Base Bids ranging in price from \$923,000 to \$1,034,000. These bid prices were significantly higher than what Menasha Utilities (MU) had budgeted, so award of the bids has been deferred. The purpose of this Memorandum is to explain the factors that have contributed to the high bids, and to present options for a path forward on this project.

B. Background

In 2010, MU retained McMAHON Engineers to perform a Phase II System Evaluation of water storage needs. This Engineering Evaluation was initiated primarily in response to evidence of the continued deterioration of the Manitowoc Street Elevated Water Tower. McMAHON summarized their evaluation in a report, dated November 10, 2010, entitled *System Evaluation: Water System Storage Needs Phase II*.

The McMAHON report was presented to the MU Commission in December 2010. Also in December 2010, MU submitted a Notice Of Intent (NOI) to apply for Safe Drinking Water (SDW) funds through the Wisconsin Department Of Natural Resources (DNR) to indicate their desire to receive financial assistance for this project. Included with the NOI were water main improvements necessary to make the storage and high lift pump upgrades feasible.

On March 28, 2011, McMAHON was retained to prepare final plans and specifications for demolition of the Manitowoc Street Elevated Water Tower, and the addition of a standby generator, automatic transfer switch (ATS) and VFD's at the High Lift Pump Station. These plans and specifications were required to be complete and submitted to the DNR by June 30, 2011 to remain eligible for financial assistance. The plans and specifications were submitted on June 23, 2011, and technical approval was granted by the DNR on July 25, 2011.

In April 2011, McMAHON reconfigured the November 2010 report into an Engineering Report format to satisfy DNR Financial Assistance Application requirements. This Engineering Report, dated April 27, 2011, summarized three options to address the needs of the Manitowoc Street Elevated Water Tower, and recommended the option of demolition of the Water Tower and upgrading the High Lift Pump Station with VFD's and a standby generator. This option was presented with a preliminary plan and Opinion of Probable Cost of \$433,000. The following paragraph, from the report, is the preliminary Scope Of Work to be performed with this option:

"A preliminary upgrade plan has been developed for discussion purposes. This plan would need to be refined during Preliminary Design if the Utility decides to pursue this option. The proposed upgrade includes installing Variable Frequency Drives (VFD's) on Pumps #2, #3 and #4. This would allow the operator flexibility to deliver water to the system continuously based on system demand. Continuous feed to the system is needed to maintain adequate system pressures in the north end of the system. The plan also includes the addition of a 400 kW diesel generator to provide automatic backup power in the event of an emergency. The existing diesel generators and diesel fuel tanks would be abandoned. Based on preliminary investigations, the new generator could be located inside the existing High Lift Pump Station."

Concurrent with submission of the plans and specifications for technical approval, MU submitted an application for financial assistance (low interest loan) to the DNR for the SDW loan program. The original project budget presented in the November 2010 Preliminary Engineering Report was utilized in the loan application, and was not updated to reflect the actual Final Design plans and specifications.

MEMORANDUM

The Final Design plans and specifications, prepared by McMAHON in June 2011, detailed requirements necessary to bring the conceptual scope to a viable and successful project, as well as additional requirements from the DNR. The DNR now required MU to locate the standby generator across the street from the High Lift Pump Station in the enclosed fenced area, where the Manitowoc Street Elevated Water Tower now stands. The following list includes items from the plans and specifications that were submitted to the DNR for their approval:

- Gravel drive to the standby generator.
- Concrete pad for the standby generator.
- Steel pipe bollards to protect the existing pad-mounted service transformer feeding the High Lift Pump Station.
- Underground electrical facilities from the standby generator to the High Lift Pump Station.
- Replace/repair concrete drive at the High Lift Pump Station caused by the installation of the underground electrical facilities.
- Replace/repair concrete sidewalk due to the installation of the underground electrical facilities.
- Replace/repair roadway caused by the installation of the underground electrical facilities.
- Demolish existing MCC-2 to facilitate a new Motor Control Center (MCC) with VFD's for Pumps #2 and #3.
- Remove existing diesel tanks and containment structure in the High Lift Pump Station.
- Remove existing diesel fuel lines to auxiliary engines.
- Remove auxiliary engines, drive shafts and right angle drive on pumps.
- Re-machine pump head shafts on Pumps #2 and #3.
- Remove concrete engine bases, grind floor smooth, patch and paint.
- Install new 400 kW enclosed standby generator.
- Install new main breaker and enclosure for standby generator.
- Install new Automatic Transfer Switch (ATS).
- Install new MCC-2 with the following:
 - ▶ Breaker, line reactor and VFD for a 250-HP pump.
 - ▶ Breaker, line reactor and VFD for a 300-HP pump.
 - ▶ Breaker and 125 kA surge protection device.
- Install new stand-alone line reactor and VFD for a 125-HP pump.
- Utilize existing Programmable Logic Controller (PLC) and control panel.
- Install new copper cables and conductors required for operation.

In August 2011, MU was informed that the project they had submitted for loan assistance was ranked high in the funding range evaluation; meaning it appeared that MU would receive a low interest loan for the project. McMAHON was given instruction to prepare plans and specifications for a January 2012 Bid Opening. The fast advance to Bid Opening was needed to stay on schedule for the funding cycle.

On November 11 and December 20, 2011, McMAHON was asked to meet with MU staff to review the plans and specifications prior to release for bidding. At this Meeting, MU staff presented McMAHON with several concerns:

1. Water Plant personnel has been experiencing the loss of VFD's in the Main Plant during the Plant's monthly standby generator testing during the transfer from standby power from and back to utility power. The result of these VFD's tripping off-line caused the Plant to shut-down and required a great amount of work from the operations group to re-establish Plant production. MU requested that paralleling switchgear be used, rather than an ATS, to ensure a smooth transition from and back to utility power. VFD failures would cause sudden pressure swings in the water mains, since there was no tower to absorb such pressure surges. These pressure surges would, more than likely, result in water main breaks; which have been experienced in the past. McMAHON obtained a non-engineered cost estimate from a switchgear vendor indicating that the equipment cost would be approximately \$150,000 for this addition.
2. With the absence of the water tower for absorbing any pressure surges, MU requested the installation of a pressure relief valve in the High Lift Pump Station. This valve would relieve any pressure surges back into the clearwell. Main breaks caused by pressure surges have been a problem in the past. This valve would help reduce or eliminate these surges in the future. McMAHON has since provided MU staff with an approximate cost of up to \$30,000 for this addition.
3. The plan of using the existing PLC system was also a concern for MU staff. The existing PLC is located in the Main Plant with remote input/output modules located at the High Lift Pump Station. The communication between the PLC and remote Input/Output (I/O) is done with copper wire installed in conduit under the roadway. This existing system is used for remote monitoring of the existing auxiliary diesel engines, as well as remote operations.

MEMORANDUM

MU staff believes that the loss of the communication link or processor in the Main Plant would shut down the High Lift Pump Station and could cause an unacceptable pressure drop in the system resulting in the loss of flow, especially when the Island Elevated Water Tower is out of service. With a PLC at the High Lift Pump Station, this risk would greatly be reduced, improving the reliability of the system. McMAHON provided MU staff with an approximate cost of \$50,000 for this addition.

4. During the review of the plans and specifications, it was noticed that the pumps would be controlled by pressure, but there wasn't any existing pressure sensing devices in the existing High Lift Pump Station, and it would not be feasible to use the pressure transmitter located at the base of the water tower. MU staff requested that a pressure transmitter should be installed in the system to control the speed of the pumps. The price for this addition was included in the estimate of \$30,000 for the relief valve addressed in Item 2., above.
5. During discussions with McMAHON, MU staff was made aware that controls were not part of McMAHON's scope, and that MU staff would handle any controls upgrades and programming. At this time, MU staff does not have the time to take on such a project, and requested that the complete engineered project include the controls. The price for this additional engineering was presented to MU staff of being \$7,900.
6. MU staff also had concerns with putting VFD's on existing motors that were not designed for the low rpm and high voltages, which today's VFD's can generate. MU staff was requesting that the existing motors be replaced with high efficiency VFD-compatible motors. This decision was added as a Bid Alternate to the project, so costs could be readily identified at Bid Opening. The low bid for this Alternate was \$85,000.

McMAHON then continued to finish the plans and specifications for bidding, incorporating MU staff's concerns. Besides the concerns staff had on the initial design, a few other items were needed to provide a reliable engineered system. These additions are small in comparison, but do add to the cost. The following items are:

1. Remote annunciation and control of the standby generator.
2. Harmonic filtering.
3. 120-volt transformer and panel for standby generator enclosure.

MEMORANDUM

It was also determined that the generator would need to be upsized to 500 kW. It has since been determined that upsizing the generator to 500 kW and moving it across the street likely impacted the project cost in excess of \$150,000.

When bids were opened on January 19, 2012, it was with great surprise and disappointment to MU staff, as well as McMAHON, as to the actual project cost. The lowest Base Bid for this project was \$923,000, with an Add Alternate of \$85,000 for the three new 480-volt motors. These actual bids totaled approximately 2.5-times the original project scope estimates for this element of the overall project. At the January 25, 2012 MU Commission Meeting, McMAHON and MU staff were given the directive to re-evaluate the design and budget, as well as to perform an update to the life cycle analysis of the three options presented to the Commission in December of 2010.

C. Project Development Evaluation

The most significant development on this project, since conception in November 2010 to release for bidding in December 2011, was not updating the project cost estimate as the actual design progressed and through the loan application process. Had the project cost been updated, interim steps could have been taken to re-evaluate the Final Design and, perhaps even re-evaluate the entire project concept. The remainder of this report is intended for that purpose.

D. Cost Analysis Of Current Design

Since the January 25, 2012 Commission meeting, McMAHON and MU staff have learned that the deadlines for the SDW loans have been extended, due to the fact that the State has not received their funding from the US EPA. This removed the tight deadline previously assumed, and allows time for the MU Commission to reject the project bids, redesign the project, and advertise for new bids.

From the review of the five bids received on January 19, 2012, it can be observed that the five bids were reasonably close together, which indicates that the bids were not irregular or inflated. In other words, the bids reflected the value of the work that was going to be performed. The reasons for the high bids opened on January 19, 2012 can be summarized in the following items:

- The project work scope has grown significantly since original conception in early 2010 to improve system reliability and to comply with DNR requirements.
- There have been significant increases in the cost of equipment, supplies and copper from 2010 to the 2012 time frame of the project.

MEMORANDUM

- The short bidding period imposed, due to deadlines of the SDW loan schedule, did not allow the suppliers of the standby generator and switchgear satisfactory time to size and engineer their equipment, resulting in only one bidder for this equipment.

Over the past several weeks, work has been undertaken by McMAHON and MU staff to obtain a breakdown of the project that was bid on January 19. In addition, numerous re-design options have been evaluated and priced by McMAHON and MU staff.

