

**CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday June 4, 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. [CA Captain – Open Records Policy \(Ald. Langdon\)](#)
 2. [DPW Radtke – Wayfinding Signage Report \(Ald. Taylor\)](#)
 3. [DPW Radtke – Emergency vehicle policy at lift bridge \(Ald. Langdon\)](#)
 4. Clerk Galeazzi - the following minutes and communications have been received and placed on file:
Minutes to receive:
 - a. [Administration Committee, 5/21/12](#)
 - b. [Board of Public Works, 5/21/12](#)
 - c. [Board of Health, 4/11/12](#)
 - d. [Committee on Aging, 4/12/12](#)
 - e. [Library Board, 5/17/12](#)
 - f. [NM Fire Rescue Joint Finance & Personnel Committee; 5/22/12](#)
 - g. [NM Fire Rescue Fire Commission, 5/23/12](#)
 - h. [NM Sewerage Commission, 4/24/12](#)
 - i. [Parks and Recreation Board, 5/14/12](#)
 - j. [Police Commission, 5/17/12](#)
 - k. [Safety Committee, 3/1/12; City Hall](#)
 - l. [Safety Committee, 4/24/12; Public Works/Parks Department](#)Communications:
 - m. [Comp. Stoffel, 5/31/12; Approval of construction contracts](#)
 - n. [Customers First, the Wire newsletter, June 2012](#)
 - o. [Gold Cross-Steve Radich, 5/16/12; Thank you note](#)
 - p. [Marina Harbormaster Diane Schabach, 5/30/12; Marina fence](#)
 - q. [PC Styka, 5/25/12; Squad Car Design](#)
 - r. [WI DNR, 5/29/12; Public notice of an air pollution permit application review, Sun Chemical Corp](#)
 - s. [Valley Transit, 5/3/12; Local refund for 2011 for fixed route services](#)
- G. CONSENT AGENDA
(Prior to voting on the Consent Agenda, items on the Consent Agenda may be removed at the request of any Alderman and place immediately following action on the Consent Agenda. The procedures to follow for the Consent Agenda are: (a) removal of items from Consent Agenda; and (b) motion to approve the items from Consent Agenda.)
Minutes to approve:
1. [Common Council, 5/21/12](#)
Board of Public Works, 5/21/12; recommends approval of:
 2. [Street Use Application – Parade of Lights; July 3, 2012; 9:15 PM – 10:15 PM; \(Cities of Neenah, Menasha and Communityfest Committee\)](#)
 3. [Recommendation to Award – Contract Unit No. 2012-02; New Street Construction-Concrete Curb & Gutter, Asphalt Pavement Alternate; Kelly Lake Drive, South ½ of Woodland Hills Subdivision; MCC, Inc.; \\$77,127.94](#)
 4. [Recommendation to Award – Contract Unit No. 2012-03; Street Reconstruction, Curb & Gutter, Asphalt Pavement; Paris Street/Manitowoc Street; Northeast Asphalt, Inc.; \\$216,014.12](#)

5. [Authorization to Execute WisDOT Bridge Operation Agreement for Fiscal Year 2013](#)
NM Fire Rescue, Joint Finance & Personnel Committee, 5/22/12; recommends approval of:
6. [The Memorandum of Understanding for Search and Rescue and authorize Fire Chief Auxier to sign this agreement with Winnebago County](#)
Plan Commission, 7/12/11; recommends:
7. [That the site at 901 Airport Rd. \(Old Fire Station #36\) be cleared and that the lot be marketed for an appropriate use](#)

H. ITEMS REMOVED FROM CONSENT AGENDA

I. ACTION ITEMS

1. [Accounts payable and payroll for the term of 5/22/12 to 5/31/12 in the amount of \\$691,250.65](#)
2. [Renewal of Liquor License for 2012-2013 licensing year](#)

J. ORDINANCES AND RESOLUTIONS

1. [O-5-12 Parking Regulations \(Winnebago Avenue, Konemac Street, Fourth Street, School Court\)\(Recommended by Board of Public Works, Introduced by Ald. Zelinski\)](#)
2. [O-6-12 An Ordinance Amending Title 8, Chapter 2 of the Code of Ordinances –Weights and Measures \(Introduced by Mayor Merkes\)\(Recommended by Administration Committee\)](#)
3. [O-7-12 An Ordinance Amending Title 7 Chapter 6 of the Code of Ordinances – Restaurant and Retail Food Establishment Licensing \(Introduced by Ald. Klein\) \(Recommended by Administration Committee\)](#)
4. [O-8-12 An Ordinance Amending Title 11, Article C of the Code of Ordinances – Parking Regulations \(Introduced by Ald. Klein\)\(Recommended by Administration Committee\)](#)

K. APPOINTMENTS

1. Mayor's reappointment of At Large Member to Heckrodt Wetland Reserve Board
 - a. Sheila Brucks, 238 Butte Des Morts Dr. for the term of June 4, 2012 – April 16, 2013
2. [Accept resignation of Joe Weidert from Landmarks Commission](#)
3. Mayor's Appointment to Landmarks Commission
 - a. [Debra Gorell, 216 1/2 Main St., for the term of June 4, 2012 – March 1, 2014](#)

L. HELD OVER BUSINESS

1. [Moving of the Marina fence – Ald. Krueger](#) (Held 5/21/12)

M. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

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

O. CLAIMS AGAINST THE CITY

1. [Notice of Circumstances of Claim from Kathy Skibba](#)
2. 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
3. Update on PCB Litigation

- P. 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)

Q. ADJOURN

MEETING NOTICE

Common Council – Monday, June 18, 2012

Common Council - 6:00 pm

Administration Committee – 6:30 p.m.

Board of Public Works – 7:00 p.m.

**CITY OF MENASHA
PUBLIC RECORDS NOTICE AND POLICY**

PLEASE BE ADVISED THAT THE CITY OF MENASHA HAS CREATED THE FOLLOWING POLICY REGARDING THE AVAILABILITY OF PUBLIC RECORDS AND THE INSPECTION AND COPYING OF PUBLIC RECORDS

1. The legal custodians for public records of the City of Menasha appear on Appendices A – P as attached below.

2. The location for obtaining public records is:
 - a. City Hall, 140 Main Street, Menasha, WI 54952 for the following:
 1. Mayor
 2. City Attorney
 3. Personnel Director
 4. City Clerk
 5. Comptroller/Treasurer
 6. City Assessor
 7. Director of Public Works
 8. Director of Community Development
 9. Director of Parks and Recreation
 10. Plan Commission
 11. Landmarks Commission
 12. Parks and Recreation Board
 13. Board of Appeals
 14. Board of Review
 15. Housing Authority
 16. Common Council
 17. Administration Committee
 18. Board of Public Works
 19. Information Systems Steering Committee
 20. Joint Cable TV Committee
 21. Ad-Hoc Common Council Protocol Committee
 22. Personnel Committee
 23. Building Services Department
 24. Building Inspections
 25. Board of Canvassers
 26. Health Insurance Studies Committee
 27. Joint Review Board
 28. Redistricting Committee

29. Safety Committee

- b. Public Safety Facility, 430 First Street, Menasha, WI 54952 for the following:
 - 1. Police Department
 - 2. Police Commission
 - 3. Police Consolidation Committee
 - 4. Police Chief

- c. Elisha Smith Library, 440 First Street, Menasha, WI 54952 for the following:
 - 1. Public Library
 - 2. Library Board
 - 3. Library Director

- d. Health Department, 226 Main Street, Menasha, WI 54952 for the following:
 - 1. Health Department
 - 2. Senior Center
 - 3. Commission on Aging
 - 4. Medical Advisory Board
 - 5. Board of Health
 - 6. Sanitarian/Sealer

- e. Public Works Facility, 455 Baldwin Street, Menasha, WI 54952 for the following:
 - 1. Street Department
 - 2. Fleet Maintenance Department
 - 3. Sanitation Department
 - 4. Parks Department/Forester
 - 5. Ad-Hoc Recycling Committee

- f. Fire Station 32, 125 E. Columbian Street, Neenah, WI 54952 for the following:
 - 1. Neenah-Menasha Fire Rescue
 - 2. Joint Fire Commission
 - 3. Joint Finance and Personnel Committee
 - 4. Emergency Operations Director

g. c/o City Clerk City Hall, 140 Main Street, Menasha, WI 54952 for the following:

1. Aldermen

h. Lake Winnebago Metropolitan Enforcement Group, P.O. Box 719, Neenah, WI 54957, telephone 920-751-6943

1. Menasha Police officers assigned to the MEG unit

3. Hours: 8:00 a.m. – 4:00 p.m. Monday – Friday

4. Cost of records:

- a. \$2.00 for first page
- b. \$.25 each additional page
- c. actual cost for copies other than 8 ½ x 11 or 8 ½ x 14
- d. actual cost for electronic data
- e. actual cost for video or audio materials

5. Payment of costs:

- a. anticipated cost < \$50.00 – no pre-payment required
- b. anticipated cost > \$50.00 – pre-payment required and adjusted when actual cost is determined
- c. previous unpaid invoice – pre-payment required

6. Requester information:

- a. identification not required
- b. purpose of request not required

PUBLIC RECORDS NOTICE – APPENDICES A - O

Appendix A - MAYOR

The Mayor is the legal custodian of:

1. All correspondence, including electronic correspondence of the Mayor's office and the Mayor's staff.
2. All files of the Mayor's office.
3. All telephone records of telephones assigned to the Mayor.

Appendix B – CITY ATTORNEY

The City Attorney is the legal custodian of:

1. All correspondence, including electronic correspondence of the City Attorney and Attorney's staff.
2. All files of the City Attorney's office.
3. All telephone records of telephones assigned to the City Attorney.
4. Menasha City Code.
5. All Court files involving litigation with the City of Menasha.
6. Legal Opinions of the City Attorney.
7. Files of the Ad-Hoc Common Council Protocol Committee.

Appendix C – PERSONNEL DIRECTOR

The Personnel Director is the legal custodian of:

1. All correspondence, including electronic correspondence of the Personnel Director's office and the Personnel Department.
2. All files of the Personnel Director and Personnel Department.
3. All telephone records of telephones assigned to the Personnel Director.
4. Personnel files for all current and past employees.
5. Medical personnel files for all current and past employees.
6. Collective Bargaining Agreements and files relating to labor negotiations.
7. Grievance files.
8. Records relating to employee benefits.
9. Insurance policies and information relating to the purchase of all insurance.
10. Safety programs, manuals, and training records.
11. Personnel Policy Handbook.

12. Records relating to compensation programs, position upgrades, evaluations, and exit interviews.
13. Risk management matters, including claim files.
14. Payroll records.

Appendix D – DIRECTOR OF PUBLIC WORKS

The Director of Public Works is the legal custodian of:

1. All correspondence, including electronic correspondence of the Director of Public Works office and the Department of Public Works Engineering and Clerical staff.
2. All files of the Director of Public Works and Department of Public Works Engineering and Clerical staff.
3. City maps, system plans, drainage plans, or other similar material.
4. Public Works improvement project plans, specifications, bidding documents, records.
5. Public Works Department reports and records.
6. Sanitary sewer records and tapes.
7. Storm sewer records and tapes.

Appendix E – PUBLIC HEALTH DIRECTOR

The Public Health Director is the legal custodian of:

1. All correspondence, including electronic correspondence of the Public Health Director and Health Department.
2. All files of the Health Department.
3. Client charts and folders.
4. School screening logs.
5. School health logs.
6. Immunization administration records.
7. Health screening records.
8. Daily activity forms.
9. Health-related complaint follow-up records.
10. Communicable disease records.
11. Health hazard investigations.
12. Health department phone records for all phones assigned to the health department.
13. Board of Health agendas and minutes.
14. Medical Advisory Committee agendas and minutes.
15. Health Department personnel records.

16. Fit testing records.
17. Monthly/annual reports of the Health Department.
18. Required grant reports, grant applications, and grant compliance data.
19. Licensed establishments inspection reports.
20. All correspondence, including electronic correspondence of the Sanitarian/Sealer.
21. All records of the Sanitarian/Sealer.
22. Committee on Aging agendas/minutes.
23. Senior Center personnel records.
24. Senior Center required grant reports, grant applications, and grant compliance data
25. Senior Center financial receipts.
26. All correspondence, including electronic correspondence of the Senior Center.

Appendix F – COMPTROLLER/TREASURER

1. All correspondence, including electronic correspondence of the Finance Department.
2. All files of the Comptroller/Treasurer and the Finance Department.
3. City of Menasha municipal budget.
4. General ledgers.
5. Requisitions and purchase orders.
6. Financial statements.
7. Audits.
8. Investment records.
9. Checking account records.
10. Tax collection records.
11. Dog license records.
12. Damage records for any disasters.
13. Tax roll.
14. All correspondence, including electronic correspondence of the Information Technology Department.
15. All files of the Information Technology Department.
16. Customer ledgers and receipts.

Appendix G – DIRECTOR OF PARKS, RECREATION, FORESTRY AND CEMETERIES

1. All correspondence, including electronic correspondence of the Parks and Recreation Director, seasonal staff, and clerical staff.
2. All files of the Parks and Recreation Director, seasonal staff, and clerical staff.
3. Master plans for Parks.

4. Minutes and agendas of the Parks and Recreation Board.
5. Receipts and records for Recreation programs and Park fees.
6. Municipal pool records and receipts.
7. Required grant reports, grant applications, and grant compliance data.
8. Cemetery records and receipts.
9. Park master plans and work records.
10. Recreation program files.

Appendix H – DIRECTOR OF COMMUNITY DEVELOPMENT

1. All correspondence, including electronic correspondence of the Director of Community Development and staff.
2. All files of the Community Development Director and staff.
3. All correspondence, including electronic correspondence of the Tax Increment Finance Joint Review Board.
4. Minutes and agendas of the Tax Increment Finance Joint Review Board.
5. Minutes and agendas of the Plan Commission.
6. All correspondence, including electronic correspondence of the Plan Commission.
7. Minutes and agendas of the Housing Authority.
8. All correspondence, including electronic correspondence of the Housing Authority.
9. All correspondence, including electronic correspondence of the Landmarks Commission.
10. Minutes and agendas of the Landmarks Commission.
11. All correspondence, including electronic correspondence of the Building Inspections Department.
12. Zoning maps.
13. Building permits.
14. Building inspection reports.
15. Blueprints, diagrams, and plans associated with the review/approval of the Building Inspector, Plan Commission, Landmarks Commission, or Community Development Department.
16. Flood plain and wetland maps and diagrams.
17. Required grant reports, grant applications, and grant compliance data.

Appendix I – LIBRARY DIRECTOR

1. All correspondence, including electronic correspondence of the Library Director and Library staff.
2. All files of the Library and staff.
3. Minutes and agendas of the Library Board.

4. Personnel files of Library employees.
5. Receipts of the library.
6. Records of all library endowment funds.
7. Library collections.
8. Public library building plans and construction documents.
9. Library long range plans.
10. Annual library budgets.
11. Library patron records.

Appendix J – PUBLIC WORKS SUPERINTENDENT

1. All correspondence, including electronic correspondence of the Public Works Superintendent, clerical staff, Street Department, Sanitation Department, and Fleet Maintenance Department.
2. All files of Public Works Superintendent, clerical staff, Street Department, Sanitation Department, and Fleet Maintenance Department.
3. Fleet maintenance records.
4. Fuel records.
5. Receipts and records of Street Department and Sanitation Department charges to the Public.
6. Vehicle statistical data.
7. Recycling grant records.
8. Landfill tipping fee records.
9. Street maintenance records.
10. Sewer maintenance records.
11. Street, Sanitation, and Fleet Maintenance Department MSDS sheets and other required Department of Commerce Records.

Appendix K – PARK SUPERINTENDENT

1. All correspondence, including electronic correspondence of the Park Superintendent, clerical staff and Parks, Forestry, and Cemetery Department.
2. All files of the Parks Superintendent, clerical staff and Parks, Forestry and Cemetery.
3. Tree inventory.
4. Tree maintenance records.
5. Municipal pool maintenance records.
6. Records of the use of chemicals in parks, cemeteries or the municipal pool.
7. Park Department MSDS sheets and other required Department of Commerce Records.

Appendix L – CHIEF OF POLICE

1. All correspondence, including electronic correspondence of the Chief of Police and the Police Department.
2. All files of the Police Chief and the Police Department.
3. Police Department Ongoing Internal Investigations.
4. Minutes and agendas of the Police Commission.
5. Records, applications, testing results, and background checks for Police eligibility lists.
6. All records relating to the Auxiliary Police.
7. All records relating to Community Service Officers.
8. Required grant reports, grant applications, and grant compliance data.
9. Police Department daily activity logs.
10. Accident reports investigated by the Menasha Police Department.
11. Police reports of incidents investigated by the Menasha Police Department.
12. Training records for all Police personnel.
13. Records of all incidents of Mutual Aid.
14. Police Policy Manuals.
15. Crime prevention data.
16. Warrant records for Neenah-Menasha Municipal Court warrants involving Menasha citations or summonses.
17. Parking ticket records.
18. Seized, abandoned, lost or confiscated property records.
19. Bicycle auction records and receipts.
20. All telephone records of telephones assigned to the Police Department and staff.
21. Records of joint cell telephone contracts.
22. Maintenance records for Police vehicles.
23. Registration data for Police vehicles.
24. Purchase information and contracts for Police vehicles.
25. Traffic citations and written traffic warnings.
26. City summonses or citations.

Appendix M – CITY CLERK

1. All correspondence, including electronic correspondence of the City Clerk and staff.
2. All files of the city Clerk and staff.
3. City Code.
4. Records relating to the City Seal.
5. Minutes and agendas of the Administration Committee.
6. Minutes and agendas of the Personnel committee.

7. Minutes and agendas of the Board of Public Works.
8. Minutes and agendas of the Common Council.
9. Minutes and agendas of the Police Commission.
10. Minutes and agendas of the Joint Fire Commission.
11. Minutes and agendas of the Joint Fire Finance and Personnel Committee.
12. Minutes and agendas of the Housing Authority.
13. Minutes and agendas of the Committee on Aging.
14. Minutes and agendas of the Housing Authority.
15. Minutes and agendas of the Plan Commission.
16. Minutes and agendas of the Board of Health.
17. Minutes and agendas of the Board of Appeals.
18. Minutes and agendas of the Board of Review.
19. Minutes and agendas of the Ad-Hoc Common Council Protocol Committee
20. Minutes and agendas of the Parks and Recreation Board
21. Minutes and agendas of the Library Board.
22. Minutes and agendas of the Board of Canvassers.
23. Minutes and agendas of the Tax Increment Finance Joint Review Board.
24. Materials relating to the City Directory.
25. Minutes and agendas of the Ad-Hoc Consolidation Committee.
26. Polling lists.
27. Materials relating to all elections.
28. Licenses issued by the City.
29. Deeds, Title Insurance policies, and other records relating to property owned by the City presently and at anytime in the past.
30. Reports required to be filed pursuant to State law.
31. Contracts.
32. Legal notices.
33. Oaths of office.
34. Bonds.
35. Recreational Fire permits.
36. Electronic correspondence of Aldermen sent and received on City-owned computers.
37. Ordinances, charter ordinances, and resolutions.
38. All other public records not listed on any other appendix.
39. Police Consolidation Committee minutes and agendas.
40. Minutes and agendas of any future Ad-Hoc Committees.

Appendix N – CITY ASSESSOR

1. All correspondence, including electronic correspondence of the City Assessor and staff.
2. All files of the City Assessor and staff.

5. Statistical data related to determining values of real estate.
6. Real estate records used to determine property values.
7. Mass appraisal computer system.
8. Assessment roll.

Appendix O – NEENAH-MENASHA FIRE CHIEF

1. All correspondence, including electronic correspondence of the Fire Chief and Fire Rescue employees, and clerical staff.
2. All files of the Fire Chief and Fire Rescue employees, and clerical staff.
3. Fire records.
4. Fire suppression records.
5. Fire inspection records.
6. Records of all incidents of Mutual Aid.
7. Emergency Operations Center records.
8. All correspondence, including electronic correspondence of the Emergency Operations Center.
9. All files of the Emergency Operations Center.
10. Records of EMS runs.
11. Medical reports of EMS runs.
12. Maps, plans, building data for businesses relating to fire protection.

Appendix P – ALDERMEN

1. All correspondence, including electronic correspondence of the Alderman.
2. All files of the Alderman.
3. All correspondence, including electronic correspondence between Aldermen and other Aldermen or the Mayor.

NOTICE OF LOCAL PUBLIC OFFICES

Pursuant to ss. 19.32 (1dm), 19.34 (1) and 19.42 (7w) Wis. Stats., the following constitute Local Public Offices in the City of Menasha:

1. Mayor
2. Alderman
3. City Attorney
4. City Clerk
5. City Assessor
6. Chief of Police
7. Fire Chief – Neenah-Menasha Fire Rescue
8. Public Works Director
9. Director of Community Development
10. Director of Parks and Recreation
11. Public Health Director
12. Library Director
13. Personnel Director
14. Comptroller/Treasurer



Memorandum

DATE: May 31, 2012

TO: Menasha Common Council

FROM: Mark Radtke, Director of Public Works

RE: Wayfinding Signage Report

Alderman Taylor requested an update on the City's wayfinding signage project. Since our last report, we have accepted the proposal from United Sign for the manufacture of the specified wayfinding signs per the agreement with the Fox Cities Convention and Visitors Bureau (FCCVB).

Our agreement with FCCVB requires final approval of the signs by FCCVB prior to the manufacture and installation of the signs. When United Sign submitted the sign proofs, FCCVB approved the signs but when I reviewed the signs I noticed the width of the signs were wider than what we had wanted, especially given the narrow terraces in which some of these signs were being placed. FCCVB had granted the City approval to install smaller scaled versions of the full size signs because of the narrow terraces, but the sign dimension in the executed agreement was mistakenly listed as wider than the full size signs.

To add to the confusion, the FCCVB Executive Director, who is the person with sign approval authority, retired after her initial approval of the sign proofs. I am now dealing with her replacement who, by his own admission, needs to get up to speed with this program. He has initially reviewed our situation regarding the dimension error, but we have not yet received their final approval of the new requested scaled back sign width dimension. I expect we will get this resolved in the very near future.

Once the signs are approved, United Sign indicated they will be able to start the manufacture process and the City will be able to start sign installation this summer. Our original estimate for complete sign installation by the end of September remains intact.

M:\word\CC memo re wayfinding signage report_5-31-12.docx



Memorandum

DATE: May 30, 2012

TO: Menasha Common Council

FROM: Mark Radtke, Director of Public Works

RE: Emergency Vehicle Policy at Lift Bridges

Alderman Langdon requested our policy related to operation of the lift bridges during emergency vehicle routing over the river or canal. United States Coast Guard regulations provide priority to watercraft relative to lift bridge operation, but discretion on the part of the bridge tenders is allowed.

If there is a situation involving the routing of an emergency vehicle across one of the lift bridges, the bridge tenders are instructed to not have both bridges up at one time. Emergency vehicles have the lift bridge phone numbers and our tenders are notified if they are on a run that will require a bridge crossing. When that occurs, the bridge tender will then delay openings, if possible, until they cross.

M:\word\CC memo re lift bridge emergency notice_5-30-12.docx

CITY OF MENASHA
ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
May 21, 2012

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Klein at 8:00 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

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

C. MINUTES TO APPROVE

1. Administration Committee, 5/7/12

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

Motion carried on voice vote.

D. COMMUNICATIONS

1. CA/HRD Captain, 5/8/12, Local Government Property Insurance – Policy Changes
CA/HRD Captain explained insurance policy changes effective January 2013.

2. CA/HRD Captain, 5/17/12, Insurance and Fire Station

CA/HRD Captain gave an update on the status of the insurance claim with Local Government Property Insurance Fund on the fire station at 901 Airport Road.

General discussion ensued on the status and use of the property.

E. ACTION ITEMS

1. Appeal of Denial of Operator's License – Erin Underwood

Moved by Ald. Taylor, seconded by Ald. Englebert to approve the appeal of Erin Underwood for the denial of Operator's License as she would have been issued an Operator's License under the new guidelines.

Motion carried on roll call 8-0.

2. Disposition of NMFR Station 36, 901 Airport Road, including,

a) Option to Purchase – FP One LLC – Remove from Table

b) Offer to Purchase – Endter Investment, LLC

CA/HRD Captain stated she has reviewed the Offer to Purchase from Endter Investment and has some concerns about the offer.

Moved by Ald. Sevenich, seconded by Ald. Taylor to remove from the table, Option to Purchase from FP One LLC.

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

General discussion ensued on the two proposals for the property.

Moved by Ald. Benner, seconded by Ald. Englebert to table the item.

Motion carried on roll call 8-0.

3. O-6-12 An Ordinance Amending Title 8, Chapter 2 of the Code of Ordinances – Weights and Measures (Introduced by Mayor Merkes)

Sanitarian Drew and CA/HRD Captain explained the changes to the ordinance. Some of the changes are due to changes in the Wisconsin Administrative Code.

Moved by Ald. Sevenich, seconded by Ald. Krueger to recommend O-6-12 to Common Council

Motion carried on roll call 8-0.

4. O-7-12 An Ordinance Amending Title 7 Chapter 6 of the Code of Ordinances – Restaurant and Retail Food Establishment Licensing (Introduced by Ald. Klein)

Sanitarian Drew and CA/HRD Captain reviewed the changes to the ordinance. Mobile restaurants would be required to register with the Health Department.

Moved by Ald. Langdon, seconded by Ald. Sevenich to recommend O-7-12 to Common Council.

Motion carried on roll call 8-0.

5. O-8-12 An Ordinance Amending Title 11, Article C of the Code of Ordinances – Parking Regulations (Introduced by Ald. Klein)

General discussion ensued on where mobile restaurants can park in the business district.

Moved by Ald. Langdon, seconded by Ald. Krueger to recommend O-8-12 to Common Council.

Motion carried on roll call 8-0.

F. ADJOURNMENT

Move by Ald. Langdon, seconded by Ald. Taylor to adjourn at 8:56 p.m.

Motion carried on voice vote.

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

CITY OF MENASHA
Board of Public Works
Third Floor Council Chambers
140 Main Street, Menasha
May 21, 2012
MINUTES

DRAFT

A. CALL TO ORDER

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

B. ROLL CALL/EXCUSED ABSENCES

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

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

C. MINUTES TO APPROVE

1. May 7, 2012

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

Motion carried on voice vote.

Chairman Taylor asked to take up Action Item O-5-12 Parking Regulations first.
No objection.

D. ACTION ITEMS

1. O-5-12 Parking Regulations (Winnebago Avenue, Konemac Street, Fourth Street, School Court)

DPW Radtke explained what the Parking Committee recommended for parking on Konemac Street, Fourth Street, Winnebago Avenue and School Court.
General discussion ensued on the restrictive parking in certain areas.

Moved by Ald. Klein, seconded by Ald. Langdon to amend the prohibited parking on the east side of Winnebago Avenue Nicolet Boulevard north to Keyes Street.

Motion on amendment carried on voice vote.

Moved by Ald. Klein, seconded by Ald. Langdon to recommend O-5-12 as amended to Common Council.

Motion carried on voice vote.

2. Street Use Application – Parade of Lights; July 3, 2012; 9:15 PM – 10:15 PM; (Cities of Neenah, Menasha and Communityfest Committee)

Moved by Ald. Sevenich, seconded by Ald. Krueger to recommend to Common Council Street Use Application-Parade of Lights, July 3, 2012, 9:15-10:15 p.m.

Motion carried on voice vote.

3. Recommendation to Award – Contract Unit No. 2012-02; New Street Construction- Concrete Curb & Gutter, Asphalt Pavement Alternate; Kelly Lake Drive, South ½ of Woodland Hills Subdivision; MCC, Inc.; \$77,127.94

DPW Radtke explained this is for concrete curb and gutter and lawn restoration. Three bids were received and MCC, Inc was the lowest. The total estimated cost for all the street improvements, including asphalt pavement and minor storm sewer work, is \$195,630 which is within the budget. Some of the work will be done by DPW crews. This project will be special assessed with a portion of funds being returned to the City's equipment fund.

Moved by Ald. Sevenich, seconded by Ald. Krueger to recommend to Common Council, Recommendation to Award, Contract Unit No. 2012-02, new street construction, concrete curb and gutter, Kelly Lake Drive, South ½ of Woodland Hills Subdivision to MCC, Inc in the amount of \$77,127.94.

Motion carried on roll call 8-0.

4. Recommendation to Award – Contract Unit No. 2012-03; Street Reconstruction, Concrete Curb & Gutter, Asphalt Pavement with Alternate for Concrete Pavement; Paris Street/Manitowoc Street; Northeast Asphalt, Inc.; \$216,014.12

DPW Radtke explained four bids were received. Base bid is for street reconstruction with asphalt. An alternate bid for 7" thick concrete pavement was also requested. However when life cycle cost analysis was done, the concrete bid was not cost effective for this project.

Moved by Ald. Zelinski, seconded by Ald. Krueger to recommend to Common Council Recommendation to Award, Contract Unit No. 2012-03, street reconstruction, curb and gutter, asphalt pavement, Paris Street/Manitowoc Street to Northeast Asphalt in the amount of \$216,014.12.

Motion carried on roll call 8-0.

5. Authorization to Execute WisDOT Bridge Operation Agreement for Fiscal Year 2013

DPW Radtke explained the annual agreement with Wisconsin DOT for bridge operations for fiscal year July 1, 2012-June 30, 2013. Due to changes in Act 10, some language will need to be changed. Staff is waiting for clarification from DOT, which they should have prior to Common Council meeting.

Moved by Ald. Klein, seconded by Ald. Krueger to recommend to Common Council, Authorization to Execute WisDOT Bridge Operation Agreement for Fiscal Year 2013.

Motion carried on roll call 8-0.

E. ADJOURNMENT

Moved by Ald. Krueger, seconded by Ald. Sevenich to adjourn at 9:40 p.m.

Motion carried on voice vote.

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

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

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

- A. Meeting called to order at 8:05 by Chairman C. Rusin.
- B. Present: Candyce Rusin, Dr. Teresa Rudolph, Lori Asmus, Dorothy Jankowski, Sue Nett
- C. MINUTES TO APPROVE
1. Motion to approve minutes from March 14, 2012 made by T. Rudolph and seconded by L. Asmus. Motion carried.
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
1. March 2012 Communicable Disease Report distributed and discussed. T. Rudolph noted the number of STD cases was lower for this month. S. Nett not sure if lower or just under reported.
 2. Pertussis Update from the State Immunization program distributed. It should be noted that the health department is still getting calls on suspect cases, several of which have been determined to be probable based on definition.
 3. Community Health Improvement Plan Update. S. Nett reported the coalition has determined to meet monthly on the third Thursday of the month. The group is working on a name, mission statement, and identification of the need to be addressed. The top areas of need identified to date have been obesity, tobacco and exposure, access to dental care, access to mental health care and mental health issues, binge drinking, diabetes prevention, and nutrition.
- E. ACTION ITEMS
1. Inspection Reports – Website Posting. Todd Drew, RS presented information on posting of inspection reports for food establishments and weights and measures devices on the city's webpage. He informed the board that many agencies are now starting to post recent inspection reports on their websites. There was some discussion that viewers will need to realize the inspections are a snapshot observed on the day of the inspection and will need to be observant of the date the inspection was completed. L. Asmus in favor stating the public has a right to know and should be able to locate the results easily. C. Rusin questioned if the establishments would know about this. T. Drew related he would be notifying the establishments that the reports would be posted on the city's webpage when the license renewals are sent out in May. Motion to approve the posting of the inspection reports for the food and drinking establishments and weights and measures devices in the city, on the City of Menasha website, health department page made by L. Asmus and seconded by D. Jankowski. Motion carried.
 2. Foot Care Program Guidelines. S. Nett presented the 60+ health program foot care program guidelines. The cost per person had been established at a previous

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

board meeting at \$15/person. The individual must be 55 years of age or older and meet one of the following criteria: Live in low income housing or have gross household income at or below 200% of the Federal Poverty Level (Household size of 1 currently at \$1815; and household size of 2 currently at \$2451.67. S. Nett related as new guidelines are published the dollar amount would reflect the change. Motion to approve the foot care program guidelines as presented made by L. Asmus and seconded by D. Jankowski. Motion carried.

F. HELD OVER BUSINESS

1. None

G. Motion to adjourn at 9:10 AM made by L. Asmus and seconded by T. Rudolph. Motion carried. Next meeting May 9, 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
April 12, 2012**

- A. Meeting called to order at 7:50 AM by Chairman J. Klundt.
- B. Present: Joyce Klundt, John Ruck, Mary Lueke, Sue Steffen, Lee Murphy, Jean Wollerman, Susan Nett
Absent: Peg Malueg
- C. MINUTES TO APPROVE
 - 1. Motion to approve minutes from March 8, 2012 made by S. Steffen and seconded by J. Ruck. Motion carried.
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
 - 1. Senior Center Older Adult Director, J. Wollerman presented her report on attendance numbers for March. 1750 visits breaks the record for any month since Jan. 2007. J. Wollerman also reported on the upcoming events planned at the center for this month and beyond. S. Nett reported on the roof replacement project which has been completed. Several PWF staff completed the project at a cost of \$7359.16 (excludes labor costs already budgeted). The savings to the city was \$7640.84.
- E. New Business
 - 1. Building Project Update/Next Steps. S. Nett, J. Wollerman, and L. Murphy reported on the meeting with representatives from McMahon Engineering regarding the proposed project approach for relocation and remodeling of the entrance for the senior center. Discussion centered around need for a different entrance. L. Murphy reported he was almost hit by a car as he left the center and wonders just how long it will be before someone is hit and injured. McMahon's proposed fee to develop a conceptual plan and budget to address current facility inefficiencies is \$2950 discounted from \$6800. Additional discussion centered around where the money would come from to pay this initial cost. Committee members understand that fundraising will need to be done to raise the funds needed to do the project but to get to that point they will need to know what that amount is and the development of the conceptual plan will give them that dollar amount. J. Wollerman reported there is some money available in the Legacy Account but that money is really designated for memorial items like a bench or wall hanging etc. S. Nett discussed there is some money left from the roofing project and common council approval would be needed to use some of that unexpended money for this project design. S. Nett will see about getting this item on the first Administration committee meeting in May. Motion to accept the project approach by McMahon Engineering at the discounted amount of \$2950 for the remodeling entrance project at the senior center for the primary purpose of safety for senior center patrons made by L. Murphy and seconded by J. Ruck. Motion carried.
 - 2. Approval of Strong Bones Program Memorandum of Understanding. S. Nett and J. Wollerman explained about the Strong Bones Program and the request to hold the

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classes here twice a year for 12 weeks each session in the early evening. The MOU has been reviewed and revised by the city attorney. Winnebago County Health Department has requested use of the facility rent free and requested use of mats and some of the weights that are used by other YMCA programs at the senior center. The class participants pay for the program. The instructor is not paid. S. Nett and J. Wollerman have met with a supervisor from Winnebago County HD and each of them came away from the meeting with a different idea about using the senior center and future programming. The MOU was drafted to clarify use of the center by the program. Discussion ensued regarding why there couldn't be some rental fee charged and if one program is rent-free, how many other programs will request the same; and what about the cost of the utilities etc. Discussion continued under Item 3.

3. Strong Bones Program Rental Fee---S. Nett discussed the option of having a nominal fee per 12 week session in lieu of the rental fee which would be considerably higher. This would cover the cost of the utilities and use of the facility and still allow for revenue for program supplies. Committee members questioned use of the Y's equipment and J. Wollerman explained there is no concern letting the program use some of the weights and mats as needed as long as other equipment is available as well from the Strong Bones program. Motion to approve the Strong Bones program MOU with a nominal usage fee of \$50 per 12 week session made by J.Ruck and seconded by S. Steffen. Motion carried.

F. HELD OVER BUSINESS

1. Legacy Account Update given by J. Wollerman. Currently there is \$4500 in a CD and \$1714.40 in a savings account. \$715 of that amount is designated to be used for a bench or other item in the donor's name. The money in the legacy account is designated for use in durable items or building enhancements.

- G. Motion to adjourn at 9:50 AM made by M. Lueke and seconded by S. Steffen. Motion carried. Next meeting May 10, 2012.

D R A F T
MINUTES OF REGULAR MEETING
ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES
May 17, 2012

Call to order at 4:00 p.m. by President Enos

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

Absent: Kobylski

Also present: Director Lenz, K. Seefeldt (Office Manager), J. Bongers (Head of Adult Services, C. Brant (Head of Support Services), K. Beson (Head of Children's Services), Mayor Don Merkes, Menasha resident Nick Kiley

Public Comment

The Library Board received thank you notes from the Double Portion Soup Kitchen & Pantry for food items collected during our recent Food for Fines drive, Oakridge Gardens for the large print books that we donated to them following our last book sale, and from the local teachers who participated in the Children's Department's book buying trip to Barnes & Noble.

Authorization of Bills

Motion to authorize payment of the May list of bills from the 2012 budget as presented by Murray, seconded by Cramer, 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 April 19, 2012

Motion

Motion to approve minutes as presented from the Library Board meeting of April 19, 2012 by Wisneski, seconded by Eisen, and carried unanimously.

Director's Report/Information Items

1. April Statistics. Circulation was down 8.3% for the Adult Department and 1.9% for the Children's Department in April. Overall, lending was down 5.7% from 2011. On a positive note, we did see lending increases for many items in the Children's department, including periodicals, CDs, CD-books, DVDs, digital and special items. In 2012, there has been a circulation increase of 8.5% of inter-library loan items (materials loaned to other libraries within Winnefox Library System). This indicates that our library staff are selecting relevant materials which appeal to patrons within our library system. The director and library supervisors assured the board of their on-going efforts to provide a wide variety of services to meet patron needs and to explore ways of increasing circulation through innovative programming.
2. Endowment Report. Funds invested in the Community Foundation have seen a net gain of \$11,669.22 for the year. Nichols inquired whether funds from a certificate of deposit that had recently come due had been re-invested. President Enos explained that the director and the Investment Committee had agreed upon an investment plan for the library's CDs. Director Lenz and the office manager are responsible for executing that plan. Director Lenz stated that these funds had been invested in a CD at the Community First Credit Union.

3. Grant Receipt. We received a grant (funds that do not have to be repaid) in the amount of \$1,925 from the Community Foundation for a children's reading program scheduled to be held this fall.
4. Current Budget Status. 34.2% of the 2012 budget has been spent to date. 33.2% of the year has passed. Nichols noted differing amounts reported for the 2012 budget total. Director Lenz explained that the difference between the two is the amount to be rolled over from the 2011 budget. The Finance Department hasn't done that yet.
5. Staff and Trustee Reports. Board members Murray and Eisen attended the Voicing Your Support for Wisconsin Libraries workshop which was held in Ripon recently. Murray also attended the WAPL Conference in Stevens Point. Library Supervisor Joe Bongers reported that he is attending CVMIC supervisory certification classes. Mayor Merkes noted that CVMIC also offers courses on leadership and strategic planning that are available to board members as well as staff. Director Lenz attended a Planning & Diversity workshop sponsored by the NE WI Planning Commission. President Enos noted that a local marketing firm had expressed interest in providing advice on strategic planning during our long range planning process.

K. Beson left the meeting at 4:35 p.m.

6. Building Changes. Building Supervisor Adam Alix plans to mount our existing DVD projector on the ceiling in the Co. E Room. Work on creating a Resource Center in the existing teen department is underway. The new photocopier arrived and has been installed in that area. Student Blue Jay computers have been moved to the area which has been designated to be the new teen department. The director hopes to complete the Resource Center and teen department switch by the end of the summer. Circulation staff will be providing check-out services in the Children's Department during the summer.
7. Trustee Essential. Due to the fact that there are a number of new trustees on the board, President Enos recommended that we review pertinent information found in the Trustee Essentials. She noted that it was particularly important for new members to understand the responsibilities that have been assigned to them and those of the director. Chapter One was reviewed.

C. Brandt left the meeting at 4:40 p.m.

Announcements

Director Lenz reminded everyone of the cookbook we plan to assemble in time for our multi-cultural fair scheduled to be held on November 10th. She encouraged everyone to give us their favorite family recipes.

Mayor Merkes introduced our guest, Menasha resident Nick Kiley. Mr. Kiley has expressed an interest in filling the board position that will become vacant in July.

Adjournment

Motion to adjourn the meeting at 4:45 p.m. by Eisen, seconded by Wisneski and carried unanimously.

Respectfully submitted,

Paul Eisen, Secretary

Kris Seefeldt, Recording Secretary

Neenah-Menasha Fire Rescue
Joint Finance & Personnel Committee Meeting Minutes
Tuesday, May 22, 2012
5:30 p.m.
Hauser Room – City of Neenah

Present: Ald. Sevenich, Klein, Langdon, Ramos and Stevenson.

Excused: Ald. Ahles

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

Members of Public: Menasha Ald. Krueger

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

Appointment of Chairperson: **MSC Sevenich/Ramos to appoint Ald. Stevenson as Chairman of the NMFR Joint Finance & Personnel Committee, all voting aye.**

Ald. Stevenson took over the meeting.

Ald. Langdon was introduced to members of the Committee.

Appointment of Vice-Chair: **MSC Langdon/Klein to nominate Ald. Sevenich as Vice-Chair of NMFR Joint Finance & Personnel Committee, all voting aye.**

Public Forum: Ald. Krueger congratulated Ald. Langdon on his appointment to the Committee. Ald. Krueger handed out copies of Urban Geographic magazine that will be circulated in the Fox Valley Area.

Chief Auxier thanked Ald. Krueger for his service on our Committee.

Approval of Minutes: **MSC Sevenich/Krueger to approve the meeting minutes of February 28, 2012, all voting aye and Ald. Ramos abstained.**

April 2012 Budget Report: The Committee reviewed the April 2012 budget report. Chief Auxier noted the budgeted amount for the radio budget is over due to radio upgrades that needed to be made in order for automatic aid to move forward.

Ald. Stevenson asked Director Easker about the auto physical damage insurance. Director Easker noted this is a payment for the premiums for the insurance. The policy for the entire City and then each share is allocated to each Department. Ald. Stevenson asked when liability insurance would be allocated to the budget. Director Easker noted this would happen in the near future, as the premiums are not paid out until April. **MSC Sevenich/Ramos to approve the April 2012 budget report and place on file, all voting aye.**

Activity Report: The Committee reviewed the April 2012 activity report. Ald. Sevenich asked about open burning calls. Chief Auxier discussed the procedure that NMFR follows for opening burning concerns. **MSC Ramos/Langdon to accept the April 2012 activity report and place on file, all voting aye.**

Automatic Aid Update: Chief Auxier noted that automatic aid has begun. All radio and MDC issues have been fixed. Discussion was held on how dispatch would take place with calls. AVL (automatic vehicle locator) is in place and will dispatch the closest unit to a call. It was noted that we are working on finalizing on completion of reports for automatic aid calls and how the data will be exchanged between the two Departments.

Cooperation with Area Departments: Chief Auxier noted he has had meetings with area Departments to see if consolidation is a possibility and if there would be any cost savings. After a few meetings were held it several issues arose and it was decided NMFR would withdraw from further meetings.

Memorandum of Understanding for Search & Rescue: The Committee reviewed the updated Memorandum of Understanding with Winnebago County. There are some small language changes that needed to be cleaned up from the old one. For example, the old one didn't reflect the two new boats that were purchased to replace the old ones that were referenced in the old Memorandum of Understanding. It was noted that CA Godlewski and CA Captain have reviewed this and changes they requested in the Memorandum of Understanding have been updated. Ald. Stevenson asked about the work procedure document. Chief Auxier noted that the procedure is for us to establish incident command and then it could be turned over when the Sheriff's Department establish command on the scene, as they are in charge of the waterways. **MSC Sevenich/Klein recommends the City of Neenah and City of Menasha Common Council approve the Memorandum of Understanding for Search and Rescue and authorize Fire Chief Auxier to sign this agreement with Winnebago County, all voting aye.**

The Committee recognized Tara Theisen for her efforts in coordinating the Open House on May 5, 2012. They also thanked Local 275 for volunteering their time to come in off duty to help staff the event and for providing the food and refreshments free to the public.

MSC Sevenich/Ramos to adjourn at 6:10 p.m., all voting aye.

Respectfully Submitted,

Al Auxier
Chief

AA/tt

Neenah-Menasha Fire Rescue
Joint Fire Commission
Meeting Minutes
May 23, 2012 – 12:00 p.m.
2nd Floor Conference Room – City of Neenah

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

Excused: Commissioner Al John

Also Present: Deputy Chief Steve DeLeeuw and Office Manager Theisen.

Commissioner Keating called the meeting to order at 12:05 p.m.

Election of New Chair: **MSC Liebhauser/Mattes nominate Ken Kubiak as Chair of NMFR Joint Fire Commission, all voting aye.**

Commissioner Kubiak took over the meeting.

Election of New Vice Chair: **MSC Mattes/Keating nominate Pat Lewis as Vice Chair of NMFR Joint Fire Commission, all voting aye.**

Approval of Minutes: The Commission reviewed the meeting minutes from March 28, 2012. **MSC Mattes/Lewis to approve the March 28, 2012 meeting minutes and place on file, all voting aye.**

Activity Report: The Commission reviewed the April 2012 activity report. This is informational only and no action is required.

Budget Report: The Commission reviewed the April 2012 budget report. This is informational only and no action is required.

MSC Keating/Mattes to adjourn at 12:32 p.m., all voting.

Respectfully Submitted,

Steve DeLeeuw
Deputy Chief

SD/tt

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday April 24, 2012

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

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

Also Present: Tom Kispert, Chad Olsen, Amy Vaclavik (McMAHON); Colleen Miller (Town of Greenville resident); Mike King (Post Crescent); Rob Franck, Paul Much (MCO).

Commissioners discussed the minutes from the Regular Meeting and Closed Session of March 27, 2012. After discussion, motion made by Commissioner Gunz, seconded by Commissioner Zielinski to approve the minutes of the Regular Meeting and Closed Session of March 27, 2012. Motion carried unanimously.

Correspondence

The following correspondence was discussed:

- A. March 28, 2012 letter from Roger Voigt, NMSC to Michael Easker, City of Neenah.
RE: Refund of prior year overcharges from Menasha Utilities.

Amy Vaclavik (McMahon) discussed her memo to the Commission regarding the Clean Water Fund (CWF) in response to questions raised at the March Commission meeting. The CWF started out as a grant program in the 1980's and developed into a revolving loan program. There are financial assistance and bond documents that are signed; special bond counsel is required by the State to review the documents. Commissioner Gunz questioned if the Bonds issued by the communities are marketable securities; they are not. The interest rate is the same regardless if Revenue or General Obligation Bonds are issued by the community. Draft Agency Agreements have gone out to the communities; the communities need to pass this resolution and approve the Financial Assistance Agreement. The next step is to have bond counsel review the documents.

Budget, Finance, Personnel

Accountant Voigt presented the financial statements for the month of March 2012. The outstanding invoice from U.S. Paper Mills was questioned; they have been contacted and will be issuing payment for the invoices that were missed. After discussion, motion made by Commissioner Zielinski, seconded by Commissioner Falck to approve the Financial Statements for the month of March. Motion carried unanimously.

Accountant Voigt presented the Accountant's Report and Cash Flow Projection for the month of March. The interest rates have not changed; MCO generated \$4,560 in income to the Commission in March. The cash flow projection has been updated based on current known information. After discussion, motion made by Commissioner Zielinski, seconded by

Commissioner Falck to accept the Accountant's Report and cash flow projection for March. Motion carried unanimously.

Motion made by Commissioner Falck, seconded by Commissioner Gunz to approve operating and payroll fund vouchers #132878 through #132926 in the amount of \$254,621.01 for the month of March 2012 and Construction Fund Vouchers #116 through #120 in the amount of \$53,317.34 for the month of March 2012. Motion carried unanimously.

Attorney Thiel discussed Davis & Kuelthau invoices that were withheld from payment. Attorney Thiel explained his review of these invoices and recommends payment of invoices #341980, #342911, #344540, #344948, and #346667. Attorney Thiel needs to discuss one additional invoice with the Menasha and Neenah attorneys before he recommends payment. After discussion, motion made by Commissioner Gunz, seconded by Commissioner Falck to approve for payment Davis & Kuelthau invoices #341980, #342911, #344540, #344948, and #346667. Motion carried unanimously.

Accountant Voigt presented MCO Invoices #16366, #16418 and #16413 in the amounts of \$118,845.45, \$648.05, and \$268.55. After discussion, motion made by Commissioner Hamblin, seconded by Commissioner Bauer to approve for payment MCO Invoices #16366, #16418 and #16413 and to pay the invoices after May 1, 2012. Motion carried unanimously.

Accountant Voigt presented for payment McMAHON invoices #48987 - \$12,280.00; #48986 - \$79,120.00; #48985 - \$2,108.00; #49191 - \$2,499.91; #49192 - \$819.65, and #49190 - \$3,176.25. After discussion, motion made by Commissioner Zielinski seconded by Commissioner Samsb to approve for payment invoices #48987, #48986, #48985, #49191, #49192, and #49190. Motion carried unanimously.

Accountant Voigt presented the Certificate for Payment received for Contract R – Sludge Spiral Heat Exchangers. This request represents the 5% owed on the equipment procurement item for submittal of the shop drawings. Contracts R is with Alfa Laval, Inc. After discussion, motion made by Commissioner Gunz, seconded by Commissioner Bauer to approve for payment the Certificate for Payment received from Alfa Laval, Inc. for Contract R. Motion carried unanimously.

Operations, Engineering, Planning

Manager Much reported the facility is operating well. The methane engine was running well; when it is shut down there are problems when restarting it to sync with the switchgear. The company providing repairs on the unit provided a tip to help it sync. They also indicated the engine is nearing its end of life cycle. Manager Much reported receiving a contact from Mark Radtke (City of Menasha) with questions on the metering station and how samples are collected. Manager Much reported he attended a TMDL meeting in the Rock River Basin; this area has an approved TMDL in the State. Additional information on the State program and trading was obtained. Commissioners questioned the Administrative Rules and Statutes regarding the TMDL. Attorney Gunz indicated he doesn't feel we should be in the lead dealing with phosphorus until rules are finalized. The NMSC discharge permit is 2 ½ years expired; this is

mainly due to staff shortages. After discussion, motion by Commissioner Gunz, seconded by Commissioner Zielinski to accept the Operating Report for March. Motion carried unanimously.

Manager Much presented and discussed the Sewer Extension Request received for the Papermaker Ridge subdivision located in the Waverly Sanitary District, Town of Harrison. After discussion, motion made by Commissioner Gunz, seconded by Commissioner Bauer to approve the Sewer Extension Request for the Papermaker Ridge subdivision located in the Waverly Sanitary District, Town of Harrison. Motion carried unanimously.

