

**CITY OF MENASHA  
COMMON COUNCIL  
Third Floor Council Chambers  
140 Main Street, Menasha  
Monday August 6, 2012**

**6:00 PM  
AGENDA**

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL/EXCUSED ABSENCES
- D. PUBLIC HEARING
1. [Proposed Resolution Relating to the Designation of Tax Incremental District #1 as a Distressed Tax Incremental District](#)
  2. [Proposed Final Resolution Authorizing Public Improvements and Levying Special Assessments Against Benefited Property \(Midway Road\)](#)
- 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. [Winnebago County Emergency Management Director Linda Kollmann – Presentation of Disaster Relief Check](#)
  2. FC Auxier – Presentation of Executive Fire Officer Program Certificate to Victor Voss
  3. Clerk Galeazzi - the following minutes and communications have been received and placed on file:  
Minutes to receive:
    - a. [Administration Committee, 7/16/12](#)
    - b. [Board of Public Works, 7/16/12](#)
    - c. [Committee on Aging, 6/14/12](#)
    - d. [Landmarks Commission, 7/11/12](#)
    - e. [Library Board, 7/19/12](#)
    - f. [NM Fire Rescue, Joint Finance & Personnel Committee, 7/24/12](#)
    - g. [NM Sewerage Commission, 6/26/12](#)
    - h. NM Sewerage Commission, [7/6/12](#), [7/16/12](#); Special Meeting
    - i. [Personnel Committee, 7/16/12](#)Communications:
    - j. [CA/HRD Captain, 7/31/12; Health Insurance Workshop](#)
    - k. [Comp. Stoffel, 8/2/12; Information request regarding TIF 1](#)
    - l. [Notice of Public Hearing, July 31, 2012 re: Proposed Incorporation of Portions of the Towns of Harrison and Buchanan, Calumet and Outagamie Counties, WI, as a Village. Calumet County Circuit Court Case #12-CV-28](#)
    - m. [PC Styka, 8/1/12; Vehicle Purchases](#)
    - n. [PP Homan, 8/2/12; Response from FP One, LLC to the City's Counter Offer for NMFR Station 36](#)
    - o. [Resident and Former Alderman Sue Wisneski, 7/31/12; Midway Road sidewalks](#)
- 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, 7/16/12](#)
  2. [Special Joint Common Council and Town of Harrison, 7/30/12](#)  
Administration Committee, 7/16/12; recommends approval of:
  3. [Advanced Tooling Specialists Loan Extension](#)

Board of Public Works, 7/16/12; recommends approval of:

4. [Street Use Application – Twisted Pistons Cruise In; Thursday, August 16, 2012; 3:00 PM – 10:00 PM; \(Menasha Action Council\)](#)
5. [Authorization to Execute Agreement with Menasha Utilities for Use of Communications Equipment on Existing Tower at the Public Works Facility Property](#)

Personnel Committee, 7/16/12; recommends approval of:

6. [Position changes and employee pay rate schedule for positions that were formerly covered by collective bargaining agreement, including Bridge Tenders and Park Casual and incorporate into the Personnel Policy Handbook including paragraphs 17 and 21 on Attachment 1](#)

H. ITEMS REMOVED FROM CONSENT AGENDA

I. ACTION ITEMS

1. [Accounts payable and payroll for the term of 7/19/12 to 8/2/12 in the amount of \\$987,581.09](#)
2. [Alcohol Beverage License Application, Class A Beer, Dolgencorp, LLC, d/b/a Dollar General Store, 1135 Appleton Road, Menasha, Ted Druckrey, agent, for the 2012-2013 licensing year](#)

J. ORDINANCES AND RESOLUTIONS

1. [R-30-12 Resolution for the adoption of the Open Space and Recreation Facilities Plan\(Held 7/16/12\)](#)
2. [R-31-12 A Resolution Relating to the Designation of City of Menasha Tax Incremental District #1 as a Distressed Tax Incremental District](#)
3. [R-32-12 A Final Resolution Authorizing Public Improvements and Levying Special Assessments Against Benefited Property \(Midway Road sidewalks\)](#)

K. APPOINTMENTS

1. Mayor's appointment to the AD-HOC Sustainability Board
  - a. [Danielle Handler, 2 Sherman Place, Appleton, WI 54911-UW Fox Valley, Students for Sustainability](#)

L. HELD OVER BUSINESS

1. [Alliance Industries expansion project \(Held 7/16/12\):](#)
  - a. Business Loan Agreement
  - b. Redevelopment Agreement
2. [City of Menasha Open Space and Recreation Facilities Plan 2012-2016 \(Held 7/16/12\)](#)

M. CLAIMS AGAINST THE CITY

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

O. RECESS TO ADMINISTRATION COMMITTEE AND BOARD OF PUBLIC WORKS

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. (Petition for the Proposed Incorporation for the Village of Harrison, 12-CV-28; and Notice of injury and circumstances of claim - Town of Harrison, Celine Romenesko, Rick Kindschi and PCB Litigation)

Q. May reconvene into Open Session to act on items discussed in Closed Session

R. ADJOURN

**MEETING NOTICE**  
**Common Council – Monday, August 20, 2012**  
Common Council - 6:00 pm  
Administration Committee – 6:30 p.m.  
Board of Public Works – 7:00 p.m.

NOTICE OF PUBLIC HEARING  
DESIGNATION OF CITY OF MENASHA TAX INCREMENTAL DISTRICT #1  
AS A DISTRESSED TAX INCREMENTAL DISTRICT

Monday, August 6, 2012, 6:00PM  
Menasha City Hall, 140 Main Street, Menasha, WI

The City of Menasha Common Council will hold a public hearing at the above-referenced time and place regarding proposed Resolution R-31-12 relating to the Designation of Tax Incremental District #1 as a Distressed Tax Incremental District.

Menasha TID #1 has a statutory termination date of December 31, 2012. The resolution finds and determines that the project costs incurred, with regard to the tax incremental district, exceed the amount of revenues from all sources the city expects the district to generate to pay off such costs during the life of the district.

If the resolution is adopted and approved the life of the tax incremental district may be extended, it may receive excess tax increment from a donor district, and the life of a donor district may be extended to provide such increments.

A copy of the proposed resolution will be provided upon request. Interested parties will be afforded a reasonable opportunity to express their views on the proposed designation of Menasha TID #1 as a distressed tax incremental district.

City of Menasha  
Deborah Galeazzi  
City Clerk

Run July 22 and July 29, 2012

**CITY OF MENASHA  
PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that a Public Hearing will be held on the Proposed Final Resolution Authorizing Public Improvement and Levying Special Assessments Against Benefited Property.

The Common Council hereby declares its intention to exercise its powers under Section 66.0703, Wisconsin Statutes, to levy special assessments upon property within the following described area for benefits conferred upon such property by improvement of the following:

A. Improvements

1. Concrete Walk Construction
2. Various Associated Items

B. Location of Improvements

1. North side of Midway Road from 800 Midway Road to Appleton Road
2. South side of Midway Road from 895 Midway Road to Appleton Road
3. South side of Midway Road from 1233 Midway Road to 1445 Midway Road

*NOW, THEREFORE, BE IT RESOLVED* by the Common Council of the City of Menasha as follows:

1. That the report of the Board of Public Works pertaining to the construction of the described public improvements, including plans and specifications, is, therefore and hereby, reaffirmed.
2. That payment for said improvements be made by assessing the applicable costs to the property benefited as indicated in said report.
3. The schedule of assessments made under the police power, and the amount assessed against each parcel, are true and correct and are hereby confirmed.
4. That the assessment for all projects included on said report is a single assessment.
5. That the assessment against any parcel shall be paid in accordance with Section 3-2-14 of the Menasha Municipal Code.
6. The City Clerk is directed to publish this resolution in the Official Newspaper of the City.
7. The Clerk is further directed to mail a copy of this resolution to every property owner whose name appears on the assessment roll and whose post office address is known or can, with diligence, be ascertained.

Any interested persons objecting or supporting the proposed resolution are requested to be present at this hearing.

**Date of Hearing: Monday August 6, 2012**  
**Time of Hearing: 6:00 p.m. or shortly thereafter**  
**Place of Hearing: Menasha City Hall**  
**Council Chambers, 3<sup>rd</sup> Floor**  
**140 Main Street**  
**Menasha, WI 54952**

If you have questions, please call (920) 967-3610

Deborah A. Galeazzi, WCMC  
City Clerk



## FOR IMMEDIATE RELEASE

Contact:  
Mark Radtke  
Director of Public Works, City of Menasha  
140 Main Street  
Menasha, WI 54952  
Phone: 920-967-3610  
[mradtke@ci.menasha.wi.us](mailto:mradtke@ci.menasha.wi.us)

### **MENASHA REIMBURSED NEARLY \$60,000 FOR STORM RECOVERY**

MENASHA, WI – August 3, 2012. In April of 2011, the City of Menasha was hit hard by a severe storm with exceptionally strong, straight line winds. As the first line of response, our City employees were on the job assisting residents with clean-up and restoration efforts throughout the city. Public works and Parks crews removed storm debris from public streets, working in tandem with the Menasha Utilities to restore power outages the evening of the storm and throughout the following weeks. The City incurred upwards of \$85,000 in unexpected costs caused by storm damage.

Due to the City's excellent record keeping, and reporting, the city was able to recoup 70% of those expenses, through the Wisconsin Disaster Fund. This fund, formed in 2006, was designed to provide state disaster assistance to local governments in emergency situations such as this.

At the Menasha Common Council meeting on August 6, 2012 at 6:00 PM, The City will be presented with a check for \$59,323.62 from Winnebago County Emergency Management.

CITY OF MENASHA  
ADMINISTRATION COMMITTEE  
Third Floor Council Chambers  
140 Main Street, Menasha  
July 16, 2012  
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Klein at 7:05 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Zelinski, Englebert, Benner, Klein, Taylor, Sevenich, Langdon, Krueger  
ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, FC Auxier, DPW Radtke, C/T Stoffel, PP Homan, Jim Luebke (ATS), Clerk Galeazzi and the Press

C. MINUTES TO APPROVE

1. Administration Committee, 7/2/12

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

D. ACTION ITEMS

1. Advanced Tooling Specialists Loan Extension

PP Homan gave a brief history of the relationship between Advanced Tooling Specialists and the City. She explained the current status of the loan with Winnebago County Industrial Development Board.

C/T Stoffel explained steps have been taken to secure a loan with the Board of Commissioners of Public Lands to carry the remaining balance of the Industrial Development Board loan.

Jim Luebke, President of Advanced Tooling Specialist, explained the current status of his business.

General discussion ensued on the terms of the extension, current status of ATS.

Moved by Ald. Taylor, seconded by Ald. Benner to recommend to Common Council the Advanced Tooling Specialist Loan Extension.

Motion carried on roll call 8-0.

2. R-31-12 A Resolution Relating to the Designation of City of Menasha Tax Incremental District #1 as a Distressed Tax Incremental District

C/T Stoffel explained current status of TID #1 and the need to extend the term to recover unreimbursed project costs. Designating the district as distressed is the first step in the process.

General discussion ensued on TID #1

Moved by Ald. Englebert, seconded by Ald. Benner to recommend to Common Council R-31-12 Resolution relating to the designation of City of Menasha Tax Incremental District #1 as a distressed Tax Incremental District.

Moved by Ald. Zelinski, seconded by Ald. Krueger to amend the term of TID #1 not exceeds 2 years.

Discussion ensued on term based on State Statute.

Ald. Zelinski and Krueger removed their motion to amend.

Motion to recommend to Common Council R-31-12 carried on roll call 8-0.

E. ADJOURNMENT

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

Motion carried on voice vote.

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

CITY OF MENASHA  
Board of Public Works  
Third Floor Council Chambers  
140 Main Street, Menasha  
July 16, 2012  
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Taylor at 7:53 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Zelinski, Englebert, Benner, Klein, Taylor, Sevenich, Langdon, Krueger  
ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, FC Auxier, DPW Radtke,  
C/T Stoffel, PP Homan, Clerk Galeazzi and the Press.

C. MINUTES TO APPROVE

1. July 2, 2012

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

D. ACTION ITEMS

1. Street Use Application – Twisted Pistons Cruise In; Thursday, August 16, 2012;  
3:00 PM – 10:00 PM; (Menasha Action Council)

DPW Radtke explained the insurance certificate with endorsement will be on file before this item goes to Common Council. Also it's been requested the time of the street use be 1:00 – 10:00 p.m. to allow for the Farmers Market to set up near Curtis Reed Square.

General discussion ensued on traffic issues.

Moved by Ald. Krueger, seconded by Ald. Benner to recommend to Common Council Street Use Application for Twisted Pistons Cruise In, Thursday August 16, 2012, 1:00 – 10:00 p.m.

Motion carried on voice vote.

2. Authorization to Execute Agreement with Menasha Utilities for Use of Communications Equipment on Existing Tower at the Public Works Facility Property (Held 7/2/12 Meeting)

DPW Radtke explained the agreement is for the shared use of communications equipment between the City and Menasha Utilities. The equipment will be mounted on the City's tower at PWF. This agreement will maximize cost savings for both the City and Menasha Utilities to meet the Federal Communications Commission's deadline for conversion to narrowband radio operation.

Moved by Ald. Sevenich, seconded by Ald. Englebert to recommend to Common Council authorization to execute agreement with Menasha Utilities for use of communications equipment on existing tower at the Public Works Facility property.

Motion carried on voice vote.

E. ADJOURNMENT

Moved by Ald. Krueger, seconded by Ald. Klein to adjourn at 8:05 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  
COMMITTEE ON AGING  
Minutes  
June 14, 2012**

- A. Meeting called to order by Chairman J. Klundt at 7:54 AM.
- B. Present: Lee Murphy, Jean Wollerman, Joyce Klundt, John Ruck, Mary Lueke, Sue Nett  
Excused: Peg Malueg, Sue Steffen
- C. MINUTES TO APPROVE
  - 1. Motion to approve minutes from May 10, 2012 meeting made by M. Lueke and seconded by L. Murphy. Motion carried.
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
  - 1. Senior Center Older Adult Director J. Wollerman distributed the monthly report of attendance for the senior center. Total number of visits for May was 1571, a decrease from June of 100 but an increase over 2007 to 2011 attendance numbers. Mealsite numbers are starting to increase and were at the highest year to date. Both brat fries in May were successful with income over \$500 for each. \$400 of the profit was put into the legacy account which has a total balance of \$6385.40 (\$4500 is in a CD). Income from rentals etc YTD is \$1157.58. J. Wollerman also discussed information she learned from attending a senior health prevention conference earlier in the week. Senior Center will be open in the evening on July 3<sup>rd</sup> for the Festival of Lights parade. The final brat fry for the year will be held in August on a Farmers Market Day. Quilts will also be sold that day as well. Sept. 15<sup>th</sup> a walk event to the trestle trail titled "Off your Rocker" will be held. Details are still being worked out.
  - 2. Public Health Director S. Nett reported on a possible grant opportunity to do formal medication reviews utilizing a local pharmacist. Foot care clinic for the low income elderly has started and seniors are slowly starting to call for appointments.
- E. New Business
  - 1. Farmer's Market Participation. S. Nett discussed a program where seniors could meet certain health benchmarks and be rewarded with a voucher for the farmers market to purchase fresh fruits and vegetables. Committee members discussed various ideas and questioned what would the monetary value be and where would the money come from to fund the voucher. S. Nett and J. Wollerman to discuss further and see if a trial project with just a few benchmarks and a couple of dollar reward might be feasible and possibly implement toward the middle of July.
- F. HELD OVER BUSINESS
  - 1. Update on Architectural Design Project. McMahon will have the preliminary architectural design for the new entrance project available for review at the senior center on June 21<sup>st</sup> at 9 AM. Committee members were invited to attend.
- G. Motion to adjourn at 9:25 AM made by J. Ruck and seconded by L. Murphy. Motion carried. Next meeting July 12, 2012.

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha Senior Center at 967-3530 24-hours in advance of the meeting for the City to arrange special accommodations."

**CITY OF MENASHA**  
**Landmarks Commission**  
**Council Chambers, 3<sup>rd</sup> Floor, City Hall – 140 Main Street**  
July 11, 2012  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

Meeting called to order by Ald. Sevenich at 4:31 PM.

**B. ROLL CALL/EXCUSED ABSENCES**

LANDMARKS MEMBERS PRESENT: Commissioners Kristi Lynch, James Taylor, Mary Nebel, Peg Doctor, Debra Gorell and Ald. Stan Sevenich

LANDMARKS MEMBERS EXCUSED: Commissioner Tom Grade

LANDMARKS MEMBERS ABSENT: None

OTHERS PRESENT: CDD Keil, PP Homan, Kim Jennings, James Gresser, and Carolyn Scheer

**C. MINTUES TO APPROVE**

1. **Minutes of the June 13, 2012 Landmarks Commission Meeting**

Moved by Comm. Taylor, seconded by Comm. Doctor to approve the minutes of the June 13, 2012 Landmarks Commission meeting. The motion carried.

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

1. No one spoke.

**E. COMMUNICATIONS**

1. **Bridge Museum Power Door Locks**

There was a general discussion on the merits of the Bridge Tower initiative and the logistics of making the building open to the public again. A quote from facilities for an automatic door locking system was reviewed.

Motion by Comm. Taylor, seconded by Comm. Doctor to obtain quotes on automatic locks for the Bridgetower museum, determine feasibility and cost of communication with the Bridge Tender facility, review signage for the museum, and to place a sign that says the museum is temporarily closed. The motion carried.

**F. ACTION ITEMS**

1. **Sign Permit – 182 Main Street – Designers Chair**

PP Homan indicated that the business owner now plans to utilize window decals installed on the inside of the window. Their original request for Landmarks Commission approval has been withdrawn.

2. **Façade Improvements – Historic Menasha Hotel -177 Main Street**

Comm. Taylor illustrated proposed changes to the Menasha Hotel, including cleaning of the limestone, painting of trim and doors, and upgrading the rear porch.

Motion by Comm. Taylor, second by Comm. Doctor to approve the following:

- Power-clean limestone using methods approved by the National Historic Preservation Trust.
- Paint window frames, doors, transoms, and fire escapes black.
- Modifications to the rear porch as follows:
  - Dryvit in the Sand Pebble Fine Texture applied to the upper part of the porch to match the limestone.
  - Dryvit in red brick applied to the lower part of the porch.

- Frames and windows to be painted black.
- Wider trim around windows to be limestone color.

The motion carried.

#### **G. DISCUSSION ITEMS**

1. **Landmarks Commission Recognition/Awards**  
Comm. Nabel stated she would forward a logo for an award to Comm. Grade.
2. **Status of Façade Improvement 180 Main Street**  
CDD Keil indicated the status was unchanged.
3. **Façade Improvement Program Grant/Loan Balance**  
The façade loan balance is approximately \$11,000. CDD Keil is to report at the next meeting on the status of the façade improvement grant/loan awarded to 180 Main Street.
4. **Future Landmarks Commission Activities/Projects**  
Future activities and projects identified were:
  - Continued work on re-opening the bridgetower museum
  - Updated the Landmarks Commission part of the City website
  - The lock tender house
  - Reviewing the Historic Menasha and Schreiber Anderson plans for downtown.
  - Creating a new landmark
5. **Building Alterations – Front Façade at 192 Main Street**  
Kim Jennings provided an overview for her plans for the building. The panel that was removed was to see what was underneath, which they discovered was brick.  
  
James Grasser stated that they would like to remove the materials from the front of the building and clean the brick on the sides and lower area of the building. The upper part would be dedicated for a mural illustrating the diversity of the Fox Valley. He would like to utilize the interior of the building for non-profit art instruction.  
  
Commissioners instructed that any future façade alterations required application and approval of the Landmarks Commission.
6. **Status of Korona Klub Neon Sign**  
PP Homan indicated that as of Monday, the neon sign had been removed. CDD Keil indicated that it appeared they had installed lighting for their remaining sign that was not compliant with the C-2 sign guidelines. Community Development staff will follow up with the business to address this issue.

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

1. No one spoke.

#### **I. ADJOURNMENT**

Moved by Comm. Taylor, seconded by Comm. Lynch to adjourn at 6:20 PM.

The motion carried.

*Respectfully submitted by PP Homan.*

**D R A F T**  
**MINUTES OF REGULAR MEETING**  
**ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES**  
**July 19, 2012**

**Call to order** at 4:02 p.m. by President Enos

Present: Eisen, Murray, Nichols, Wicihowski, Enos, Kiley, Webster

Absent: Crawmer, Kobylski

Also present: Director Lenz, Teen Librarian Vanessa Taylir

**Public Comment**

Eisen asked where the painting depicting the arrival of Elisha D. Smith and his wife Julia arriving in Menasha is displayed. It has not as yet been displayed in the library because local history materials are moving soon, and this painting may fit in with that collection.

Nichols asked why parts of the Veterans Memorial outside the library entrance are missing. Local veterans are refurbishing parts of the memorial.

**Introduction of New Board Members**

New board members Kiley and Webster were introduced. It was noted that Wicihowski was re-appointed for another term.

**Election of Officers**

Nichols presented a slate of officers for the 2012/2013 term as agreed upon by the Nominating Committee:

President: Murray

Vice President: Enos

Secretary: Wicihowski

President Enos called for more nominations. None were made. Eisen moved, Nichols seconded to close nominations and elect the officers as presented. No discussion. Motion carried unanimously. President Murray assumed control of the meeting.

**Appointment of Standing Committees**

President Murray requested that current committee members remain on their respective committees. He asked Kiley to assume the spot vacated by past trustee Gary Wisneski on the Building and Grounds Committee. Webster will serve on the Teen Advisory Board, which meets this coming Monday. Committee Chairs will also remain the same.

**Authorization of Bills**

Motion to authorize payment of the July list of bills from the 2012 budget as presented by Nichols, seconded by Enos. Eisen asked about the Baker & Taylor bill, which is this month's largest bill. Baker & Taylor is the library's book vendor. The state has a contract with that vendor that the library uses to get good prices for books. Eisen wanted to know how many were children's books and who is responsible for selection. This month's bill may not include many children's books since children's staff are very busy with the summer reading program. Professional librarians are

responsible for selection, but anyone can suggest materials for selection via the website or by speaking to a staff member. Selection is generally made based on reviews and patron demand. Nichols asked what the library purchased from AT&T. Local phone books are generally free, but the library has to purchase those from around the state. Phone books are still in high demand. Motion carried unanimously.

### **Consent Business**

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

Approve Library Board meeting minutes, June 21, 2012

Approve minutes of ad hoc Nominating Committee, June 21, 2012

Accept minutes of the Personnel and Policies Committee, April 4 and June 12, 2012

Motion to approve and accept minutes as presented by Enos, seconded by Eisen, and carried unanimously.

### **Director's Report/Information Items**

1. June Statistics. Circulation statistics were down for the month from last year, but program attendance and directional questions answered were up dramatically. Enos asked for the definition of a directional question. This is information about where something is in the library; it generally involves no research.
2. Endowment Report. Nichols asked which fund was used to supplement materials purchases. The report lists a fund for Library Materials, but most honorariums are also designated for materials. Nichols asked if the certificate of deposit listed as expiring at the beginning of the month was re-invested. It has been cashed in and will soon be re-invested into another certificate at another institution for a better interest rate, as directed by the Investment Committee.
3. Current Budget Status. At halfway through the year, the library's budget is 52 percent spent.
4. Staff Reports. Taylir reported that summer reading program participation has surpassed last year's. Eisen asked if staff discuss what methods were effective in raising those numbers. Taylir indicated that discussion at a recent staff meeting concluded that a prize drawing with a bigger grand prize drew people to the adult program. This year's prize is a Kindle®. And she went out to the schools to promote the programs this year. The library also held some very well-attended programs. Nichols congratulated staff on their summer programming.

Taylir passed along a report from Adult Services Supervisor Bongers that development of the new business center is progressing. Suggestions were made for naming the area. Eisen suggested that this may be a fundraising opportunity. Enos suggested contacting SCA for help with developing the area.

The library's laptops can now be checked out when they are not in use for classes to supplement the number of computers available for use in the library. The library is also circulating a Nook® and a Kindle® preloaded with books for two weeks at a time. Enos suggested publicizing that the library accepts donations of e-readers.

5. Hot days and possibly opening the library on Sunday. Lenz floated the idea of opening the library on Sundays with two staff members when the heat index is predicted to be above 90 degrees so that those without air conditioning would have a place to go, particularly if they have a health

condition exacerbated by heat. Eisen expressed concern about liability. Wicihowski expressed concern about opening the library with only two staff members. Murray reminded trustees that the police are next door. Enos reasoned that the library is open most Sundays of the year with only three staff members. Nichols was concerned about the safety of staff members. Lenz was directed to contact the city's Health Department head, Chief of Police, and Mayor to get their feedback on opening the library when it is hot.

6. New WALIS catalog. The library system's automation consortium has developed a new catalog that will be available soon.
7. Long Range Plan Committee report. This committee has not met again since reported at the last board meeting. Chair Nichols reported that the next meeting will weigh the idea of talking with a marketing consultant. Enos was contacted by a consultant interested in working with the library.
8. Personnel and Policies Committee report. Lenz, Seefeldt, and Chair Wicihowski met with City Attorney and Human Resources Director Pamela Captain on Wednesday to review how the committee has progressed so far on the personnel committee. Attorney Captain wants to remain apprised of the committee's work.
9. 2013 Budget: Lenz has received a timeline and worksheet from the city's Finance Department. She would like to schedule a Finance Committee meeting to begin work on the 2013 budget request for the mayor. Members of this committee requested a doodle poll in order to consult their schedules.
10. Building and Grounds Committee meeting: President Murray requested a meeting of this committee in order to aid budget development for 2013. Members of this committee requested a doodle poll in order to consult their schedules.
11. Future Meeting Dates and Times: After discussion it was decided that the usual third Thursday of the month at 4 p.m. may be the best time to continue meeting.
12. Trustee Essentials. Wicihowski helped the group review the second chapter of *Trustee Essentials*. Next month, Nichols offered to review the third chapter.

#### **Adjournment**

Motion to adjourn the meeting at 5:20 p.m. by Eisen, seconded by Wicihowski and carried unanimously.

Respectfully submitted,  
Kathy Wicihowski, Secretary

Neenah-Menasha Fire Rescue  
Joint Finance & Personnel Committee Meeting  
Tuesday, July 24, 2012 – 5:30 p.m.  
Hauser Room – City of Neenah

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

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

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

Public Forum: No members of the public were present.