E. Options Moving Forward

Option No. 1 - Retain, Repair & Paint The Existing Water Tower:

The option of retaining the use of the existing water tower was re-evaluated as a cost effective alternate to taking it down and replacing it with the project as currently designed. At the request of the Commission, a Life Cycle Cost Analysis for three options was conducted, based on prices obtained at the January 19, 2012 Bid Opening and on costs presented in the November 2010 Engineering Report. Assumptions for this analysis are as follows:

- ▶ 3% Annual Inflation
- ▶ 4.125% Compounding Value Of Money (per DNR guidelines)
- ▶ Life Of New Water Tower = 80-years
- ▶ Recognize that comparing options like this over an 80-year period is speculative.

a. Construct New Water Tower

- Capital cost, including land \$1,500,000
 - Present worth of painting, repairs over 80 year period (see attached analysis) \$654,600
- Total Present Worth \$2,154,600

Note: This does not include a present worth cost of maintaining and replacement of the electrical distribution equipment in the High Lift Pump Station, which could add another \$500,000 to this present worth estimate.

b. Repair & Paint Tower Now To Last 15-Years. Then Build A New One

- Current Repair & Painting Estimated Cost \$499,500
 - Tower Replacement Cost in 15-years \$2,337,000 (present worth = \$1,274,400)
 - Painting and repairs over the next 80-years same as Option No. 1 = \$654,600
- Total Present Worth \$2,428,500

Note: This does not include a present worth cost of maintaining and replacement of the electrical distribution equipment in the High Lift Pump Station, which could add another \$500,000 to this present worth estimate.

c. New Switchgear, Generator & VFD's (per January 19, 2012 lowest bid)

Assume \$7,000 per year maintenance and repair costs, life of 40-years, and complete replacement of all equipment in 40-years.

- Capital Cost (per bid) \$923,000
 - Present Worth Of Annual Maintenance \$380,400
 - Present Worth Of Complete Replacement in 40-years \$597,700
- Total Present Worth \$1,901,100

Please note that replacement of all motors has been neglected in these calculations, as those costs apply equally to each option (pump motors will always be needed at this Pump Station).

It can be seen from the analysis that demolition of the Elevated Water Tower and replacement with standby power and VFD's at the High Lift Pump Station remains the most cost effective option.

Option No. 2 - Do Nothing:

There are three very significant risks of not doing anything regarding the Elevated Water Tower and High Lift Pump Station at this time. First of all, the low interest loan funding for this project is tied directly with the Water Transmission Main project as a complete project recognized by the DNR as a singular, necessary project needed for the long-term reliability of the Menasha water system. If the High Lift Pump Station improvement and Elevated Water Tower demolition projects are removed from the overall project, loan funding for the water main projects will almost certainly get pulled.

Secondly, the water tower is in serious condition, and doing nothing to it is not a viable alternative. The tower is not safe for operating personal, and catastrophic failure in the near future is a real possibility unless significant repairs are made. There is no loan funding available for painting and repairing the water tower.

Finally, deferring the project until next year means Menasha could be out of the ranking for funding from the SDW Loan Program. This particular project seemed to hit at just the right time, when very few other communities were applying for loans; next year could be very different.

It is the opinion of MU staff and McMAHON that the project needs to be salvaged, and redesigned in such a manner as to bring costs more in line with available funding.

Option No. 3 - Bid The Original Design Concept:

The project, as first envisioned in 2010, was going to include a 400 kW generator to be located inside the High Lift Pump Station, an Automatic Transfer Switch (ATS), and new VFD's to drive Pumps #2, #3 and #4. The project was also going to demolish the 0.5 MGD Manitowoc Street Elevated Water Tower. An Opinion of Probable Cost of \$433,000 for this option was presented for comparative purposes.

There was very little preliminary engineering effort invested in this selected option, and the project advanced straight to Final Design. Final Design was initiated in March 2011.

As was presented previously in this Memorandum, the original design concept is no longer feasible, Code compliant, or reliable. The DNR requires that the generator be located across the street, which means it needs its own sound-attenuated enclosure. MU staff has also determined from experience at the Water Plant that a simple ATS presents significant problems with knock-out of VFD's during power transfer; these problems would be even more consequential at the High Lift Pump Station. Therefore, returning to the original design concept is not feasible.

Option No. 4 - Redesign Of The Switchgear:

When the bids received on January 19 were evaluated in detail, it became obvious that there was one element of the Final Design that contributed significantly to the high cost of the project. The project, as bid, included full paralleling switchgear, which allowed the power from the standby generator to energize the entire High Lift Pump Station, including the two MCC sections. MCC 1 provides power to High Lift Pumps 1 and 4 (400-HP and 125-HP, respectively). MCC 2 provides power to High Lift Pumps 2 and 3 (250-HP and 300-HP, respectively). This full switchgear is very large, and was going to present significant challenges for the installing Electrical Contractor, in addition to the high cost of the gear itself. Fitting the gear in the space available was going to require significant rework of cable tray, the addition of new tray, plus difficult wiring.

In consultation with manufacturers of the proposed switchgear, it became apparent that providing only half of the paralleling gear and only feeding one of the two MCC's would lower project costs significantly.

Under this half-gear scenario, generator power would be fed only to MCC 2 during a power outage or test runs. This option is very feasible, as MCC 1 powers pumps that are rarely, if ever, used, and certainly could be done without during a power outage. Pumps 2 and 3, fed out of MCC 2, are the primary pumps used by the Utility.

Pump 2 has a capacity of 4.8 MGD, and Pump 3 has a capacity of 8 MGD. Average daily water-use demand is less than 3 MGD. A revised design of this half-gear description satisfies DNR requirements that average day demand during a power outage be met with the largest pump out of service.

An Opinion of Probable Construction Cost ⁽¹⁾ has been prepared for this redesign option:

Generator & Switchgear	\$225,000
MCC's / VFD's.....	\$185,000
Control Panel, SCADA Link To Water Plant.....	\$50,000
Mechanical Contract (pressure relief, pressure transmitter, motor rework) ..	\$30,000
<u>Electrical Contractor (labor, materials, installation, general conditions)</u>	<u>\$187,000</u>
Total	\$677,000

Cost for replacement of three of the high lift pump motors would add another \$85,000 to the project.

Option No. 5 - Consider Other Cost-Saving Measures:

Several design considerations have been identified that could lower the project cost without impacting reliability or performance. These include:

Delete Gravel Drive To Genset; MU Staff To Construct	(\$10,000)
Use Aluminum Conductors In Lieu Of Copper For Main Power Feeders	(\$19,000)
Use Schedule 80 PVC In Lieu Of Rigid Steel Conduit Under Roadway	(\$6,500)
<u>Leave Diesel Pump Engines In Place</u>	<u>(\$6,000)</u>
Total Potential Project Cost Reductions	\$41,500

If all of these cost saving measures were applied to Option No. 4 (switchgear redesign), the project could be lowered to an estimated construction cost from \$677,000 to \$635,500.

An additional option that should be considered and bid as an Alternate would be to replace the ½ paralleling switchgear with a sync-check automatic transfer switch (ATS) and separate breaker. It is projected that this could reduce project costs by approximately \$23,000.

MEMORANDUM

Finally, it is recommended that consideration be given to installing trimmed impellers and smaller motors on Pumps 2 and 3. These two pumps are larger than needed for the current and projected water demand of MU customers. Downsizing these pumps would reduce the size of the drive motors, reduce the size of the VFD's and electrical switchgear, and reduce the size of the standby generator. It is projected that this design option could lower project costs an estimated \$50,000.

There are other design options that could reduce cost, but these options reduce overall system reliability. These options include deleting the proposed pressure relief valve, and deleting the PLC control upgrade at the High Lift Pump Station. It is recommended that, since this pump station is the heart of the Menasha water delivery system, these design alternatives not be considered.

F. Recommendations

It is recommended, first of all, that the High Lift Pump Station be recognized for its critical contribution to the Menasha water system. With the Manitowoc Street Elevated Water Tower taken out of service, it is essential to maximize reliability and performance of this station. Significant pressure drops would be expected if this station were to ever go off-line for an extended period of time, and even short-term outages could be problematic. Therefore, the only feasible option is one that ensures reliability of this station.

It is, therefore, recommended that Option No. 4 - Redesign Of The Switchgear, be the base project. It is further recommended that some of the cost saving measures presented in Option No. 5 be considered. Specifically, it is recommended that aluminum conductors and Schedule 80 PVC conduit beneath the roadway be bid as an Alternate. It is further recommended that the gravel drive be redesigned to a minimal section. It is also recommended that replacement of motors be bid as an alternate, and the DNR be consulted after the Bid Opening as to available additional funds to finance project cost increases. Finally, it is recommended that Alternate Bids be received for an ATS option, and for a rebuilt pump/reduced motor size option.

An updated Opinion of Probable Construction Cost⁽¹⁾ for this recommendation is as follows:

Base Project	\$677,000
Deduct For Aluminum Conductors.....	(\$19,000)
Deduct For PVC Conduit.....	(\$6,500)
<u>Reduce Thickness Of Gravel Drive to 6-inches</u>	<u>(\$5,000)</u>
Total Estimated Constructed Cost	\$646,500
Bid Alternate For New Pump Motors.....	\$85,000
Bid Alternate For ATS & Separate Breaker	(\$23,000)
Bid Alternate To Rebuild Pumps 2 & 3 with Smaller Motors & Trimmed Impellers	(\$50,000)

If a decision on the recommendation contained in this Memorandum can be made at the March 1 Utility Commission Meeting, McMAHON will have revised plans and specifications complete and ready for rebid within 2-weeks.

Respectfully submitted,

McMAHON



Donald J. Voogt, P.E., BCEE
Associate / Senior Project Engineer

⁽¹⁾ **Disclaimer:** The attached Opinion Of Probable Cost was prepared for use by the Owner in planning for future costs of the project. In providing Opinions Of Probable Cost, the Owner understands that the Design Professional has no control over costs or the price of labor, equipment or materials, or over Construction Professionals' method of pricing, and that the Opinions Of Probable Costs provided herewith are made on the basis of the Design Professional's qualifications and experience. It is not intended to reflect actual costs, and is subject to change with the normal rise and fall of the local area's economy. This Opinion must be revised after every change made to the project or after every 30-day lapse in time from the original submittal by the Design Professional.



1445 McMahon Drive / P.O. Box 1025
 Neenah, WI 54956 / 54957-1025
 920-751-4200 / 920-751-4284 - Fax
 www.mcmgrp.com

BID TABULATION

Owner: **MENASHA UTILITIES - City Of Menasha, Wisconsin**
 Project Name: **High Lift Pumping Station
 STANDBY GENERATOR & MOTOR CONTROL MODIFICATIONS**
 Contract No. **M0002-910283-B**
 Bid Date / Time: **January 19, 2012 @ 2:00 p.m., local time**
 Project Manager: **Donald J. Voogt, P.E., BCEE**

Contract M0002-910283-B	PIEPER ELECTRIC, INC. 5070 North 35th Street Milwaukee, WI 53209 (Bidder)	WEST ELECTRIC, INC. 1195 Flightway Drive DePere, WI 54115 (Bidder)	ELMSTAR ELECTRIC CORPORATION 800 Eastline Road Kaukauna, WI 54130 (Bidder)
BASE BID: Standby Gen & MC Mod.	\$923,000.00	\$950,503.00	\$957,601.00
ALTERNATE BID #1: Replace 3 Motors	+ \$85,000.00	+ \$99,590.00	+ \$92,508.00
Addendum Ack.	Yes - #1 & #2	Yes - #1 & #2	Yes - #1 & #2
Bid Security	5% Bid Bond	5% Bid Bond	5% Bid Bond
DBE / SDW Forms	✓	✓	✓

Contract M0002-910283-B	FAITH TECHNOLOGIES, INC. 2662 American Drive P.O. Box 627 Appleton, WI 54912 (Bidder)	NORTHERN ELECTRIC, INC. 314 N. Danz Avenue Green Bay, WI 54302 (Bidder)
BASE BID: Standby Gen & MC Mod.	\$1,002,800.00	\$1,034,000.00
ALTERNATE BID #1: Replace 3 Motors	+ \$113,975.00	+ \$98,056.00
Addendum Ack.	Yes - #1 & #2	Yes - #1 & #2
Bid Security	5% Bid Bond	5% Bid Bond
DBE / SDW Forms	✓	✓

**MENASHA UTILITIES
WATER PROJECT BUDGET COMPARISON AS OF 2/28/12**

	River Crossing, Tower & High Lift Project SDWF 4845-09				Water Main SDWF 4845-05 & Paris Street		
ORIGINAL BUDGET	River Crossing	Tower Demolition	High Lift Pump Station	Total Budget	Water Main	Paris Street	Total Budget
Plans/Design	34,300	10,350	18,900	63,550	60		60
Engineering	96,000		31,200	127,200	6,500		6,500
Construction	790,182	13,636	332,182	1,136,000	607,000	185,000	792,000
10% Contingency	79,018	1,364	33,218	113,600	60,700		60,700
Legal/Other	30,500		5,000	35,500	7,000		7,000
Total Budget	1,030,000	25,350	420,500	1,475,850	681,260	185,000	866,260
PROJECTED WITH BIDS	River Crossing	Tower (2) Demolition	Reject & Rebid High Lift Pump Station	Total with Bids	Water Main	Paris Street (3)	Total Budget
Plans/Design	34,300	10,350	25,400	70,050	60		60
Engineering	45,000		39,100	84,100	6,500		6,500
Construction (4)	532,953	7,510	646,500	1,186,963	637,038	192,095	829,133
5% Contingency		376		376	31,852		31,852
10% Contingency (1)	53,295		64,650	117,945			
Legal/Other	74,500		8,500	83,000	8,000		8,000
Total Budget	740,048	18,236	784,150	1,542,434	683,450	192,095	875,545
(Under) Over Budget	(289,953)	(7,114)	363,650	66,584	2,190	7,095	9,285

- (1) Request 10% contingency on river crossing due to unknowns for boring, buried abandon building and soil concerns.
Request 10% contingency since rebidding High Lift Station Modifications
- (2) Assumes foundation removal at tower is left as is or done by MU
- (3) Paris Street budget variance can be taken from the 2012 water meter or valve budget
- (4) Construction costs at bid price except for High Lift Modification is an estimate



NEENAH-MENASHA SEWERAGE COMMISSION

101 Garfield Avenue • Menasha, Wisconsin 54952-3397

(920) 751-4760 • Fax (920) 751-4767 • e-mail info@nmsscwwtp.com

March 28, 2012

Mr. Tom Stoffel
City Comptroller - City of Menasha
140 Main Street
Menasha, WI 54952

RE: Refund of prior year overcharges from Menasha Utilities to the NMSC.

Dear Mr. Stoffel:

If you have followed the news in the Post Crescent, you are aware that the NMSC has been overcharged for its electrical usage by Menasha Utilities since 2005. By PSC regulations, Menasha Utilities is limited to make corrections on these charges for only up to six years beginning January 2006 and ending through December 2011 (the electric charges were corrected beginning in January 2012). In addition, per PSC regulations, the NMSC will be refunded the electrical overcharges with interest over a 24-month period. Menasha Utilities will be issuing monthly payments to the NMSC in the amount of \$75,048.50 for the next 24 months (totaling \$1,801,164). At its Regular Meeting on March 27, 2012, the Commission discussed the refund of the overcharge from Menasha Utilities and how this money should be handled. From these discussions, the Commission decided the following:

1. The refunds received should be returned to the users.
2. The calculation of the refund will be based on the 6-year average usage (2006-2011) from the users.
3. The refunds to the users will be issued monthly.

The enclosed attachment provides the following information: The 6-year average of Flow, BOD, and Suspended Solids for each user; the weighted average total usage for each user based on the allocation of flow, BOD, and SS for operations; the dollar amount to be returned to each user – both monthly and in total. Beginning in April, checks will be issued monthly to the City of Menasha in the amount of \$16,563.20 for the return of the overcharge received from Menasha Utilities. If you have any additional questions, please contact either Randy Much or myself.

Sincerely,
Neenah-Menasha Sewerage Commission

Roger Voigt
Accountant
Enc.

	6-year AVE % USAGE	Monthly Return \$75,048.50	TOTAL Return \$1,801,164.00
Neenah (net)	44.59%	\$33,464.12	\$803,138.88
Menasha (net)	22.07%	\$16,563.20	\$397,516.80
Tn Neenah S.D. 2	1.27%	\$953.12	\$22,874.88
T.M.U.D. (S.D.4) (net)	13.00%	\$9,756.31	\$234,151.44
Waverly S.D.	3.16%	\$2,371.53	\$56,916.72
U.S. Paper Mills	15.91%	\$11,940.22	\$286,565.28
	<u>100.00%</u>	\$75,048.50	\$1,801,164.00

NEENAH-MENASHA SEWERAGE COMMISSION

Summary of Flow, BOD, and SS received for billing purposes

	<u>6-YEAR AVERAGE (2006 - 2011)</u>						<u>TOTAL USAGE</u>
	<u>FLOW</u>	<u>FLOW %</u>	<u>cBOD</u>	<u>cBOD %</u>	<u>SS</u>	<u>SS %</u>	
Neenah (net)	1,968,227	50.85%	3,153,928	42.42%	3,196,359	43.83%	44.59%
Menasha (net)	994,184	25.68%	1,332,920	17.95%	2,030,003	27.79%	22.07%
Tn Neenah S.D. 2	43,259	1.12%	83,549	1.14%	118,164	1.68%	1.27%
T.M.U.D. (S.D.4) (net)	638,526	16.52%	780,756	10.51%	1,104,476	15.31%	13.00%
Waverly S.D.	131,250	3.41%	224,636	3.03%	233,625	3.21%	3.16%
U.S. Paper Mills	93,276	2.42%	1,855,068	24.96%	595,533	8.19%	15.91%
TOTAL	3,868,721	100.00%	7,430,857	100.00%	7,278,161	100.00%	100.00%

ALLOCATION OF FLOW, BOD, SS

	<u>O & M</u>
FLOW	21.60%
BOD	53.50%
SS	24.90%
	<u>100.00%</u>



To: Members of the Common Council

From: Chief Tim Styka

Date: March 22, 2012

RE: Police Department Updates

I am excited to pass along to you our new traffic initiative called the Community Traffic Safety Program (CTSP). This is a program which allows for citizens to report their traffic related concerns to one specific location. Our project coordinator, Officer Roger Picard will contact the person with their concerns to identify the specific problem(s). This information is then communicated to our patrol officers who will keep a log of what was done to address the problem. Officer Picard will then follow up with the person to explain the results.

What makes this program different is we are directly addressing issues brought forth by the community, not what we perceive to be a problem. Also, this gives us a specific procedure to ensure a person with a concern knows what the Department did to work on the problem. I encourage you to pass along the email of trafficissue@ci.menasha.wi.us or the phone number of (920) 967-3575 to your constituents who contact you with a traffic concern.

I also wanted to pass along some personnel changes at the Department. Officer Jamal Kavar has been selected to serve as our next Patrol Lieutenant. His promotion will be effective on April 1st, 2012. Officer Kavar has been with the City since 2004 and has served in a variety of roles such as computer forensics investigator, firearms instructor and crisis response team member. Prior to working for the Police Department Officer Kavar was in the Air Force where he was a Sergeant in charge of a military security forces.

I would also like to introduce our new officer, Marty Effert. Marty grew up in the Green Bay area and previously worked in transportation in the private sector. He went back to school at NWTC in Green Bay and then was hired by Pulaski Police Department as a patrol officer. Marty is a proud husband and father of 4 children.

ECONOMIC DEVELOPMENT & PUBLIC POWER: PUTTING PEOPLE IN MOTION

April 12, 2012

9:00 a.m. - 3:00 p.m.

WPPI Energy Conference Center

1425 Corporate Center Drive | Sun Prairie, WI 53590



WPPI Energy Economic Development Conference

WPPI Energy is a regional power company serving 51 customer-owned electric utilities. Through WPPI Energy, these public power utilities share resources and own generation facilities to provide reliable, affordable electricity to more than 195,000 homes and businesses in Wisconsin, Upper Michigan and Iowa.

www.wppienergy.org

1425 Corporate Center Drive | Sun Prairie, WI 53590-9109



- | | | | |
|-----------------|----------------|--------------|-------------------|
| Michigan | Prairie du Sac | Juneau | Wisconsin |
| Alger Delta CEA | Reedsburg | Kaukauna | Algoma |
| Baraga | Richard Center | Lake Mills | Black River Falls |
| Crystal Falls | River Falls | Lodi | Boscobel |
| Gladstone | Slinger | Menasha | Brodhead |
| Lansé | Stoughton | Mount Horeb | Cedarburg |
| Negaunee | Sturgeon Bay | Muscoda | Columbus |
| Norway | Sun Prairie | New Glarus | Cuba City |
| | Two Rivers | New Holstein | Eagle River |
| | Waterloo | New London | Evansville |
| | Waunakee | New Richmond | Florence |
| Independence | Wausau | Oconomowoc | Hartford |
| Maquoketa | Westby | Oconto Falls | Hustford |
| Preston | Whitehall | Plymouth | Jefferson |



ECONOMIC DEVELOPMENT & PUBLIC POWER:
PUTTING PEOPLE IN MOTION



Locally owned utilities are strong partners in economic development through commitment to keeping businesses and communities strong. By providing highly reliable power and cost-competitive electricity, doing business in a public power community just makes sense.



You're Invited

ECONOMIC DEVELOPMENT & PUBLIC POWER: PUTTING PEOPLE IN MOTION

Join your colleagues from our 51 member communities as WPPI Energy's energy experts and account management professionals show you how to enhance economic development through the power of partnerships at this FREE workshop.

WHO SHOULD ATTEND?

The conference is intended for economic development representatives from local, county, regional or state organizations and others who carry out similar functions in WPPI Energy member communities. Please share this invitation with your local partners.

Agenda

Welcome and Overview of WPPI Energy **Mike Peters**, President & CEO

Role of Public Power in Economic Development **Peggy Jeslon**, Manager of Key Accounts

Overview of Electric Rates **Tim Ament**, Director of Rates

Utility Programs and Incentive Opportunities **Energy Services Staff Panel**

LUNCH AND KEYNOTE SPEAKER

Mike Mathews, Economic Growth Advisors (EGA), President

Mike Mathews will share experiences from his 25 years in the economic development arena, presenting solutions that facilitate business growth. His combined background in economic development and the utility industry will provide value to all attendees as he challenges you to think about why you are in this business. This will be no ordinary lunch-hour!

Overview of WPPI Energy Power Supply Resources **Andy Kellen**, Assistant VP Power Supply Resources

Reliability in Wisconsin **Kurt Hendrickson and John Raister**, ATC Representatives

Sample Site Selector Packet **Peggy Jeslon**, Manager of Key Accounts

RSVP

Please register by Friday, April 6, 2012

Online: www.wppienergy.org/edconference

Email: Email Kelly Simonsen at ksimonsen@wppienergy.org

Phone: Call Kelly Simonsen at 608.634.4519

CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, March 19, 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 Krueger, Zelinski, Englebert, Benner, Klein, Taylor, Sevenich, Langdon

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

D. PUBLIC HEARING

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

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

Aaron Zemlock, President of Menasha Rotary. Comments on Special Event Policy.

Richard Meyer, Commander of Menasha VFW #2126, 1201 Grove Street. Comments on Special Event Policy.

Peter Pfundtner, 1157 Debra Court, Menasha Rotary. Comments on Special Event Policy

Tim Jacobson, 732 Paris Street. Comments on Special Event Policy

Dan Mitchell, 212 Old Pulley Lane. Inquired on how to help people be proud to live in Menasha

Daniel Hermans, 370 Winnebago Avenue. Return one-side parking on Winnebago Ave.