Tom Kispert updated the Commission on the facilities upgrade project. The facilities design is continuing. Several shop drawings for the equipment procurement still need to be submitted. Tom reported on project painting; a painting contractor was brought in to review and provide a guide on how to proceed with a scope for the painting. One primary clarifier will be drawn down and inspected for its condition. Tom is proposing to complete the design and submit in June to the DNR for approval. The current project calendar is to have the plans submitted on June 1, advertise and have a bid opening date on June 28 and to execute contracts in August.

Tom Kispert updated the Commission on the System Controls/SCADA. They are looking at adding new LED lighthead. They have also looked at the current genset switchgear; the switchgear is no longer supported.

Tom Kispert reported on the GIS/Work Order System. Functional updates are being installed; the GIS database is being built.

Tom Kispert presented for signature change order #1 for Contract F – Fine Screen/washer/compactor system in the amount of \$47,970.00. This change order was approved at the March meeting.

Old Business

Attorney Thiel provided an update on the Fox River litigation. On April 10, 2012 Judge Griesbach reversed his July 5, 2011 decision regarding Appleton Papers (API) in which he had denied API's request to be dismissed from the litigation. He now dismissed API on the ground that API is not liable under CERCLA; however API is still liable to NCR under a contract it has with NCR. In the Whiting case Attorney Thiel expects API to likewise petition the court to be dismissed on the same grounds that API is not liable under CERCLA and that the court will grant such a motion to dismiss for API. On April 12, 2012 there was an injunction hearing brought by the USA against NCR and the court ruled that NCR must begin dredging again. The NMSC and Menasha Corporation had prevailed on a Freedom Of Information Act case against the USA and the USA has appealed the Court's decision that requires the USA to produce papers needed by the NMSC lawyers for litigation.

Biosolids. Chad Olsen provided an update on achieving Class A biosolids. He met with Fred Hageman with the DNR; they went to Sturgeon Bay on April 9 to review their operation. Chad received favorable feedback; Fred indicated he would send a letter. Chad further reported we would need to perform more testing for the Class A rating.

Motion made by Commissioner Zielinski, seconded by Commissioner Bauer to convene into closed session pursuant to Wis. Stats. § 19.85(1)(e) to discuss strategy concerning the Contracted Industrial User as it affects the financing of the Sewer Plant Project, and pursuant to Wis. Stats. § 19.85(1)(g) to confer and review oral legal advice by legal counsel to the Commission as to potential litigation with Insurance Carriers as it relates to the lawsuit(s) commonly referred to as the Fox River litigation. Also, pursuant to Wis. Stats. § 19.85(1)(e) to discuss identified real estate options for placement of a building to be used by the Commission for which bargaining reasons and developing acquisition strategy require a closed session to protect the public investment and spending of public funds. By roll call vote taken, motion carried unanimously, by Commissioners Zielinski, Gunz, Bauer, Falck, Hamblin, Sambs, Youngquist.

Meeting convened into closed session at 9:44 am.

After discussions, motion made by Commissioner Zielinski, seconded by Commissioner Falck to adjourn the closed session and return in regular open session. By roll call vote taken, motion carried unanimously by Commissioners Zielinski, Gunz, Bauer, Falck, Hamblin, Sambs, Youngquist. The Commission returned to Regular open session at 10:33 am.

Motion made by Commissioner Gunz, seconded by Commissioner Zielinski to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 10:35 a.m.

President

Secretary

THE NEXT REGULAR MEETING IS SCHEDULED FOR TUESDAY May 22nd, 2012.

CITY OF MENASHA
Parks and Recreation Board
Council Chambers, City Hall – 140 Main Street
May 14, 2012
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order by Chr. D. Sturm at 6:01 p.m.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Chr. Dick Sturm, Ald. Kevin Benner, Lisa Hopwood, Ron Suttner, Luke Schiller, Sue Pawlowski, Nancy Barker

MEMBERS EXCUSED:

OTHERS PRESENT: PRD Tungate, Ald. Steve Krueger, CA Pam Captain

C. MINTUES TO APPROVE

1. **Minutes of the April 9, 2012 Park Board Meeting**

Moved by L. Hopwood, seconded by R. Suttner to approve the minutes of the April 9, 2012 Park Board meeting. Motion carried 7-0.

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

Five (5) minute time limit for each person.

1. No one spoke.

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

1. **Director's Report – PRD Tungate**

PRD Tungate updated the Board on seasonal interviewing and hiring, softball leagues start-up and meetings, Aquafeet event at the pool, seasonal staff training at the Library, Greenways Trail Workshop held May 17 and a new Grunski Runski race flyer being redesigned by YMCA staff.

2. **Park, Pool and Vandalism Report – PS Maas**

PS Maas was excused from the meeting and submitted a written report highlighted by PRD Tungate. Pool start up work continues. Grass cutting, stumping and final spring tree planting has taken place. Some seasonal help has started. Flowers will be planted in the next couple weeks. Waiting on results of the Koslo infield soil test to see if anything can be done to improve drainage.

F. DISCUSSION

1. **City of Menasha Donation Policy – CA Captain**

CA Captain spoke to the Board about a draft of city-wide donation policy. She indicated she would like the Board to review the policy and if they are comfortable with it, they should at some point, take action to recommend a resolution to the Common Council. On top of this and after the new city policy would take place, discussion was held on possibly adding a park rule that would govern how donations could be solicited by staff or the Board. This topic will return to next month's agenda.

2. **Review of Ordinance Regarding Alcohol Consumption in City Parks – Ald. Benner**

Ald. Benner lead discussion on considering adding Barker Farm Park as a place where alcohol could be consumed on permit basis only, similar to a few other parks. There seemed to be general support for this request. PRD Tungate was asked to speak to the Police Department on

this matter and place this matter on next month's agenda.

3. **Status of Regional Park Efforts – PRD Tungate**

PRD Tungate reported that regional park efforts continue, but that city staff time has recently been concentrated on the small neighborhood park instead. The Board seemed to feel this made sense because the smaller park is a very high priority at this point. They also indicated an interest in still being part of the regional park discussions after neighborhood park plans were further along.

4. **Review of Wedding Residence Policy**

Discussion was held on the possibility of expanding the definition of who qualifies for a resident wedding. One idea was to expand it to include any direct sibling of the bride or groom must live in the City of Menasha.

G. ACTION ITEMS

1. **Recommend a Resolution Supporting the Adoption of an Open Space and Recreation Facilities Plan**

This item was held so that a special Board meeting could be scheduled to complete review of this plan.

H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

Five (5) minute time limit for each person

1. Ald. Krueger stated that some events such as Moosefest have to work hard just to break even and that little if any proceeds would be available to donate. He would like all events to be treated equally straight across the board.

I. ADJOURNMENT

Move by R. Suttner, seconded by L. Hopwood to adjourn at 8:15p.m. Motion carried 7-0.



President Ron Duuck called the meeting to order Thursday May 17 2012 at 4:30PM, Menasha Safety Building, 430 First Street, Menasha, Wisconsin

Present:, Ron Duuck, Terri Reuss, Jason Dionne, Chief Styka, Marshall Spencer,

Excused absence: Tony Gutierrez,

Meeting minutes

- Jason Dionne moved to approve the March 17, 2012 minutes. Terri Reuss seconded the motion. The motion was unanimously carried.

Annual Election of officers

- Marshall Spencer nominated Ron Duuck for President. Terri Reuss seconded the motion and the vote was unanimous in favor of Ron Duuck for President.
- Ron Duuck nominated Jason Dionne for Vice President. Marshall Spencer seconded the motion and the vote was unanimous in favor of Jason Dionne for Vice President.
- Jason Dionne nominated Tony Gutierrez for the position of Secretary. Terri Reuss seconded the motion and the vote was unanimous in favor of Tony Gutierrez for the position of Secretary.

Chief Styka report

Training:

- Nick Thorn & Pete Sawyer: SWAT Basic Instructor Development, FVTC
- Dan Hoernke: Advanced Roadside Impaired Driving Enforcement Course, Ripon WI
- Tim Styka & Angie Hanchek: CVMIC Process Improvement, Green Bay, WI
- Jeff Jorgenson & Nick Thorn: FTO Certification, FVTC
- Larry Bonneville: Wisconsin LEEDS Alumni Update Training: FVTC
- Brett Halderson & Aaron Zemlock: Dignitary Protection by Secret Service, Neenah
- Roger Picard, Chris Groeschel, Dan Hoernke and Matt Spiegel: M-Link (Course on networking student who have mental health needs and resources available)
- Jim Verkuilen: WAHI (Wisconsin Homicide Investigators) Annual Training Conference, Wisconsin Dells
- All officers completed legal update and EVOG (emergency vehicle operation)

Department Updates:

- Hiring Process: Approximately 150 applicants – process has the same steps but the steps are combined to save on time.
- Police Week Awards:
 - Matt Lenss – Officer of the Year; Lt. Hanchek – Supervisor of the Year; Officer Picard Meritorious Service; Officer Thorn, Inv. Verkuilen, PSP Olson, Ceo Polzien – Outstanding Service; Officers Oleszak, Gruss, Groeschel, Picard, Mauthe, Verkuilen, Spiegel, Hoernke, Albrecht & Lt. Bouchard -Teamwork Awards. PSP Staff given telecommunications pins and Records & Court Personnel given customer service awards. Other pins for years of service and special assignments were also given out.
- Traffic Program Update
- Elementary School PSLO Position- Program was presented to Menasha School Board on May 14th and is likely to be voted upon on May 29th. If it passes it will then be presented to the City.
- Organizational Change – Discussion –
- Captain Process: Lt. Brett Halderson and Lt. Chuck Sahr
- Chief Meeting – Lt's Spin off meeting

Jason Dionne made a motion at 5:30pm to enter in to closed session. The motion was by seconded by Terri Reuss and unanimously supported.

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

- Considering the employment, promotion, compensation or evaluating the performance of any employee under the commission's jurisdiction.
- Open patrol positions (consideration of candidates)

At 7:35 pm Terri Reuss made a motion to return to open session. The motion was seconded by Marshall Spencer. The motion was unanimously supported.

Adjourn: Motion by Jason Dionne seconded by Terri Reuss, at 7:45 pm. The motion was unanimously supported.

- The next bi monthly meeting will be held Thursday, July 12th 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 Acton of any of these bodies will be taken.

Menasha is committed to its diverse population. Our non- English speaking population or those with disabilities are invited to contact the 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

March 1, 2012

Minutes

Meeting called to order at 2:15 PM

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

Absent: Kristi Heim, Pam Captain, Kate Clausing

A. Motion to approve minutes from February 2, 2012 made by V. Lenz second S. Nett . Motion approved.

B. Old Business

1. **Safety Manual** – Submitted to council for final approval
2. **City Hall** – A. Alix to check on a sign for the parking lot entrance (handicap entrance in front of building).

C. New Business

1. **Monthly Safety Topic** – "Doing your job Safely and right, Can lead to a future That is positive and bright." Topic was distributed and discussed
2. **Injury Review** – No injuries
3. **City Hall First Aid Kit** – one kit in basement A. Alix will have kit replenished.
4. **Additional new items for discussion-** no new items

D. Training

1. **Hearing Screening** –. April 5 @ Health Department parking lot
2. **Annual training items** –. All items on the intranet to be completed – those who did not attend Haz Comm should also take intranet version
3. **Classroom Hazard Communication (Employee Right to Know) Training-** Good training – informative
4. **Additional training items for discussion-**

E. Motion to adjourn at 3:05PM made by T. Stoffel second A. Alix



PUBLIC WORKS / PARKS DEPARTMENT SAFETY COMMITTEE
April 24, 2012
MINUTES

Meeting called to order at 9:05 AM

Present: Todd Drew, Vince Maas, Sue Nett, Jeff Nieland, Adam Alix, Kevin Schmahl, Mark Radtke, Corey Gordon, Tim Jacobson

Absent: Pamela Captain, Brian Tungate, Jim Julius

Approval of Minutes – Motion to approve minutes from the March 27, 2012 meeting made by M. Radtke second J. Nieland - Motion approved.

A. Old Business

1. **Shock Gloves** – 13 pair of shock gloves purchased per March meeting. 6 pair of 2097 P100 respirator filters also purchased.
2. **Cold Storage** – Electrical room organization / overhead doors – Electrical room was organized. No change on overhead doors. Drew reemphasized the potential health risk related to the birds and feces which accumulate largely due to doors remaining open during the day.
- 3.

B. New Business

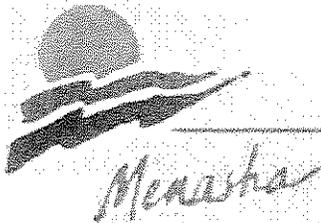
1. **Monthly Safety Topic** – “Monthly Safety Topic” – distributed and discussed.
2. **Injury Review – 1 injury reported** Employee hit elbow while installing a chain link fence. No medical attention or loss time reported. Recommendation to be more aware of work area.
3. **New Items for discussion-** Reminder – Drew reminded committee that the revised safety manual had been approved. Hard copies (3) provided to DPW and Parks. Manual will also be available on the intranet as soon as possible.

Training

1. **Fire extinguisher training** – T. Drew scheduled an additional fire extinguisher training for April 30 @730AM.
2. **Hearing Screening** – issue with electrical connection resulted in use of the rig generator which caused some ambient noise – no other issues raised.
3. **Work Zone Traffic Safety Training Kimberly 3/29/12** – Review – Good training very informative.

4. **Other new items** – Hearing protection training will be added to the intranet, due to the fact that the hearing tested did not do any training to meet the training requirement which is annual.
Other new item – summer help safety training to be conducted on May 17, 2012.

D. Adjourn: Motion M. Radtke second A. Alix - Meeting adjourned at 9:40am.



MEMORANDUM

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

FROM: Comptroller/Treasurer Stoffel *ts*

DATE: 05/31/2012

SUBJECT: Approval of construction contracts

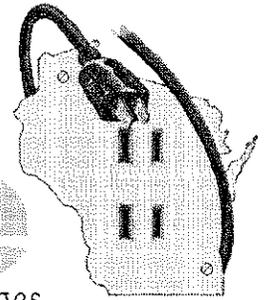
Included on your Common Council agenda is the recommendation to approve the contract for work to be done in the Woodland Hills Subdivision. This work will result in special assessments being levied on the property owners for the construction. Normally for this type of work the City borrows funds for the construction and then repays the funds borrowed through the collection of the special assessments.

Borrowing funds to complete this project has not yet come before the Common Council. I am in the process of securing those funds from the Board of Commissioners of Public Lands (BCPL), but have not yet received the borrowing resolution from the BCPL which needs to be approved by the Common Council. The resolution should be available at one of the next two Council meetings

I would request that approval of the contract be made contingent upon approval from the BCPL that the City can borrow the funds and that the Common Council would approve the borrowing resolution when it is brought forth.

A Coalition
to preserve
Wisconsin's
Reliable and
Affordable
Electricity

Customers First! the Wire



Plugging you in to electric industry changes

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PSC tweaks, approves, new transmission project

A unanimous Public Service Commission gave preliminary approval last month to a new transmission line in western Wisconsin. It's less than 50 miles long, but it connects with a huge transmission build-out crossing Minnesota.

The commission was expected at its May

30 meeting to finalize its order granting a Certificate of Public Convenience and Necessity for the Alma-to-Holmen segment of the CapX2020 transmission project.

CapX2020 spans hundreds of miles in multiple segments crossing Minnesota and reaching the Dakotas, and among other things is expected to make

wind energy from the Great Plains states more readily available in Wisconsin and points east. The Wisconsin leg includes about 48 miles of 345-kilovolt line.

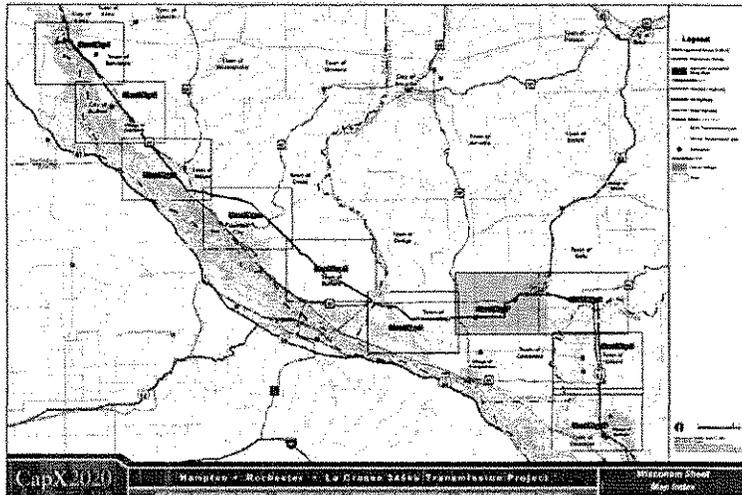
In reaching their decision last

month, the three commissioners agreed that the line is needed for purposes of local and regional transmission reliability and affordability. They also agreed unanimously on a route. The new line would cross the Mississippi River at Alma and proceed to Galesville in Trempealeau County, running from there to the Briggs Road substation west of Holmen.

According to the PSC, the total approved cost of the project will be approximately \$202 million. The commission said the final number would change because of "slight modifications to the route requested by the commissioners."

Dairyland Power Cooperative, WPPI Energy, and Northern States Power-Wisconsin initially applied for authority to build the project in April 2008.

The Minnesota Public Utilities Commission voted April 12, also unanimously, to approve the Minnesota segment of the line that will connect with the Wisconsin leg. ☀



Markets need help, Maryland concludes

Electric restructuring, the logic of the 1990s suggested, would make utility regulators ordering construction of generating plants a thing of the past: Facilities would spring up as entrepreneurs rushed to expand supply and reduce prices in competitive markets.

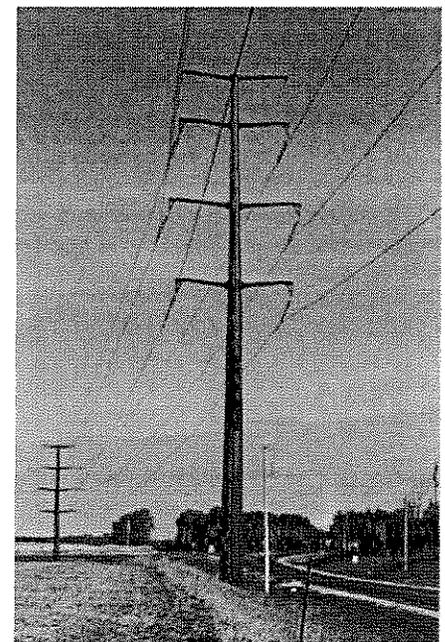
So, why is the Maryland Public Service Commission ordering utilities to build a major new power plant?

The commissioners said they can't rely on the regional wholesale power market to spur development of new generation in Maryland, and they ordered the state's investor-owned utilities to contract for a 661-megawatt natural-gas-fired plant.

A report in the American Public Power Association's *Public Power Daily* noted that there have been no significant additions to Maryland's generation fleet in nine years, this despite wholesale prices that should be attractive to power producers.

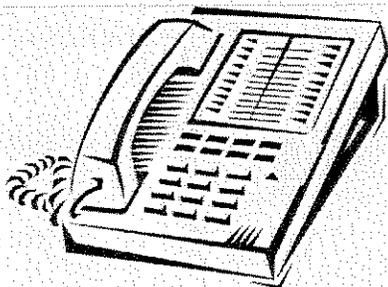
The commissioners attribute this to the wholesale market structure, saying its capacity auction—which sets prices for generation commitments over a one-year period, three years out—doesn't offer

Continued on page 2...



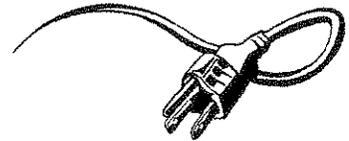
THE WIRE is a monthly publication of the Customers First! Coalition—a broad-based alliance of local governments, small businesses and farmers, environmental groups, labor and consumer groups, retirees and low-income families, municipal electric utilities, rural electric cooperatives, wholesale suppliers, and an investor-owned utility. Customers First! is a coalition dedicated to preserving Wisconsin's reliable and affordable electricity.

If you have questions or comments about THE WIRE or the Customers First! Coalition, please call 608/286-0784.



KEEPING CURRENT

With CFC Executive Director Matt Bromley



The regional power grid spanning Wisconsin and much of the Midwest may soon take on a Southern flavor. In April, the U.S. Federal Energy Regulatory Commission (FERC) approved a cost allocation plan to facilitate the integration of Louisiana-based Entergy Corp. into the Midwest Independent Transmission System Operator, Inc. (MISO). Entergy has utility operations in Arkansas, Louisiana, Mississippi, and Texas and will add about 15,000 miles of high-voltage transmission lines and 30,000 megawatts of generation capacity to the MISO footprint.

Last year, MISO completed an analysis that shows Entergy's integration will increase value—more than \$500 million per year—to both the Entergy region and to the existing MISO footprint.



Bromley

These benefits come from improved transmission reliability, more efficient use of existing electric system assets, and a reduced need for future generation assets. In addition, MISO points out existing members will benefit from reduced administrative costs as there will be a larger pool of members to share these costs.

Entergy announced its intention to join MISO more than a year ago, but state regulators with jurisdiction over Entergy's utilities raised concerns about customers paying for projects already planned by MISO. To address those concerns, MISO proposed a five-year transition plan to FERC. During the transition period, Entergy would be off the hook for the cost of network upgrades outside its region and approved before or during the transition period. Also during this time, MISO would identify necessary network upgrades in the Entergy region. After the five-year transition period, the cost of all network upgrades would be allocated across the MISO and Entergy regions.

FERC also accepted MISO's plan on how to deal with the challenging issue of allocating costs for Multi-Value Projects, or MVPs, during the Entergy integration. MVPs are transmission projects that are deemed to provide broad system-wide benefits and support federal or state policy mandates, such as renewable energy standards. Because these projects are intended to provide benefits to all transmission system users, the costs are socialized across the MISO footprint. In its filings with FERC, MISO says that if it is able to develop a portfolio of MVPs before or during the transition period that satisfies a cost-benefit test, then regional cost sharing will be phased in over eight years.

FERC's endorsement of the integration plan is a big step toward Entergy membership in MISO, but approval from Entergy's state regulators is still needed before transmission assets can be transferred. No state has yet approved the transfer. 💡

Maryland markets

Continued from page 1...

enough certainty for prospective generation suppliers to secure financing in today's economic climate.

The commissioners pointed to the wholesale market's deficiencies, expected retirements of coal-fired plants, and other factors as reasons for wanting new generation available by 2015.

Public Power Daily reported that the commissioners looked at the expected three-year time frame to build a new plant and said they needed to act, quoting the commission as saying, "Much as Branch Rickey advised, "[T]rade

a player a year too early rather than a year too late,' we find it reasonable and prudent to act conservatively and before a serious reliability crisis occurs." 💡

Energy saver tip

Is landscaping or outdoor lighting on your to-do list this summer? If so, the advantages of solar-powered garden and patio lighting units are not to be overlooked. They're ultra-safe because they need no wiring. They're economical because the power is free. And they add nothing to electricity demand. 💡

Wind developers on the bubble

Last month we reported accelerated wind energy development in the U.S. and the likelihood that it will all but cease if Congress doesn't renew the Production Tax Credit before year's end. Now the nation's biggest wind developer says it will walk away from the business in this country if the credit is allowed to expire.

At just about the time our May edition went to press, the renewable energy trade publication *Renewablesbiz* reported that Florida-based NextEra Energy is considering a stock buyback in 2014 and is not anticipating additional wind development in this country after this year.

The report quoted NextEra Chief Financial

Officer Moray Dewhurst saying the company would move ahead with completion of an existing backlog of projects, but "We have no expectations for (new) U.S. wind beyond 2012."

Then came Spanish wind-energy developer Iberdrola, confirming near the end of May that the shaky status of the federal wind energy production tax credit was the major factor in its cancellation of two Pennsylvania projects with a total of more than 60 turbines.

According to a report in the Pittsburgh *Post-Gazette*, an Iberdrola spokesman said the tax credits, scheduled to expire at the end of 2012, "are a big part of" his company's decision

to focus on operating existing facilities rather than build additional new ones.

Low energy demand is also a factor in the decision, he said.

The Iberdrola announcement follows a first quarter that saw installation of almost 800 new turbines nationwide, for a rated capacity addition of nearly 1,700 megawatts, as developers have hurried to beat the deadline for the expiring tax credits.

The credits have expired and been renewed by Congress on three previous occasions, leading to boom-and-bust cycles in wind development. 💡

Scam alert

A false promise of big credits against utility bills has induced some Illinois customers to reveal their social security numbers to total strangers. We haven't heard of this racket appearing in Wisconsin but it's worth a word of warning—and a call to the *Customers First!* Coalition from any reader who hears of it creeping across the state line.

In mid-May, officials at St. Louis-based Ameren—which serves many customers in Illinois—warned of a scam involving telephone callers obtaining social security numbers with the lure of a bogus utility-bill credit.

According to a report in the Bellville (Illinois) *News-Democrat*, scammers tell the intended victim President Obama is providing payments or credits of as much as \$1,500 against utility bills. To have the payment or credit applied against their bills, the targeted customers are told, they must use a bank routing number provided by the scammers and give the caller their social security number as the bank account number.

The routing number is a fake, and divulging the social security number achieves nothing except to facilitate identity theft.

The *News-Democrat* suggested the scam is apparently widespread; scammers have solicited utility customers face-to-face, posted fliers, and used social media and texting to deceive unsuspecting victims.

The Wire has heard no reports of any similar scam operating in Wisconsin, but readers are strongly encouraged to contact the *Customers First!* Coalition at 608-286-0784 to help get the word out if such activities should come to their attention. 💡

Yucca lives?

For a couple of years now, we thought it was just a memory. But the Yucca Mountain project had a day in court last month and based on questions from a three-judge panel, the resumption of license review proceedings can't be ruled out.

The judges, from the U.S. Court of Appeals for the District of Columbia, heard arguments that the Nuclear Regulatory Commission (NRC) lacks proper authority for its 2011 action abandoning further development of the spent nuclear-fuel repository in the Nevada desert.

Media accounts suggested the judges might be receptive to contentions that the NRC unlawfully ignored the Nuclear Waste Policy Act of 1982, which requires the government to provide a permanent storage facility for high-level radioactive material.

One judge was quoted by the Las Vegas *Review-Journal* remarking that the NRC action "would be a shift of power from Congress" to the executive branch. Another was quoted saying that if the agency's reason for setting aside the statutory requirement was "just, 'we don't like it,' well that's not good enough."

Observers could be forgiven for taking a "so-what" attitude, given the obvious doubts as to how much additional work could be completed in the now-suspended license review process for the half-completed facility. About \$10 million remains available from funds previously appropriated, but Nevada Sen. Harry Reid, whose home state has litigated for years to stop the project, has blocked further funding.

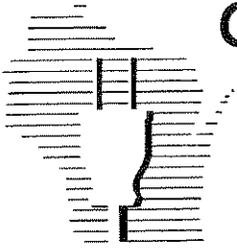
Plaintiffs agreed in last month's proceedings that the available \$10 million would probably not be sufficient to finish the licensing review. In the event that development work resumes, costs to complete the facility are expected to be several billion additional dollars.

And in yet another odd twist, the Obama administration said it plans to move quickly to appoint a successor to NRC Chairman Gregory Jaczko, who announced his resignation near the end of May.

A former employee of Senate Majority Leader Reid who was appointed to the NRC by President Bush in 2004, Jaczko was elevated to the chairmanship by President Obama in 2009. The initial appointment was widely regarded as being engineered by Reid as part of his strategy to block completion of Yucca Mountain. In recent commission votes, Jaczko has been conspicuous as the lone dissenter. With the other seats divided between Democrats and Republicans, he was outvoted 4-1 in his efforts to tighten requirements on nuclear plants since the 2011 Japanese disaster.

The choice of a successor may be influenced by a need to obtain confirmation support from at least some Senate Republicans, as nuclear energy and energy issues in general have assumed a higher political profile and—certainly at the congressional level—increasingly cut across party lines. 💡



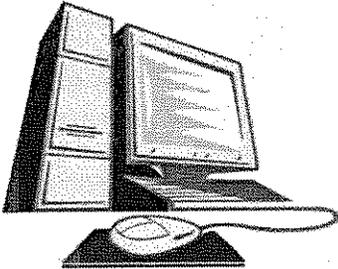


Customers First!

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Madison, WI 53701

A Coalition
to preserve
Wisconsin's
Reliable
and Affordable
Electricity

Be sure
to check out the
Customers First!
website at



www.customersfirst.org



Quotable Quotes

"We do not find it reasonable...to entrust the reliability of our State's electricity supply entirely to the operation of a capacity market that, by design, seeks to incent long-term assets solely through short-term price signals...we would flout the intent of the General Assembly if we ignored our authority under State law in order to see whether the capacity market construct someday might work."

—The Maryland Public Service Commission, April 12, 2012, in an order directing utilities to contract for a new power plant to guard against wholesale-market reluctance to add capacity in response to customer demand

Help us share our messages with others. If you know of businesses or organizations that would like to learn more about protecting Wisconsin's reliable and affordable electricity, please feel free to copy and share with them all or part of this newsletter, or you can call 608/286-0784 to arrange an informational meeting.

Customers First!
Plugging Wisconsin In





5/16/12

Dear Mayor Merkes & Menasha City Council Members,
I would like to take this opportunity to thank
all of you for allowing me to tell you a little bit
about Gold Cross Ambulance earlier this month.

We are very proud and feel privileged to be your
paramedic ambulance service provider.

Please know that each of you has an open
invitation to come see our Gold Cross headquarters
in Menasha; we would love to see you!

Thanks again for being so welcoming.

Sincerely,

Steve Radich

Kristin Sewall

From: Brian Tungate
Sent: Wednesday, May 30, 2012 11:39 AM
To: Debbie Galeazzi
Cc: Kristin Sewall
Subject: FW: marinas

From: Diane [mailto:menashamarina@aol.com]
Sent: Tuesday, May 29, 2012 11:34 PM
To: Brian Tungate
Subject: Re: marinas

Menasha Marina is very valuable to the boaters and acknowledge how fortune they really are. Menasha Marina has a completely different situation. I don't know of any marina that has an completely gated in marina. Most marinas for security have a gated door with a extension of either side of a door, which have problems in every marina that have these doors. They are not secure, people can easily get around these extensions. As far as green space for most marinas that I have seen, have green space outside the gated doors which are public if city owned or private if a private owned marina. One of the main reasons boaters are at Menasha is because they feel safe. These boaters have a huge investment in their boats and many have families. The marina has more families now than it ever had. Parents do not like having their children running outside the fence area. I understand their concern, bars nearby, a busy street and open to many strangers that may have concerns as a parent. So the fence is very important. This marina was built in a hole, we are about 10ft below street level and everywhere around the fenced in area is a uphill slope. Except for now the green space that is 20' x 90 ft. that is the only area that is flat. I feel this new green space is very important to the marina. I did my first event on Monday, Memorial Day. I wish you could have seen how our renters felt so relax in this area, it's a beautiful setting over looking the marina. I can't predict how often this area is going to be used. But I do know that now they have a place for family get togethers, birthday parties and anniversaries and boaters get togethers. The city should feel very proud of their marina. The seasonal boaters, which is 100% city income, are here because they love the marina. We have something in this marina that most other marina don't even get close to. Rarely do I even here complaints, the marina is very social, they boat together, and everyone helps each other when leaving or coming back into their slips. I here it all the time from visiting boaters how nice it is Menasha. Menasha Marina has a great reputation and this reputation reflect on the city and the surrounding area. It's important that we do have a fenced in marina, clean bathrooms, aerators to help keep the marina clean, a safe place now for parties and a place for families and children to play. Even now, boaters not just in Menasha but transients look for the flowers to be planted. It's something special that no other marina has. No matter how big or how small a project is Menasha Marina boaters appreicate what they have. I am so very thankful that the Council and Park and Rec care and know the value of their marina.

Diane/ Harbormaster



City of Menasha • Police Department
Police Chief Timothy J. Styka
tstyka@ci.menasha.wi.us

To: Members of the Common Council

From: Tim Styka, Police Chief

Date: May 25th, 2012

RE: Squad Car Design

In February of this year we put the call out to the community to help us create a new design for the police cars. Over a dozen different designs were received and debated. In the end the following design was chosen as the best representation of the City and the Police Department. It was felt the design clearly identifies the vehicle as a police car and also portrays an image of being inviting and community friendly.

It should be noted that due to financial considerations we are not planning on changing all marked vehicles to this design. The design will be phased in as vehicles are replaced.

As the City moves forward toward a brighter future we believe this outwardly visible image in the community is a step in the right direction showing Menasha on a new path to growth and future success.

Please let me know if you have any questions.

FOR INFORMATION ONLY

Public Notice of an Air Pollution Permit Application Review

Facility Description.

Sun Chemical Corporation, 450 Milwaukee St, Menasha, Winnebago County, Wisconsin, FID 471033530, submitted to the Department of Natural Resources (DNR) a permit application, including plans and specifications for renewal of Operation Permit No. 471033530-P10 for operation of an Production of Inks and Coatings . Air pollution Control Permit No. 471033530-P20, for operation of a part 70 air pollution source.

Application Review.

DNR has made a preliminary determination that the application meets state and federal air pollution control requirements and that the permit should be approved. You can review the permit application, the DNR's analysis and draft permit prepared by the DNR at the Department of Natural Resources Bureau of Air Management Headquarters, Seventh Floor, 101 South Webster Street, Madison, Wisconsin, 53703; Northeast Region Air Program, Oshkosh Service Center, 625 E. County Road Y, Suite 700 Oshkosh, WI 54901-9731, tel. (920) 303-5422; Northeast Region Air Program, Oshkosh Service Center, 625 E. County Road Y, Suite 700 Oshkosh, WI 54901-9731, ; and at the Elisha D. Smith Public Library 440 First St. Menasha, WI , or contact Craig T. Stemler at (920) 303-5422 or by e-mail at craig.stemler@wisconsin.gov. This information is also available for downloading from the Internet at http://dnr.wi.gov/cias/am/amexternal/AM_PermitTrackingSearch.aspx.

Public Comments.

Interested persons wishing to comment on the application or DNR's review of it or wishing to request a public hearing should do so within 30 days of publication of this notice and send comments or requests to:

Wisconsin Department of Natural Resources, Northeast Region Air Program, Oshkosh Service Center, 625 E. County Road Y Suite 700, Oshkosh, WI 54901-9731. Attn.: Craig T. Stemler.

If a hearing is requested, the requester shall indicate their interest in the permit and the reasons why a hearing is warranted. Information on the public commenting and hearing process is available at <http://dnr.wi.gov/org/caer/ce/news/hearmeet.html>.

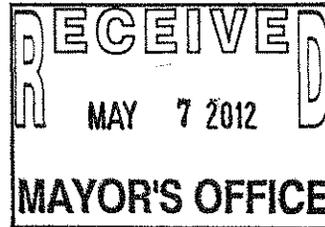
Reasonable accommodation, including the provision of informational material in an alternative format, will be provided for qualified individuals with disabilities upon request.

After all comments have been considered, a proposed permit will be drafted and sent to the United States Environmental Protection Agency (US EPA) for a 45-day review period. Any person may petition the US EPA under 40 CFR Part 70.8(d) within 60 days after the expiration of the 45-day review period to make an objection to the permit. Unless the US EPA objects in writing to the issuance of the permit as proposed within that 45-day period, the Department will issue the final permit as proposed.

STATE OF WISCONSIN
DEPARTMENT OF NATURAL RESOURCES
For the Secretary

By *jmhofmeister*
Imelda R Hofmeister
Air Management Supervisor

FOR INFORMATION ONLY



May 3, 2012

Mayor Don Merkes
City of Menasha
140 Main Street
Menasha, WI 54952

Dear Mayor Merkes,

Enclosed please find a check for \$57,737.09, which is the City of Menasha's final state, federal and local refund for 2011 for fixed route services. A spreadsheet showing the total operating costs for 2011 and the amount reimbursed is attached. Our audit has been completed and the amounts have been verified. As a result of Valley Transit spending less in 2011 than was budgeted, the combined state and federal support was 60% of Valley Transit's operating costs rather than the 58.5% projected in the budget. Therefore, the City of Menasha is receiving \$11,803.60 more than was projected.

Last year we were able to end the year slightly under budget for fuel. This year we are not expecting to be as lucky. In a time of greatly fluctuating fuel costs and rising insurance costs, it is increasingly difficult to guess the amount that should be put in the budget for those and other volatile costs six months before the beginning of the fiscal year. Through March, we are already close to the budgeted amount per gallon for diesel fuel, and if fuel costs continue to increase dramatically, as is being predicted, we may end the year with a budget shortfall. In that event, we will have to come back to all of our funding partners with a request for additional funds to balance the budget for the year.

We would like to set up a meeting with you and your staff this month to talk about the possibility of establishing a contingency fund for Valley Transit specifically to deal with unanticipated expenses like dramatic increases in the cost of fuel and insurance. The fund would have strict guidelines for its use and would have a maximum balance of \$250,000. It is common for municipalities and other public and non-profit agencies to set up contingency funds to deal with unexpected expenses. We believe it would be prudent for Valley Transit to have a contingency fund to allow us to deal with unanticipated costs without having to request additional funds from our funding partners at the end of the year. I would like to discuss the possibility of a contingency fund, and get your input and perspective on the establishment and operation of such a fund.





CITY OF MENASHA
 2011 BALANCE SHEET
 April 3, 2012

	Amount	Total
Menasha's Total Share of Deficit		\$170,793.75
<u>Federal & State Support</u>		
Less Federal Share	(\$62,824.00)	
Less State Share	(\$64,886.00)	
<u>Other expenses and credits</u>		
Plus Depreciation	\$5,263.91	
Less other credits/revenue	(\$13,716.26)	
 NET LOCAL SHARE		 <u>\$34,631.40</u>

Menasha's Local Share Paid to Valley Transit in 2011 \$189,144.49

Refunded 1st and 2nd Quarter Federal	\$30,662.00
Refunded 3rd Quarter Federal	\$17,726.00
Balance Federal To Be Refunded	\$14,436.00
	\$62,824.00
 Refunded 1st and 2nd Quarter State	 \$30,662.00
Refunded 3rd Quarter State	\$17,726.00
Balance State To Be Refunded	\$16,498.00
	\$64,886.00
 Local Share refund	 \$26,803.09

NET LOCAL SHARE \$34,631.40

Refund total \$57,737.09

Thank you for being a partner with Valley Transit. Without your financial and staff support, the citizens of the Fox Cities would not have the many transportation services available to them. If you have any questions about the refund, feel free to call Valley Transit's Administrative Services Manager, Deb Ebben at 920-832-2292 or me at 920-832-2291.

Sincerely,

A handwritten signature in cursive script that reads "Deborah S. Wetter".

Deborah S. Wetter
General Manager

CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday May 21, 2012
MINUTES

DRAFT

A. CALL TO ORDER

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

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL/EXCUSED ABSENCES

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

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, DPW Radtke, CDD Keil, C/T Stoffel,

PRD Tungate, LD Lenz, Sanit Drew, MU Co-Managers Krause & Sturm, Clerk Galeazzi and the Press

DEPT HEAD EXCUSED: PHD Nett

D. PUBLIC HEARING

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

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

Dan Gueths, 7255 Manitowoc Road, Menasha. Requested charges be filed against Police Dept. for harassment. He submitted documents to Council.

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. Tom Chalchoff - Gilbert Site (Ald. Klein)

Atty. Tom Chalchoff, Atty. Ed Jelinski, and Randy Stadmueller updated the Council on the Gilbert site. They explained how a TIF is being used to demolish buildings and clean up the site. They answered questions from the Council.

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

Minutes to receive:

- a. Administration Committee, 5/7/12
- b. Board of Public Works, 5/7/12
- c. Parks and Recreation Board, 3/12/12
- d. Personnel Committee, 5/7/12
- e. Plan Commission, 4/24/12
- f. Police Commission, 3/15/12

Communications:

- g. Ald. Klein, 5/15/12 NM Fire Rescue Backdraft Bike Tour information
- h. Ald. Taylor, 5/15/12: NM Memorial Day Parade confirmation
- i. Customers First! Newsletter, The Wire; May 2012
- j. PC Styka, 5/15/21; Elementary School Police Liaison
- k. Proclamation, 5/17/12; Celebrating Public Works Week
- l. Public Works Facility, 5/10/12; Jan/Feb/March 2012 Disposal Violations

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

Ald. Sevenich & Taylor reminded Council members of the upcoming Memorial Day Parade.

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, 5/7/12

Administration Committee, 5/7/12; recommends approval of:

2. Accept quote of The Post Crescent as the official City newspaper, May 2012-May 2013.

3. Proposal from McMahon Engineers/Architects for architectural design modifications to Menasha Senior Center

4. Updates to Operator's License Guidelines

Board of Public Works, 5/7/12; recommends approval of:

5. Recommendation to Award – Menasha Utilities 16 Inch Transmission Main Construction Broad Street to Power Canal; Contract M0002-910333; Dorner, Inc.; \$532,952.50

6. Recommendation to Award – Menasha Utilities High Lift Pumping Station/Standby Generator & Motor Control Modifications; Contract M0002-910283-B; Pieper Electric, Inc.; \$612,400.00

7. Recommendation to Award – Menasha Utilities Elevated Water Tank Demolition; Contract M0002-910283-A; Iseler Demolition, Inc.; \$7,510.00

Ald. Taylor requested item 3, Proposal from McMahon Engineers/Architects, be removed from Consent Agenda. He stated he will be abstaining from voting on this item due to a family connection.

Moved by Ald. Sevenich, seconded by Ald. Krueger to approve Consent Agenda items 1,2, 4, 5, 6, 7
Motion carried on roll call 8-0.

H. ITEMS REMOVED FROM CONSENT AGENDA

Moved by Ald. Sevenich, seconded by Ald. Krueger to approve Consent Agenda item 3, Proposal from McMahon Engineers/Architects.

Motion carried on roll call 7-0. Ald. Taylor-abstained

I. ACTION ITEMS

1. Accounts payable and payroll for the term of 5/10/12 to 5/17/12 in the amount of \$655,503.48

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

Motion carried on roll call 8-0.

2. Moving of the Marina fence – Ald. Krueger

General discussion ensued on the Parks and Recreation Board's decision to move a portion of the Marina fence.

CA/HRD Captain explained the authority of the Parks and Recreation Board over the Marina designated a park property.

CA/HRD Captain requested a Point of Order, she had the floor to speak, Mayor Merkes accepted the Point of Order. She gave a legal interpretation of the ordinance.

Moved by Ald. Sevenich, seconded by Ald. Krueger to accept the Parks and Recreation Board decision for moving the fence in the Marina.

Moved by Ald. Taylor, seconded by Ald. Sevenich to recommend to Parks and Recreation Board to place the picnic table to the south of fence between the fence and light poll.

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

DRAFT

J. ORDINANCES AND RESOLUTIONS

1. R-13-12 - Resolution authorizing the issuance and sale of up to \$639,000 water system revenue bonds, series 2012, and providing for other details and covenants with respect thereto, and approval of related \$683,451 financial assistance agreement (Introduced by Mayor Merkes)

Moved by Ald. Sevenich, seconded by Ald. Krueger to adopt R-13-12.

MU Co-Manger Krause explained this borrowing is for improvements to a water main project. There will be a Financial Assistance Agreement with the Department of Nature Resources.

Motion carried on roll call 8-0.

K. APPOINTMENTS

1. Accept resignation of Liz Nevitt for NM Fire Commission
2. Mayor's appointment to NM Fire Commission
 - a. Almeida T. John, 401 Ahnaip St., for the term of May 15, 2012 to May 1, 2013

Moved by Ald. Sevenich, seconded by Ald. Krueger to accept resignation of Liz Nevitt and approve appointment of Almeida T. John to NM Fire Commission.

Motion carried on voice vote.

L. CLAIMS AGAINST THE CITY

M. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

No one spoke.

N. ADJOURN

Moved by Ald. Zelinski, seconded by Ald. Krueger to adjourn at 7:47 p.m.

Motion carried on voice vote.

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



Memorandum

TO: NMFR Joint Finance & Personnel Committee Members

FROM: Chief Auxier

DATE: May 17, 2012

RE: Search and Rescue MOU

Attached is a revised Memorandum of Understanding for Search and Rescues on the area lakes that we service. The reason behind this was to update contract language regarding both the Husky Airboat and Marine 3 (these are newer boats that were purchased by the County and are used by our Department).

Both City Attorney's have reviewed this document, made a few minor changes that are incorporated into this document, and agreed upon by the Sheriff's Department.

The City Attorney's are recommending NMFR Joint Finance & Personnel make a recommendation to both Common Councils that this Memorandum of Understanding be approved and authorize Chief Auxier to sign the document on behalf of NMFR.

If you have any questions, please feel free to call me at (920) 886-6203.

AA/tt

Enclosure

Sheriff
John F. Matz

Chief Deputy
Todd A. Christopherson



Winnebago County Sheriff

www.co.winnebago.wi.us



4311 JACKSON STREET
OSHKOSH, WISCONSIN 54901
(920) 236-7300 (920) 727-2888
JAIL (920) 236-7380
ADMINISTRATION FAX (920) 236-7333
RECORDS FAX (920) 236-7302

05/09/12

TO: Chief Auxier

FROM: LT. Cianciolo

RE: Search and Rescue Craft MOU

Chief Auxier,

The Winnebago County Sheriff's Office is in the process of reviewing many of our policies. In doing so I noticed that there was not a MOU in place for the current use of the Sheriff's Office Air Boat and Marine Unit. The last MOU had addressed the hover craft when that was still in service.

I have drafted a new MOU that covers the use of both the Air Boat and Marine Unit. It is very similar to the MOU that had been in place for the hover craft.

I ask that you review the new MOU and have the appropriate people sign the document. The Original MOU will be maintained by the Sheriff's Office and should be returned to me.

Thank You,

A handwritten signature in cursive script that reads "Lt. Greg Cianciolo".

Lt. Greg Cianciolo

MEMORANDUM OF UNDERSTANDING

Under the authority of Sec. 66.0301 of Wis. Stats., this agreement is entered into between Neenah-Menasha Fire Rescue and the Winnebago County Sheriff's Office. The purpose of this agreement is to define the role and responsibilities of the Parties, limited to, and as they relate to the rescue response of a Search and Rescue Craft (SRC), to that area of Winnebago County as outlined under the provisions below. This agreement is entered into by both parties, with the intent to provide life saving services for the citizens of Winnebago County. The terms and conditions for this reciprocal mutual aid rescue agreement are as follows:

1. The Sheriff's Office as its option may provide to Neenah-Menasha Fire Rescue, a serviceable SRC, with appropriate trailer to be used for rescue operations and training. Any use of the SRC outside of rescue operations and training will be approved by the Sheriff or his/her designee prior to use.
2. The Winnebago County Sheriff's Office will be responsible to provide funding for all repair and maintenance concerning the SRC and trailer, to include any needed replacement parts and labor. Minor or routine maintenance may be voluntarily performed by Neenah-Menasha Fire Rescue personnel.
3. Any damage to the SRC will be reported to the Sheriff's Office in a detailed written report describing the damage and how it occurred.
4. The Winnebago County Sheriff's Office will maintain all ownership of the SRC.
5. Both parties may solicit private funding for improvements or equipment for the SRC. Any modifications to the SRC will require approval from the Sheriff or his/her designee.
6. Winnebago County shall provide accident insurance; including liability, property, and physical damage coverage on the SRC and trailer, and agrees to waive subrogation against the Cities of Neenah and Menasha except for the liability provisions contained within this agreement.
7. Neenah-Menasha Fire Rescue will provide storage for the SRC during the season of use, and personnel to operate the unit when available. When qualified personnel are available Neenah-Menasha Fire Rescue will respond for emergency rescue operations within their designated area of response, as described in E911 Advisory Directive PSD #4 (see attachment). If the above described directive is amended by the E911 Committee, the Parties hereby agree to automatically adopt the directive as amended. Neenah-Menasha Fire Rescue will also provide an appropriate tow vehicle for emergency response.

8. The Sheriff or his/her designee has the authority to request Neenah-Menasha Fire Rescue to respond to an emergency rescue incident where the Sheriff believes that the use of the SRC is necessary. Neenah-Menasha Fire Rescue will then respond to all such calls, unless the Fire Department has insufficient staffing available to operate the SRC. In such an event the Fire Department will immediately advise the Sheriff's Office. The Sheriff's Office may then retrieve the SRC and use Sheriff's Office Personnel to staff it.
9. The Sheriff's Office will have access to, and staff the SRC when it is needed for patrol, search, dive operations and training. In the case of a prolonged incident Sheriff's Office personnel will take over operation of the SRC at an appropriate time, when staffing allows. In case of conflict, the Sheriff or his/her designee will have final authority to designate use of the SRC.
10. Personnel will be properly trained to operate the SRC according to manufacturer's operating guidelines.
11. Each party will be responsible for all wages and related costs for its personnel when operating the SRC.
12. If any use of the SRC by either party may extend outside of Winnebago County, notice of such use should be extended to the other party, and to the backup provider, and will be approved by the Sheriff or his/her designee.
13. Winnebago County and the Cities of Neenah and Menasha will each maintain adequate commercial insurance protections against all loss from liability, worker's compensation, property and marine craft physical damage in accordance with the indemnification provisions of this agreement.
14. Subject to paragraph #15 below, the Cities of Neenah and Menasha agree to indemnify and hold harmless Winnebago County (including the directors, officers, employees, agents, shareholders, insurers, successors, and assigns) from and against any and all claims, demands, penalties, fines, causes of action, liabilities, settlements, damages, costs, and expenses, including without limitations, attorney's and consultant's fees, investigating fees, court costs and otherwise, arising out of or in any way related to Neenah-Menasha Fire Rescue's operation of the SRC, including but not limited to:
 - a. Any personal injury or bodily injury (including wrongful death) or property damage (real or personal).
 - b. Any lawsuit brought or threatened, settlement reached, or local, state, or federal government or agency order, including but not limited to claims, costs, liabilities, or expenses arising under federal, state or local law.
 - c. Any violation of laws, orders, regulations, requirements or demands of any governmental authorities.

- d. Any breach or violation of any contractual provision of whatever kind with any third party.
15. Subject to paragraph #14 above, Winnebago County agrees to indemnify and hold harmless the Cities of Neenah and Menasha (including the directors, officers, employees, agents, shareholders, insurers, successors, and assigns) from and against any and all claims, demands, penalties, fines, causes of action, liabilities, settlements, damages, costs, and expenses, including without limitations, attorney's and consultant's fees, investigating fees, court costs and otherwise, arising out of or in any way related to the Winnebago County Sheriff's Office operation of the SRC, including but not limited to:
 - a. Any personal injury or bodily injury (including wrongful death) or property damage (real or personal).
 - b. Any lawsuit brought or threatened, settlement reached, or local, state, or federal government or agency order, including, but not limited to claims, costs, liabilities, or expenses arising under federal, state or local law.
 - c. Any violation of laws, orders, regulations, requirements or demands of any governmental authorities.
 - d. Any breach or violation of any contractual provision of whatever kind with any third party.
 - e. In addition, Winnebago County will indemnify and save harmless the Cities of Neenah and Menasha from and against any and all losses, claims, demands, penalties, fines, causes of action, costs, damages, expenses and liability (including statutory liability under Worker's Compensation or Unemployment Compensation), including without limitation, any attorney or consultant fees, investigation fees, court costs and litigation expenses, and other costs of defense arising out of or in any manner related to product liability or other claims related to the performance of rescue equipment under the terms of this agreement.
16. All wages and disability payments, pensions and Worker's Compensation claims, clothing and medical expenses relating to the use, training and maintenance of the SRC will be paid by the agency regularly employing such employee or officer.
17. This agreement will expire on December 31, 2012, but shall automatically renew according to these terms for successive one-year periods unless either party gives the other not less than thirty days advance notice. Either party may cancel this agreement at any time, provided that a thirty-day written notice is provided to the other party.
18. For the purposes of notice or any other issue relating to this agreement, the Sheriff for Winnebago County and the Fire Chief for Neenah-Menasha Fire Rescue are designated as the responsible parties.
19. Should any provision of this agreement be determined to be illegal by any Court, it is intended that all other provisions of the agreement will remain in force.

WINNEBAGO COUNTY SHERIFF'S OFFICE

NEENAH-MENASHA FIRE RESCUE

BY: _____
Sheriff John Matz

BY: _____
Chief Al Auxier

DATE: _____

DATE: _____

Approved as to form:

John Bodnar, Winnebago County Corporation Counsel

Atty. Jim Godlewski, Neenah City Attorney

Atty. Pat Captain, Menasha City Attorney

WINNEBAGO COUNTY SHERIFF'S OFFICE COMMUNICATIONS CENTER PROCEDURE

SUBJECT: ICE/COLD WATER RESCUE

ISSUING AGENCY: Fire E911
PROCEDURE NUMBER: PSD #04
AUTHORIZED BY: Advisory Committee (August 25, 1994)
EFFECTIVE DATE: January 1, 1994
REVIEWED DATE:
REVISED DATE: November 1, 2004

PURPOSE:

To ensure the timely and adequate dispatching of appropriate ice/cold water rescue teams for rescues in Winnebago County.

PROCEDURES:

The Winnebago County Sheriff's Office (WCSCO) has the responsibility to provide a safe and adequate response to all reports/request of citizens in need of rescue on the waterways of Winnebago County. Winnebago County Communication Center will gather initial information and dispatch appropriate search and rescue (SAR) resources. A representative of WCSCO will establish a unified command system with the assisting rescue agency when other county resources are deployed.

1. Determine the nature of the ice/cold water rescue.
 - a. Location of the incident
 - b. Number of people involved
 - c. Reporting party information and call back number.
 - d. Gather amplifying information if available: This may be done in conjunction or after dispatching of county ice/cold water rescue resources. (Examples follow)
 - Where did they leave shore?
 - GPS position?
 - How far are they from shore?
 - Length of time in water or ice flow?
 - Color of clothing?
 - Is assistance being rendered
 - Are subjects in/on any vehicle or on foot
 - What were subjects doing?
 - Are any people nearby?
 - Do they have any visual distress signals?
 - Weather on-scene?

2. Dispatch appropriate ice rescue resources. (Based on CAD recommendation and/or county ice rescue map)
 - a. Ice rescue craft from all responding agencies that possesses such craft. (hovercraft/airboat) (All boats, hovercrafts and airboats will have a unit designator of B in CAD, i.e. O15B, Y28B)
 - b. Fire department of jurisdiction for shore support
 - c. Ambulance of jurisdiction for EMS support
 - d. First responder of jurisdiction for EMS support
 - e. Law enforcement officer of jurisdiction.
3. Dispatch/assign WCSO deputy.
4. Notify WCSO shift commander.
5. Provide 15-minute time checks from time incident is dispatched.
6. Maintain incident log in CAD.
7. When requested by the IC, the communication center will contact the requested outside agency resource(s). (Air support, USCG, USCG Auxillary, dive team, county mobile command post, WDNR, etc) The IC will advise where they would like the resource(s) to respond to, and provide a phone number and/or frequency to be given to the resource(s) responding with which to contact the IC.
8. For incidents where jurisdictional fire and EMS can not be determined, communication center will advise WCSO shift commander in determining needed resources.
9. Operating ice rescue crafts will provide lat/long and/or geographical positions each time they receive a 15-minute time check from the communications center. This information will be recorded in the CAD incident log.
10. The Sheriff or designated representative has the authority to suspend search activities in the event of an unsuccessful rescue or recovery.

REQUESTS FOR ASSISTANCE FROM OUTSIDE OF WINNEBAGO COUNTY

Requests for assistance outside of Winnebago County shall be referred to the WCSO shift commander for assistance in dispatching Winnebago County resources.

RESOURCE LIST

**United States Coast Guard
Air Station Traverse City, MI**

Phone: **Emergency** **231-922-8211**

**United States Coast Guard
Station Two Rivers, WI**
13 East Street
Two Rivers, WI 54241

Phone: **Emergency** **920-793-1304**
Business **920-793-1305**
Fax **920-793-4587**

**United States Coast Guard
Auxiliary Neenah/Menasha Flotilla, WI**

Phone: **(When operational) 920-725-8027**

Mike Hofensperger (H) 920-731-9174
(C) 920-209-2038 (P) 920-323-8137

Eagle III

Phone: **1-877-332-4533 1-920-469-8977**
Or dispatch on point to point to Brown County Dispatch.

WISCONSIN DEPARTMENT OF EMERGENCY MANAGEMENT:

Phone: **1-800-943-0003**

For requesting Civil Air Patrol or other state and federal resources.

Wisconsin Department of Natural Resources

Phone: **920-424-3050**

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
July 12, 2011
MINUTES

A. CALL TO ORDER

The meeting was called to order at 4:35 p.m. by Mayor Merkes.

B. ROLL CALL/EXCUSED ABSENCES

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

PLAN COMMISSION MEMBERS EXCUSED: None

PLAN COMMISSION MEMBERS ABSENT: None

OTHERS PRESENT: CDD Keil, PP Kester, Bruce Herwig, Tom Larsen, Tony Piette and Lonnie Pichler

C. MINUTES TO APPROVE

1. **Minutes of the June 21, 2011 Plan Commission Meeting**

Motion by Comm. Homan, seconded by Ald. Benner to approve the June 21, 2011 Plan Commission meeting minutes.

The motion carried.

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

1. No one spoke.

E. DISCUSSION

1. None

F. ACTION ITEMS

1. **The Ponds of Menasha Preliminary Plat Review**

CDD Keil reviewed the staff comments on the preliminary plat. These related to access easements around the ponds, future sidewalk locations, lot configurations, street names, and right of way widths. Commissioners discussed these items along with other considerations with the consensus being that the developer be requested to review the following considerations prior to the next Plan Commission meeting:

1. Provide connection to parcels to the north via an extension of Lotus Trail. This is to provide a connection to a possible future park site and to maintain a reasonable spacing of street connections.
2. Consider revamping the layout of the NW corner of the plat. This is to minimize impact on the woodlot and increase lot yield (see attached).
3. Add a 15' maintenance easement around the perimeter of the stormwater pond within Outlot 1. The easement should extend from the top of slope.
4. The preferred sidewalk locations are shown in yellow on the attached.
5. Verify that sufficient access exists for maintenance of the pond in Outlot 2. Add a 15' maintenance easement around the perimeter of the pond.

6. Confirm reasoning for changing Whisper Falls Lane to Whisper Falls Drive.
7. Confirm reasoning for widened ROW at Lots 115-117.
8. 15' Trail easement in SW corner of plat should terminate at Snowberry Way
9. Temporary cul de sac needed at western terminus of Villa Way.

Other questions include how the owners abutting Outlot 2 are to be made responsible for their share of the maintenance costs of the pond.

2. **The Ponds of Menasha Variance Request**

This item was held pending the outcome of Item 1, above.

3. **Disposition of Former Neenah-Menasha Fire Rescue Station – 901 Airport Road**

Mayor Merkes reported that NMFR Station 36 was relocated to Manitowoc Road in May, and that the building is no longer needed for that purpose. The building sustained about \$40,000 in damage as a result of the wind storm that occurred in early May. CDD Keil stated it is the staff's opinion that the city's interests would be best served by razing the building and making the site available for other use. The adjoining property owners have been contacted and there may be possibilities of consolidating the properties into a larger development site.

Commissioners discussed:

- Possible alternative uses of the building.
- The relationship of the site to adjoining properties.
- Future use of the site.
- Selling the building as-is.

Ald. Benner made, and DPW Radtke seconded a motion to recommend that the site be cleared and that the lot be marketed for an appropriate use.

The motion carried.

4. **Landscaping Plan Amendment – Exopack – 171 River Street**

CDD Keil reported that a revised landscaping plan is being submitted in response to the revised site plan for the building addition. The original landscaping plan included some off-site areas in the green space calculations, and the actual amount of green space is closer to 3.5 % compared with the 4.8% that was claimed.

Bruce Herwig explained the efforts that have been made to add/improve site landscaping. Existing parking areas would need to be removed to accommodate more green space.

To achieve compliance, either additional green space would need to be added to the site, or the Plan Commission would need to reduce the required percentage of green space.

Commissioners discussed the location of the existing and proposed landscaping and the possibility of adding street trees within the terrace. The fencing/landscaping of an area around the steam line was also discussed.

Motion by Mayor Merkes, seconded by Comm. Homan to approved the revised landscaping plan consisting of a total of approximately 3.3% total green space with the condition that Exopack installs street trees acceptable to the City Forester for the area beginning at the first landscaped island and extending westward to the west end of the building addition.

The motion carried.

5. **Lighting Plan Amendment – Dollar General – Appleton Road**

CDD Keil stated that the lighting plan was held pending provision of a revised photometric plan. Tony Piette explained that the plan had been revised to account for lighting provided by the

existing street lights. The on-site lighting will consist of full cutoff fixtures.

Motion by DPW Radtke, seconded by Comm. Sturm to approve the lighting plan as submitted with the condition that if there are changes in off-site lighting, the owner will need to provide a new lighting plan and install lighting that is compliant with ordinance requirements.

The motion carried.

G. ADJOURNMENT

Motion by Comm. Schmidt, seconded by Comm. Cruickshank to adjourn at 4:57 p.m.

The motion carried.

Minutes respectfully submitted by Greg Keil, CDD.

CITY OF MENASHA DISBURSEMENTS

Accounts Payable for 5/22/12-5/31/12 Checks # 33529-33675	\$529,060.26
Payroll Checks for 5/31/12	162,190.39
 Total	 \$ 691,250.65

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: 5/21/2012

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
B ALFORD	33529	5/21/2012	05172012	100-0601-551.20-05	100.00	PERFORMER'S CONTRACT
			Total for check: 33529		100.00	
AMAZON	33531	5/21/2012	006612087054	100-0601-551.30-14	(4.00)	CREDIT
		5/21/2012	006613305329	100-0601-551.30-14	(1.00)	CREDIT
		5/21/2012	006613840282	100-0601-551.30-14	19.98	LIBRARY MATERIALS
		5/21/2012	006615751096	100-0601-551.30-14	121.00	LIBRARY MATERIALS
		5/21/2012	006616363536	100-0601-551.30-14	10.98	LIBRARY MATERIALS
		5/21/2012	06506257173	100-0601-551.30-14	12.95	LIBRARY MATERIALS
		5/21/2012	065402435413	100-0601-551.30-14	101.94	LIBRARY MATERIALS
		5/21/2012	065403442761	100-0601-551.30-14	258.05	LIBRARY MATERIALS
		5/21/2012	065405752543	100-0601-551.30-14	(1.00)	CREDIT
		5/21/2012	065405874016	100-0601-551.30-14	64.95	LIBRARY MATERIALS
		5/21/2012	065407184029	100-0601-551.30-14	16.99	LIBRARY MATERIALS
		5/21/2012	065408729422	100-0601-551.30-14	(1.49)	CREDIT
		5/21/2012	22362326528	100-0601-551.30-14	141.44	LIBRARY MATERIALS
		5/21/2012	293846883041	100-0601-551.30-14	44.97	LIBRARY MATERIALS
		5/21/2012	293847014950	100-0601-551.30-14	60.96	LIBRARY MATERIALS
	5/21/2012	293847240622	100-0601-551.30-14	61.46	LIBRARY MATERIALS	
		Total for check: 33531		898.18		
AUDIOGO	33532	5/21/2012	449489	100-0601-551.30-14	266.08	LIBRARY MATERIALS
			Total for check: 33532		266.08	
BAKER & TAYLOR INC	33534	5/21/2012	2026888674	100-0601-551.30-14	269.90	LIBRARY MATERIALS
		5/21/2012	2026890118	100-0601-551.30-14	77.19	LIBRARY MATERIALS
		5/21/2012	2026894896	100-0601-551.30-14	92.34	LIBRARY MATERIALS
		5/21/2012	2026896597	100-0601-551.30-14	517.66	LIBRARY MATERIALS
		5/21/2012	2026898138	100-0601-551.30-14	17.54	LIBRARY MATERIALS
		5/21/2012	2026900353	100-0601-551.30-14	283.28	LIBRARY MATERIALS
		5/21/2012	2026904094	100-0601-551.30-14	359.83	LIBRARY MATERIALS
		5/21/2012	2026911096	100-0601-551.30-14	32.70	LIBRARY MATERIALS
		5/21/2012	202691135	100-0601-551.30-14	43.59	LIBRARY MATERIALS
			Total for check: 33534		2026.90	

AP Check Register
Check Date: 5/21/2012

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
BAKER & TAYLOR INC...	33534...	5/21/2012	2026914688	100-0601-551.30-14	200.77	LIBRARY MATERIALS
		5/21/2012	2026921102	100-0601-551.30-14	585.54	LIBRARY MATERIALS
		5/21/2012	2026922916	100-0601-551.30-14	102.47	LIBRARY MATERIALS
		5/21/2012	2026924957	100-0601-551.30-14	608.62	LIBRARY MATERIALS
		5/21/2012	2026930295	100-0601-551.30-14	26.46	LIBRARY MATERIALS
		5/21/2012	2026930495	100-0601-551.30-14	90.56	LIBRARY MATERIALS
		5/21/2012	2026937369	100-0601-551.30-14	214.59	LIBRARY MATERIALS
		5/21/2012	2026947170	100-0601-551.30-14	467.35	LIBRARY MATERIALS
		5/21/2012	2026947437	100-0601-551.30-14	69.62	LIBRARY MATERIALS
		5/21/2012	2026952524	100-0601-551.30-14	73.89	LIBRARY MATERIALS
		5/21/2012	2026954537	100-0601-551.30-14	180.63	LIBRARY MATERIALS
		5/21/2012	2026963761	100-0601-551.30-14	69.44	LIBRARY MATERIALS
		5/21/2012	2026968211	100-0601-551.30-14	113.56	LIBRARY MATERIALS
		5/21/2012	2026970335	100-0601-551.30-14	874.21	LIBRARY MATERIALS
		5/21/2012	2026977731	100-0601-551.30-14	408.22	LIBRARY MATERIALS
		5/21/2012	5011941663	100-0601-551.30-14	19.39	LIBRARY MATERIALS
		5/21/2012	5011964117	100-0601-551.30-14	109.16	LIBRARY MATERIALS
		5/21/2012	179162420	100-0601-551.30-14	94.36	LIBRARY MATERIALS
		5/21/2012	179475220	100-0601-551.30-14	14.38	LIBRARY MATERIALS
		5/21/2012	179811820	100-0601-551.30-14	14.36	LIBRARY MATERIALS
			Total for check: 33534		6,031.61	
JOE BONGERS	33535	5/21/2012	05172012	100-0601-551.34-01	283.95	TRAINING MILEAGE
			Total for check: 33535		283.95	
THOMAS BOUREGY & CO INC	33536	5/21/2012	68125A	100-0601-551.30-14	139.50	LIBRARY MATERIALS
			Total for check: 33536		139.50	
BRAZEE ACE HARDWARE	33537	5/21/2012	017674	100-0601-551.30-13	4.99	HOUSEKEEPING SUPPLIES
			Total for check: 33537		4.99	
BRILLIANCE AUDIO INC	33538	5/21/2012	IN0654410	100-0601-551.30-14	196.80	LIBRARY MATERIALS

AP Check Register
Check Date: 5/21/2012

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
BRILLIANCE AUDIO INC...	33538...	5/21/2012	IN0655089	100-0601-551.30-14	228.68	LIBRARY MATERIALS
			Total for check: 33538		425.48	
CAPSTONE PRESS	33539	5/21/2012	CH10250949	100-0601-551.30-14	4,057.42	LIBRARY MATERIALS
			Total for check: 33539		4,057.42	
CDW GOVERNMENT INC	33540	5/21/2012	K014430	100-0601-551.30-10	127.60	OFFICE SUPPLIES
			Total for check: 33540		127.60	
COSTUME SPECIALISTS INC	33541	5/21/2012	05172012	100-0601-551.30-16	140.00	PROGRAM SUPPLIES
		5/21/2012	05182012	100-0601-551.30-16	140.00	PROGRAM SUPPLIES
			Total for check: 33541		280.00	
GALE	33542	5/21/2012	96087298	100-0601-551.30-14	27.99	LIBRARY MATERIALS
		5/21/2012	96194643	100-0601-551.30-14	24.79	LIBRARY MATERIALS
		5/21/2012	96196773	100-0601-551.30-14	38.92	LIBRARY MATERIALS
			Total for check: 33542		91.70	
GANNETT WISCONSIN MEDIA	33543	5/21/2012	05182012	100-0601-551.30-14	208.71	LIBRARY MATERIALS
			Total for check: 33543		208.71	
KATHY HANNAH	33544	5/21/2012	05162012	100-0601-551.34-03	30.00	TRAINING MEALS
		5/21/2012	05172012	100-0601-551.34-02	100.00	TRAINING REGISTRATION
			Total for check: 33544		130.00	
HIGHSMITH	33545	5/21/2012	4592820	100-0601-551.30-18	416.00	DEPT SUPPLIES
			Total for check: 33545		416.00	

AP Check Register
Check Date: 5/21/2012

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MATAS MUSIC STUDIO	33546	5/21/2012	367419	100-0601-551.24-04	94.50	EQUIP MAINTENANCE
			Total for check: 33546		94.50	
MIDWEST TAPE	33547	5/21/2012	90008274	100-0601-551.30-14	103.89	LIBRARY MATERIALS
		5/21/2012	90017477	100-0601-551.30-14	124.88	LIBRARY MATERIALS
			Total for check: 33547		228.77	
MINITEX	33548	5/21/2012	77704	100-0601-551.30-18	624.00	DEPT SUPPLIES
			Total for check: 33548		624.00	
MODERN BUSINESS MACHINES	33549	5/21/2012	16139172	100-0601-551.24-01	6,110.98	OFFICE EQUIPMENT
		5/21/2012	26281688	100-0601-551.24-04	965.00	EQUIP SERVICE CONTRACT
			Total for check: 33549		7,075.98	
OGDEN PLUMBING & HEATING INC	33550	5/21/2012	66006	100-0601-551.24-03	399.00	BLDG REPAIR/MAINTENANCE
			Total for check: 33550		399.00	
PENWORTHY COMPANY	33551	5/21/2012	X:526672	100-0601-551.30-14	172.68	LIBRARY MATERIALS
			Total for check: 33551		172.68	
RANDOM HOUSE INC	33552	5/21/2012	1083768436	100-0601-551.30-14	26.25	LIBRARY MATERIALS
		5/21/2012	1083810473	100-0601-551.30-14	22.50	LIBRARY MATERIALS
		5/21/2012	1083888814	100-0601-551.30-14	32.00	LIBRARY MATERIALS
		5/21/2012	1083925021	100-0601-551.30-14	10.00	LIBRARY MATERIALS
		5/21/2012	1083960611	100-0601-551.30-14	10.00	LIBRARY MATERIALS
	5/21/2012	1183810473	100-0601-551.30-14	40.00	LIBRARY MATERIALS	
			Total for check: 33552		140.75	
RECORDED BOOKS LLC	33553	5/21/2012	74520193	100-0601-551.30-14	13.90	LIBRARY MATERIALS
		5/21/2012	74523654	100-0601-551.30-14	6.95	LIBRARY MATERIALS

AP Check Register
Check Date: 5/21/2012

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
RECORDED BOOKS LLC...	33553...	5/21/2012	74529957	100-0601-551.30-14	6.95	LIBRARY MATERIALS
			Total for check: 33553		27.80	
SALEM PRESS	33554	5/21/2012	0405514-IN	100-0601-551.30-14	335.75	LIBRARY MATERIALS
			Total for check: 33554		335.75	
SHOWCASES	33555	5/21/2012	265809	100-0601-551.30-18	691.58	DEPT SUPPLIES
			Total for check: 33555		691.58	
UNIQUE MANAGEMENT SERVICES INC	33556	5/21/2012	222929	100-0000-441.19-00	223.75	COLLECTION AGENCY FEES
			Total for check: 33556		223.75	
JULIE WING	33557	5/21/2012	05172012	100-0601-551.34-01	36.45	TRAINING MILEAGE
			Total for check: 33557		36.45	
					<u>23,512.23</u>	

AP Check Register
Check Date: 5/24/2012

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ACCURATE	33558	5/24/2012	1206336	731-1022-541.30-18	197.30	Drill Bits/Ties/Tape
		5/24/2012	1206342	731-1022-541.30-18	22.82	Grit Shop
			Total for check: 33558		220.12	
AEROLOC INCORPORATED	33559	5/24/2012	1016	100-0000-123.00-00	2,000.00	Asbestos Removal/428 6th
			Total for check: 33559		2,000.00	
AIRGAS NORTH CENTRAL	33560	5/24/2012	105664423	731-1022-541.21-06	75.48	Cylinders
		5/24/2012	9005539443	731-1022-541.30-18	125.50	Acetylene Ind/Mig Nozzle
			Total for check: 33560		200.98	
APEX SOFTWARE	33561	5/24/2012	272053	100-0402-513.21-04	215.00	Maintenance Renewal
			Total for check: 33561		215.00	
APPLETON ELECTRONICS SUPPLY LLC	33562	5/24/2012	6730	100-0703-553.24-05	240.00	ABB Contactoer
			Total for check: 33562		240.00	
APPLETON HYDRAULIC COMPONENTS	33563	5/24/2012	23087	731-1022-541.38-03	60.82	Supply Seal Kit
			Total for check: 33563		60.82	
ASSOCIATED APPRAISAL CONSULTANTS	33564	5/24/2012	12895	100-0402-513.21-09	4,975.00	April 2012 Professional Services
		5/24/2012	12896	100-0402-513.30-11	409.85	April 2012 Postage
		5/24/2012		100-0402-513.21-04	59.76	April 2012 Internet Posting
			Total for check: 33564		5,444.61	
BADGER HIGHWAYS CO INC	33565	5/24/2012	156737	625-1010-541.30-18	38.81	Villa Back Plaster Catchbasins
		5/24/2012	156768	625-1010-541.30-18	170.10	Ilda Street
			Total for check: 33565		208.91	

AP Check Register
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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
BECK ELECTRIC INC	33566	5/24/2012	MY2112-COM-ED1	100-1008-541.24-04	520.00	Main/Repair Main/Tayco & Oneida/Manitowoc
				100-1008-541.30-18	9.04	Main/Repair Main/Tayco & Oneida/Manitowoc
				Total for check: 33566	529.04	
BOUWER PRINTING INC	33567	5/24/2012	94339	100-0801-521.29-01	108.89	Scam Labels
				Total for check: 33567	108.89	
BRAZEE ACE HARDWARE	33568	5/24/2012	017683	100-1001-514.30-15	4.99	Plastic Tool Box
				Total for check: 33568	4.99	
BROCK WHITE COMPANY	33569	5/24/2012	12194701-00	100-0704-552.24-04	290.75	Eucocrete/Buckshot/Epoxy
				12195672-00	(64.65)	Concrete Blocks/Credit
				Total for check: 33569	226.10	
CALUMET COUNTY CLERK	33570	5/24/2012	DOG LICENSE	100-0000-201.03-00	75.00	Dog Licenses 5131-5150
				Total for check: 33570	75.00	
CALUMET COUNTY CLERK OF COURTS	33571	5/24/2012		100-0000-201.03-00	650.00	Bond/MEPD 12-1496
				Total for check: 33571	650.00	
CAMERA CORNER INC	33572	5/24/2012	0233128-IN	743-0403-513.21-04	3,125.00	SSB Contract/SVC Job Outside Services
				Total for check: 33572	3,125.00	
DRAINAGE INDUSTRIES	33573	5/24/2012	217591-00	625-1010-541.30-18	562.25	End Caps/Tubing/EI/TEE
				Total for check: 33573	562.25	
FERNANDEZ, ARTURO	33574	5/24/2012		100-0000-201.10-00	100.00	Excavation Permit 10766 Deposit
				Total for check: 33574	100.00	

AP Check Register
Check Date: 5/24/2012

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
GALLS LLC	33575	5/24/2012	512147164	100-0801-521.29-05	857.52	Tufbox
		5/24/2012	512147168	100-0801-521.29-05	735.89	Arrowstik, Surface Mounts
		5/24/2012	512147169	100-0801-521.29-05	189.99	Lights
			Total for check: 33575		1,783.40	
HORN PRECAST	33576	5/24/2012	4337	625-1010-541.30-18	415.00	Risers
			Total for check: 33576		415.00	
IMPERIAL SUPPLIES LLC	33577	5/24/2012	HZ8211	731-1022-541.30-18	192.63	Gloves
			Total for check: 33577		192.63	
INTERSTATE BATTERY OF GREEN BAY	33578	5/24/2012	183035	100-1003-541.30-15	129.95	DC9096-2
				100-1009-541.30-15	129.95	DC9096-2
			Total for check: 33578		259.90	
KJ WASTE SYSTEMS INC	33579	5/24/2012		266-1027-543.21-06	542.00	April Recycling
			Total for check: 33579		542.00	
LINCOLN CONTRACTORS SUPPLY INC	33580	5/24/2012	112499	100-1003-541.30-15	231.99	Box Level/Framing Hammer
			Total for check: 33580		231.99	
MATTHEWS TIRE & SERVICE CENTER	33581	5/24/2012	42949	731-1022-541.38-02	637.86	Tires & Hardware
			Total for check: 33581		637.86	
MCMAHON	33582	5/24/2012	49253	625-1002-541.21-02	1,500.00	Planning Grant App Contract 92-0254
			Total for check: 33582		1,500.00	

AP Check Register
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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MENARDS-APPLETON EAST	33583	5/24/2012	43646	100-0703-553.30-18	96.63	Paint & Supplies
				Total for check: 33583	96.63	
MENARDS-APPLETON WEST	33584	5/24/2012	5749	100-1003-541.30-15	26.91	Duraguard
				Total for check: 33584	26.91	
ELISHA D SMITH PUBLIC LIBRARY	33585	5/24/2012		100-0000-103.05-00	54.00	Start-Up Cash Bags
				Total for check: 33585	54.00	
MENASHA UTILITIES	33586	5/24/2012		267-0102-581.22-03	1,760.00	Steam Plant
				267-0102-581.22-05	175.26	Steam Plant
				Total for check: 33586	1,935.26	
MODERN BUSINESS MACHINES	33587	5/24/2012		743-0403-513.29-01	86.50	Public Works Facility
				743-0403-513.29-01	243.10	Contract for June 2012
				Total for check: 33587	329.60	
NEENAH-MENASHA MUNICIPAL COURT	33588	5/24/2012		100-0000-201.03-00	139.00	Bond/MEPD 12-62
				100-0000-201.03-00	185.60	Bond/MEPD 12-106
				100-0000-201.03-00	202.00	Bond/MEPD 12-1494
				100-0000-201.03-00	202.00	Bond/MEPD 12-1494
				100-0000-201.03-00	66.00	Bond/MEPD 12-1461
Total for check: 33588	1,046.40					
NETWORK HEALTH SYSTEM INC	33589	5/24/2012		100-0202-512.21-05	714.00	Employee Screenings
				Total for check: 33589	714.00	

AP Check Register
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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
NIELSON COMMUNICATIONS	33590	5/24/2012	FV12-27354	731-1022-541.82-01	172.50	Copper Ground Wire
			Total for check: 33590		172.50	
RAY O'HERRON CO INC	33591	5/24/2012	121117-IN	100-0801-521.30-18	152.17	Badges
			Total for check: 33591		152.17	
PERSONNEL EVALUATION INC	33592	5/24/2012	99326	100-0801-521.21-06	320.00	April PEP Billing
			Total for check: 33592		320.00	
ROTO-GRAPHIC PRINTING INC	33593	5/24/2012	47270	100-0204-512.30-10	135.91	Gas Posters
			Total for check: 33593		135.91	
SAM'S CLUB/GEGRB	33594	5/24/2012		100-0702-552.34-03	40.40	Refreshments/Fishing Prog
			Total for check: 33594		40.40	
SANOFI PASTEUR INC	33595	5/24/2012	99618911	100-0903-531.30-18	61.53	Tubersol Test/Ruler
			Total for check: 33595		61.53	
SPEEDY METALS LLC	33596	5/24/2012	702689-AP	731-1022-541.38-03	68.15	2-1/2 rd crs 4140 HT
			Total for check: 33596		68.15	
SUNGARD PUBLIC SECTOR INC	33597	5/24/2012	50087	743-0403-513.24-04	2,678.00	Contracts/ASP Service
			Total for check: 33597		2,678.00	
SUPERIOR CHEMICAL CORP	33598	5/24/2012	90069	100-0000-132.00-00	239.85	Cleaners
			Total for check: 33598		239.85	

AP Check Register
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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
SWIDERSKI EQUIPMENT INC	33599	5/24/2012	IF11867	731-1022-541.38-03	475.69	Parts
			Total for check: 33599		<u>475.69</u>	
SYN-TECH SYSTEMS	33600	5/24/2012	71551	731-1022-541.24-06	472.00	Cable Assembly/Module
			Total for check: 33600		<u>472.00</u>	
THEDACARE LABORATORIES	33601	5/24/2012	201204-0	100-0000-201.17-00	852.25	
			Total for check: 33601		<u>852.25</u>	
TRI-COUNTY OVERHEAD DOOR INC	33602	5/24/2012	29046	731-1022-541.24-03	178.00	Repair Cables/Hinges
			Total for check: 33602		<u>178.00</u>	
UNIFIRST CORPORATION	33603	5/24/2012	097 0111918	731-1022-541.20-01	99.52	Uniform & Supply Cleaning
			Total for check: 33603		<u>99.52</u>	
UNITEL INC	33604	5/24/2012	35677	743-0403-513.22-01	445.00	Installation of Software New Server
			Total for check: 33604		<u>445.00</u>	
US VENTURE	33605	5/24/2012	L44228	731-1022-541.21-06	12.00	Water AF Fuel
			Total for check: 33605		<u>12.00</u>	
THE VALLEY GUIDE LLC	33606	5/24/2012	0512	100-0702-552.29-03	75.00	Grunski Runski Ad
			Total for check: 33606		<u>75.00</u>	
VERIZON WIRELESS	33607	5/24/2012	2737401823	100-1001-514.22-01	1.56	Phone Charges
				100-0919-531.22-01	8.14	Phone Charges
				100-0601-551.22-01	4.50	Phone Charges
				100-0703-553.22-01	22.09	Phone Charges
				601-1020-543.22-01	29.37	Phone Charges

AP Check Register
Check Date: 5/24/2012

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
VERIZON WIRELESS...	33607...	5/24/2012	2737401825	100-0919-531.22-01	12.32	Health Dept Phone Charges
	Total for check: 33607				77.98	
WAYNE ENGINEERING	33608	5/24/2012	82477	731-1022-541.38-03	119.18	Relay, Weatherproof 12V
	Total for check: 33608				119.18	
WE ENERGIES	33609	5/24/2012		100-0703-553.22-04	8.41	2170 Plank Road
	Total for check: 33609				8.41	
WERNER ELECTRIC SUPPLY CO	33610	5/24/2012	S3554988.001	100-0703-553.30-18	12.75	Light Bulb
	Total for check: 33610				12.75	
WINNEBAGO COUNTY CLERK OF COURTS	33611	5/24/2012		100-0000-201.03-00	150.00	Bond/MEPD 12-1501
	Total for check: 33611				150.00	
WINNEBAGO COUNTY TREASURER	33612	5/24/2012	2924	100-0204-512.29-01	987.00	Ballots
				100-0204-512.29-02	86.50	Publication
				100-0204-512.24-04	352.98	Programming
Total for check: 33612				1,426.48		
WISCONSIN MEDICAID	33613	5/24/2012		100-0000-482.01-00	205.77	
	Total for check: 33613				205.77	
WISCONSIN TAXPAYERS ALLIANCE	33614	5/24/2012		100-0401-513.32-02	42.97	Renewal
	Total for check: 33614				42.97	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ZIELINSKI, JULANE	33615	5/24/2012	ZIELINSKI	100-0802-521.19-04	32.61	Uniform Jacket Cleaning
			Total for check: 33615		<u>32.61</u>	
					<u>32,291.41</u>	

AP Check Register
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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ACCURATE	33616	5/31/2012	1206337	731-1022-541.30-18	24.31	Air Coupler/Tape
		5/31/2012	1206658	731-1022-541.30-18	152.37	Battery Lugs/Weatherpak
		5/31/2012	1206713	731-1022-541.38-03	179.80	Strobe Lights
		5/31/2012	1206866	731-1022-541.30-18	30.97	Shop Supplies
		5/31/2012		731-1022-541.30-18	68.12	Shop Supplies
				731-1022-541.38-03	67.16	Urethane Pad
				Total for check: 33616	522.73	
AIRGAS NORTH CENTRAL	33617	5/31/2012	9902343878	731-1022-541.21-06	127.48	Lease Cyl/Lease Renewal
				Total for check: 33617	127.48	
CITY OF APPLETON	33618	5/31/2012	205628	100-0302-542.25-01	13,338.00	May 2012 Transit Services
				Total for check: 33618	13,338.00	
ASSESSMENT TECHNOLOGIES LLC	33619	5/31/2012	3765	625-1002-541.30-12	400.00	2011 Municipal Viewer
				Total for check: 33619	400.00	
BADGER HIGHWAYS CO INC	33620	5/31/2012	156801	625-1010-541.30-18	217.15	ida, Grove, & 8th Project
				100-1004-541.30-18	668.22	ida, Grove, & 8th Project
				100-1003-541.30-18	668.22	ida, Grove, & 8th Project
				100-0703-553.30-18	55.44	Concrete Sand
				Total for check: 33620	1,609.03	
BAYCOM INC	33621	5/31/2012	68294	100-0801-521.29-05	593.00	Mounting Equipment
				Total for check: 33621	593.00	
BECK ELECTRIC INC	33622	5/31/2012	M1612-COM-PKM	207-0707-552.24-02	482.05	Shorewall Maintenance Marina
				Total for check: 33622	482.05	

AP Check Register
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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
BERGSTROM	33623	5/31/2012	N130020	100-0801-521.80-03	25,361.86	Vehicle
				Total for check: 33623	25,361.86	
BIG SKY RACKS INC	33624	5/31/2012	61409	100-0801-521.29-05	492.77	Shotgun Locking Mount Electric Locking Mount
				Total for check: 33624	492.77	
BROCK WHITE COMPANY	33625	5/31/2012	12196299-00	625-1010-541.30-18	390.69	Concrete Brick/Block
				Total for check: 33625	390.69	
CARDMEMBER SERVICE	33627	5/31/2012		100-0801-521.30-13	(94.50)	Bell Parts Supply Inc
				100-1001-514.24-03	18.03	Lowes
				100-1001-514.30-18	15.65	WM Supercenters
				100-1001-514.30-18	10.30	Mouser Electronics
				100-0601-551.24-03	67.89	Luxor Direct
				100-0801-521.24-03	155.26	Tools4flooring
				100-0801-521.30-13	18.00	Water Right Services
				731-1022-541.30-13	18.00	Water Right Services
				100-1001-514.20-01	54.00	Water Right Services
				743-0403-513.34-02	12.95	Experts Exchange LLC
				100-0801-521.30-15	108.00	Antenna Plus LLC
				100-0703-553.30-18	90.13	Mills Fleet Farm
				100-0703-553.30-18	69.85	Mills Fleet Farm
				100-0904-531.32-01	95.00	Nehacert.corg
				100-0904-531.33-01	565.00	NEHA
				100-0904-531.33-03	70.00	Best Western
				731-1022-541.30-15	149.55	PAYPAL
100-0801-521.30-18	40.92	Arrowhead Scientific				
824-0801-521.21-06	45.99	Tailwaggers Doggy				
100-0801-521.34-03	14.71	CRV Market Fresh Lounge				
100-0801-521.34-03	210.00	Chula Vista Resort				
100-0801-521.34-03	16.29	CVR Market Fresh Lounge				
100-0601-551.30-19	52.70	Amazon.com				
100-0601-551.33-03	32.00	Wisconsin Library Assoc				

AP Check Register
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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
CARDMEMBER SERVICE...	33627...	5/31/2012...	...	100-0601-551.34-02	75.00	Wisconsin Library Assoc
				100-0601-551.30-16	55.17	Hobby Lobby
				100-0601-551.30-19	499.99	Wreath Factory
				100-0801-521.30-10	40.30	Baudville Inc
				100-0702-552.34-03	157.50	Domino's Fishing Program
			Total for check: 33627		2,663.68	
CASPERS TRUCK EQUIPMENT INC	33628	5/31/2012	59552	731-1022-541.38-03	147.52	Filter Element
			Total for check: 33628		147.52	
COMMUNITY HOUSING COORDINATOR	33629	5/31/2012	163	100-0304-562.21-06	1,800.00	May 2012 Comprehensive Housing Plan
			Total for check: 33629		1,800.00	
CUMMINS NPOWER LLC	33630	5/31/2012	802-48303	731-1022-541.29-04	3,187.59	Maintenance
			Total for check: 33630		3,187.59	
DIGICORPORATION	33631	5/31/2012	122979	100-0000-134.00-00	(120.00)	Finance Envelopes
				100-0401-513.29-01	196.00	Finance Envelopes
			Total for check: 33631		76.00	
DUMKE & ASSOCIATES &	33632	5/31/2012	316 RACINE RENT	100-0903-531.29-06	2,077.50	Rental/316 Racine
			Total for check: 33632		2,077.50	
ESFI	33633	5/31/2012	92486637	743-0403-513.24-04	250.00	ArcPad Maintenance
			Total for check: 33633		250.00	
FASTENAL COMPANY	33634	5/31/2012	WINEE75059	100-0703-553.30-18	230.08	Coil St Link
			Total for check: 33634		230.08	

AP Check Register
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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
FIRST SUPPLY LLC - APPLETON	33635	5/31/2012	9331226-00	100-0703-553.30-18	62.80	PVC
		5/31/2012	9333513-00	100-0703-553.30-18	15.92	PVC Cement
			Total for check: 33635		78.72	
FOX STAMP SIGN & SPECIALTY	33636	5/31/2012	210688	100-0801-521.30-10	48.00	Ink Stamps
			Total for check: 33636		48.00	
GAT SUPPLY INC	33637	5/31/2012	00005458	100-1009-541.30-15	49.50	Certaform Flex
				100-1003-541.30-15	49.50	Certaform Flex
			Total for check: 33637		99.00	
GOSS GUTTERS LLC	33638	5/31/2012	240	100-0703-553.24-03	481.00	Gutters/Jeff Park Pav
			Total for check: 33638		481.00	
GUNDERSON UNIFORM & LINEN RENTAL	33639	5/31/2012	1459348	100-0801-521.30-13	31.45	Supply Cleaning
			Total for check: 33639		31.45	
JOHN DEERE FINANCIAL	33640	5/31/2012	61311487	100-1004-541.30-18	643.45	Staples/Straw Mat/Seed
			Total for check: 33640		643.45	
JOHN DEERE FINANCIAL	33641	5/31/2012		100-0703-553.30-18	65.92	JDL/LESCO Materials
				100-0703-553.30-18	159.96	JDL/LESCO Materials
				100-0706-561.30-18	58.18	JDL/LESCO Materials
			Total for check: 33641		284.06	AquanEAT, Signs Grass Seed Aquagel Series
JOHN'S SAW SERVICE	33642	5/31/2012	8783	731-1022-541.38-03	45.94	Belt & Filters
			Total for check: 33642		45.94	
JX ENTERPRISES INC	33643	5/31/2012	G-221240013	731-1022-541.38-03	33.84	Alrm-Elect Bkup Lam

AP Check Register
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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
JX ENTERPRISES INC...	33643...	5/31/2012	G-221250020	100-1027-543.30-15	628.29	Seat-LB Uride LoPro
		5/31/2012	G-221300012	731-1022-541.38-03	791.48	Pipe-Radiator/Cylinders
			Total for check: 33643		1,453.61	
KITZ & PFEIL INC	33644	5/31/2012	050809-0034	100-0501-522.24-03	135.33	Station 35 Project/NMFR
		5/31/2012	051714-0031	100-0501-522.24-03	146.43	Station 35 Project/NMFR
		5/31/2012	051814-0225	100-0501-522.24-03	10.86	Station 35 Project/NMFR
		Total for check: 33644		292.62		
KUNDINGER FLUID POWER INC	33645	5/31/2012	50185842	731-1022-541.38-03	113.13	Hose Assembly
			Total for check: 33645		113.13	
MENARDS-APPLETON EAST	33646	5/31/2012	45641	100-0703-553.30-18	31.78	Spanner Bits/Bit Holder
			Total for check: 33646		31.78	
MENASHA EMPLOYEES CREDIT UNION	33647	5/31/2012	20120531	100-0000-202.05-00	14,031.00	PAYROLL SUMMARY
			Total for check: 33647		14,031.00	
MENASHA TREASURER	33648	5/31/2012		100-0000-103.08-00	350.00	Start-up Money - Rec
				100-0000-103.08-00	700.00	Start-up Money - Pool
			Total for check: 33648		1,050.00	
MENASHA UTILITIES	33649	5/31/2012	BILLING 1	100-1008-541.22-03	308.90	Electric
				100-0000-123.00-00	16.74	Electric
				100-1012-541.22-03	80.79	Electric
				100-0305-562.22-03	19.84	Electric
				100-0305-562.22-06	17.50	Storm
				100-0304-562.22-03	28.90	Electric
				100-1013-541.22-03	52.78	Electric
				100-1013-541.22-06	187.51	Storm
				207-0707-552.22-03	225.27	Electric
				Total for check: 33649		1,050.00

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MENASHA UTILITIES...	33649...	5/31/2012...	BILLING 1...	207-0707-552.22-05	33.58	Water/Sewer
				207-0707-552.22-06	31.88	Storm
				100-0703-553.22-03	363.31	Electric
				100-0703-553.22-05	73.50	Water/Sewer
				100-0703-553.22-06	198.14	Storm
				100-1001-514.22-03	1,289.73	Electric
				100-1001-514.22-05	457.50	Water/Sewer
				743-0403-513.21-04	3,061.36	Outside Services
				100-1014-543.22-06	12.50	Storm
				100-1019-552.22-03	121.62	Electric
			601-1020-543.22-03	34.48	Electric	
			Total for check: 33649	6,615.83		
LW MEYER INC	33650	5/31/2012	512471	731-1022-541.21-06	79.36	Drill Repair
				Total for check: 33650	79.36	
MORTON SAFETY	33651	5/31/2012	673746	731-1022-541.30-18	18.25	Anti-Vibe Rubber Palm
				675562	202.70	Rainsuits/Respirator/Eye
				Total for check: 33651	237.05	
NEENAH-MENASHA MUNICIPAL COURT	33652	5/31/2012		100-0000-201.03-00	73.00	Bond/MPD 12-1461
				Total for check: 33652	73.00	
CITY OF NEENAH	33653	5/31/2012	FIRE SERVICES	100-0501-522.25-01	262,957.00	Fire/Rescue Services
				Total for check: 33653	262,957.00	
NETWORK HEALTH PLAN	33654	5/31/2012	00493060	100-0000-204.08-00	108,866.73	June Health Premiums
				100-0000-204.11-00	9,666.75	June Health Premiums
			Total for check: 33654	118,533.48		

AP Check Register

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
NORTHEAST WISCONSIN TECHNICAL	33655	5/31/2012	CS20817	100-0801-521.34-02	400.00	Homicide Investigation
			Total for check: 33655		400.00	
RAY O'HERRON CO INC	33656	5/31/2012	1211283-IN	100-0801-521.30-18	136.72	Badges
			Total for check: 33656		136.72	
RADTKE CONTRACTORS INC	33657	5/31/2012	31065	100-0703-553.24-05	450.00	Dock Repair
			Total for check: 33657		450.00	
REDWELDING CO	33658	5/31/2012	14374	731-1022-541.30-18	139.80	Hinge Bracket/Plate
			Total for check: 33658		139.80	
ROAD EQUIPMENT	33659	5/31/2012	WA545371	731-1022-541.30-18	76.25	Roof Seal/Adhesive
			Total for check: 33659		76.25	
DR TERESA RUDOLPH	33660	5/31/2012		100-0903-531.21-05	150.00	Monthly City Physician
			Total for check: 33660		150.00	
SOLEA MEXICAN GRILL LLC	33661	5/31/2012	REFUND	100-0000-441.01-00	25.00	Refund Liquor License
			Total for check: 33661		25.00	Publication Fee
STREICHER'S INC	33662	5/31/2012	1920484	824-0801-521.30-15	65.00	Trousers
			Total for check: 33662		65.00	
THEDACARE	33663	5/31/2012	9200564789	100-0801-521.21-05	58.00	Venipuncture
			Total for check: 33663		58.00	
TRADER PLUMBING INC	33664	5/31/2012	35563	100-0704-552.24-03	891.97	Pool Maintenance

AP Check Register
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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
TRADER PLUMBING INC...	33664...	5/31/2012	35571	207-0707-552.30-18	97.40	Adapters/Rings/Piping
				Total for check: 33664	989.37	
TREEO'S TREE SERVICE INC	33665	5/31/2012	3056	100-0706-561.20-06	1,195.00	Tree Removal
				Total for check: 33665	1,195.00	
UNIFIRST CORPORATION	33666	5/31/2012	097 0112396	731-1022-541.20-01	116.56	Clothing/Supply Cleaning
				Total for check: 33666	116.56	
UNITED WAY FOX CITIES	33667	5/31/2012	20120531	100-0000-202.09-00	27.48	PAYROLL SUMMARY
				Total for check: 33667	27.48	
UPS FREIGHT	33668	5/31/2012	20473980	100-0801-521.29-05	110.00	Redelivery Charge
				Total for check: 33668	110.00	
WC INDUSTRIAL SUPPLY COMPANY	33669	5/31/2012	0018214-IN	731-1022-541.38-03	2.24	Keystock
				Total for check: 33669	2.24	
WE ENERGIES	33670	5/31/2012		100-1001-514.22-04	26.35	901 E Airport Rd
				100-0000-123.00-00	473.05	Neenah/Menasha Fire
				100-1001-514.22-04	423.06	City Hall
				100-0801-521.22-04	653.27	Police Dept
				100-0920-531.22-04	45.47	Senior Center
				100-0601-551.22-04	1,358.21	Library
				100-0703-553.22-04	342.74	Parks
				100-0704-552.22-04	69.35	Pool
				207-0707-552.22-04	40.49	Marina
				731-1022-541.22-04	798.53	Garage
			Total for check: 33670	4,230.52		

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
WEDA	33671	5/31/2012	3105	100-0304-562.32-01	405.00	Membership Dues
				Total for check: 33671	405.00	
WERNER ELECTRIC SUPPLY CO	33672	5/31/2012	S3553133.002	100-0703-553.24-03	72.30	Supplies
				Total for check: 33672	72.30	
WI SCTF	33673	5/31/2012	20120531	100-0000-202.03-00	260.00	PAYROLL SUMMARY
				Total for check: 33673	260.00	
WISCONSIN CHIEFS OF POLICE ASSN INC	33674	5/31/2012		100-0801-521.21-06	613.00	Police Entry Exams/Guide
				Total for check: 33674	613.00	
WISCONSIN SUPPORT COLLECTIONS	33675	5/31/2012	20120531	100-0000-202.03-00	1,881.86	PAYROLL SUMMARY
				100-0000-202.04-00	923.06	PAYROLL SUMMARY
				Total for check: 33675	2,804.92	

473,256.62



May 31, 2012

To: Common Council
From: Debbie Galeazzi, Clerk
Subject: Liquor License Applications, July 1, 2012-June 30, 2013

The following is a partial list of renewal applications to deal in intoxicating liquor and/or fermented malt beverages for the July 1, 2012-June 30, 2013 licensing period that have been filed in the Clerk's office. This is just a partial list of applications submitted. The remaining applications will be submitted for consideration on June 18, 2012.