Meeting Minutes: The Committee reviewed the meeting minutes of June 26, 2012. **MSC Ahles/Klein to approve the meeting minutes of June 26, 2012, all voting aye.**

Budget Report: The Committee reviewed the June 2012 budget report. Chief Auxier noted that we do have one person who is on a long-term work comp injury. He returned to light duty today. However, it is anticipated he will not be able to return to full duties for a couple more months. Therefore, the overtime budget is being used quite a bit to maintain staffing. **MSC Ahles/Langdon to accept the June 2012 budget report and place on file, all voting aye.**

June Activity Report: The Committee reviewed June's activity report. **MSC Ahles/Klein to accept the June activity report and place on file, all voting aye.**

Automatic Aid Report: The Committee reviewed the automatic aid report. Chief Auxier noted that the process is working well. Ald. Klein asked if the numbers that we are experiencing is what we anticipated. Chief Auxier confirmed that what both Departments are responding to is what was expected.

5:40 p.m. Ald. Ramos entered the meeting.

2011 Final Budget Audit: The Committee reviewed the final 2011 budget audit. Chief Auxier noted that at the end of 2011 he was asked by Mayor Merkes to return \$40,000 back to the City of Menasha for the 2012 budget. The final numbers show that we were close to doing this. The Committee thanked Chief Auxier for working hard to save money from the 2011 budget for the 2012 budget. **MSC Ramos/Klein to approve the 2011 final audit results that reflect \$37,747 savings to be returned to the City of Menasha and \$55,641 savings to be returned to the City of Neenah, all voting aye.**

Vacant Firefighter Position: Chief Auxier noted that Mayor Scherck did approve to fill the position that will be vacated by a future retirement. Mayor Merkes would like to discuss this further and a meeting is scheduled for Wednesday. Ald. Langdon asked what position would be open. Chief Auxier noted the promotional process will be put in place to fill the open position and in the end a firefighter position would be open. Ald.

Stevenson asked if the Joint Fire Commission reviewed the recommendations for promotion. Chief Auxier confirmed this process. The Committee asked to review this at the August meeting after Chief Auxier's meeting with both Mayors.

Overtime Budget: Chief Auxier noted there are concerns with the possibility of the overtime budget being exhausted before the end of the year due to the long term work comp injury one member has. He will continue to monitor this budget and update the Committee.

Firefighter of the Year Award: Chief Auxier informed the Committee that Shift Commander Flunker received the Public Educator of the Year award in 2011. He was awarded the Wisconsin State Aerie Eagle's and American Legion – Wisconsin Firefighter of the year awards in 2012. The Committee recognized Mike's efforts and asked that this be brought forth to both Council's for recognition.

Executive Fire Officer Completion: Chief Auxier noted that Captain Victor Voss has been working on the Executive Fire Officer program for the past four years. This is a national program and takes a lot of time and commitment to complete this program. Chief Auxier asked that he be able to present this certificate to Captain Voss at a future Council meeting. The Committee supported this request.

**MSC Ramos/Langdon to adjourn at 6:00 p.m., all voting aye.**

Respectfully Submitted,

Al Auxier  
Chief

AA/tt

# NEENAH-MENASHA SEWERAGE COMMISSION

## Regular Meeting

Tuesday June 26, 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, Dale Youngquist; Manager Randall Much, Attorney John Thiel, Accountant Roger Voigt.

**Excused:** Commissioner Kathy Bauer

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

Commissioners discussed the minutes from the Regular Meeting and Closed Session of May 22, 2012 and from the Special Meeting and Closed Session of June 7, 2012. After discussion, motion made by Commissioner Gunz, seconded by Commissioner Sams to approve the minutes of the Regular Meeting and Closed Session of May 22, 2012 and for the Special Meeting and Closed Session of June 7, 2012. Motion carried unanimously.

### Correspondence

There was no correspondence to be discussed.

Bill Glatz introduced himself as an independent consultant who is here representing Merrick Potratz. Mr. Glatz further explained Bob Potratz (Gizmo Farms) is looking to retire; get out of sludge hauling, and sell the ethanol plant. Bob Potratz's son, Merrick is ending his career in the Air Force and is looking to run the Gizmo enterprises. Mr. Glatz is here before the Commission to ask if there is any interest in Gizmo Farms to provide pricing for biosolids hauling and land application services. President Youngquist indicated we are well past this point in our search. Commissioner Falck indicated he would be interested in seeing a proposal, but we would need something quick. Attorney Thiel reported to the Commissioners he has worked with Mr. Glatz in the past and he can vouch for Mr. Glatz's creditability. Commissioner Gunz asked who would we be dealing with, Bob (Potratz) or his son (Merrick)? Mr. Glatz responded it would be with both Bob and Merrick for the next year. Discussion continued. After discussion, motion made by Commissioner Gunz, seconded by Commissioner Zielinski to authorize Manager Much, Attorney Thiel, and President Youngquist to meet with Gizmo Farms representatives in exploring entering into an agreement for biosolids hauling and disposal. Motion carried unanimously. The Commission and Gizmo representatives will meet on Friday June 29 at 8:00 am for discussions.

### Old Business

Biosolids. Chad Olsen reported there is no information to be discussed at this time in open session.

## New Business

### Budget, Finance, Personnel

Accountant Voigt presented the financial statements for the month of May 2012. The Commission discussed the reported Accounts Receivable and Payable. The Commissioners would like to see the portion of the receivables and payables related to the electrical billing overcharge listed separately on the summarized balance sheet. After discussion, motion made by Commissioner Gunz, seconded by Commissioner Zielinski to approve the Financial Statements for the month of May. Motion carried unanimously.

Accountant Voigt presented the Accountant's Report and Cash Flow Projection for the month of May. The interest rates have not changed; MCO generated \$4,500 in income to the Commission in May. After discussion, motion made by Commissioner Gunz, seconded by Commissioner Hamblin to accept the Accountant's Report and cash flow projection for May. Motion carried unanimously.

Motion made by Commissioner Zielinski, seconded by Commissioner Gunz to approve operating and payroll fund vouchers #132986 through #133038 in the amount of \$562,640.56 for the month of May 2012 and Construction Fund Vouchers #126 through #130 in the amount of \$206,380.81 for the month of May 2012. Motion carried unanimously.

Accountant Voigt presented MCO Invoices #16513, #16567 and #16564 in the amounts of \$118,845.45, \$441.15 and \$123.70. After discussion, motion made by Commissioner Falck, seconded by Commissioner Hamblin to approve for payment MCO Invoices #16513, #16567 and #16564 and to pay the invoices after July 1, 2012. Motion carried unanimously.

Accountant Voigt presented for payment McMAHON invoices #49638 - \$17,700.00; #49637 - \$47,600.00; #49635 - \$440.00; #49636 - \$1,245.19; and #49688 - \$6,000.00. Chad Olsen (McMahon) reported invoice #49636 for \$1,245.19 was billed in error and should not be paid. After discussion, motion made by Commissioner Falck seconded by Commissioner Gunz to approve for payment invoices #49638, #49637, #49635, and #49688. Motion carried unanimously.

Tom Kispert discussed Certificate for Payment #1 for Contract P – Diesel Generator Sets from Cummins NPower. The shop drawings are approved and the 5 percent payment for Contract P can be approved. After discussion, motion made by Commissioner Zielinski, seconded by Commissioner Falck to approve for payment Certificate for Payment #1 for Contract P to Cummins NPower in the amount of \$17,078.91. Motion carried unanimously.

### Operations, Engineering, Planning

Manager Much discussed the EPA air permit requirements. We will need to follow the exercise to determine which permit will be needed by the Commission. We will need some engineering assistance for completing. McMahon will have a proposal at the next meeting. Tom Kispert indicated he did a cursory review of the requirements and it appears the permit needed by the Commission would be at the lowest level. Commissioner Gunz questioned if this can be done in house. Randy responded these items are not in his area of expertise.

Manager Much reported the plant is operating well and there are no real operating issues. The generator has been running. Commissioner Hamblin questioned meeting effluent mercury limits. Manager Much reported on the issues being seen on influent samples collected for mercury testing; high levels occasionally are received with no ability to identify the source. Some of the high levels are coming from residential areas. Chad Olsen reminded the Commissioners on how low of a level that needs to be tested for mercury and if someone with amalgam fillings would breath on the sample this would contaminate the sample. The testing limit for mercury is at nanogram per liter (ng/l) levels (a nanogram is one part per trillion or one-billionth of a gram). After discussion, motion by Commissioner Falck, seconded by Commissioner Hamblin to accept the Operating Report for May. Motion carried unanimously.

Manager Much reported on the annual Compliance Maintenance Annual Report (CMAR). This is the report card for the performance of the plant. The only concern is in the flows and loadings section; a grade of "D" was received. All the remaining categories in the CMAR received a grade of "A". After discussion, motion made by Commissioner Hamblin, seconded by Commissioner to adopt NMSC Resolution 2012-1. Motion carried unanimously.

Chad Olsen reported on the proposal to assist with evaluating potential phosphorus reduction tools. Discussions were held with the Fox-Wolf Watershed Alliance; we should see a proposal from them at the next meeting.

Tom Kispert updated the Commission on the facilities upgrade project. He met with Joe Cantwell from Focus on Energy regarding the grant monies for the Commission and discussed the startup deadline of December 31 and issues if we don't meet the deadline. He will meet with him again in October to re-evaluate the startup deadline and if we need to change the deadline date.

Tom Kispert updated the Commission on the System Controls/SCADA. Tom explained the existing switchgear in the headworks building and east blower building and issues with current arc flash requirements. Additional discussion ensued on arc flash rules and the impact on the plant operations; under current setup, the plant would need to be shut down to de-energize the system in order to work on the switchgear which would result in completely shutting down the screw pumps in the headworks building. The solution is to replace the existing switchgear with equipment that provides arc flash barriers; this was not budgeted for in the facility plan. The estimated cost for this equipment will be \$100,000 for each building (\$200,000 total). Rob Franck further explained the issue and the current arc flash requirements. President Youngquist questioned the contingency amount setup in the project cost estimates and if this could be applied against the contingency. Tom further explained the contingency and how it is integrated with the Clean Water Fund. President Youngquist questioned how do we include this in the project? Tom responded we need the authorization to proceed or not to proceed. Tom recommends this would be a good thing to do. Attorney Thiel recommends a motion to approve the addition. After discussion, motion made by Commissioner Falck, seconded by Commissioner Hamblin to replace the switchgear in the headworks building and east blower building for arc flash considerations at an estimated cost of \$200,000. Motion carried unanimously.

Tom Kispert reported on the plant equipment. The delivery dates on six pieces of equipment were pushed back to October 12. Tom reported he is looking to have the documents submitted to the DNR by the end of July; advertise for bids in early August; open bids on August 30; hold a

special meeting to award the bids; and get the contractor on board as quick as we can in October. President Youngquist suggested moving the bid opening up one week to allow for the approval of the bids at the August meeting. Tom said this may be doable if designs are completed by the July meeting. Tom reported he will need authorization to bid the project; McMahon will put together a contract for bidding through contract management of the project. The Commission would need to act on the contract at the July meeting. Tom additionally reported all but three of the equipment contracts are wrapped up.

Amy Vaclavik reported on the Clean Water Fund. Amy distributed an updated draft variance request and further discussed why the variance request is needed and the purpose of the variance request. The variance request will allow the issuance of taxable, rather than tax-exempt borrowing with the CWF with no interest rate difference between the taxable and tax-exempt interest rate. If the variance is not granted, there is a potential rate increase of 20% over the current 40% projected rate increase. The draft template will be sent to the communities for their approval. Commissioner Gunz further questioned there would be no difference in the borrowing rate if the borrowing from the CWF is taxable and not a tax-exempt issue with this variance. Amy confirmed this information. After discussion, motion made by Commissioner Gunz, seconded by Commissioner Sambs to authorize the draft variance request letter to be sent to the communities for approval by the communities and submission to the Department of Administration. Motion carried unanimously.

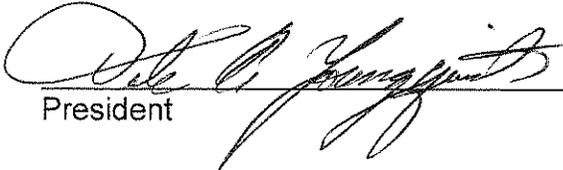
Manager Much discussed a call he received from Steinacker Farms requesting to land apply biosolids on some fields not located in the Town of Greenville. Steinacker Farms has some property with wheat planted; when the crop is removed they would like to apply biosolids on these fields. The fields are approved sites for land application of biosolids. Randy indicated he would like to see a more formal proposal. After discussion, motion by Commissioner Gunz, seconded by Commissioner Hamblin to allow Manager Much and Attorney Thiel to work out an agreement with Steinacker Farms for a limited term biosolids removal, hauling, and land spreading agreement. Motion carried unanimously.

Motion made by Commissioner Gunz, seconded by Commissioner Falck 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. 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, Falck, Hamblin, Sambs, Youngquist.

Meeting convened into closed session at 9:25 am.

After discussions, motion made by Commissioner Gunz, 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, Falck, Hamblin, Sambs, Youngquist. The Commission returned to Regular open session at 10:03 am.

Motion made by Commissioner Gunz, seconded by Commissioner Hamblin to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 10:03 a.m.

  
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President

  
\_\_\_\_\_  
Secretary

**THE NEXT REGULAR MEETING IS SCHEDULED FOR TUESDAY July 24<sup>th</sup>, 2012.**

# NEENAH-MENASHA SEWERAGE COMMISSION

## Special Meeting

Friday July 6, 2012

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

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

**Excused:** Commissioner Jim Gunz.

**Also Present:** Chad Olsen, Tom Kispert (McMAHON).

### Operations, Engineering, Planning

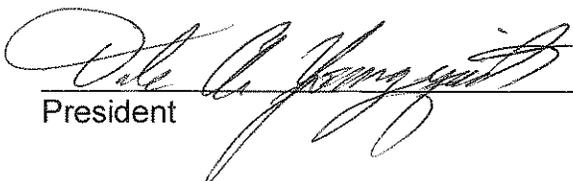
Tom Kispert explained the options for a Contractor to have utilities for the construction project at the treatment plant; either the contractor is responsible for the installation and payment of the utilities, or the contractor would put in the power drop and the Commission would pay the utilities. The recommended method is to have the contractor responsible for putting in the power drop with the Commission paying the utilities; this option would provide the lowest cost option for the project costs. Commissioner Bauer questioned if Menasha Utilities had special rates; Tom responded he did not think there are special rates. After discussion, it was the consensus of the Commissioners to have the contractor install the power drop and the Commission would pay the utility costs for the construction project.

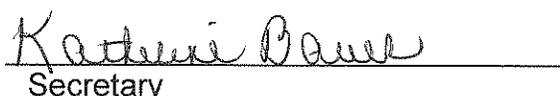
Motion made by Commissioner Zielinski, seconded by Commissioner Falck to convene into closed session pursuant to Wis. Stats. § 19.85(1)(e) to discuss identified real estate options for placement of a building to be used by the Commission and hauling and spreading proposals for which bargaining reasons and developing acquisition strategy require a closed session to protect the public investment and spending of public funds. And also pursuant Wis. Stats. § 19.85(1)(g) to confer and review oral legal advice by legal counsel to the Commission as to litigation commonly referred to as the Fox River litigation. By roll call vote taken, motion carried unanimously, by Commissioners Zielinski, Hamblin, Bauer, Falck, Sambas, Youngquist.

Meeting convened into closed session at 8:07 am.

After discussions, motion made by Commissioner Zielinski, seconded by Commissioner Sambas to adjourn the closed session and return in open session. By roll call vote taken, motion carried unanimously by Commissioners Zielinski, Hamblin, Bauer, Falck, Sambas, Youngquist. The Commission returned to open session at 9:21 am.

Motion made by Commissioner Falck, seconded by Commissioner Hamblin to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:21 a.m.

  
President

  
Secretary

# NEENAH-MENASHA SEWERAGE COMMISSION

## Special Meeting

Monday July 16, 2012

Special Meeting was called to order by Commission President Youngquist at 10:00 a.m.

**Present:** Commissioners Gordon Falck, Jim Gunz, Mike Sambs, Kathy Bauer, Dale Youngquist; Manager Randall Much, Attorney John Thiel, Accountant Roger Voigt.

**Excused:** Commissioner Raymond Zielinski, Tim Hamblin.

**Also Present:** Chad Olsen (McMAHON).

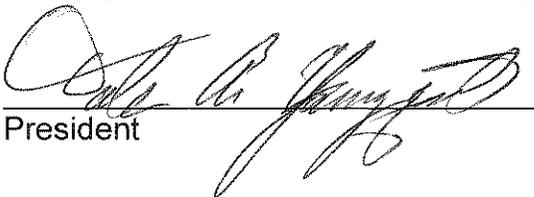
Motion made by Commissioner Falck seconded by Commissioner Sambs to convene into closed session pursuant to Wis. Stats. § 19.85(1)(e) to discuss identified real estate options for placement of a building to be used by the Commission and hauling and spreading proposals for which bargaining reasons and 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 Gunz, Bauer, Falck, Sambs, Youngquist.

Meeting convened into closed session at 10:01 am.

Commissioner Tim Hamblin entered the Closed Session at approximately 10:07 am.

After discussions, motion made by Commissioner Hamblin, seconded by Commissioner Sambs to adjourn the closed session and return in open session. By roll call vote taken, motion carried unanimously by Commissioners Gunz, Hamblin, Bauer, Falck, Sambs, Youngquist. The Commission returned to open session at 11:07 am.

Motion made by Commissioner Falck, seconded by Commissioner Sambs to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 11:07 a.m.

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary

# DRAFT

CITY OF MENASHA  
PERSONNEL COMMITTEE  
Third Floor Council Chambers  
140 Main Street, Menasha  
July 16, 2012  
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Krueger at 8:05 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

ALSO PRESENT: CA/HRD Captain, PC Styka, FC Auxier, DPW Radtke, C/T Stoffel, PP Homan, Clerk Galeazzi and the Press.

C. MINUTES TO APPROVE

1. Personnel Committee, 6/18/12

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

Motion carried on voice vote.

D. ACTION ITEMS

1. Personnel Policy Handbook Update - Pay Rate Schedule and Position Changes (former Locals 1035 & 1035B)

CA/HRD Captain explained the pay range and positions. Some positions are no longer filled and recommend they be eliminated. Some job duties have been combined.

This new pay rate schedule will be incorporated into the Personnel Policy Handbook.

General discussion ensued on current staffing and merging positions.

Moved by Ald. Sevenich, seconded by Ald. Englebert to recommend to Common Council Position changes and employee pay rate schedule for positions that were formerly covered by collective bargaining agreement, including Bridge Tenders and Park Casual and incorporate into the Personnel Policy Handbook including paragraphs 17 & 21 on Attachment 1.

Motion carried on roll call 9-0.

E. ADJOURNMENT

Moved by Ald. Zelinski, seconded by Ald. Englebert to adjourn at 8:20 p.m.

Motion carried on voice vote.

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



## MEMORANDUM

DATE: July 31, 2012

TO: Common Council

FROM: Pamela A. Captain, CA/HR Director

RE: Health Insurance Workshop

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On July 24, staff met with the city's health benefits consultants, Rau Anne Beaudry and Kelly Jagelski, The Horton Group, to discuss preliminary renewal rates for our 2013 budgeting. Given the initial outlook, projecting over a 15% increase in health insurance premiums, we decided The Horton Group would go to market with a request for proposals.

Additionally, Ms. Beaudry will be addressing the common council at a health insurance workshop tentatively scheduled at 5:00 p.m. on September 4, 2012. Ms. Beaudry will provide information about available options as well as an outlook about what to expect as it relates to future changes in health care benefits and insurance.

In order to ensure that your questions and concerns are adequately addressed at this workshop, please forward them to me in advance so that I can pass them along to The Horton Group.

**Financial Information-T.I.F. DISTRICT # 1**

Update: 08/01/2012

Compiled by: City Comptroller/Treasurer

	T.I.F. #1 FULL VALUE	T.I.F. #1 VALUE INCREMENT	T.I.F. #1 TAX INCREMENT	EQUALIZED TAX RATE
1986/1987	\$5,329,100			
1987/1988	5,915,400	\$586,300	\$17,499	\$29.846
1988/1989	9,394,200	4,065,100	127,937	31.472
1989/1990	9,762,100	4,433,000	145,815	32.893
1990/1991	10,450,300	5,121,200	166,461	32.504
1991/1992	11,026,100	5,697,000	190,201	33.386
1992/1993	11,027,000	5,697,900	197,465	34.656
1993/1994	11,224,600	5,895,500	200,965	34.088
1994/1995	11,061,900	5,732,800	186,963	32.613
1995/1996	11,370,700	6,041,600	184,849	30.596
1996/1997	12,723,600	7,394,500	205,099	27.737
1997/1998	15,512,900	10,183,800	275,155	27.019
1998/1999	14,658,600	9,329,500	252,797	27.097
1999/2000	12,754,200	7,425,100	197,127	26.549
2000/2001	13,051,700	7,722,600	208,359	26.980
2001/2002	13,209,800	7,880,700	216,178	27.431
2002/2003	13,480,700	8,151,600	218,111	26.757
2003/2004	12,099,600	6,770,500	176,674	26.095
2004/2005	12,174,400	6,845,300	176,252	25.748
2005/2006	12,015,400	6,686,300	168,839	25.251
2006/2007	11,861,300	6,532,200	165,757	25.375
2007/2008	12,042,300	6,713,200	163,716	24.387
2008/2009	12,162,100	6,833,000	169,884	24.862
2009/2010	12,160,100	6,831,000	177,134	25.931
2010/2011	9,216,800	3,887,700	103,801	26.700
2011/2012	9,359,200	4,030,100	109,610	27.198
TOTAL 1986-2012			<u>\$4,402,648</u> =====	

CITY OF MENASHA - DOWNTOWN REDEVELOPMENT

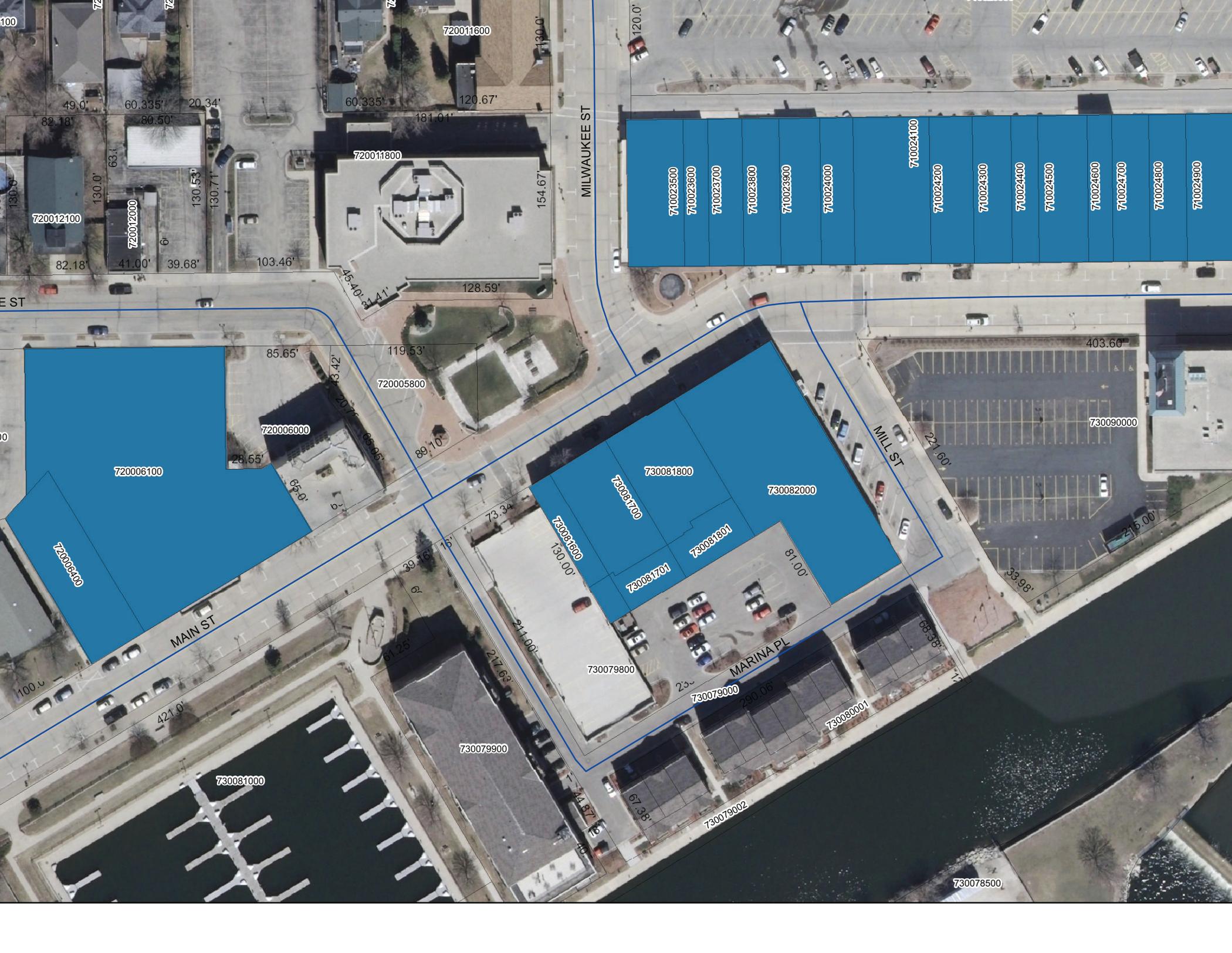
T.I.D. # 1

December 31, 2011

DESCRIPTION	CUMULATIVE ACTUAL @ DEC. 31, 2010	Y--T--D THROUGH DEC. 31, 2011 (UNAUDITED)	CUMULATIVE ACTUAL THRU 12/31/11 (UNAUDITED)
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<b>REVENUES:</b>			
PROPERTY TAX INCREMENT	\$4,189,237	\$103,801	\$4,293,038
PAYMENTS IN LIEU	46,161	-	46,161
OTHER GRANTS & AIDS	536,452	630	537,082
DONATIONS	376,525	-	376,525
INTEREST INCOME/MISC	385,070	-	385,070
CAPITAL BORROWING	9,332,000	-	9,332,000
<b>TOTAL REVENUES</b>	<b>\$14,865,445</b>	<b>\$104,431</b>	<b>\$14,969,876</b>
	=====	=====	=====
<b>EXPENDITURES:</b>			
INFRASTRUCTURE	\$1,146,001	\$0	\$1,146,001
DIRECT DEVELOPMENT	2,128,836	-	2,128,836
DEBT SERVICE - PRINCIPAL	9,332,000	-	9,332,000
DEBT SERVICE - INTEREST	2,533,491	-	2,533,491
MISCELLANEOUS/SUNDRY	200,060	-	200,060
<b>TOTAL EXPENDITURES</b>	<b>\$15,340,388</b>	<b>\$0</b>	<b>\$15,340,388</b>
	=====	=====	=====
<b>REVENUES Over EXPENDITURES</b>	<b>(\$474,943)</b>	<b>\$104,431</b>	<b>(\$370,512)</b>
	=====	=====	=====

LONG TERM DEBT OUTSTANDING FOR THIS DISTRICT

ISSUE	ORIGINAL ISSUE	PD PRIOR 12/31/11
1986 CORP. PURPOSE BONDS	\$2,851,000	\$2,851,000
1989 PROMISSORY NOTES	3,111,000	3,111,000
1994 REFUNDING BONDS	3,370,000	3,370,000
<b>TOTAL</b>	<b>\$9,332,000</b>	<b>\$9,332,000</b>
	=====	=====



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MILWAUKEE ST

MAIN ST

MARINA PL

MILL ST

**PROPOSED INCORPORATION OF PORTIONS OF THE TOWNS OF HARRISON AND  
BUCHANAN, CALUMET AND OUTAGAMIE COUNTIES, WISCONSIN, AS A VILLAGE**  
Calumet County Circuit Court Case #12-CV-28

NOTICE under section 66.0203 (9), Wis. Stats., is hereby given that the Wisconsin Incorporation Review Board ("Board") and Department of Administration ("Department") will conduct a public hearing commencing at 1pm on Tuesday, July 31<sup>st</sup>, at the Darboy Club in the Town of Harrison, located at N9695 County Highway KK.

Regarding the hearing, it will be a legislative-type hearing to assist the Board and Department in making their determination on the incorporation petition for the Calumet County Circuit Court as required by law. No decision will be made on the incorporation petition at the hearing. The Board has a 180 day review period for incorporation petitions after the date of submission. The Board is required by statute to advise the Department whether the petition meets the standards contained in section 66.0207, Wis. Stats.

Interested persons may present information to the Board and Department that relates to the proposed incorporation. The information to be received should relate to issues described by law in sub-sections 66.0207 (1) and (2), Wis. Stats. You are urged to read these sections before the hearing.

This hearing will, with scheduled breaks, conclude at 7 pm.

The proposed incorporation primarily includes a portion of the Town of Harrison, but also includes a portion of road right-of-way from the Town of Buchanan. The proposed village area is legally described as:

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

Beginning at the Intersection of the North line of the Northeast ¼ said Section 1 and the Northerly extension of the East right-of-way line of Prosperity Drive; Thence S00°06'12"E, 1,430.04 feet along the extended East right-of-way line of Prosperity Drive; Thence S14°24'54"W, 159.56 feet; Thence S00°06'12"E, 1198.88 feet along the extended East right-of-way line of Prosperity Drive to the South line of Northeast ¼ of Section 1; Thence N89°36'44"W, 40.00 feet along the South line of Northeast ¼ of said Section 1 to the Center ¼ of said Section 1; Thence N89°47'05"W, 2,610.34 feet along the South line of the Northwest ¼ of said Section 1 to the West ¼ corner of said Section 1; Thence S00°21'02"W, 2,619.04 feet along the West line of the Southwest ¼ of said Section 1 to the Southwest corner of said Section 1; Thence N88°21'50"W, 2,621.64 feet along the South line of the Southeast ¼ of said Section 2 to the South ¼ corner of said Section 2; Thence S89°16'59"W, 2,598.23 feet along the South line of the Southwest ¼ of said Section 2 to the Southwest corner of said Section 2; Thence S00°00'43"E, 2,629.36 feet along the West line of the Northeast ¼ of said Section 10 to the East ¼ corner of said Section 10; Thence S00°38'13"W, 2,624.20 feet along the West line of the Southeast ¼ of said Section 10 to the Southeast corner of said Section 10; Thence S00°48'35"W, 455.07 feet along the East line of the Northeast ¼ of said Section 15 to the Centerline of U.S. Highway 10; Thence 3,460.26 feet along the centerline of said U.S. Highway 10 to the Center ¼ corner of Section 15; Thence N89°11'31"W, 2,624.13 feet along the South line of the Northwest ¼ of said Section 15 to the West ¼ corner of said Section 15; Thence N89°46'10"W, 2,614.42 feet along the South line of the Northeast ¼ of said Section 16 to the Center ¼ corner of said Section 16; Thence N89°49'56"W, 2,636.03 feet along the South line of the Northwest ¼ of said Section 16 to the West ¼ corner of said Section 16 and the Southerly Extension of the City of Menasha Corporate Boundary; Thence N00°36'55"E, 2,634.16 feet along the City of Menasha Corporate Boundary, it's Southerly Extension and the West line of the Northwest ¼ of said Section 16 to the Northwest corner

of said Section 16; Thence N00°38'30"E, 2,595.58 feet along the City of Menasha Corporate Boundary and the West line of the Southwest ¼ of said Section 9 to the Westerly extension of the South right-of-way line of Manitowoc Road (mapped 80 foot right-of-way); Thence Easterly, 2,620.66 feet along the South right-of-way line of Manitowoc Road and it's Westerly extension to the East line of the Southwest ¼ of said Section 9; Thence Easterly, 2,659.35 feet along the South right-of-way line of Manitowoc Road and it's Easterly extension to the East right-of-way line of Coop Road (66 foot wide road per City of Appleton Corporate Boundary) Thence N00°25'44"E, 40.00 feet along the East right-of-way line of Coop Road to the centerline of said Coop Road; Thence N00°30'00"E, 2,626.90 feet along the East right-of-way line of Coop Road to the North line of the Northwest ¼ of said Section 10; Thence N00°22'54"E, 5,078.87 feet along the City of Appleton Corporate Boundary, it's Northerly extension and along the East right-of-way line of Coop Road to the Easterly Extension of the South line of Loma Lane; Thence N00°31'53"E, 32.95 feet along the City of Appleton Corporate Boundary and the East right-of-way line of Coop Road; Thence S89°15'59"E, 7.00 feet along the City of Appleton Corporate Boundary and the East right-of-way line of Coop Road; Thence N00°31'53"E, 203.05 feet along the City of Appleton Corporate Boundary and the East right-of-way line of Coop Road to a vision corner in the Southeast corner of Calumet Street and Coop Road; Thence N45°38'06"E, 70.56 feet along the City of Appleton Corporate Boundary and said vision corner to the South right-of-way line of Calumet Street; Thence N08°58'34"W, 133.89 feet along the City of Appleton Corporate Boundary to the North right-of-way line of Calumet Street; Thence Easterly, 13,029 feet more or less along the North right-of-way line of Calumet Street (CTH KK) through the intersecting Streets to the Northerly extension of the East line of the Northwest ¼ of said Section 1; Thence South, 50.00 feet to the North ¼ corner of said Section 1 and the Point of Beginning. The Total area of described parcel is 3,003 acres more or less.

A map of the proposed village can be found at: <http://doa.wi.gov/municipalboundaryreview>

Following the hearing, additional written information pertaining to the statutory standards identified above may be mailed to Erich Schmidtke, Division of Intergovernmental Relations, Wisconsin Department of Administration, P.O. Box 1645, Madison, WI 53701, postmarked no later than Friday, August 10<sup>th</sup>, 2012. Any information postmarked after this date will not be considered. The Board and Department on its own initiative and in the public interest may seek additional information reasonably necessary for its determination.

Dated at Madison, Wisconsin, on July 11<sup>th</sup>, 2012

Signed/Ed Eberle, Administrator, Division of Intergovernmental Relations  
Wisconsin Department of Administration



To: Members of the Common Council

From: Chief Tim Styka

Date: August 1<sup>st</sup>, 2012

RE: Vehicle Purchases

Over the past few years the Police Department has requested during the budget process to replace vehicles which are now approximately 10 years old and showing increasing costs for maintenance. In the past, it has been the practice of City Departments to have the flexibility to reallocate their budgeted funds to meet current needs, provided the Department does not exceed their overall budgeted amount. We would like to continue with this practice and replace the 2001 Code Enforcement vehicle with a Chevy Colorado truck for approximately \$20,500.

Please feel free to contact me if you have any questions.



TO: Menasha Common Council

FROM: Kara Homan, AICP, Principal Planner

DATE: August 2, 2012

**RE: Response from FP One, LLC to the City's Counter-Offer for NMFR Station 36**

Attached, please find email correspondence from Rick Knight, legal counsel for FP One, LLC. The letter indicates their rejection of the City's counter-offer, as well as their wishes to not extend their original offer, which had an expiration date of June 1, 2012.

It is the recommendation of the Plan Commission that the former Neenah-Menasha Fire Rescue Station 36 site continue to be marketed for redevelopment purposes, and that the City continue to explore opportunities for the existing building to be razed; Community Development staff concurs.

## Kara Homan

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**From:** Rick Knight [rknight@pfefferle.biz]  
**Sent:** Wednesday, July 18, 2012 4:31 PM  
**To:** Pamela Captain; Kara Homan  
**Cc:** Greg M. Keil; John Pfefferle; Todd Platt  
**Subject:** Counter Offer - FP One LLC

I represent FP One, LLC and am responding to the Counter-offer recently sent via email to Todd Platt. I am authorized to advise you that FP One does not accept the Counter-offer.

The May 30, 2012 offer to purchase 901 Airport Road had an acceptance deadline of June 1. FP One does not wish to extend that time and does not intend to reinstate its offer.

Thank you for your efforts in this transaction.



Rick Knight  
Exec. VP - Corporate Counsel  
Pfefferle Companies, Inc.  
200 E Washington Street, Ste. 2A  
Appleton, WI 54911  
[rknight@pfefferle.biz](mailto:rknight@pfefferle.biz)  
Phone: (920) 730-4280  
Fax: (920) 730-4286

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To: Mayor Merkes and the Menasha Common Council  
From: Sue Wisneski, former Alderman, 3<sup>rd</sup> District  
Re: Midway Road sidewalks

When I was the alderman for the 3<sup>rd</sup> District, I held Meet & Greets each summer. One of the sites I visited faithfully was the Briarwood Cottage apartments, on Midway Rd. behind Shopko. These are housing units for the elderly, with most of the tenants being over the age of 55.

Among the complaints these tenants had was that there were no sidewalks on Midway Rd. because they liked to walk to the grocery store (Piggly Wiggly) or to Shopko to get their prescriptions. They said with their fixed incomes and the high prices of gas, it was difficult to justify running their vehicles that short distance when they could take their fold-up grocery carts to get a few things at the store. However, the lack of sidewalks forced them to have to walk in the roadway, which was dangerous due to the number of vehicles and the speeds those vehicles were traveling.

These people were not the only ones concerned about the lack of sidewalks in this area. I spoke with some employees of the various coffee shops and was told that they, too, decried having to walk in the roadway. I urged the City to consider sidewalks for this area.

Blacktop paths later installed by the City did little to nothing to alleviate their concerns and brought up many more, including:

- Blacktop was uneven to walk on, rendering it highly unsafe.
- It was hard to look down and judge the walkway as dark surfaces are more difficult to see with bifocals or trifocals and they had a hard time judging if they had to step up or down.
- Blacktop would get sticky in the heat and they'd drag the tar from the broken edges into their homes.
- Blacktop or asphalt was much hotter to walk on in the summer than concrete.
- When there was new construction and the blacktop was broken up then repaired, it is unusually rough and even harder to walk on.

Now there is another housing project on Midway Rd. catering specifically to the elderly or over 55 year old group. The number of potential users has risen exponentially, with tenants AND employees, not to mention the casual walkers who stroll throughout the City. While these people are not likely to be in the area now, they conceivably would be there if they had sidewalks to walk on. Any one of these could be viewed as a potential customer base increase.

I also took the opportunity to be in the Midway corridor often in the 11AM to 1PM peak lunch time. I noted that employees from the various businesses in the business park area would walk in the street or in the roadway to get lunch at the Piggly Wiggly or any of the fast food places near Hwy. 47. This was BEFORE Subway moved into their new building so I have since noted that people walk from the businesses across the street and through the grassy area, sometimes on the blacktop path, up to Subway.

The bus routes used to take the buses into the Shopko Plaza. They do not do that any longer. Buses used to run west on Midway Road but that had stopped for a long time now. The only bus service to this area runs on Hwy 47., Appleton Road, and will go east on Midway Rd. past the UW Fox Valley. People wishing to donate plasma (especially in this economy) who travel by bus have to exit on 47 (Appleton Rd.) at Midway and walk to BioLife Plasma. I remember watching a family of four (dad, mom and two children) as they walked in the roadway. Dad led, the two children followed and mom brought up the rear. They went to the plasma center. They walked single file, but I held my breath watching the children because I feared one might dart into the roadway – as children are known to have done. I am concerned, not only from the draw of the plasma center, but now Habitat for Humanity has offices on Midway and pedestrians using the bus have to walk to their offices.

If you look at the area on Midway Rd. in front of the St Elizabeth Surgery Center building, you will see a footpath carved into the lawn area. People walk in the roadways and go up onto the adjacent properties when the grass is cut. IF it isn't they continue to walk in the road.

I have seen students from Maplewood Middle School walk west on Midway and they had to use the roadway in spots where there was no blacktop path. One of those students (who has since graduated high school) told me that with sports or other after-school activities, if they had no ride home, they had to walk that half mile or so and hated it because it was dangerous on Midway Rd.

Some of the larger businesses in the area, RR Donnelley for one, have encouraged their employees to participate on various healthy activities, such as walking. They are unable to walk to work because of the lack of sidewalks. More than one employee from there told me of their dissatisfaction with this. Numerous groups walk around the blocks from Midway to Airport along Earl Sts. and Fatima Sts. One group I talked to said they'd love to walk along Midway but it is too hard with the traffic and the uneven blacktop and the lack of continuity.

It would make for neater picture of our business area at Midway and 47 for a continuation of the sidewalks at least on one side of the street. In a perfect world, we'd have sidewalks on both sides but making it safer for pedestrians in an ever-growing business area without access to buses, but having a sidewalk on at least one side is a lot more acceptable than the blacktop path.

One very concerning point for me was that the money for our portion of the sidewalks along this route had been budgeted and borrowed for several years ago. The project kept getting delayed by legal issues of rights-of-way, etc. We argued then for the sidewalks and convinced everyone of the need, but nothing was done. Now it is time for action for the sidewalks!

Thank you for your consideration of completing this sidewalk mission.

CITY OF MENASHA  
COMMON COUNCIL  
Third Floor Council Chambers  
140 Main Street, Menasha  
Monday July 16, 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 Zelinski, Englebert, Benner, Klein, Taylor, Sevenich, Langdon, Krueger

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, FC Auxier, DPW Radtke, C/T Stoffel, PRD Tungate, LD Lenz, PP Homan, Pk Supt Maas, OC Halderson, Lt. Albrecht, Clerk Galeazzi and The Press

DEPT. HEAD EXCUSED: PHN Nett

D. PUBLIC HEARING

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

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

No one spoke.

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. PRD Tungate – Certificate of Completion, Community Tree Management Institute, PS Maas

PRD Tungate presented Pk Supt Maas with a WIDNR Certificate of Completion for Community Tree Management Institute. PRD Tungate commended Pk Supt Maas for his accomplishment.

2. PC Styka – Announcement of Promotions of Captain Halderson and Lieutenant Albrecht

PC Styka announced the promotions of Brett Halderson to Operations Captain and Matt Albrecht to Patrol Lieutenant.

3. PC Styka – Report on 350 Willow Lane

PC Styka gave an overview of the complaints and issues with the 350 Willow Lane property dating back to 2007. City departments are working to get the property compliant.

General discussion ensued.

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

Minutes to receive:

a. Administration Committee, 7/2/12

b. Board of Public Works, 7/2/12

c. Library Board, 6/21/12

d. Parks and Recreation Board, 7/9/12

e. Plan Commission, 7/3/12

f. Police Commission, 6/27/12

g. Water and Light Commission, 6/27/12

Communications:

h. CA/HRD Captain, 6/30/12: 2011 Worker's Compensation Audit

i. Correspondence from Julie Schmelzer, Director of Calumet County Resource Management Department for Multi-County DNR Lake Management Grant

j. Customers First!, The Wire newsletter, July 2012

k. Public Works Facility, 7/11/12: May/June 2012 Disposal Violations

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

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, 7/2/12

Administration Committee, 7/2/12; recommends approval of:

2. Alliance Industries expansion project:

- a. Winnebago County Business Industrial Development Board Loan Application
- b. Business Loan Agreement
- c. Redevelopment Agreement

3. Counter-offer to FP One LLC for 901 Airport Road (former NMFR Station 36)

Board of Public Works, 7/2/12; recommends approval of:

4. Street Use Application – Otto Grunski Runski; Saturday, August 11, 2012; 6:30 AM – 11:00 AM; (City of Menasha Parks and Recreation Department)
5. Street Use Application – Diablo Cycling's Twilight Criterium; Saturday, August 11, 2012; 8:00 AM – 9:00 PM (Diablo Cycling)
6. Street Use Application – Race the Lake; Sunday, August 19, 2012; 7:00 AM – 9:20 AM (Midwest Sports Events)
7. Street Use Application – 19<sup>th</sup> Annual St. Joe's 5K Run/Walk; Saturday, October 13, 2012; 8:00 AM – 10:00 AM (Pacesetter's Fox Cities)

Plan Commission, 7/3/12; recommends approval of:

8. The Extraterritorial Certified Survey Map – 1811 Racine Street/505 Valley Road – Town of Menasha Parks and Recreation Board, 7/9/12; recommends approval of:

9. City of Menasha Open Space and Recreation Facilities Plan 2012-2016

Ald. Sevenich requested item 9 (Open Space and Recreation Facilities Plan) be removed from Consent Agenda. Ald. Taylor requested item 2 (Alliance Industries expansion project) be removed from Consent Agenda. Ald. Zelinski requested item 5 (Street Use Application, Diablo Cycling) be removed from Consent Agenda.

Moved by Ald. Sevenich, seconded by Ald. Langdon to approve Consent Agenda items 1, 3, 4, 6, 7, 8  
Motion carried on roll call 8-0.

## H. ITEMS REMOVED FROM CONSENT AGENDA

Moved by Ald. Taylor, seconded by Ald. Sevenich to approve Consent Agenda item 2a, Alliance Industries-Winnebago County Business Industrial Development Board Loan Application.

Discussion: PP Homan explained staff is requesting Alliance Industries Business Loan Agreement and Redevelopment Agreement be held until all the details have these agreements have been worked out. Staff plans on presenting the loan application to the Industrial IDB at their meeting of July 19.

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

Moved by Ald. Taylor, seconded by Ald. Sevenich to hold Consent Agenda items 2 b&c, Alliance Industries-Business Loan Agreement and Redevelopment Agreement  
Items are held.

Moved by Ald. Zelinski, seconded by Ald. Langdon to approve Consent Agenda item 5, Street Use Application, Diablo Cycling's Twilight Criterium.

Discussion: PRD Tungate explained the event coordinators will notify residents of the street closure.  
Motion carried on roll call 8-0.

Moved by Ald. Sevenich, seconded by Ald. Taylor to hold Consent Agenda 9, Open Space and Recreation Facilities Plan.  
Item is held.

DRAFT

I. ACTION ITEMS

1. Accounts payable and payroll for the term of 7/5/12 to 7/12/12 in the amount of \$503,724.05  
Moved by Ald. Klein, seconded by Ald. Zelinski to approve accounts payable and payroll.  
Motion carried on roll call 8-0.

J. ORDINANCES AND RESOLUTIONS

1. Resolution R-24-12 Acknowledging Review of City of Menasha 2011 Compliance Maintenance Annual Report Under Wisconsin Administrative Code NR 208(Recommended by Board of Public Works)  
Moved by Ald. Sevenich, seconded by Ald. Langdon to adopt R-24-12.  
Motion carried on roll call 8-0.

2. Preliminary Resolution R-26-12 Declaring Intent to Exercise Special Assessment Powers under Section 66.0703, Wisconsin Statutes – Midway Road Sidewalk(Recommended by Board of Public Works)  
Moved by Ald. Sevenich, seconded by Ald. Englebert to adopt R-26-12.  
Motion carried on roll call 8-0.

3. R-27-12 Resolution Authoring Borrowing of \$830,000 from the Winnebago County Industrial Development Board Revolving Loan Fund for the Purpose of Assisting With the Expansion of Alliance Industries, Inc. (Recommended by Administration Committee)

Moved by Ald. Taylor, seconded by Ald. Benner to adopt R-27-12.

Moved by Ald. Taylor, seconded by Ald. Englebert to amend to adopt R-27-12 contingent on the approval of the Business Loan Agreement and Redevelopment Agreement.

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

Motion to adopt R-27-12 as amended carried on roll call 7-1. Ald. Klein-no

4. R-28-12 Resolution Authorizing the Redemption of General Obligation Promissory Notes, Dated March 1, 2003 and Taxable General Obligation Promissory Notes, Dated August 1, 2008

Moved by Ald. Sevenich, seconded by Ald. Krueger to adopt R-28-12.

Discussion: C/T Stoffel explained the resolution is to redeem early promissory notes due in 2013 to Refinance them with the Board of Commissioners of Public Lands at a better rate.

Motion carried on roll call 8-0.

5. R-29-12 Resolution Authorizing The Issuance And Sale Of Up To \$1,276,480 Water System Revenue Bonds, Series 2012b, And Providing For Other Details And Covenants With Respect Thereto, And Approval Of Related \$1,418,312 Financial Assistance Agreement

Moved by Ald. Sevenich, seconded by Ald. Krueger to adopt R-29-12.

Motion carried on roll call 8-0.

6. R-30-12 Resolution for the adoption of the Open Space and Recreation Facilities Plan

Moved by Ald. Sevenich, seconded by Ald. Krueger to hold R-30-12.

Item is held.

K. APPOINTMENTS

L. HELD OVER BUSINESS

1. Proposed Re-inspection Fees for Swimming Pools for the licensing period 7/1/12 to 6/30/13 (Held 7/2/12)

Moved by Ald. Sevenich, seconded by Ald. Benner to approve proposed re-inspection fees for swimming pools for the licensing period 7/1/12 to 6/30/13

General discussion ensued on the inspection fees for commercial pools and hot tubs.

Motion carried on roll call 8-0.

M. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

No one spoke

DRAFT

- N. RECESS TO ADMINISTRATION COMMITTEE, BOARD OF PUBLIC WORKS AND PERSONNEL COMM  
Moved by Ald. Benner, seconded by Ald. Krueger to recess to Administration Committee, Board of Public Works and Personnel Committee at 7:00 p.m.  
Motion carried on voice vote.

Reconvened at 8:20 p.m.

O. CLAIMS AGAINST THE CITY

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

CA/HRD Captain reported she is waiting for the final written order signed by the Court.

2. Update on PCB Litigation

CA/HRD Captain reported she is waiting for the Court's final written order on the case. She is also waiting for an update for outside counsel. No need to go into closed session.

- 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)  
Not necessary.

Q. ADJOURN

Moved by Ald. Krueger, seconded by Ald. Benner to adjourn at 8:22 p.m.  
Motion carried on voice vote.

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

CITY OF MENASHA  
Special Common Council Meeting and  
Joint Common Council & Town of Harrison Board Meeting  
Maplewood Middle School  
Community Room & Class Room  
1600 Midway Rd.  
Menasha, WI 54952  
July 30, 2012  
MINUTES

DRAFT

A. CALL TO ORDER

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

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL/EXCUSED ABSENCES

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

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PP Homan, Clerk Galeazzi and the Press

D. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

No one spoke

E. ACTION/DISCUSSION ITEMS

1. Moved by Ald. Benner, seconded by Ald. Klein to Adjourn into Closed Session pursuant to Wis. Stats. §19.85(1)(e) & (g): Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session & 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. (Petition for the Incorporation for the Village of Harrison; Notice of injury and circumstances of claim- Town of Harrison, Romenesko & Kindschi)  
Motion carried on roll call 8-0.

Reporter Michael King left at 5:04 p.m.

Town of Harrison Supervisors John Slotten, Tom Uitenbroek, Joe Sprangers, Matt Lancaster and Attorney Andrew Rossmeissl joined the meeting at 5:45 p.m.

2. May reconvene into Open Session to act on items discussed in Closed Session  
Did not go into open session

F. ADJOURNMENT

Moved by Ald. Sevenich, seconded by Ald. Klein to adjourn at 8:09 p.m.

Motion carried on voice vote.