Dick Sturm, 1203 Greenwood Court, Park Board Chairman, Comments on Special Event Policy

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. Menasha Utilities – Overbilling to NM Sewerage Commission

Co-General Managers Krause and Sturm reported Electric Utilities discovered an error to a particular circuit, and field inspections were done on those customers. It was identified that NM Sewerage Treatment Facility on that circuit had a multiplier that was incorrectly calculated based on the set-up of the meter. The overbilling had occurred for the past six years. The rest of the customers on that circuit were under-billed. The Utility proposed a refund over the next two years. This could result in approximately \$1 per month for the normal residential customer.

Utility staff will be reviewing and updating policies and are continuing on the path of doing field inspections in order to provide assurances to customers that meters and bills are accurate. Staff will be checking all meters and documentation and will be developing a documentation program that will cover meter installations from the concept and plans right through the multiplier that goes into the billing. WPPI Energy is also taking part in that effort and forming a best practices team to make a joint effort on putting together a program and documentation to prevent these errors from occurring.

2. Clerk Galeazzi – Update on Photo ID Law

Clerk Galeazzi reported on Wisconsin Act 23 that made changes in Election laws starting in 2012. The Voter Photo ID part of Act 23 is currently not being enforced due to a court injunction.

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

Minutes to receive:

- a. Administration Committee, 3/5/12
- b. Board of Public Works, 3/5/12
- c. Parks & Recreation Board, 2/14/12
- d. Personnel Committee, 3/5/12
- e. Police Commission, 2/21/12
- f. Redevelopment Authority, 2/29/12

Communications:

- g. Customers First! The Wire newsletter, March 2012
- h. Dan Rippl, Menasha Rotary to Park & Rec. Director Tungate, 3/14/12; Menasha Rotary donations

Moved by Ald. Sevenich, seconded by Ald. Langdon to receive Minutes and Communications A-H
Motion carried on voice vote.

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, 3/5/12

Administration Committee, 3/5/12; recommends approve of:

2. Special Event Policy

Board of Public Works, 3/5/12; recommends approval of:

3. Street Use Application – Memorial Day Parade; Monday, May 28, 2012; 8 AM – 10:30 AM (American Legion Post 152)
4. Payment – Terra Engineering & Construction Corporation; City of Menasha Wastewater Collection System Rehabilitation Improvements, Phase 4 Project; Sanitary Sewer Rehabilitation; Contract E145-11-01A; \$41,857.26 (Payment No. 2)
5. Recommendation to Award – Menasha Utilities Water Main Replacement; Contract M0002-910578.08; Donald Hietpas & Sons; \$829,133.35

Ald. Sevenich requested to remove item 1 (Common Council minutes) from Consent Agenda

Ald. Englebert requested to remove item 2 (Special Event Policy) from Consent Agenda

Moved by Ald. Sevenich, seconded by Ald. Langdon to approve Constant Agenda items 3, 4, 5
Motion carried on roll call 8-0.

H. ITEMS REMOVED FROM CONSENT AGENDA

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

Motion carried on roll call 8-0.

Moved by Ald. Krueger, seconded by Ald. Klein to approve Constant Agenda item 2 (Special Event Policy)
Lengthily discussion ensued on offering discounts to Special Events sponsored by non-profit organizations.
Moved by Ald. Zelinski, seconded by Ald. Klein to charge 80% of actual cost to all Special Event sponsors.
Motion failed on roll call 3-5.

Ald. Klein, Taylor, Zelinski – yes

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

Motion to approve Special Event Policy carried in roll call 5-3

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

Ald. Sevenich, Englebert, Benner – no

I. ACTION ITEMS

1. Accounts payable and payroll for the term of 3/8/12 to 3/15/12 in the amount of \$561,699.70
Moved by Ald. Klein, seconded by Ald. Krueger to approve accounts payable and payroll.
Motion carried on roll call 8-0.

J. ORDINANCES AND RESOLUTIONS

1. Substitute amendment to O-3-12 - An Ordinance Amending Section 11-1-1 of the Municipal Code – Offenses Against State Laws Subject to Forfeiture (Trespassing) (Introduced by Ald. Taylor) (Recommended by Administration Committee)(1st introduction)
No Action
2. R-5-12 Preliminary Resolution Declaring Intent to Exercise Special Assessment Powers Under Section 66.0703, Wisconsin Statutes – Woodland Hills Subdivision/Kelly Lake Drive(Recommended by Board of Public Works)(Introduced by Ald. Taylor)
Moved by Ald. Taylor, seconded by Ald. Krueger to adopt R-5-12.
Motion carried on roll call 8-0.
3. R-8-12 – Resolution Authorizing a representative of the city of Menasha to file applications for financial assistance from the state of Wisconsin Environmental Improvement Fund (Introduced by Mayor Merkes)
Moved by Ald. Sevenich, seconded by Ald. Krueger to adopt R-8-12.
Motion carried on roll call 8-0.

K. APPOINTMENTS

L. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

Tim Jacobson, 732 Paris Street. Comments on non-profit and fundraisers

Mary Nebel, 713 First Street. Tax payers subsidizing things in the City

Aaron Zemlock, Menasha Rotary. Rotary will continue to support Menasha activities

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

Moved by Ald. Benner, seconded by Ald. Krueger to recess at 7:46 p.m.
Motion carried on voice vote

Reconvened at 10:43 p.m.

N. CLAIMS AGAINST THE CITY

1. Notice of injury and circumstances of claim - Town of Harrison, Celine Romenesko, Rick Kindschi

CA/HRD Captain explained the procedure when filing a claim against a municipality.

CA/HRD Captain suggested going into Closed Session if Council had questions.

2. Update on PCB Litigation

CA/HRD Captain suggested going into Closed Session to update the Council.

DRAFT

O. Moved by Ald. Benner, seconded by Ald. Langdon to Adjourn into Closed Session at 10:46 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. (PCB Litigation and Notice of Circumstance of Town of Harrison, Romenesko and Kindschi)

Motion carried on roll call 8-0.

P. ADJOURN

Moved by Ald. Sevenich, seconded by Ald. Klein to adjourn at 11:08 p.m.

Motion carried on voice vote.

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

City of Menasha Special Event Policy

SPECIAL EVENT is defined as any planned occurrence on the public right-of-way or public premises including, but not limited to; parades, gatherings, festivals and athletic events. By nature these events have a greater impact on City services and resources than would have occurred had the event not taken place. Special events require multiple department involvement.

The City of Menasha wants any Special Event to be a success for organizers and participants alike. By providing for an organized application process, we hope to provide for the safety and well being of all community members.

APPLICATION Complete Special Event Agreement Packet must be returned to City Hall, 2nd Floor, Public Works/Park & Recreation Departments at least 60 days prior to the event. This will allow time for all pertinent departments to review your event needs. A non – refundable fee of \$25 is due at the time your application is submitted. Please note that if you are holding an event in a park you will need to reserve the park prior to turning in your Special Events Application.

REVIEW OF APPLICATION Once your application is received and reviewed, someone from your group will be required to attend a meeting with the Special Events Staff Committee. You will be advised of the date and time. The Special Events staff meeting will be scheduled no later than 45 days prior to the event date. The appropriate departments will review the individual worksheets included in your Special Events Packet to ensure that all considerations have been identified and contingencies planned for. Approval for street closures will be scheduled for the next Common Council meeting following the Special Events staff meeting.

APPROVAL OF APPLICATION Once your application has been reviewed and approved you will receive a Special Event Permit.

CERTIFICATE OF INSURANCE AND ENDORSEMENT If proof of insurance is required, Certificate of Insurance and Endorsement must be provided by the event sponsor. The City of Menasha must be named as additional insured on both the Certificate of Insurance and the Endorsement. The sponsor shall hold the City, any of its employees and agents and facilities harmless against all claims, liability, loss, damage or expense incurred by the City for any damage or injury to person or property caused by or resulting from activities arising from the special event. The Certificate of Insurance and the Endorsement must be submitted no later than 15 days prior to the event. Failure to provide insurance and endorsement on time can result in termination of event permits.

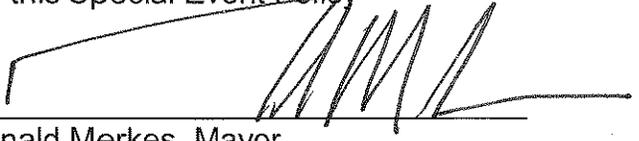
SPONSOR ADDITIONAL RESPONSIBILITIES If your event requires street closure, it is the event holder's responsibility to contact, Valley Transit at 920-832-5200 and Gold Cross Ambulance at 920-967-6077 to alert them to the street closure. It is also the event holder's responsibility to notify the property occupants affected by a street closure exceeding 30 minutes. Included in this packet is a form that can be used for notification.

FEES All events are required to pay a non-refundable deposit of \$25 at the time their application is turned in.

Submittal of an event application does **NOT** reserve a park. The applicable fees due prior to your event are: temporary food service permits, temporary beer sales permit, carnival permit, tent fee inspection and fireworks permits. At the completion of your event, charges shall be paid no later than 30 days from the mailed postal date of the final invoice without interest. If this requirement is not met, further charges may be incurred.

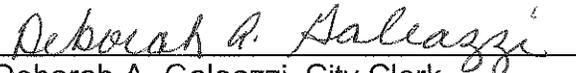
TERMINATION OF EVENT The City and its representative reserve the right to shut down a special event that is in progress if it is determined to be a safety hazard by the Police and/or Fire Departments and/or there is a violation of City Ordinances, State Statute, or the terms of the approved application have not been met. The Mayor and /or their designee may revoke an approved Special Event Permit if the applicant fails to comply in good faith with the provisions of the permit prior to the event date.

By signing this section the Mayor invokes his right to veto this Special Event Policy
Dated this 23rd day of March, 2012.



Donald Merkes, Mayor

ATTEST:



Deborah A. Galeazzi, City Clerk



FOR IMMEDIATE RELEASE

Contact: Donald Merkes
Mayor, City of Menasha
Phone: 920-967-3600
dmerkes@ci.menasha.wi.us

**MAYOR'S VETO RECOGNIZES SERVICE AND CONTRIBUTIONS OF
NON-PROFIT COMMUNITY TO MENASHA**

MENASHA, WI – March 25, 2012. In an action that many in the community characterized as penny wise and pound foolish, our common council stripped away a long time practice of providing in-kind services to non-profit organizations hosting community events in Menasha. Organizations such as the American Legion, Fox Valley Area Labor Council, Menasha Action Council, Rotary International, and Veterans of Foreign Wars have for decades not only organized popular community events, they have also made generous donations of goods, services and even cash to the city and the people who live and work in Menasha.

In 2011, as municipal budgets tightened, the city initiated a policy to recover costs that were directly attributable to special events. With this new policy the city continued to recognize the non-profits' contributions back to our community by offering to absorb half of these costs in the form of in-kind services performed by our city workforce. Recently arguments were made by aldermen that the policy needed to be changed because it wasn't fair to for-profit businesses to have to cover the entire cost of services to their events while charitable organizations did not.

With my veto of this change in the special events policy, the City of Menasha will continue to recognize the value and service that non-profits selflessly give to our community. Tremendous community assets including Curtis Reed Square, the Fox Cities Trestle, and the Isle of Valor are among the gifts generously given to us by dedicated non-profit groups, without which we wouldn't have the quality of life we do here in Menasha. Our small investment in the efforts of these groups is appropriate and beneficial to our citizens and future generations.

March 28, 2012

Dear Mayor Merkes,

I respect your authority to utilize the veto power given to you by the residents of Menasha, enabling you to intercede when a philosophical difference arises between yourself and the Common Council. However, the characterizations you placed upon the majority of council members, and the vote they choose to cast, are not accurate.

I believe I speak for all when I state the generosity of every person and entity is greatly appreciated and should lie upon equal footing as to the accolades their charitable giving benefits our community. Be it from an individual, corporation or organization, charitable giving is a blessing to those who receive it no matter the amount or who is sacrificing or giving the donation. Characterizing the majority of Alderman as being concerned about fairness of perceived "profit" events (*which is an unfair label to place upon the Homecoming Parade and New Year Eve Celebration*) to non-profit events is an insincere statement; the subject was centered on having Menasha taxpayers paying ½ of a bill that events freely choose to accumulate.

Everyone, including events, has an obligation to not burden their fellow residents with voluntarily acquired services and fees that are completely determined by the desired level of service the entity choose to consume. By placing a predetermined status as to whose generosity is worthy of a forced taxpayer subsidy divides the kindness of our residents, businesses and organizations into class warfare. The sentiment of the Common Council in their votes reflects the frugal spending habits, I believe, taxpayers desire City Hall to practice.

I was personally disheartened to see the exclusion in your letter of residents and other entities who have freely donated their time and money for the betterment of Menasha and her residents. Park benches, trees and bricks are just a small portion of generous donations given by individuals who are driven by the desire to help improve our community which, in turn, has helped with the development and enjoyment of the Heckrodt Wetland Reserve, our parks and our beautiful River Walk. These donations have been given with as much good intent as any organization. These individuals do not receive, nor did they expect, their fellow residents to pay any portion of any voluntary city services they choose to utilize or accumulate throughout the year.

I firmly believe if the desire is to reward generosity then the entire policy should be based around generosity. If the desire is to recover the cost of the voluntarily acquired services and fees as written then that objective should be met. It is improper to strategically place a divider between charitable giving which allows a select few an additional benefit for their generosity while all other and equally important charity are exempt.

Sincerely,



Alderman Steve Krueger
5th District
Menasha, WI 54952

CITY OF MENASHA DISBURSEMENTS

Accounts Payable for 3/20/12-3/29/12 Checks # 32875-33031	\$ 581,453.97
Payroll Checks for 3/22/12-3/29/12	<u>170,895.88</u>
Total	\$ 752,349.85

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: 3/20/2012

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description	
ACC. PLANNED SERVICE INC	32875	3/20/2012	7209	100-0601-551.24-03	116.25	BLDG REPAIR/MAINTENANCE	
	Total for check: 32875					116.25	
	AMAZON	32877	3/20/2012	007911940256	100-0601-551.30-14	50.97	LIBRARY MATERIALS
			3/20/2012	053520128795	100-0601-551.30-14	(3.00)	CREDIT
			3/20/2012	053521399362	100-0601-551.30-14	(2.00)	CREDIT
			3/20/2012	053521432310	100-0601-551.30-14	24.98	LIBRARY MATERIALS
			3/20/2012	053521555444	100-0601-551.30-14	8.12	LIBRARY MATERIALS
			3/20/2012	053525713934	100-0601-551.30-14	222.63	LIBRARY MATERIALS
			3/20/2012	053527967000	100-0601-551.30-14	95.57	LIBRARY MATERIALS
			3/20/2012	053529549306	100-0601-551.30-14	469.60	LIBRARY MATERIALS
			3/20/2012	053529739594	100-0601-551.30-14	(1.00)	CREDIT
			3/20/2012	057273552929	100-0601-551.30-14	19.99	LIBRARY MATERIALS
			3/20/2012	084765802354	100-0601-551.30-14	120.90	LIBRARY MATERIALS
		3/20/2012	084767509620	100-0601-551.30-14	18.99	LIBRARY MATERIALS	
		3/20/2012	149362559435	100-0601-551.30-14	30.25	LIBRARY MATERIALS	
		3/20/2012	198002549657	100-0601-551.30-14	(6.00)	CREDIT	
		3/20/2012	198003459542	100-0601-551.30-14	(1.00)	CREDIT	
		3/20/2012	198004717236	100-0601-551.30-14	(1.00)	CREDIT	
		3/20/2012	198004737791	100-0601-551.30-14	(1.00)	CREDIT	
	3/20/2012	198008194363	100-0601-551.30-14	(2.00)	CREDIT		
	3/20/2012	198008533374	100-0601-551.30-14	49.96	LIBRARY MATERIALS		
	3/20/2012	198008855915	100-0601-551.30-14	(3.00)	CREDIT		
	3/20/2012	245265386205	100-0601-551.30-14	29.99	LIBRARY MATERIALS		
Total for check: 32877					1,121.95		
AMERICAN-WISCONSIN FIRE PROTECTION	32878	3/20/2012	20627	100-0601-551.24-03	107.25	BLDG REPAIR/MAINTENANCE	
	Total for check: 32878					107.25	
AUDIOGO	32879	3/20/2012	443538	100-0601-551.30-14	412.31	LIBRARY MATERIALS	
	Total for check: 32879					412.31	

AP Check Register
Check Date: 3/20/2012

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
BAKER & TAYLOR INC	32881	3/20/2012	2026691989	100-0601-551.30-14	458.70	LIBRARY MATERIALS
		3/20/2012	2026695976	100-0601-551.30-14	558.60	LIBRARY MATERIALS
		3/20/2012	2026697647	100-0601-551.30-14	72.15	LIBRARY MATERIALS
		3/20/2012	2026700223	100-0601-551.30-14	429.50	LIBRARY MATERIALS
		3/20/2012	2026701741	100-0601-551.30-14	76.42	LIBRARY MATERIALS
		3/20/2012	2026707246	100-0601-551.30-14	44.74	LIBRARY MATERIALS
		3/20/2012	2026711029	100-0601-551.30-14	342.28	LIBRARY MATERIALS
		3/20/2012	2026716895	100-0601-551.30-14	31.81	LIBRARY MATERIALS
		3/20/2012	2026719407	100-0601-551.30-14	457.25	LIBRARY MATERIALS
		3/20/2012	2026721210	100-0601-551.30-14	43.66	LIBRARY MATERIALS
		3/20/2012	2026723391	100-0601-551.30-14	398.08	LIBRARY MATERIALS
		3/20/2012	2026730108	100-0601-551.30-14	33.26	LIBRARY MATERIALS
		3/20/2012	2026734080	100-0601-551.30-14	117.00	LIBRARY MATERIALS
		3/20/2012	2026736668	100-0601-551.30-14	291.19	LIBRARY MATERIALS
		3/20/2012	2026738443	100-0601-551.30-14	160.41	LIBRARY MATERIALS
		3/20/2012	2026741185	100-0601-551.30-14	285.76	LIBRARY MATERIALS
		3/20/2012	2026747163	100-0601-551.30-14	84.87	LIBRARY MATERIALS
		3/20/2012	2026751886	100-0601-551.30-14	88.33	LIBRARY MATERIALS
		3/20/2012	2026755038	100-0601-551.30-14	91.24	LIBRARY MATERIALS
		3/20/2012	2026757067	100-0601-551.30-14	251.40	LIBRARY MATERIALS
		3/20/2012	2026760993	100-0601-551.30-14	177.27	LIBRARY MATERIALS
		3/20/2012	2026762401	100-0601-551.30-14	32.20	LIBRARY MATERIALS
		3/20/2012	2026775411	100-0601-551.30-14	160.17	LIBRARY MATERIALS
		3/20/2012	2026776687	100-0601-551.30-14	20.41	LIBRARY MATERIALS
		3/20/2012	2026778937	100-0601-551.30-14	325.97	LIBRARY MATERIALS
		3/20/2012	2026784021	100-0601-551.30-14	29.65	LIBRARY MATERIALS
3/20/2012	175824690	100-0601-551.30-14	73.34	LIBRARY MATERIALS		
3/20/2012	V73370800	100-0601-551.30-14	17.99	LIBRARY MATERIALS		
			Total for check: 32881		5,153.65	
JOE BONGERS	32882	3/20/2012	03152012	100-0601-551.34-01	57.00	MILEAGE REIMBURSEMENT
			Total for check: 32882		57.00	

AP Check Register

Check Date: 3/20/2012

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
BOOK FARM INC	32883	3/20/2012	0026959	100-0601-551.30-14	3,343.78	LIBRARY MATERIALS
		3/20/2012	0027020	100-0601-551.30-16	121.76	PROGRAM SUPPLIES
			Total for check: 32883		3,465.54	
THOMAS BOUREGY & CO INC	32884	3/20/2012	67535A	100-0601-551.30-14	139.50	LIBRARY MATERIALS
			Total for check: 32884		139.50	
BRAZEE ACE HARDWARE	32885	3/20/2012	016964	100-0601-551.30-13	4.99	HOUSEKEEPING SUPPLIES
		3/20/2012	017098	100-0601-551.30-13	3.29	HOUSEKEEPING SUPPLIES
			Total for check: 32885		8.28	
CDW GOVERNMENT INC	32886	3/20/2012	F969122	100-0601-551.30-10	128.04	OFFICE SUPPLIES
		3/20/2012	G234372	100-0601-551.30-10	77.88	OFFICE SUPPLIES
			Total for check: 32886		205.92	
CENTER POINT LARGE PRINT	32887	3/20/2012	1002010	100-0601-551.30-14	22.17	LIBRARY MATERIALS
		3/20/2012	1003975	100-0601-551.30-14	21.57	LIBRARY MATERIALS
			Total for check: 32887		43.74	
FINDAWAY WORLD LLC	32888	3/20/2012	66294	100-0601-551.30-14	318.70	LIBRARY MATERIALS
			Total for check: 32888		318.70	
GALE	32889	3/20/2012	17473949	100-0601-551.30-14	38.93	LIBRARY MATERIALS
		3/20/2012	95705086	100-0601-551.30-14	477.44	LIBRARY MATERIALS
		3/20/2012	95720150	100-0601-551.30-14	21.59	LIBRARY MATERIALS
		3/20/2012	95725978	100-0601-551.30-14	21.59	LIBRARY MATERIALS
		Total for check: 32889		559.55		

AP Check Register
Check Date: 3/20/2012

<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>
GANNETT WISCONSIN MEDIA	32890	3/20/2012	03152012	100-0601-551.30-14	375.69	LIBRARY MATERIALS
			Total for check: 32890		375.69	
GUILDCRAFT ARTS & CRAFTS	32891	3/20/2012	22021238	100-0601-551.30-16	41.53	PROGRAM SUPPLIES
			Total for check: 32891		41.53	
HIGHSMITH	32892	3/20/2012	4525193	100-0601-551.30-18	93.60	DEPT SUPPLIES
			Total for check: 32892		93.60	
INFORMATION TODAY INC	32893	3/20/2012	1409224-B1	100-0601-551.30-14	253.55	LIBRARY MATERIALS
			Total for check: 32893		253.55	
KITZ & PFEIL INC	32894	3/20/2012	0126140153	100-0601-551.24-03	6.82	BLDG REPAIR/MAINTENANCE
			Total for check: 32894		6.82	
RON LINDBERGH	32895	3/20/2012	03152012	100-0601-551.20-05	190.00	PERFORMER CONTRACT
			Total for check: 32895		190.00	
MADER NEWS AGENCY INC	32896	3/20/2012	70432	100-0601-551.30-14	108.20	LIBRARY MATERIALS
			Total for check: 32896		108.20	
JULIE MEINKE	32897	3/20/2012	03152012	100-0601-551.30-14	18.00	LIBRARY MATERIALS
			Total for check: 32897		18.00	
MIDWEST TAPE	32898	3/20/2012	2747685	100-0601-551.30-14	245.56	LIBRARY MATERIALS
		3/20/2012	2754009	100-0601-551.30-14	55.62	LIBRARY MATERIALS
			Total for check: 32898		301.18	