CLASS "A" MALT

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

CLASS "B" MALT

St. Patrick's Parish, 324 Nicolet Blvd, Menasha, Denise Meyers/Agent
Patrick DuFrane, 610 Tayco St. Menasha, d/b/a The Weather Vane Restaurant, 186 Main St, Menasha

"CLASS A" LIQUOR AND MALT

Doris A. Szymanski, 701 Keyes St. Menasha, d/b/a Club Liquor, 234 Main St. Menasha
Piggly Wiggly Midwest Inc., 2215 Union Ave., Sheboygan, WI, d/b/a Piggly Wiggly Supermarket #24, 1151 Midway Rd., Glen L. Femal/Agent
Kwik Trip, Inc, 1626 Oak St., LaCrosse, WI, d/b/a Kwik Trip #743, 1870 USH 10/114, Jessica Hartjis/Agent
U.S. Venture, Inc., 425 Better Way, Appleton, d/b/a Express Convenience Centers, 700 3rd St Menasha, James Patrick Kratowicz/Agent
Wisconsin CVS Pharmacy, LLC, 1 CVS Dr., #23062A Woonsocket, RI, d/b/a CVS Pharmacy #5186, 1485 S. Oneida Street, Appleton, Amy Lynn Vandenhogen-Braun/Agent
Walgreen Co., 300 Wilmond Rd., Deerfield, IL, d/b/a Walgreens #03851, 305 Racine St Menasha, Toni Strobel/Agent
Stop N Go LLC, 1200 Plank Road, Menasha, d/b/a Stop N Go, 1200 Plank Road, Menasha, Kamaljit Gill/Agent

"CLASS B" LIQUOR AND MALT

Andrew J. Brodzinski, 1027 Brighton Dr. Menasha, d/b/a Fish Fry Tavern, 528 Milwaukee St. Menasha
Patricia J. Kersten, 10 Tayco St. Menasha, d/b/a Pat's Legend Inn, 10 Tayco St. Menasha
Peter J. Kemps, 104 River St., Kaukauna, d/b/a Jitters Lounge, 23 Main St. Menasha
David Seidl, 8879 Pioneer Rd., Larsen, d/b/a City Limits, 544 Fourth St. Menasha
Steven C. Szymanski, 361 Elm St. Menasha, d/b/a Club Tavern, 56 Racine St. Menasha
Franky's of Menasha, LLC, 200 Main St. Menasha, d/b/a The Blind Pig Saloon, 200 Main St. Menasha, Frank Prokash/Agent
M N S Inc., 332 Ahnaip St. Menasha, d/b/a Luigi's Pizza & Pasta, 332 Ahnaip St. Menasha, Matteo Sollena/Agent
Menasha Grill, Inc., 204 Main St. Menasha, d/b/a Menasha Grill, 204 Main St. Menasha, Charlie Cross/Agent
Neenah-Menasha K of C Building Assn., 746, 3rd St. Menasha, d/b/a Knights of Columbus, 746 3rd St. Menasha, Dale Berken/Agent
Ramsey & Ramsey, Inc., 2 Tayco St. Menasha, d/b/a R & R Bar, 2 Tayco St. Menasha, Mary Saunders/Agent
Stone Toad Inc, 1109 S. Oneida St. Menasha, d/b/a Stone Toad Bar-Grill, 1109 S. Oneida St. Menasha, Jennifer Weinandt/Agent
Trailside Tavern Inc., 977 Plank Rd, d/b/a The Redliner, 977 Plank Rd. Menasha, Jean Redlin/Agent
140 Main Street • Menasha, Wisconsin 54952-3151 • (920) 967-5117 • Fax (920) 967-5273

RESERVE "CLASS B" LIQUOR AND MALT

Neenah-Menasha Elks Club #676 of B.P.O.E., 328 Nicolet Blvd, Menasha, d/b/a Neenah-Menasha Elks Lodge
#676, 328 Nicolet Blvd, Menasha, Ernie G. Bellin/Agent
Historic Hotel Pub LLC, 177 Main St. Menasha, d/b/a Hotel Pub, 177 Main St. Menasha, Laura A. Biechler/Agent

CLASS "C" WINE

Patrick DuFrane, 610 Tayco St. Menasha, d/b/a The Weather Vane Restaurant, 186 Main St, Menasha

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

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

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

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

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

It is my recommendations that these applications be approved for the 2012-2013 licensing year.

ORDINANCE O-5-12
AN ORDINANCE AMENDING SECTIONS 10-1-26 AND 10-1-27(b) THE
MUNICIPAL CODE
(Winnebago Avenue, Konemac Street, Fourth Street, School Court)

INTRODUCED BY ALD. ZELINSKI

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

SECTION 1: Amend Title 10, Article C, SEC. 10-1-26 and SEC. 10-1-27 of the Code of Ordinances of the City of Menasha, Wisconsin as follows:

Title 10 – Motor Vehicles and Traffic

ARTICLE C

Parking Regulations

SEC. 10-1-26

No person shall park or leave standing any vehicle upon any of the following highways, streets or parts thereof, except temporarily for the purpose of and while actually engaged in receiving or discharging passengers.

...
~~(xxxx) Both sides of Fourth Street from the intersection of Fourth Street and Konemac Street forty (40) feet east.~~

...
(ag) The east side of Winnebago Avenue from Nicolet Boulevard north to Keves Street.

(ah) The west side of Konemac Street from Plank Road through the Fourth Street intersection.

SEC. 10-1-27

When signs or parking meters are erected in any block giving notice thereof, no person shall park or leave standing any vehicle for longer than the period specified upon any of the following highways, streets, or parts thereof, except temporarily for the purpose of and while actually engaged in receiving or discharging passengers. However, this provision shall not apply to Saturdays, Sundays and legal holidays.

...
(b) **PARKING FOR MORE THAN ONE CONSECUTIVE HOUR, MONDAY THROUGH FRIDAY, 7:30 AM TO 3:30 PM**

(1) School Court, on school days.

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

Passed and approved this day of , 2012.

Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk

ORDINANCE O-6-12
AN ORDINANCE AMENDING TITLE 8, CHAPTER 2 OF CODE OF ORDINANCES –
WEIGHTS AND MEASURES

INTRODUCED BY MAYOR MERKES

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

SECTION 1: Amend Title 8, Chapter 2 of the Code of Ordinances of the City of Menasha, Wisconsin as follows:

TITLE 8 – HEALTH AND SANITATION
CHAPTER 2
Weights and Measures

SEC. 8-2-1 FEDERAL STANDARDS, STATE STATUTES AND ADMINISTRATIVE CODE ADOPTED BY REFERENCE.

The subsequent federal standards, Wisconsin Statutes, the Sections thereof, and Wisconsin Administrative Rules are adopted by reference and shall be enforced under this Chapter with violations of same subject to penalties set forth in Section 1-1-7.

- (a) Chapter 98, Wisconsin Statutes, "Weights and Measures."
- (b) Chapter ATCP 90, Wisconsin Administrative Code, "Fair Packaging and Labeling."
- (c) Chapter ATCP 91, Wisconsin Administrative Code, "Selling Commodities by Weight, Measure or Count."
- (d) Chapter ATCP 92, Wisconsin Administrative Code, "Weights and Measures."
- (e) Chapter ATCP 93, Wisconsin Administrative Code, "Department of Agriculture, Trade and Consumer Protection."
- (f) Chapter ATCP 100, Wisconsin Administrative Code, "Marketing; Trade Practices."
- (g) Chapter ATCP 136, Wisconsin Administrative Code, "Mobile Air Conditioners, Reclaiming or Recycling Refrigerant."
- (h) NIST Handbook 44, 112, 130, 133, U.S. Department of Commerce, "Specifications, Tolerances and Other Technical Requirements for Commercial Weighing and Measuring Devices."

SEC. 8-2-2 DEFINITIONS.

As used in this Chapter, unless the context requires otherwise:

- (a) **WEIGHTS AND MEASUREMENTS.** Weights and measures of every kind, instruments and devices for weighing and measuring, and any appliances and accessories used with any or all such instruments and devices, except meters for the measurement of electricity, gas (natural or manufactured) or water when the same are operated in a public utility system.
- (b) **SELL, SALE, PURCHASE AND SOLD.** Includes barter or exchange, and any offering or exposing for sale or possession with intent to sell or purchase.
- (c) **SEALER AND DEPUTY SEALER.** A Sealer of Weights and Measures in the City of Menasha.
- (d) **WEIGHT.** Net weight when used in reference to a commodity.
- (e) **INCORRECT.** As applied to weights and measures and commodities includes any failure to comply with the requirements of this Chapter or rules issued thereunder.

SEC. 8-2-3 SEALER OF WEIGHTS AND MEASURES.

- (a) **APPOINTMENT.** The Sealer of Weights and Measures shall be appointed by the Mayor with the confirmation of the Common Council. Such person, before entering upon the duties of his office, shall take and subscribe an oath to faithfully perform his duties.
- (b) **SALARY.** The Sealer of Weights and Measures shall receive a salary to be fixed by the Common Council.
- (c) **ENFORCEMENT AUTHORITY.**
 - (1) There is conferred upon the Sealer of Weights and Measures police power. Such Sealer of Weights and Measures shall be provided with a suitable badge or insignia of authority and in the exercise of his functions shall exhibit the same, upon demand, to any person questioning his powers.
 - (2) The Sealer of Weights and Measures may enter and go into or upon any structure or premises, and may stop any person or vehicle for the purpose of enforcing this Chapter. He shall inspect and test any weights or commodities which are sold, purchased or used commercially as often as necessary to secure compliance with this Chapter. The Sealer of Weights and Measures shall approve for use and may seal or mark with appropriate devices such weights and measures as found upon inspection and test to be correct, and shall reject and mark or tag as rejected such weights and measures found to be incorrect, but which in his best judgment are susceptible of satisfactory repair. Weights and measures that have been rejected or condemned may be confiscated and may be destroyed by the Sealer if not corrected as required by the Sealer, or if used or disposed of contrary to this Chapter.
 - (3) The Sealer of Weights and Measures shall have the power to issue stop orders, stop-sale orders, and disposal orders with respect to weights and measures being, or susceptible of being, commercially used, and to issue stop-sale orders and disposal orders with respect to packages or amounts of commodities kept, offered, or exposed for sale, sold, or in process of delivery, whenever in the course of his enforcement of the provisions of this Chapter he deems it necessary or expedient to issue such orders. No person shall use, remove from the premises specified, or fail to remove from the premises specified, any weight, measure, or package or amount of commodity contrary to the terms of a stop-use order, stop-sale order, or disposal order issued under the authority of this Chapter.
 - (4) The Sealer or his designee shall investigate complaints made to him concerning violations of the provision of this Chapter, and shall, upon his own initiative, conduct such investigations as he deems appropriate and advisable to develop information on prevailing procedures in commercial quantity determination and on possible violations of the provisions of this Chapter, and to promote the general objective of accuracy in the determination and representation of quantity in commercial transactions.
- (d) **REPORT.** The City Sealer shall keep a complete record of the work done as required by law.

SEC. 8-2-4 FIELD STANDARDS AND EQUIPMENT; SPECIFICATIONS AND TOLERANCES.

- (a) There shall be supplied by the City such "field standards" and such equipment as may be found necessary to carry out the provisions of this Chapter. The field standards shall be verified by the State of Wisconsin Department of Agriculture, Trade and Consumer Protection – Metrology Lab as required by law.

- (b) The specifications, tolerances and regulations for commercial weighing and measuring devices issued by the National Bureau of Standards shall apply in this City except as modified by rules issued by the State Department of Trade and Consumer Protection.

SEC. 8-2-5 RESPONSIBILITIES OF EQUIPMENT OWNERS OR USERS.

The owner, operator or user of any commercial weights and measures equipment, devices or associated equipment is responsible for the accuracy and maintenance of same.

- (a) It shall be the duty of every owner, operator or user to notify the Sealer in writing of the acquisition of any commercial weighing device, whether new, rebuilt or used. Said notification shall be accomplished within seventy-two (72) hours of the introduction into use of said device.
- (b) Commercial weights and measures devices regulated by this Chapter shall bear security seals appropriately affixed to any adjustment mechanisms designed to be sealed. The security seals shall bear the mark or imprint of the Sealer, or other weights and measures official, or service person authorized by the Sealer. Said security seal may only be removed to facilitate repairs of devices. Any service person who removes a security seal shall replace it and reseal the device with his own imprint. The Sealer shall be notified of said repairs and removal of the seal within seventy-two (72) hours of removal, or of the introduction of a new, rebuilt or used device per Subsection (a) above so that said device may be re-inspected.

SEC. 8-2-6 BULK DELIVERIES SOLD TO AND DELIVERED BY VEHICLE TO THE ULTIMATE CONSUMER.

All heating oils and motor fuels shall be sold by liquid measure or by net weight. In the case of each delivery of liquid fuel not in package form, and in an amount greater than ten (10) gallons in the case of sale by liquid measure or one hundred (100) pounds in the case of sale by weight, there shall be rendered to the purchaser, either at the time of delivery or within a period mutually agreed upon in writing or otherwise between the vendor and the purchaser, a delivery ticket or a written statement on which, in ink or other indelible substance, there shall be clearly and legibly stated:

- (a) The name and address of the vendor;
- (b) The name and address of the purchaser;
- (c) The identity of the type of fuel comprising the delivery;
- (d) The unit price (the price per gallon or per pound, as the case may be) of the fuel delivered;
- (e) In the case of sale by liquid measure, the liquid volume of the delivery, together with the print meter readings from which such liquid volume has been computed, expressed in terms of the gallon and its binary or decimal subdivisions; and
- (f) In the case of sale by weight, the net weight of the delivery, together with any scale readings from which such net weight has been computed, expressed in terms of tons or pounds avoirdupois.

SEC. 8-2-7 MOTOR FUEL, HEATING OILS AND OTHER SOLVENTS SALES ON PREMISES OF SELLER.

Every wholesaler, retailer, and every other person selling or distributing motor fuel, heating oil or solvents in the City of Menasha shall keep posted in a conspicuous place at his place of business, and on every pump from which delivery is made, a placard, sign or the like clearly stating the identity of each product dispensed, including the grade, blend or mixture of the product, the net selling price, and the amount of all taxes per gallon. No such placard shall be required on a computer pump whereon the aforementioned information is legibly shown on the face. All motor fuel pumps shall be marked conspicuously to indicate the blend or mixture so contained.

SEC. 8-2-8 PRESUMPTIVE EVIDENCE.

For the purpose of this Chapter, proof of the existence of a weight or measure or a weighing or measuring device in or about any building, enclosure, stand or vehicle, in which or from which it is shown that buying or selling is commonly carried on, shall in the absence of evidence to the contrary, be presumptive proof of the regular use of such weight or measure or weighing or measuring device for commercial purposes and of such use by the person in charge of such building, enclosure, stand, or vehicle.

SEC. 8-2-9 FEES FOR WEIGHTS AND MEASURES.

- (a) No person, firm or corporation shall operate weights and measures, weighing or measuring devices and systems and accessories relating thereto, which are used commercially within the City of Menasha in determining the weight, measure or count unless licensed pursuant to the provisions of this ordinance. The annual licensing year shall commence July 1 and end June 30 the following year. No license fee shall be refunded if a license or permit is revoked for cause.
- (b) **DEFINITIONS.** Commercial weighing or measuring devices are those used or employed in establishing the size, quantity, extent, area or measurement of quantities, things, produce or articles for sale, hire or award, or in computing any basic charge or payment for services rendered on the basis of weight or measure. This includes the use of bar code scanning to determine price.
- (c) **APPLICATION.** The application for a weighing or measuring license shall be made in writing on a form provided for such purpose by the City Sealer. Such application shall state the type and number of weighing and measuring devices to be licensed, the business address where the devices are located, the applicant's full name, signature, and post office address and whether such person is an individual, firm, corporation, or partnership. The names and addresses of all officers or partners shall be included.
- (d) **ISSUANCE AND FEES.** The City Sealer shall issue a license to the applicant based on the total number of weighing and measuring devices operated by the applicant if the requirements of this ordinance have been complied with and upon payment to the City the fees required.
- (e) **PERMIT REQUIREMENTS AND FEES.** The application for permit or the request for renewal of permit covered in this Section shall be accompanied with an appropriate fee to be established annually by the Common Council. A list of fees shall be maintained by the City Clerk and the Health Department. Items requiring fees are:
Scales, estimate only scales, point of sale systems, prepack scales, weight, rules/tapes, timing devices, pumps (LMD), vehicle tank and bulk plant meters, scanners, high accuracy scales (pharmaceuticals, jewelers or precious metals) linear (fabric, wire, rope meters), vehicle scales, taximeters, electric pill counters, recycling machines, high speed diesel fuel dispensers, all other non-categorized devices.
 - (1) Any establishment required by this section to pay any fee may, in addition to any other penalties, also be required to pay a permit fee equal to twice the amount of the normal fee if the failure is due to a late payment, insufficient funds or account closed checks, or for any other reason the City has not received the proper payment.
 - (2) Any establishment required by this section to pay any fee may, in addition to any other penalties, also be required to pay a permit fee equal to twice the amount of the normal fee if such establishment opens for business or installs and uses a new weighing and measuring device for commercial transactions without submitting the application, submitting fees and having the equipment tested. The Public Health Director, or designee, may also order such establishment to close until the fee is paid.

- (f) **SPECIAL FEES.** Notwithstanding the provision for the requirement of an annual license for weighing and measuring devices, whenever a special request is made for consultation or the inspection or testing of a non-categorized weighing or measuring device, the actual expenses may be charged to the person or firm receiving the service. Such payment or charge shall be based on the current hourly rate.
- (g) **DISPLAY OF LICENSE.** All persons licensed under the provisions of this ordinance shall immediately post their license upon some conspicuous part of the premises on which the business is conducted and said license shall remain posted for the period the license is in force.
- (h) **SUSPENSION OF LICENSE.** Notwithstanding the other provisions of this ordinance, whenever the City Sealer finds that business on any licensed premises is conducted or managed in such a manner that there are serious or repeated violations of any ordinances or regulations of the City of Menasha, the laws of the State of Wisconsin, or regulations of the National Institute of Standards and Technology relating to weights and measure, the City Sealer may without warning, notice or hearing, issue a written notice to the license holder, operator or employee in charge of the licensed premises citing such condition and specifying the corrective action to be taken. If deemed necessary such order shall state that the license is immediately suspended and all weighing and measuring operations are to be discontinued. Any person to whom such an order is issued shall comply immediately but upon written petition to the Board of Health shall be afforded a hearing within 20 days of such petition. Failure to allow an inspector immediate access to the premises to determine whether such grounds exist shall be grounds for suspension.
- (i) **REVOCAION OF LICENSES.** For serious or repeated violations of any of the requirements of this ordinance, or for interference with the City Sealer in the performance of his/her duties, the City Sealer may permanently revoke the license. Prior to such action, the City Sealer shall notify the license holder in writing, stating the reasons for which the license is subject to revocation, and advising that the license shall be permanently revoked at the end of five (5) days following service of such notice unless a request for a hearing is filed with the Board of Health by the license holder within such five (5) day period.
- (j) **TRANSFER OF LICENSES.** No license may be transferred unless otherwise provided for by the ordinances of the City. No license shall be issued to or used by any person acting as agent for or in the employ of another.
- (k) **HEARINGS.** The hearings provided for in this section shall be conducted by the Board of Health at a time and place designated by the Health Director. Based upon the record of such hearing, the City Sealer shall be charged with enforcing the decisions of the Board. A written report of the hearing decision shall be furnished to the license holder by the Health Director.

SEC. 8-2-10 PROHIBITED ACTS; PENALTIES.

- (a) Whoever does any of the following acts shall be in violation of this Chapter and shall be subject to a forfeiture as prescribed in Section 1-1-7.
 - (1) Hinders, obstructs or impersonates a sealer or inspector.
 - (2) Uses or has in possession for use in buying or selling any commodity or service, or sells, any incorrect weight or measure.
 - (3) Represents in any manner a false quantity in connection with the purchase of sale, or any advertising thereof, or any commodity, thing or service.
 - (4) Uses or disposes of any rejected weight or measure, or commodity, or removes therefrom any official tag, seal, stamp or mark, without written authority from a sealer or inspector working in the State of Wisconsin.
 - (5) Uses or disposes of any rejected weight or measure or commodity, or removes therefrom any official tag, seal, stamp or mark, without written authority from the Sealer.

- (6) Uses any weighing or measuring device in determining the quantity of any commodity or service to be sold or purchased without having said device approved and sealed by the Sealer and the proper certificate obtained in accordance with Section 8-2-5.
- (7) Deals in or installs new or used weighing or measuring equipment or represents such equipment to be properly repaired following official rejection, if said equipment is inaccurate on inspection.
- (8) Uses or employs any commercial weighing or measuring device in establishing the size, quantity, extent, area or measurement of quantities, things, produce or articles for sale, hire or award, or in computing any basic charge or payment for services rendered on the basis of weight or measure without first obtaining a license from the City of Menasha. This section includes the installation and use of price scanning systems used to compute price for commercial transactions.

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

Passed and approved this day of , 2012.

Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk

ORDINANCE O-7-12
AN ORDINANCE AMENDING TITLE 7, CHAPTER 6 OF CODE OF ORDINANCES –
RESTAURANT AND RETAIL FOOD ESTABLISHMENT LICENSING

INTRODUCED BY ALDERMAN KLEIN

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

SECTION 1: Amend Title 7, Chapter 6 of the Code of Ordinances of the City of Menasha, Wisconsin as follows:

TITLE 7 – LICENSING AND REGULATION

CHAPTER 6

Food Safety and Recreational Licensing

**SEC. 7-6-1 RESTAURANTS, RECREATIONAL AND FOOD ESTABLISHMENT
LICENSING AND REGISTRATION**

- (a) **PERMITS OR LICENSES REQUIRED.** Upon the authority and scope of Chapters 97, 101 and 254 of the Wisconsin State Statutes, this regulation adopts by reference Chapters DHS 172, 175, 178, 195, 196, 197 and 198, ATCP 75 and Comm 26, Wisconsin Food Code (Wisconsin Administrative Code Annex) and the most current edition of the FDA Food Code and Appendices.
- (b) **FOOD ESTABLISHMENTS AND RECREATIONAL ESTABLISHMENTS**
- (1) No person shall conduct a business of or operate a food or recreational establishment without obtaining a license therefor from the Health Department.
 - (2) Food Establishment shall mean an operation that stores, prepares, serves, vends, sells or otherwise provides food for human consumption. Food establishment includes restaurants, mobile restaurants, temporary restaurants, taverns, vending and retail food establishments as defined in s. 254 Stats.
 - (3) Recreational Establishment includes all swimming pools and basins covered by Wisconsin Administrative Code DHS 172, Tattoo and body piercing establishments as cited by Wisconsin Administrative Code DHS 173, Hotels and Motels as cited by Wisconsin Administrative Code DHS 195, Bed and Breakfast establishments as cited by Wisconsin Administrative Code DHS 197, Recreational and Educational Camps as cited by Wisconsin Administrative Code DHS 175, and Campgrounds as cited under Wisconsin Administrative Code DHS 178.
- (c) **APPLICATION FOR LICENSES**
- (1) Applications for a license shall be made upon such forms supplied and prescribed by the Health Department.
 - (2) Prior to approval of an application for a license, the Health Department shall inspect the food establishment or Recreational establishment to determine compliance with this regulation.
 - (3) The fee for Licenses required by this regulation shall be payable before the issuance of a License and annually before July 1 of each year. An additional penalty fee shall be required whenever the annual renewal fee is not paid prior to July 1 of each year.
 - (4) A pre-inspection fee shall be collected at the time of application from an operator of a new

public facility or recreational establishment or food establishment or a new operator of an existing public facility or recreational establishment and food establishment.

(d) **REGISTRATION AND LICENSE ISSUANCE AND REQUIREMENTS.**

(1) License Issuance

- a. No person shall operate a food establishment, public facility or recreational establishment covered in this regulation within the City of Menasha who does not have a valid license issued by the Health Department, unless otherwise exempted in this regulation.
- b. A license issued by the Wisconsin Department of Health Services, Wisconsin Department of Agriculture, Trade and Consumer Protection or one of their agents for a Mobile Restaurant or Mobile Retail Food establishment shall be honored and considered in compliance with 7-6-1(d)(1)(a). However, no person shall operate a Mobile Restaurant or Mobile Retail Food establishment within the City of Menasha who is not registered with the Health Department on such form supplied and prescribed by the Health Department.
- c. Only a person who complies with the requirements of this regulation shall be entitled to receive or retain such a license.
- d. Licenses are non-transferable unless between members of the immediate family of the current license holder.
- e. A valid license shall be posted in plain public view in every food and recreational establishment as required in this Ordinance.

(2) License Requirements. The Menasha Common Council shall establish all fees related to licensing facilities and/or establishments covered by this ordinance.

(3) **INSPECTIONS.**

(a) Inspection Frequency. An inspection of public facilities and establishments and food establishments shall be performed at least once per year. All food establishments shall be assigned a risk category based on the FDA Food Code 2009 Annex 5 – Table 1. Additional inspections over and above the one annual inspection shall be based on the risk category for each establishment. All category 2, 3 and 4 establishments shall receive at least two inspections per year.

(b) Report of Inspections. Whenever an inspection of a facility or establishment is made, the findings shall be recorded on an inspection report form. The inspection report form shall summarize the requirements of this regulation. A copy of the completed inspection report form shall be furnished to the holder of the License, or his/her agent in charge of the facility or establishment, at the conclusion of the inspection.

(c) Correction of Violations. The completed inspection report form shall specify a reasonable period of time for the correction of the violations found. Inspector shall make every reasonable attempt to have risk factor violations corrected during the inspection. Correction of the violations shall be accomplished within the period specified.

(d) Access. Representatives of the Department, after proper identification, shall be permitted to enter any facility or establishment at any reasonable time for the purpose of determining compliance with this regulation.

(e) Hours of Inspection. Inspections shall be made during the regular operating hours of the establishment and primarily during the regular office hours of the Health Department (8:00 AM – 4:00 PM Monday – Friday), unless circumstances necessitate conducting an inspection at a time other than normal Health Department operating hours. In the case of temporary licenses, an inspection will be made coinciding with the hours of operation, i.e., the Sanitarian will be available for an

- evening or weekend inspection to determine compliance with the regulations.
- (4) LICENSE DENIAL. Licenses issued under this Section may be denied by the Health Officer upon annual application for renewal for continued violations of this Code of the applicable provisions of payment of re-inspection fees issued in the prior license year are received.
 - (5) REINSTATEMENT OF LICENSE. The licensee of any establishment addressed in this Section whose license has been suspended may, at any time, make application for the reinstatement of the license within three (3) business days of the receipt of a written application accompanied by a written statement signed by the applicant to the effect that all violations have been corrected. The Health Officer, or his/her designee, shall make a re-inspection to determine whether all violations have been corrected and if the findings of the inspection indicate compliance, the license may be reinstated.
 - (6) LICENSE REVOCATION. Licenses issued under this Section may be revoked after an opportunity for hearing by the Health Officer. The Health Officer may determine that license revocation is necessary if a license is suspended twice in any two (2) year period or if the health violations are of a nature as to have caused serious injury or illness to persons.
 - (7) APPEAL. Whenever a license is suspended or revoked, the person to which the license was issued shall be afforded the opportunity of a hearing before the Common Council within fifteen (15) days of the receipt of a written request for such hearing, unless both parties agree to a later date. Opportunity for a hearing before the Common Council will be provided if the written request is submitted by the person issued the license and received by the Department within ten (10) days of the suspension or revocation.
 - (8) REQUIREMENTS AND FEES. The application for license or the request for renewal of license or registration covered in this Section shall be accompanied with an appropriate fee to be established by the Common Council. A list of fees shall be maintained by the City Clerk and the Health Department.
 - (a) Any establishment required by this section to pay any fee may, in addition to any other penalties, also be required to pay a fee equal to twice the amount of the normal fee if the failure is due to a late payment, insufficient funds or account closed checks, or for any other reason the City has not received the proper payment.
 - (b) Any establishment required by this section to pay any fee may, in addition to any other penalties, also be required to pay a fee equal to twice the amount of the normal fee if such establishment opens for business without paying the required fee. The Public Health Director, or designee, may also order such establishment to close until the fee is paid.

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

Passed and approved this day of , 2012.

Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk



MEMORANDUM

Date: May 31, 2012

To: Common Council
From: Pamela A. Captain, City Attorney

RE: O-8-12 Parking Regulations (Mobile Restaurants)

Ordinance 0-8-12 proposes to prohibit the parking of mobile restaurants within 75 feet of certain businesses. The business types referenced in the proposed ordinance can be found at a library, the United States Census Bureau website or a manual can purchased through the NTIS.gov website. The North American Industry Classification System (NAICS) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy.

From a legal perspective this proposed ordinance is not written for ease of understanding by the general public or for enforcement purposes. A mobile restaurant business owner will be required to search among the business types set forth in the ordinance to determine whether the city street upon which he or she desires to park is within 75 feet of any of the business types referenced therein. If a member of the general public is questioning whether a mobile restaurant is properly located, that member will have to go through the same search and analysis as a mobile restaurant business owner to determine if the mobile restaurant is properly parked. Finally, upon receipt of a complaint our police officers responding to the complaint will have to search among the business types set forth in the ordinance and determine whether the alleged offender is parked within 75 feet of any of the business types referenced therein. This is not the usual parking regulation that our police officers enforce. There will likely be instances where an interpretation is necessary to determine whether a business establishment falls within one of the Sectors referenced in the ordinance and where parking is prohibited.

An alternative method of regulating the parking of mobile restaurants is to decide where the common council either wants or does not want mobile restaurants to park and then enact an ordinance to identify those specific locations by street name(s). People are familiar with this type of parking ordinance. There is no room for interpretation as to what is or is not a specific business type. In other

words, an ordinance could be drafted to indicate that it is okay to park a mobile restaurant on certain named streets during certain hours or on only one or both sides of the street or only during certain times of the year, etc. Or an ordinance could be drafted to specifically identify what streets or parts of streets one cannot park a mobile restaurant. By fashioning the ordinance in this way all of the persons who want to know where mobile restaurants can or cannot park can look in one place and know by street name, the time of day, the side of the street or otherwise where it is legal or illegal to park.

Another alternative is to regulate the parking of mobile restaurants by permit. The number of permits issued can be determined by the common council as well as specific parking locations, times of day, days of the week, etc. By using this method, the common council will have the most control over where mobile restaurants park. Enforcement will be specific to the streets, times of day, etc. set forth on the permit. Each permit that is issued can be specifically tailored to address the parking, pedestrian safety, traffic and congestion issues associated with the mobile restaurant. This will avoid misunderstandings and interpretations as to whether a particular business is a NAICS Sector 44 or 45 or 72 business.

As a reminder, generally, ordinances are enacted under authority of cities' police powers.

The police power of the state, exercised by municipalities under authority of the legislature, extends to the public safety, health, morals and general welfare.

Cities have authority to enact ordinances but that authority is not without limits, both under Wisconsin and federal laws. An ordinance must also be reasonable and not be arbitrary, in order to accomplish the articulated governmental purpose for which it is enacted. Also, in order to ensure that an ordinance will be upheld as a valid exercise of a cities' police power, it is vital that the purposes for which the ordinance is enacted is clearly articulated and supported by evidence in the record (minutes).



TO: Common Council

FROM: Kara Homan, AICP, Principal Planner, Community Development Department

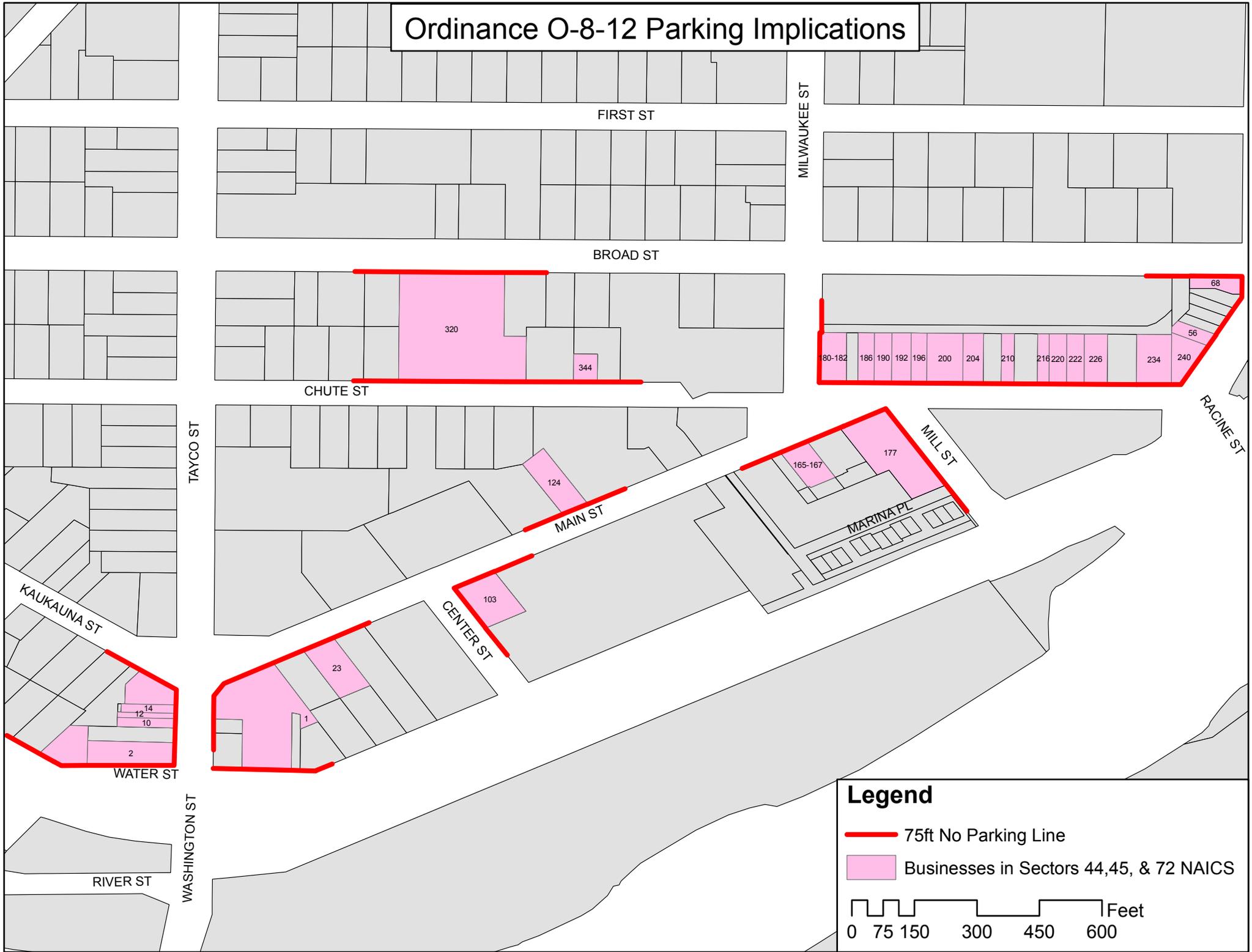
DATE: May 31, 2012

RE: **Illustration of O-8-12 Parking Restrictions in Downtown District**

Attached, please find a map illustrating where Mobile Restaurants would be restricted from parking in the Downtown District as a result of proposed Ordinance O-8-12. This map does not illustrate other restrictions that may result from other provisions of the Municipal Code as they pertain to on street parking or public parking lots.

This illustration was created utilizing North American Industry Classification System (NAICS) Codes for businesses within the district, as made available by the InfoUSA business database. Only sectors 44-45: Retail Trade, and 72: Accommodation and Food Services were utilized, as specified in the proposed ordinance. Community Development staff verified, and where necessary, corrected this data through field verification.

Ordinance O-8-12 Parking Implications



ORDINANCE O-8-12
AN ORDINANCE AMENDING SECTION 10, ARTICLE OF MUNICIPAL CODE –
PARKING REGULATIONS

INTRODUCED BY ALDERMAN KLEIN

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

SECTION 1: Amend Title 10, Article C of the Code of Ordinances of the City of Menasha, Wisconsin by creating SEC. 10-1-22 (e) as follows:

Title 10 – Motor Vehicles and Traffic

ARTICLE C

Parking Regulations

SEC. 10-1-22 STOPPING OR PARKING PROHIBITED IN CERTAIN SPECIFIED PLACES.

(e) **MOBILE RESTAURANT PARKING RESTRICTION.** No person shall park or leave standing upon any street or highway within the City limits any mobile restaurant whether temporarily or otherwise, within 75 feet, along a street line, of a business, Sectors 44, 45 and 72, North American Industry Classification System.

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

Passed and approved this day of , 2012.

Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk

Kristi Heim

From: Greg M. Keil
Sent: Tuesday, February 07, 2012 2:48 PM
To: Kristi Heim
Subject: FW: Resignation

Kristi: FYI

Greg

-----Original Message-----

From: Greg M. Keil
Sent: Tuesday, February 07, 2012 2:40 PM
To: 'Joe Weidert'; Don Merkes
Subject: RE: Resignation

Joe: Sorry to hear about the adverse turn of events. I really enjoyed working with you and appreciate your many contributions to the Landmarks Commission. You will be sorely missed. I wish you well, and hope to be able to call on you for advice and assistance in the future as your business gets back on track.

Greg

-----Original Message-----

From: Joe Weidert [mailto:joe@atomictribe.com]
Sent: Tuesday, February 07, 2012 11:29 AM
To: Don Merkes
Cc: Greg M. Keil
Subject: Resignation

Sorry that this comes with such short notice but my business has taken a turn for the worst and I need to give it my full attention.

Loft 216½ Main Street
Menasha, WI 54952

31 May 2012

City of Menasha
c/o Mayor Merkes
140 Main Street
Menasha, WI 54952

Dear Mayor Merkes,

Thank you for considering me for the Landmarks Commission, it would be my pleasure to assist in the preservation and continued enhancement of our downtown. I have owned a successful business in a historic building in northern Wisconsin, and currently work downtown Menasha.

The historic character of our downtown is important to the long term vitality of our business district and the businesses located there. I would be honored to serve on the Landmarks Commission if appointed.

Sincerely,

The signature is handwritten in black ink. It starts with a large, stylized 'D' that loops under the first few letters. The rest of the name 'EBRA GORELL' is written in a clear, slightly slanted, uppercase cursive style.

Debra Gorell

**NOTICE OF CIRCUMSTANCES OF CLAIM
PURSUANT TO § 893.80(1)(a), WIS. STATS.**

TO: Joseph Olszewski
4445 Sherman Road
Oshkosh, WI 54901

Deborah A. Galeazzi
City of Menasha Clerk
140 Main Street
Menasha, WI 54952

RECEIVED

MAY 21 2012

CITY OF MENASHA
BY dj

PLEASE TAKE NOTICE:

1. Kathy L. Skibba is an adult citizen of the State of Wisconsin and resides at 3130 West First Avenue, Appleton, WI 54914.
2. Kathy L. Skibba was injured, on April 25, 2012, due to the negligence of, Joseph Olszewski, who was employed by the City of Menasha.
3. The circumstances of the injuries are as follows: On April 25, 2012, Kathy L. Skibba was operating her automobile traveling southbound on S. Commercial Street in Neenah, Wisconsin. While Kathy J. Skibba was stopped in traffic for a crossing guard at the intersection of E. Winneconne Avenue, Joseph Olszewski was operating a City of Menasha vehicle directly behind Ms. Skibba's vehicle and struck the rear of Ms. Skibba's vehicle.
4. At all times material hereto, Joseph Olszewski was operating a vehicle owned by the City of Menasha and was an employee/agent of the City of Menasha.
5. As a result of Joseph Olszewski's negligence, Kathy L. Skibba suffered personal injuries.
6. In addition to personal injuries, Kathy L. Skibba suffered property damage to her automobile (including but not limited to repair costs).

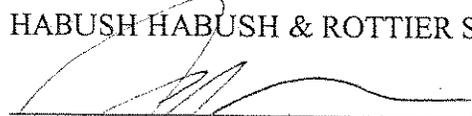
7. At all times material hereto, the above named parties had actual notice of the accident and the injuries that resulted from this accident.

8. Attached as Exhibit "A" is a true and accurate copy of the Wisconsin Motor Vehicle Accident Report for the above-described accident.

9. This document is a Notice of Circumstances of Claim served on the above parties in compliance with Wisconsin Law. This document is not a claim for damages. No claim for damages is being made at this time.

Dated at Appleton, Wisconsin this 17th day of May, 2012.

HABUSH HABUSH & ROTTIER S.C.[®]



Jacob R. Reis

State Bar #1045766

Attorney for Kathy L. Skibba

MAILING ADDRESS:

4100 Boardwalk Court
Appleton, WI 54914

Telephone: (920) 738-0900

POLICE # 12-4976

ACCIDENT #

<input checked="" type="checkbox"/> Reportable Accident		<input type="checkbox"/> On Emergency		<input type="checkbox"/> Amended		DOT Document Number CCXHLC		Document Override Number	
Agency Accident Number				Police Number 12-4976					
4 - Accident Date 04/25/2012		5 - Time of Accident (Military Time) 0800		6 - Total Units 02		7 - Total Injured 00		8 - Total Killed 00	
2 - County WINNEBAGO - 70		3 - Municipality NEENAH - 54, CITY				11 - Accident Location INTERSECTION			
14 - On Hwy No.		14 - On Street Name S COMMERCIAL ST			14 - Bus/Frnt/Rmp		15 - Est. Dist	Fr/Mi	15 - Hwy. Dir
16 - Fr/At Hwy No.		16 - From/At Street Name W WINNECONNE AVE			16 - Business/Frontage/Ramp				
17 - Structure Type		17 - Structure Number		12 - Latitude			13 - Longitude		
80 - First Harmful Event MOTOR VEHICLE IN TRANSPORT				93 - Manner of Collision REAR-END					
112 - Access Control NO CONTROL		113 - Road Curvature STRAIGHT		113 - Road Terrain LEVEL/FLAT		Surface Type CONCRETE - 1			
115 - Traffic Way NOT-PHYSICALLY-DIVIDED-(2-WAY TRAFFIC)									
117 - Relation To Roadway ON-ROADWAY									
114 - Light Condition DAYLIGHT			116 - Road Surface Condition DRY			118 - Weather CLOUDY			
<input type="checkbox"/> Hit and Run		<input type="checkbox"/> Government Property		<input type="checkbox"/> Fire		<input type="checkbox"/> Photos Taken		<input type="checkbox"/> Trailer or Towed	
<input type="checkbox"/> Truck, Bus, or Hazardous Materials			<input type="checkbox"/> Load Spillage		<input type="checkbox"/> Construction Zone		<input checked="" type="checkbox"/> Names Exchanged		
<input checked="" type="checkbox"/> Supplemental Reports			<input type="checkbox"/> Witness Statements		<input type="checkbox"/> Measurements Taken		79 - E M S Number		

Operator/Pedestrian

Unit Status		81 - Most Harmful Event: Collision With MOTOR VEHICLE IN TRANSPORT		23 - Dir Of Travel SOUTH		24 - Speed Limit 30		
36 - Operating as Classified D CLASS		37 - Endorsements		<input type="checkbox"/> Operating Commercial Motor Vehicle				
29 - Driver's License Number O4224806442207		30 - State WI	31 - Expiration Year 2017	34 - On Duty Accident FIRE-FIGHTER				
25 - Operator/Pedestrian Last Name OLSZEWski			25 - First Name JOSEPH		25 - Middle Initial	25 - Suffix		
32 - Date Of Birth 11/22/1964		33 - Sex MALE						
26 - Address Street & Number 4445 SHERMAN RD						26 - PO Box		
27 - City OSHKOSH			27 - State WI	27 - Zip Code 54901		28 - Telephone Number (920) 886-6200 EXT.		
39 - Seat Position FRONT-SEAT-LEFT-SIDE-(MC/BIKE DRIVER, TRAIN CONDUCTOR)				40 - Safety Equipment SHOULDER-BELT-AND-LAP-BELT-USED				
38 - Injury Severity N - NO APPARENT INJURY		41 - Airbag NON-DEPLOYED		42 - Ejected NOT-EJECTED		<input type="checkbox"/> Medical Transport		
43 - Trapped/Extricated NOT-TRAPPED		92 - Pedestrian Location		92 - Pedestrian Action				
119 - What Driver Was Doing GOING-STRAIGHT			120 - Traffic Control TRAFFIC-SIGNAL-OPERATING			62 - No. of Citations Issued 0		
64 - 1st Statute No.		64 - 2nd Statute No.		64 - 3rd Statute No.		64 - 4th Statute No.		64 - 5th Statute No.
122 - Driver Factors FOLLOWING-TOO-CLOSE								
88 - Driver or Pedestrian Cond APPEARED NORMAL		89 - Substance Presence UNKNOWN						
90 - Alcohol Test TEST NOT GIVEN			90 - Alcohol Content			91 - Drug Test TEST-NOT-GIVEN		

OPERATOR/PEDESTRIAN 01

EXHIBIT A

PK2011

91 - Drugs Reported
124 - Highway Factors NOT-APPLICABLE

Vehicle

VEHICLE 01	21 - Unit Type AUTOMOBILE		Vehicle Type PASSENGER-CAR			22 - Total Occupants 1
	56 - License Plate Number 28370		57 - Plate Type MUN	58 - State WI	59 - Exp Year	55 - Vehicle Identification Number 1GNFK16KXRJ33189
	50 - Year 1994	51 - Make CHEV	52 - Model 1500	53 - Body Style OT	54 - Color WHI	100 - Skidmarks to Impact (Ft)
	94 - Vehicle Damage FRONT					
	95 - Extent Of Damage VERY-MINOR		96 <input type="checkbox"/> Vehicle Towed Due To Damage		97 - Vehicle Removed By OPERATOR	
	123 - Vehicle Factors NOT-APPLICABLE					

Vehicle Owner

VEH OWNER 01	45 <input type="checkbox"/> Vehicle Owner Same As Operator					
	46 - Vehicle Owner Last Name		46 - First Name	46 - Middle Initial	46 - Suffix	Date Of Birth
	46 - Company Name MENASHA CITY					
	47 - Address Street & Number 140 MAIN ST			47 - PO Box		
	48 - City MENASHA		48 - State WI	48 - Zip Code 54952	49 - Telephone Number (920) 886-6200 EXT.	

Insurance

INS 01	63 - Liability Insurance Company CITIES-&-VILLAGES-MUTUAL-INS-CO		60 <input type="checkbox"/> Policy Holder Same As Owner
	61 - Policy Holder Last Name		61 - Policy Holder First Name
	61 - Policy Holder Company MENASHA CITY		

School Bus

BUS 01	Bus Travelling to/from <input type="radio"/> To <input type="radio"/> From	School Name	Body Make	Seating Capacity
	School District Contracted With			

Operator/Pedestrian

Unit Status		81 - Most Harmful Event: Collision With MOTOR VEHICLE IN TRANSPORT		23 - Dir Of Travel SOUTH	24 - Speed Limit 30
36 - Operating as Classified D CLASS		37 - Endorsements		35 <input type="checkbox"/> Operating Commercial Motor Vehicle	
29 - Driver's License Number S1005126763006		30 - State WI	31 - Expiration Year 2014	34 - On Duty Accident	
25 - Operator/Pedestrian Last Name SKIBBA		25 - First Name KATHY		25 - Middle Initial L	25 - Suffix
32 - Date Of Birth 04/10/1967		33 - Sex FEMALE			

PK2011

OPERATOR/PEDESTRIAN 02	26 - Address Street & Number 3130 W 1ST AVE				26 - PO Box	
	27 - City APPLETON		27 - State WI	27 - Zip Code 54914		28 - Telephone Number (920) 358-3639 EXT.
	39 - Seat Position FRONT-SEAT-LEFT-SIDE-(MC/BIKE DRIVER, TRAIN CONDUCTOR)			40 - Safety Equipment SHOULDER-BELT-AND-LAP-BELT-USED		
	38 - Injury Severity N - NO APPARENT INJURY		41 - Airbag NON-DEPLOYED	42 - Ejected NOT-EJECTED		44 <input type="checkbox"/> Medical Transport
	43 - Trapped/Extricated NOT-TRAPPED		92 - Pedestrian Location		92 - Pedestrian Action	
	119 - What Driver Was Doing SLOWING-OR-STOPPING		120 - Traffic Control TRAFFIC-SIGNAL-OPERATING		62 - No. of Citations Issued 0	
	64 - 1st Statute No.	64 - 2nd Statute No.	64 - 3rd Statute No.	64 - 4th Statute No.	64 - 5th Statute No.	
	122 - Driver Factors NOT-APPLICABLE					
	88 - Driver or Pedestrian Cond APPEARED NORMAL		89 - Substance Presence UNKNOWN			
	90 - Alcohol Test TEST NOT GIVEN		90 - Alcohol Content		91 - Drug Test TEST-NOT-GIVEN	
	91 - Drugs Reported					
	124 - Highway Factors NOT-APPLICABLE					

Vehicle

VEHICLE 02	21 - Unit Type AUTOMOBILE		Vehicle Type PASSENGER-CAR			22 - Total Occupants 1
	56 - License Plate Number 598MAR		57 - Plate Type AUT	58 - State WI	59 - Exp Year 2013	55 - Vehicle Identification Number 2CNDL63F98606308
	50 - Year 2008	51 - Make CHEV	52 - Model EQUINOX	53 - Body Style OT	54 - Color BLU	100 - Skidmarks to Impact (Ft)
	94 - Vehicle Damage REAR					
	95 - Extent Of Damage MINOR		96 <input type="checkbox"/> Vehicle Towed Due To Damage		97 - Vehicle Removed By OPERATOR	
	123 - Vehicle Factors NOT-APPLICABLE					

Vehicle Owner

VEH OWNER 02	45 <input checked="" type="checkbox"/> Vehicle Owner Same As Operator					
	46 - Vehicle Owner Last Name SKIBBA		46 - First Name KATHY		46 - Middle Initial L	46 - Suffix
	46 - Company Name					
	47 - Address Street & Number 3130 W 1ST AVE			47 - PO Box		
	48 - City APPLETON		48 - State WI	48 - Zip Code 54914		49 - Telephone Number (920) 358-3639 EXT.

Insurance

PK2011

INS 02	63 - Liability Insurance Company PERKIN INSURANCE 920-738-5474		60 <input checked="" type="checkbox"/> Policy Holder Same As Owner
	61 - Policy Holder Last Name SKIBBA		61 - Policy Holder First Name KATHY
	61 - Policy Holder Company		

School Bus

BUS 02	Bus Travelling to/from <input type="radio"/> To <input type="radio"/> From	School Name	Body Make	Seating Capacity
	School District Contracted With			

Diagram and Narrative

DIAGRAM AND NARRATIVE	105 - PHOTOS BY
	<p style="text-align: center;">W WINNECONNE AVE</p> <p style="text-align: center;">S COMMERCIAL ST</p> <p style="text-align: center;">NOT TO SCALE</p>
	<p>UNIT #2 WAS TRAVELING SOUTH ON S COMMERCIAL ST AND HAD TO STOP FOR A CROSSING GUARD AT THE INTERSECTION OF W WINNECONNE AVE. UNIT #1 WAS TRAVELING SOUTH ON S COMMERCIAL ST BEHIND UNIT #2. BOTH WERE IN THE OUTSIDE LANE. UNIT #1 WAS FOLLOWING TOO CLOSELY AND WASN'T ABLE TO STOP IN TIME TO AVOID COLLIDING WITH THE REAR END OF UNIT #2. ALCOHOL WAS NOT A FACTOR FOR THE DRIVER OF UNIT #1.</p>

Officer Information

OFFICER INFORMATION	125 - Officer Last Name GONZALEZ		125 - First Name EDGARDO	125 - Middle Initial A	131 - Officer ID N106
	129 - Law Enforcement Agency No. 7054	130 - Law Enforcement Agency Name NEENAH POLICE DEPARTMENT			
	126 - Law Enforcement Agency Address Street & Number 2111 MARATHON AVENUE				
	127 - City NEENAH	127 - State WI	127 - Zip Code 54956	128 - Telephone Number (920) 886-6000 EXT.	
	132 - Date Notified 04/25/2012	133 - Time Notified (Military Time) 0800	134 - Time Arrived (Military Time) 0805	135 - Date Of Report 04/25/2012	
	Agency Accident Number	Police Number 12-4976	19 - Special Study		
	18 - Agency Space 12-4976				