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

### CITY OF MENASHA DISBURSEMENTS

Accounts Payable for 7/19/12-8/2/12 Checks # 34151-34381	\$ 811,878.82
Payroll Checks for 7/26/12	<u>175,702.27</u>
Total	\$ 987,581.09

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: 7/19/2012**

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description				
ACC PLANNED SERVICE INC	34151	7/19/2012	7819	100-0501-522.24-03	802.46	Service Agreement				
				100-0801-521.20-04	901.42	Service Agreement				
				100-1001-514.20-04	1,152.11	Service Agreement				
				731-1022-541.20-04	987.53	Service Agreement				
				100-0920-531.24-03	525.00	Service Agreement				
				100-0703-553.24-03	658.35	Service Agreement				
				100-0601-551.24-03	1,550.00	Service Agreement				
				<b>Total for check: 34151</b>				<b>6,576.87</b>		
				ACCURATE	34152	7/19/2012	1209487	100-1008-541.30-18	161.50	Sign Shop
								<b>Total for check: 34152</b>		
APPLETON SIGN COMPANY	34153	7/19/2012	4929	100-0801-521.29-05	1,422.92	Graphics & Lettering/PD				
				<b>Total for check: 34153</b>				<b>1,422.92</b>		
ARK MEDIA GROUP	34154	7/19/2012	1875	492-0304-562.21-10	6,941.00	Marketing/Lake Park Phase One				
				<b>Total for check: 34154</b>				<b>6,941.00</b>		
CAROL ARNDT	34155	7/19/2012	ARNDT	100-0000-441.17-00	350.00	Refund of Cemetery Lot Sec G Lot 43 Grave 2				
				<b>Total for check: 34155</b>				<b>350.00</b>		
AT&T	34156	7/19/2012		100-1001-514.22-01	113.90	Phone Service				
				601-1020-543.22-01	292.50	Phone Service				
<b>Total for check: 34156</b>				<b>406.40</b>						
BADGER HIGHWAYS CO INC	34157	7/19/2012	157321	100-1004-541.30-18	907.81	Hotmix Asphalt				
				7/19/2012	157413	625-1003-541.30-18	296.67	Grove St		
						100-1004-541.30-18	2,917.05	Asphalt		

**AP Check Register**  
**Check Date: 7/19/2012**

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
BADGER HIGHWAYS CO INC...	34157...	7/19/2012	157432	100-0703-553.30-18	20.15	Culvert Band
			Total for check: 34157		<u>4,141.68</u>	
BAHCALL RUBBER CO INC	34158	7/19/2012	581181-001	731-1022-541.38-03	57.08	Couplers
			Total for check: 34158		<u>57.08</u>	
BERGSTROM	34159	7/19/2012	120815	731-1022-541.38-03	50.90	M6
		7/19/2012	18011	731-1022-541.38-03	68.89	Tank Assy
			Total for check: 34159		<u>119.79</u>	
BRAZEE ACE HARDWARE	34160	7/19/2012	018413	100-0703-553.30-13	3.98	Laundry Bleach
			Total for check: 34160		<u>3.98</u>	
SHAINA CARLSON	34161	7/19/2012	CARLSON	822-0413-554.30-16	250.00	Hattie Minor Scholarship Fall 2012 Semester
			Total for check: 34161		<u>250.00</u>	
CASPER'S TRUCK EQUIPMENT INC	34162	7/19/2012	60223	731-1022-541.38-03	56.44	Tank Mount/Spring
			Total for check: 34162		<u>56.44</u>	
CDW GOVERNMENT INC	34163	7/19/2012	M316467	100-0801-521.30-10	27.45	Laminating pouch Cards
			Total for check: 34163		<u>27.45</u>	
CRI RECYCLING SERVICE INC	34164	7/19/2012	30460	266-1027-543.30-18	153.00	Recycling Service
			Total for check: 34164		<u>153.00</u>	
CULLIGAN WATERCARE SERVICES	34165	7/19/2012	ACCT 718411	100-0704-552.30-10	80.50	Pool
			Total for check: 34165		<u>80.50</u>	
UNEMPLOYMENT INSURANCE	34166	7/19/2012		625-1010-541.15-09	1,796.85	June, 2012/DPW

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
UNEMPLOYMENT INSURANCE...	34166...	7/19/2012...	...	100-0802-521.15-09	113.00	June, 2012/X-Guards
				<b>Total for check: 34166</b>	<b>1,909.85</b>	
DIGICORPORATION	34167	7/19/2012	124014	100-0000-134.00-00	(7.90)	Business Cards/Police
				100-0801-521.29-01	51.90	Business Cards/Police
			<b>Total for check: 34167</b>		<b>44.00</b>	
EARTHLINK BUSINESS	34169	7/19/2012		100-0402-513.22-01	7.35	Assessor
				100-0201-512.22-01	7.23	Attorney
				100-0000-123.00-00	16.43	Building Inspection
				100-0203-512.22-01	14.45	Clerk
				100-0304-562.22-01	27.85	Com Development
				100-1001-514.22-01	81.18	City Hall
				100-0401-513.22-01	34.86	Finance
				731-1022-541.22-01	29.70	Garage
				100-0903-531.22-01	48.45	Health
				743-0403-513.22-01	19.07	IT
				100-0601-551.22-01	186.90	Library
				100-0101-511.22-01	9.27	Mayor
				100-0702-552.22-01	26.33	Recreation
				100-0703-553.22-01	50.09	Parks
				100-0202-512.22-01	14.40	Personnel
				100-0801-521.22-01	269.69	Police
				100-1002-541.22-01	48.06	Engineering
				100-0920-531.22-01	14.69	Senior Center
				100-1008-541.22-01	4.89	Sign Shop
				100-0502-522.22-01	44.77	EOC
	207-0000-123.00-00	41.25	Marina			
	100-0000-123.00-00	293.60	Menasha Utilities			
	<b>Total for check: 34169</b>				<b>1,290.51</b>	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
FACTORY MOTOR PARTS CO	34170	7/19/2012	18-1135015	731-1022-541.38-03	46.50	Vehicle Repair
			Total for check: 34170		<u>46.50</u>	
	34171	7/19/2012	WINEE76798	100-0703-553.24-03	68.76	S/wirepeoclip
			Total for check: 34171		<u>68.76</u>	
FOX VALLEY TECHNICAL COLLEGE	34172	7/19/2012	FY11-12	100-0801-521.34-02	860.00	Training/Police
			Total for check: 34172		<u>860.00</u>	
	34173	7/19/2012	512267153	100-0801-521.29-05	771.41	Vehicle Equipment
			512267225	100-0803-521.19-03	56.87	Industrial Cargo Pants
			512273040	100-0803-521.30-15	36.58	Uniform Pants
			Total for check: 34173		<u>864.86</u>	
GAT SUPPLY INC	34174	7/19/2012	7492	625-1003-541.30-18	40.04	Liquid Release/Degreaser
				100-1004-541.30-18	40.04	Liquid Release/Degreaser
				100-1011-541.30-18	40.05	Liquid Release/Degreaser
			Total for check: 34174		<u>120.13</u>	
GERDAU	34175	7/19/2012	47010603	625-1003-541.30-18	113.33	Clean Strip
				100-1004-541.30-18	113.33	Clean Strip
				100-1011-541.30-18	113.34	Clean Strip
			Total for check: 34175		<u>628.60</u>	
ALYSSA GUARD	34176	7/19/2012	GUARD	822-0413-554.30-16	250.00	Hattie Minor Scholarship Fall 2012 Semester
			Total for check: 34176		<u>250.00</u>	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
HAWKINS INC	34177	7/19/2012	3357755	100-0704-552.30-18	823.58	Del Drums/Azone 15
			<b>Total for check: 34177</b>		<b>823.58</b>	
HUB INTERNATIONAL	34178	7/19/2012		733-0000-201.03-00	162.16	Property/Liability Ins
			<b>Total for check: 34178</b>		<b>162.16</b>	
IMPERIAL SUPPLIES LLC	34179	7/19/2012	J35187	731-1022-541.30-18	55.58	Gloves
			<b>Total for check: 34179</b>		<b>55.58</b>	
KUNDINGER FLUID POWER INC	34180	7/19/2012	50192390	731-1022-541.38-03	34.38	Straight Fittings
		7/19/2012	50192915	100-0703-553.30-18	34.96	Hydraulic Fluid
			<b>Total for check: 34180</b>		<b>69.34</b>	
LEVENHAGEN CORPORATION	34181	7/19/2012	046412A-IN	100-0000-131.00-00	27,658.83	Fuel/Diesel
			<b>Total for check: 34181</b>		<b>27,658.83</b>	
MATTHEWS TIRE & SERVICE CENTER	34182	7/19/2012	43668	731-1022-541.38-02	906.99	Tires/Hardware
		7/19/2012	43674	731-1022-541.38-02	855.36	Tires
		7/19/2012	43680	731-1022-541.38-02	230.50	Tires/Hardware
		7/19/2012	43687	731-1022-541.38-02	132.98	Tires/Hardware
		7/19/2012	43688	731-1022-541.38-02	284.30	Tires
			<b>Total for check: 34182</b>		<b>2,410.13</b>	
MENASHA TREASURER	34183	7/19/2012		100-0702-552.30-18	27.82	Park & Rec Expenses
			<b>Total for check: 34183</b>		<b>27.82</b>	
MENASHA UTILITIES	34185	7/19/2012		100-1008-541.22-03	156.01	Electric
				100-1008-541.22-05	43.88	Water/Sewer
				601-1020-543.22-03	23.47	Electric
				100-0704-552.22-03	2,840.60	Electric

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MENASHA UTILITIES...	34185...	7/19/2012...	...	100-0704-552.22-05	7,645.90	Water/Sewer
				731-1022-541.22-03	1,131.83	Electric
				731-1022-541.22-05	524.80	Water/Sewer
				731-1022-541.22-06	830.00	Storm
				266-1028-543.22-06	73.13	Storm
				100-0801-521.22-03	1,893.84	Electric
				100-0801-521.22-05	253.40	Water/Sewer
				100-0801-521.22-06	62.72	Storm
				100-0090-123.00-00	1,371.40	Electric
				100-0000-123.00-00	183.50	Water/Sewer
				100-0000-123.00-00	45.41	Storm
				100-0801-521.22-03	17.47	Electric
				100-0601-551.22-03	4,078.96	Electric
				100-0601-551.22-05	779.40	Water/Sewer
				100-0601-551.22-06	103.75	Storm
				100-1019-552.22-03	200.11	Electric
				100-1019-552.22-05	12.38	Water/Sewer
				100-0000-123.00-00	6.71	Electric
				100-1001-514.22-03	17.43	Electric
			100-1001-514.22-05	12.38	Water/Sewer	
			100-1001-514.22-06	6.25	Storm	
			100-0703-553.22-03	1,915.51	Electric	
			100-0703-553.22-06	280.64	Storm	
			100-0305-562.22-06	5.00	Storm	
			<b>Total for check: 34185</b>	<b>24,515.88</b>		
MEYER INC, LW	34186	7/19/2012	517541	731-1022-541.21-06	60.25	Drill Repair
			<b>Total for check: 34186</b>		<b>60.25</b>	
MILLER & ASSOCIATES	34187	7/19/2012	21638	826-0703-553.30-18	1,636.00	Bench Donation/Fahrenkrug
			<b>Total for check: 34187</b>		<b>1,636.00</b>	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MINNESOTA LIFE INSURANCE COMPANY	34188	7/19/2012	POLICY 2832L-G	100-0000-204.07-00	2,452.46	2,452.46 August 2012 Premium
			Total for check: 34188		<u>2,452.46</u>	
MODERN BUSINESS MACHINES	34189	7/19/2012	26284477	743-0403-513.29-01	124.99	124.99 City Contracts
			Total for check: 34189		<u>124.99</u>	
MODERN DAIRY INC	34190	7/19/2012	203944	100-0704-552.30-17	304.08	304.08 Concessions
			Total for check: 34190		<u>304.08</u>	
MORTON SAFETY	34191	7/19/2012	694954	100-0704-552.30-10	28.95	28.95 Cold Packs
			Total for check: 34191		<u>28.95</u>	
N&M AUTO SUPPLY	34192	7/19/2012	406177	731-1022-541.38-03	(412.79)	Warranty/Credit
		7/19/2012	408395	731-1022-541.30-18	68.80	Air Pressure Regulator
		7/19/2012	408403	731-1022-541.38-03	151.87	Filter Kits/Spark Plugs
		7/19/2012	408436	731-1022-541.38-03	(17.66)	Trans Filter Kit/Credit
		7/19/2012	408887	731-1022-541.38-03	4.48	Oil Filter
		7/19/2012	408940	731-1022-541.30-18	10.36	Filter
		7/19/2012		100-0703-553.30-18	15.07	Acrylic Tape
		7/19/2012	409001	731-1022-541.38-03	86.84	Belts
		7/19/2012	409044	731-1022-541.38-03	10.69	Door Hinge Pin & Bushing
		7/19/2012	409300	731-1022-541.30-18	2.88	Airline Plug/Air Hose
		7/19/2012		731-1022-541.38-03	24.42	Airline Plug/Air Hose
		7/19/2012	409548	731-1022-541.30-18	10.95	Window Regulator Rivets
		7/19/2012	409818	731-1022-541.38-03	74.03	Filters/HR Meter
		Total for check: 34192		<u>29.94</u>		
CITY OF NEENAH	34193	7/19/2012	33701	100-0501-522.80-03	8,739.80	Repairs to Engine 36
				100-0501-522.80-05	301.65	Install 3 M6 Computers
				100-0501-522.80-05	54.30	Desktop Mount-Hub
				100-0501-522.80-05	173.71	Lund Display/Keyboard Mt

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
CITY OF NEENAH...	34193...	7/19/2012...	33701...	100-0501-522.80-05	15.68	Shipping of Lund Systems
	<b>Total for check: 34193</b>				<b>9,285.14</b>	
NEUMAN POOLS INC	34194	7/19/2012	0049821-IN	100-0704-552.20-04	331.34	Sensor Cable
	<b>Total for check: 34194</b>				<b>331.34</b>	
OUTAGAMIE COUNTY	34195	7/19/2012	93338	100-0805-521.25-01	1,540.00	March-May Incarceration
	<b>Total for check: 34195</b>				<b>1,540.00</b>	
RED	34196	7/19/2012	0B168099	100-0801-521.30-18	44.85	Uniforms
	7/19/2012	0W52162C	100-0801-521.30-18	29.90	Uniforms	
<b>Total for check: 34196</b>				<b>74.75</b>		
SERVICEMASTER BUILDING MAINTENANCE	34197	7/19/2012	851	100-0801-521.20-01	1,395.00	Janitorial Service/PD
	7/19/2012	855	100-0801-521.20-01	50.00	Janitorial Ser/PD Garage	
<b>Total for check: 34197</b>				<b>1,445.00</b>		
J A SEXAUER	34198	7/19/2012	268451598	731-1022-541.24-03	160.09	Lever/Break Room Door
	<b>Total for check: 34198</b>				<b>160.09</b>	
MATTHEW SPIEGEL	34199	7/19/2012		824-0801-521.21-06	156.44	July Expenses/K-9
	<b>Total for check: 34199</b>				<b>156.44</b>	
SUPERIOR CHEMICAL CORP	34200	7/19/2012	94949	100-0000-132.00-00	974.10	Cleaners
	7/19/2012	94962	731-1022-541.30-18	335.55	Degreaser	
<b>Total for check: 34200</b>				<b>1,309.65</b>		

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
SWIDERSKI EQUIPMENT INC	34201	7/19/2012	IF12815	731-1022-541.38-03	69.61	Switch
			Total for check: 34201		<u>69.61</u>	
TAPCO	34202	7/19/2012	I397322	100-1008-541.30-18	101.88	Supplies
			Total for check: 34202		<u>101.88</u>	
UNIFIRST CORPORATION	34203	7/19/2012	0970115868	731-1022-541.20-01	105.21	Mat/Mop/ Clothing Service
			Total for check: 34203		<u>105.21</u>	
US LUBRICANTS	34204	7/19/2012	50017795	731-1022-541.30-18	3,176.84	Oil and Lubricants
			Total for check: 34204		<u>3,176.84</u>	
VISION INSURANCE PLAN OF AMERICA	34205	7/19/2012	115666	100-0000-204.10-00	1,031.90	August 2012 Premium
			Total for check: 34205		<u>1,031.90</u>	
WE ENERGIES	34206	7/19/2012		100-0903-531.22-04	8.82	Racine Street
			Total for check: 34206		<u>8.82</u>	
WIL-KIL PEST CONTROL	34207	7/19/2012	2057315	100-1019-552.20-07	104.00	Racine/Tayco St Bridges
			Total for check: 34207		<u>104.00</u>	
WINNEBAGO COUNTY TREASURER	34208	7/19/2012	LF118634	100-1016-543.25-01	11,525.76	Landfill Charges
				100-1017-543.25-01	3,214.08	Landfill Charges
				266-1027-543.25-01	463.15	June 2012 Recycling
			Total for check: 34208		<u>15,202.99</u>	
					<u>121,295.47</u>	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
B ALFORD	34210	7/24/2012	07202012	100-0601-551.30-05	100.00	PERFORMANCE CONTRACT
		7/24/2012	07232012	100-0601-551.30-14	25.00	LIBRARY MATERIALS
			<b>Total for check: 34210</b>		<b>125.00</b>	
AMAZON	34213	7/24/2012	006616620126	100-0601-551.30-14	(11.91)	CREDIT
		7/24/2012	006616841931	100-0601-551.30-14	59.88	LIBRARY MATERIALS
		7/24/2012	010966890089	100-0601-551.30-14	12.59	LIBRARY MATERIALS
		7/24/2012	056352077627	100-0601-551.30-14	10.49	LIBRARY MATERIALS
		7/24/2012	065401988626	100-0601-551.30-14	50.88	LIBRARY MATERIALS
		7/24/2012	065405564483	100-0601-551.30-14	44.88	LIBRARY MATERIALS
		7/24/2012	073819179513	100-0601-551.30-14	18.99	LIBRARY MATERIALS
		7/24/2012	077734824044	100-0601-551.30-14	9.36	LIBRARY MATERIALS
		7/24/2012	137056078000	100-0601-551.30-14	13.64	LIBRARY MATERIALS
		7/24/2012	142291689430	100-0601-551.30-14	13.64	LIBRARY MATERIALS
		7/24/2012	161022880258	100-0601-551.30-14	13.64	LIBRARY MATERIALS
		7/24/2012	168921575014	100-0601-551.30-14	12.11	LIBRARY MATERIALS
		7/24/2012	168922468552	100-0601-551.30-14	421.30	LIBRARY MATERIALS
		7/24/2012	168924210568	100-0601-551.30-14	75.19	LIBRARY MATERIALS
		7/24/2012	168926224167	100-0601-551.30-14	111.07	LIBRARY MATERIALS
		7/24/2012	169753389336	100-0601-551.30-14	13.64	LIBRARY MATERIALS
		7/24/2012	196768933034	100-0601-551.30-14	14.97	LIBRARY MATERIALS
		7/24/2012	197611244285	100-0601-551.30-14	(1.00)	CREDIT
		7/24/2012	197612320147	100-0601-551.30-14	(1.00)	CREDIT
		7/24/2012	197613234349	100-0601-551.30-14	(1.00)	CREDIT
		7/24/2012	197614105885	100-0601-551.30-14	117.92	LIBRARY MATERIALS
		7/24/2012	197614240697	100-0601-551.30-14	(5.91)	CREDIT
		7/24/2012	197617130734	100-0601-551.30-14	(1.00)	CREDIT
	7/24/2012	197618734073	100-0601-551.30-14	46.47	LIBRARY MATERIALS	
	7/24/2012	197619577567	100-0601-551.30-14	167.72	LIBRARY MATERIALS	
	7/24/2012	229852003761	100-0601-551.30-14	(6.50)	CREDIT	
	7/24/2012	229852907088	100-0601-551.30-14	11.99	LIBRARY MATERIALS	
	7/24/2012	229856467917	100-0601-551.30-14	9.29	LIBRARY MATERIALS	
	7/24/2012	229857713226	100-0601-551.30-14	355.13	LIBRARY MATERIALS	
	7/24/2012	233487975659	100-0601-551.30-14	13.64	LIBRARY MATERIALS	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description	
AMAZON...	34213...	7/24/2012	245261020236	100-0601-551.30-14	29.99	LIBRARY MATERIALS	
		7/24/2012	249910603719	100-0601-551.30-14	13.64	LIBRARY MATERIALS	
		7/24/2012	274078642959	100-0601-551.30-14	13.64	LIBRARY MATERIALS	
		7/24/2012	277116552073	100-0601-551.30-14	13.64	LIBRARY MATERIALS	
		7/24/2012	302051057783	100-0601-551.30-14	53.97	LIBRARY MATERIALS	
		7/24/2012	302054356957	100-0601-551.30-14	8.99	LIBRARY MATERIALS	
		7/24/2012	302055446380	100-0601-551.30-14	86.95	LIBRARY MATERIALS	
		7/24/2012	302056072824	100-0601-551.30-14	113.84	LIBRARY MATERIALS	
		7/24/2012	302056096625	100-0601-551.30-14	62.87	LIBRARY MATERIALS	
		7/24/2012	302058867814	100-0601-551.30-14	57.96	LIBRARY MATERIALS	
		7/24/2012	302059259771	100-0601-551.30-14	33.98	LIBRARY MATERIALS	
		7/24/2012	302059642793	100-0601-551.30-14	24.98	LIBRARY MATERIALS	
				<b>Total for check: 34213</b>		<b>2,104.56</b>	
	AT&T	34214	7/24/2012	698T66150007	100-0601-551.30-14	89.78	LIBRARY MATERIALS
			<b>Total for check: 34214</b>		<b>89.78</b>		
AUDIOGO	34215	7/24/2012	454387	100-0601-551.30-14	195.91	LIBRARY MATERIALS	
			<b>Total for check: 34215</b>		<b>195.91</b>		
BAKER & TAYLOR INC	34217	7/24/2012	2027072030	100-0601-551.30-14	260.38	LIBRARY MATERIALS	
		7/24/2012	2027076063	100-0601-551.30-14	327.26	LIBRARY MATERIALS	
		7/24/2012	2027077680	100-0601-551.30-14	43.07	LIBRARY MATERIALS	
		7/24/2012	2027085868	100-0601-551.30-14	655.45	LIBRARY MATERIALS	
		7/24/2012	2027087474	100-0601-551.30-14	5.03	LIBRARY MATERIALS	
		7/24/2012	2027089770	100-0601-551.30-14	11.46	LIBRARY MATERIALS	
		7/24/2012	2027093138	100-0601-551.30-14	416.53	LIBRARY MATERIALS	
		7/24/2012	2027096983	100-0601-551.30-14	379.73	LIBRARY MATERIALS	
		7/24/2012	2027102108	100-0601-551.30-14	59.91	LIBRARY MATERIALS	
		7/24/2012	2027106713	100-0601-551.30-14	211.06	LIBRARY MATERIALS	
	7/24/2012	2027108290	100-0601-551.30-14	29.97	LIBRARY MATERIALS		
	7/24/2012	2027111682	100-0601-551.30-14	94.55	LIBRARY MATERIALS		
	7/24/2012	2027123029	100-0601-551.30-14	92.53	LIBRARY MATERIALS		

**AP Check Register**  
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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
BAKER & TAYLOR INC...	34217...	7/24/2012	2027123042	100-0601-551.30-14	255.96	LIBRARY MATERIALS
		7/24/2012	2027123080	100-0601-551.30-14	72.74	LIBRARY MATERIALS
		7/24/2012	2027127931	100-0601-551.30-14	150.18	LIBRARY MATERIALS
		7/24/2012	2027131487	100-0601-551.30-14	600.98	LIBRARY MATERIALS
		7/24/2012	2027139371	100-0601-551.30-14	248.91	LIBRARY MATERIALS
		7/24/2012	2027141312	100-0601-551.30-14	88.93	LIBRARY MATERIALS
		7/24/2012	2027144535	100-0601-551.30-14	26.29	LIBRARY MATERIALS
		7/24/2012	2027149250	100-0601-551.30-14	757.41	LIBRARY MATERIALS
		7/24/2012	2027157902	100-0601-551.30-14	59.86	LIBRARY MATERIALS
		7/24/2012	2027159722	100-0601-551.30-14	68.42	LIBRARY MATERIALS
		7/24/2012	2027161283	100-0601-551.30-14	9.42	LIBRARY MATERIALS
		7/24/2012	5012049704	100-0601-551.30-14	109.20	LIBRARY MATERIALS
		7/24/2012	182952990	100-0601-551.30-14	46.75	LIBRARY MATERIALS
			<b>Total for check: 34217</b>		<b>5,081.98</b>	
BECK ELECTRIC INC	34218	7/24/2012	JU2612PL1	100-0601-551.24-03	100.26	BLDG REPAIRS & MAINTENANCE
			<b>Total for check: 34218</b>		<b>100.26</b>	
BRAZEE ACE HARDWARE	34219	7/24/2012	018634	100-0601-551.30-13	4.79	HOUSEKEEPING SUPPLIES
			<b>Total for check: 34219</b>		<b>4.79</b>	
BRILLIANCE AUDIO INC	34220	7/24/2012	IN0669035	100-0601-551.30-14	191.30	LIBRARY MATERIALS
		7/24/2012	IN0669037	100-0601-551.30-14	167.65	LIBRARY MATERIALS
		7/24/2012	IN0669038	100-0601-551.30-14	189.65	LIBRARY MATERIALS
			<b>Total for check: 34220</b>		<b>548.60</b>	
CDW GOVERNMENT INC	34221	7/24/2012	M113773	100-0601-551.30-10	199.36	OFFICE SUPPLIES
			<b>Total for check: 34221</b>		<b>199.36</b>	

**AP Check Register**  
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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
DEMCO INC	34222	7/24/2012	4647616	100-0601-551.30-18	396.93	DEPARTMENT SUPPLIES
			<b>Total for check: 34222</b>		<b>396.93</b>	
FINDAWAY WORLD LLC	34223	7/24/2012	74368	100-0601-551.30-14	187.47	LIBRARY MATERIALS
		7/24/2012	74482	100-0601-551.30-14	133.48	LIBRARY MATERIALS
			<b>Total for check: 34223</b>		<b>320.95</b>	
GALE	34224	7/24/2012	96544351	100-0601-551.30-14	57.58	LIBRARY MATERIALS
		7/24/2012	96557531	100-0601-551.30-14	38.92	LIBRARY MATERIALS
			<b>Total for check: 34224</b>		<b>96.50</b>	
KITZ & PFEIL INC	34225	7/24/2012	060509007	100-0601-551.24-03	10.85	BLDG REPAIRS & MAINTENANCE
		7/24/2012	0607140168	100-0601-551.24-03	11.61	BLDG REPAIRS & MAINTENANCE
		7/24/2012	0615140024	100-0601-551.24-03	4.05	BLDG REPAIRS & MAINTENANCE
		7/24/2012	0619090009	100-0601-551.24-03	7.64	BLDG REPAIRS & MAINTENANCE
			<b>Total for check: 34225</b>		<b>34.15</b>	
MADER NEWS AGENCY INC	34226	7/24/2012	74832	100-0601-551.30-14	108.20	LIBRARY MATERIALS
		7/24/2012	81545	100-0601-551.30-14	122.00	LIBRARY MATERIALS
			<b>Total for check: 34226</b>		<b>230.20</b>	
MANDERFIELD BAKERY	34227	7/24/2012	426405	100-0601-551.34-03	12.00	STAFF TRAINING-MEALS
		7/24/2012	426456	100-0601-551.34-03	16.30	STAFF TRAINING - MEALS
			<b>Total for check: 34227</b>		<b>28.30</b>	
KAYLEE MELZER	34228	7/24/2012	07232012	100-0601-551.30-14	16.00	LIBRARY MATERIALS
			<b>Total for check: 34228</b>		<b>16.00</b>	
MIDWEST TAPE	34229	7/24/2012	90177781	100-0601-551.30-14	242.82	LIBRARY MATERIALS
		7/24/2012	90182654	100-0601-551.30-14	22.99	LIBRARY MATERIALS

**AP Check Register**  
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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MIDWEST TAPE...	34229...	7/24/2012	90213282	100-0601-551.30-14	67.96	LIBRARY MATERIALS
			Total for check: 34229		<u>333.77</u>	
NAVANT	34230	7/24/2012	0114472-IN	100-0601-551.24-04	778.00	MAINTENANCE CONTRACT
			Total for check: 34230		<u>778.00</u>	
OFFICE DEPOT CREDIT PLAN	34231	7/24/2012	1645160	100-0601-551.30-10	49.22	OFFICE SUPPLIES
			Total for check: 34231		<u>49.22</u>	
PENWORTHY COMPANY	34232	7/24/2012	529066	100-0601-551.30-14	36.98	LIBRARY MATERIALS
			Total for check: 34232		<u>36.98</u>	
RANDOM HOUSE INC	34233	7/24/2012	1084286580	100-0601-551.30-14	56.25	LIBRARY MATERIALS
		7/24/2012	1084295735	100-0601-551.30-14	10.00	LIBRARY MATERIALS
		7/24/2012	1084325332	100-0601-551.30-14	26.25	LIBRARY MATERIALS
		7/24/2012	1084345727	100-0601-551.30-14	60.00	LIBRARY MATERIALS
		7/24/2012	1084349058	100-0601-551.30-14	97.50	LIBRARY MATERIALS
		7/24/2012	1084356164	100-0601-551.30-14	22.50	LIBRARY MATERIALS
		7/24/2012	1084380589	100-0601-551.30-14	24.00	LIBRARY MATERIALS
		7/24/2012	1084492706	100-0601-551.30-14	63.75	LIBRARY MATERIALS
		7/24/2012	1184349058	100-0601-551.30-14	71.25	LIBRARY MATERIALS
			Total for check: 34233		<u>431.50</u>	
RECORDED BOOKS LLC	34234	7/24/2012	74564363	100-0601-551.30-14	260.20	LIBRARY MATERIALS
			Total for check: 34234		<u>260.20</u>	
RHYME BUSINESS PRODUCTS	34235	7/24/2012	OD242A1	100-0601-551.30-10	7.98	OFFICE SUPPLIES
			Total for check: 34235		<u>7.98</u>	

**AP Check Register**  
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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
SHOWCASES	34236	7/24/2012	267386	100-0601-551.30-18	451.98	DEPARTMENT SUPPLIES
			<b>Total for check: 34236</b>		<b>451.98</b>	
SALLY SOWARD	34237	7/24/2012	07232012	100-0601-551.30-14	18.00	LIBRARY MATERIALS
			<b>Total for check: 34237</b>		<b>18.00</b>	
UNIQUE MANAGEMENT SERVICES INC	34238	7/24/2012	225419	100-0000-441.19-00	268.50	COLLECTION AGENCY FEE
			<b>Total for check: 34238</b>		<b>268.50</b>	
WINNEFOX LIBRARY SYSTEM	34239	7/24/2012	4561	100-0601-551.30-11	1,245.09	ORTLY POSTAGE PAYMENT
			<b>Total for check: 34239</b>		<b>1,245.09</b>	
WISCONSIN DEPT OF JUSTICE	34240	7/24/2012	G3228	100-0601-551.21-06	14.00	PROFESSIONAL SERVICES
			<b>Total for check: 34240</b>		<b>14.00</b>	
					<b>13,468.49</b>	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ACCENT BUSINESS SOLUTIONS INC	34241	7/26/2012	29409	743-0403-513.29-01	1,940.00	Contract/Health Dept
		7/26/2012	29505	743-0403-513.29-01	17.97	Contract/City Hall
			<b>Total for check: 34241</b>		<b>1,957.97</b>	
ADAMSON INDUSTRIES CORP	34242	7/26/2012	110597	100-0801-521.29-05	195.33	Charge Guard Timer
			<b>Total for check: 34242</b>		<b>195.33</b>	
AIRGAS NORTH CENTRAL	34243	7/26/2012	9903139318	731-1022-541.21-06	104.73	Cyl Rentals
			<b>Total for check: 34243</b>		<b>104.73</b>	
AMERICAN FAMILY MUTUAL INSURANCE CO	34244	7/26/2012		733-0206-512.73-01	1,695.00	Claim Against City
			<b>Total for check: 34244</b>		<b>1,695.00</b>	
ANIMAL HAVEN ZOO	34245	7/26/2012	527930	100-0702-552.20-05	350.00	Rec Program
			<b>Total for check: 34245</b>		<b>350.00</b>	
ASSOCIATED APPRAISAL CONSULTANTS	34246	7/26/2012	13226	100-0402-513.21-09	4,991.75	June
				100-0402-513.30-11	497.79	June
				100-0402-513.21-04	59.76	Internet Posting
			<b>Total for check: 34246</b>		<b>5,549.30</b>	
AXON HILLOCK INC	34247	7/26/2012	8945	826-0703-553.30-18	178.75	Carve in Bench Boards
			<b>Total for check: 34247</b>		<b>178.75</b>	Fahrenkrug
BADGER LAB & ENGINEERING INC	34248	7/26/2012	INV000049540	601-1020-543.21-02	301.00	Utilities Wastewaters
			<b>Total for check: 34248</b>		<b>301.00</b>	
BAYCOM INC	34249	7/26/2012	69722	100-0801-521.29-05	41.00	Ant VHF Helical

## AP Check Register

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
BAYCOM INC...	34249...	7/26/2012	69816	100-0801-521.29-05	44.50	Face Plates
			<b>Total for check: 34249</b>		<b>85.50</b>	
BROCK WHITE COMPANY	34250	7/26/2012	12195486-00	625-1010-541.30-18	128.70	Concrete Block/Road Proj
			<b>Total for check: 34250</b>		<b>128.70</b>	
CDW GOVERNMENT INC	34251	7/26/2012	M580716	100-0801-521.30-12	140.86	Sandisk/ToughBooks
			<b>Total for check: 34251</b>		<b>140.86</b>	
COMDATA	34252	7/26/2012	3508037911	100-0702-552.30-18	100.84	Rec Supplies
			<b>Total for check: 34252</b>		<b>100.84</b>	
CULLIGAN WATERCARE SERVICES	34253	7/26/2012	ACCT 718387	100-1001-514.20-01	18.90	Water
				731-1022-541.30-13	6.30	Water
			<b>Total for check: 34253</b>		<b>25.20</b>	
CUROTTO CAN INC	34254	7/26/2012	S16781	731-1022-541.38-03	65.00	Can Cover Fabric
			<b>Total for check: 34254</b>		<b>65.00</b>	
DAANEN, WENDY	34255	7/26/2012	DAANEN	100-0000-441.25-00	15.00	Program Refund
			<b>Total for check: 34255</b>		<b>15.00</b>	
DIGICORPORATION	34256	7/26/2012	124223	100-0703-553.29-01	51.90	Business Cards
				100-0000-134.00-00	(7.90)	Business Cards
			<b>Total for check: 34256</b>		<b>44.00</b>	
DOMINION VOTING SYSTEMS INC	34257	7/26/2012	DVS105214	100-0204-512.24-04	794.75	Software License/Warranty
			<b>Total for check: 34257</b>		<b>794.75</b>	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
DUMKE & ASSOCIATES &	34258	7/26/2012		100-0903-531.29-06	2,077.50	Rental 316 Racine St
				<b>Total for check: 34258</b>	<b>2,077.50</b>	
ENERGY CONTROL & DESIGN INC	34259	7/26/2012	0066045-IN	100-0704-552.20-04	864.32	Combustion Analyzer Rent
				<b>Total for check: 34259</b>	<b>864.32</b>	
EWALD CHEVROLET BUICK LLC	34260	7/26/2012	5977	741-0000-193.00-00	20,745.00	2012 Chev Colorado
				<b>Total for check: 34260</b>	<b>20,745.00</b>	
FACTORY MOTOR PARTS CO	34261	7/26/2012	18-1134753	731-1022-541.38-03	139.60	Blades
				<b>Total for check: 34261</b>	<b>139.60</b>	
GUNDERSON UNIFORM & LINEN RENTAL	34262	7/26/2012	1463532	100-0801-521.30-13	31.39	Towel/Mat Cleaning
				<b>Total for check: 34262</b>	<b>31.39</b>	
GUNSLINGERS LLC	34263	7/26/2012	126	100-0801-521.30-15	456.00	Magpul 30rd & 20rd
				<b>Total for check: 34263</b>	<b>456.00</b>	
LEAH HACKMASTER	34264	7/26/2012	HACKMASTER	822-0413-554.30-16	250.00	Hattie Minor Scholarship Fall 2012 Semester
				<b>Total for check: 34264</b>	<b>250.00</b>	
HORN PRECAST	34265	7/26/2012	4565	625-1010-541.30-18	842.00	bases/fisers
				<b>Total for check: 34265</b>	<b>842.00</b>	
IN RANGE	34266	7/26/2012	11516	100-0801-521.30-15	1,500.00	Dura Bloc
				<b>Total for check: 34266</b>	<b>1,500.00</b>	
KAEMPFER & ASSOCIATES INC	34267	7/26/2012	16530	601-1020-543.21-02	176.07	Sewer User Monitoring
				16531	601-1020-543.21-02	219.11

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
KAEMPFER & ASSOCIATES INC...	34267...	7/26/2012	16532	601-1020-543.21-02	167.48	Const-Related Services Phase 4
		7/26/2012	16533	601-1020-543.21-02	115.67	Manhole Insp Program Phase 4-1
		7/26/2012	16534	601-1020-543.21-02	212.06	Report Preparation Phase 4-1
				<b>Total for check: 34267</b>	<b>890.39</b>	
KJ WASTE SYSTEMS INC	34268	7/26/2012		266-1027-543.21-06	849.00	Recycling/Container Rent
				<b>Total for check: 34268</b>	<b>849.00</b>	
KONE INC	34269	7/26/2012	220948132	100-0801-521.24-03	175.02	Contract/Protection Facil
				<b>Total for check: 34269</b>	<b>175.02</b>	
LAKE PARK VILLAS HOMEOWNERS ASSN	34270	7/26/2012		100-0703-553.21-06	1,393.78	Lake Park Villas Project
				100-0703-553.22-03	227.40	Lake Park Villas Project
				100-1012-541.22-03	34.86	Lake Park Villas Project
				625-1010-541.22-03	786.08	Lake Park Villas Project
			<b>Total for check: 34270</b>	<b>2,442.12</b>		
LAPPEN SECURITY PRODUCTS INC	34271	7/26/2012	LSPQ23110	100-0801-521.24-03	225.88	Locksmith Service Call/PPD
				<b>Total for check: 34271</b>	<b>225.88</b>	
LEVENHAGEN CORPORATION	34272	7/26/2012	78791	207-0707-552.38-01	5,151.14	Marina/Fuel
		7/26/2012	78827	207-0707-552.38-01	1,277.93	Marina/Fuel
		7/26/2012	78846	207-0707-552.38-01	1,986.98	Marina/Fuel
		7/26/2012	78923	207-0707-552.38-01	2,466.86	Marina/Fuel
			<b>Total for check: 34272</b>	<b>10,882.91</b>		
LOWE'S BUSINESS ACCOUNT/GEMB	34273	7/26/2012	9113	207-0707-552.24-03	33.04	Type BR Breaker
				<b>Total for check: 34273</b>	<b>33.04</b>	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MCC INC	34274	7/26/2012	293313	625-1010-541.30-18	308.00	Blocks/Road Project
			<b>Total for check: 34274</b>		<b>308.00</b>	
MCNEILUS TRUCK & MFG COMPANY	34275	7/26/2012	1918171	731-1022-541.38-03	977.47	Sensor Kit
			<b>Total for check: 34275</b>		<b>977.47</b>	
MENARDS-APPLETON EAST	34276	7/26/2012	69286	100-0703-553.30-18	35.76	Ties
			<b>Total for check: 34276</b>		<b>35.76</b>	
MENASHA EMPLOYEES CREDIT UNION	34277	7/26/2012	20120726	100-0000-202.05-00	14,077.00	PAYROLL SUMMARY
			<b>Total for check: 34277</b>		<b>14,077.00</b>	
MENASHA JOINT SCHOOL DISTRICT	34278	7/26/2012	MOBILE HOME	100-0000-412.00-00	6,138.62	July Mobile Home
			<b>Total for check: 34278</b>		<b>6,138.62</b>	
ELISHA D SMITH PUBLIC LIBRARY	34279	7/26/2012		100-0601-551.30-18	40.00	Petty Cash/Library
				100-0601-551.30-16	62.68	Petty Cash/Library
				100-0601-551.24-03	5.98	Petty Cash/Library
				100-0601-551.30-13	2.79	Petty Cash/Library
				100-0601-551.34-03	6.31	Petty Cash/Library
			<b>Total for check: 34279</b>		<b>117.76</b>	
MENASHA UTILITIES	34281	7/26/2012		100-1008-541.22-03	332.47	Electric
				100-0000-123.00-00	14.41	Electric
				100-1012-541.22-03	84.38	Electric
				100-0305-562.22-03	19.28	Electric
				100-0305-562.22-06	17.50	Storm
				100-0304-562.22-03	25.16	Electric
				625-0304-562.22-03	7.42	Electric
				100-1013-541.22-03	49.92	Electric
				100-1013-541.22-06	187.51	Storm

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MENASHA UTILITIES...	34281...	7/26/2012...	...	207-0707-552.22-03	1,604.06	Electric
				207-0707-552.22-05	33.58	Water/Sewer
				207-0707-552.22-06	31.88	Storm
				100-0703-553.22-03	1,416.18	Electric
				100-0703-553.22-05	83.80	Water/Sewer
				100-0703-553.22-06	198.14	Storm
				100-1001-514.22-03	1,781.35	Electric
				100-1001-514.22-05	457.50	Water/Sewer
				743-0403-513.21-04	3,061.36	Storm
				100-1014-543.22-06	12.50	Storm
			100-1019-552.22-03	265.46	Electric	
			601-1020-543.22-03	34.19	Electric	
			<b>Total for check: 34281</b>	<b>9,718.05</b>		
TOWN OF MENASHA UTILITY DISTRICT	34282	7/26/2012		457-0304-562.22-05	11.31	1300 Wittmann Drive
				<b>Total for check: 34282</b>	<b>11.31</b>	
NEENAH-MENASHA MUNICIPAL COURT	34283	7/26/2012		100-0000-201.03-00	328.00	Bond/MEPD 12-303
				<b>Total for check: 34283</b>	<b>328.00</b>	
CITY OF NEENAH	34284	7/26/2012		100-0501-522.25-01	262,958.00	2012 Fire/Rescue Services
	33728	7/26/2012		100-0303-542.25-01	13,200.00	2012 Dial-A-Ride Program
				<b>Total for check: 34284</b>	<b>276,158.00</b>	
NETWORK HEALTH PLAN	34285	7/26/2012	00500250	100-0000-204.08-00	108,299.24	August Health Premiums
				100-0000-204.11-00	9,666.75	August Health Premiums
				<b>Total for check: 34285</b>	<b>117,965.99</b>	
PALMER COMPANY	34286	7/26/2012	140988-00	100-0704-552.30-13	143.52	Cleaners
				<b>Total for check: 34286</b>	<b>143.52</b>	

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<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
PERSONNEL EVALUATION INC	34287	7/26/2012	00143	100-0801-521.21-06	40.00	JV PEP Billing
			<b>Total for check: 34287</b>		<b>40.00</b>	
COLLEEN REED REPORTING LLC	34288	7/26/2012	CG12481	100-0402-513.21-07	200.00	2012 Board of Review
			<b>Total for check: 34288</b>		<b>200.00</b>	
REGISTRATION FEE TRUST	34289	7/26/2012		731-1022-541.32-01	69.50	Title & Plate Application 2012 Chev Colorado
			<b>Total for check: 34289</b>		<b>69.50</b>	
ROUTE 41 PIZZA LLC	34290	7/26/2012	0120404-IN	100-0702-552.30-18	196.17	Rec Event
			<b>Total for check: 34290</b>		<b>196.17</b>	
DR TERESA RUDOLPH	34291	7/26/2012		100-0903-531.21-05	150.00	Monthly Services
			<b>Total for check: 34291</b>		<b>150.00</b>	
SAM'S CLUB/GEGRB	34292	7/26/2012		100-0704-552.30-17	1,754.94	Supplies
			<b>Total for check: 34292</b>		<b>1,754.94</b>	
SCHENCK BUSINESS SOLUTIONS	34293	7/26/2012	579866	100-0401-513.21-03	5,210.00	Interim Billing for Audit
				100-0601-551.21-03	540.00	Interim Billing for Audit
				601-0401-513.21-03	1,125.00	Interim Billing for Audit
				625-0401-513.21-03	1,125.00	Interim Billing for Audit
		<b>Total for check: 34293</b>		<b>8,000.00</b>		
SKID & PALLET	34294	7/26/2012	1241	100-0703-553.30-18	80.00	Mulch
			<b>Total for check: 34294</b>		<b>80.00</b>	

**AP Check Register**  
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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
SMT MANUFACTURING & SUPPLY	34295	7/26/2012	0018912-IN	731-1022-541.38-03	89.44	Belts
			<b>Total for check: 34295</b>		<b>89.44</b>	
SPEEDY METALS LLC	34296	7/26/2012	727050-AP	731-1022-541.30-18	38.50	1-3/8 rd crs 4140 HT
			<b>Total for check: 34296</b>		<b>38.50</b>	
STAPLES ADVANTAGE	34297	7/26/2012	8022259912	100-0702-552.30-10	1.89	Supplies
				100-0702-552.30-10	12.34	Supplies
				100-1002-541.30-10	43.92	Supplies
				625-1002-541.30-10	14.64	Supplies
			<b>Total for check: 34297</b>		<b>72.79</b>	
SUNGARD PUBLIC SECTOR INC	34298	7/26/2012	53299	743-0403-513.24-04	2,678.00	Contract Maintenance
			<b>Total for check: 34298</b>		<b>2,678.00</b>	
TENORIO, TERESA	34299	7/26/2012	TENORIO	100-0000-441.25-00	15.00	Program Refund
			<b>Total for check: 34299</b>		<b>15.00</b>	
TREEO'S TREE SERVICE INC	34300	7/26/2012	3205	100-0706-561.20-06	116.00	Stump Grinding
			<b>Total for check: 34300</b>		<b>116.00</b>	
TRUGREEN	34301	7/26/2012	063481	100-0703-553.20-06	172.00	Lawn Service
		7/26/2012	063482	100-0703-553.20-06	40.00	Lawn Service
			<b>Total for check: 34301</b>		<b>212.00</b>	
UNIFIRST CORPORATION	34302	7/26/2012	097.0116397	731-1022-541.20-01	105.21	Uniform/Supply Cleaning
			<b>Total for check: 34302</b>		<b>105.21</b>	
UNIFORM SHOPPE	34303	7/26/2012	208574	824-0801-521.19-03	56.59	Uniform

**AP Check Register**  
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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
UNIFORM SHOPPE...	34303...	7/26/2012	211040	100-0801-521.19-03	135.85	Uniform/Equipment
				<b>Total for check: 34303</b>	<b>192.44</b>	
UNITED WAY FOX CITIES	34304	7/26/2012	20120726	100-0000-202.09-00	27.48	PAYROLL SUMMARY
				<b>Total for check: 34304</b>	<b>27.48</b>	
VALLEY CHEMICAL LLC	34305	7/26/2012	0038477-IN	100-0704-552.20-04	102.77	Skimmer
				<b>Total for check: 34305</b>	<b>102.77</b>	
THE VALLEY GUIDE LLC	34306	7/26/2012	0712	100-0702-552.30-18	25.00	Grunski Ad
				<b>Total for check: 34306</b>	<b>25.00</b>	
VANDEHEY, BARB	34307	7/26/2012	VANDEHEY	100-0000-441.25-00	60.00	Program Refund
				<b>Total for check: 34307</b>	<b>60.00</b>	
VERIZON WIRELESS	34308	7/26/2012	2765821296	100-0703-553.22-01	38.51	Monthly Charges/Parks
				100-0704-552.22-01	98.64	Monthly Charges/Pool
				100-1001-514.22-01	60.58	Monthly Expense
				743-0403-513.30-15	79.98	ipad data charges
			<b>Total for check: 34308</b>	<b>277.71</b>		
WE ENERGIES	34309	7/26/2012		100-0703-553.22-03	9.28	2170 Plank Rd
				100-0000-123.00-00	35.36	N-M Fire
				100-1001-514.22-04	33.25	City Hall
				100-0801-521.22-04	48.84	Police Dept
				100-0920-531.22-04	9.28	Senior Center
				100-0601-551.22-04	70.56	Library
				100-0703-553.22-04	51.56	Parks
			100-0704-552.22-04	2,029.73	Pool	
			207-0707-552.22-04	27.81	Marina	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
WE ENERGIES...	34309...	7/26/2012...	...	731-1022-541.22-04	73.61	Garage
	<b>Total for check: 34309</b>				<b>2,389.28</b>	
WG INC	34310	7/26/2012	213683	100-0702-552.30-18	35.00	Sign
	<b>Total for check: 34310</b>				<b>35.00</b>	
WIL-KIL PEST CONTROL	34311	7/26/2012	2056942	100-1019-552.20-07	26.00	Racine St Tender House
	<b>Total for check: 34311</b>				<b>26.00</b>	
WINNEBAGO COUNTY TREASURER	34312	7/26/2012	3065	100-0203-512.21-08	120.00	Recording Fees
				100-0402-513.29-01	48.00	Assessor Copies
	<b>Total for check: 34312</b>				<b>168.00</b>	
WISCONSIN DEPT OF JUSTICE	34313	7/26/2012	L7101T	100-0801-521.21-06	(945.00)	Name Searches
				100-0801-521.21-06	126.00	Background Checks
				100-0801-521.21-06	56.00	Name Searches
				100-0801-521.21-06	63.00	Name Searches
				100-0801-521.21-06	49.00	Name Searches
				100-0801-521.21-06	49.00	Name Searches
				100-0801-521.21-06	133.00	Name Searches
				100-0801-521.21-06	84.00	Name Searches
				100-0801-521.21-06	84.00	Name Searches
				100-0801-521.21-06	819.00	Name Searches
	<b>Total for check: 34313</b>				<b>518.00</b>	
WISCONSIN SUPPORT COLLECTIONS	34314	7/26/2012	20120726	100-0000-202.03-00	1,881.86	PAYROLL SUMMARY
				100-0000-202.04-00	923.06	PAYROLL SUMMARY
	<b>Total for check: 34314</b>				<b>2,804.92</b>	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
WRIGHT INDUSTRIAL INC	34315	7/26/2012	0609438-IN	100-0000-132.00-00	494.54	Cleaning Supplies
			Total for check: 34315		<u>494.54</u>	
					<u>501,054.27</u>	

**AP Check Register**  
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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ACCURATE	34316	8/2/2012	1209066	731-1022-541.30-18	32.94	Drill bits/Ties/Hardware
		8/2/2012	1209982	731-1022-541.38-03	12.54	Light Bulbs
		8/2/2012	1210247	731-1022-541.30-18	50.25	Hardware
			Total for check: 34316		<u>95.73</u>	
ALWAYS AT YOUR SURFACE	34317	8/2/2012	139	100-0703-553.24-03	792.00	Jefferson Pool Cleaning
			Total for check: 34317		<u>792.00</u>	
ALWAYS READY SERVICES	34318	8/2/2012	99108	100-0000-132.00-00	190.80	Spray
			Total for check: 34318		<u>190.80</u>	
AMERICAN TEST CENTER INC	34319	8/2/2012	2122301	731-1022-541.29-04	370.00	Annual Insp 12-1406-1
			Total for check: 34319		<u>370.00</u>	
APPANASHA PET CLINIC	34320	8/2/2012	164223	100-0904-531.21-05	97.00	
			Total for check: 34320		<u>97.00</u>	
CITY OF APPLETON	34321	8/2/2012	206612	100-0302-542.25-01	13,338.00	July 2012 Transit Service
			Total for check: 34321		<u>13,338.00</u>	
APWA	34322	8/2/2012		100-1002-541.32-01	130.50	Membership Dues
				625-1002-541.32-01	43.50	Membership Dues
			Total for check: 34322		<u>174.00</u>	
ARCTIC GLACIER INTERNATIONAL INC	34323	8/2/2012	164219214	100-0704-552.30-17	160.00	Ice
			Total for check: 34323		<u>160.00</u>	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ARING EQUIPMENT CO INC	34324	8/2/2012	396768	731-1022-541.38-03	98.14	Oil Filter/Bulb
				<b>Total for check: 34324</b>	<b>98.14</b>	
BADGER HIGHWAYS CO INC	34325	8/2/2012	157476	100-0703-553.30-18	35.95	Mason Sand/Jefferson Park
				<b>Total for check: 34325</b>	<b>35.95</b>	
BERGSTROM	34326	8/2/2012	18158	731-1022-541.38-03	60.37	Latch
				<b>Total for check: 34326</b>	<b>60.37</b>	
BUBRICK'S	34327	8/2/2012	615301	100-0801-521.30-10	203.10	Office Supplies
				100-0801-521.30-10	(13.48)	Office Supplies
				<b>Total for check: 34327</b>	<b>189.62</b>	
CARDMEMBER SERVICE	34331	8/2/2012		100-0601-551.24-03	17.40	C2G/Rapid Run Couplers
				100-0601-551.24-03	31.39	CDW Government
				100-0601-551.24-03	21.07	CDW Government
				100-0601-551.24-03	31.04	YourCableHookup.com
				100-0000-132.00-00	108.35	RESTOCKIT.COM
				100-0601-551.24-03	14.89	Radioshack
				100-0601-551.24-03	25.12	Wal-Mart
				100-0601-551.24-03	23.32	CDW Government
				100-0601-551.24-03	5.45	Radioshack
				743-0403-513.34-04	12.95	Experts Exchange
				743-0403-513.21-04	125.00	DOTGOVREGISTRATION
				100-0601-551.30-16	114.85	TYWALTEN
				100-0706-561.30-18	75.40	Mills Fleet Farm
				100-0703-553.30-18	284.88	Candela Corp
				100-0703-553.30-18	134.95	Mills Fleet Farm
			100-0201-512.32-02	(3.99)	State Bar of WI/Credit	
			100-0201-512.32-01	451.50	State Bar of WI	
			100-0202-512.32-02	56.75	National Public Employee	
			100-0101-511.32-02	21.95	WI Taxpayers Alliance	
					Online Tech Database	
					Renewal City Website Add	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
CARLEMBER SERVICE...	34331...	8/2/2012...	...	100-0914-531.30-18	165.00	Oriental Trading
				743-0403-513.30-11	(50.00)	Paypal/Refund Shipping
				743-0403-513.30-11	(25.00)	Paypal/Refund Shipping
				743-0403-513.30-15	154.35	Paypal/Switch Backup
				100-0704-552.22-01	17.05	Vonage/Pool Phone Line
				743-0403-513.29-01	44.22	Amazon/Toner - Health
				743-0403-513.30-15	70.46	Cellphone Shop/Cell Equip
				100-0801-521.30-18	90.00	Amazon
				100-0801-521.30-18	299.85	W&R Sound
				100-0801-521.30-15	272.81	Safariland LLC
				100-0801-521.24-05	10.99	Walgreens
				100-0801-521.24-05	25.20	WM Supercenter
				100-0801-521.30-18	215.70	Dash Medical Gloves
				100-0801-521.32-01	150.00	NTOA
				100-0801-521.30-18	90.00	Amazon
				824-0801-521.21-06	48.29	Tailwaggers
				100-0601-551.30-16	64.05	Dolittle
				100-0601-551.30-14	13.64	Barnes&Noble
				100-0601-551.30-14	13.64	Barnes&Noble
				100-0601-551.30-14	13.64	Barnes&Noble
				100-0601-551.30-14	15.74	Barnes&Noble
				100-0601-551.30-14	13.64	Barnes&Noble
				100-0601-551.30-14	12.59	Barnes&Noble
				100-0601-551.30-14	13.64	Barnes&Noble
				100-0601-551.30-14	15.74	Barnes&Noble
				100-0601-551.30-14	13.64	Barnes&Noble
				100-0601-551.30-14	13.64	Barnes&Noble
				100-0601-551.30-14	31.49	Barnes&Noble
				100-0601-551.30-14	17.84	Barnes&Noble
				100-0704-552.30-10	99.92	Cheerleading Company
				100-0704-552.30-10	78.25	American Lifeguard
				100-0702-552.30-18	46.99	Domino's
				100-0702-552.30-18	321.00	Swank Motion Pictures
				100-0704-552.30-10	157.92	Cheerleading Company

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
CARDMEMBER SERVICE...	34331	8/2/2012	...	100-0702-552.30-18	15.16	Piggly Wiggly
				<b>Total for check: 34331</b>	<b>4,103.36</b>	
CAREW CONCRETE & SUPPLY CO INC	34332	8/2/2012	906970	100-0703-553.30-18	112.50	Concrete/Jefferson Park
		8/2/2012	907264	625-1003-541.30-18	600.00	Concrete/8th & Grove
		8/2/2012	907357	625-1003-541.30-18	525.00	Concrete/8th & Grove
		8/2/2012	907791	625-1003-541.30-18	843.75	Concrete/9th & Grove
		8/2/2012	908019	100-1004-541.30-18	375.00	Cement/8th & Milwaukee
		8/2/2012	908136	625-1003-541.30-18	75.00	Cement
			<b>Total for check: 34332</b>	<b>2,531.25</b>		
COCA-COLA REFRESHMENTS	34333	8/2/2012	3508037911	100-0704-552.30-17	754.05	Concessions
			<b>Total for check: 34333</b>	<b>754.05</b>		
CRESCENT ELECTRIC SUPPLY COMPANY	34334	8/2/2012	087-395157-00	100-0703-553.30-18	111.54	Fuseholder/JP Diamond
		8/2/2012	087-397121-00	100-0704-552.24-03	13.90	NCG50-50/Jefferson Pool
			<b>Total for check: 34334</b>	<b>125.44</b>		
FACTORY MOTOR PARTS CO	34335	8/2/2012	18-1139558	731-1022-541.38-03	357.44	Fuel Pump & Sender
		8/2/2012	18-1140010	731-1022-541.38-03	(327.71)	Sender & Pump/Credit
			<b>Total for check: 34335</b>	<b>29.73</b>		
FERGUSON ENTERPRISES #448	34336	8/2/2012	0778882	100-0703-553.24-03	52.50	Plumbing Parts
			<b>Total for check: 34336</b>	<b>52.50</b>		
GUNDERSON UNIFORM & LINEN RENTAL	34337	8/2/2012	1467203	100-0801-521.30-13	32.78	
			<b>Total for check: 34337</b>	<b>32.78</b>		

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
HAMILTON, CAROL J	34338	8/2/2012	HAMILTON	100-0000-201.03-00	34.00	Abandoned Prop MPD12-1584
			Total for check: 34338		34.00	
HAWKINS INC	34339	8/2/2012	3359718	100-0704-552.30-18	13.02	Test Tube
		8/2/2012	3361397	100-0704-552.30-18	199.53	Pool Chemicals
			Total for check: 34339		212.55	
HOTSY CLEANING SYSTEMS INC	34340	8/2/2012	0079936IN	731-1022-541.21-06	221.06	
			Total for check: 34340		221.06	
IMPERIAL SUPPLIES LLC	34341	8/2/2012	J50419	731-1022-541.30-18	57.66	Gloves
			Total for check: 34341		57.66	
JX ENTERPRISES INC	34342	8/2/2012	G-221580005	731-1022-541.38-03	(374.00)	Credit
		8/2/2012	G-221730027	731-1022-541.38-03	85.78	Handle-Cab Door Ins
		8/2/2012	G-221930019	731-1022-541.29-04	1,787.11	Air Conditioner Repair
			Total for check: 34342		1,498.89	
KAUKAUNA POLICE DEPARTMENT	34343	8/2/2012		100-0000-201.03-00	114.00	Bond Report #12-2366
				100-0000-201.03-00	88.80	Bond Report #12-2366
			Total for check: 34343		202.80	
KIEFER & ASSOCIATES LLC, ADOLPH	34344	8/2/2012	199799	100-0704-552.30-10	109.90	Umbrellas
			Total for check: 34344		109.90	
KIESLER'S POLICE SUPPLY INC	34345	8/2/2012	0684738A	100-0801-521.30-15	938.00	Glocks
			Total for check: 34345		938.00	
KUNDINGER FLUID POWER INC	34346	8/2/2012	50196292	731-1022-541.38-03	92.42	Tube Assembly

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
KUNDINGER FLUID POWER INC...	34346...	8/2/2012	69286	100-0703-553.30-18	35.76	Tires
				100-0703-553.30-18	(35.76)	Correct Vendor
				<b>Total for check: 34346</b>	<b>92.42</b>	
LEVENHAGEN CORPORATION	34347	8/2/2012	78967	207-0707-552.38-01	4,991.43	Marina/Fuel
		8/2/2012	78976	207-0707-552.38-01	2,123.10	Marina/Fuel
				<b>Total for check: 34347</b>	<b>7,114.53</b>	
MID-AMERICAN RESEARCH CHEMICAL	34348	8/2/2012	0473149-IN	731-1022-541.30-18	143.55	Cleaners
		8/2/2012	0473150-IN	731-1022-541.30-18	292.33	Cleaners
				<b>Total for check: 34348</b>	<b>435.88</b>	
MARTENSON & EISELE INC	34349	8/2/2012	49177	490-1009-541.82-02	1,810.00	Midway Rd Sidewalk Proj Bond Issue
				<b>Total for check: 34349</b>	<b>1,810.00</b>	
MATTHEWS TIRE & SERVICE CENTER	34350	8/2/2012	43863	731-1022-541.38-02	742.25	Tires & Hardware
				<b>Total for check: 34350</b>	<b>742.25</b>	
MENASHA ACTION COUNCIL	34351	8/2/2012	100	100-0000-201.15-00	250.00	Band/T-Shirt Sponsorships
				<b>Total for check: 34351</b>	<b>250.00</b>	
TOWN OF MENASHA POLICE DEPARTMENT	34352	8/2/2012		100-0000-201.03-00	144.00	Bond
				<b>Total for check: 34352</b>	<b>144.00</b>	Report #12-2351
MENASHA TREASURER	34353	8/2/2012		100-0202-512.30-11	1.10	Petty Cash
				100-0401-513.30-11	0.45	Petty Cash
				100-0702-552.34-03	7.00	Petty Cash
				100-1002-541.30-11	18.15	Petty Cash
				625-1002-541.32-01	41.50	Petty Cash

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MENASHA TREASURER...	34353...	8/2/2012...	...	625-1010-541.30-11	6.05	Petty Cash
					74.25	
				<b>Total for check: 34353</b>		
MODERN BUSINESS MACHINES	34354	8/2/2012	26286915	743-0403-513.29-01	108.32	City Contracts
					108.32	
				<b>Total for check: 34354</b>		
MORTON SAFETY	34355	8/2/2012	696811	731-1022-541.30-18	24.25	Ear Plugs
					24.25	
				<b>Total for check: 34355</b>		
N&M AUTO SUPPLY	34356	8/2/2012	410019	731-1022-541.38-03	8.32	Belt
			410084	731-1022-541.30-18	4.80	Tube Nut
			410148	731-1022-541.38-03	14.65	Adjuster/Brake Shoe Kits
			410204	731-1022-541.38-03	11.52	Air Filter
			410569	731-1022-541.38-03	15.63	Turn Signal
			410740	731-1022-541.38-03	148.75	Battery Cables
			410783	731-1022-541.30-18	20.40	Casters
			410934	731-1022-541.38-03	19.45	Fuel Hose
					243.52	
				<b>Total for check: 34356</b>		
NEENAH-MENASHA SEWERAGE COMMISSION	34357	8/2/2012	2012-108	601-1021-543.21-01	13,752.00	Legal Reimbursement
			2012-114	601-1021-543.25-01	68,133.36	August 2012 Wastewater Treatment
			2012-120	601-1021-543.25-01	23,694.00	August 2012 Debt Charges
					105,579.36	
				<b>Total for check: 34357</b>		
OFFICE DEPOT	34358	8/2/2012	2404661	100-0203-512.30-10	16.91	Office Supplies
				100-0202-512.30-10	38.90	Office Supplies
				100-0101-511.30-10	4.45	Office Supplies
				<b>Total for check: 34358</b>	60.26	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
OSHKOSH FIRE & POLICE EQUIPMENT INC	34359	8/2/2012	147356	100-0801-521.29-05	568.00	
				<b>Total for check: 34359</b>	<b>568.00</b>	
CHARITY OTTO	34360	8/2/2012	OTTO	100-0000-441.25-00	25.00	Swim Lesson Refund
				<b>Total for check: 34360</b>	<b>25.00</b>	
OUTAGAMIE COUNTY	34361	8/2/2012	93542	100-0805-521.25-01	825.00	June Incarceration Charge
				<b>Total for check: 34361</b>	<b>825.00</b>	
PACKER CITY INTERNATIONAL	34362	8/2/2012	3-221840027	731-1022-541.38-03	220.92	Crimps
		8/2/2012	3-221840051	731-1022-541.38-03	23.08	Air Filter
		8/2/2012	3-221840052	731-1022-541.38-03	21.57	Air Filter
		8/2/2012	3-221880034	731-1022-541.38-03	28.77	Air Filter
		8/2/2012	3-221930010	731-1022-541.38-03	(5.32)	Lube Filter/Credit
		8/2/2012	3-221940081	731-1022-541.38-03	42.55	Lube Filters & Adapters
		8/2/2012	3-221990060	731-1022-541.38-03	34.11	AF
				<b>Total for check: 34362</b>	<b>365.68</b>	
DENISE QUICK	34363	8/2/2012		100-1001-514.33-01	14.40	June Expenses
				<b>Total for check: 34363</b>	<b>14.40</b>	
RECREONICS INC	34364	8/2/2012	607264	100-0704-552.24-04	208.12	Ladder/Tile
		8/2/2012	607596	100-0704-552.24-04	84.64	Tiles
				<b>Total for check: 34364</b>	<b>292.76</b>	
RESERVE ACCOUNT	34365	8/2/2012	15317348	100-0000-133.00-00	6,000.00	Refill Postage Machine
				<b>Total for check: 34365</b>	<b>6,000.00</b>	

**AP Check Register**  
**Check Date: 8/2/2012**

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ROAD EQUIPMENT	34366	8/2/2012	WA547932	731-1022-541.38-03	18.72	Connectors
			Total for check: 34366		<u>18.72</u>	
SAFEGUARD BUSINESS SYSTEMS	34367	8/2/2012	027991390	100-0401-513.29-01	621.21	Checks
			Total for check: 34367		<u>621.21</u>	
SANOFI PASTEUR INC	34368	8/2/2012	900145838	100-0903-531.30-18	61.53	
			Total for check: 34368		<u>61.53</u>	
WENDY SCHROEDER	34369	8/2/2012	SCHROEDER	100-0000-441.23-00	155.00	Park Refund
			Total for check: 34369		<u>155.00</u>	
SEH	34370	8/2/2012	257767	625-1010-541.21-04	336.00	PermiTrackMS4
		8/2/2012	257768	625-1010-541.21-04	300.00	PermiTrackESC
			Total for check: 34370		<u>636.00</u>	
STREICHER'S INC	34371	8/2/2012	1944373	100-0801-521.19-03	81.96	
				100-0801-521.30-15	199.90	
			Total for check: 34371		<u>281.86</u>	
THEDACARE	34372	8/2/2012	4929	100-0801-521.21-05	58.00	PD/Venipuncture
			Total for check: 34372		<u>58.00</u>	
ANNETTE THIEL	34373	8/2/2012	THIEL	100-0000-441.25-00	35.00	Swim Lesson Refund
			Total for check: 34373		<u>35.00</u>	
UNIFIRST CORPORATION	34374	8/2/2012	097 0116893	731-1022-541.20-01	116.56	Supply & Uniform Cleaning
			Total for check: 34374		<u>116.56</u>	

**AP Check Register**  
**Check Date: 8/2/2012**

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
VERIZON WIRELES	34375	8/2/2012	2765821299	100-0919-531.22-01	19.59	
			Total for check: 34375		19.59	
WALHDAB	34376	8/2/2012		100-0903-531.32-01	165.00	
			Total for check: 34376		165.00	
WE ENERGIES	34377	8/2/2012		100-1001-514.22-04	25.50	25.50 901 Airport Rd
			Total for check: 34377		25.50	
WE ENERGIES	34378	8/2/2012		267-0102-581.22-04	9.16	
			Total for check: 34378		9.16	
WINNEBAGO COUNTY CLERK OF COURTS	34379	8/2/2012		100-0000-201.03-00	150.00	Bond
				100-0000-201.03-00	300.00	Bond
			Total for check: 34379		450.00	Report #12-2326 Report #12-2366
WINNEBAGO COUNTY REGISTER OF DEEDS	34380	8/2/2012	3219	100-0304-562.21-08	7.00	June Forms
			Total for check: 34380		7.00	
YMCA OF THE FOX CITIES	34381	8/2/2012	CM070112	100-0920-531.21-06	22,125.00	2012 Instalment/3rd
			Total for check: 34381		22,125.00	
					<b>176,060.59</b>	



MEMO

To: Common Council

From: Debbie Galeazzi, Clerk

Subject: Dolgencorp, LLC, d/b/a Dollar General Store  
1135 Appleton Road

Date: August 2, 2012

An application for a Class "B" Fermented Malt Beverage for the 2012-2013 liquor licensing year has been submitted by Dolgencorp, LLC, d/b/a Dollar General Store, 1135 Appleton Road.

The Police Dept. has done background checks on all members of the LLC and the agent and find no reason to deny a license. The Fire Department, Health Department and Building Inspectors have inspected the property and have no reason to hold up the liquor license approval. All financial obligations to the City are current.

**ORIGINAL ALCOHOL BEVERAGE LICENSE APPLICATION**

Submit to municipal clerk.

For the license period beginning 20 ending June 30th 20 13

TO THE GOVERNING BODY of the:  Town of  Village of  City of } Menasha

County of Winnebago Aldermanic Dist. No. \_\_\_\_\_ (if required by ordinance)

1. The named  INDIVIDUAL  PARTNERSHIP  LIMITED LIABILITY COMPANY  CORPORATION/NONPROFIT ORGANIZATION

hereby makes application for the alcohol beverage license(s) checked above.

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): Dolgencorp, LLC

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the name, title, and place of residence of each person.

Title	Name	Home Address	Post Office & Zip Code
President/Member	<u>Manager</u>	<u>James W. Thorpe</u>	<u>(See Auxiliary Form)</u>
Vice President/Member	<u>Manager</u>	<u>Robert R. Stephenson</u>	
Secretary/Member			
Treasurer/Member			
Agent	<u>District Manager</u>	<u>659/Ted Druckrey</u>	<u>W8785 Cloverleaf LK Road, Clintonville, WI 54929</u>
Directors/Managers			

3. Trade Name Dollar General Store #13175 Business Phone Number (920) 944-1567  
 4. Address of Premises 1135 Appleton Rd Post Office & Zip Code 54952

5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period?  Yes  No  
 6. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant?  Yes  No  
 7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business?  Yes  No  
 8. (a) Corporate/limited liability company applicants only: Insert state Kentucky and date 10/09/08 of registration.  
 (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company?  Yes  No  
 (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin?  Yes  No  
 (NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)

9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) 8263 sf single story stand alone located at the address in #4

10. Legal description (omit if street address is given above): \_\_\_\_\_  
 11. (a) Was this premises licensed for the sale of liquor or beer during the past license year?  Yes  No  
 (b) If yes, under what name was license issued? \_\_\_\_\_  
 12. Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630.5) before beginning business? [phone 1-800-937-8864].  Yes  No  
 13. Does the applicant understand a Wisconsin Seller's Permit must be applied for and issued in the same name as that shown in Section 2, above? [phone (608) 266-2776]  Yes  No  
 14. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor?  Yes  No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

SUBSCRIBED AND SWORN TO BEFORE ME

this 18th day of June, 2013

Ashley Linton  
 (Clerk/Notary Public)

My commission expires \_\_\_\_\_

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>7/10/12</u>	Date reported to council/board _____	Date license issued _____	Signature of Clerk / Deputy Clerk _____
Date license granted _____	Date license issued _____	License number _____	

**RESOLUTION R-30-12**

*Resolution for the Adoption of the City of Menasha Open Space and Recreation Facilities Plan*

*Introduced by Ald. Benner*

WHEREAS, the City of Menasha believes in the importance of a communitywide Open Space and Recreation Facilities Plan, and

WHEREAS, staff from the Parks and Recreation Department and Community Development Department in conjunction with the Parks and Recreation Board has worked to prepare the city's Open Space and Recreation Facilities Plan, and

WHEREAS, the City of Menasha Open Space and Recreation Facilities Plan encompasses a general outline and is a valuable tool for development of parks and recreation facilities throughout the city through the year 2016, and

WHEREAS, adoption of said plan is required for the City of Menasha to remain eligible for cost sharing aid programs administered by the State of Wisconsin, now therefore,

BE IT RESOLVED BY THE MENASHA COMMON COUNCIL that the *City of Menasha Open Space and Recreation Facilities Plan* be adopted as the approved recreation plan for the city.

Passed and approved this \_\_\_\_ day of \_\_\_\_, 2012.

\_\_\_\_\_  
Donald J. Merkes, Mayor

ATTEST:

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

Resolution R-31-12

A RESOLUTION RELATING TO THE DESIGNATION OF  
CITY OF MENASHA TAX INCREMENTAL DISTRICT #1 AS A DISTRESSED TAX  
INCREMENTAL DISTRICT

Introduced by Mayor Merkes.

WHEREAS: The City of Menasha created Tax Incremental District #1 (TID #1) via Resolution R-41-85 in December of 1985, with an effective Date of January 1, 1986; and,

WHEREAS: There have been no amendments to TID #1's project plan after October 1, 2009; and

WHEREAS: The statutory termination date for TID #1 is December 31, 2012; and,

WHEREAS: City of Menasha December 31, 2010 financial statements note net unreimbursed project costs for TID #1 in the amount of \$463,043 of which \$320,560 will be paid off with TID revenues on or before December 31, 2012; and,

WHEREAS: On December 31, 2012, a balance of \$142,483 of net unreimbursed project costs will be remaining; and,

WHEREAS: Section 66.1105(4e) of the Wisconsin Statutes provides the authority and procedure for designating a tax incremental district created before October 1, 2008 as a distressed or severely distressed district, subject to certain criteria, allowing an extension of the termination date; and

WHEREAS: A public hearing has been held, after notices required by law, all pursuant to Wisconsin Statutes Section 66.1105(4e)(b)(1),

NOW THEREFORE, BE IT RESOLVED, The Common Council of the City of Menasha, Wisconsin:

- 1) Finds and determines that the project costs incurred, with regard to Tax Incremental District #1, exceed the amount of revenues from all sources that the city expects the district to generate to pay off such project costs during the life of the district.
- 2) Designates Tax Incremental District #1 as a Distressed Tax Incremental District.

BE IT FURTHER RESOLVED:

- 1) That the City Clerk forward a certified copy of this Resolution and the financial information utilized by the Common Council in making its determination to the City of Menasha-Winnebago County Joint Review Board and the Wisconsin Department of Revenue.

Passed and approved this \_\_\_\_ day of August, 2012

\_\_\_\_\_  
Donald Merkes, Mayor

\_\_\_\_\_  
Deborah Galleazi, City Clerk



Memorandum

To: Administration Committee  
From: Greg Kell, CDD *GK*  
Date: July 11, 2012  
RE: Designation of Tax Incremental District #1 as a Distressed Tax Incremental District

It is proposed to declare TID #1 a "Distressed Tax Incremental District", thereby extending its life for a period of time to enable the recovery of unreimbursed project costs from TIF increment. The adoption of a resolution designating the district as "Distressed" is the first step in this process.

TID #1 has a statutory termination date of December 31, 2012. Per the city's audited financial statement dated December 31, 2010, TID # 1 had a balance of \$462,043 of net unreimbursed project costs. In 2011, \$169,560 in accrued tax increment was applied against this balance, and in 2012, the remaining TID #1 fund balance plus accrued increment, estimated to be \$150,000, will be applied against the balance. This leaves \$142,483 in expenses over revenues at the end of the district's life.

Resolution R-31- 12, if adopted and approved, will have the effect of extending the life of TID #1 a maximum of ten years. It is projected that all of TID 1 unreimbursed project costs will be met in 2014, at which point the district will be terminated.

If the life of TID #1 is not extended via declaring it a distressed district, the unreimbursed project costs will need to be placed on the general property tax levy.

Please note that the public hearing, referred to in the resolution, will take place before the Common Council at its August 6, 2012 meeting.

CITY OF MENASHA, WISCONSIN  
Notes to Basic Financial Statements  
December 31, 2010

**NOTE D - OTHER INFORMATION (Continued)**

Since creation of the above Districts, the City has provided various financing sources to each TID and has also recorded eligible TID project costs in other funds of the City. The foregoing amounts are not recorded as liabilities in the TID special revenue and capital projects funds but can be recovered by the City from future excess tax increment revenues. Detail of the amounts recoverable (surplus) by the City as of December 31, 2010 from future excess tax increment revenues follows:

Net Unreimbursed Project Costs		
Tax Incremental District No. 1	\$	462,043
Tax Incremental District No. 2		(80,266)
Tax Incremental District No. 3		(16,798)
Tax Incremental District No. 4		963,853
Tax Incremental District No. 5		2,875,856
Tax Incremental District No. 6		3,136,677
Tax Incremental District No. 7		1,937,745
Tax Incremental District No. 8		984,341
Tax Incremental District No. 9		4,643,547
Tax Incremental District No. 10		259,530
Tax Incremental District No. 11		56,949
		\$15,223,477

The intent of the City is to recover the above amounts from future TID surplus funds, if any, prior to termination of the respective Districts. The City has amended the project plan of District No. 3 to include transfers to Districts No. 1 and 2.

7. Major Customer  
During 2010, the electric utility billed SCA Tissue \$17,561,548. This represents 41% of electric utility operating revenue. No other utility customer accounted for more than 20% of operating revenue.
8. Property Tax Levy Limit  
Wisconsin Act 25, imposed a limit on the property tax levies for all Wisconsin cities, villages, towns and counties for a two-year period effective July 27, 2005. Subsequent legislation extended the levy limit through 2010. The current law limits the increase in the maximum allowable tax levy to the greater of the percentage change in the City's January 1 equalized value as a result of net new construction or 3.0% in both the 2009 and 2010 budget years. The actual limit for the City for the 2010 budget was 3.0%. Debt service for debt authorized after July 1, 2005 is exempt from the levy limit. In addition, the Act allows the limit to be adjusted for the increase in debt service authorized prior to July 1, 2005 and in certain other situations.
9. Contingencies
  - a. The City contracts with Neenah-Menasha Sewerage Commission (the "Commission") for sewage treatment services and is contingently liable for costs incurred by the Commission. The following item has been identified by the Commission and the City as a potential liability not recorded on the financial statements:

The U.S. Fish & Wildlife Service and the Wisconsin Department of Natural Resources ("WDNR") acting on behalf of the Natural Resource Trustees have prepared Natural Resource Damage Assessments to determine the level of such damages to the Lower Fox River and Green Bay resulting from PCB contamination. The U.S. Environmental Protection Agency ("EPA") and the WDNR have conducted a Feasibility Study and issued two Records of Decision ("RODs") (which have been subsequently modified) selecting dredging and capping of PCB contaminated sediments in the Fox River together with long-term monitoring in the Fox River and Green Bay as remedies to

## RESOLUTION R-32-12

### FINAL RESOLUTION AUTHORIZING PUBLIC IMPROVEMENTS AND LEVYING SPECIAL ASSESSMENTS AGAINST BENEFITED PROPERTY.

Introduced by Alderman Taylor.

*WHEREAS*, the Common Council of the City of Menasha, Wisconsin, held a Public Hearing at the Council Chambers in the City Hall at 6:00 p.m. on August 6, 2012, for the purpose of hearing all interested persons regarding the listed improvements in the following area:

A. Improvements

1. Concrete Walk Construction
2. Various Associated Items

B. Location of Improvements

1. North side of Midway Road from 800 Midway Road to Appleton Road
2. South side of Midway Road from 895 Midway Road to Appleton Road
3. South side of Midway Road from 1233 Midway Road to 1445 Midway Road

*NOW, THEREFORE, BE IT RESOLVED* by the Common Council of the City of Menasha as follows:

1. That the report of the Board of Public Works pertaining to the construction of the described public improvements, including plans and specifications, is, therefore and hereby, reaffirmed.
2. That payment for said improvements be made by assessing the applicable costs to the property benefited as indicated in said report.
3. The schedule of assessments made under the police power, and the amount assessed against each parcel, are true and correct and are hereby confirmed.
4. That the assessment for all projects included on said report is a single assessment.
5. That the assessment against any parcel shall be paid in accordance with Section 3-2-14 of the Menasha Municipal Code.
6. The City Clerk is directed to publish this resolution in the Official Newspaper of the City.
7. The Clerk is further directed to mail a copy of this resolution to every property owner whose name appears on the assessment roll and whose post office address is known or can, with diligence, be ascertained.

Passed and approved this \_\_\_\_ day of August, 2012.

\_\_\_\_\_  
Donald Merkes, Mayor

ATTEST:

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

## Don Merkes

---

**From:** HANDLER, DANIELLE (HANDD5407 - FOX) [HANDD5407@students.uwc.edu]  
**Sent:** Wednesday, July 18, 2012 3:38 PM  
**To:** Don Merkes  
**Subject:** RE: UW Fox

Hello Don,

I am currently a student at UW Fox Valley and would like to become a board member for the Menasha Sustainability Board. I am currently the president for Students For Sustainability at UW Fox Valley and wish to collaborate efforts between the two. Helping our community move forward with sustainability is a passion of mine and I would be happy to join the efforts of Menasha.

Warm regards,  
Danielle Handler



TO: Menasha Common Council  
FROM: Kara Homan, AICP, Principal Planner *KH*  
DATE: August 2, 2012

**RE: Update on Status of Alliance Industries IDB Loan Application –and- Business Loan Agreement & Redevelopment Agreement**

City Staff, along with Bob Mittelstaedt, CEO of Alliance, presented the City's Winnebago County Industrial Development Board (IDB) Loan Application to the IDB on August 18<sup>th</sup>. The application was very well received and was recommended unanimously for County Board approval on September 18<sup>th</sup>.

As was discussed in a previous memo submitted to Common Council on the Business Loan Agreement and Redevelopment Agreement, Alliance is currently finalizing negotiations with private financial institutions. These negotiations are still underway.

Staff requests these two items be tabled to ensure both agreements are revised in a way that ensures additional financial security for the City and desired community outcomes from the redevelopment project, and allows Alliance to negotiate with full knowledge of what their private financing will entail.

Due to the timing that the loan will be considered by the Winnebago County Board, along with the anticipated approval date for TID #13 in September, this additional delay is not anticipated to hinder the project.

**CITY OF MENASHA**  
**OPEN SPACE AND RECREATION FACILITIES PLAN**  
**2012-2016**

July 2012

# CITY OF MENASHA

## OPEN SPACE AND RECREATION FACILITIES PLAN 2012-2016

Prepared by the  
City of Menasha Parks and Recreation Department,  
City of Menasha Community Development Department  
with assistance from the East Central Wisconsin Regional Planning Commission

City of Menasha  
140 Main Street  
Menasha, Wisconsin 54952  
Department of Parks and Recreation  
Telephone: 967-3640

July 2012

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## INTRODUCTION

### THE CITY OF MENASHA

The City of Menasha is located on the northwest corner of Lake Winnebago between the cities of Appleton and Neenah. Third largest of the Fox Cities, Menasha has a long history as an important industrial center. With frontage on Lake Winnebago, Little Lake Butte des Morts and the Fox River, Menasha is closely tied to the Fox River waterway and many of its recreational resources are located adjacent to the water. In recent years city leaders have made a strong commitment to integrating its waterfront into numerous downtown revitalization activities. These and other local efforts to attract new commercial, industrial, and residential development have had a significant impact on restoring the city's image and elevating community pride. Combined with Menasha's many existing employment opportunities, highly regarded school system, and other city attributes, these activities have created a resurgence in the city's growth cycle and have made the Menasha housing market competitive with those elsewhere in the Fox Cities.

### RECREATION PLANNING IN MENASHA

Comprehensive parks and open space planning has long guided the growth and development of Menasha's park system. Continuing this planning process by maintaining a current plan has become more important in recent years. Several factors underscore the need for well considered decisions regarding the future acquisition and development of open space areas in the city. Among these are new residential development east of Oneida Street and elsewhere in the city; the city's downtown revitalization efforts, which have brought increased focus on the Fox River and navigational canal; recent acquisition of high value natural areas for open space purposes; and heightened concern with storm water management issues.

This new plan, developed in cooperation with the Menasha Parks and Recreation Board, draws upon past goals, objectives, and recommendations tempered with new considerations which have evolved since the last plan was adopted in 2007. **After state and local approval, the plan will allow the City to continue participation in the state's Stewardship Program as well as other state or federal funded programs. These DNR-administered typically provide up to 50 percent matching funds for the acquisition and development of parkland.**

### POPULATION

Although Menasha's population was relatively stable between 1960 and 1990, it has experienced significant growth during the past decade (Table 1). Its 2002 population of 16,529 represents an increase of over 1,800 residents since the 1990 census was undertaken. A development spurt in the northern and eastern portions of the city has contributed too much of this new growth. **Projections indicate the city's population will continue to grow at a moderate rate during the next 30 years, reaching an estimated 19,676 by the year 2030 (Table 2).**

In 2010 the median age of Menasha residents (36.0) was similar to but slightly lower than both Winnebago County (37.9) and the State of Wisconsin (38.5). Additionally, the population of all three entities had very similar age structures, although the City of Menasha has a slightly greater proportion in the youngest age cohorts (e.g. ages 10 and under). *Source: 2010 Census.*

**TABLE 1  
POPULATION TRENDS  
1950 - 2010**

Year	Menasha	Winnebago Co.	Wisconsin
1950	12,385	91,103	3,434,575
1960	14,647	107,928	3,951,777
1970	14,836	129,946	4,417,821
1980	14,748	131,772	4,705,642
1990	14,711	140,320	4,891,769
2000	16,331	156,763	5,363,675
2005	17,156	163,244	5,580,757
2010	17,353	166,994	5,686,986
Percent Change 2000 – 2010	6.26%	6.53%	6.03%

Sources: U.S. Census: 1950, 1960, 1970, 1980, 1990, 2000, and 2012. D.O.A.: 2005.

**TABLE 2  
POPULATION PROJECTIONS  
2000 - 2030**

Year	Menasha	Winnebago Co.	Wisconsin
2000	16,331	156,763	5,363,675
2005	16,988	163,846	5,563,896
2010	17,443	168,538	5,751,470
2015	17,912	173,241	5,931,386
2020	18,460	178,543	6,110,878
2025	19,090	184,763	6,274,867
2030	19,676	190,504	6,415,923
Percent Change 2000 – 2030	20.48%	21.52%	19.62%

Sources: **Official Population Estimates**, Wisconsin Department of Administration; U.S. Census 2000; Population Projections, December, 2004; ECWRPC.

## **PARK AND RECREATION MANAGEMENT**

The responsibility for managing Menasha's parks and recreational facilities lies with a seven-member Parks and Recreation Board, which is appointed by the Mayor, subject to Common Council approval. A crew of five full-time, two part-time and six part-time summer seasonal employees are responsible for park maintenance under the direction of the Superintendent of Parks, Forestry and Cemeteries and the Director of Parks, Recreation, Forestry and Cemeteries. Reservations for park areas and pavilions are taken each year on the first working day in February. A copy of current fees, charges, rules and regulations is available at the Park and Recreation Office, City Hall, 140 Main Street, Menasha, WI 54952 or can be obtained by calling (920) 967-3640.

## **SERVICE STANDARDS**

A good recreation and open space plan is carefully tailored to the community for which it is prepared and reflects user needs on a qualitative as well as quantitative basis. Nationally accepted park planning standards may provide a gauge of the overall adequacy of the quantitative aspects of a community's park system. **Often, however, these park standards are not sensitive to the many variables that make each community unique; thus, in addition to general park and recreation standards, other criteria related to particular local characteristics are employed.** Resident feedback is often the most important factor to consider when determining park land acquisition and development plans.

**Acreage and Facility Standards.** A revised approach toward park and recreation planning is a level of service as defined by customer needs rather than an arbitrary standard such as the number of tennis courts per 1,000 people. A standard for parks and recreation cannot be universal. Previously used standards were impossible for many communities to achieve and caused a great deal of frustration among planners and elected officials. Many communities begin to place greater emphasis on acquiring natural areas and other open space for preservation and/or passive recreation, they are finding that more acreage will be required if all recreational needs of their citizens are to be met.

A more accurate reflection of true community park needs is found in the demands expressed vocally by community residents. Communities such as Menasha with full time staff and an oversight board involved with recreational programming typically have an excellent perspective on local recreational shortcomings. Public input meetings and/or surveys can be a good way to help determine what the community wants.

**Park Site Standards.** Park site standards help determine the size and service area of the parks and the facilities that should be made available in various types of parks appropriate for a community. Community parks and neighborhood parks are the types of facilities most appropriate for a community the size of Menasha. Each type of park has generally accepted service radius standards to address the needs of the community.

**Mini-Park.** Sometimes called a vest pocket park or tot lot, these facilities are typically around 0.5 acres or less in size.

**Neighborhood Park.** A neighborhood park is a 3 to 15 acre park that provides recreational facilities for all ages. Typical facilities include play equipment, picnic areas, a basketball and/or volleyball court, and an open play area with backstop for unorganized activities. Although a desirable service radius for a neighborhood park is a half mile or ten-minutes walking time, it often is defined by natural and man-made barriers, such as unbridged river segments or major streets, which restrict safe and convenient access.

**Community Park.** A community park serves the entire community. In addition to providing most of the facilities recommended for neighborhood parks, a community park should include such facilities as restrooms, shelters, nature trails or areas, swimming areas, a band shelter, and similar facilities which would be used by the entire community. A desirable service radius for a community park is one mile or five-minutes driving time.

**Special Use Parks.** Vary widely in size and use. Examples of such facilities include: zoos, nature centers, boat launches, ski hills, beach areas, etc.

**Citizen Involvement.** Community views are reflected in two ways: (1) guidance from the Menasha Parks and Recreation Board in formulating goals and objectives, in identifying local problems and needs, and in synthesizing and reviewing final plan proposals; and (2) participation by community residents at public information meetings to review plan proposals. Full-time staff also provides a continuous sounding board for monitoring and responding to public concerns.

**Environmental Quality.** Unique land forms, wooded areas, water bodies, drainage courses, and other areas of significant environmental quality are often excellent candidate locations for parks and other open space areas. Opportunities for utilizing Menasha's natural features for future recreational development and/or preservation are identified.

**Land Use.** Future park locations must have a relationship to predicted land use patterns, especially to residential areas. Menasha's existing and future land use trends are evaluated so that growth areas can be identified as a basis for determining the location of future parks and open space areas.

## RECREATIONAL FACILITIES INVENTORY

### NATURAL RESOURCES

The natural resource base is not only a major determinant of potential physical and economic uses of the land; it also suggests areas that are prime candidates for parkland and other open space uses. Communities that make public management and preservation of these resources a priority are rewarded with an enhanced quality of life for local residents. Among environmental characteristics well worth protecting for open space are topography; streams, lakes and other drainage corridors; floodplains; woodlands; and soils which are unsuitable for most types of intensive land use development. In many cases, private development of these environmentally sensitive areas is strictly regulated to protect the important environmental benefits they provide.

Lake Winnebago, the Fox River, Little Lake Butte des Morts and several sizable wetland areas which exist along the north shore of Lake Winnebago are important natural resources in the Menasha area. Elevations in the city range from around about 740 feet above sea level along the shore of Little Lake Butte des Morts to over 800 feet in some areas east of Oneida Street. This portion of the community is also characterized by several well-defined drainage ways which, with increased development in and around Menasha, provide opportunities for integrating stormwater management practices with open space and trail development in strategic locations. Several large woodland tracts are found in conjunction with the major wetlands.

### EXISTING RECREATIONAL FACILITIES

Over 200 acres of public parks and other open space areas are available to City of Menasha residents (see fold out map). This acreage includes 14 parks, 4 boat landings, a marina, James Island, part of the Menasha Lock site, the Heckrodt Wetland Reserve, and open space areas maintained by the City of Menasha Department of Parks, Recreation, Forestry, and Cemeteries. This does not include eight school sites maintained by the Menasha School District; and an additional four parks in the adjacent portions of the Town of Menasha east of Little Lake Butte des Morts. Together, these areas provide a blend of passive, active, and special use areas for the Greater Menasha community.

#### Community Parks

**Jefferson Park.** Jefferson Park is the largest and most fully equipped park in the Menasha Park System, providing the setting for many major local festivals. Bordered by Third Street, Konemac Street and the Fox River, the park contains 28.9 acres and features a small island that has been known to generations of children as Peanut Island because of its shape. Picnickers enjoy a magnificent view of the Fox River and find reservable picnic areas and plenty of open space and playground equipment in the park. Boaters make use of several convenient docks and launches. Seasonal mooring is available for craft under 21 feet in length. Three lighted softball diamonds, horseshoe pits, two volleyball courts, and several acres of open space are available for recreational enjoyment.

The Menasha Municipal Pool complex is also located in Jefferson Park. The complex consists of a zero-depth entry pool, two water slides, and a jump platform. All major boat ramps at this site were repaired in 2005.

An award-winning pavilion, which may be reserved for family gatherings and other events, provides kitchen facilities, restrooms, and a shelter. Annual events at the park include Seafood Fest, Communityfest Celebration, Independence Day fireworks, and Jazzfest as well as a variety of company picnics.

**Smith Park.** Smith Park is located on Doty Island in the southern portion of the City. The park celebrated its 100-year anniversary in 1997, making it one of the oldest city parks in the state. Smith Park is bordered by Cleveland and Park Streets to the east and west, Nicolet Boulevard to the south and Fox River on the north. This 23.9-acre park features a large pavilion complete with kitchen facilities. Also located within the park are picnic facilities, playground equipment, volleyball court, four tennis courts, softball diamond and soccer field. Several unique features make Smith Park an attraction worth seeing and an important community asset. A railroad caboose, presented to the Menasha Historical Society, commemorates the fact that Menasha was the birthplace of the original Wisconsin Central Railroad. At the southern end of the park are several Native American burial mounds - large settlements of Fox and Winnebago Native Americans once inhabited this area - and a natural amphitheater used for summer concerts. The north end of the park features semi-formal gardens planted each year with approximately 6,000 annuals, a setting that is a favorite for summer weddings. A gazebo funded with corporate donations was built in this area in 1997. Many recreation programs are held in the park. Various entertainers offer free performances every other Tuesday night in the pavilion. No alcoholic beverages are allowed in the park.

The Memorial Building and playground area are located north of Keyes Street on the Fox River. The "Mem" is a multiple-use facility utilized for recreation programs and is headquarters for the Menasha Historical Society. A shorewall with decorative lighting was installed behind the "Mem" in 1998 as part of the island renovation plan. Other facilities on the grounds include four tennis courts that were renovated in 2004, playground equipment, a basketball court, and an area for seasonal boat mooring operated by the Menasha Dock Association. Groomed cross-country ski trails are also available. An "Isle of Valor" monument honoring two Menasha Medal of Honor recipients was constructed in 2007. The area is located behind the Memorial Building and includes a new pedestrian bridge.

**Koslo Park.** A 12-acre park located east of Highway 47 and north of Airport Road, Koslo Park is bordered by London Street and Geneva Road. It features a semi-professional lighted baseball diamond, softball diamond, lighted basketball court, volleyball court, pole shelter and a variety of playground apparatus. The park serves as the home field of the Menasha Macs and Twins and local high school baseball leagues. In 2000, the City entered into a unique lease-back agreement with Menasha Utilities which allowed for the installation of a state-of-the-art sports lighting system. A new scoreboard was installed in 2001. In 2011, field users took it upon themselves to undertake two fundraising events to help offset costs and contribute to future diamond improvements.

## Neighborhood Parks

**Clovis Grove Park.** Clovis Grove Park is located near the intersection of Ninth and Ida streets adjacent to Clovis Grove Elementary School and is the third largest park in the Menasha system. This 12.5-acre park features seven lighted tennis courts, one touch football field, soccer field, one softball diamond, a sledding hill, playground equipment and a picnic shelter. The park also features a small ½-acre wooded area. One softball diamond was removed when Clovis Grove School was renovated in 2003.

**Hart Park.** Hart Park is located on Seventh Street just west of Appleton Road. This 3.9 acre park includes restroom facilities, lighted basketball court, softball diamond/football field and playground area. A large, supervised, lighted ice rink and warming shelter is provided during winter months. The 1,000 square foot handicapped accessible shelter, which includes a fireplace, was constructed in 1994 with state grant assistance. The shelter is used year round for recreation programs and is available to rent. A skateboard park was installed in 2002 with partially donated funds.

**Pleasants Park.** Pleasants Park is bounded by Sixth, Seventh and Walbrun streets behind and west of Banta School. This 5.3-acre park includes four tennis courts, softball/baseball diamond, regulation soccer field, and a wide variety of playground equipment.

**Shepard Park.** Located on Doty Island between Mathewson Street and Garfield Avenue, Shepard Park fronts Little Lake Butte des Morts. Included in this 3.7-acre park are restroom facilities, softball diamond, basketball court, and playground area.

**Barker Farm Park.** Located east of Oneida Street in the Barker Farms Estates subdivision, the city's newest park expanded to 8.9 acres in 2000. The park was dedicated in 2005 and includes a picnic shelter, sledding hill, two tennis courts, an off street parking lot, playground equipment, a ball diamond, and a short asphalt trail system.

### Mini-Parks.

**Clinton Center Park.** Clinton Center Park is located on the corner of Second and Tayco streets. This 0.6-acre park contains a variety of play equipment, a basketball court, and open play area.

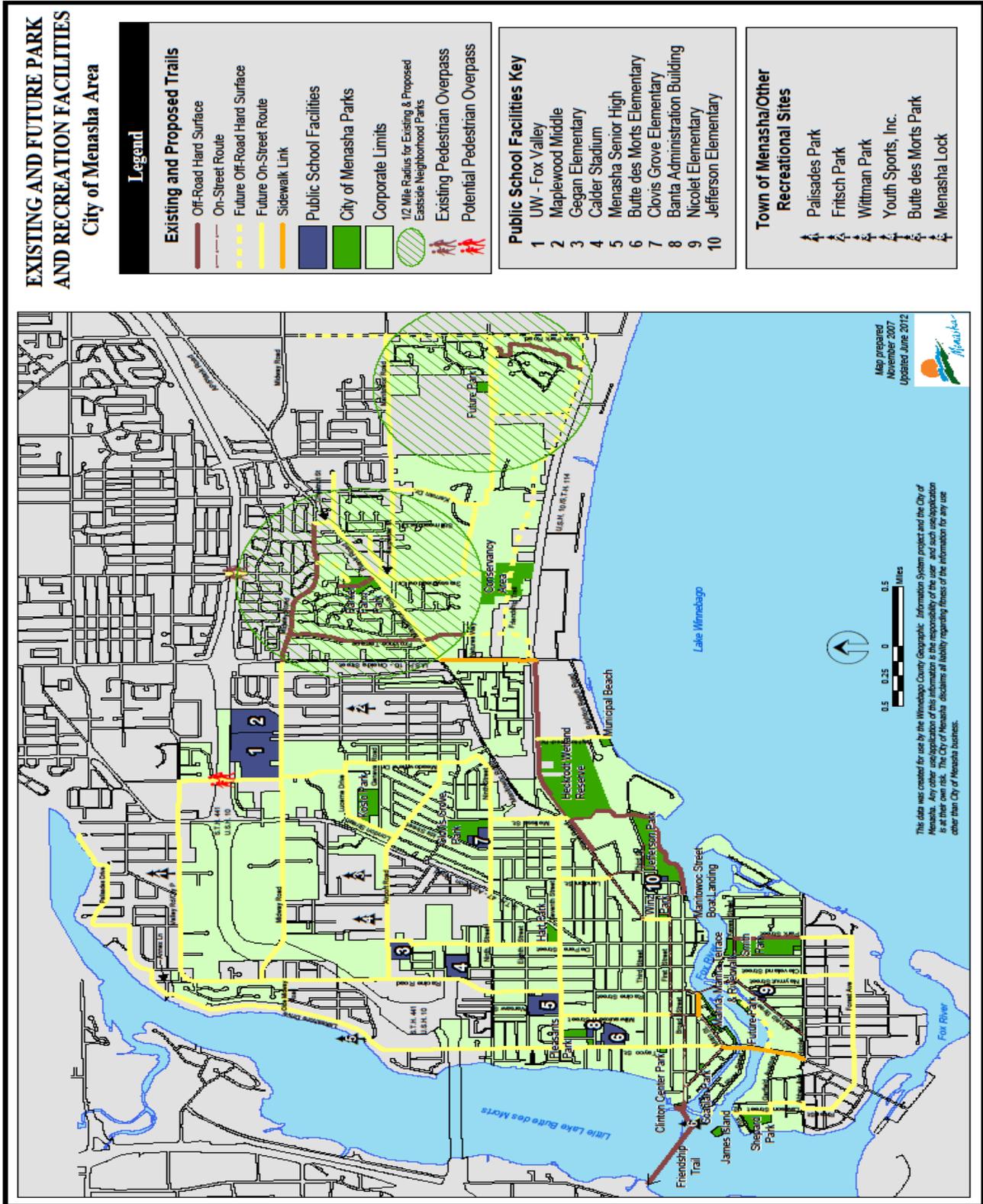
**Bridge Tower Greenspace and Museum.** Located on Tayco Street just north of the Tayco Street bridge, this park was developed in 1996 to provide an attractively landscaped small pedestrian park to complement the adjacent Bridge Tower Museum, which depicts the Fox River's role in the area's historical development.

**Scanlan Park.** Scanlan Park occupies a small triangular parcel at the intersection of Kaukauna and Chute streets. This 0.5-acre park features some playground facilities.



FIGURE 2

Existing Park and Recreation Facilities



Back of Map

## Special Use Parks and Facilities

**Menasha Marina, Terrace and Riverwalk.** Built in 1987, and a cornerstone of Menasha's redevelopment efforts, this important amenity is located in the heart of the downtown. The Marina and Riverwalk, encompasses approximately 3 acres. The terrace is a strip of land above the Marina that parallels Main Street. This area is where the City's Farm Fresh Market is held. The complex accommodates seasonal and transient docking for watercraft up to 40 feet in length. There are 88 slips located in the Marina and approximately 25+ transient slips located along the beautiful Riverwalk. Slips are equipped with potable water and electricity. City parks crews have completed replacing pier decking and replacing floats. Marina patrons also have use of shower facilities, gasoline sales, sanitary head pumpout, and a "Harborhouse". Adequate parking for Marina users is just a short walk away from the facility.

**Conservancy Area East of Oneida Street.** This conservancy area is presently over 40 acres in size and expansion is possible. The area consists primarily of wetlands and minimal development is planned for this site. A parking lot is available off of Hwy. 10/114. A small wetland restoration project was undertaken in the spring of 2001 as part of a wetland mitigation process that was overseen by the DNR and the EPA.

**Municipal Beach.** A 1.4-acre parcel located on the shores of Lake Winnebago at the south end of Brighton Beach Road, the tract includes picnic facilities, a small play area, a sand volleyball court, and an unsupervised swimming area with a shorewall and beach area. This park is important because it offers one of the only public lake access sites between Menasha and High Cliff State Park.

**James Island.** James Island is a 2.1-acre island located at the mouth of the Menasha Channel offshore of Shepard Park. The island is accessible by non-motorized boat and is maintained in a natural wooded state. It is subject to erosion and flooding during periods of high water on the Fox River. The island is home to a large colony of cormorants.

**Winz Park.** Winz Park is a unique 0.5-acre "hard surface" play area utilizing the top of the Menasha Utility's clearwell water storage facility. Located on the corner of Second and Manitowoc streets, the park features two tennis courts, 1-1/2 basketball courts, and a hard surface activity area. Due primarily to maintenance concerns, discussion is ongoing over the future of this site.

**Curtis Reed Square.** Named after one of Menasha's founding fathers, Curtis Reed Square serves as an urban plaza in the heart of the downtown. Located on the north side of Main Street between Milwaukee Street and Chute Street, the 0.8-acre park was created when the former intersection of these three streets was redesigned in 1997. A large wall mural, which depicts the history of Menasha, was erected on the east wall of City Hall in 2000, providing an impressive backdrop to the square and serving as a focal point for visitors to the downtown area. The square is a hub for many outdoor civic events.

**Jefferson Park Swimming Pool.** Built in 1958 and renovated in 1990, the Menasha swimming pool features a 200' waterslide, zero-depth entry, a kid's discovery fountain, concessions area and several large shade umbrellas. Unfortunately, the 1990 renovation efforts did not address the

condition of several key mechanical components and the bathhouse structure. Pool vessel/deck concerns have also been noted. A pool consultant made a series of recommendations for the pool in 2007. Discussion is ongoing over the future of this facility. A friends group was formed in 2011 to support keeping the pool open.

**Ninth Street Boat Launch.** Located at the west end of Ninth Street, this boat launch provides two ramps for boaters wishing to use Little Lake Butte des Morts. About 0.8 acres of surfaced area provides parking for 34 car-trailer units on the north side of the street. The ramp was lengthened and the docks were rehabilitated in 2006. Improved landscaping of the parking lot should be considered.

**Manitowoc Street Boat Launch.** This boat launch is located on the south end of Manitowoc Street and provides access to Fox River and Lake Winnebago from the north bank of the Menasha Channel.

**Park Street Boat Launch.** The Park Street Boat Launch is located directly east of Smith Park on the north end of Park Street and provides access to the Fox River and Lake Winnebago from the south bank of the Menasha Channel.

**Fox Cities Trestle-Friendship Trail.** This award winning trail facility connects the City and Town of Menasha across a 1,600' converted railroad trestle. The trail also crosses the Menasha Lock site via an unique pedestrian lift bridge donated by Miron Construction. It is extremely popular and is maintained jointly by the City and Town of Menasha. Downtown City businesses have seen an increase in bicycle traffic since the trail opened.

### **Public School Facilities**

**UW-Fox Valley.** A two-year campus of the University of Wisconsin system, the UW-Fox Valley Center campus is located on the north side of Midway Road west of Maplewood Middle School. An open area behind the buildings provides for one soccer field available by reservation. Six tennis courts are also available for public use.

**Menasha High School.** The Menasha High School, located on the west side of Racine Street between Seventh and Eighth streets, occupies a 12.3 acre site. Facilities include an open area for interscholastic sports practice and physical education classes.

**Maplewood Middle School.** Maplewood Middle School is located on the north side of Midway Road in the northern portion of Menasha. Facilities include an open play area along with a football/soccer field for interscholastic sports practice/events and physical education classes. An outdoor classroom with an emphasis on nature opened in 2006.

**Butte des Morts Elementary School.** Located on Tayco Street between Third and Sixth streets, Butte des Morts Elementary School provides two basketball courts, a baseball field, football field and other open play area.

**Banta Administration Building.** Located on Sixth Street adjacent to Pleasants Park, both sites are used concurrently by children during school and non-school hours.

**Clovis Grove Elementary School.** The area adjacent to Clovis Grove Elementary School complements and expands the open space available at Clovis Grove Park, which lies directly to the north.

**Gegan Elementary School.** Gegan Elementary School occupies a nine-acre site on the south side of Airport Road in the northwestern portion of the city. A basketball court, baseball field, football field, play apparatus and open play areas are available.

**Jefferson Elementary School.** Other than a basketball court and some play equipment, Jefferson Elementary School provides little in the way of recreational opportunities. Its location directly west of Jefferson Park, however, allows the school to rely on facilities there for many of its recreational activities.

**Calder Stadium.** The Stadium is located on Racine Street at the east end of the Little Lake Butte des Morts Bridge. The stadium is used almost exclusively for interscholastic varsity sporting events. A full-size practice\game soccer field was developed adjacent to the stadium in 2005. These facilities have limited availability and can be reserved for a fee. People may contact the Activities office at Menasha High School for fee/reservation information.

## **Town of Menasha Parks**

Because of the interlocking boundary between the City of Menasha and Town of Menasha, many residents of each municipality find it convenient to utilize parks in the other's jurisdiction. The four town parks east of Little Lake Butte des Morts provide some recreational opportunities for city residents as well as one town park that is located on the west side of the lake (Fritse Park).

**Palisades Park.** Located adjacent to the Town Hall on Valley Road, this community park is somewhat removed from city residential areas and probably receives little use by city residents. Facilities include a variety of play apparatus, two ball diamonds, tennis courts, picnic facilities, shelter, and an ice skating rink. A unique feature is a wheelchair exercise course.

**Fritsch Park.** Located near the northeastern portion of the city at the intersection of Sandy Lane and Linda Avenue, Fritsch Park is a neighborhood park some 18 acres in size. Facilities include a shelter with restrooms, picnic area, a pavilion with a kitchen, playground equipment, ball diamond, a basketball court, soccer field, a volleyball court, horseshoe pits, ice rink and a sledding area.

**Fritse Park.** This 15 acre park is located on the western shore of Little Lake Butte des Morts and provides a link via the Friendship Trestle Trail to the City of Menasha. The park includes a boat launch, basketball court, a pavilion with a kitchen, picnic area, playground equipment, sledding hill, and a volleyball court. In 2010, the Town completed an extensive renovation to this park. Improvements include: a new trail side to shelter, a large playground, boat launch, improved parking with a boat wash station.

**Wittmann Park.** Wittmann Park is located on the north side of Airport Road and is relatively convenient to a sizable number of Menasha residents. Facilities available at this 25-acre community park include a shelter, restrooms, picnic facilities, play equipment, and basketball and tennis courts and soccer fields.

**Butte des Morts Park.** A neighborhood rec lot located at the intersection of Lakeshore Drive and Frances Street, this two-acre site provides access to Little Lake Butte des Morts. This site primarily serves the immediate residential area; fisherman and flat water kayakers occasionally use this site. There is a natural area along with a trail and playground equipment.

### **Non-Profit Facilities**

Two separate non-profit sports organizations share a 10.5-acre site north of Airport Road in the north central portion of the City. The Menasha Area Soccer Club plays on five soccer fields and the Youth Sports, Inc. plays on four baseball diamonds, one being a high school dimension field.

### **Parochial Schools**

A limited range of recreational opportunities is available at each of the city's three parochial schools. These sites can be considered as neighborhood rec lots, serving residents of the immediate area. Facilities typically include play equipment and hard surface play area.

**Menasha Lock Site.** Per an agreement with the State Dept. of Administration, this site, along with the other lock sites on the Fox River, were turned over to the Fox River Navigational System Authority (FRNSA). The city has partnered with the FRNSA to establish the lock grounds as a public greenspace. This partnership began when plans were made to cross the lock site with a separate pedestrian lift bridge. The lift bridge connects trail users to the popular "Trestle Trail" which spans Little Lake Butte Des Morts which opened in August of 2005. The trestle trail is a key link into the State Friendship Trail which is planned to one day to traverse from Stevens Point to Manitowoc.

**Heckrodt Wetland Reserve.** Heckrodt Wetland Reserve is a 72-acre natural area located south of Old Plank Road on Menasha's east side. This facility is owned by the City. Heckrodt Wetland Reserve (HWR), Inc., a non-profit organization independent of the City, is currently responsible for its operation. With the 1999 dedication of a full-service nature center, numerous education programs for people of all ages are available. A large paved parking area serves the building and provides a trailhead for a 2.0-mile boardwalk trail and pond observation deck, which are used extensively by families. During the winter, the trail is primarily used by walkers. A marked snowshoeing trail is available in the winter. Bikes, pets, and alcohol are not allowed in the Reserve. The HWR purchased an additional 11.0 acres west of the Lopas Channel in 2005. Approximately half of this former fill site has been transformed into a prairie meadow with a short interpretive trail system.

## GOALS AND OBJECTIVES

The following goals and objectives were developed by city staff than reviewed and recommended by the Menasha Parks and Recreation Board. They are intended to serve as a guide for creating the type of park and recreation system that benefits all city residents. The goals are stated as desirable conditions to strive for in the future. They are common ideals of the community that can be achieved through the actions of government leaders, private organizations, and individual citizens. Objectives specify in greater detail how these desired goals can be achieved. The goals and objectives provide a basis for establishing City policy regarding the planning, acquisition and future development of park and recreation facilities.

**GOAL #1: To establish a communitywide system of parks, open space and park facilities that will provide all residents of Menasha with adequate recreational opportunities.**

### Objectives:

- Acquire and develop a neighbor park in the city's far east side, near the boundaries of Manitowoc Road and Lake Park Road space. Seek grant assistance for the park.
- Acquire and develop (seek grant assistance for this project) a public green space and riverside trail south of Menasha dam.
- Assess all parks and recreation facilities and begin complying (through retrofit or redesign) with updated 2010 ADA requirements.
- Implement and participate in the Neenah/Menasha Park Corps, which commits volunteers with park projects.
- Establish a written plan for future maintenance or facility improvements for all park facilities, including the Marina.
- Continue participation towards establishing a dog park in northern Winnebago County.
- Continue participation towards exploring the need for a regional park in northern Calumet County.
- Pursue a new park master plan for Jefferson Park.
- Seek the support (through donations, sponsorships or in-kind contributions) of community groups service organizations, businesses or individuals as a way of funding and/or undertaking improvements benefiting the City of Menasha.

**GOAL #2: To offer recreation programming and aquatic services that meet the needs of Menasha residents.**

**Objectives:**

- Maintain program reciprocity with the City of Appleton, City of Neenah, Town of Menasha, and Neenah/Menasha YMCA (pool only).
- Whenever cost effective or practical, initiate program partnerships with neighboring recreation departments or like organizations.
- Annually evaluate pool operations to balance the need for serving the public with fiscal responsibly.
- Annually evaluate recreational programs for the purpose of recovering 100% of the adult program and 50% of youth programs expenses through fees.
- Investigate and seek public input of cost effective alternatives for reconstructing or replacing the swimming pool.
- Separately track the number of summer and fall/winter with adult and child program participants.

**GOAL #3: To facilitate and support the development of a comprehensive system of bicycle and pedestrian trails and routes throughout the city.**

**Objectives:**

- Assist in the implementation of the grant aided Province Terrace trail project from Nature's Way to link with the existing Friendship trail at the corner of Oneida Street and STH 114.
- Work jointly to develop recreational trails and on-road bicycle and pedestrian accommodations to achieve linkages to existing and new park facilities as well as across jurisdictional boundaries (see Existing Park and Future Recreation Facilities Map).
- Support the implementation of the STH 47 corridor bike lane project.
- Seek the support (through donations, sponsorships or in-kind contributions) of community groups, service organizations, businesses or individuals as a way of funding and/or undertaking park or trail improvements benefiting the City of Menasha.

**GOAL #4: To facilitate and support the development of a public riverside green space and habitat restoration on redevelopment property south and adjacent to the Menasha Dam.**

**Objectives:**

- Continue the engineering and site planning processes for a shoreline trail and linear park along the length of the Old Gilbert Mill by mill property (Phase I).
- Identify and apply for any recreation or habitat restoration grant source that would aid in developing a public greenspace or restoring habitat on the Gilbert site.
- Begin preliminary site planning for habitat restoration, fishing and public recreation opportunities along a reopened water canal around the Menasha Dam (Phase II).
- Jointly market the project site with the Fox/Wisconsin Heritage Parkway as a visitor/tourist destination with both land and water access.
- Continue discussions and begin site planning for public use and private development at the old Donnelly site as it relates to the planning already undertaken at the Gilbert Mill site.
- Seek the support (through donations, sponsorships and in-kind contributions) of community groups, service organizations, businesses or individuals as a way of funding and/or undertaking improvements to this important redevelopment and public recreation site.

**GOAL #5: To maintain and enhance KEY public recreation facilities.**

**Objectives:**

- Swimming pool: Develop a strategy for ongoing maintenance of the pool while simultaneously developing a plan for a reconstructed or replacement aquatic facility. Seek public input in the process. Continue implementing operational efficiencies of the pool
- Trails: Provide funding and staff resources to adequately maintain trails. Seek outside labor and/or funding sources if available.
- Tennis courts: Reduce the number of tennis courts at Clovis Grove Park from seven to four. Negotiate turning over the four courts at Pleasants Park site to the Menasha Joint School District.
- Koslo Field: Continue facilitating field user fundraising efforts.
- Memorial Building: Provide funding for continued maintenance of this facility. Continue to maximize public use of the building. Investigate possible remodeling/expansion of the building.

## **Goal #6: To maintain and enhance the City's urban forest.**

### **Objectives:**

- Maintain current Tree City, USA status.
- Carry out Emerald Ash Borer (EAB) management plan adopted in 2010.
- Develop a planting strategy and goal that follows Urban Tree Canopy (UTC) standards.
- Review and update, as needed, city ordinances as they relate to trees.
- Continue residential tree planting program (rotating two districts per year.)
- Improve the communication process with Public Works when trees are impacted during street or sidewalk reconstruction.
- Seek opportunities for public education about the value of urban trees (environmental, livability and economic vitality).

## **PARKS AND RECREATION NEEDS ASSESSMENT**

### **LAND NEEDS**

Based on a level of service defined by the needs of the customers (i.e. city residences) it is apparent that the city has an adequate number of parks and open spaces west of Oneida Street. The Town of Menasha parks and school sites also contribute towards filling this need. The acquisition and development of two key sites still remains. The first is the addition of approximately 1.0 acres of land along the Fox River adjacent to the old Gilbert Paper Mill. The public greenspace will increase when the Gilbert/Donnelly (Curtis Reed Square Plaza) sites are redeveloped. **This location offers a prime opportunity to create an urban waterfront destination.** That would include habitat/shoreline restoration, trails, picnicking, fishing and canoe/kayaking activities. A combination of public amenities and redevelopment on this site would complement and enhance the current downtown housing and retail climate. The second important park site is the creation of a neighborhood park in the vicinity of Lake Park Road and Manitowoc Road (see map on page 9)

### **LOCATIONAL NEEDS**

The key consideration in meeting locational needs is to ensure that all community residents have safe and convenient access to a range of recreational facilities. Ideally, recreational facilities should be available within a quarter to one-half mile, unimpeded by natural and man-made barriers, such as open water, non-residential land use, and busy streets. For planning purposes, these barriers define neighborhood boundaries. It is desirable that recreational facilities be available within each neighborhood.

The present distribution of parks and schools within the city provides each of its neighborhoods with a good range of convenient recreational facilities. The dedication of Barker Farm Park in 2005 began to serve the developing neighborhood east of Oneida Street. However, there is clearly a need (at a minimum) for one more neighborhood park on the city's far east side.

## **FACILITY NEEDS**

Most of the facility needs revolve around continued provision of a well-balanced and maintained park system. The City should continue to actively pursue its downtown redevelopment plans. Menasha has the best water access of any Fox Cities community. **Economic diversification that would transition the City towards a more water based, outdoor tourism destination likely holds the key to future inner-city vitality.** In short, Menasha should take advantage of its access to water. Potential employers, residents and visitors all look for vibrant and interesting activities- such as walking, biking, shopping, dining, paddling, and special events to name a few. Additional Fox River locks are reopening, so boat traffic is expected to increase. Recreational paddling is one of the fastest growing sports and the city has already taken steps to welcome these enthusiasts by receiving donations for two canoe/kayak access docks in 2011. The Menasha Marina and Trestle Trail are examples of outdoor recreation venues that already bring visitors that spend money within the city. Other identified needs include the development of a city-wide system of bicycle trails/routes; additional areas which can be maintained primarily in their natural state to provide recreational opportunities such as cross-country skiing, hiking, and nature study.

## **PARK IMPACT FEE LAW**

Park and recreation needs may include the need for additional parkland to accommodate new facilities, the need for additional parks in areas not adequately served by existing facilities or where new residential growth is occurring, or the need for new or improved park facilities and equipment. Menasha currently charges a park land dedication fee per dwelling unit if it does not opt for obtaining land in lieu of the fee. Wisconsin law states that a needs assessment that justifies why a fee should be imposed is required. A municipality may not impose a park fee in its subdivision ordinance as a condition of subdivision plat approval. Municipalities have authority to impose a fee on new land development for capital costs to construct, expand, or improve park facilities. This includes the cost of land for, among other things, parks, playgrounds, and athletic fields needed as the result of new development. A 10-year timeframe (2012-2021) has been used for the following needs assessment.

## **PROJECTED FUTURE HOUSEHOLDS/DWELLING UNITS**

The information in this section was compiled with assistance from the City's Community Development Department. Because of boundary agreements with the City of Appleton, Town of Menasha, and the Town of Harrison, Menasha has a finite growth area that limits the need for planning for parks and recreation facilities beyond the boundary limits. In the next 10 years the City's population is expected to increase by approximately 1,200 people (from 17,381 to 18,581). Using an average of 2.8 people per dwelling unit, it is estimated that 429 households/dwelling

units will be added. This constitutes 6.9% of the new total. Most of this growth is expected to occur in the Calumet County portion of the city. This 6.9% figure is used as the basis for allocating future costs of parkland acquisition and capital costs to build, expand, or improve recreation facilities like the swimming pool, tennis courts, and trails.

## **ESTIMATED FUTURE CAPITAL COSTS OF PARKS AND RECREATION DEVELOPMENT**

For future planning purposes and to serve as a guide to establishing a justifiable park dedication fee, a list of important future land acquisition, park/trail development and improvements to existing community facilities are listed on the next page. Only projects with significant community wide benefits are listed. Cost estimates for the swimming pool and Friendship Trail will undoubtedly need more cost refinement. Listed projects and estimations are designed to be a guide for further discussion and planning. A development cost of \$20,000 per acre was assumed for a typical neighborhood park.

**TABLE 3  
ESTIMATED CAPITAL COSTS**

**For new and broad community based projects – 2012-2021**

**\*These projects have the potential to receive State grants and other funding sources which may offset some of the project cost. Existing Park Dedication funds may also be utilized.**

<u>Location</u>	<u>Need</u>	<u>Estimated Cost \$</u>
Neighborhood Park near Lake Park Road	Acquire approximately 5.24 acre park	*\$125,000
Neighborhood Park near Lake Park Road	Development costs for the park	*\$105,000(in-kind engineering labor should defray this cost)
Wetlands northeast of gas station at the northeast corner of Oneida/114	Some land needed for trail development, TE grant obtained in 2011	*\$30,000 (easements may be an option)
Trail Development (asphalt & boardwalk) Oneida Street north to Province Terrace	Provide safe access to trails for residents east of Oneida	80% TE Grant (obtained) 20% local sponsors  *\$78,652
1.0 Acre Park Old Gilbert Paper Company Site—Public trail/Greenspace and habitat restoration	Significant economic attraction and stimulus for downtown businesses, also serves public need	*Land along river to be donated. Appraised at \$375,000. Local share expected to be mostly in-kind labor
Clovis Grove Tennis Court Rehabilitation	Remove 3 courts, resurface 4	\$100,000
Replace pool with regional spray ground with a small instructional and lap pool	Rehabilitation of existing pool may be an option. Deficiencies in the existing pool have been identified. Large spray ground/small pool option will decrease annual operating expenses	\$1,400,000 for small instruction pool/spray ground option
Trail development Province Terrace east to Lake Park Road (Friendship Trail). Approximately 2.5 miles	Completing Menasha's Friendship Trail connection. Local and regional use expected	*WDNR Grant assistance potentially available 1.5 million at \$100/ft for development, \$200,000 for land acquisition
	Total	\$3,388,652

Calculation for Park Dedication Fee

0.0669 (6.9% of new city population by 2021) x\$3,388,652=\$233,817

\$233,817÷ 429 dwelling units = \$545

Current dedication fee is \$550

Estimated revenue generated by new impact fee for 10 year period: \$235,950

## **IDEAS AND RECOMMENDATIONS**

The following ideas and recommendations are intended to serve as a guide for future development of park and recreation areas in the City of Menasha. Several modifications will be required to comply with access requirements spelled out in 2010 update to the Americans with Disabilities Act (ADA). **Some are more conceptual than others and would require further analysis before implementation.**

### **EXISTING PARK SITES**

**Jefferson Park-** Note that many of these suggestions would be addressed in a proposed master plan for the park (see page 16)

1. The potential use of the pre-settlement basin as a future marina for small boats should be investigated.
2. The current boat slip area in the east end of the park should be renovated, eliminated, or reconstructed to accommodate a few less boats and/or greater public access. This could be renovated along with a possible Reserve Building redevelopment project.
3. Playground equipment should be updated and replaced as needed.
4. Terminate the Army Reserve building lease with the U. S. Army Corps of Engineers. Return the site to park land.
5. Upgrade softball diamond facilities. Some will be ADA accessible. Determine if three diamonds are still needed.

### **Menasha Lock Site**

1. Consider some type of visitor center and/or concession and/or equipment rental operation at the site in cooperation with the Fox River Navigational System Authority.

### **Smith Park**

1.
  1. Consider modest rehabilitation of the outdoor youth theater southwest of pavilion.

### **Memorial Building**

1. Continue performing regular building upkeep and maintenance as needed.
2. Consider full handicapped accessibility of the restrooms. This will reduce the number of stalls.

3. Replace aging boiler.
4. Consider a full building renovation, perhaps when donor funds become available.

### **Koslo Park**

1. Consider adding a restroom and public use structure on to the existing pole shelter on the east end of the park.
2. Repave and consider minor expansion of existing parking lot.
3. Replace backstop including ball netting as needed.
4. Add an overhang structure (or similar design) off the south side of the building to accommodate concession sales and shade for fans.
5. Resurface existing basketball court as needed.

### **Clovis Grove Park**

1. Reduce number of courts from seven to four and resurface courts. A cost saving measure that still meets public demands.

### **Hart Park**

1. Consider adding some equipment to the skate park in the northeast corner of the existing concrete slab. Users could seek donations as a source of funds.

### **Pleasants Park**

1. Consider turning these courts over to The Menasha Joint School District.

### **Shepard Park**

Other than routine maintenance, no actions are recommended.

### **Barker Farm Park**

1. Complete the installation of a softball/little league sized baseball diamond.
2. Consider adding an east/northeast paved bike path to connect with the Midway Road trail as development occurs east of the park.
3. Consider lighting the tennis courts and adding a rebound board.

### **Clinton Center Park**

1. Play equipment should be updated as needed.
2. Resurface existing basketball courts as needed.

### **Scanlan Park**

1. Play equipment should be updated as needed.

### **James Island**

1. This park should continue to be maintained in its natural state. Only low impact uses should be accommodated.
2. Consider adding shoreline armoring on the upstream side of the island for erosion control.
3. Work with WDNR and USDA on ways to reduce cormorant and geese impacts on the island.

## **Other Parks/Greenspaces Designated by Resolution in 2004**

Kaukauna, Tayco and Main Street Fountains—routine maintenance recommended.

Riverview Park (a.k.a. "Power Pole Park")—shorewall area will need future attention.

Lakeview Park (a.k.a. "Nicolet Blvd. greenspace")—consider landscape improvements, pave short gravel path.

Lake Park Villa Perimeter Trails—routine maintenance recommended.

All other public spaces in the resolution are addressed in others sections of this document.

## **Municipal Beach**

1. Consider upgrading existing rock shoreline as needed.
2. Upgrade playground equipment as needed.
3. Consider a small unisex restroom/changing room facility.

## **Ninth Street Boat Launch**

1. Redesign lot, including landscape upgrade on Ninth and Tayco Streets.

## **Manitowoc Street Boat Launch**

Other than routine maintenance, no actions are recommended.

## **Park Street Boat Launch**

Other than routine maintenance, no actions are recommended.

## **Winz Park**

1. Seek neighborhood interest on whether to continue maintaining all or part of the facility.

## **Conservancy Area**

1. Consider expanding trail system to include some boardwalk bridges over ponds.
2. Consider building a handicap accessible fishing platform over one of the ponds.
3. Connect the existing trail system west to connect with the new Friendship Trail.
4. Obtain use of adjacent acreage to the east/southeast to continue Friendship Trail.
5. As use increases consider a unisex toilet facility near the parking lot.

## **Menasha Marina and Riverwalk Extension**

1. Consider extending the Riverwalk along the canal westward from Washington Street to the Menasha Lock. This project would be designed to encourage greater pedestrian use of the canal bank and to stimulate redevelopment activity in the area.

## **NEW PARK AND RECREATIONAL FACILITIES**

### **Area East of Hwy. 10**

Steps should be taken to make sure; if possible, that future residential growth in the area east of Hwy. 10 has convenient access to park facilities. A small neighborhood park near Lake Park Road and Manitowoc Road has been previously identified and is a high acquisition priority. In addition, a coalition of communities has begun to discuss the need for a large regional park somewhere east of Lake Park Road. When looking out 10-20 years, there would seem to be a need for such a facility.

### **Brighton Drive Lake Access (75')**

This site was obtained by the City and is east of Jefferson Park. Some discussion has been had over what recreation-related development may occur on this site. This area could also be a possible site for a new water inlet line. Those activities would not strain already limited available parking in the area. This location has potential as a canoe/kayak access site.

### **Water Trails/Fox-Wisconsin Heritage Parkway**

With its enviable downtown waterfront, the core of Menasha is ideally suited for revitalization. Recreational kayaking is the fastest growing paddle sport in the United States. Like their land trail counterpart, many regions around the country have begun to develop point to point water trails. These trails typically follow a route highlighted by points of interest and amenities such as launch

sites, restrooms, drinking water, parks, restaurants, etc. They can provide the urban paddler the best of both worlds, a sense of adventure and exercise with the convenience of being close to home. Two canoe/kayak access docks were donated by Fox Cities Friends of the Fox and Fox Cities Greeways Inc. These docks are located on the west end of Jefferson Park and just east of the Marina in downtown Menasha. The Fox-Wisconsin Rivers Heritage Parkway was established in 2010. Water trail signage including route maps was installed in the Menasha/Appleton area in 2011.

### **Gilbert/Donnelly (Curtis Reed Plaza) Sites—Public Greenspace and Trail**

This site offers such a unique redevelopment/green space opportunity for the city. It was also identified as a major developmental goal. Site planning and engineering is continuing. The property owners have agreed to donate a strip of land for a trail, shoreline restoration and fishing areas. The pace of demolition on the site has slowed progress. Once complete, the city is hopeful a DNR Stewardship grant for habitat restoration and recreation/trail development is successful. This is considered Phase I of redeveloping the site. Phase II is the restoration and reopening of the existing canal that provided water to the old Gilbert Mill. This phase will allow for the creation of fish habitat and riparian restoration utilizing the fast current of the reopened canal. Once restored, the canal may also provide a venue for paddle sport enthusiasts. The closing of this site creates many redevelopment and green space opportunities. Both sites will fit well with plans for the Fox/Wisconsin Heritage Parkway and water trail. **This project will allow the city to capitalize on its greatest natural asset- waterfront location.** It has been shown that companies, prospective employees, visitors and residents alike are drawn to communities that provide lifestyle amenities like trails (both land and water). Recent local examples of this can be seen in both Neenah and Appleton.

### **Friendship Trail – Fox Cities Trestle**

Commonly referred to as the “Trestle Trail”, this extremely popular trail segment opened for recreational enthusiasts in August of 2005. The City and Town of Menasha have agreed to jointly operate and maintain the trail.

### **Skateparks**

While the popularity of skateboarding has leveled off a bit, it has remained a popular activity among the pre-teen through the young adult population. In November of 2002, The City of Menasha opened a 7,000 square foot outdoor skate park in Hart Park. The park has gotten a lot of use over the past several years. Lights were added in 2005 to allow for nighttime skating. Other local communities have added similar outdoor parks.

## Bike Trails & Routes

A signed system of designated bike routes linking schools, parks, and other destinations should be developed throughout the city. It appears unlikely that Canadian National will ever abandon its track heading east toward High Cliff State Park. In the meantime, the City should continue working cooperatively with the WDNR, Calumet County, and the Town of Harrison and other stakeholders to create a marked bike route from Menasha to High Cliff State Park. Extending the Friendship Trail on the north-side of STH 10/114 between Oneida Street and CTH LP (Firelane 8) represents the safest, preferred route that benefits the greatest number of current and future Menasha residents. WDNR developers and landowners will all play an important role in making the to LP connection a reality.

The current off-road bike/pedestrian pathway along the south side of Oneida Road (STH 114) provides safe access to the Heckrodt Wetland Reserve and the Friendship Trail. The Friendship Trail extends westerly from Jefferson Park along city streets to the Menasha Lock site before crossing on the Fox Cities Trestle/Friendship Trail. Route signs and road striping should be considered in these locations. A coordinated program to identify, mark or sign bike/pedestrian linkages to neighboring communities will make it safer and easier for commuters and casual riders to move between cities. The future north/south Province Terrace trail is an important first step.

### Recommended Bike Trail/Routes

Area.

The City has constructed many trail/route segments in recent years. These facilities provide a healthful recreation transportation option and are a vital tourism amenity. **The following routes are intended to be a guide for future bike/pedestrian planning (see Figure 2). It does not consider sidewalk connections. Some of the most vital trails/routes that the City should pursue over the next five years include:**

- Province Terrace – Midway Road to Manitowoc Road complete paving (off road).
- Continue Province Terrace south of Manitowoc Road southwest to the corner of Oneida Street (10/114) intersection – some boardwalk and land acquisition required (grant obtained).
- Province Terrace south of Manitowoc Road, southeast to Conservancy Area – some boardwalk again required, allows people to access trails in the Conservancy
- Barker Farm Park east to Midway Road, work with future developers.
- Oneida Street to Lake Park Road (Friendship Trail north side of 10/114) (work with all stakeholders).
- Lake Park Road, north of 10/114 intersection – west side to Manitowoc Road, work with Town of Harrison, and City of Appleton to extend the trail further north.
- Consider pursuing a bike/pedestrian bridge over the Fox River at Fox Street to serve as a safe, connection from Doty Island in the Trestle trail. Engage the city of Neenah in the process.

## **PARK DEPARTMENT POLICY AND MANAGEMENT**

1. The City should continue taking steps to acquire at least one more neighborhood park site in the vicinity of the Lake Park Villa subdivision.
2. Opportunities for participating in various funding components of the Stewardship Program (i.e., Urban Rivers, Urban Green Space, Safe Route to Schools, and Acquisition of Development Rights) should be identified and pursued.
3. The City should continue to maintain a strong working relationship (i.e., reciprocity agreements) with the Menasha School District and the cities of Neenah and Appleton Parks and Recreation Departments as well as with the Town of Menasha.
4. The Parks Division should continue recent efforts with the Streets & Sanitation Department towards assigning staff to where the greatest need is at the time. A complete merging of the parks division with the Street and Sanitation division may not be in the best interest of the park system because of potential for less time being allocated to park maintenance and operations.
5. The Army Reserve building in Jefferson Park has been vacated. It is conceivable that it may be made available to the city in the next few years. The buildings have been toured by staff and some structural analysis has been done. Deficiencies with the structure seem to make it cost prohibitive to update to modern accessible public standards. The Parks and Recreation Board is inclined to return this site to parkland and reassess the use of this area as part of a future proposed master plan for the park.
6. Park staff and the Park Board should refine and update its five year park improvement plan (PIP).

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