AP Check Register
Check Date: 3/20/2012

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
PAM MORAN	32899	3/20/2012	03152012	100-0601-551.34-01	40.95	MILEAGE REIMBURSEMENT
			Total for check: 32899		40.95	
DAVE POWELL	32900	3/20/2012	03152012	100-0601-551.24-03	19.92	BLDG REPAIR/MAINTENANCE
			Total for check: 32900		19.92	
RAINBOW BOOK COMPANY	32901	3/20/2012	0098359	100-0601-551.30-14	2,185.66	LIBRARY MATERIALS
			Total for check: 32901		2,185.66	
RANDOM HOUSE INC	32902	3/20/2012	1083321681	100-0601-551.30-14	22.50	LIBRARY MATERIALS
		3/20/2012	1083326782	100-0601-551.30-14	18.00	LIBRARY MATERIALS
		3/20/2012	1083343953	100-0601-551.30-14	12.00	LIBRARY MATERIALS
		3/20/2012	1083351045	100-0601-551.30-14	24.00	LIBRARY MATERIALS
		3/20/2012	1083382963	100-0601-551.30-14	127.50	LIBRARY MATERIALS
		3/20/2012	1083480707	100-0601-551.30-14	33.75	LIBRARY MATERIALS
		3/20/2012	1183480707	100-0601-551.30-14	52.00	LIBRARY MATERIALS
		3/20/2012	90004558853	100-0601-551.30-14	(18.00)	CREDIT
		Total for check: 32902		271.75		
RECORDED BOOKS LLC	32903	3/20/2012	74484589	100-0601-551.30-14	82.20	LIBRARY MATERIALS
		3/20/2012	74490170	100-0601-551.30-14	99.00	LIBRARY MATERIALS
		3/20/2012	74495763	100-0601-551.30-14	82.20	LIBRARY MATERIALS
		Total for check: 32903		263.40		
JUDY STOCK	32904	3/20/2012	03152012	100-0601-551.20-05	200.00	PERFORMER CONTRACT
			Total for check: 32904		200.00	
ELIZABETH TUBMAN	32905	3/20/2012	03152012	100-0601-551.33-01	7.50	MILEAGE REIMBURSEMENT
			Total for check: 32905		7.50	

AP Check Register
Check Date: 3/20/2012

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
UNIQUE BOOKS INC	32906	3/20/2012	357536	100-0601-551.30-14	134.53	LIBRARY MATERIALS
		3/20/2012	357537	100-0601-551.30-14	452.79	LIBRARY MATERIALS
		3/20/2012	357537.2	100-0601-551.30-14	10.45	LIBRARY MATERIALS
		3/20/2012	357538	100-0601-551.30-14	425.63	LIBRARY MATERIALS
		3/20/2012	357538.2	100-0601-551.30-14	23.58	LIBRARY MATERIALS
		3/20/2012	357539	100-0601-551.30-14	966.19	LIBRARY MATERIALS
			Total for check: 32906		2,013.17	
UNIQUE MANAGEMENT SERVICES INC	32907	3/20/2012	220452	100-0000-441.19-00	304.30	COLLECTION AGENCY FEE
			Total for check: 32907		304.30	
US POSTAL SERVICE	32908	3/20/2012	03152012	100-0601-551.30-11	305.00	POSTAGE SUPPLIES
			Total for check: 32908		305.00	
KAY WEEEDEN	32909	3/20/2012	03152012	100-0601-551.20-05	260.00	PERFORMER CONTRACT
			Total for check: 32909		260.00	
WERNER ELECTRIC SUPPLY CO	32910	3/20/2012	S3482912.001	100-0601-551.30-13	479.25	HOUSEKEEPING SUPPLIES
			Total for check: 32910		479.25	
WISCONSIN DEPT OF JUSTICE	32911	3/20/2012	G3328	100-0601-551.21-06	42.00	PROFESSIONAL SERVICES
			Total for check: 32911		42.00	
3M	32912	3/20/2012	OF51077	100-0601-551.24-04	9,693.00	MAINTENANCE CONTRACT
			Total for check: 32912		9,693.00	
					29,184.11	

AP Check Register
Check Date: 3/22/2012

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ACC PLANNED SERVICE INC	32913	3/22/2012	7155	100-0801-521.24-03	350.54	Fan motor
				Total for check: 32913	350.54	
ACCURATE	32914	3/22/2012	1202436	731-1022-541.38-03	357.62	Leaf & Misc Hardware
		3/22/2012	1202720	731-1022-541.38-03	241.50	Spring Pin/Bushing/Hanger
		3/22/2012	1202802	731-1022-541.30-18	7.09	Bottom/Spiral Point Taps
		3/22/2012	1202807	731-1022-541.38-03	(50.44)	Vinyl Tubing
		3/22/2012	1202824	731-1022-541.38-03	144.32	Tie Rod Ends
		3/22/2012	1202871	731-1022-541.30-18	31.55	Terminal Connectors
			Total for check: 32914	731.64		
AIRGAS NORTH CENTRAL	32915	3/22/2012	105407451	731-1022-541.21-06	72.96	Hazardous Mat/Oxygen
				Total for check: 32915	72.96	
AMERICAN RED CROSS	32916	3/22/2012	10048083	100-0903-531.34-02	5.00	Standard First Aid
				Total for check: 32916	5.00	
APPANASHA PET CLINIC	32917	3/22/2012	105412	824-0801-521.21-06	20.98	Vet Bill/Police K-9
				Total for check: 32917	20.98	
APPLETON ELECTRONICS SUPPLY LLC	32918	3/22/2012	6152	731-1022-541.38-03	18.24	Switch Toggle
		3/22/2012	6189	100-0704-552.24-03	29.07	Amphenol Connector/Socket
		3/22/2012	6205	100-0703-553.30-18	17.62	Solder Paste/Pocket Pack
				Total for check: 32918	64.93	
APPLETON HYDRAULIC COMPONENTS	32919	3/22/2012	22722	731-1022-541.38-03	111.00	Seal Kits
				Total for check: 32919	111.00	

AP Check Register
Check Date: 3/22/2012

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
CITY OF APPLETON	32920	3/22/2012	204280	100-0302-542.25-01	13,338.00	March 2012 Valley Transit
			Total for check: 32920		<u>13,338.00</u>	
	32921	3/22/2012		100-0000-201.03-00	10.00	Bond/MEPD 12-724
			Total for check: 32921		<u>10.00</u>	
ASSOCIATED APPRAISAL CONSULTANTS	32922	3/22/2012	12563	100-0402-513.21-09	4,975.00	February 2012
				100-0402-513.30-11	6.29	February 2012 Postage
				100-0402-513.21-04	59.76	Internet Posting
			Total for check: 32922		<u>5,041.05</u>	
AT&T	32923	3/22/2012	920R09453003	100-1001-514.22-01	113.90	Current Charges
				601-1020-543.22-01	292.50	Current Charges
			Total for check: 32923		<u>406.40</u>	
BADGER HIGHWAYS CO INC	32924	3/22/2012	156383	601-1020-543.30-18	212.18	Asphalt
			Total for check: 32924		<u>212.18</u>	
	32925	3/22/2012	508-150503	100-0204-512.24-04	113.58	Batteries
			Total for check: 32925		<u>113.58</u>	
BECK ELECTRIC INC	32926	3/22/2012	F2912-COM-PK	100-0703-553.24-03	210.72	Elect Service at Mem Bldg
			Total for check: 32926		<u>210.72</u>	
	32927	3/22/2012	KYLE BENZ	822-0413-554.30-16	250.00	Hattie Minor Scholarship
			Total for check: 32927		<u>250.00</u>	

AP Check Register

Check Date: 3/22/2012

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
BOMBSKI CONSTRUCTION &	32928	3/22/2012		263-0306-562.70-01	500.00	500.00 730 Roosevelt Street
				Total for check: 32928	500.00	
BOMBSKI CONSTRUCTION &	32929	3/22/2012		263-0306-562.70-01	4,600.00	4,600.00 111 Madison Street
				Total for check: 32929	4,600.00	
BRAZEE ACE HARDWARE	32930	3/22/2012	016972	100-1001-514.30-13	13.49	13.49 Broom
				Total for check: 32930	13.49	
BUILDERS SERVICE CENTER	32931	3/22/2012	B009641-IN	100-0703-553.24-03	290.00	290.00 Koslo Park Lock Replace
				Total for check: 32931	290.00	
CASPERS TRUCK EQUIPMENT INC	32932	3/22/2012	58320	731-1022-541.38-03	10.77	10.77 Bumper Rubber
				Total for check: 32932	10.77	
CDW GOVERNMENT INC	32933	3/22/2012	F950288	100-0801-521.21-04	173.57	173.57 APC Power Saving Back Up
		3/22/2012	G253704	743-0403-513.30-15	937.17	937.17 Server 2008
		3/22/2012	G369137	743-0403-513.30-15	11.08	11.08 Card Reader/Writer
				Total for check: 32933	1,121.82	
COMMUNITY HOUSING COORDINATOR	32934	3/22/2012	159	100-0304-562.21-06	1,800.00	1,800.00 2012 Housing Plan
				Total for check: 32934	1,800.00	
COUNTRY INNS AND SUITES &	32935	3/22/2012	4506	263-0306-562.70-01	140.00	140.00 111 Madison Street
				Total for check: 32935	140.00	
CULLIGAN WATERCARE SERVICES	32936	3/22/2012		100-1001-514.20-01	17.85	17.85 Rental

AP Check Register
Check Date: 3/22/2012

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
CULLIGAN WATERCARE SERVICES...	32936...	3/22/2012...	...	731-1022-541.30-13	5.95	Rental
					23.80	
				Total for check: 32936		
DIGICORPORATION	32937	3/22/2012	121276	100-0203-512.29-01	86.00	Office Envelopes
				100-0101-511.29-01	86.00	Office Envelopes
				100-0000-134.00-00	(68.00)	Office Envelopes
			Total for check: 32937		104.00	
FABCO EQUIPMENT INC	32938	3/22/2012	C 234820	731-1022-541.38-03	67.90	Replace Lamp/Body A
			C 234981	731-1022-541.38-03	248.06	End Edge
			Total for check: 32938		315.96	
FIRST SUPPLY LLC - APPLETON	32939	3/22/2012	9212809-01	100-0704-552.24-03	32.44	Plumb parts
			9212900-00	100-0704-552.24-03	170.00	Plumbing Parts
			9220805-00	100-0703-553.24-03	88.28	Water valve
			9231706-00	100-0704-552.24-03	9.49	Plumbing Parts
			9243737-00	100-0704-552.24-03	6.03	PVC & Nipples
			9243737-01	100-0704-552.24-03	2.38	PVC
		Total for check: 32939		308.62		
FOX CITIES CHAMBER FOUNDATION	32940	3/22/2012	34735	100-0304-562.32-01	2,500.00	2012 Dues
			Total for check: 32940		2,500.00	
FOX VALLEY TECHNICAL COLLEGE	32941	3/22/2012	TPB0000135138	100-0801-521.34-02	180.00	MENASHA PD Training
			Total for check: 32941		180.00	
GRAINGER INC	32942	3/22/2012	9764148061	100-0703-553.30-18	552.65	Fountain Pump/Tayco St
			Total for check: 32942		552.65	
HORST DISTRIBUTING INC	32943	3/22/2012	18036-000	731-1022-541.38-03	48.23	Blade Mulcher

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
HORST DISTRIBUTING INC...	32943...	3/22/2012	18062-000	731-1022-541.38-03	297.22	Muffler Exhaust
				Total for check: 32943	345.45	
KAEMPFER & ASSOCIATES INC	32944	3/22/2012	16392	601-1020-543.21-02	42.83	Project E145-01.06
				601-1020-543.21-02	428.61	Project E145-01.07
				601-1020-543.21-02	43.53	Project E145-01.09
				601-1020-543.21-02	1,113.86	Project E145-07.01
				601-1020-543.21-02	1,201.21	Project E145-09.01
				601-1020-543.21-02	385.48	Project E145-10.01
Total for check: 32944	5,397.52					
KANN MANUFACTURING CORP	32945	3/22/2012	22878	731-1022-541.38-03	1,131.24	Joystick/Buttons
				Total for check: 32945	1,131.24	
KCB SUPPLY INC	32946	3/22/2012	4541	100-0801-521.24-03	9,725.00	Lockers
				Total for check: 32946	9,725.00	
KJ WASTE SYSTEMS INC	32947	3/22/2012	266-1027-543.21-06	266-1027-543.21-06	522.00	Corrugate/Container Rent
				Total for check: 32947	522.00	
KRUEGER TRUE VALUE	32948	3/22/2012	969928	731-1022-541.38-03	11.16	Echo Cable
				Total for check: 32948	11.16	
LAKE PARK VILLAS HOMEOWNERS ASSN	32949	3/22/2012	100-0703-553.22-03	100-0703-553.22-03	31.93	January Utilities
				100-1012-541.22-03	40.00	January Utilities
				625-1010-541.22-03	32.60	January Utilities
Total for check: 32949	104.53					

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
LANDLORD SERVICES LLC	32950	3/22/2012	14166	100-0801-521.21-06	34.00	Credit Reports
	Total for check: 32950				34.00	
	32951	3/22/2012	220547	100-0801-521.32-01	2,148.00	Renew Service Package
Total for check: 32951				2,148.00		
LIBERTY TITLE &	32952	3/22/2012		263-0306-562.70-01	5,000.00	520 FIFTH STREET
	Total for check: 32952				5,000.00	
	32953	3/22/2012	42122	731-1022-541.38-02	319.56	Tires/Hardware
		3/22/2012	42123	731-1022-541.38-02	830.98	Tires/Hardware
		3/22/2012	42175	731-1022-541.38-02	16.99	Repair Turf Tire
Total for check: 32953				1,167.53		
MENASHA EMPLOYEES CREDIT UNION	32954	3/22/2012	20120322	100-0000-202.05-00	13,694.00	PAYROLL SUMMARY
	Total for check: 32954				13,694.00	
	32955	3/22/2012		100-0801-521.30-18	13.85	Petty Cash Reimbursement
				100-0801-521.34-03	12.15	Petty Cash Reimbursement
				100-0801-521.29-05	0.75	Petty Cash Reimbursement
Total for check: 32955				26.75		
MINNESOTA LIFE INSURANCE COMPANY	32956	3/22/2012		POLICY 2832L-G 100-0000-204.07-00	2,286.63	Group Life
	Total for check: 32956				2,286.63	
	32957	3/22/2012	656853	731-1022-541.30-18	54.75	Anti-Vibe Rubber Palm
Total for check: 32957				54.75		
NEENAH-MENASHA MUNICIPAL COURT	32958	3/22/2012		100-0000-201.03-00	139.00	Bond/MPD 12-73

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NEENAH-MENASHA MUNICIPAL COURT...	32958...	3/22/2012...	...	100-0000-201.03-00	139.00	Bond/MPD 12-42
				100-0000-201.03-00	328.00	Bond/MPD 12-82
				100-0000-201.03-00	202.00	Bond/MPD 12-43
				Total for check: 32958	808.00	
NETWORK HEALTH SYSTEM INC	32959	3/22/2012	282545	100-0202-512.21-05	214.00	Drug Screenings/Feb 2012
				Total for check: 32959	214.00	
NOVER ENGELSTEIN & ASSOCIATES INC	32960	3/22/2012	M2012	743-0403-513.24-04	600.00	Software Maint/Sanitarian
				Total for check: 32960	600.00	
CHRIS NWABEKE & SANDY	32961	3/22/2012		263-0306-562.70-01	1,478.80	730 Roosevelt St
				Total for check: 32961	1,478.80	
OFFICE DEPOT	32962	3/22/2012	2443666	100-0918-531.30-10	10.42	Office Supplies
				Total for check: 32962	10.42	
PERSONNEL EVALUATION INC	32963	3/22/2012	99012	100-0801-521.21-06	200.00	Personnel Evaluation
				Total for check: 32963	200.00	
SERVICEMASTER BUILDING MAINTENANCE	32964	3/22/2012	135642	100-0801-521.20-01	1,395.00	Janitorial Service/PD
		3/22/2012	135643	100-0801-521.20-01	50.00	Janitorial Service/PD
				Total for check: 32964	1,445.00	
J A SEXAUER	32965	3/22/2012	261388979	100-0703-553.24-05	208.19	Padlocks & Shackles
		3/22/2012	261592124	100-0703-553.24-03	37.14	Face Plate w/Tabs
		3/22/2012	261684559	100-0703-553.24-05	218.25	Combinated Core
			Total for check: 32965	463.58		

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
SHERWIN INDUSTRIES INC	32966	3/22/2012	9614-8	100-0703-553.30-18	179.16	Stain
		3/22/2012	9635-3	731-1022-541.30-18	178.95	5 Gal Lix ES Extra
			Total for check: 32966		358.11	
SHERWIN INDUSTRIES INC	32967	3/22/2012	SS045179	731-1022-541.38-03	605.92	Marker Guides
			Total for check: 32967		605.92	
SPEEDY METALS LLC	32968	3/22/2012	677511-NB	100-0703-553.30-18	50.32	Aluminum
		3/22/2012	677942-AP	100-0703-553.30-18	28.18	Aluminum flat sheet
			Total for check: 32968		78.50	
STAPLES ADVANTAGE	32969	3/22/2012	8021137778	100-0202-512.30-10	86.91	Payroll Envelopes
			Total for check: 32969		86.91	
STRAIGHT EDGE AUTO	32970	3/22/2012		100-0801-521.29-05	410.00	Service/Chief's Vehicle
			Total for check: 32970		410.00	
THEDACARE	32971	3/22/2012	9200534696	100-0801-521.21-05	116.00	Venipuncture Service
			Total for check: 32971		116.00	
MICHELE TORTELLI	32972	3/22/2012	REFUND	100-0000-441.23-00	90.00	Refund/Wedding Canceled
			Total for check: 32972		90.00	
UNIFIRST CORPORATION	32973	3/22/2012	097 0107960	731-1022-541.20-01	107.35	Supply/Uniform Cleaning
			Total for check: 32973		107.35	
UNITED WAY FOX CITIES	32974	3/22/2012	20120322	100-0000-202.09-00	27.48	PAYROLL SUMMARY
			Total for check: 32974		27.48	

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UTILITY SALES AND SERVICE	32975	3/22/2012	0124341-IN	731-1022-541.38-03	715.29	Fender Skirts & Edging
			Total for check: 32975		715.29	
VISION INSURANCE PLAN OF AMERICA	32976	3/22/2012	110539	100-0000-204.10-00	1,011.80	1,011.80 April, 2012
			Total for check: 32976		1,011.80	
WALMART COMMUNITY	32977	3/22/2012		100-0702-552.30-18	1.22	1.22 Past Due Charges
			Total for check: 32977		1.22	
WAUSAU EQUIPMENT COMPANY INC	32978	3/22/2012	149090	100-1006-541.30-18	756.35	Vehicle Parts
			Total for check: 32978		756.35	
WE ENERGIES	32979	3/22/2012		100-0703-553.22-04	8.41	8.41 2170 Plank Road
			Total for check: 32979		8.41	
WEYERS EQUIPMENT INC	32980	3/22/2012	01-16698	731-1022-541.38-03	79.78	Semi Auto Bump Head
			Total for check: 32980		79.78	
WINNEBAGO COUNTY CLERK OF COURTS	32981	3/22/2012		100-0000-201.03-00	150.00	Bond/MEPD 12-731
				100-0000-201.03-00	150.00	Bond/MEPD 12-734
			Total for check: 32981		300.00	
WINNEBAGO COUNTY TREASURER	32982	3/22/2012		100-0000-201.03-00	1,172.50	2012 Dog Licenses
			Total for check: 32982		1,172.50	
WISCONSIN SUPPORT COLLECTIONS	32983	3/22/2012	20120322	100-0000-202.03-00	1,740.76	PAYROLL SUMMARY
			Total for check: 32983		1,740.76	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
XPRESS GRAPHIX	32984	3/22/2012	34900	100-1008-541.30-18	70.00	Corroplast
				Total for check: 32984	70.00	
					88,004.83	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ACCENT BUSINESS SOLUTIONS INC	32985	3/29/2012	25429	743-0403-513.29-01	972.26	Copy Macine/City Garage
				Total for check: 32985	972.26	
ACCURATE	32986	3/29/2012	1203046	731-1022-541.30-18	16.23	Airplug/Coupler
		3/29/2012	1203051	731-1022-541.30-18	34.00	Shop Supplies
		3/29/2012	1203065	731-1022-541.38-03	10.60	Rubber Insulated Clamp
		3/29/2012	1203139	731-1022-541.30-18	33.54	Gloss Black
		3/29/2012	1203170	731-1022-541.30-18	23.26	Shop Supplies
		3/29/2012	1203404	731-1022-541.30-18	35.00	Wire Clips
			Total for check: 32986	152.63		
AIRGAS NORTH CENTRAL	32987	3/29/2012	105434713	731-1022-541.30-18	116.29	MIG Wire/Copper Masonite
				Total for check: 32987	116.29	
APPLETON ELECTRONICS SUPPLY LLC	32988	3/29/2012	6250	743-0403-513.30-15	4.20	Adapler
				Total for check: 32988	4.20	
BADGER LAB & ENGINEERING INC	32989	3/29/2012	INV000048283	601-1020-543.21-02	532.00	Report 1202415
		3/29/2012	INV000048313	601-1020-543.21-02	301.00	Report 1202453
		3/29/2012	INV000048321	601-1020-543.21-02	776.00	Report 1202414
		3/29/2012	INV000048322	601-1020-543.21-02	776.00	Report 1202416
		3/29/2012	INV000048323	601-1020-543.21-02	971.00	Report 1202413
			Total for check: 32989	3,356.00		
BAYCOM INC	32990	3/29/2012	139443	100-0801-521.29-05	110.00	GPS Troubleshoot
				Total for check: 32990	110.00	
BECK ELECTRIC INC	32991	3/29/2012	M0112-COM-CG	731-1022-541.24-03	80.31	Water Heater Receptacle

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BECK ELECTRIC INC...	32991...	3/29/2012	M0112-COM-CG1	731-1022-541.24-03	143.20	Rewire Maintenance Shop
			Total for check: 32991		223.51	
BEHRENDT, WILLIAM	32992	3/29/2012	BEHRENDT	100-0000-441.23-00	100.00	Park Cancel/Behrendt
			Total for check: 32992		100.00	
BERGSTROM	32993	3/29/2012	118099	731-1022-541.38-03	8.98	Handle
			Total for check: 32993		8.98	
BUBRICK'S	32994	3/29/2012	568696	100-0801-521.30-18	46.40	Office Supplies
				100-0801-521.30-10	12.42	Office Supplies
			Total for check: 32994		58.82	
CASCADE ENGINEERING	32995	3/29/2012	41256	100-1016-543.30-15	1,070.00	2 Yd Blue Dk Rear Load
			Total for check: 32995		1,070.00	
CDW GOVERNMENT INC	32996	3/29/2012	G593373	743-0403-513.30-15	53.37	IT Supplies
		3/29/2012	G629147	743-0403-513.30-15	249.37	WIN 7 ULT/PD Forensics
			Total for check: 32996		302.74	
DENISE GLOUDEMANS	32997	3/29/2012	GLOUDEMANS	100-0702-552.30-18	17.44	Supply Reimbursement
			Total for check: 32997		17.44	
DUMKE & ASSOCIATES &	32998	3/29/2012	316 RACINE ST	100-0903-531.29-06	2,077.50	Rental 316 Racine St
		3/29/2012	4506	100-0903-531.29-06	(242.52)	2010 & 2011 Overpayment
			Total for check: 32998		1,834.98	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
FASTENAL COMPANY	32999	3/29/2012	WINEE73229	731-1022-541.38-03	12.60	Supplies
			Total for check: 32999		<u>12.60</u>	
FIRST SUPPLY LLC - APPLETON	33000	3/29/2012	9239906-00	731-1022-541.30-18	41.57	Supplies
		3/29/2012	9241649-00	731-1022-541.30-18	8.19	Union & Nipple
			Total for check: 33000		<u>49.76</u>	
ARTHUR J GALLAGHER & CO INS	33001	3/29/2012	317591	733-0206-512.51-11	96.32	Surplus Lines Tax
			Total for check: 33001		<u>96.32</u>	
GRAINGER INC	33002	3/29/2012	9767552863	100-0703-553.30-18	81.27	Diffuser/Tayco
		3/29/2012	9768004336	100-0704-552.24-04	32.34	Replacement Screen/Pool
		3/29/2012	9770473990	100-0704-552.24-04	58.02	Float Valve/Threaded Rod
			Total for check: 33002		<u>171.63</u>	
HORN PRECAST	33003	3/29/2012	4132	625-1010-541.30-18	56.00	Risers
			Total for check: 33003		<u>56.00</u>	
JX ENTERPRISES INC	33004	3/29/2012	G-220650019	731-1022-541.38-03	61.55	Valve Drain
			Total for check: 33004		<u>61.55</u>	
LEC TRAINING FUND	33005	3/29/2012	STYKA/KAWAR	100-0801-521.34-02	300.00	June 19-21, 2012 Training
			Total for check: 33005		<u>300.00</u>	
MATTHEWS TIRE & SERVICE CENTER	33006	3/29/2012	219784	731-1022-541.38-02	24.54	Repair Flat Tire
		3/29/2012	42201	731-1022-541.38-01	96.00	Foam Fill/Pivot Tires
			Total for check: 33006		<u>120.54</u>	
MENARDS-APPLETON EAST	33007	3/29/2012		100-0000-123.00-00	30.67	Board House @ 304 3rd St

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MENARDS-APPLETON EAST...	33007...	3/29/2012	19161	100-0703-553.30-18	13.99	Bypass Door Track
		3/29/2012	19261	100-1001-514.24-03	(63.92)	Waterproof Paint/Epoxy City Hall
		3/29/2012	21235	731-1022-541.30-18	52.07	Couplings/Nipples/Bits
		3/29/2012	22679	625-1010-541.30-18	14.98	Stanley Poly Sprayer
		3/29/2012		601-1020-543.30-18	14.97	Stanley Poly Sprayer
		3/29/2012	22680	100-0801-521.24-03	5.45	Spacers/PD Floor
		3/29/2012	22754	100-0920-531.82-01	5,489.03	Roof Supplies/Senior Ctr
		3/29/2012	22761	100-0920-531.82-01	267.00	Vent/SC Roof
		3/29/2012	22920	100-0703-553.24-03	24.77	Trim/Outside Closure
				Total for check: 33007		5,849.01
POSTMASTER	33008	3/29/2012		266-1027-543.30-11	1,138.96	Newsletter Mailing
			Total for check: 33008		1,138.96	
MENASHA UTILITIES	33009	3/29/2012		100-1019-552.22-03	305.77	Electric
		3/29/2012	BILLING #1	100-1008-541.22-03	337.15	Electric
				100-0000-123.00-00	18.88	Electric
				100-1012-541.22-03	90.66	Electric
				100-0305-562.22-03	21.91	Electric
				100-0305-562.22-06	17.50	Storm
				100-0304-562.22-03	32.23	Electric
				100-1013-541.22-03	58.25	Electric
				100-1013-541.22-06	187.51	Storm
				207-0707-552.22-03	300.09	Electric
				207-0707-552.22-05	31.40	Water/Sewer
				207-0707-552.22-06	31.88	Storm
				100-0703-553.22-03	436.90	Electric
				100-0703-553.22-05	88.60	Water/Sewer
			100-0703-553.22-06	198.14	Storm	
			100-1001-514.22-03	1,320.49	Electric	
			100-1001-514.22-05	447.01	Water/Sewer	
			743-0403-513.21-04	3,061.36	Outside Services	
			100-1014-543.22-06	12.50	Storm	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MENASHA UTILITIES...	33009...	3/29/2012...	BILLING #1...	601-1020-543.22-03	30.65	Electric
			Total for check: 33009		7,028.88	
MODERN BUSINESS MACHINES	33010	3/29/2012	16136645	743-0403-513.29-01	86.50	Supplies
			Total for check: 33010		86.50	
CITY OF NEEHAH	33011	3/29/2012	FIRE SERVICES	100-0501-522.25-01	262,958.00	2012 Fire/Rescue Services
			Total for check: 33011		262,958.00	
NETWORK HEALTH PLAN	33012	3/29/2012	00488092	100-0000-204.08-00	105,037.53	Employees
				100-0000-204.11-00	11,112.20	Retirees/COBRA
			Total for check: 33012		116,149.73	
PITNEY BOWES	33013	3/29/2012	4842044-MR12	100-1001-514.24-04	316.47	Rental Charges
			Total for check: 33013		316.47	
PROTANIC INC	33014	3/29/2012	28410	731-1022-541.24-06	355.00	ATG Certification
			Total for check: 33014		355.00	Trip Fee
QUALITY STATE OIL	33015	3/29/2012		100-0000-201.03-00	483.00	MEPD 04-1328
			Total for check: 33015		483.00	
REDI-WELDING CO	33016	3/29/2012	14349	731-1022-541.30-18	205.00	Shelves for Metal Rack
		3/29/2012	14353	731-1022-541.30-18	152.24	Trailer Parts
			Total for check: 33016		357.24	
DR TERESA RUDOLPH	33017	3/29/2012		100-0903-531.21-05	150.00	Monthly Services
			Total for check: 33017		150.00	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
HENRY SCHEIN INC	33018	3/29/2012	5930448-01	100-0916-531.30-18	105.26	Gloves/Eyewear
			Total for check: 33018		<u>105.26</u>	
J A SEXAUER	33019	3/29/2012	261346605	100-0703-553.24-03	97.43	Face Plate/Elec Strike
		3/29/2012	261733281	100-0703-553.24-03	181.04	Exit Sign/Memorial Bldg
		3/29/2012	261985808	100-0703-553.24-03	217.50	Knob/Deadbolt/Mem Bldg
		3/29/2012	262074412	100-0703-553.24-03	37.14	Face Plate JP East & Clovis
		3/29/2012	262074420	100-0703-553.24-03	18.57	Face Plate/JP East
			Total for check: 33019		<u>551.68</u>	
STAPLES ADVANTAGE	33020	3/29/2012	8021219225	100-1001-514.30-10	560.00	Copy Paper
				100-0401-513.30-10	49.62	Office Supplies
				100-0901-515.30-11	36.40	Office Supplies
				100-0903-531.30-11	14.42	Office Supplies
				Total for check: 33020		<u>660.44</u>
SUNGARD PUBLIC SECTOR INC	33021	3/29/2012	47865	743-0403-513.24-04	2,678.00	April, 2012 Contracts
			Total for check: 33021		<u>2,678.00</u>	
SUPERIOR CHEMICAL CORP	33022	3/29/2012	84631	100-0703-553.30-18	230.20	Snow Wax - Shovel/Bucket
		3/29/2012	84635	100-0000-132.00-00	1,082.95	Veg Killer/Seals/Cleaners
			Total for check: 33022		<u>1,313.15</u>	
TAPCO	33023	3/29/2012	1981637	100-0801-521.29-05	215.01	Pack-A-Cone
			Total for check: 33023		<u>215.01</u>	
TERRA ENGINEERING & CONSTRUCTION	33024	3/29/2012		601-0000-196.00-00	42,971.00	Phase 4/Wastewater System
				601-0000-201.04-00	(1,113.74)	Phase 4/Wastewater System
			Total for check: 33024		<u>41,857.26</u>	

AP Check Register
Check Date: 3/29/2012

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MICHELE TORTELLI	33025	3/29/2012		100-0000-441.23-00	100.00	2nd Install Refund/Smith
					100.00	
				Total for check: 33025		
TWIN CITY VETERANS	33026	3/29/2012		100-0408-552.30-16	600.00	2012 Memorial Day
					600.00	
				Total for check: 33026		
UNIFIRST CORPORATION	33027	3/29/2012	097 0107862	731-1022-541.20-01	120.32	Supply/Uniform Cleaning
					120.32	
				Total for check: 33027		
VALLEY CHEMICAL LLC	33028	3/29/2012	0036487-IN	100-0704-552.24-04	1,123.29	Repairs to Gemini Robot
	3/29/2012	0036488-IN	100-0704-552.24-04	88.42	Diffuser/Impeller/Seal	
				Total for check: 33028	1,211.71	
VERIZON WIRELESS	33029	3/29/2012	2708946157	100-1001-514.22-01	4.32	Cell Phone Service
				601-1002-541.22-01	5.23	Cell Phone Service
				625-1002-541.22-01	5.22	Cell Phone Service
	3/29/2012	2708946158	743-0403-513.30-15	129.62	Phone Service	
			Total for check: 33029	144.39		
GAIL VERKUYLEN	33030	3/29/2012		100-0000-441.23-00	95.00	Reservation Cancellation
					95.00	
				Total for check: 33030		
WE ENERGIES	33031	3/29/2012		100-1001-514.22-04	24.65	901 Airport Road
				100-0000-123.00-00	781.36	N-M Fire
				100-1001-514.22-04	900.51	City Hall
				100-0801-521.22-04	1,079.01	Police Dept
				100-0920-531.22-04	262.76	Senior Center
				100-0601-551.22-04	2,161.18	Library
				100-0703-553.22-04	699.23	Parks
			100-0704-552.22-04	227.16	Pool	
			207-0707-552.22-04	51.74	Marina	

AP Check Register
Check Date: 3/29/2012

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
WE ENERGIES...	33031...	3/29/2012...	...	731-1022-541.22-04	4,356.17	Garage
			Total for check: 33031		<u>10,543.77</u>	
					<u>464,265.03</u>	



TO: Common Council

FROM: City Clerk Galeazzi

SUBJECT: Temporary change of polling place for potential recall election(s)
(Calumet County)

DATE: March 29, 2012

Due to a room reservation conflict Heckrodt Wetland Reserve has with the potential recall election date(s) in May and/or June, the polling place location for this/these potential election(s) will be NM Fire Station 36 (1108 Province Terrace, Menasha).

As the polling places for the City of Menasha are set by ordinance, I ask that you approve this ordinance to temporarily change the polling place for Aldermanic District 8 voters from Heckrodt Wetland Reserve to NM Fire Station 36.

Notification of this change will be posted at Heckrodt Wetland Reserve during the April 3, 2012 election and published in the Appleton Post Crescent.