

**CITY OF MENASHA  
COMMON COUNCIL  
Third Floor Council Chambers  
140 Main Street, Menasha  
Monday, June 16, 2014**

**WORKSHOP – 5:00  
Ribble Trust Property**

**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. Presentation by the Wisconsin Department of Transportation on the 441 Interchange.
  2. Clerk Galeazzi - the following minutes and communications have been received and placed on file:  
Minutes to receive:
    - a. [Administration Committee, 6/2/14](#)
    - b. [Board of Health, 6/11/14](#)
    - c. [Board of Public Works, 6/2/14](#)
    - d. [Neenah-Menasha Fire Rescue Finance & Personnel, 5/27/14](#)
    - e. [Neenah-Menasha Fire Rescue Fire Commission, 5/28/14](#)Communications:
    - f. [Mayor Merkes, 6/16/14, Public Health Department/Director Update](#)
    - g. [CA/HRD Captain to ASD Steeno, 6/9/14, Salsa's Mexican Restaurant LLC.](#)
    - h. [Peggy Murphy, RN, University of Wisconsin-Oshkosh, to DHS Nett, 5/30/14.](#)
    - i. [Steve Krueger to Mayor Merkes and Common Council, 6/11/14.](#)
    - j. [Town of Menasha, Incorporation Review Ad Hoc Committee Meeting Minutes, 4/29/14.](#)
    - k. [Town of Menasha, Incorporation Review Ad Hoc Committee Meeting Minutes, 5/14/14.](#)
    - l. [Public Service Commission of Wisconsin, 6/6/14, Notice of Proceeding.](#)
- 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, 6/2/14.](#)
  2. Special Common Council Minutes, 5/21/14 (held 6/2/14).
  3. [Special Common Council Minutes, 6/5/14.](#)
- Administration Committee, 6/2/14 – Recommends the Approval of:
4. [Inform Commercial Brokers of the availability of lots in Midway Business Park, Province Terrace and Racine Street and offer an 8% commission should they bring in an acceptable offer.](#)
- Board of Public Works, 6/2/14 – Recommends the Approval of:
5. [Authorization to Execute WisDOT Bridge Operation Agreement for Fiscal Year 2015.](#)

6. Recommendation to Award; Water Treatment Facility Low Lift Pump Modifications Project M0002-930724; J.F. Ahern Company; \$429,900.00 (Menasha Utilities).

H. ITEMS REMOVED FROM CONSENT AGENDA

I. ACTION ITEMS

1. Accounts payable and payroll for the term of 6/5/14 to 6/12/14 in the amount of \$ 2,071,839.43.
2. Liquor License Applications for 2014-2015 licensing year.
  - a. "Class A" Liquor and Malt, Stop N Go LLC, d/b/a Stop N Go, 1200 Plank Road, Menasha, Kamalijil Gill, agent.
  - b. "Class B" Liquor and Malt, Hanks Fifth Ward Tavern LLC, d/b/a Hanks Fifth Ward Tavern, 600 Broad Street, Menasha, Dawn M. Van Vondereren, agent.
  - c. "Class B" Liquor and Malt, Grog of Menasha LLC, d/b/a The Grog, 546 Broad Street, Menasha, Mary A. John, agent.
  - d. "Class B" Liquor and Malt, Menasha Grill Inc, d/b/a Menasha Grill, 204 Main Street, Menasha, Charlie Cross, agent.
  - e. Reserve "Class B" Liquor and Malt, Margaritaville Lounge LLC, d/b/a Margaritaville, 6 Tayco Street, Menasha, Jennifer Almeida-Sandoval, agent.
  - f. Reserve "Class B" Liquor and Malt, Mrs. Fajitas LLC, d/b/a Mrs. Fajitas, 403 Racine Street, Menasha, Francisa Jaimes, agent.
3. Beverage Operators License Applications for the 2013-2015 licensing period.
4. Street Use Application-Two Wheel Tuesday-Tuesday June 24, 2014, 6:00pm-9:00pm.
5. Street Use Application-Communityfest-Parade of Lights, Saturday, July 3, 2014, 9:00pm-10:15pm.

J. ORDINANCES AND RESOLUTION

1. O-13-14 An Ordinance Amending Title 2, Chapter 1 of the Code of Ordinances (Polling Places) (Introduced by Ald. Nichols) (Recommended by the Administration Committee)
2. R-17-14 Supporting a County Funded Dog Park in Northern Winnebago County (Introduced by Ald. Taylor)

K. APPOINTMENTS

1. Reappointment of Gordon Eckrich, 383 Naymut St., Menasha, to the Board of Review, for the period of 7/1/14 – 6/30/19.

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, July 7, 2014 – 6:00 p.m.**  
**Committee Meetings to Follow**

CITY OF MENASHA  
ADMINISTRATION COMMITTEE  
Third Floor Council Chambers  
140 Main Street, Menasha  
June 2, 2014  
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Nichols at 8:35 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

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

C. MINUTES TO APPROVE

1. [Administration Committee, 5/19/14](#)

Moved by Ald. Benner, seconded by Ald. Langdon to hold minutes.

Motion carried on voice vote.

D. DISCUSSION/ACTION ITEMS

1. Due Process Hearing – Non-Renewal of Liquor License

a. [Hanks Fifth Ward Tavern LLC](#)

Clerk Galeazzi reported everything is in order for the liquor license application for Hanks Fifth Ward Tavern LLC and recommends forwarding to Common Council for approval.

Moved by Ald. Sevenich, seconded by Ald. Langdon to recommend to Common Council liquor license application for Hanks Fifth Ward Tavern LLC.

Motion carried on roll call

b. [Menasha Grill Inc.](#)

Clerk Galeazzi reported real estate taxes are delinquent. City ordinance requires all financial obligations to the City must be current before liquor license application is approved.

No one was present to represent Menasha Grill Inc.

Moved by Ald. Sevenich, seconded by Ald. Langdon to forward to Common Council with no recommendation.

Motion carried on voice vote.

c. [Mrs. Fajitas LLC](#)

Clerk Galeazzi reported Mrs. Fajitas LLC now holds a valid sellers permit but real estate taxes are delinquent. City ordinance requires all financial obligations to the City must be current before liquor license application is approved.

No one was present to represent Mrs. Fajitas LLC

Moved by Ald. Sevenich, seconded by Ald. Englebert to forward to Common Council with no recommendation.

Motion carried on voice vote.

d. [Stop N Go LLC](#)

Clerk Galeazzi reported all financial obligations to the City are current. The Police Department reports one of the members of the LLC failed the background check.

Attorney Brian Beisenstein representing Mr. Kashmir Gill, member of Stop N G LLC explained Mr. Gill entered into a deferred adjudication agreement on a felony charge from 2013 and the charge will be dismissed April 2015 as long as Mr. Gill complies with the terms of the agreement. Attorney Beisenstein also answered questions from members of the Administration Committee and Attorney Captain.

CA/HRD Captain explained State Statute and City Policy relative to alcohol licenses and felony convictions related to the license for which applied.

PC Styka reported on the incidents that lead to the felony charge and responded to questions from the members of the Administration Committee and Attorney Captain.

General discussion ensued on conviction and deferred adjudication agreement.

Moved by Ald. Zelinski, seconded by Ald. Englebert to recommend to Common Council to deny liquor license application to Stop N Go LLC due to deferred adjudication agreement of Kashmir Gill in place based on felony charge that substantially relates to the license for which applied, that being a drug felony.

Motion carried on roll call 6-2.

Ald. Nichols, Taylor, Keehan, Zelinski, Englebert, Benner voted yes.

Ald. Sevenich, Langdon voted no.

2. [O-13-14 An Ordinance Amending Title 2, Chapter 1 of the Code of Ordinances \(Polling Places\) \(Introduced by Ald. Nichols\)](#)

Clerk Galeazzi explained the polling place of Clovis Grove School for Aldermanic Districts 5 & 7 will need to be changed to Heckrodt Wetland Reserve for the August 12, 2014 election. Clovis Grove School will not be available on that day do to school district registration.

Moved by Ald. Englebert, seconded by Ald. Keehan to recommend to Common Council O-13-14 An Ordinance Amending Title 2, Chapter 1 of the Code of Ordinances (Polling Places).

Motion carried on roll call 8-0.

3. [Commercial Lot Listing](#)

CDD Keil explained the listing agreement with Drifka Group for City owned commercial lots in Midway Business Park, Province Terrace and Racine Street has expired. Staff is recommending informing all brokers of the available lots and offer them an 8% commission in lieu of going with a single broker.

Moved by Ald. Sevenich, seconded by Ald. Englebert to recommend to Common Council to inform commercial brokers of the availability of lots in Midway Business Park, Province Terrace and Racine Street and offer an 8% commission should they bring in an acceptable offer.

Motion carried on roll call 8-0.

E. ADJOURNMENT

Moved by Ald. Englebert, seconded by Ald. Langdon to adjourn at 9:35 p.m.

Motion carried on voice vote.

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

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

**CITY OF MENASHA  
BOARD OF HEALTH  
Minutes  
June 11, 2014**

- A. Meeting called to order at 8:07 AM by Chairman C. Rusin.
- B. Present: Candyce Rusin, Lori Asmus, Ruth Neeck, Liz Rosin, Todd Drew  
Absent: Dr. Teresa Rudolph
- C. MINUTES TO APPROVE
1. Motion to approve May 14, 2014 minutes made by L. Asmus and seconded by R. Neeck.
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
1. May Communicable Disease Report disturbed and discussed. Hepatitis C continues to be a concern.
  2. Weight of the Fox Valley Update- L.Rosin attended the kickoff initiative on June 5, 2014. Two action teams were presented at the kickoff which included Active Communities and Worksite Wellness. Menasha Health Department staff will remain involved in those two areas and additional areas as they are rolled out with emphasis on child fitness and wellness. Discussion about working with the Park and Rec Department and schools to offer fitness programs and to involve parents.
  3. Mass Clinic Walk-Through Update. Held on June 3, 2014. Attendance was down this year to 20 people. C.Rusin suggested looking at doing the walk through at the end of May next year.
  4. Mayor's Appointment of Interim Health Officer. T.Drew was appointed Interim Health Officer. Applications closed on June, 2 2014. Will be hopefully starting the interview next week.
  5. Annual Report 2012-2013. No questions or comments.
  6. Health Assessment for Volunteers.- T.Drew discussed that in an event at a mass clinic that volunteers need respirators they need to fill out a health questionnaire to determine if they are medically okay to. This is per OSHA and the City of Menasha's Safety Policy. A physician will need to sign off or determine if a medical evaluation is needed. Discussion about T. Rudolph doing this but would probably be too much for her. T. Drew is going to call Occupational health to see how much it would cost for them to do this. T.Drew also discussed the need for safety glasses for all volunteers.
- E. ACTION ITEMS
1. Approval of Community Health Improvement Plan by R.Neeck and seconded by L. Asmus. Oral health and obesity are the top priorities. Website should be updated and links should be added with current information. Other ideas discussed such as

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

Board of Health Members: Ruth Neeck, Lori Asmus, Candyce Rusin, