

**CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, November 3, 2014
6:00 PM
AGENDA**

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL/EXCUSED ABSENCES
- D. PUBLIC HEARING
- E. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY
(five (5) minute time limit for each person)
- F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS
1. Clerk Galeazzi - the following minutes and communications have been received and placed on file:
Minutes to receive:
 - a. [Administration Committee, 10/20/14.](#)
 - b. [Board of Public Works, 10/20/14.](#)
 - c. [IT Steering Committee, 10/13/14.](#)
 - d. [Library Board, 10/16/14.](#)
 - e. [NMFR Fire Commission, 10/22/14.](#)
 - f. [Water & Light Commission, 10/22/14.](#)
 - g. [Waverly Sanitary District, 10/16/14.](#)Communications:
 - h. [PP Homan to CDD Keil, 10/10/14; Resignation Notice.](#)
 - i. [PHD McKenney, 10/29/14; 2014 City of Menasha Influenza Vaccine Clinic Results.](#)
 - j. [Penny Bernard Schaber, State Representative, to Mayor Merkes, 10/23/14; Congratulations on being approved for Board of Commissioners of Public Lands State Trust Fund Loans.](#)
 - k. [Jonathan Smith, Simply Incredible Foods to Mayor Merkes, 10/7/14; Update.](#)
- 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, 10/20/14.](#)
Administration Committee, 10/20/14 – Recommends the Approval of:
 2. [Wisconsin Counties Association/Group Health Trust \(WCA/GHT\) as the medical insurance carrier for the calendar years of 2015 and 2016.](#)
Board of Public Works, 10/20/14 – Recommends the Approval of:
 3. [Street Use Application – Fox Cities Jingle Bell Run; Saturday, November 15; 9:00 AM – 11:30 AM \(Arthritis Foundation\).](#)
 2. [Payment – MCC, Inc.: Contract Unit No.2014-02; Street Reconstruction – London Street, Lakecrest Drive, Sunset Drive, Emily Street, Ninth Street, DePere Street, Parkview Place; \\$189,710.03 \(Payment No. 2\).](#)
 3. [Authorization to Execute WisDOT Third Street Bridge Replacement Project Engineering Services Agreement.](#)
- H. ITEMS REMOVED FROM CONSENT AGENDA

I. ACTION ITEMS

1. Accounts payable and payroll for the term of 10/21/14 to 10/30/14 in the amount of \$732,509.28.
2. Beverage Operators License Applications for the 2013-2015 licensing period.
3. "Class A" Liquor License Application, Foodmen 2, Inc, d/b/a The Third Street Market, 403 Third Street, Menasha, Michael Novak, agent, for the 2014-2015 licensing year.
4. Authorization to Execute Revised WisDOT Agreement for STH 441/Appleton Road Interchange.
5. Parkland Dedication Fees – Oak Park Place Development.

J. ORDINANCES AND RESOLUTIONS

1. R-25-14 A Resolution Providing for the Method of Amending and Approving the 2015 City of Menasha Operating Budget and Capital Improvement Plan. (Introduced by Alderman Benner).

K. APPOINTMENTS

L. HELD OVER BUSINESS

M. CLAIMS AGAINST THE CITY

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

O. ADJOURNMENT

MEETING NOTICE
Monday, November 17, 2014 – 6:00 p.m.
Committee Meetings to Follow

CITY OF MENASHA
ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
October 20, 2014
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Nichols at 8:15 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Nichols, Taylor, Sevenich, Langdon, Keehan, Zelinski, Englebert

EXCUSED: Alderman Benner

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, DPW Radtke, CDD Keil, ASD Steeno, PHD McKenney, LD Lenz, Rae Anne Beaudry (Horton Group), Clerk Galeazzi

C. MINUTES TO APPROVE

1. [Administration Committee, 10/6/14](#)

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

Motion carried on voice vote.

D. DISCUSSION/ACTION ITEMS

1. [2015-2016 Health, Dental, Vision Insurance](#)

ASD Steeno explained the proposals received for health insurance. Based on the proposals provided, staff is recommending going with Wisconsin Counties Association/Group Health Trust (WCA/GHT).

Rae Anne Beaudry from The Horton Group answered questions on health insurance coverage.

CA/HRD Captain explained the information received from the City's insurance administrator on dental and vision insurance. Based on the information provided staff is recommending no premium change for 2015. No action is required since there is no change in premium.

Moved by Ald. Sevenich, seconded by Ald. Englebert to recommend to Common Council Wisconsin Counties Association/Group Health Trust (WCA/GHT) as the medical insurance carrier for the calendar years of 2015 and 2016.

Motion carried on roll call 7-0.

2. [R-25-14 A Resolution Providing for the Method of Amending and Approving the 2015 City of Menasha Operating Budget and Capital Improvement Plan](#)

Moved by Ald. Zelinski, seconded by Ald. Langdon to deny R-25-14 A Resolution Providing for the Method of Amending and Approving the 2015 City of Menasha Operating Budget and Capital Improvement Plan.

General discussion ensued on procedure for the budget review sessions.

With the consent of the Committee, Ald. Zelinski and Ald. Langdon withdrew their motion.

Moved by Ald. Englebert, seconded by Ald. Keehan to adopt R-25-14 A Resolution Providing for the Method of Amending and Approving the 2015 City of Menasha Operating Budget and Capital Improvement Plan.

Motion failed on roll call 3-4.

Ald. Nichols, Keehan, Englebert voted yes. Ald. Taylor, Sevenich, Langdon, Zelinski voted no.

E. ADJOURNMENT

Moved by Ald. Sevenich, seconded by Ald. Keehan to adjourn at 9:05 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
October 20, 2014
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Sevenich at 9:05 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Nichols, Taylor, Sevenich, Langdon, Keehan, Zelinski, Englebert

EXCUSED: Alderman Benner

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, DPW Radtke, CDD Keil, ASD Steeno, PHD McKenney, Clerk Galeazzi

C. MINUTES TO APPROVE

1. [October 6, 2014](#)

No action.

D. DISCUSSION / ACTION ITEMS

1. [Street Use Application – Fox Cities Jingle Bell Run; Saturday, November 15; 9:00 AM – 11:30 AM \(Arthritis Foundation\)](#)

DPW Radtke explained the applicant will be submitting the insurance before the Common Council meeting.

Moved by Ald. Taylor, seconded by Ald. Keehan to recommend to Common Council Street Use Application for Fox Cities Jingle Bell Run, Saturday November 15, 2015, 9:00 AM-11:30 AM (Arthritis Foundation)

Motion carried on voice vote

2. [Payment – MCC, Inc.: Contract Unit No.2014-02; Street Reconstruction – London Street, Lakecrest Drive, Sunset Drive, Emily Street, Ninth Street, DePere Street, Parkview Place; \\$189,710.03 \(Payment No. 2\)](#)

DPW Radtke explained work on London Street is almost complete. Lakecrest Drive and Emily Street will be next followed by Ninth Street and DePere Street.

Moved by Ald. Taylor, seconded by Ald. Langdon to recommend to Common Council Payment to MCC, Inc., Contract Unit No. 2014-02 for Street Reconstruction of London Street, Lakecrest Drive, Sunset Drive, Emily Street, Ninth Street, DePere Street, Parkview Place in the amount of \$189,710.03 (Payment No. 2)

Motion carried on roll call 7-0.

3. [Authorization to Execute WisDOT Third Street Bridge Replacement Project Engineering Services Agreement](#)

DPW Radtke explained the agreement is with DOT and Ayres Associates, the consultant, for the design work for the replacement of the bridge on Third Street over the Lake Winnebago Slough. There is no cost to the City associated with this agreement. The project is expected to be completed in 2016.

Moved by Ald. Taylor, seconded by Ald. Langdon, to recommend to Common Council Authorization to Execute WisDOT Third Street Bridge Replacement Project Engineering Services Agreement.

Motion carried on roll call 7-0.

E. ADJOURNMENT

Moved by Ald. Taylor, seconded by Ald. Keehan to adjourn at 9:15 p.m.

Motion carried on voice vote.

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

**CITY OF MENASHA
IT STEERING COMMITTEE
October 13, 2014
MINUTES**

A. CALL TO ORDER

Styka called the meeting to order.

B. ROLL CALL/EXCUSED ABSENCES

Committee members Ald. Nichols, Director Captain, Director Keil, Director McKenney, Director Steeno and Chief Styka were present. IT Supervisor Patrick James was also present.

C. MINUTES TO APPROVE

Motion to approve the [August 6, 2014 minutes](#) was made and seconded by Nichols and Keil, respectively. There was no discussion. Motion carried.

D. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THIS AGENDA

None

E. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. Progress on 2014 Projects. Director Steeno handed out and provided summary of a document she prepared – [Recent Accomplishments \(8/6/14 – 10/10/14\)](#). In item #1 the Marina project is proposed to move to 2015 at the request of Dir. Tungate. Item #5 was added due to the outcome of a required state audit. Director Steeno distributed and summarized a [2014 Timeline for Completion of Projects 10/13.2014](#) that she prepared. With regard to the website RFQ, that were opened September 20th, a team has been selected to review proposals to be scheduled towards the end of October with interviews to follow.

F. ACTION ITEMS

1. [2015 Budget](#). Director Steeno handed out a draft 2015 technology budget. The budget includes staffing 1 full-time and 1 part-time employee as well as a business partner consultant as is currently being utilized. Dir. Steeno reported that she distributed the proposed technology budgets to each department this week and is awaiting final responses. General discussion occurred with respect to the proposed budget. Moved by Keil and seconded by McKinney to recommend approval of the 2015 IT budget as presented by Dir. Steeno subject to any final adjustments as may be requested by other departments. No further discussion. Motion carried.
2. **Committee discussion and action on next IT Steering Committee Meeting date.**
December 16, 2014 at 9:30 a.m.

G. ADJOURNMENT

Meeting adjourned by motion made and seconded by Nichols and Keil, respectively. Motion carried.

These minutes have NOT been approved.

Minutes of Regular Meeting
ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES
Elisha D. Smith Public Library Gegan Room
October 16, 2014

Call to order at 4:00pm by President Murray

Present: Crawmer, Eisen, Golz, Kiley, Murray, VanderHeyden, Wicichowski and Kaminski

Absent: Nichols

Also Present: Director Lenz, K. Beson (Head of Children's Services), J. Bongers (Head of Adult Services) and K. Dreyer (Administrative Assistant)

Public Comment/Communication

- We received a letter from the Menasha Corporation declining our request to fund the mother's room.
- We received a letter from Young, Schuster and Maslowski Attorneys at Law informing us that one of the heirs is disputing the named executor in the estate of Marsha Swilley. This will cause a delay in the settlement of the estate.

Consent Business

Motion made by Eisen to approve the Library Board meeting minutes from September 18, 2014 regular meeting, October 2, 2014 special meeting and Fundraising Committee meeting on September 18, 2014 and October 2, 2014, seconded by Kiley. Motion carried unanimously.

Authorization of Bills

Golz asked about the bill from Griesbach Ready Mix. It was for concrete to repair the driveway apron. Motion made by Crawmer to authorize payment of the October list of bills from the 2014 budget as presented, seconded by Golz. Motion carried unanimously.

Director's Report/Information Items

1. September Statistics. Circulation was down 3.9%. Digital circ is usually up but was down 10.7%. Program attendance and meeting room use is up.
2. Budget Update. The budget is 71% spent and about 75% of the year has passed.
3. Endowment Report. This week, we should receive the distribution check from the Memorial Trust Funds from the Community Foundation for the Fox Valley Region that was approved at last month's meeting.
4. Staff Reports. Lenz provided a list of what volunteer opportunities staff is involved with in our community.
5. Strategic Plan Update. There are no changes from last month.
6. Fundraising Committee Report. The committee will be meeting today to see where we are at in terms of ticket sales and literary baskets. Local celebrities such as the Mayor Merkes, Penny Bernard Shaber, Chris VanderHeyden and Menasha Alderpersons will be ladling chili.

Discussion/Action Items

7. 2014 Budget Adjustment. Since the building repair budget line item in this year's budget will not be used for an expansion tank, it was suggested using it for a humidity control system to protect our collection and paper from humidity and mold. Brain Haessly obtained a quote from Energy Control and Design for \$3,815. Motion made by Eisen to proceed in installing the

humidity control system in the library as recommended by Lenz, seconded by Wicichowski. Motion carried unanimously.

8. 2014 Budget Adjustment: WALs Fund (Technology Fund). Lenz is recommending that we transfer \$5,000 to our WALs account with Winnefox by overspending line 25-01 line for technology – software and hardware. Twenty-one of the library’s staff computers are more than five years old, and we are running Windows XP, which is no longer being supported and is a security risk. Winnefox receives a price break on technology for the quantity they purchase, and they will bill that account for board approval as purchases are made. Motion made by VanderHeyden to transfer \$5,000 into the WALs account for technology, seconded by Golz. Motion carried unanimously.
9. 2015 Budget. The budget was submitted to the City’s Finance Department. Slight changes were made after using the payroll system to better predict wages/salaries and include the mayor’s recommended cost of living adjustment as well as the library’s share of the 2015 IT budget. A budget meeting date has not yet been determined.
10. Review of Trustee Essentials: Chapter 21. Wicichowski summarized this chapter, which focuses on The Library Board and Accessible Services to the community. Next month, Crawmer will review Chapter 22.

Adjournment

Motion to adjourn the meeting at 4:35pm was made by Wicichowski and seconded by Golz. Motion carried unanimously.

Respectfully submitted,
Kathy Dreyer, recording secretary

Neenah-Menasha Fire Rescue
Fire Commission Meeting Minutes
October 22, 2014 – 12:00 p.m.
3rd Floor Council Chambers – City of Menasha

Present: Commissioners Liebhauser, Keating, Kubiak and Lewis.

Excused: Commissioners John and McCann.

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

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

Minutes: **MSC Keating/Kubiak to approve the May 28, 2014 meeting minutes, all voting aye.**

Activity Report: The September activity report was reviewed. This is informational only and no action is required.

Budget Report: The September budget report was reviewed. This is informational only and no action is required.

Eligibility List: Discussion was held regarding establishing an eligibility list for NMFR. Chief Auxier noted FVTC has completed testing which included the CPAT testing. They provided information, to us, on the candidates who passed the testing and met our criteria. Discussion was held on the qualifications for our Department. Of the 91 people who applied for consideration with our Department, 44 passed all of the testing. FVTC applied our preferences and this narrowed it down to 20 people. In an effort to reduce the number of people we interview, to a more manageable amount, additional preferences were applied and this reduced the number to 12 people. These candidates were contacted by Director Barber and if they are interested in participating in our process they will need to complete an online application. Anyone who does not complete an online application will not be able to participate in the Assessment Center.

Ald. Keating asked what happens if someone from another Department wants to apply for a position with us. Director Barber explained anyone who wants to be considered for our process has to go through FVTC's initial screening and testing process regardless if they are currently working at another Department. We make everyone aware of this procedure. If they didn't complete FVTC's most recent testing process they will have to wait until the next time this is offered by them. In the past few years, they have only offered this once a year.

The Commission reviewed the Assessment Center outline which included the exercises and procedures that will be scheduled for candidates. Members agreed the Assessment Center will be scheduled in January of 2015. Candidates who successfully complete the Assessment Center will be invited for an interview with the Fire Commission for consideration of placement on our eligibility list. The intent is to complete the entire process by February 2015. Dates for this will be scheduled at the next Fire Commission meeting.

Discussion of Chief's Positions: Chief Auxier noted both he and DC DeLeeuw are planning to retire next year. It was decided the Commission will meet in January to discuss the criteria and process for filling the Chief's positions. The Commission decided to cancel the November 26, 2014 meeting and reschedule it to December 17, 2014. The meeting on December 24, 2014 will be cancelled due to the holiday. Director Barber asked that if anyone on the Fire Commission has a family member, close friend and/or intends to apply for consideration on our eligibility list or the two potential vacant Chief positions that they excuse themselves from this meeting and future meetings relating to both processes.

MSC Keating/Kubiak to adjourn at 12:40 p.m., all voting aye.

Respectfully Submitted,

Al Auxier
Chief

AA/tt

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

October 22, 2014

Draft

Commission President Allwardt called the Regular Meeting of the Water and Light Commission to order at 8:03 a.m., with Commissioners Don Merkes, Joanne Roush, and Dan Zelinski present on roll call. Also present were Melanie Krause, General Manager; Tim Gosz, Water Plant Supervisor; Kristin Hubertus, Business Operations Accountant; Paula Maurer, Customer Services Manager; and John Teale, Technical Services Engineer.

Those excused were: Commissioner Roy Kordus and Project Engineer Steve Grenell.

Item II. No one from the Gallery was heard on any topic of public concern to the Utility.

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

- A. Minutes of the Regular Meeting of September 24, 2014
- B. Approve and warrant payments summarized by checks dated September 29-30 and October 2-22, 2014, which includes Net Payroll Voucher Checks, Void O & M Checks #500984 & 500996, and Operation and Maintenance Voucher Checks for a total of \$561,968.41, and Operation and Maintenance Vouchers and Rebates to be paid prior to the next Regular Meeting. Motion approved unanimously on roll call
- C. Correspondence as listed:
Copy of Menasha Utilities Newsletter dated October 2014

Item IV. Claims Against The Utility – There were no claims discussed at this meeting.

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

Item VI. Unfinished Business, Water Utility Benchmark Report – General Manager Krause presented water utility comparisons of rates, gallons sold, total debt, and expenses compared to surrounding communities.

Item VII. New Business, Election of Commission Officers – The motion by Comm. Merkes, seconded by Comm. Roush was unanimously approved to elect Commissioner Allwardt as Commission President. The motion by Comm. Allwardt, seconded by Comm. Merkes was unanimously approved to elect Commissioner Roush as Commission Vice-President. The motion by Comm. Zelinski, seconded by Comm. Roush was unanimously approved to elect Commissioner Kordus as Commission Secretary.

Investment Accounts – Current Menasha Utilities Investment Accounts and balances were discussed along with Projected 2015 year-end balances. The Water Utility Reserve balance will be assessed by staff due to the tear down of the Manitowoc water tower and loss of water tower rental income. The Lead Services Fund purpose description inadvertently included copper

services; only lead services would be replaced. Commission asked staff to look into staggered GAC replacement funded from the Chemical Stabilization Fund.

Change Order #1, McMahon – Change order # 1 for the Low Lift Pump Replacement & Raw Water Piping modifies the contract from \$429,900 to \$433,077.22. The change order is being requested for reimbursement of costs for obtaining a building, plumbing and electrical permit.

Commissioners asked to have the permits pricing and necessity verified then brought back for further review.

Item VIII. Strategic Reports, Monthly Strategic Initiative Update – The September report was discussed.

September Financial and Project Status Reports – For the month of September, electric consumption increased 1.23% compared to budget. Year-to-date expenses are lower than budget due mainly to open positions, reduced cost of power and lower than budgeted health insurance premiums.

Water expenses are lower than budget due to lower than budgeted health insurance premium costs, chemical cost and timing of road repair invoices.

Commissioners requested that management expedite the updates to the security system recognizing that additional costs may occur.

The Steam Utility will be removed from the books by year end.

After discussion, the Commission accepted the September Financial and Project Status Reports as presented.

Project Reports, Water Plant Projects – There was no additional information presented.

Metering Practice & Plan – An additional 30 meters have been tested with Chapman.

Item IX. No one from the Gallery was heard on any topic of public concern to the Utility.

Item X. The motion by Comm. Merkes, seconded by Comm. Roush, was unanimously approved on roll call at 8:52 a.m. to convene into Closed Session pursuant to Section 19.85 (1) (e), of the Wisconsin Statutes for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and (f) of the Wisconsin Statutes for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.
RE: Delinquent Accounts

There being no further business, the motion by Comm. Merkes, seconded by Comm. Allwardt was unanimously approved to adjourn from Closed Session and to reconvene into Open Session of the Water and Light Commission meeting at 9:27 a.m.

The motion by Comm. Zelinski, seconded by Comm. Merkes was unanimously approved at 9:28 a.m. to convene into Closed Session pursuant to Section 19.85 (1) (c) of the Wisconsin Statutes for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. RE: Performance Evaluation of General Manager.

By: MARK L. ALLWARDT
President

DAN ZELINSKI
Secretary

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

MEETING MINUTES
WAVERLY SANITARY DISTRICT

October 16, 2014

District Office - N8722 County Rd. LP

1) **MEETING WAS CALLED TO ORDER** at 8:00am by President Bartlein.

2) **PRESENT:**

President Bartlein	(DRB)	Systems Operator Krueger	(RWK)
Commissioner Kasten	(DLK)	Systems Operator Dornfeld	(DWD)
Commissioner Bartlein	(JJB)	Office Manager Girdley	(CMG)
Consultant Sambas	(MLS)	Admin Assistant Weir	(PMW)
Consultant Fulcer	(LJF)	Engineer Martenson	(SCM)
Mark Mommaerts – Harrison Planner			

3) **APPROVAL/ACCEPTANCE OF 9/18/14 MEETING MINUTES:**

MOTION (JJB¹/DLK²) to approve September minutes. Motion carried 3-0.

4) **RECEIPT ACKNOWLEDGEMENT/APPROVAL OF AUG-SEP 2014 FINANCIAL AND BUDGET COMPARISON REPORTS:** MOTION (JJB¹/DLK²) to approve August and September 2014 Financial and Budget Comparison Reports. Motion carried 3-0

Invoices were approved for payment and checks were signed prior to the meeting.

5) **COMMUNITIES/CUSTOMERS/SERVICE CONCERNS**

- Annual Sanitary Sewer Jetting – Frequent backup occurrences: Bill Peotter from Speedy Clean was present to explain the jetting process and discuss the backups. He will be meeting with a representative from RR Donnelley to investigate what may have happened at their building and has agreed to pay for costs associated with a manhole cover being left off in a ditch on CTH LP. CMG will issue an invoice.
- Future Lift Station – Neenah-Menasha SSA Hold Area Designation Removal: Request will be addressed at their 10/31/14 meeting.
- Lakeview Stormwater Pond: Mark Mommaerts stated it's still under construction.
- W6697 Hwy 10 & 114 – Bodway property: CMG reported WSD can provide water/sewer but cannot extend the district boundary to include the property because of language in the 1999 Menasha/Harrison/Waverly agreement. Greg Keil from COM indicated the property will not be annexed even if it is sold outside the family as long as it is left as the lot of record that existed at the time of the agreement.

6) **MONTHLY WATER SAMPLE TESTS' RESULTS:** RWK reported five samples taken on 9/11/14 were determined safe by Clean Water Testing. Report on file.

7) **OLD BUSINESS**

- 2013 Wisconsin Act 25-Municipal Customer Privacy Bill: Nothing new to report.
- Senate Bill 517 Act 274-Tax Roll Certification of Unpaid Utility Bills: Nothing new to report.
- City of Menasha Appeal Case No. 13-CV-189: CMG reported she and President Bartlein attended "Consolidation Kickoff Meeting" organized by Sam Shannon of Public Service Commission. UW students are completing a study on consolidating local districts. Districts were assured consolidation would only happen on a volunteer basis. PSC only oversees water and not sewer in most Wisconsin districts.

8) **DISTRICT'S REPAIR/MAIN EXTENSION/MODIFICATION PROJECTS**

- Fire Hydrant Relocation (Sunshine Auto parking lot): Project completed except restoration.
- Facility Storm Sewer Construction: SCM reported delays caused by recent rain but expected back this afternoon to continue.

9) **GENERAL CONSTRUCTION STATUS (INDIVIDUAL DEVELOPER FUNDED PROJECTS)**

- Harrison Apartments – Final Project Acceptance: SCM reported all but walk thru and punch list completed and recommended conditional acceptance. MOTION (JJB¹/DLK²) to approve conditionally. Motion carried 3-0. Conditional requirements are completion of walk-thru, punch list and final engineering costs paid.
- Kambura Acres – Final Project Acceptance: SCM reported project complete and recommended acceptance. MOTION (JJB¹/DLK²) to approve conditionally on final engineering cost being paid. Motion carried 3-0.
- Harrisville Place: SCM reported project may be ready for acceptance at next meeting.
- Old Highway Rd (Tim Wittmann): CMG reported Tim requested list of prequalified contractors.

10) **NEW BUSINESS**

- Next meeting is Thursday November 13, 2014 (10:00am) at District Office
- Budget meeting scheduled Thursday October 30, 2014 (10:00am) at District Office

11) **OFFICE REPORT:** CMG reported there were 66 residential connection permits and one commercial connection permit end of September compared to 70 residential connection permits at end of September 2013. Lift station #1 modification project resulted in reduced energy rates from WE Energies. Report on file.

12) **FIELD REPORT:** RWK reported they are flushing hydrants and preparing for winter.

13) **OTHER BUSINESS TO LEGALLY COME BEFORE THE COMMISSION**

- Dump Truck Quotes: RWK reported quotes will be in next month due to a change in the specs.

14) **ADJOURNMENT:** MOTION (DLK¹/JJB²) to adjourn. Motion carried 3-0. Meeting was adjourned at 9:35am.

Submitted by Penny M. Weir
Administrative Assistant

KARA J. HOMAN, AICP

Address: 3086 Winnipeg St ♦ Menasha, WI 54952 ♦ Phone: (920) 735.5497

Email: kjhoman@gmail.com ♦ Cell Phone: (920) 209-9304

October 10, 2014

Greg Keil, Director
Community Development Department
City of Menasha
140 Main St.
Menasha, WI 54952

RE: Resignation Notice

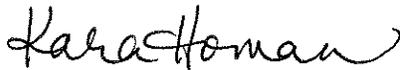
Dear Greg,

It is with a heavy heart that I am submitting my resignation as Principal Planner with the City of Menasha. I have been offered, and have accepted, the Planning Director position with Outagamie County. My last day at the City will be Friday, November 14, 2014. This letter serves as the "Resignation Notice" for professional employees as required by the City of Menasha Personnel Policy Handbook (Article XI A.)

It has been an immense privilege to serve Menasha and help advance numerous projects and initiatives that have helped move the community forward. I will miss this work, but even more so I will miss you and the rest of the City of Menasha team that I've had the privilege of working with. You can trust that my remaining time here will be spent ensuring a smooth transition for all projects and activities that I am currently managing.

Thank you for 3+ wonderful years of employment—I will truly miss working here but am looking forward to the many new challenges my position with Outagamie County will provide.

Sincerely,



Kara Homan



Memo

Date: October 29, 2014
To: Common Council
Cc: Mayor Don Merkes
From: Nancy McKenney, Public Health Director
Subject: 2014 City of Menasha Influenza Vaccine Clinic Results

On Friday October 24, 2014 the City of Menasha held an Influenza Vaccine Clinic at Butte Des Morts School from 2:00 p.m. until 6:00 p.m. In addition to the primary mission of vaccinating people against influenza, the clinic was also a public health preparedness exercise.

A total of 406 vaccines were provided to 120 adults and 286 children.

Client surveys showed the vast majority of respondents (99%) were satisfied with the length of time it took for the vaccination process and the helpfulness of the staff. Comments were overwhelmingly positive and constructive. We use volunteer and client surveys to improve clinic operations.

The Influenza Vaccination Clinic was organized by the City of Menasha Health Department in cooperation with the following partners:

- Menasha School District
- Wisconsin Disaster Medical Response Team, Medical Reserve Corp
- University of Wisconsin Oshkosh, School of Nursing
- Community Volunteers
- City of Menasha Police Department
- Neenah – Menasha Fire Rescue

Influenza is a contagious respiratory disease caused by a virus. According to the CDC, everyone aged six months and older should be vaccinated annually.

The best way to help protect us from complications caused by the flu, such as pneumonia or hospitalization is to get a flu vaccination. Vaccination is especially important for people aged 50 and older, and those with underlying health conditions.

By getting a flu shot, people are not only protecting themselves, they protect their loved ones in high-risk groups.



Penny Bernard Schaber

Serving the heart of the Fox Cities

STATE REPRESENTATIVE 57th ASSEMBLY DISTRICT

October 23, 2014

Mayor Don Merkes
City of Menasha
140 Main St.
Menasha, WI 54952

Dear Mayor Merkes,

I wanted to take this opportunity to congratulate you and everyone at the City of Menasha on being approved for Board of Commissioners of Public Lands (BCPL) State Trust Fund Loans in the total amount of \$3,399,500 for the purpose of refinancing prior debt and funding 2014 capital improvements.

It is great to see that the City of Menasha has taken advantage of the BCPL Trust Fund Loans which provide funds for municipalities and school districts in Wisconsin. It is great to see communities in the 57th Assembly District benefit from programs and funds like this one.

Congratulations again on receiving this loan from the BCPL. As always, don't hesitate to contact me if I can be of any assistance in helping to represent and advocate for the City of Menasha in the State Legislature or before any State Agency.

Sincerely,

Penny Bernard Schaber
State Representative
57th Assembly District

CC: Menasha Common Council President Kevin Benner

DISTRICT
(920) 739-9001
815 E. Washington St.
Appleton, WI 54911
rep.bernardschaber@legis.wi.gov
<http://bernardschaber.assembly.wi.gov>

STATE CAPITOL
PO Box 8953
Madison, WI 53708
(608) 266-3070
FAX: (608) 282-3657
Toll-free: (888) 534-0057



Menasha Update

Good afternoon Don,

The work is progressing well with our expansion facility in Menasha. Albeit slower than we anticipated, the need for state occupancy approval is necessary before we can start business in even a portion of the facility.

To date we have the entire 4,000 sq. ft section cleaned out with food grade floors applied throughout. The food equipment is being shipped over from our Port Edwards facility. Keller Builders are doing the design and construction on the inside of the building, adding doors, walls, and ADA access requirements, including an upgraded ADA bathroom. Faith Technologies installed a new electrical service the entire facility, and we are working with energy consultants to help us upgrade the inefficient lighting within the facility. We expect to have occupancy granted by the state sometime in mid-November.

The remainder of the facility is currently under demolition. We hired a project coordinator and a local demolition team to selectively remove the equipment and piping that will not be used in our food processing facility. We have hired an asbestos abatement company which is working hand-in-hand with the demolition teams, removing asbestos as we find it. We have removed the lower North windows, which contained asbestos in the glazing, and as we continue on, we will remove and replace new windows. We expect to install new windows into the same framework as the old windows, but this will not be done until the construction phase is in progress.

All is progressing as planned, even though approval and occupancy has been slower than expected. We have started moving some employees into the Appleton area, and will continue to move employees towards Menasha. Thanks for all your support.

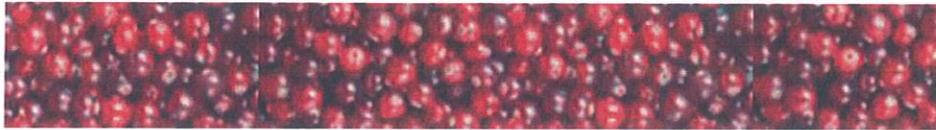
Jonathan

Don Merkes

From: Simply Incredible Foods [cransations@simplyincrediblefoods.com]
Sent: Tuesday, October 07, 2014 11:55 AM
To: Don Merkes
Subject: Simply Incredible Foods is Growing!

Simply Incredible Foods

Your manufacturer for Traditional & other Amazing Cranberry Ingredients



Simply Incredible Foods is technology-driven cranberry processing company located in central Wisconsin, the heart of cranberry country.

FACILITY EXPANSION

As many of you already know, we are expanding our processing capacity to keep up with the growing demand of our Cransations! product line. At the same time we are also expanding our facility to process traditional cranberries ingredients as well as NFC juices, which are also a significant part of our business.

WELCOME JOSH COOK!

We have recently brought on a new Sales Executive to our team! Josh comes to us with sales experience in multiple industries, and has immediately made an impact with our sales team. Josh will be working very closely with Jonathan & Chris as he builds new accounts to fuel our expansion. Please stop by our booth at the PLMA in November, or meet him at the AFFI in February!

YEAR-ROUND PRODUCTION

At Simply Incredible Foods we do not suspend operations during the fall harvest. We are here for you year-round, fulfilling your cranberry needs. So when you are looking for Sliced, Diced, Whole, or specialty cranberries don't hesitate to contact us. And when you are hungry to snack on some great tasting, healthy fruit, go find our Cransations! in the freezer aisle of over 1200 (+) grocery stores in the USA and Canada!

Please reach out to Josh with all your sales questions, as he is happy to assist, and looks forward to your calls and emails.



140 Market Avenue
Port Edwards, WI 54469

Josh Cook
Josh@simplyincrediblefoods.com
715-697-6232

www.simplyincrediblefoods.com

Our Product List

Cransations

Our traditional Cransations are great tasting whole sweet IQF cranberries, made with 100% juice to bring out a “WOW” of fruit sensations with every bite.

Flavor Options: Original Pomegranate Very Berry Cherry
Apple-Cinnamon Orange Sunburst (multi-colored)

Cransations IQF Cranberry Sauce

This is an incredible frozen product with multiple uses in a meal or sandwich. With a three-week refrigerated shelf life after thawing, this cranberry sauce only needs to be microwaved for a minute and it thickens into a beautiful Cransations sauce.

NFC Cranberry Juices

Our single pressed juices are pure cranberry and Not-From-Concentrate. They are perfect for all-natural juice companies as well as wineries. We can offer juices pasteurized, non-pasteurized, clarified or cloudy. We utilize a unique extraction technique which yields a high flavor and high brix NFC juice. You get a great tasting full bodied juice that is steps above anything else on the market.

Cransations Drizzle

We produce a unique, great tasting cranberry drizzle that is popular on parfaits, ice cream, yogurts, and even salads. The all natural cranberry drizzle has the perfect cranberry taste and viscosity for all these applications.

Reduced Moisture IQF Cranberries

Customers that battle moisture issues in cranberries absolutely love our lower moisture IQF cranberries. Our lower moisture cranberries contain only 50% of the original moisture content. They are not shelf stable, but do provide bakers and manufacturers options for stabilizing water activity levels in mixes using cranberries.

Traditional Cranberries - We supply food service and manufacturers with traditional whole, sliced, diced, and halved cranberries, by the pallet and the truckload.

We ship out samples on a regular basis. Please contact us for samples and we will gladly keep your storeroom stocked with great tasting dark sweet cranberries.

We are a full service cranberry processor. If you need NFC cranberry juice, concentrate, traditional cranberries (whole sliced or diced), we can supply you with fruit!

This message was sent to dmerkes@ci.menasha.wi.us from:

Simply Incredible Foods | cransations@simplyincrediblefoods.com | Simply Incredible Foods, LLC | 140 Market Avenue | Port Edwards, WI 54469

[Unsubscribe](#)



CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, October 20, 2014
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 Nichols, Taylor, Sevenich, Langdon, Keehan, Zelinski, Englebert

EXCUSED: Alderman Benner

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

D. PUBLIC HEARING

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

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

Paul Brunette, Landmarks Commission member. 175 Main Street; Landmarks Commission's duties to preserve historical buildings.

Nicholas Javine, owner of 210 Main Street. 175 Main Street; Landmarks Commission try to save landmark buildings.

Dan Pamenter, owner of 165-167 Main Street. 175 Main Street; concerns what will happen to his building when building at 175 Main Street is razed.

Rich Batley, owner of 320 Chute Street. Need a vibrant downtown to attract people and businesses; developer will to work with City.

Tim Jacobson, 732 Paris Street. Save items from historical buildings, but need to make sure they are incorporated within the City. Developer willing to work with City.

Steve Krueger, 943 Clovis Ave. City should work with developer to save pillars and façade of 175 Main St. Resolution R-25-14, Council may tie hands if adopted.

Greg Omachinski, 833 Sixth Street. Recommends using pillars from 175 Main Street building in green space area.

Paul Brunette, owner of 210 Main Street. Historical Society works to save buildings.

Sandra Dabill Taylor, 545 Broad Street. Landmark Commission followed regulations when they denied permit to 175 Main Street property.

Larry Reddin, 393 Willow Lane. Support development in the City.

Chris Klein, 730 Keyes Street. Absentee voting occurring for Nov 4 election; Aldermanic Districts 1 & 2 polling place changed from Senior Center to Trinity Lutheran School.

Tom Konetzke, 858 Emily Street. Hope to incorporate pillars from 175 Main Street in new development.

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. Presentation of Level 3 Status to Health Department by Christopher Cullota, Wisconsin Department of Health Services/Division of Public Health.

Chris Cullota from Wisconsin Department of Health Services presented to PHD McKenney and Health Department staff a proclamation congratulating them on maintaining their Level III status. A Level III Health Department meets the maximum requirements established for local health departments.

2. Presentation on Proposed New Structure – 175/177 Main (Bank and Hotel Sites).

Kim Vanderhyden presented a conceptual drawing of the proposed development for 175 & 177 Main Street. Mr. Vanderhyden addressed the pillars on the current structure at 175 Main Street. He answered questions from the Council.

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

Minutes to receive:

- a. [Administration Committee, 10/6/14.](#)
- b. [Board of Health, 9/10/14.](#)
- c. [Board of Public Works, 10/6/14.](#)
- d. [Landmarks Commission, 10/14/14.](#)
- e. [Parks & Recreation Board, 10/13/14.](#)
- f. [Plan Commission, 10/7/14.](#)
- g. [Water & Light Commission, 9/24/14.](#)

Communications:

- h. [Tom Versteegen, State of Wisconsin, Department of Natural Resources to CDD Keil, 10/6/14; Conditional Case Closure – Barth Site Remediation.](#)
- i. [Dave Mix, Commander, VFW Post 2126 to Menasha City Council, 10/2/14; Invitation to Veteran's Day ceremony and dinner.](#)
- j. [Wisconsin Department of Administration to Clerk Galeazzi, 10/10/14; Final Estimate of January 1, 2014 City of Menasha Population in Winnebago County and in Calumet County.](#)
- k. [PRD Tungate, 10/15/14; Participation in the City of Neenah's Fox River Multi-modal Bridge Crossing Feasibility Study.](#)
- l. [CDD Keil, 10/16/14; 2014 Hotel Block Redevelopment.](#)

Moved by Ald. Sevenich, seconded by Ald. Taylor to receive Minutes and Communications A, B, D-L
General discussion ensued on Comm. H (Conditional Case Closure-Barth Site Remediation)
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, 10/6/14.](#)

Administration Committee, 10/6/14 – Recommends the Approval of:

2. [Joint Powers Agreement Winnebago County Emergency 911 System, Dec. 1, 2014 - Nov. 30, 2015.](#)
3. [Amendment to Listing Contract with Newmark Grubb Pfefferle for 901 Airport Road](#)

Board of Public Works, 9/15/14 – Recommends the Approval of:

4. [Street Use Application – Hometown Halloween; Thursday, October 30, 2014; 4:00 PM – 6:00 PM \(City of Menasha Farm Fresh Market\)](#)

Parks and Recreation Board, 10/13/14 - Recommends the Approval of:

5. [Recommend including Menasha in the City of Neenah's multi-modal bridge crossing feasibility study for a total cost of \\$1,900.](#)

Ald. Sevenich requested to remove Consent Agenda item 5.

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

H. ITEMS REMOVED FROM CONSENT AGENDA

Moved by Ald. Sevenich, seconded by Ald. Keehan to approve Consent Agenda item 5, Recommend including Menasha in the City of Neenah's multi-modal bridge crossing feasibility study for a total cost of \$1900.

PRD Tungate explained the approx. 4 mile loop through Neenah & Menasha that will include the Trestle Trail. General discussion ensued on the location of the trail.

Motion carried on roll call 7-0.

I. ACTION ITEMS

1. [Accounts payable and payroll for the term of 10/9/14 to 10/16/14 in the amount of \\$591,927.78.](#)

Moved by Ald. Nichols, seconded by Ald. Keehan to approve accounts payable and payroll.
Motion carried on roll call 7-0.

2. [Beverage Operators License Applications for the 2013-2015 licensing period.](#)

Moved by Ald. Nichols, seconded by Ald. Keehan to approve beverage operator's license applications as listed in memo dated 10/15/14.

Motion carried on roll call 7-0.

Moved by Ald. Nichols, seconded by Ald. Keehan to deny beverage operator's license application of Britney Norris.

Motion carried on roll call 7-0.

3. [Bakalor Properties, LLC, 10/16/2014, Appeal the Decision of the Landmarks Commission.](#)
[RE: 175 Main Street Demolition.](#)

Moved by Ald. Taylor, seconded by Ald. Englebert to approve Bakalor Properties, LLC appeal of the decision of the Landmarks Commission regarding 175 Main Street demolition with the condition the four bank pillars be incorporated in the new structure or be donated to the City.

General discussion ensued on preserving historical buildings, moving forward with new development.

Motion carried on roll call 6-1. Ald. Sevenich voted no.

J. ORDINANCES AND RESOLUTION

K. APPOINTMENTS

L. HELD OVER BUSINESS

M. CLAIMS AGAINST THE CITY

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

Tom Konezke, 858 Emily Street. Glad moving forward on downtown project.

O. RECESS TO COMMITTEES

Moved by Ald. Taylor, seconded by Ald. Sevenich to recess at 8:04 p.m.

Motion carried on voice vote.

Reconvened at 9:20 p.m.

P. ADJOURNMENT TO CLOSED SESSION

Moved by Ald. Nichols, seconded by Ald. Keehan 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. (Updates on PCB Litigation, City of Menasha vs. Waverly Sanitary District et al. Calumet County Case No. 13-CV-189, and City of Kaukauna vs. Village of Harrison et al. Case No. 13-CV-159).

Motion carried on roll call 7-0.

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



MEMORANDUM

To: City of Menasha Administration Committee
From: Peggy Steeno, Director of Administrative Services
Date: October 15, 2014
RE: Approve Selection of Medical Insurance Carrier for 2015/2016

BACKGROUND

For the past two years, Wisconsin Education Association Insurance Trust (WEA) has been the City's medical insurance carrier. WEA earned the City's business through an RFP process that took place in 2012. Since the initial contract term (1st year at a fixed rate, and 2nd year at a not to exceed 10%) will expire at the end of 2014, staff began working with The Horton Group, the City's current health insurance consultant, on a new RFP process in June of 2014. The RFP was released to potential carriers in August, with results coming back in September/early October.

ANALYSIS

Included in the proposals that were returned to the City, was a one-year renewal offer to stay with WEA at a 13.3% increase in 2015 over the current years' rates, without any consideration for a 2016 extension. In addition to WEA's offer of renewal, the City received a number of other proposals from additional carriers.

In analyzing the proposals that were returned to the City from the various providers, it became apparent that the City would likely not be able to afford to stay with WEA under the terms of their renewal offer. In fact, for a plan that matches the City's current plan in regard to benefits and provider networks, sponsored by Wisconsin Counties Association / Group Health Trust (WCA/GHT), the proposal was an increase of 4.0% over the City's 2014 rates, a 9.3% savings over the renewal offered by WEA. In addition to the reduced increase, WCA/GHT offers additional funds to the member communities for wellness initiatives throughout the course of the contract and a 2nd year not to exceed rate of 8%.

WEA (current provider) offers:	<u>Current Rate</u>	<u>Proposed Rate</u>
● 1-year renewal	\$473.60 Employee	\$536.54 Employee
● 13.3% increase over 2014 rates	\$994.60 Empl/Sp	\$1,126.80 Employee/Sp
	\$872.88 Empl/child	\$998.90 Employee/child
	\$1,532.16 Family	\$1,735.78 Family

WCA (Wisconsin Counties Association/Group Health Trust) offers:

- 2-year proposal \$490.00 Employee
- 4% increase over 2014 rates \$1,035.00 Empl/Sp
- 2nd year not to exceed 8% \$910.00 Employee/child
\$1,594.00 Family

In addition to the WCA/GHT proposal, the City did receive proposals from the following carriers: Network Health, WPS, Humana, and Anthem. And, there were a number of different options requested and received from the carriers. However, the only proposal, in addition to the aforementioned WCA/GHT proposal, that is competitive and potentially viable for the City is a proposal from Network Health in the form of an HMO. The Network Health HMO proposal is priced at approximately 0.9% higher than the City's current plan; however there are additional costs that must be factored in to this proposal to make it an apples to apples comparison to the WCA/GHT and WEA proposals. Because the WCA/GHT and WEA proposal both include Health Risk Assessments (HRA) for employees, and the pricing for the Network Health HMO plan does not, we would need to add an additional \$15,000 to that proposal. In addition, the 2nd year not to exceed pricing for the HMO plan is 9%, which is one percent higher than the WCA/GHT not to exceed amount for the 2nd year. Also, because this plan is an HMO, there are two substantial deficiencies when comparing it to the City's current plan: (1) there is only 'in network' coverage available, so that means that if someone is traveling out of the area, and there are no network providers in the area, the only way the member would have coverage is if there was a life threatening emergency, and (2) the provider network shrinks in an HMO plan increasing the chances employees will have to change doctors. The providers that we know of that would not be allowable, that our members have used in the past year, are: Healthcare Partners, Aurora Health Care, Froedtert Health, and Medical College of Wisconsin.

Taking into account the coverage and provider differences, staff believes that it is in the best interest of the City to select WCA/GHT.

If approved, staff will begin working on an implementation plan with WCA/GHT.

FISCAL IMPACT

The fiscal impact of going with WCA/GHT is a not to exceed increase of \$59,057.28, or 4% over the current, 2014 rates. In addition, the 2nd year increase is guaranteed at a not to exceed 8% increase.

RECOMMENDATION

Staff recommends the approval of WCA/GHT as the medical insurance carrier for the calendar years of 2015 and 2016.

Please let me know if you have questions or would like additional information in advance of Monday's meeting. Otherwise, I look forward to discussing this with you at the meeting.

From: Melnarik, Phil [<mailto:pmelnarik@arthritis.org>]
Sent: Tuesday, October 14, 2014 9:43 AM
To: Carol A. Schmidt
Subject: 2014 Jingle Bell Run Fox Cities

Hi Carol,

I hope this finds you well. I apologize for the delay getting this to you. I changed the route this year and wanted to be sure this would be final if approved by the city. I submitted the insurance request this morning and will follow up with you on the progress. We ran into a few snags last year in some of the wording but I sent along the examples in the application. Is it possible to bring the check the day of the meeting with you all? If not, I will request that today as well. T

Thank you so much, please let me know if you have any questions regarding the application.

Take care,

Phil Melnarik
Director, Community Development
(920) 330-0592 (Direct)
(800) 333-1380 (Toll Free)

Arthritis Foundation Upper Midwest Region
2920 S. Webster Ave., Ste. A
Green Bay, WI 54301

From: Carol A. Schmidt [<mailto:cschmidt@ci.menasha.wi.us>]
Sent: Tuesday, October 14, 2014 10:55 AM
To: Melnarik, Phil
Subject: RE: 2014 Jingle Bell Run Fox Cities

Hi Phil,

I have received your Special Event Packet and will put your Street Use Application on our Board of Public Works Agenda for the October 20th meeting with the understanding that the insurance is on it's way. Also, the Street Use Application will be forwarded to the Common Council for their meeting on November 3rd for final approval.

We have a Special Event meeting scheduled for Tuesday, October 28th with an opening at 1:30. Will that day and time work for you? We would need your insurance by that date as well in order to forward the Street Use Application to the Common Council for the November 3rd meeting. And yes you can bring your \$50 check on the 28th.

Please let me know if the above will work for you. By the way, I know all about delays and snags! Thanks Phil,

Carol Schmidt
Administrative Assistant
City of Menasha
Public Works & Engineering
Phone: 920-967-3610 Fax 920-967-5272
cschmidt@ci.menasha.wi.us
www.cityofmenasha-wi.gov

*****As a local governmental entity, the City of Menasha is subject to Wisconsin statutes relating to open records. Any e-mail received by anyone at the City of Menasha, as well as any e-mail sent by someone from the City of Menasha are subject to these laws. Unless otherwise exempted from the Open Records law, senders and receivers of City e-mail should presume that any e-mail is subject to release upon request.*****



STREET USE APPLICATION

Event: Jingle Bell Run/Walk For Cities
 Sponsored by: Arthritis Foundation
 Responsible Person: Phil Melnarik
 Address: 2920 S. Webster Ave Ste A
Green Bay, WI 54301
 Email Address: pmelnarik@arthritis.org Phone: 920-330-0592
 Street Route: Please see attachment
 Description of Use (attach map)

Street Use Date:	<u>11/15/14</u>
Start Time:	<u>9 AM</u>
End Time:	<u>11:30 AM</u>
Number of Units:	_____
(Parades)	

Liability Insurance has been secured in the amount of \$ _____ with the City of Menasha named as the additional insured. This is primary insurance.

Insurance Company _____ Policy No. _____
(Attached are samples of the certificate of insurance and endorsement, each naming the City of Menasha as additional insured)

Date: 10/1/14 Applicant's Signature: Phil Melnarik

Permit Fee: Each application for a Street Use Permit shall be accompanied by a fee of \$25.00 along with a Special Event Fee of \$25.00. Please make checks payable to City of Menasha.

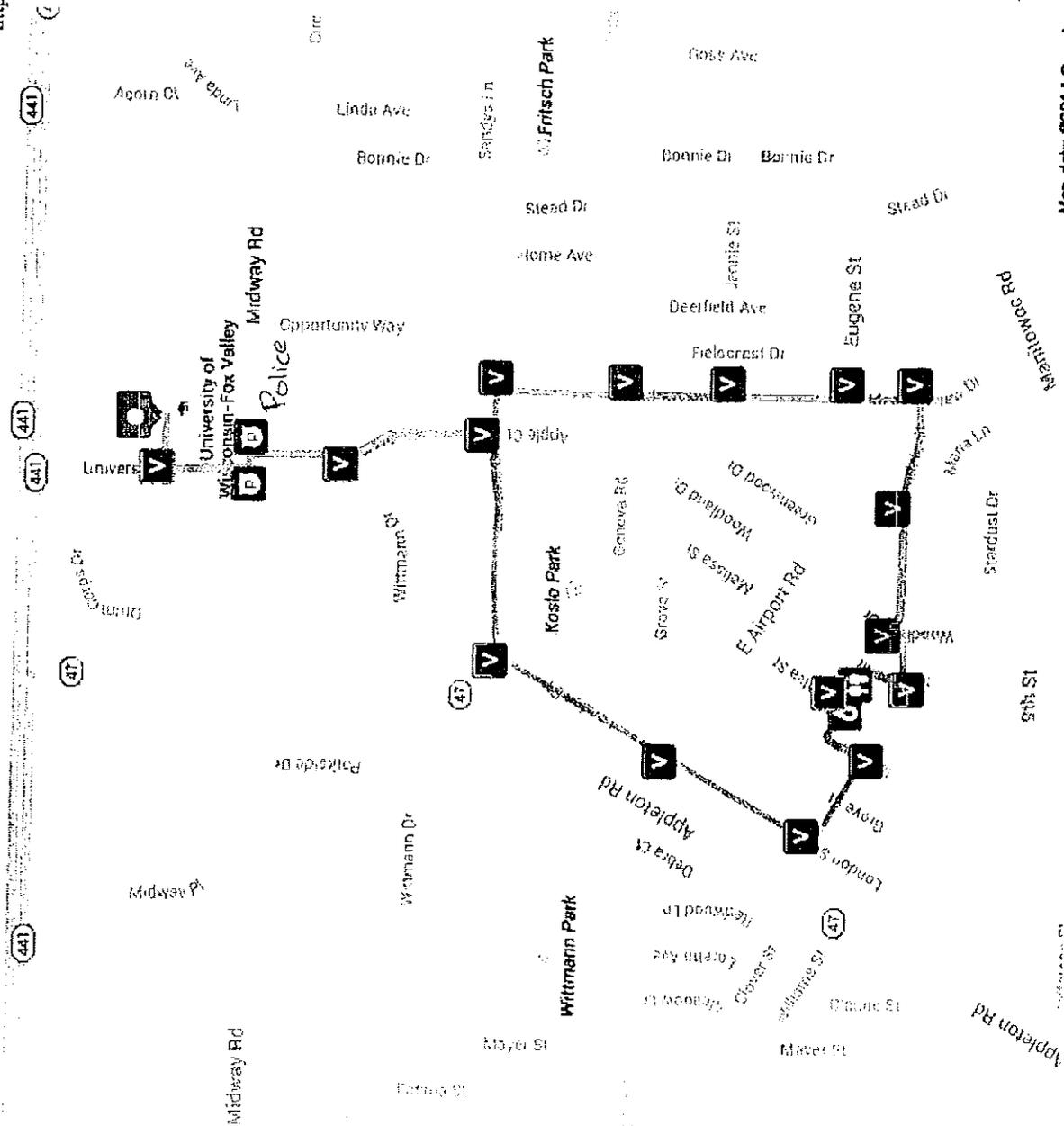
Note to events planning to use City Parks and/or greenspace: Any multi-day event or event which plans to sell beer and/or wine to the public must appear before the Parks and Recreation Board.

TO BE COMPLETED BY CITY STAFF (Revised February 4, 2013)

Scheduled Park & Recreation Board Review Date: _____
 Not Required: Approved: _____ Denied: _____

Scheduled Common Council Review Date: 11-3-14
 Approved: _____ Denied: _____

APPROVAL:
 Police Dept. _____ Fire Dept. ADL Public Works Dept. MR City Attorney _____



Map data ©2014 Google

V - Volunteers

Water stand and possible restroom near curb by Clavis Park.

★ Start line is moved closer to UW-Fox Valley.

Past years it has been near Sabre Lanes entrance.

★ Would like to have one lane closed on University Dr.

on the side closest to UW-Fox Valley.
10/14/2014 9:23 AM

-  Head west toward University Dr 0 mi (+0.07 mi)
-  Head south on University Dr toward Midway Rd 0.07 mi (+0.11 mi)
-  Turn left onto Midway Rd 0.18 mi (+0 mi)
-  Head east on Midway Rd toward University Dr 0.18 mi (+0.02 mi)
-  Turn right onto University Dr 0.2 mi (+0.13 mi)
-  Head south on University Dr 0.33 mi (+0.1 mi)
-  Head south on University Dr toward Lucerne Dr 0.43 mi (+0.09 mi)
-  Turn right onto Lucerne Dr Destination will be on the left 0.52 mi (+0.1 mi)
-  Head west on Lucerne Dr toward London St 0.62 mi (+0.17 mi)
-  Turn left onto London St 0.79 mi (+0.18 mi)
-  Head southwest on London St toward W Airport Rd 0.97 mi (+0.29 mi)
-  Head southeast on Clovis Ave toward Grove St 1.27 mi (+0.13 mi)
-  Head northeast on Ida St toward Visgro St 1.39 mi (+0.05 mi)
-  Turn right onto Visgro St Destination will be on the left 1.45 mi (+0.01 mi)
-  Head southeast on Visgro St toward Alva St 1.45 mi (+0.09 mi)
-  Turn right onto Melissa St 1.55 mi (+0.05 mi)
-  Head east on Greendale St toward Woodland Dr 1.6 mi (+0.06 mi)
-  Turn left onto Woodland Dr 1.66 mi (+0.02 mi)

-  Turn right onto Greendale St Destination will be on the right 1.67 mi (+0.03 mi)
-  Head east on Greendale St toward Woodland Pl Destination will be on the right 1.7 mi (+0.28 mi)
-  Head west on Greendale St toward Meadowview Dr 1.98 mi (+0.01 mi)
-  Turn right onto Meadowview Dr 1.99 mi (+0.54 mi)
-  Head west on Lucerne Dr toward Apple Ct 2.53 mi (+0.06 mi)
-  Turn right onto University Dr Destination will be on the right 2.59 mi (+0.22 mi)
-  Head north on University Dr toward Midway Rd 2.81 mi (+0.09 mi)
-  Turn left onto Midway Rd 2.9 mi (+0.02 mi)
-  Turn right onto University Dr Destination will be on the right 2.92 mi (+0.05 mi)
-  Head north on University Dr Destination will be on the right 2.97 mi (+0.04 mi)
-  Head north on University Dr 3.02 mi (+0.02 mi)
-  Turn right 3.03 mi (+0.07 mi)
-  Destination 3.1 mi (+0 mi)

MapMyRun • <http://mapmyrun.com/routes/view/496911032>

Certificate of Payment

Date: October 16, 2014

Payment Request: 2 (Two)

Contractor: MCC, Inc.

Address: P.O. Box 1137, Appleton, WI 54912-1137

Contract Unit No.: 2014-02

Project Description: Street Reconstruction
Concrete Curb & Gutter – Asphalt Pavement – Concrete Sidewalk

• Original Contract Amount \$ 554,283.77

Change Order No.: _____ Amount: \$ _____

Previous Change Order(s): \$ _____

Total Contract Amount (Including Change Orders) \$ 554,283.77

Total Earned to Date (Summary Attached) \$ 237,506.50

Less Retainage (5% of 50% of Original Contract) \$ 13,857.09

Amount Due \$ 223,649.41

Previous Payments \$ 33,939.38

Amount Due this Payment \$ 189,710.03

Estimate Period from September 10, 2014 to October 16, 2014

I certify that all bills for labor, equipment, materials and services are paid for which previous certificates for payment were issued.

Date: 10/16/14 By: Jay A. Murphy Stearns

Lien Waivers from all subcontractors and suppliers shall accompany each Request for Payment. Affidavit of Compliance with Prevailing Wage Rates shall accompany Request for Final Payment.

Recommended for Payment

Director of Public Works: _____ Date: _____

Common Council Approval Date: _____

Finance Department

<u>Account Number</u>	<u>Budget</u>	<u>Charge to Account</u>
	\$	
	\$	
	\$	
	\$	

s:\PUBLICWORKS PUBLICWORKS\Contracts\Forms\Certificate of Payment.docx

**Itemized Bid Tabulation
City of Menasha Contract Unit No. 2014-02
Street Reconstruction - Concrete Curb & Gutter - Asphalt Pavement - Concrete Sidewalk
Various Streets**

Payment No. 2 (Two)

ITEM	QUANTITY	BASE BID DESCRIPTION	BASE BID		YTD	
			UNIT PRICE	ITEM TOTAL	QUANTITY	ITEM TOTAL
1	15,479	Pavement / Base Pulverizing	\$ 0.31	\$ 4,798.49	15091.00	\$ 4,678.21
2	1,919	Unclassified Excavation/Pulverized Material	\$ 7.28	\$ 13,970.32	1864.00	\$ 13,569.92
3	2,089	Unclassified Excavation	\$ 7.16	\$ 14,957.24	2013.00	\$ 14,413.08
4	79	Backfilling Abandoned Street Section (London Street)	\$ 11.58	\$ 914.82	79.00	\$ 914.82
5	1	Abandon Storm Sewer Including Inlet Removal	\$ 3,823.21	\$ 3,823.21	1.00	\$ 3,823.21
6	20,024	Fine Grading and Compaction	\$ 1.10	\$ 22,026.40	19636.00	\$ 21,599.60
7	1,891	3" Crushed Stone Base Course	\$ 13.76	\$ 26,020.16	1216.39	\$ 16,737.53
8	547	Pulverized Stone Placement	\$ 6.77	\$ 3,703.19	518.00	\$ 3,506.86
9	277	30" Concrete Curb & Gutter	\$ 15.59	\$ 4,318.43	208.00	\$ 3,242.72
10	658	30" Concrete Curb & Gutter-Remove & Replace	\$ 24.90	\$ 16,384.20	494.00	\$ 12,300.60
11	1,020	30" Mountable (Roll Back) Concrete Curb & Gutter	\$ 15.59	\$ 15,901.80	765.00	\$ 11,926.35
12	390	No. 4 Epoxy Coated Rebar	\$ 1.21	\$ 471.90	0.00	\$ -
13	64	Utility Adjustment	\$ 174.03	\$ 11,137.92	10.00	\$ 1,740.30
14	31	Water Valve Adjustment	\$ 116.02	\$ 3,596.62	0.00	\$ -
15	1,069	Sawcut	\$ 1.08	\$ 1,154.52	688.00	\$ 743.04
16	1,268	Asphalt Binder Course Pavement 2 1/4" Thick	\$ 51.92	\$ 65,834.56	517.50	\$ 26,868.60
17	984	Asphalt Surface Course Pavement 1 3/4" Thick	\$ 57.08	\$ 56,166.72	0.00	\$ -
18	1,766	Asphalt Binder Course Pavement 3" Thick	\$ 50.44	\$ 89,077.04	1726.57	\$ 87,088.19
19	1,177	Asphalt Surface Course Pavement 2" Thick	\$ 56.48	\$ 66,476.96	0.00	\$ -
20	1,198	3" Thick Asphalt Driveway Remove and Replace	\$ 3.40	\$ 4,073.20	0.00	\$ -
21	1,408	6" Thick Concrete Driveway Remove and Replace	\$ 4.53	\$ 6,378.24	1056.00	\$ 4,783.68
22	15	7" Thick Gravel Driveway	\$ 24.39	\$ 365.85	0.00	\$ -
23	955	4" Thick Concrete Sidewalk Remove and Replace	\$ 4.02	\$ 3,839.10	478.00	\$ 1,921.56
24	960	4" Thick Concrete Sidewalk	\$ 3.87	\$ 3,715.20	480.00	\$ 1,857.60
25	385	6" Thick Concrete Handicap Ramp Remove and Replace	\$ 4.53	\$ 1,744.05	289.00	\$ 1,309.17
26	1	Street Rehabilitation on Plank Road (S. T. H. "114)	\$ 4,451.15	\$ 4,451.15	0.50	\$ 2,225.58
27	1,211	Terrace and Lawn Restoration	\$ 6.79	\$ 8,222.69	0.00	\$ -
28	1	Erosion Control	\$ 716.72	\$ 716.72	0.50	\$ 358.36
29	1	Traffic Control	\$ 2,118.34	\$ 2,118.34	0.50	\$ 1,059.17
30	1	Construction Mobile/Demobile; Project Coordination; all incidental utility and miscellaneous roadway work; and all other project work area restoration and clean-up to an equal and/or better preconstruction condition, as required and related to the overall Project.	\$ 1,676.72	\$ 1,676.72	0.50	\$ 838.36
Total Base Bid (Items 1-30)			\$	\$ 458,035.76	\$	\$ 237,506.50

Alternate Bid - De Pere Street from Fox River to Third Street

1a.	5,367	Pavement/Base Pulverizing	\$	0.44	\$	2,361.48	0.00	\$	-
2a.	660	Unclassified Excavation/Pulverized Material	\$	7.42	\$	4,897.20	0.00	\$	-
3a.	5,367	Fine Grading and Compaction	\$	1.17	\$	6,279.39	0.00	\$	-
4a.	195	Asphalt Binder Course Pavement 2 1/4" Thick	\$	52.23	\$	10,184.85	0.00	\$	-
5a.	151	Asphalt Surface Course Pavement 1 3/4" Thick	\$	59.22	\$	8,942.22	0.00	\$	-
6a.	666	Asphalt Binder Course Pavement 3" Thick	\$	50.44	\$	33,593.04	0.00	\$	-
7a.	444	Asphalt Surface Course Pavement 2" Thick	\$	56.49	\$	25,081.56	0.00	\$	-
8a.	8	Utility Adjustment	\$	174.03	\$	1,392.24	0.00	\$	-
9a.	1	Water Valve Adjustment	\$	151.33	\$	151.33	0.00	\$	-
10a.	307	Sawcut	\$	1.45	\$	445.15	0.00	\$	-
11a.	1	Erosion Control	\$	1,075.08	\$	1,075.08	0.00	\$	-
12a.	1	Traffic Control	\$	1,006.11	\$	1,006.11	0.00	\$	-
13a.	1	Construction Mobile/Demobile; Project Coordination; all incidental utility and miscellaneous roadway work; and all other project work area restoration and clean-up to an equal and/or better preconstruction condition, as required and related to the overall Project.	\$	838.36	\$	838.36	0.00	\$	-
Alternate Bid Totals (Items 1a-13a)			\$		\$	96,248.01		\$	-
Total Contract (Base Bid & Alternate Bid Items)			\$		\$	554,283.77		\$	237,506.50

THREE-PARTY DESIGN ENGINEERING SERVICES CONTRACT BETWEEN
City of Menasha (MUNICIPALITY),
State of Wisconsin Department of Transportation (DEPARTMENT),
AND Ayres Associates Inc (CONSULTANT) FOR

Project ID 4992-01-00
C Menasha, 3rd St
Lake Winnebago Slough & Approaches
Local Street
Winnebago County

DOT FOS OBJECT CODE 5501

This is a DESIGN ENGINEERING SERVICES CONTRACT between MUNICIPALITY, DEPARTMENT, and CONSULTANT to provide consultant engineering services and will be completed by June, 1 2016.

The MUNICIPALITY proposes a transportation improvement PROJECT described as follows:

THE REPLACEMENT OF THE STRUCTURE ON THIRD STREET OVER THE LAKE WINNEBAGO SLOUGH ALONG WITH THE RECONSTRUCTION OF THE STRUCTURE APPROACHES.

The MUNICIPALITY and DEPARTMENT deem it advisable to engage CONSULTANT to provide certain engineering services and have authority to contract for these services.

ALL SERVICES

Compensation for all Services provided by the CONSULTANT under terms of the CONTRACT shall be from the:

- DEPARTMENT or
 MUNICIPALITY

Actual costs to the CONSULTANT up to \$71,222.17, plus a fixed fee of \$4,497.15, not to exceed \$75,719.32 in total.

For subsurface investigation subcontracted to River Valley Testing Corp., the CONSULTANT'S actual cost paid to River Valley Testing Corp. not to exceed \$4,775.00 using the cost per unit based on the proposal dated October 1, 2014.

For title searches subcontracted to Bay Title & Abstract, Inc, the CONSULTANT's actual cost paid to Bay Title & Abstract, Inc not to exceed \$900.00 using the cost per unit based on the proposal dated October 3, 2014.

Compensation in excess of the total CONTRACT amount of \$81,394.32 shall not be allowed unless approved by a written CONTRACT amendment. Compensation for costs incurred as a result of improper performance by the CONSULTANT will not be allowed. Details of CONTRACT compensation provisions follow in the text of the CONTRACT and STANDARD PROVISIONS incorporated by reference.

The CONSULTANT represents it is in compliance with the laws and regulations relating to the profession of engineering and signifies its willingness to provide the desired engineering services.

The CONSULTANT representative is Troy Robillard PE; 3376 Packerland Drive,
Ashwaubenon, WI 54115; RobillardT@AyresAssociates.com; 920.498.1200.

The MUNICIPALITY representative is Mark Radtke, PE, Director of Public Works; 140 Main Street, Menasha, WI 54952, mradtke@ci.menasha.wi.us; 920.967.3610.

The DEPARTMENT representative is Rich Glen, PE, JT Engineering, Inc.; 1077 Centennial Centre Blvd., Hobart, WI 54155, richglen@jt-engineering.com; 920.468.4771.

This CONTRACT incorporates and the parties agree to all of the STANDARD PROVISIONS of the August 2, 2002, THREE PARTY DESIGN ENGINEERING SERVICES BOILERPLATE, Procedure 8-15-1, Exhibit 1.2 of the State of Wisconsin Department of Transportation Facilities Development Manual. CONSULTANT acknowledges receipt of a copy of these STANDARD PROVISIONS.

The parties also agree to all of the special provisions which are annexed and made a part of this CONTRACT, consisting of eleven (11) pages.

- This CONTRACT also incorporates the State of Wisconsin Facilities Development Manual and all other Manuals referenced therein, unless this CONTRACT expressly excludes a provision thereof or the context of this CONTRACT clearly indicates an entirely different understanding of the parties.

Nothing in this CONTRACT accords any third party beneficiary rights whatsoever on any non-party that may be enforced by any non-party to this contract.

For the CONSULTANT

For the DEPARTMENT

By: _____

By: _____

Title: Manager – Transportation

Contract Manager, WisDOT

Date: _____

Date: _____

For the MUNICIPALITY

APPROVED

By: _____

By: _____

Title: _____

GOVERNOR, State of Wisconsin

Date: _____

Date: _____

THREE PARTY DESIGN CONTRACT SPECIAL PROVISIONS

The following are recommended special provisions for the design contract to be inserted behind the standard provisions.

VI. SPECIAL PROVISIONS

DEFINITIONS

- a. "LPA" means the Local Public Agency responsible for the PROJECT within their jurisdiction in the LOCAL PROGRAM.
- b. "NE or Region or NE Region" means the Wisconsin Department of Transportation's, Northeast Region, located at 944 Vanderperren Way, Green Bay, WI 54304.
- c. "CO" means the DEPARTMENT'S Central Office located in Madison, WI.
- d. "DC" or "CONSULTANT" means the consultant retained by the LPA and the DEPARTMENT to provide engineering services for a PROJECT in the LOCAL PROGRAM.
- e. "Design Contract" means a contract for engineering services for the PROJECT design.
- f. "MC" or "MANAGEMENT CONSULTANT" means the CONSULTANT providing project management services who is retained by the Northeast REGION and represents the DEPARTMENT.
- g. "DRC" means the NE REGION'S railroad coordinator.
- h. "BRH" means the DEPARTMENT'S Bureau of Rails and Harbors.
- i. "OCR" Office of Commissioner of Railroads.
- j. "CDR" Concept Definition Report
- k. "AGENCY" means any and all necessary governmental agencies required for coordination as follows (but not limited to): Division of Infrastructure Development, DEPARTMENT of Natural Resources, Federal Highway Administration, U.S. Army Corp of Engineers.

Section) III, A.2 is amended to substitute the DEPARTMENT for the MUNICIPALITY.

SCOPE OF SERVICES

A. DESIGN REPORTS

- (1) Pavement Report - Section II. B. (3) of the STANDARD PROVISIONS is replaced with the following:

An abbreviated Pavement Design Report shall be prepared by the CONSULTANT as set forth in the MANUAL

(2) Other Reports:

The CONSULTANT shall prepare the following engineering reports/analyses as directed by the MUNICIPALITY:

- a. Traffic Management Plan (TMP)
- b. Trans 75 Complete Street Compliance Check Sheet and applicable Exception Sheet(s)
- c. Stormwater Report and/or Stormwater Report spreadsheet

B. ENVIRONMENTAL DOCUMENTATION

By its execution of this CONTRACT, the CONSULTANT does hereby specify in accordance with the disclosure statement requirements of 40 CFR 1506.5(c) and 23 CFR 771.123(d) that CONSULTANT has no financial or other interest in the outcome of this PROJECT.

The CONSULTANT shall prepare a pER Environmental document for the PROJECT as specified in the MANUAL and Chapter TRANS 400, Wisconsin Administrative Code. The appropriate number of copies shall be furnished to the MUNICIPALITY and DEPARTMENT for approval.

If review of the environmental document by the MUNICIPALITY, DEPARTMENT, and FHWA indicates that changes to this document are necessary, all such changes shall be made by the CONSULTANT.

In preparing environmental documentation, CONSULTANT shall consider and evaluate as alternatives to the PROJECT other reasonable actions or activities that may achieve the same or similar purpose of a highway PROJECT, including other or additional transportation alternatives and intermodal opportunities and the alternative of taking no action. CONSULTANT shall evaluate alternative courses of action based upon a balanced consideration of the environment, public comments, and the need for safe and efficient transportation consistent with local, state and national environmental goals. CONSULTANT shall prepare environmental documents that are concise, clear, and to the point and emphasize real environmental issues and alternatives. CONSULTANT shall comply with the requirements specified in the MANUAL as well as in Chapter TRANS 400, Wisconsin Administrative Code. In the event of any unresolvable conflict between the MANUAL and Chapter TRANS 400, Wisconsin Administrative Code, the administrative rule controls.

(1) Section 4(f) Evaluation:

The CONSULTANT shall describe the impact of this PROJECT upon lands protected under Section 4(f) of the Federal-Aid Highway Act of 1968, as amended, and shall report its findings to the MUNICIPALITY for evaluation by the MUNICIPALITY and the FHWA. The CONSULTANT shall prepare a Section 4(f) De Minimis documentation in accordance with the procedures as set forth in the MANUAL.

(2) Historical and Archaeological Surveys and Studies:

- (a) The CONSULTANT shall submit the PROJECT for approval on the BOE screening list.
- (3) Hazardous Materials/Contamination Assessments
 - (a) The CONSULTANT shall conduct a Phase I investigation for the PROJECT in accordance with the MANUAL.
 - (b) When Phase I indicates further work is needed, the CONSULTANT shall consult with the Project Manager and the Region environmental coordinator prior to conducting further evaluation studies.
- (4) Wetland Investigations
 - (a) The CONSULTANT shall identify wetland impacts in conjunction with the Department of Natural Resources and provide for compensation of wetland loss, if necessary, following the procedures in the MANUAL and the "Wisconsin Department of Transportation Wetland Mitigation Banking Technical Guideline dated March 2002".
- (5) Native American Coordination
 - (a) The CONSULTANT shall prepare the notification letter and submit to WisDOT for review and approval. The letters will be mailed out by the CONSULTANT.

C. AGENCY COORDINATION

(1) Section 401 and 402 Certifications:

The CONSULTANT shall evaluate the effects of the PROJECT on water quality, in accordance with the provisions of the Clean Water Act and Chapter TRANS 400, Wisconsin Administrative Code and the procedures as set forth in the MANUAL, and shall prepare the necessary application. The CONSULTANT shall request for and obtain a 401 Water Quality Certification for the PROJECT from the DNR. The request for the 401 Water Quality Certification shall be completed two months prior to the final PS&E submittal.

(2) Section 404 Permits:

The CONSULTANT shall evaluate the potential for discharge of fill materials into the waters of the United States, in accordance with the provisions of the Clean Water Act and Chapter TRANS 400, Wisconsin Administrative Code and the procedures as set forth in the MANUAL, and shall prepare the necessary permit application. The CONSULTANT shall request for and obtain a 404 Permit for the PROJECT from the Army Corps of Engineers. The request for the 404 Permit shall be completed two months prior to the final PS&E submittal.

D. RAILROAD/UTILITY INVOLVEMENTS

(1) Utility Negotiations/Agreements

The CONSULTANT shall prepare statements, exhibits and documentation for and present testimony at proceedings before the Public Service Commission or such other forum as may be designated by the MUNICIPALITY.

- (a) The CONSULTANT shall follow the procedures of the WisDOT Guide to Utility Coordination for non TRANS 220 projects, however the CONSULTANT shall maintain a utility log and provide updates to the MC at notification, 30%, 60%, and 90% PROJECT stages.
- (b) CONSULTANT shall transmit final utility-related documents to the MC, as DEPARTMENT's representative, a minimum of 30 days prior to the final PS&E submittal date. This submittal includes the following information:
 - i. USR signed and dated by CONSULTANT.
 - ii. Utility-related special provisions.
 - iii. Plans specific to utility related items, including general notes, plan and profile, cross sections, and bridge sheets, if appropriate.
 - iv. Added correspondence not previously submitted including telephone memos, meeting minutes, and letters.
 - v. All agreement documents, including any utility conveyances, lump sum agreement, and audit agreements, etc.
 - vi. Approved Work Plans by LPA.

E. PUBLIC INVOLVEMENT

(1) Informational Meetings:

- (a) The CONSULTANT shall conduct one informational meeting to acquaint the public with the concepts and probable impacts of this PROJECT.
- (b) The CONSULTANT shall prepare all exhibits and documentary handout material and provide the equipment necessary to conduct the public informational meeting(s).
- (c) The CONSULTANT shall prepare a summary report after the public information meeting(s).
- (d) The CONSULTANT shall consult with the MUNICIPALITY after the public informational meeting(s) to discuss the comments received and shall recommend as to the possible disposition of these comments and suggestions.
- (e) The CONSULTANT shall make all the necessary arrangements for scheduling the meeting(s) and provide notices and press releases for the MUNICIPALITY'S use. The MUNICIPALITY will mail out the

notices to the adjacent property owners, and coordinate the press release with the local newspaper.

- (f) The CONSULTANT shall provide the MUNICIPALITY with copies of all public involvement correspondence and file notes.
- (g) The CONSULTANT shall coordinate meeting schedules with the MUNICIPALITY'S representative.

F. MEETINGS

- (1) The CONSULTANT shall hold an Operational Planning Meeting to discuss the organization and processing of the Services under this CONTRACT.
- (2) A 30% Plan Review Conference Call with the MUNICIPALITY and the MC, as DEPARTMENT'S representative, shall be held as directed by the MC.
- (3) A 60% Plan Review Conference Call with the MUNICIPALITY and the MC shall be held as directed by the MC, as DEPARTMENT'S representative.
- (4) A 90% Plan Review Conference Call with the MUNICIPALITY and the MC, as DEPARTMENT'S representative, shall be held 60 days ahead of the P.S. & E. submittal date as directed by the MC, as DEPARTMENT'S representative.
- (5) A Final Plan Review Meeting with the MUNICIPALITY shall be held approximately 45 - 60 days ahead of the P.S. & E. submittal date.
- (6) The CONSULTANT shall attend the pre-construction conference as scheduled by the DEPARTMENT.
- (7) One meeting shall be held with the MUNICIPALITY'S staff to discuss aesthetic treatments for the structure.
- (8) The CONSULTANT shall conduct one coordination meeting with utilities having facilities on the PROJECT.
- (9) The CONSULTANT shall attend one Common Council meeting to present the PROJECT design.

G. SURVEYS

- (1) The CONSULTANT shall set horizontal and vertical control based on the Wisconsin County Coordinate System, Winnebago County.
- (2) The CONSULTANT shall submit all survey data (including description, measured, and computed data) to the MUNICIPALITY in the AASHTO SDMS format, following specifications and standards outlined in the FDM on a Read-Only CD. Copies of original notes or printouts from other systems which may be used in lieu of the SDMS Collector software shall also be provided.

H. SOILS AND SUBSURFACE INVESTIGATIONS

- (1) Investigations of subsurface soil conditions for foundations at the sites of proposed bridges or other structures are required. They shall consist of not less than one machine powered boring within the approximate limits of each substructure unit.

Foundation borings shall be performed to yield sufficient detailed data to enable an engineering design of the structure and its foundation per DEPARTMENT standards in Section II.H.(1) of the Standard Provisions.

Foundation investigations shall be coordinated with the MUNICIPALITY, with a minimum of three working days prior notice, to enable the MUNICIPALITY to make provisions for on-site observations and to evaluate conditions during drilling.

When borings have reached the depth of 60 feet without providing necessary data, the driller is authorized to continue drilling until depths reach 120 percent of the planned depths. When necessary data is obtained for any individual boring, prior to borings reaching the planned depth, the drilling for that individual boring shall be terminated.

When completion of drilling to 120 percent of the depth of any individual boring as set forth above is not sufficient to adequately assess subsurface conditions, or otherwise determine all the required foundation information, the CONSULTANT shall recommend revised boring depths or a revised boring program for verbal authorization by the MUNICIPALITY. The extent of all subsurface foundation investigations performed shall be fully justified in the Soils Report for the PROJECT.

- (2) The CONSULTANT shall perform subsurface investigations to analyze project geotechnical concerns and provide full detailed recommendations. The soils shall be classified by pedological means to provide pavement design parameters.
- (3) All boreholes and monitoring wells shall be backfilled as per the April 20, 1992, guidelines titled "Wisconsin Department of Transportation Geotechnical Section - Drilled Borehole and Monitoring Well Abandonment Procedures". Spoil material from boring samples shall be disposed of such that the surrounding environment is not adversely impacted, including any nearby streams.

I. ROAD PLANS

Section II.I.(2) in the Standard Provision of the CONTRACT is amended to include the following plans:

- (I). Construction staging plans

The CONSULTANT shall submit 30%, 60%, and 90% plans to the MC for review and comment.

J. STRUCTURE PLANS

- (1) A Structure Survey Report/Hydraulic Report, which includes a discussion of structure sizing, shall be prepared by the CONSULTANT in accordance with the procedures set forth in the MANUAL. The completed preliminary plan shall show the structure plan, elevation, and typical cross section, and all pertinent data shall appear on the first sheet(s) of the completed structure plans. Four prints of this plan and the Structure Survey Report/Hydraulic Report shall be submitted to the MUNICIPALITY AND DEPARTMENT for review. The MUNICIPALITY AND DEPARTMENT will review this preliminary plan and the Structure Survey Report/Hydraulic Report and return one print to the CONSULTANT showing requested revisions, if any.
- (2) Plans for Structures shall be fully dimensioned besides showing controlling elevations. The plans shall be prepared with such precision and detail to allow for the convenient layout in the field with customary degree of accuracy, and to allow for the production of an accurate estimate of quantities for all pertinent items of work to be performed in the PROJECT. The structure plans shall include sidewalk on both sides of the structure.
- (3) Plans for Structures shall include schedules for bar steel reinforcement. Such schedules shall provide all of the necessary detail required for the fabrication of the reinforcement without the necessity of making separate shop drawings for that purpose.
- (4) When the plans for a structure have been completed the CONSULTANT shall furnish the MUNICIPALITY AND DEPARTMENT with three sets of prints of such plans for review and examination.
- (5) The CONSULTANT shall submit three copies for review and examination of all specifications for items of work in the Structure Plans which are not covered by the STANDARD SPECIFICATIONS and such amendments to or revisions of the STANDARD SPECIFICATIONS as may be required to properly cover the work contemplated by the plans.
- (6) Plans will be subject to review and examination by the MUNICIPALITY AND DEPARTMENT. Such review and examination may be made on the site of the PROJECT.
- (7) Along with the plans for structures the CONSULTANT shall submit one copy or reproduction of the design computations for the MUNICIPALITY AND DEPARTMENT'S review and permanent file.
- (8) The CONSULTANT shall furnish such other pertinent information and data with respect to the plans and design as the MUNICIPALITY AND DEPARTMENT may request.
- (9) In the design and development of the Structure Plans the CONSULTANT shall develop two (2) alternative structure types or other geometric

configurations to enable selection of the design that provides the best balance between practical construction considerations, right of way requirements, aesthetics and blending with the topography, and costs.

- (10) The CONSULTANT shall furnish one copy of all submittals to the MUNICIPALITY for review and approval prior to submitting to the DEPARTMENT.

K. PLATS

- (1) The CONSULTANT shall prepare a transportation project plat for 4 parcels, as defined in the MANUAL.
- (2) A right of way descriptions shall be provided for all individual parcels of land to be acquired as Right of Way for the PROJECT. An individual legal description shall be provided for each parcel, or an envelope description that does not cover more than one page of the plat. Descriptions shall be by metes and bounds in accordance with the provisions as set forth in the MANUAL, or in the case of platted property by suitable reference to the platted data. For all unplatted property the descriptions shall be referenced to and tied into the pertinent section or quarter section corners. The CONSULTANT shall submit the legal descriptions on a hard copy and as an electronic e-mail file to the MANAGEMENT CONSULTANT.
- (3) The CONSULTANT shall prepare the descriptions in line item format and provide an electronic copy to the MUNICIPALITY.
- (4) The CONSULTANT shall field locate and temporarily mark the new right of way boundaries in a manner which will facilitate the appraisal of all affected parcels.
- (5) The CONSULTANT shall monument the new right of way boundaries in accordance with the procedures outlined in the MANUAL.
- (6) The CONSULTANT shall provide on the Right-of-Way Plat, point numbers for all new right-of-way points to be monumented and all existing right-of-way points. Point numbers should correspond to data as submitted in Section H SURVEYS (5).
- (7) The CONSULTANT will be responsible for all changes to the plat sheets and legal descriptions until the Real Estate Certification is completed. Changes on the R/W plat that occur following the initial relocation order (excluding hardship or protective purchase) are to be anticipated and are part of this contract.
- (8) For CONSULTANT design contracts having real estate acquisition: The CONSULTANT shall supply the MUNICIPALITY with one 11x17 size sets of plan/profile and cross sections, including r/w plat if developed as part of this contract, for the MUNICIPALITY'S use in real estate acquisition at the time required in the project schedule. Revised sheets shall be supplied to the MUNICIPALITY as such revisions are made throughout the acquisition process.

- (9) Up to four (4) title searches shall be made of the titles to properties or premises through which the Right of Way for the PROJECT is to be acquired.

L. SERVICES PROVIDED BY THE DEPARTMENT

The DEPARTMENT will provide to the CONSULTANT the following for the PROJECT:

- 1. Traffic Projections for the project.

M. SERVICES PROVIDED BY THE MUNICIPALITY

The MUNICIPALITY will provide to the CONSULTANT the following for the PROJECT:

- 1. A list of the adjacent property owners that will be contacted regarding the public involvement meeting.

N. PROSECUTION AND PROGRESS

- (1) The PROJECT will be administered for the DEPARTMENT by JT Engineering, INC. the NE Region Local Program Management Consultant (MC). Correspondence and all submittals, including invoices, progress reports, and updated schedules must be submitted to:

JT Engineering, Inc. Attn: Rich Glen, PE
richglen@jt-engineerin.com
1077 Centennial Centre Blvd
Hobart, WI 54155
920.468-4771
FAX 920.468-7135

- (2) The CONSULTANT proposes to sublet services to River Valley Testing Corp. and Bay Title & Abstract, Inc.

- (3) The following items of work will be completed and submitted to the MUNICIPALITY by the indicated dates, if CONSULTANT has received the Notice to Proceed by December 15, 2014.

	(Date)
OPM	Mar. 2, 2015
Structure Survey Reports	Mar. 2, 2015
Preliminary Structure Plan	April 1, 2015
30% Plan, Estimate & Road Builder's Quantities Submittal	April 1, 2015
Public Information Meeting	May 1, 2015
TRANS 75 submittal	April 1, 2015
Environmental Document Submittal	May 1, 2015
60% Plan, Estimate & Road Builder's Quantities Submittal	June 1, 2015
Soils Report Submittal	May 1, 2015
Pavement Design Report Submittal	May 1, 2015
Traffic Management Plan Submittal	July 1, 2015
Design Study Report Submittal	July 1, 2015
90% Plan, Estimate & Road Builder's Quantities Submittal	Sept. 1, 2015
Final Structure Plans	Sept. 1, 2015
Final P.S. & E & Road Builder's Quantities Submittal	Nov. 2, 2015

- (4) The CONSULTANT shall communicate all substantial (10% or \$100,000, whichever is less) changes of construction cost estimates to the MC.

BASIS OF PAYMENT

(1) The CONSULTANT will be compensated by the DEPARTMENT for services provided under this CONTRACT on the following basis:

- (a) For survey, design, plans and specifications performed by CONSULTANT
Actual costs to the CONSULTANT's up to \$71,222.17 plus a fixed fee of \$4,497.15, not to exceed \$75,719.32 in total.
- (b) For subsurface investigations subcontracted to River Valley Testing Corp. the CONSULTANT's actual cost paid to River Valley Testing Corp. not to exceed \$4,775.00 using the cost per unit based on the proposal dated October 1, 2014.
- (c) For title searches subcontracted to Bay Title & Abstract, Inc, the CONSULTANT's actual cost paid to Bay Title & Abstract, Inc not to exceed \$900.00 using the cost per unit based on the proposal dated October 3, 2014.
- (d) Compensation in excess of the total CONTRACT amount of \$81,394.32 shall not be allowed unless approved by written CONTRACT amendment. Compensation for costs incurred as a result of improper performance by the CONSULTANT will not be allowed.

Consultant Weighted Average Direct Labor Rates

Project ID 4992-01-00
 C Menasha, 3rd St
 Lake Winnebago Slough & Approach
 Local Street
 Winnebago County

Revised: 07/03/14

Classification: Manager

Employee Number	Current Rate(b)	Percent Contribution(c)	(b*c)
00380	\$58.12	50.00%	\$29.06
02009	\$49.63	50.00%	\$24.81
TOTAL		100.00%	\$53.87

Classification: Engineer 3

Employee Number	Current Rate(b)	Percent Contribution(c)	(b*c)
01668	\$40.75	25.00%	\$10.19
01290	\$47.15	75.00%	\$35.36
TOTAL		100.00%	\$45.55

Classification: Engineer 2

Employee Number	Current Rate(b)	Percent Contribution(c)	(b*c)
02050	\$35.75	50.00%	\$17.88
02425	\$33.30	25.00%	\$8.33
02356	\$33.39	25.00%	\$8.35
TOTAL		100.00%	\$34.56

Classification: Engineer 1

Employee Number	Current Rate(b)	Percent Contribution(c)	(b*c)
02755	\$28.48	50.00%	\$14.24
02819	\$24.10	25.00%	\$6.03
02774	\$25.54	25.00%	\$6.39
TOTAL		100.00%	\$26.66

Classification: Technician 3

Employee Number	Current Rate(b)	Percent Contribution(c)	(b*c)
00480	\$33.25	50.00%	\$16.63
00843	\$27.95	50.00%	\$13.98
TOTAL		100.00%	\$30.61

Classification: Surveyor

Employee Number	Current Rate(b)	Percent Contribution(c)	(b*c)
02309	\$31.75	40.00%	\$12.70
02633	\$26.50	60.00%	\$15.90
TOTAL		100.00%	\$28.60

CONSULTANT DIRECT LABOR RATES

Project ID 4992-01-00

C Menasha, 3rd St
 Lake Winnebago Slough & Approach
 Local Street
 Winnebago County

Contract Start Date: 12/1/2014
 Contract Complete Date: 6/1/2016

Employee Identification	Classification	Current Rate	% Labor Increase	New Labor Rate	Date of Increase	% Labor Increase	New Labor Rate	Date of Increase	% Labor Increase	New Labor Rate
Avg. Selected Individuals	Manager	\$ 53.87	2.00%	\$ 54.95	1/1/15	2.00%	\$ 56.05	1/1/16	2.00%	\$ 57.17
Avg. Selected Individuals	Engineer 3	45.55	2.00%	46.46	1/1/15	2.00%	47.39	1/1/16	2.00%	48.34
Avg. Selected Individuals	Engineer 2	34.56	2.00%	35.25	1/1/15	2.00%	35.96	1/1/16	2.00%	36.68
Avg. Selected Individuals	Engineer 1	26.66	2.00%	27.19	1/1/15	2.00%	27.74	1/1/16	2.00%	28.29
Avg. Selected Individuals	Technician 3	30.61	2.00%	31.22	1/1/15	2.00%	31.85	1/1/16	2.00%	32.48
Avg. Selected Individuals	Surveyor	28.60	2.00%	29.17	1/1/15	2.00%	29.76	1/1/16	2.00%	30.35
Emp. No. 2010	Clerical	18.40	2.00%	18.77	1/1/15	2.00%	19.14	1/1/16	2.00%	19.53
		-	2.00%	-	1/1/15	2.00%	-	1/1/16	2.00%	-
		-	2.00%	-	1/1/15	2.00%	-	1/1/16	2.00%	-
		-	2.00%	-	1/1/15	2.00%	-	1/1/16	2.00%	-

Employee Identification	Classification	% Work at 12/14 to 12/14 Rate	% Work at 01/15 to 12/15 Rate	% Work at 01/16 to 12/16 Rate	% Work at 01/17 to 12/17 Rate	% Work at 01/18 to 12/18 Rate	% Work at 01/19 to 12/19 Rate	Weighted Average Hourly Rate
Avg. Selected Individuals	Manager	5.48%	66.74%	27.78%	0.00%	0.00%	0.00%	\$ 55.19
Avg. Selected Individuals	Engineer 3	5.48%	66.74%	27.78%	0.00%	0.00%	0.00%	46.67
Avg. Selected Individuals	Engineer 2	5.48%	66.74%	27.78%	0.00%	0.00%	0.00%	35.41
Avg. Selected Individuals	Engineer 1	5.48%	66.74%	27.78%	0.00%	0.00%	0.00%	27.32
Avg. Selected Individuals	Technician 3	5.48%	66.74%	27.78%	0.00%	0.00%	0.00%	31.36
Avg. Selected Individuals	Surveyor	5.48%	66.74%	27.78%	0.00%	0.00%	0.00%	29.30
Emp. No. 2010	Clerical	5.48%	66.74%	27.78%	0.00%	0.00%	0.00%	18.85
		5.48%	66.74%	27.78%	0.00%	0.00%	0.00%	-
		5.48%	66.74%	27.78%	0.00%	0.00%	0.00%	-
		5.48%	66.74%	27.78%	0.00%	0.00%	0.00%	-

**DESIGN ENGINEERING
SUMMARY OF STAFF HOURS AND DIRECT LABOR COSTS**

Project ID 4992-01-00
 C Menasha, 3rd St
 Lake Winnebago Slough & Approach
 Local Street
 Winnebago County

Revised: 07/03/14

Class TASK	Average Hourly Wage	ACT. CODE	Manager		Engineer 3		Engineer 2		Engineer 1		Technician 3		Surveyor	
			Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Administration		740	2	110.38	7	326.69	13	460.33	-	-	-	-	-	-
Reports		748	1	55.19	1	46.67	10	354.10	33	901.56	-	-	-	-
Environmental		767	-	-	-	-	6	212.46	43	1,174.76	-	-	-	-
Agency, Utility & Railroad		746	-	-	-	-	19	672.79	15	409.80	-	-	-	-
Public Involvement		743	4	220.76	-	-	7	247.87	4	109.28	4	125.44	-	-
Survey		729	-	-	-	-	-	-	-	-	-	-	50	1,465.00
Soils Investigation		644	-	-	1	46.67	-	-	-	-	-	-	-	-
Preliminary Roadway		741	-	-	1	46.67	11	389.51	27	737.64	33	1,034.88	-	-
Preliminary Structure		1,001	6	331.14	15	700.05	35	1,239.35	20	546.40	37	1,160.32	-	-
Final Roadway		742	-	-	2	93.34	9	318.69	33	901.56	28	878.08	-	-
Final Structure		1,002	3	165.57	7	326.69	30	1,062.30	40	1,092.80	86	2,696.96	-	-
P S & E		794	-	-	-	-	11	389.51	14	362.48	1	31.36	-	-
Right-of-Way		745	-	-	-	-	-	-	-	-	-	-	57	1,670.10
Meetings & Conferences		747	12	662.28	-	-	18	637.38	-	-	-	-	-	-
Management of Subconsultants		773	-	-	-	-	-	-	-	-	-	-	-	-
Real Estate		267	-	-	-	-	-	-	-	-	-	-	-	-
Traffic		785	-	-	-	-	-	-	-	-	-	-	-	-
		0	-	-	-	-	-	-	-	-	-	-	-	-
		0	-	-	-	-	-	-	-	-	-	-	-	-
		0	-	-	-	-	-	-	-	-	-	-	-	-
		0	-	-	-	-	-	-	-	-	-	-	-	-
		0	-	-	-	-	-	-	-	-	-	-	-	-
		0	-	-	-	-	-	-	-	-	-	-	-	-
TOTALS			28	1,545.32	34	1,586.78	169	5,984.29	229	6,256.28	189	5,927.04	107	3,135.10

**DESIGN ENGINEERING
SUMMARY OF STAFF HOURS AND DIRECT LABOR COSTS**

Project ID 4992-01-00
C Menasha, 3rd St
Lake Winnebago Slough & Approach
Local Street

Class	Average Hourly Wage	ACT. CODE	Clerical		0		0		0		Total		
			Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	
Administration		740	6	113.10	-	-	-	-	-	-	-	28	1,010.50
Reports		748	1	18.85	-	-	-	-	-	-	-	46	1,376.37
Environmental		767	-	-	-	-	-	-	-	-	-	49	1,387.22
Agency, Utility & Railroad		746	7	131.95	-	-	-	-	-	-	-	41	1,214.54
Public Involvement		743	-	-	-	-	-	-	-	-	-	19	703.35
Survey		729	-	-	-	-	-	-	-	-	-	50	1,465.00
Soils Investigation		644	-	-	-	-	-	-	-	-	-	1	46.67
Preliminary Roadway		741	-	-	-	-	-	-	-	-	-	72	2,208.70
Preliminary Structure		1,001	3	56.55	-	-	-	-	-	-	-	116	4,033.81
Final Roadway		742	-	-	-	-	-	-	-	-	-	72	2,191.67
Final Structure		1,002	3	56.55	-	-	-	-	-	-	-	169	5,400.87
P S & E		794	-	-	-	-	-	-	-	-	-	26	803.35
Right-of-Way		745	-	-	-	-	-	-	-	-	-	57	1,670.10
Meetings & Conferences		747	-	-	-	-	-	-	-	-	-	30	1,299.66
Management of Subconsultants		773	-	-	-	-	-	-	-	-	-	-	-
Real Estate		267	-	-	-	-	-	-	-	-	-	-	-
Traffic		785	-	-	-	-	-	-	-	-	-	-	-
		0	-	-	-	-	-	-	-	-	-	-	-
		0	-	-	-	-	-	-	-	-	-	-	-
		0	-	-	-	-	-	-	-	-	-	-	-
		0	-	-	-	-	-	-	-	-	-	-	-
		0	-	-	-	-	-	-	-	-	-	-	-
		0	-	-	-	-	-	-	-	-	-	-	-
TOTALS			20	377.00	-	776	24,811.81						

DIRECT EXPENSES BY ITEM

Project ID 4992-01-00

C Menasha, 3rd St

Lake Winnebago Slough & Approach

Local Street

Winnebago County

Revised: 07/03/14

Item	Unit Amount	Unit Type	Rate	Total Expenses
Employee Vehicle Mileage	320	Mile	\$ 0.560	\$ 179.20
Company Vehicle Mileage	240	Mile	0.90	216.00
Meals Breakfast	-	Each	7.00	-
Meals Lunch	-	Each	11.00	-
Meals Dinner	-	Each	23.00	-
Lodging	-	Each	77.00	-
Boat/Motor/Trailer	-	Day	164.80	-
Nuclear Density	-	Day	70.60	-
Traffic Counter	-	Day	28.10	-
	-		-	-
GPS	1	Day	79.00	79.00
Total Station (Robotic)	3	Day	101.00	303.00
Field Supplies	71	\$s	1.00	71.23
				-
				-
TOTAL DIRECT EXPENSES				\$ 848.43

Field Supplies	Quantity	Unit Cost	Total
Iron Pipes	16	\$ 2.65	\$ 42.40
Plastic survey caps	16	\$ 0.50	\$ 8.00
Marking Paint	1	\$ 4.53	\$ 4.53
Field Books (large)	1	\$ 14.50	\$ 14.50
RR Spikes	3	\$ 0.60	\$ 1.80
			\$ 71.23

SUBCONSULTANT SUMMARY

Project ID 4992-01-00
 C Menasha, 3rd St
 Lake Winnebago Slough & Approach
 Local Street
 Winnebago County

Revised: 07/03/14

Sub Number	Name	Task	Basis of Payment	Total Contract Amount	DBE (Y/N)
1	River Valley Testing	Soils investigation	UC	\$ 4,775.00	n
2	Bay Title and Abstract, Inc	Title Searches	UC	900.00	
3					
4					
5					
6					
7					
8					
9					
10					
Total				\$ 5,675.00	

Proposal	DBE Participation	\$	-	0.0%
Contract	DBE Participation	\$	-	0.0%

FEE COMPUTATION BY ENGINEERING TASK

Project ID 4992-01-00
 C Menasha, 3rd St
 Lake Winnebago Slough & Approach
 Local Street
 Winnebago County

Revised: 07/03/14

TASK	ACTIVITY CODE	Direct Labor Costs	Overhead Costs	Direct Expenses	Fixed Fee / Profit	TOTAL
Administration	740	1,010.50	1,855.58	-	183.15	3,049.23
Reports	748	1,376.37	2,527.43	-	249.47	4,153.27
Environmental	767	1,387.22	2,547.35	-	251.43	4,186.00
Agency, Utility & Railroad	746	1,214.54	2,230.26	33.60	220.14	3,698.54
Public Involvement	743	703.35	1,291.56	33.60	127.48	2,155.99
Survey	729	1,465.00	2,690.18	324.00	265.53	4,744.71
Soils Investigation	644	46.67	85.70	-	8.46	140.83
Preliminary Roadway	741	2,208.70	4,055.84	-	400.33	6,664.87
Preliminary Structure	1001	4,033.81	7,407.29	-	731.13	12,172.23
Final Roadway	742	2,191.67	4,024.56	-	397.24	6,613.47
Final Structure	1002	5,400.87	9,917.62	-	978.91	16,297.40
P S & E	794	803.35	1,475.19	-	145.61	2,424.15
Right-of-Way	745	1,670.10	3,066.80	345.23	302.71	5,384.84
Meetings & Conferences	747	1,299.66	2,386.57	112.00	235.56	4,033.79
Management of Subconsultans	773	-	-	-	-	-
Real Estate	267	-	-	-	-	-
Traffic	785	-	-	-	-	-
	0	-	-	-	-	-
	0	-	-	-	-	-
	0	-	-	-	-	-
	0	-	-	-	-	-
	0	-	-	-	-	-
	0	-	-	-	-	-
	0	-	-	-	-	-
	0	-	-	-	-	-
TOTALS		24,811.81	45,561.93	848.43	4,497.15	75,719.32

Indirect Home Office Rate 183.63%
 Fixed Fee: 7.25%
 Fixed Fee Based on an Overhead Rate of 1.50%

AYRES ASSOCIATES

CONSULTANT CONTRACT TOTAL FEE COMPUTATION

Project ID 4992-01-00
 C Menasha, 3rd St
 Lake Winnebago Slough & Approach
 Local Street
 Winnebago County

Revised: 07/03/14

	Project I.D. 4992-01-00	Project I.D. XXXX-XX-XX	TOTAL CONTRACT
Number of Staff Hours	776		776
Total Direct Labor	\$ 24,811.81		\$ 24,811.81
Indirect Home Office Rate 183.63%	45,561.93		45,561.93
Fixed Fee (% of Labor * 2.5) 7.25%	4,497.15		4,497.15
Non-Labor Direct Charges	848.43		848.43
Sub-Total Ayres Associates	\$ 75,719.32		\$ 75,719.32
River Valley Testing	\$ 4,775.00		\$ 4,775.00
Bay Title and Abstract, Inc	900.00		900.00
	-		-
	-		-
	-		-
	-		-
	-		-
	-		-
	-		-
	-		-
Sub-Total Subconsultants	\$ 5,675.00	\$ -	\$ 5,675.00
Total	\$ 81,394.32	\$ -	\$ 81,394.32

AYRES ASSOCIATES
www.AyresAssociates.com

Summary	DIRECT LABOR HOURS						PROJECT EXPENSES										SUBS TOTALS		SUMMARY TOTAL			
	Manager	Engineer 3	Engineer 2	Engineer 1	Technician	Survey	Office	MILES	Meals	Travel	Per Diem	Travel	Travel	Travel	Travel	Travel	Travel	Travel	Travel			
1 Administration	2	7	13	-	-	-	0	-	-	-	-	-	-	-	-	-	-	-	1,011	3,949	4%	4%
2 Reports	1	1	10	33	-	-	1	-	-	-	-	-	-	-	-	-	-	-	1,376	4,153	6%	5%
3 Environmental	-	-	6	43	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,897	4,168	6%	5%
4 Agency Coordination	-	-	9	-	-	-	4	-	-	-	-	-	-	-	-	-	-	-	364	1,169	2%	1%
5 Utility & Railroad	-	-	10	16	-	-	3	-	-	-	-	-	-	-	-	-	-	-	300	2,509	4%	3%
6 Public Involvement	4	-	7	4	4	-	-	-	-	-	-	-	-	-	-	-	-	-	733	2,158	3%	3%
7 Survey	-	-	-	-	-	50	-	160	-	-	-	-	-	-	-	-	-	-	1,465	4,745	6%	6%
8 Soils Investigation	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,776	47	0%	0%
9 Preliminary Roadway	1	11	27	33	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,209	4,465	6%	6%
10 Preliminary Structure	6	15	35	20	37	-	3	-	-	-	-	-	-	-	-	-	-	-	4,024	12,172	15%	15%
11 Final Roadway	2	9	9	53	28	-	-	-	-	-	-	-	-	-	-	-	-	-	2,192	6,613	8%	8%
12 Final Structure	3	7	30	40	66	-	3	-	-	-	-	-	-	-	-	-	-	-	5,401	16,207	20%	20%
13 P.S.S.E	-	-	11	14	1	-	-	-	-	-	-	-	-	-	-	-	-	-	163	2,424	3%	3%
14 Right-of-Way	-	-	-	-	-	57	-	60	-	-	-	-	-	-	-	-	-	-	906	1,070	6%	6%
15 Meetings & Conferences	12	-	16	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,300	4,074	4%	3%
16 Management of Subconsultants	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
17 Real Estate	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
18 Traffic	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
19	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
20	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
21	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
22	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
23	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
24	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
25	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
TOTALS	28	34	180	229	159	107	20	370	302	340	1	3	1	3	71	345	5,075	24,812	51,384.32	100%	100%	
	4%	4%	22%	30%	24%	14%	3%	21%	21%	21%	0%	36%	0%	0%	0%	0%	0%	0%	0%	0%	0%	



October 1, 2014

Mr. Christopher McMahon
Ayres Associates, Inc.
3433 Oakwood Hills Parkway
Eau Claire, WI 54701-7698

Subj: Proposal for Subsurface Exploration Program
Proposed Bridge Reconstruction
Third Street over Lake Winnebago Slough
City of Menasha, Winnebago County, Wisconsin
Project ID#4992-01-00

Mr. McMahon:

In accordance with your request for proposal on September 26, 2014, River Valley Testing Corp is pleased to submit the following proposal for performance of a subsurface exploration at the site of the above referenced project. This proposal is intended to formalize an outline of our general scope of services and to provide cost information.

As requested, two (2) standard penetration test borings will be performed for this exploration. Further, both of the borings will be extended to 60' below the existing grade.

DRILLING	ESTIMATED FEE
Mobilization	\$600
Per Diem - (1 Day at \$175/Day)	\$175
Standard Penetration Test Borings (0' to 50' at \$12.00/ft., 50' to 100' at \$17.00/ft.)	\$1,540
Boring Abandonment (120' at \$3.00/ft.)	\$360
Utility Clearance and Coordination	\$200
SUBTOTAL	\$2,875
GEOTECHNICAL	
Laboratory Testing and Boring Log Preparation	\$300
Report Preparation	\$1,600
TOTAL FEE	\$4,775

Rock Coring is at \$40.00/ft. and set-up at \$200.00 per location. Auger borings are drilled at \$8.00/ft. An \$8.00/ft. surcharge will be applied when borings encounter N ≥ 50 blow per foot soils. GDC flag crew is at \$750.00/day plus per diem. Signs and cones are \$75.00/day.

The above fees assume the City of Menasha will provide traffic control. We will notify you in advance if schedule or costs are expected to exceed these estimates. We look forward to working with you on your project. If you have any questions or need additional information, please contact me at 920/886-1406.

Sincerely,
RIVER VALLEY TESTING CORP.

Matthew A. Meyer, P.E.
Senior Geotechnical Engineer



October 3, 2014

Ayres Associates
Attn: Jason M. Ingram, LS
3376 Packerland Drive
De Pere, WI 54115

RE: Third Street / 4 parcels
City of Menasha
Winnebago County

Dear Jason,

We will be able to provide you with 60-year title (easement/row) searches for the above project at a cost of \$200.00 per parcel. The cost for updates is \$25.00 per parcel. This cost would include copies of the acquisition deed and any easements and/or encumbrances found on each parcel.

If you have any questions, please feel free to call. My direct line is (920)431-3726; my email address is jmueller@baytitle.com. We look forward to doing business with you.

Sincerely,



Julie M. Mueller

City of Menasha Disbursements

Weekly Accounts Payable	10/21/14-10/30/14	\$	453,137.48
	Checks # 47947-48099		
	Void check #48005	\$	(9.00)

Bi-Weekly Payroll	10/30/14	\$	168,840.84
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Additional Regular Cycle Accounts Payables -Paid Electronically

Nationwide Retirement	10/17/14	\$	11,086.50
BMO Harris-Flex Spending	10/17/14	\$	3,776.50
Advanced Disposal-Broad St Recycling	10/20/14	\$	113.00
Delta Dental	10/22/14	\$	1,629.60
Federal Tax Withholding	10/22/14	\$	70,113.68
Delta Dental	10/29/14	\$	3,702.40
Community First Credit Union-Payroll Deductions	10/30/14	\$	7,275.00
State Tax Withholding	10/30/14	\$	12,502.07
State Sales Tax	10/30/14	\$	341.21
			<u>\$ 110,539.96</u>
Total			<u><u>\$ 732,509.28</u></u>

Items included on this list have been properly audited and certified by the City Comptroller and are being presented for approval by the Common Council.

Peggy Steeno
Peggy Steeno
Administrative Services Director

10/30/14
Date

Notes:

- Medical Expense Reimbursement Trust-Retirement Pay Out
- Community First Credit Union-Employee Deductions
- United Way-Employee Donations
- Wisconsin Support Collections-Child/Spousal Support
- WI SCTF-Child Support Annual Fee
- Gaps in check numbers indicate that more invoices being paid than fit on one check stub
(The last check stub used is the check number that will appear on the check register)

AP Check Register

Check Date: 10/21/2014

<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>
BAKER & TAYLOR INC	47947	10/21/2014	2029748642	100-0601-551.30-14	117.82	Library Materials
		10/21/2014	2029761874	100-0601-551.30-14	942.37	Library Materials
		10/21/2014	2029774194	100-0601-551.30-14	550.37	Library Materials
		10/21/2014	2029774589	100-0601-551.30-14	210.89	Library Materials
		10/21/2014	2029778410	100-0601-551.30-14	552.65	Library Materials
		10/21/2014	2029782579	100-0601-551.30-14	357.57	Library Materials
		10/21/2014	2029792531	100-0601-551.30-14	409.41	Library Materials
		10/21/2014	2029797194	100-0601-551.30-14	389.54	Library Materials
		10/21/2014	2029803821	100-0601-551.30-14	244.27	Library Materials
		10/21/2014	2029806531	100-0601-551.30-14	390.10	Library Materials
		10/21/2014	2029822438	100-0601-551.30-14	612.72	Library Materials
		10/21/2014	2029829176	100-0601-551.30-14	258.96	Library Materials
		10/21/2014	2029843113	100-0601-551.30-14	709.11	Library Materials
		10/21/2014	5013281527	100-0601-551.30-14	187.99	Library Materials
		10/21/2014	5013300657	100-0601-551.30-14	23.49	Library Materials
		10/21/2014	M50940360	100-0601-551.30-14	184.68	Library Materials
		10/21/2014	M51577350	100-0601-551.30-14	24.54	Library Materials
		10/21/2014	M51630750	100-0601-551.30-14	24.54	Library Materials
	10/21/2014	M52467070	100-0601-551.30-14	298.57	Library Materials	
			Total for check: 47947		6,489.59	
NANCY BARKER	47948	10/21/2014	BARKER	100-0601-551.20-05	25.00	Performer
			Total for check: 47948		25.00	
BLACKSTONE AUDIO INC	47949	10/21/2014	727688	100-0601-551.30-14	244.00	Library Materials
		10/21/2014	728920	100-0601-551.30-14	150.00	Library Materials
			Total for check: 47949		394.00	
CENTER POINT LARGE PRINT	47950	10/21/2014	1217616	100-0601-551.30-14	133.02	Library Materials
			Total for check: 47950		133.02	

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COSTUME SPECIALISTS INC	47951	10/21/2014		100-0601-551.30-16	140.00	Costume
			Total for check: 47951		140.00	
CRESCENT ELECTRIC SUPPLY COMPANY	47952	10/21/2014	S500052877.001	100-0601-551.24-03	66.76	GE Electric Blst
			Total for check: 47952		66.76	
FIRST BOOK NATIONAL OFFICE	47953	10/21/2014	600-61108	100-0601-551.30-14	72.80	Library Materials
			Total for check: 47953		72.80	
GALE	47954	10/21/2014	52770138	100-0601-551.30-14	23.20	Library Materials
		10/21/2014	53319648	100-0601-551.30-14	38.92	Library Materials
		10/21/2014	53349311	100-0601-551.30-14	13.60	Library Materials
		10/21/2014	53388599	100-0601-551.30-14	620.60	Library Materials
			Total for check: 47954		696.32	
GANNETT WISCONSIN MEDIA	47955	10/21/2014		100-0601-551.30-14	264.02	Subscription
			Total for check: 47955		264.02	
KITZ & PFEIL INC	47956	10/21/2014	08-29-030026	100-0601-551.24-03	13.46	Repair Materials
		10/21/2014	09-11-140017	100-0601-551.30-13	20.22	Compressed Air
		10/21/2014	09-16-030030	100-0601-551.24-03	5.84	Wind Glass
			Total for check: 47956		39.52	
LIBRARY STORE INC	47957	10/21/2014	116155	100-0601-551.30-18	20.32	Labels
			Total for check: 47957		20.32	
MADER NEWS AGENCY INC	47958	10/21/2014	36337	100-0601-551.30-14	129.56	Library Materials
			Total for check: 47958		129.56	

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MENARDS-APPLETON EAST	47959	10/21/2014	57198	100-0601-551.30-13	1.23	Library Cons
			Total for check: 47959		1.23	
MIDWEST TAPE	47960	10/21/2014	0092135371	100-0601-551.30-14	9.99	Library Materials
		10/21/2014	0092148021	100-0601-551.30-14	9.99	Library Materials
		10/21/2014	0092167385	100-0601-551.30-14	24.99	Library Materials
		10/21/2014	0092167387	100-0601-551.30-14	96.97	Library Materials
		10/21/2014	0092188357	100-0601-551.30-14	152.88	Library Materials
		10/21/2014	0092205125	100-0601-551.30-14	194.87	Library Materials
			Total for check: 47960		489.69	
MODERN BUSINESS MACHINES	47961	10/21/2014	26357433	100-0601-551.24-04	587.34	Annual Copier Maint
			Total for check: 47961		587.34	
NATIONAL ELEVATOR INSPEC SERVICES	47962	10/21/2014	0165757	100-0601-551.24-03	91.30	Elevator Insp
			Total for check: 47962		91.30	
RANDOM HOUSE INC	47963	10/21/2014	1081227116	100-0601-551.30-14	63.75	Library Materials
		10/21/2014	1081289981	100-0601-551.30-14	86.25	Library Materials
		10/21/2014	1081364769	100-0601-551.30-14	52.50	Library Materials
		10/21/2014	1081442940	100-0601-551.30-14	30.00	Library Materials
		10/21/2014	1081514662	100-0601-551.30-14	26.25	Library Materials
			Total for check: 47963		258.75	
RECORDED BOOKS LLC	47964	10/21/2014	75005704	100-0601-551.30-14	31.48	Library Materials
		10/21/2014	75006691	100-0601-551.30-14	44.94	Library Materials
		10/21/2014	75009115	100-0601-551.30-14	45.00	Library Materials
		10/21/2014	75009382	100-0601-551.30-14	26.95	Library Materials
		10/21/2014	75009605	100-0601-551.30-14	31.49	Library Materials
		10/21/2014	75010993	100-0601-551.30-14	26.98	Library Materials
		10/21/2014	75011415	100-0601-551.30-14	13.49	Library Materials

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RECORDED BOOKS LLC...	47964...	10/21/2014	75011998	100-0601-551.30-14	128.65	Library Materials
		10/21/2014	75013285	100-0601-551.30-14	39.96	Library Materials
		10/21/2014	75014965	100-0601-551.30-14	35.99	Library Materials
		10/21/2014	75014975	100-0601-551.30-14	13.49	Library Materials
		10/21/2014	75016499	100-0601-551.30-14	161.20	Library Materials
			Total for check: 47964		599.62	
RHYME BUSINESS PRODUCTS	47965	10/21/2014	63209	100-0601-551.30-10	95.11	Calendars
			Total for check: 47965		95.11	
SERVICEMASTER BUILDING MAINTENANCE	47966	10/21/2014	13670	100-0601-551.20-01	1,425.00	Janitorial Service
			Total for check: 47966		1,425.00	
JASON SHEPHERD	47967	10/21/2014	2291	100-0601-551.30-14	100.00	Library Materials
			Total for check: 47967		100.00	
SPORT VIDEOS	47968	10/21/2014	5382	100-0601-551.30-14	53.00	Library Materials
			Total for check: 47968		53.00	
STAPLES ADVANTAGE	47969	10/21/2014	8031342013	100-0601-551.30-10	299.25	Office Supplies
				100-0601-551.30-18	77.88	Library Supplies
			Total for check: 47969		377.13	
SYNCB/AMAZON	47972	10/21/2014	020400604755	100-0601-551.30-14	10.00	Library Materials
		10/21/2014	020405829350	100-0601-551.30-14	201.80	Library Materials
		10/21/2014	020407182591	100-0601-551.30-14	44.88	Library Materials
		10/21/2014	020407663833	100-0601-551.30-14	29.98	Library Materials
		10/21/2014	020409286897	100-0601-551.30-14	50.70	Library Materials
		10/21/2014	029185645079	100-0601-551.30-14	44.97	Library Materials
		10/21/2014	029188256414	100-0601-551.30-14	29.03	Library Materials
		10/21/2014	046325604024	100-0601-551.30-14	66.89	Library Materials

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SYNCB/AMAZON...	47972...	10/21/2014	083910177783	100-0601-551.30-14	39.98	Library Materials
		10/21/2014	083911267926	100-0601-551.30-14	(1.89)	Library Materials
		10/21/2014	083911884054	100-0601-551.30-14	23.76	Library Materials
		10/21/2014	102672402294	100-0601-551.30-14	13.51	Library Materials
		10/21/2014	102672694538	100-0601-551.30-14	(0.14)	Library Materials
		10/21/2014	102676978334	100-0601-551.30-14	118.93	Library Materials
		10/21/2014	108130326052	100-0601-551.30-14	70.96	Library Materials
		10/21/2014	108137198801	100-0601-551.30-14	37.77	Library Materials
		10/21/2014	124800846287	100-0601-551.30-14	(2.00)	Library Materials
		10/21/2014	124804529543	100-0601-551.30-14	26.99	Library Materials
		10/21/2014	194303788036	100-0601-551.30-14	14.96	Library Materials
		10/21/2014	194304679749	100-0601-551.30-14	34.99	Library Materials
		10/21/2014	194305624207	100-0601-551.30-14	73.95	Library Materials
		10/21/2014	194306847781	100-0601-551.30-14	186.27	Library Materials
		10/21/2014	194307082151	100-0601-551.30-14	157.42	Library Materials
		10/21/2014	194308640471	100-0601-551.30-14	83.88	Library Materials
		10/21/2014	250977376208	100-0601-551.30-14	16.99	Library Materials
		10/21/2014	254940429672	100-0601-551.30-14	114.81	Library Materials
		10/21/2014	301510460557	100-0601-551.30-14	175.14	Library Materials
		10/21/2014	301510884670	100-0601-551.30-14	115.44	Library Materials
		10/21/2014	301511270824	100-0601-551.30-14	(4.97)	Library Materials
		10/21/2014	301514842132	100-0601-551.30-14	36.99	Library Materials
		10/21/2014	301517460516	100-0601-551.30-14	(0.02)	Library Materials
			Total for check: 47972		1,811.97	
UNIQUE BOOKS INC	47973	10/21/2014	362968.2	100-0601-551.30-14	24.57	Library Materials
		10/21/2014	362969.2	100-0601-551.30-14	13.64	Library Materials
		10/21/2014	362970.2	100-0601-551.30-14	71.79	Library Materials
			Total for check: 47973		110.00	
UNIQUE MANAGEMENT SERVICES INC	47974	10/21/2014	272665	100-0000-441.19-00	170.05	Collection Agency Fees
			Total for check: 47974		170.05	

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UNITED PAPER CORPORATION	47975	10/21/2014	83100	100-0601-551.30-13	85.28	Aluminum Can Container
			Total for check: 47975		85.28	
US BANK EQUIPMENT FINANCE	47976	10/21/2014	263385148	100-0601-551.24-04	142.03	Copier Contract
			Total for check: 47976		142.03	
WINNEFOX AUTOMATED LIBRARY SYSTEM	47977	10/21/2014	2439	100-0601-551.30-11	144.73	Overdue & Hold Notices
			Total for check: 47977		144.73	
WINNEFOX LIBRARY SYSTEM	47978	10/21/2014	5425	100-0601-551.32-01	230.00	Movie Site License
		10/21/2014	5447	100-0601-551.30-11	173.00	Postage
			Total for check: 47978		403.00	
WISCONSIN DEPT OF JUSTICE	47979	10/21/2014	G3228	100-0601-551.21-06	35.00	
			Total for check: 47979		35.00	
YOUTH SPORTS CLUB INC	47980	10/21/2014	6095	100-0601-551.30-14	108.79	Library Materials
			Total for check: 47980		108.79	
YP	47981	10/21/2014		100-0601-551.22-01	168.17	Advertising
			Total for check: 47981		168.17	
					15,728.10	

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AAA PORTABLES	47982	10/23/2014	D-16477	100-0703-553.20-09	175.00	Rental
		10/23/2014	D-16931	100-0703-553.20-09	56.07	Rental
	Total for check: 47982				231.07	
ACCURATE	47983	10/23/2014	1414728	731-1022-541.30-18	122.76	Drill/Tape
		10/23/2014	1414911	731-1022-541.30-18	33.97	Carriage/Hex Head
	Total for check: 47983				156.73	
AIRGAS USA LLC	47984	10/23/2014	9921866776	100-0703-553.30-18	17.95	Acetylene/Oxygen
		10/23/2014	9921867528	100-0703-553.30-18	175.85	Acetylene/Oxygen/Argon
	Total for check: 47984				193.80	
CITY OF APPLETON	47985	10/23/2014	221408	100-0302-542.25-01	13,459.00	October 2014 Transit Services
		Total for check: 47985				13,459.00
ASSOCIATED APPRAISAL CONSULTANTS	47986	10/23/2014	18325	100-0402-513.21-09	4,991.67	Assessment Services
				100-0402-513.30-11	52.80	Postage
	10/23/2014	18326	100-0402-513.21-09	59.76	Internet Posting/Assessor	
Total for check: 47986				5,104.23		
AT&T	47987	10/23/2014	920R09453010	100-1001-514.22-01	113.90	Alarms
				601-1020-543.22-01	292.50	Alarms
	Total for check: 47987				406.40	
BECK ELECTRIC INC	47988	10/23/2014	OCT1914COMED13	100-1008-541.24-04	495.24	Traffic Light Down Oneida & Manitowoc
				Total for check: 47988		
BERGSTROM FORD OF NEENAH	47989	10/23/2014	251707C	100-0801-521.29-04	195.51	Repair
		10/23/2014	252238C	100-0801-521.29-04	350.67	Repair

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BERGSTROM FORD OF NEENAH...	47989...	10/23/2014	CM27810	731-1022-541.38-03	(5.26) Credit	
			Total for check: 47989		540.92	
BRUCE MUNICIPAL EQUIPMENT INC	47990	10/23/2014	5142943	731-1022-541.38-03	129.41 Horn Relay	
			Total for check: 47990		129.41	
BUCKLIN'S TREE SERVICE	47991	10/23/2014	3490	625-1010-541.30-18	29.28 3/4" Clear	London & Plank Storm
			Total for check: 47991		29.28	
CDW GOVERNMENT INC	47992	10/23/2014	PS47888	743-0403-513.29-01	126.18 Toner	
			Total for check: 47992		126.18	
CRESCENT ELECTRIC SUPPLY COMPANY	47993	10/23/2014	S5000035218.001	100-0703-553.30-18	57.78 Trestle Bridge Red Lights	
		10/23/2014	S500050219.001	100-0703-553.24-03	155.66 Conn Block/Fuseholder	
		10/23/2014	S500052860.001	731-1022-541.24-03	13.93 Exterior Wall Packs	
		10/23/2014	S500057332.001	100-0703-553.30-18	92.35 Conduit/Coupling	
			Total for check: 47993		319.72	
CULLIGAN WATER CONDITIONING	47994	10/23/2014	718387	100-1001-514.20-01	18.90 Rental	
			Total for check: 47994		18.90	
DIGIPRINT	47995	10/23/2014	144854	100-0304-562.30-18	88.00 Business Cards	Kristi Heim
				100-0801-521.29-01	132.00 Envelopes	PD
		10/23/2014	144864	100-1008-541.29-01	218.00 Signs	
			Total for check: 47995		438.00	
EARTHLINK BUSINESS	47997	10/23/2014		100-0402-513.22-01	7.51 Assessor	
				100-0201-512.22-01	7.30 Attorney	
				100-0000-123.00-00	16.67 Bld Insp	
				100-0203-512.22-01	15.18 Clerk	

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EARTHLINK BUSINESS...	47997...	10/23/2014...	...	100-0304-562.22-01	27.32	Com Dev
				100-1001-514.22-01	82.74	City Hall
				100-0401-513.22-01	36.86	Finance
				731-1022-541.22-01	29.66	Garage
				100-0903-531.22-01	56.04	Health
				743-0403-513.22-01	17.53	IT
				100-0601-551.22-01	194.24	Library
				100-0101-511.22-01	11.52	Mayor
				100-0702-552.22-01	30.89	Rec
				100-0703-553.22-01	51.90	Parks
				100-0202-512.22-01	18.46	Personnel
				100-0801-521.22-01	286.41	Police
				100-1002-541.22-01	48.13	Eng
				100-0920-531.22-01	15.07	Sr Center
				100-1008-541.22-01	4.35	Sign
				100-0502-522.22-01	45.75	EOC
207-0000-123.00-00	30.68	Marina				
100-0000-123.00-00	343.34	Menasha Utilities				
Total for check: 47997					1,377.55	
FOX STAMP SIGN & SPECIALTY	47998	10/23/2014	O3-34143	100-0204-512.30-18	41.70	ID Stamp/Voting
				Total for check: 47998		
FOX VALLEY TECHNICAL COLLEGE	47999	10/23/2014	TPB0000242329FY	100-0801-521.34-02	300.00	Class
				Total for check: 47999		
GALLS LLC	48000	10/23/2014	002477303	100-0801-521.29-04	33.95	Speaker
		10/23/2014	002491374	100-0801-521.30-18	410.00	Alco-Sensor
		Total for check: 48000				

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GANNETT WISCONSIN MEDIA	48001	10/23/2014	0008379675	100-0405-513.29-02	646.42	Legals
			Total for check: 48001		646.42	
GOSS AUTO BODY INC	48002	10/23/2014	RO#024154	100-0801-521.29-04	205.10	Repair
			Total for check: 48002		205.10	
GRAINGER INC	48003	10/23/2014	9553880536	601-1020-543.30-15	111.85	Clamping Tool
				731-1022-541.38-03	319.05	Rotary Gear Pump Head
			Total for check: 48003		430.90	
GRIESBACH READY-MIX LLC	48004	10/23/2014	3142	100-1009-541.30-18	325.50	4th & Appleton Warsaw
				625-1003-541.30-18	858.00	4th & Appleton Warsaw
			Total for check: 48004		1,183.50	
GUNDERSON CLEANERS	48005	10/23/2014	975473	100-0801-521.19-03	9.00	Patches
			Total for check: 48005		9.00	
INFINITY TECHNOLOGY INC	48006	10/23/2014	506551	743-0403-513.24-04	1,056.16	Spam Filter Agreement
			Total for check: 48006		1,056.16	
JOHN'S SAW SERVICE	48007	10/23/2014	9887	731-1022-541.38-03	2.80	Screws
			Total for check: 48007		2.80	
KAEMPFER & ASSOCIATES INC	48008	10/23/2014	17619	601-1020-543.21-02	259.48	Project #E145-01.07
		10/23/2014	17620	601-1020-543.21-02	427.41	Project #E145-01.11
			Total for check: 48008		686.89	

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KJ WASTE SYSTEMS INC	48009	10/23/2014		266-1027-543.21-06	545.00	Cardboard/Co-Ming/Rental
			Total for check: 48009		545.00	
DARLENE KRAUS	48010	10/23/2014	KRAUS	100-0801-521.19-03	82.71	Uniform Allowance
			Total for check: 48010		82.71	
KUNDINGER FLUID POWER INC	48011	10/23/2014	50302178	100-1008-541.24-04	26.31	Valve
			Total for check: 48011		26.31	
KWIK TRIP INC	48012	10/23/2014		100-0801-521.38-01	102.66	Fuel
			Total for check: 48012		102.66	
LINCOLN CONTRACTORS SUPPLY INC	48013	10/23/2014	J53845	731-1022-541.38-03	49.44	Valve/Bushing
		10/23/2014	J54494	625-1003-541.30-18	65.98	Hammer Bit
			Total for check: 48013		115.42	
MATTHEWS TIRE & SERVICE CENTER	48014	10/23/2014	52374	731-1022-541.38-02	66.31	Flat Repair
		10/23/2014	52377	731-1022-541.38-02	1,270.00	Replace Tire
			Total for check: 48014		1,336.31	
MCCLONE INSURANCE GROUP	48015	10/23/2014	244830	100-0801-521.32-01	30.00	Notary Bond Renewal Halderson
			Total for check: 48015		30.00	
MENARDS-APPLETON EAST	48016	10/23/2014	57116	625-1003-541.30-18	127.92	Downtown Curb Form Fronts
		10/23/2014	57117	625-1003-541.30-18	(32.00)	Credit
			Total for check: 48016		95.92	

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MENASHA JOINT SCHOOL DISTRICT	48017	10/23/2014		100-0000-412.00-00	6,036.00	October Mobile Home
			Total for check: 48017		6,036.00	
MENASHA MUNICIPAL COURT, TOWN OF	48018	10/23/2014		100-0000-201.03-00	262.80	Bond Report #MP14-102654
			Total for check: 48018		262.80	
MENASHA NEENAH MUNICIPAL COURT	48019	10/23/2014		100-0000-201.03-00	454.00	Bond Report #13-309
				100-0000-201.03-00	806.00	Bond Report #13-308
			Total for check: 48019		1,260.00	
MODERN BUSINESS MACHINES	48020	10/23/2014	26357217	743-0403-513.29-01	287.53	Monthly Printing Agreement
		10/23/2014	26357631	743-0403-513.29-01	243.10	Monthly Printing Agreement
			Total for check: 48020		530.63	
MORTON SAFETY	48021	10/23/2014	150212-00	100-0801-521.30-18	23.00	Biohazard Bags
			Total for check: 48021		23.00	
NETWORK HEALTH SYSTEM INC	48022	10/23/2014	324307	100-0202-512.21-05	203.00	Tests
			Total for check: 48022		203.00	
LINDA PALMBACH	48023	10/23/2014	PALMBACH	100-0903-531.33-01	34.35	September 2014
			Total for check: 48023		34.35	
RIESTERER & SCHNELL INC	48024	10/23/2014	725734	731-1022-541.38-03	202.76	Spindle
			Total for check: 48024		202.76	
SAFEGUARD BUSINESS SYTEMS	48025	10/23/2014	030166661	100-0401-513.30-10	98.50	Deposit Tickets
			Total for check: 48025		98.50	

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SCHAEFFER MFG CO	48026	10/23/2014	UL7498-INV1	731-1022-541.30-18	593.21	Gear Lube
			Total for check: 48026		593.21	
SCHENCK SC	48027	10/23/2014	SC10041973	100-0401-513.21-03	7,700.00	Financial Audit 2013
			Total for check: 48027		7,700.00	
R A SMITH NATIONAL INC	48028	10/23/2014	114009	489-0304-562.21-02	5,523.50	Gilbert Waterfront Trail Final Design
			Total for check: 48028		5,523.50	
SMT MANUFACTURING & SUPPLY	48029	10/23/2014	0029878-IN	731-1022-541.38-03	28.44	Belt
		10/23/2014	0029884-IN	731-1022-541.38-03	98.19	Belt
		10/23/2014	0029888-IN	731-1022-541.38-03	30.78	Bearing
			Total for check: 48029		157.41	
STAPLES ADVANTAGE	48030	10/23/2014	3244716652	100-1002-541.30-10	(2.79)	Credit Eng
		10/23/2014	8031497727	100-0801-521.30-10	51.75	Supplies
			Total for check: 48030		48.96	
KURT STEIN	48031	10/23/2014	STEIN	100-0000-201.15-00	250.00	Hometown Halloween Performance Fee
			Total for check: 48031		250.00	
SUNGARD PUBLIC SECTOR INC	48032	10/23/2014	89125	743-0403-513.24-04	2,806.00	Monthly Accounting System Maint
			Total for check: 48032		2,806.00	
UNIFIRST CORPORATION	48033	10/23/2014	097 0173499	731-1022-541.20-01	115.53	Supply Cleaning
			Total for check: 48033		115.53	

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UW-FOX VALLEY	48034	10/23/2014	15-22030	100-0405-513.21-08	1,170.00	3rd Quarter Videotape Meetings
			Total for check: 48034		1,170.00	
VERIZON WIRELESS	48035	10/23/2014	9733079087	100-0703-553.22-01	30.97	
		10/23/2014	9733079088	100-1002-541.22-01	131.53	
				625-1002-541.22-01	43.84	
				601-1020-543.22-01	22.44	
		10/23/2014	9733079089	100-1001-514.22-01	7.08	
		10/23/2014	9733079091	743-0403-513.22-01	155.38	Cell/Data Service
		10/23/2014	9733079092	100-0801-521.22-01	548.97	
		10/23/2014	9733079093	100-0304-562.22-01	114.78	Cell Phones
			Total for check: 48035		1,054.99	
VIEVU	48036	10/23/2014	10491	100-0801-521.30-15	200.00	Video Camera Service
		10/23/2014	10841	100-0801-521.30-15	200.00	Video Camera
			Total for check: 48036		400.00	
VISION INSURANCE PLAN OF AMERICA	48037	10/23/2014	153144	100-0000-204.10-00	1,115.50	November 2013
			Total for check: 48037		1,115.50	
WAUSAU EQUIPMENT COMPANY INC	48038	10/23/2014	161218	731-1022-541.38-03	175.41	Single Brg
			Total for check: 48038		175.41	
WAUSHARA COUNTY CLERK OF COURTS	48039	10/23/2014		100-0000-201.03-00	400.60	Bond Report #14-102641
			Total for check: 48039		400.60	
WE ENERGIES	48040	10/23/2014		100-0703-553.22-04	8.99	2170 Plank Road 9/9/14 - 10/8/14
			Total for check: 48040		8.99	
WINNEBAGO COUNTY TREASURER	48041	10/23/2014	6315	100-0203-512.21-08	60.50	Record Documents

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WINNEBAGO COUNTY TREASURER...	48041...	10/23/2014...	6315...	263-0306-562.70-01	30.00	CDBG Mortgage
			Total for check: 48041		90.50	
WISNET	48042	10/23/2014	3881	743-0403-513.21-04	750.00	Quarterly Network Access
			Total for check: 48042		750.00	
WISCONSIN DEPT OF JUSTICE	48043	10/23/2014	L7101T	100-0801-521.21-06	77.00	9/1/14 - 9/30/14
			Total for check: 48043		77.00	
DEPARTMENT OF NATURAL RESOURCES	48044	10/23/2014		470-0920-531.82-01	135.00	Senior Center
			Total for check: 48044		135.00	
					61,590.82	

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ACC PLANNED SERVICE INC	48045	10/30/2014	13227	100-0801-521.24-03	70.95	Labor & Service	
				100-0501-522.24-03	47.30	Labor & Service	
				Total for check: 48045		118.25	
ACCENT BUSINESS SOLUTIONS INC	48046	10/30/2014	59510	100-0903-531.29-01	90.95	Toner	
				Total for check: 48046		90.95	
ACCURATE	48047	10/30/2014	1414734	731-1022-541.30-18	7.26	Masking Tape	
				1414954	731-1022-541.38-03	295.73	Brake Pads/Rotor
				1414973	731-1022-541.30-18	27.62	Lube
				1415018	731-1022-541.29-04	72.90	Align Front End
				Total for check: 48047		403.51	
CITY OF APPLETON	48048	10/30/2014	221498	100-0918-531.21-06	500.00	Preparedness Agreement	
				Total for check: 48048		500.00	
ARK MEDIA GROUP	48049	10/30/2014	00002518	501-0304-562.21-10	173.00	September 2014 Website Updates	
					Total for check: 48049		173.00
BAHCALL RUBBER CO INC	48050	10/30/2014	674126-001	731-1022-541.38-03	25.24	Pipe Thread Reducer Connector	
				Total for check: 48050		25.24	
BAYCOM INC	48051	10/30/2014	159754	100-0801-521.29-04	55.00	Service Call	
				Total for check: 48051		55.00	
BECK ELECTRIC INC	48052	10/30/2014	OCT1914COMED14	100-1012-541.24-04	170.00	Locate Electric	
				Total for check: 48052		170.00	

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BMO HARRIS BANK NA	48053	10/30/2014	4045746	100-0202-512.21-06	260.00	Monthly Fee
			Total for check: 48053		260.00	
CARDMEMBER SERVICE	48057	10/30/2014	0009	100-0601-551.30-16	27.00	Dollar Tree
		10/30/2014	0015	100-0703-553.30-18	1,417.72	Intectural
		10/30/2014	0021	731-1022-541.38-03	400.00	Column
		10/30/2014	0043	100-0703-553.34-03	124.00	Chula Vista Resort
		10/30/2014	0131	100-0304-562.34-02	90.00	Demo Workshop Kara
		10/30/2014	0173	100-0801-521.34-03	150.00	Chula Vista Resort
		10/30/2014	0551	100-0601-551.34-02	236.00	Wisconsin Library
		10/30/2014	1289	100-0801-521.29-04	39.94	Innovative Products
		10/30/2014	1357	824-0807-521.30-15	35.92	Festival Foods
		10/30/2014	1874	100-1002-541.33-02	22.50	Webinar
				625-1002-541.33-02	7.50	Webinar
		10/30/2014	2144	100-0801-521.30-11	17.00	UPS
		10/30/2014	2310	100-0801-521.30-11	27.87	UPS
		10/30/2014	2661	100-0202-512.34-03	83.00	Glacier Canyon
		10/30/2014	2811	100-0601-551.30-16	70.20	Subway
		10/30/2014	2836	100-0803-521.30-15	49.28	Galls Intern
		10/30/2014	2908	100-0000-201.15-00	162.55	Oriental Trading
		10/30/2014	3009	100-0401-513.30-11	22.15	The UPS Store
		10/30/2014	3296	100-0601-551.30-10	49.99	Best Buy
		10/30/2014	3609	100-0801-521.19-03	174.99	Streicher's
		10/30/2014	3726	100-0601-551.24-03	51.50	Lib Emergency Light
		10/30/2014	3802	100-0601-551.30-16	10.20	Manderfield Home Bakery
		10/30/2014	4112	100-0101-511.33-02	220.00	Paypal
		10/30/2014	4614	100-0401-513.30-10	113.84	Office Supplies
		10/30/2014	4984	100-1002-541.22-01	11.98	Cell Phone Charger
		10/30/2014	5078	100-0601-551.24-03	20.00	Lib Irrigation
		10/30/2014	5205	100-0801-521.32-01	9.00	TLO Transunion
		10/30/2014	5484	100-0801-521.19-04	10.99	Gunderson Cleaners
		10/30/2014	5539	100-0703-553.32-01	9.99	Angie's List Contractors
		10/30/2014	5687	100-0706-561.34-02	80.00	Wisconsin Arborist
		10/30/2014	6202	731-1022-541.24-03	78.00	PWF Door Opener

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CARDMEMBER SERVICE...	48057...	10/30/2014	6433	100-0601-551.34-03	110.63	Kalahari Resorts
		10/30/2014	6651	100-0601-551.34-02	175.00	Wisconsin Library
				100-0601-551.33-03	38.00	Wisconsin Library
		10/30/2014	6719	100-0703-553.24-03	82.08	E Diamond Restroom
		10/30/2014	7091	824-0807-521.30-15	36.19	Pet Supplies
		10/30/2014	7124	100-0801-521.34-02	(25.25)	Credit
		10/30/2014	7133	100-0903-531.34-02	25.00	Training
		10/30/2014	7141	100-0903-531.34-02	25.00	Training
				100-0903-531.34-02	25.00	Training
		10/30/2014	7171	100-0801-521.30-12	64.99	Amazon
		10/30/2014	7412	100-0801-521.29-04	(18.61)	Credit
		10/30/2014	7524	100-0801-521.19-03	69.00	Ray O'Herron
		10/30/2014	7623	100-0801-521.29-04	49.97	Amazon
		10/30/2014	7831	100-0704-552.24-03	(23.46)	Credit
		10/30/2014	8011	100-0601-551.30-11	8.13	USPS
		10/30/2014	8159	100-0304-562.34-02	1,200.00	Cals GIS
		10/30/2014	8231	100-0202-512.32-01	204.00	Survey Monkey
		10/30/2014	8337	100-0703-553.24-03	108.97	Ark Rope Light
		10/30/2014	8471	100-0000-201.15-00	330.00	Candywarehouse.com
		10/30/2014	9197	100-0703-553.34-03	6.95	Jimmy John's
		10/30/2014	9320	100-0903-531.34-03	70.00	Training/Lodging
		10/30/2014	9328	100-1002-541.22-01	7.36	Cell Phone Battery
		10/30/2014	9464	100-0101-511.33-02	65.00	Paypal
		10/30/2014	9527	100-0801-521.30-18	75.80	Qualification Targets
		10/30/2014	9752	731-1022-541.24-03	40.00	PWF Door Opener
		10/30/2014	9771	100-0801-521.30-15	19.92	Brownells
				Total for check: 48057	6,592.78	
DISCOUNTID	48058	10/30/2014	SI-240621	100-0801-521.30-10	132.96	1 Empty Dispenser
				Total for check: 48058	132.96	

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DUMKE & ASSOCIATES &	48059	10/30/2014	316 RACINE	100-0903-531.29-06	2,163.33	316 Racine Street
			Total for check: 48059		2,163.33	
FORCE AMERICA DISTRIBUTING LLC	48060	10/30/2014	02127585	731-1022-541.38-03	343.55	Valve
			Total for check: 48060		343.55	
FOX CITIES PARTY RENTAL	48061	10/30/2014	145284-1	100-0000-201.15-00	650.00	Farm Market
			Total for check: 48061		650.00	
GOOD ARMSTRONG TRAINING & CONSULTIN	48062	10/30/2014	11932	100-0904-531.34-02	200.00	Asbestos Supervisor Refresher Training
			Total for check: 48062		200.00	
GRIESBACH READY-MIX LLC	48063	10/30/2014	3147	625-1003-541.30-18	1,666.50	Concrete
			Total for check: 48063		1,666.50	
GUNDERSON CLEANERS	48064	10/30/2014	213031	100-0801-521.30-13	34.66	Mats/Towels
			Total for check: 48064		34.66	
GUSTMAN CHEVROLET SALES INC	48065	10/30/2014	33638	731-1022-541.38-03	23.68	Spring
			Total for check: 48065		23.68	
HORN PRECAST	48066	10/30/2014	5866	625-1010-541.30-18	1,588.00	Risers
			Total for check: 48066		1,588.00	
HORST DISTRIBUTING INC	48067	10/30/2014	42895-000	731-1022-541.38-03	160.25	Seal Kit
			Total for check: 48067		160.25	
JX ENTERPRISES INC	48068	10/30/2014	G-242480021	731-1022-541.38-03	56.50	Antenna

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JX ENTERPRISES INC...	48068...	10/30/2014	G-242510006	731-1022-541.38-03	212.80	Switch-Wiper/Washer
			Total for check: 48068		269.30	
KUNDINGER FLUID POWER INC	48069	10/30/2014	50302594	731-1022-541.38-03	96.78	43 Series/Buna-N O Ring
			Total for check: 48069		96.78	
MATTHEWS TIRE & SERVICE CENTER	48070	10/30/2014	52483	731-1022-541.38-02	1,851.56	Demount Tires
			Total for check: 48070		1,851.56	
MCC INC	48071	10/30/2014	MCCINC	100-0000-201.04-00	(1,786.28)	Street Reconstruction #2014-02
				625-1003-541.82-02	3,612.16	Street Reconstruction #2014-02
				470-1003-541.82-02	3,032.72	Street Reconstruction #2014-02
				100-1003-541.82-02	29,080.78	Street Reconstruction #2014-02
			Total for check: 48071		33,939.38	
MENASHA NEENAH MUNICIPAL COURT	48072	10/30/2014	MNMUNICOURT	100-0000-201.03-00	139.00	Bond Report #14-000208
				100-0000-201.03-00	59.00	Bond Report #14-000207
			Total for check: 48072		198.00	
POSTMASTER	48073	10/30/2014	PI 39	100-1001-514.30-11	220.00	1st Class Presort
			Total for check: 48073		220.00	
MENASHA TREASURER	48074	10/30/2014	FINANCE	100-0204-512.30-11	49.00	Postage
				100-0903-531.30-11	23.51	Postage
				100-0904-531.33-03	11.45	Conference
				100-0905-531.30-18	3.41	Memory Cafe
				731-1022-541.30-11	7.05	Postage
		10/30/2014	PWF	100-1018-543.30-11	49.00	Postage
			Total for check: 48074		143.42	

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MENASHA UTILITIES	48076	10/30/2014		100-0601-551.22-05	9.35	440 First Street
				100-1008-541.22-03	322.77	Electric
				100-0000-123.00-00	18.17	Electric
				100-1012-541.22-03	99.54	Electric
				501-0304-562.22-03	15.46	Electric
				501-0304-562.22-06	43.13	Storm
				100-0304-562.22-03	28.55	Electric
				625-0304-562.22-03	8.24	Electric
				100-1013-541.22-03	31.70	Electric
				100-1013-541.22-06	277.51	Storm
				207-0707-552.22-03	1,231.36	Electric
				207-0707-552.22-05	90.84	Water
				207-0707-552.22-06	48.76	Storm
				100-0703-553.22-03	1,910.91	Electric
				100-0703-553.22-05	17,317.04	Water
				100-0703-553.22-06	343.77	Storm
				100-1001-514.22-03	1,442.46	Electric
				100-1001-514.22-05	484.60	Water
				743-0403-513.21-04	167.75	Internet Charge
				743-0403-513.21-04	2,310.40	Dark Fiber Charge
				100-0305-562.22-06	2.50	Storm
				100-1014-543.22-06	53.13	Storm
				100-1019-552.22-03	180.29	Electric
	100-1019-552.22-05	82.42	Water			
	601-1020-543.22-03	32.14	Electric			
			Total for check: 48076		26,552.79	
NEENAH FOUNDRY	48077	10/30/2014	105844	100-1009-541.30-18	1,714.00	Replacement Hooks
				601-1020-543.30-18	632.00	Replacement Hooks
						Total for check: 48077

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CITY OF NEENAH	48078	10/30/2014	NMFIRESVCS	100-0501-522.25-01	259,082.00	Fire/Rescue Services
			Total for check: 48078		259,082.00	
SUSAN NETT	48079	10/30/2014	NETT	100-0202-512.30-16	10.00	Wellness Incentive
			Total for check: 48079		10.00	
ODB COMPANY	48080	10/30/2014	0064446-IN	625-1028-543.30-15	1,950.87	Impellers
			Total for check: 48080		1,950.87	
PIGGLY WIGGLY MIDWEST LLC	48081	10/30/2014	2136	100-0914-531.30-18	50.99	Flu Clinic
			Total for check: 48081		50.99	
PRIORITY 1 POLICE & FIRE	48082	10/30/2014	1004	100-0801-521.29-04	1,500.00	Squad Install/Wiring
			Total for check: 48082		1,500.00	
PSS WORLD MEDICAL INC	48083	10/30/2014	99974656	100-0914-531.30-18	16.10	Epinephrine
			Total for check: 48083		16.10	
DR TERESA RUDOLPH	48084	10/30/2014	RUDOLPH	100-0903-531.21-05	150.00	City Physician
			Total for check: 48084		150.00	
SAFEGUARD BUSINESS SYTEMS	48085	10/30/2014	030166649	100-0202-512.29-01	162.64	W2's
			Total for check: 48085		162.64	
VICKI SCHULTZ	48086	10/30/2014	SCHULTZ	100-0914-531.30-18	28.00	Reimbursement/Supplies
				100-0914-531.30-18	11.42	Reimbursement/Supplies
			Total for check: 48086		39.42	

AP Check Register

Check Date: 10/30/2014

<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>
SERVICEMASTER BUILDING MAINTENANCE	48087	10/30/2014	13673	100-0903-531.20-01	490.00	Janitorial Service
			Total for check: 48087		490.00	
R A SMITH NATIONAL INC	48088	10/30/2014	115244	489-0304-562.21-02	2,912.00	Gilbert Waterfront Trail Final Design
			Total for check: 48088		2,912.00	
STEWART, GRAHAM	48089	10/30/2014	OVERPAY	100-0000-201.03-00	10.00	Overpay Cit #00060581
			Total for check: 48089		10.00	
TOYS FOR TRUCKS	48090	10/30/2014	13667	731-1022-541.38-03	77.00	Tailgate Liner/Protector
			Total for check: 48090		77.00	
UNIFIRST CORPORATION	48091	10/30/2014	097 0173963	731-1022-541.20-01	249.29	Mat/Mop/Clothing Service
			Total for check: 48091		249.29	
UNITED WAY FOX CITIES	48092	10/30/2014	20141030	100-0000-202.09-00	31.75	PAYROLL SUMMARY
			Total for check: 48092		31.75	
VALLEY DIESEL INJECTION INC	48093	10/30/2014	439232	731-1022-541.38-03	30.69	Fuel Head Assy/Filter
			Total for check: 48093		30.69	
VERIZON WIRELESS	48094	10/30/2014	9733447235	100-0801-521.22-01	39.52	
			Total for check: 48094		39.52	
WE ENERGIES	48095	10/30/2014	WEENERGIES	100-1012-541.22-03	2,249.32	Street Lights
				100-0000-123.00-00	72.46	Bill N-M Fire
				100-1001-514.22-04	158.48	City Hall
				100-0801-521.22-04	100.06	Police
				100-0920-531.22-04	10.99	Sen Ctr

AP Check Register

Check Date: 10/30/2014

<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>
WE ENERGIES...	48095...	10/30/2014...	WEENERGIES...	100-0601-551.22-04	161.66	Library
				100-0703-553.22-04	70.43	Parks
				100-0704-552.22-04	28.88	Pool
				207-0707-552.22-04	23.17	Marina
				731-1022-541.22-04	86.69	Garage
				100-0903-531.22-04	9.38	316 Racine Street
				Total for check: 48095	2,971.52	
WINNEBAGO COUNTY TREASURER	48096	10/30/2014	RF101043	266-1029-543.25-01	2,093.00	161 Appliances
				Total for check: 48096	2,093.00	
WISCONSIN SUPPORT COLLECTIONS	48097	10/30/2014	20141030	100-0000-202.03-00	632.88	PAYROLL SUMMARY
				Total for check: 48097	632.88	
WPERLA	48098	10/30/2014	WPERLA	100-0202-512.34-02	75.00	Registration
				Total for check: 48098	75.00	
YMCA OF THE FOX CITIES	48099	10/30/2014	CM4Q14	100-0920-531.21-06	22,275.00	Sr Center Collaboration 4th Quarter 2014
				Total for check: 48099	22,275.00	
					375,818.56	



To: Menasha Common Council
From: Jenny Groeschel and Ginger Tralongo, Police Records
RE: Beverage Operator License (Bartender) Applicants
Date: **October 29, 2014**

The below individuals have applied for a bartender license to serve, dispense and/or sell alcohol at a licensed establishment within the City. They have all met the criteria under the "Guidelines for Operator Licenses" approved by the Common Council. Therefore, staff is recommending the following people be **APPROVED** for an Operator's License for the 2013-2015 licensing period:

Jessica Pelzar
Carly Holeton
Klanna Blount

The following individual has applied for a bartender license to serve, dispense and/or sell alcohol at a licensed establishment in the City. They have not met the criteria under the "Guidelines for Operator Licenses" approved by the Common Council. Therefore, staff is recommending the following person be **DENIED** an Operator's License:

Kory Kolosso
Danielle M. Raehl

Cc: Chief Styka



October 29, 2014

Kory M. Kolosso
636 ½ Tayco St.
Menasha, WI 54952

Re: City of Menasha Alcohol Operator's License Application

Dear Mr. Kolosso,

Upon reviewing your application for an Alcohol Operator's License in the city of Menasha, it has been determined that you have been convicted of a Felony and therefore under the city of Menasha Ordinance and Guidelines I am denying your application for an operator's license.

According to the background check, on January 24, 1997 you were convicted of Knowingly Fleeing an Officer in Outagamie County which is a Felony. In addition you were convicted of a Felony Hit and Run to an Attended Vehicle resulting from the same incident.

Engaging in bartending involves the purchase and sale of a closely regulated substance/alcohol. Individuals granted an operator's license must act in cooperation with Law Enforcement to enforce the alcohol beverage laws, drunk driving laws and assist with minimizing disturbances of the peace and maintaining the safety of the community. The incident that you have been convicted of substantially relates to the license for which you applied.

The city of Menasha Police Department is recommending to the city of Menasha Common Council that they deny your application for an Alcohol Operator's License within the city of Menasha. The recommendation will be given to the Common Council at its next meeting on November 3, 2014 at 6:00 p.m. or shortly thereafter. Should you wish to provide comment to the Common Council on your application you may do so during the public participation portion of the meeting.

Sincerely,

Lt. Ronald Bouchard
Investigative Services

CITY OF MENASHA
ALCOHOL OPERATORS LICENSE APPLICATION

Establishment of Employment Dollar General Store #13175
SPECIAL EVENT PROVISIONAL (TEMP) x REGULAR x RENEWAL

Name Kolosso Rory m
Last First Middle

Address 636 1/2 Taylor St Menasha WI 54952
Street City State/Zip Code

Phone 920 889 0666 Social Security [REDACTED]

Height [REDACTED] Weight [REDACTED] Eyes [REDACTED] Hair [REDACTED] Sex [REDACTED] Race [REDACTED]

Birth Date [REDACTED] Age [REDACTED] Birthplace [REDACTED]

Scars, Marks, Tattoos [REDACTED]
Drivers License No. [REDACTED] State of Issue [REDACTED]
Expiration Date [REDACTED]

NOTE: A license may be denied if applicant fails to provide accurate information or if the information is incomplete! Please read this section carefully.

Please explain all yes answers completely on the back of this form!

Do you currently have any criminal charges pending against you? no
Have you ever been convicted of a felony? yes
Have you ever been convicted of a misdemeanor? yes
Have you ever been convicted of operating a motor vehicle while under the influence of an intoxicant or drug? yes
Have you ever been convicted of any law statute or ordinance pertaining to the use or sale of alcohol (including drinking alcohol underage)? no
Have you ever been convicted of any law, statute or ordinance pertaining to the possession, use or sale illegal drugs? no

I UNDERSTAND THAT THE APPLICATION FEE WILL NOT BE RETURNED IF LICENSE IS DENIED.

SIGNATURE [Signature] Date 8/27-2014

WITNESS _____ Date _____

Approved _____ Denied _____ Expiration Date _____
Chief of Police [Signature] Date 10/27/14

Comments: Felony Convicted

REVOKED FOR VIOLATION: _____

Please answer all yes questions from the front of this form completely! Include correct charges, date of offense, and sentence. Failure to include all information or inaccurate information may result in the denial of your application!

I have a Felony Fleeing an officer Felony
DUI & Driving & Distributing ~~to~~ ~~of~~ ~~Hot~~ ~~2~~ ~~Pen~~
when I was 19yr old all from same incident

IN 2012 I had a Battery Criminal Minded Disorderly
that have All been dismissed.

I pulled these All off my car & have had some
Seat belt & Driving minor violations as well
fine payments & such
including Driving without a license which was
dropped when I got my license

2009?



October 29, 2014

Danielle M. Raehl
122 Mayer St.
Neenah, WI 54956

Re: Alcohol Operator's License Application

Dear Ms. Raehl,

Upon reviewing your application for an Alcohol Operator's License in the city of Menasha, it was determined that you have been convicted of a Felony and therefore under Menasha City Ordinance and Guidelines you do not qualify for an Operator's License. On conducting the background investigation into this application, it was determined that on November 17, 1999 you were convicted of a Felony for Manufacturing and Delivery of Amphetamine.

Engaging in bartending involves the purchase and sale of a closely regulated substance/alcohol. Individuals granted an Operator's License must act in cooperation with Law Enforcement to enforce the alcohol beverage laws, drunk driving laws and assist with minimizing disturbances of the peace in maintaining safety of the community. The incident that you were convicted of substantially relates to the license for which you applied arose out of an incident which occurred in August of 1999.

The city of Menasha Police Department is recommending to the common council that they deny your application for an Alcohol Operator's License within the city of Menasha. The recommendation will be given to the city of Menasha Common Council at its next meeting on November 3, 2014 at 6:00 p.m. or shortly thereafter. Should you wish to provide comment to the common council on your application you may do so during the public participation portion of the meeting.

Sincerely,

Lt. Ronald Bouchard
Investigative Services

CITY OF MENASHA
ALCOHOL OPERATORS LICENSE APPLICATION

Establishment of Employment The Grog
SPECIAL EVENT PROVISIONAL (TEMP) REGULAR RENEWAL

Name Raehl Danielle M.
Last First Middle

Address 122 Mayer St Neenah WI 54956
Street City State/Zip Code

Phone 920-716-4979

Height [redacted] Weight [redacted] Eyes [redacted] Hair [redacted] Sex [redacted] Race [redacted]

Birth Date [redacted] Age [redacted] Birthplace [redacted]

Scars, Marks, Tattoos [redacted]

Drivers License No. [redacted] State of Issue [redacted]

Expiration Date [redacted]

NOTE: A license may be denied if applicant fails to provide accurate information or if the information is incomplete! Please read this section carefully.

Please explain all yes answers completely on the back of this form!

Do you currently have any criminal charges pending against you? N.O.
Have you ever been convicted of a felony? yes (14 yrs ago)
Have you ever been convicted of a misdemeanor? yes
Have you ever been convicted of operating a motor vehicle while under the influence of an intoxicant or drug? yes
Have you ever been convicted of any law statute or ordinance pertaining to the use or sale of alcohol (including drinking alcohol underage)? N.O.
Have you ever been convicted of any law, statute or ordinance pertaining to the possession, use or sale illegal drugs? yes

I UNDERSTAND THAT THE APPLICATION FEE WILL NOT BE RETURNED IF LICENSE IS DENIED.

SIGNATURE [Signature] Date 10-22-14

WITNESS _____ Date _____

Approved _____ Denied [initials] Expiration Date _____

Chief of Police [Signature] Date 10/27/14

Comments: felony conviction 10/29/14 Typed Denial Letter mailed called applicant + emailed, too
G.T.

REVOKED FOR VIOLATION: _____



MEMO

To: Common Council

From: Debbie Galeazzi, Clerk

Subject: Foodmen 2, Inc
d/b/a Third Street Market, 403 Third Street, Menasha

Date: October 30, 2014

An application for a "Class A" intoxicating liquor and fermented malt beverage for the 2014-2015 liquor licensing year has been submitted by Foodmen 2, Inc, for the premises at 403 Third Street, Menasha.

The Police Dept. completed a background check and no objections. The Fire Department, Health Department, and Building Inspectors have no objection to the issuing liquor license. These departments will do a final inspection before the Occupancy Permit is issued.

ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning 20 14 ;
ending JUNE 30 20 15

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

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): Foodmen 2, Inc.

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	President Michael F. Novak	1815 Zion Ln. Abrams, WI.	54101
Vice President/Member	V-President Paul H. Fassbender	375 Clermont DePere, WI.	54115
Secretary/Member			
Treasurer/Member			
Agent	Michael F. Novak		
Directors/Managers			

3. Trade Name Third Street Market Business Phone Number 920-655-7567
4. Address of Premises 403 Third Street Post Office & Zip Code Menasha WI. 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 Wisconsin and date 5/2005 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.) Beer Cooler w/storage room Liq. & Wine gondolas
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. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? 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 13th day of October, 20 14

Reborah A. Galeazzi
(Clerk/Notary Public)

My commission expires 9-11-16

Michael F. Novak - President
(Office of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)
Paul H. Fassbender - V. Pres.
(Office of Corporation/Member/Manager of Limited Liability Company/Partner)

(Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>10/13/14</u>	Date reported to council/board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

**AUXILIARY QUESTIONNAIRE
ALCOHOL BEVERAGE LICENSE APPLICATION**

Submit to municipal clerk.

Individual's Full Name (please print) (last name) Novak		(first name) Michael		(middle name) Frank	
Home Address (street/route) 1815 ZION LN.		Post Office Abrams	City Little Suamico	State WI	Zip Code 54101
Home Phone Number		Age	Date of Birth	Place of Birth	

The above named individual provides the following information as a person who is (check one):

- Applying for an alcohol beverage license as an individual.
- A member of a partnership which is making application for an alcohol beverage license.
- President** of **Foodmen 2, INC.**
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

1. How long have you continuously resided in Wisconsin prior to this date? 16 years
2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Yes No
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
If yes, describe status of charges pending.
4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
If yes, identify, _____
(Name, Location and Type of License/Permit)
5. Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? Yes No
If yes, identify, _____
(Name of Wholesale Licensee or Permittee) (Address By City and County)
6. Named individual must list in chronological order last two employers.

Employer's Name Foodmen 2, INC.	Employer's Address 1220 S. Webster	Employed From 2005	To 2014
Employer's Name Supervalu Inc	Employer's Address 451 JOANNES BLVD	Employed From 1998	To 2005

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this 13th day of October, 2014
Nekorah A. Galeazzi
(Clerk/Notary Public)

Michael F. Novak - President
(Signature of Named Individual)

My commission expires 9-11-16



Printed on Recycled Paper

Wisconsin Department of Revenue

AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name) FASSBENDER		(first name) Paul	(middle name) H.	
Home Address (street/route) 375 CLERMONT CT	Post Office	City DEPERE	State WI	Zip Code 54115
Home Phone Number	Age	Date of Birth	Place of Birth	

The above named individual provides the following information as a person who is (check one):

- Applying for an alcohol beverage license as an individual.
- A member of a partnership which is making application for an alcohol beverage license.

OFFICER of FOODMEN 2 INC.
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? 25 years
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Yes No
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
 If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
 If yes, identify. FOODMEN 3 INC. GREEN BAY WI CLASS A
(Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? Yes No
 If yes, identify.
(Name of Wholesale Licensee or Permittee) (Address By City and County)
- Named individual must list in chronological order last two employers.

Employer's Name FOODMEN 3 INC	Employer's Address 2080 UNIVERSITY AVENUE	Employed From 7/99	To PRESENT
Employer's Name FOODMEN 2 INC	Employer's Address 1220 S. WEBSTER AVENUE	Employed From 05/05	To PRESENT

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this 13th day of October, 2014
Deborah A. Malaguzzi
(Clerk/Notary Public)

Paul H. Fassbender
(Signature of Named Individual)

My commission expires 9-11-16



SCHEDULE FOR APPOINTMENT OF AGENT BY CORPORATION/NONPROFIT ORGANIZATION OR LIMITED LIABILITY COMPANY

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by the officer(s) of the corporation/organization or members/managers of a limited liability company and the recommendation made by the proper local official.

To the governing body of: Town Village City of Menasha County of Winnebago

The undersigned duly authorized officer(s)/members/managers of Foodmen 2, Inc.
(registered name of corporation/organization or limited liability company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as Third Street Market
(trade name)

located at 403 Third Street Menasha, WI. 54952

appoints Michael F. Novak
(name of appointed agent)

1815 Zion Ln. Abrams, WI. 54101
(home address of appointed agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

Yes No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Is applicant agent subject to completion of the responsible beverage server training course? Yes No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 16 years

Place of residence last year 1815 Zion Ln. Abrams, WI. 54101

For: Foodmen 2, Inc.
(name of corporation/organization/limited liability company)

By: Michael F. Novak
(signature of Officer/Member/Manager)

And: _____
(signature of Officer/Member/Manager)

ACCEPTANCE BY AGENT

I, Michael F. Novak
(print/type agent's name), hereby accept this appointment as agent for the

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

Michael F. Novak - Presi. 10-13-14
(signature of agent) (date)

Agent's age _____

1815 Zion Ln. Abrams, WI. 54101
(home address of agent)

Date of _____

**APPROVAL OF AGENT BY MUNICIPAL AUTHORITY
(Clerk cannot sign on behalf of Municipal Official)**

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on 10/16/14 by St. Ronald Bouchard Title Police
(date) (signature of proper local official) (town chair, village president, police chief)



Memorandum

DATE: October 30, 2014

TO: Menasha Common Council

FROM: Mark Radtke, Director of Public Works *MR*

RE: Authorization to Execute Revised WisDOT Agreement for STH 441/Appleton Road Interchange

Project Description

The Wisconsin Department of Transportation (WisDOT) is finalizing plans for the proposed 2015 STH 441/Appleton Road interchange. This project involves the construction of a four lane divided urban section along Appleton Road from Midway Road north to Valley Road. Included in the scope of work is the construction of roundabouts at the STH 441 ramp terminals, and new traffic signals at the intersections of Appleton Road with Midway Road and Valley Road. Bicycle and pedestrian accommodations are incorporated into the design, and lighting will be installed along Appleton Road and at the roundabouts. This work is scheduled to commence in the spring of 2015.

Request for Revision to Agreement

The proposed revised State/Municipal Agreement (SMA) for this project is enclosed for your reference. WisDOT is responsible for all design and construction costs for this project other than costs related to the sanitary sewers and water facilities and the cost for installation of poles and fixtures for the municipal street lighting system. WisDOT will entirely fund the construction, operation and maintenance of the street lighting designated exclusively for the roundabouts. The Town of Menasha Utility District is responsible for the sanitary sewer and water main facilities. WisDOT will fund the underground portion of the municipal lighting system including the bases and conduit. With the existing agreement, Menasha Utilities (MU) is responsible for the cost of the poles, fixtures and wire from the southernmost roundabout to the southern limits of the project (Midway Road).

We were recently informed by WisDOT that MU prefers to have the entire street light system installed as part of the WisDOT project, due to projected work load issues in 2015. Therefore, instead of MU supplying and installing the poles, fixtures and wire, this work will be incorporated into the State contract. Because of that there will be a local cost share for the street lighting cost included in the SMA. Federal and State funds will still cover 50% of the street lighting cost, but the remaining 50% local share will now be split between the Town of Menasha and the City of Menasha. The City's maximum share amounts to \$18,400 but may be less depending on the actual cost of installment.

This option with the City paying for its share of the street lighting allows us to receive a more favorable rate from MU for operation of the street lights. Following are the proposed rates to the PSC for 100 Watt LED lights:

Contributed on decorative pole (lights purchased by City)	\$6.30/light/month
Non-contributed on decorative pole (lights purchased by MU)	\$21.50.light/month

Under the current SMA, MU would have installed the lights and then would have offered us the option to pay for the installation and receive the lower rate so this revised agreement signifies the City has chosen to pay for its local share of the installation and receive the more favorable rates. In either case, MU will be responsible for maintenance and replacement of the street lights.

Recommendation

WisDOT is seeking signed agreements prior to November 30, 2014. It is my recommendation the City executes the revised State/Municipal Agreement for STH 441/Appleton Road interchange to take advantage of the lower street light rate structure.

Enclosure



[#1] REVISION
STATE/MUNICIPAL AGREEMENT
FOR A STATE- LET HIGHWAY
PROJECT

[This agreement supersedes the agreement signed by the Municipality on , 20 and signed by DOT on 20 .]

Revised Date: 10-28-14

Date: October 28, 2014

I.D.: 1517-75-78

Road Name: WIS 47/Appleton Rd. Interchange

Limits: Midway Road to Valley Road

County: Winnebago

Roadway Length: 0.62 Miles

The signatory city, village, town or county, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and effect the highway or street improvement hereinafter described.

The authority for the Municipality to enter into this agreement with the State is provided by Section 86.25(1), (2), and (3) of the Statutes.

NEEDS AND ESTIMATE SUMMARY:

Existing Facility - Describe and give reason for request: WIS 47/Appleton Road is a four lane, variable width median, Urban Principal Collector with 12' lanes, concrete pavement, and curb and gutter. The existing interchange ramp terminals are controlled by traffic signals. There are also traffic signals at the Midway Road and Valley Road intersections. The 441 corridor expansion project influences the major side roads and interchanges. Appleton Road and the adjacent intersections will be reconstructed to accommodate the corridor improvements.

Proposed Improvement - Nature of work: Construct a four lane urban section from Midway Road north to Valley Road. The proposed roadway is divided and, in each direction, consists of two 12' lanes with integral curb and gutter. Work includes construction of roundabouts at the WIS 441 ramp terminals, and new traffic signals at intersections of Midway Road and Valley Road. Sign structure supports will be constructed for lane designation. Bicycle and pedestrian accommodations are incorporated into the design. Lighting will be installed along WIS 47 and at the roundabouts.

Describe non-participating work included in the project and other work necessary to finish the project completely which will be undertaken independently by the municipality: The Municipality is responsible for costs and labor associated with the adjustment of sanitary manholes and water valves. If any of this work is completed by the State, the Municipality will be responsible for 10% of the costs of these items. Municipality is responsible for 25% of the costs for lighting between Midway Road up to but not including the southern ramp terminal roundabout (category 1110). Category to be split 50% state/fed, 25% town of Menasha, 25% city of Menasha.

PHASE Construction (Participating):	Total Estimated Cost	ESTIMATED COST			
		Federal / State Funds	%	Municipal Funds	%
Project ID 1517-75-78					
Category 1000 – Roadway Items	\$6,750,000	\$6,750,000	100	\$0	0
Category 1100 – Lighting	\$215,000	\$215,000	100	\$0	0
Category 1110 – Municipal Lighting	\$64,000	\$32,000	50	\$32,000	50
25% city of Menasha				\$16,000	25
25% town of Menasha				\$16,000	25
Category 1200 – ITS	\$105,000	\$105,000	100	\$0	0
Category 1300 – Traffic Signals	\$218,000	\$218,000	100	\$0	0
Category 1400 – Landscaping/CSS	\$190,000	\$190,000	100	\$0	0
Category 2000 – B-70-113	\$822,000	\$822,000	100	\$0	0
Category 2010 – B-70-114	\$827,000	\$827,000	100	\$0	0
Category 6000 – S-70-228	\$12,000	\$12,000	100	\$0	0
Category 6010 – S-70-229	\$93,000	\$93,000	100	\$0	0
Category 6020 – S-70-230	\$70,000	\$70,000	100	\$0	0
Category 6030 – S-70-231	\$12,000	\$12,000	100	\$0	0
Category 6040 – S-70-232	\$12,000	\$12,000	100	\$0	0
Category 6050 – S-70-233	\$12,000	\$12,000	100	\$0	0
TOTAL COST DISTRIBUTION (without Delivery)	\$9,402,000	\$9,402,000		\$32,000	
Construction Delivery (15% of Total)	\$1,410,300	\$1,410,300		\$4,800	
TOTAL COST DISTRIBUTION (includes Delivery)	\$10,812,300	\$10,812,300		\$36,800*	

*Total municipal lighting costs to be split 50/50 between the city of Menasha and Town of Menasha. Total estimated cost for each municipality being \$18,400 including 15% for delivery.

This request is subject to the terms and conditions that follow (pages 3– 7) and is made by the undersigned under proper authority to make such request for the designated Municipality and upon signature by the State and delivery to the Municipality shall constitute agreement between the Municipality and the State. No term or provision of neither the State/Municipal Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Agreement.

Signed for and in behalf of the City of Menasha (please sign in blue ink)		
Name	Title	Date
Signed for and in behalf of the State (please sign in blue ink)		
Name	Title	Date

TERMS AND CONDITIONS:

1. The initiation and accomplishment of the improvement will be subject to the applicable Federal and State regulations.
2. The Municipality shall pay to the State all costs incurred by the State in connection with the improvement that exceed Federal/State financing commitments or are ineligible for Federal/State financing. Local participation shall be limited to the items and percentages set forth in the Summary of Costs table, which shows Municipal funding participation. In order to guarantee the Municipality’s foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from any moneys otherwise due and payable by the State to the Municipality.
3. Funding of each project Phase is subject to inclusion in an approved program and per the State’s Facility Development Manual (FDM) standards. Federal aid and/or state transportation fund financing will be limited to participation in the costs of the following items as specified in the Summary of Costs:
 - (a) Design engineering and state review services.
 - (b) Real Estate necessitated for the improvement.
 - (c) Compensable utility adjustment and railroad force work necessitated for the project.
 - (d) The grading, base, pavement, curb and gutter, and bridge costs to State standards, excluding the cost of parking areas.
 - (e) Storm sewer mains (not including additional upsizing of storm sewer main requested by Municipality or needed to carry additional municipal storm water), culverts, laterals, manholes, inlets, catch basins, and connections for surface water drainage of the improvement; including replacement and/or adjustments of existing storm sewer manhole covers and inlet grates as needed.
 - (f) Construction engineering incidental to inspection and supervision of actual construction work, except for inspection, staking, and testing of sanitary sewer and water main.
 - (g) Signing and pavement marking necessitated for the safe and efficient flow of traffic, including detour routes.
 - (h) Conditioning, if required, and maintenance of detour routes.
 - (i) Replacement of existing sidewalks necessitated by construction and construction of new sidewalk within the project limits at the time of construction. Sidewalk is considered to be new if it’s constructed in a location where it has not existed before.

- (j) Replacement of existing driveways, in kind, necessitated by the project.
 - (k) New installations or alteration resulting from roadway construction of standard State street lighting and traffic signals or devices. Alteration may include salvaging and replacement of existing components.
4. Work necessary to complete improvements required by freeway reconstruction to be financed by 90% Federal/State, 10% Municipality cost share per State Statute 84.295 include the following items:
 - (a) New installations of, or alteration of, municipal facilities including sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
 5. Work necessary to complete the improvement to be financed entirely by the Municipality or other utility or Facility Owner includes the following items:
 - (a) New installation or alteration of signs not necessary for the safe and efficient flow of traffic.
 - (b) Roadway and bridge width in excess of standards.
 - (c) Construction inspection, staking, and material testing and acceptance for construction of sanitary sewer and water main.
 - (d) Parking lane costs.
 - (e) Coordinate, clean up, and fund any hazardous materials encountered for city utility construction. All hazardous material cleanup work shall be performed in accordance to state and federal regulations.
 - (f) Coordinate, clean up, and fund any hazardous materials encountered outside of State right of way.
 6. As the work progresses, the Municipality will be billed for work completed which is not chargeable to federal/state funds. Upon completion of the project, a final audit will be made to determine the final division of costs.
 7. If the Municipality should withdraw the project, it shall reimburse the State for any costs incurred by the State in behalf of the project.
 8. The work will be administered by the State and may include items not eligible for federal/state participation.
 9. The Municipality shall at its own cost and expense:
 - (a) Prohibit angle parking.
 - (b) Regulate parking along the highway. The Municipality will file a parking declaration with the State.
 - (c) Regulate or prohibit all parking at locations where and when the pavement area usually occupied by parked vehicles will be needed to carry active traffic in the street.
 - (d) Use the WisDOT Utility Accommodation Policy unless the Municipality adopts a policy which has equal or more restrictive controls.
 - (e) Coordinate with the responsible party regarding remediation, including locating a suitable local site for storage of contaminated soils from the sanitary sewer and water main excavation which cannot be replaced in the project trenches or roadway excavations and coordinate with the responsible party regarding the disposal of such soils.
 - (f) Coordinate with the Wisconsin Department of Natural Resources regarding the discharge into sanitary sewers of contaminated groundwater originating from dewatering of trench excavations for sanitary sewer and water main.
 - (g) Coordinate with the State on changes to highway access within the project limits.

- (h) In cooperation with the State, assist with public relations for the project and announcements to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the project.
- 10. The Municipality agrees to waive any noise ordinances/restrictions pertaining to the construction of the WIS 441 Project, for the duration of the WIS 441 Project.
- 11. All costs contained in this agreement are estimated costs and include 15% for delivery. Actual construction costs will be based upon as-let bid prices and the final contract quantities required to complete the work.
- 12. Once the maintenance responsibility of the project has been transferred to the Municipality, the State is released from any and all costs associated with the future maintenance and/or removals of improvements included in the project on right-of-way under local jurisdiction.

Project Specific Terms and Conditions

The Municipality shall at its own cost and expense:

- 1. General
 - a) Maintain all portions of the project that lie within its jurisdiction for such maintenance through statutory requirements, in a manner satisfactory to the State and shall make ample provision for such maintenance each year. This agreement does not remove the current municipal maintenance responsibility.
 - b) Maintain all features outside or under the traveled way within the project limits, to include but not limited to parking lanes, curb and gutter, drainage facilities (including all storm sewers, inlets, related manholes and structures, local lighting, sidewalks, multi-use paths, retaining walls, pedestrian refuge islands, medians, and landscaping features and amenities funded by Community Sensitive Solutions (CSS).
 - c) Maintain all sidewalks and multi-use paths constructed with the project. Maintenance includes, but is not limited to, sidewalk repair, snow removal, ice control, repainting/staining of the colored portions and future replacement (other than future highway projects) of the sidewalk, mowing of the grass in the terrace between any roadway and the sidewalk, and between the sidewalk and right-of-way. Maintenance will include all sidewalks around the intersections and on the approaches. Snow removal and ice control will be completed based on municipal policies.
- 2. Signing and Pavement Marking
 - a) Maintain the pavement markings associated with the crosswalks within the project limits, which includes, but is not limited to, any necessary repainting or replacement except those caused by future highway projects. If the crosswalks are to be delineated, the Municipality is responsible for obtaining any required pedestrian crosswalk marking permits for each crosswalk.
 - b) Maintain signs and pavement markings not necessary for the safe and efficient movement of traffic (no parking signs, crosswalk pavement markings not at signalized intersections, etc).
 - c) Maintain all local road designation (local road name) signs.
 - d) Overhead sign structures at ramp terminals will be maintained by the Department.
- 3. Roundabouts:
 - a) Maintain landscaping features and amenities within the center of the southernmost (northbound ramp terminal) roundabout after 2-year maintenance period specified within the construction contract. No additional landscaping or structures will be allowed in the roundabout without prior approval from the Department. City of Appleton will be responsible for landscaping maintenance within the center of the northernmost (southbound ramp terminal) roundabout.

- b) Maintain all landscaping around the perimeter of the southern roundabout and in the vision corners. Landscaping in the vision corners shall not obstruct the vision of drivers and shall be maintained at a height that will ensure a clear line of sight for motorists and pedestrians. No landscaping or structures will be allowed in the vision corners without prior approval from the State.
- c) Provide and maintain any electrical service to southernmost roundabout center island.

4. Lighting

- a) Maintain and accept responsibility for the energy, operation, maintenance, repair, and replacement of the municipal lighting system.
 - i. Department will fund, install, and maintain lighting from the southern ramp terminal roundabout north to Valley Road.
 - ii. Department will install and the municipality will maintain the lighting from just south of the southern roundabout to Midway Road. The municipality is responsible for obtaining a separate agreement with Menasha Utilities and/or other municipalities that share the municipal lighting system. Lighting for this section will be funded 50% State/Fed, 25% city of Menasha, and 25% town of Menasha.

5. Municipal Utilities

- a) Provide complete plans, specifications, and estimates for sanitary sewer and water main work. The Municipality assumes full responsibility for the design, installation, inspection, testing, and operation of the sanitary sewer and water system. This relieves the State and all of its employees from the liability for all suits, actions, or claims resulting from the sanitary sewer and water system construction.
 - i. Municipality has no sanitary or water facilities within the project limits.

6. Community Sensitive Solutions

- a) Maintain all Community Sensitive Solutions and/or enhancement funded items including but not limited to:
 - i. Landscaping within the project limits, including trees along the sidewalk, as well as median plantings.
- b) City of Appleton to maintain the following:
 - i. Bus Shelters, supporting concrete pads, and other locally-owned facilities such as lighting for the bus shelters.
 - ii. Trash receptacles at bus shelters
 - iii. Bike racks at bus shelters
- c) The Municipality will be responsible for all non-structural repairs resulting from graffiti, surface deformation, and/or other cosmetic imperfections. The Department will be responsible for all structural repairs. The Department will provide five (5) gallons of each color of stain and two (2) formliner panels for each architectural pattern to the Municipality to facilitate participation in maintaining aesthetic treatments for any repairs on decorative facades within project limits. Decorative facades include bridge abutments, piers, retaining walls, noisewalls, and other structures with aesthetic treatments.

7. Work outside project limits

- a) None requested

Public Convenience and Safety

While performing any maintenance activities associated with this agreement, the Municipality shall comply with the following conditions.

- (a) Maintain the safety of the traveling public and control traffic using warnings signs, cones, drums and flaggers consistent with the Manual on Uniform Traffic Control Devices.
- (b) Materials and equipment cannot be stored on the right-of-way.
- (c) The Department shall be notified 7 days prior to erecting any lane closures or lane restrictions.
- (d) Avoid maintenance or lane closures during the peak hours of 6:00-9:00am or 3:00-600pm.

Basis for local participation:

Lighting: Municipality responsible for lighting costs from southern roundabout south to Midway Road.

25% of category 1110 plus 15% delivery. $\$16,000+2400=\$18,400$

[END]



Memorandum

To: Common Council
From: Greg Keil, CDD *GW*
Date: October 30, 2014
RE: Parkland Dedication Fees - Oak Park Place Development

The developer of Oak Park Place have requested that consideration be given to reducing parkland dedication fees claiming their residents will have very little demand upon the city's park facilities. Staff has offered the developer the following proposal, which was endorsed by the Plan Commission at its October 7, 2014 meeting.

Parkland dedication fee owed: (\$550 x 70 units)	\$38,500
Less: Land value of bike pedestrian path easement to be granted to the city:	7,035
Less: Construction cost of asphalt trail to be constructed by the developer:	<u>15,176</u>
Balance of parkland dedication fee to be paid to city:	\$16,289

I am requesting authorization to satisfy the requirement for the payment of parkland dedication fees per the method outlined above.

RESOLUTION R-25-14

A RESOLUTION PROVIDING FOR THE METHOD OF AMENDING AND APROVING THE 2015 CITY OF MENASHA
OPERATING BUDGET AND CAPITAL IMPROVEMENTS PLAN

Introduced by Alderman Benner

WHEREAS, it is desirous to provide a transparent process open and accessible to the residents and taxpayers of the City as well as the general public; and,

WHEREAS, it is desirous that ground rules be laid prior to the beginning of the budget discussion and approval; and,

WHEREAS, budget workshops are scheduled Wednesday, November 5th, Thursday, November 6th, Monday, November 10th, and Wednesday November 12th at 5:00PM; and,

WHEREAS, a public hearing regarding the budget is scheduled for Monday, November 17th at 6:00PM.

NOW, THEREFORE, BE IT RESOLVED, that the following procedures be followed during the fore mentioned meetings to ensure maximum opportunity for public involvement and public awareness when pertaining to the 2015 City of Menasha Operating Budget and 2015 City of Menasha Capital Improvements Plan;

1. The 2015 City of Menasha Operating Budget and 2015 Capitol Improvements Plan as proposed by the mayor shall be posted on the City's website for public access before November 5th, 2014.
2. All budget workshops shall be noticed as public meetings.
3. All budget workshops shall be videotaped and made available for viewing on cable TV and the City website.
4. All proposed amendments to the proposed Operating Budget or proposed Capital Improvements Plan shall be from a single category within a department's budget and be a minimum of \$1000.
5. Amendments by percentage, amendments to department budget totals, or amendments to fund totals are not germane, and will not be accepted.
6. All proposed amendments to department budgets shall be on the night scheduled for review, or the night of final approval. Amendments to budgets not scheduled and noticed to be discussed are not germane, and will not be accepted.
7. All proposed amendments to be taken up the night of approval shall be submitted to the clerk's office by noon on November 13th, 2014 so that they can be included on the November 17th, 2014, agenda for the public to review.
8. Proposed amendments may be introduced on the floor the night of November 17th, 2014; however, if such amendments are approved the final approval of the Operating Budget and proposed Capital Improvements Plan shall be postponed until November 24th, 2014 to allow for ample time for the residents and taxpayers of the City as well as the general public to be informed of the pending change before final passage.

Passed and approved this day of October, 2014.

Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk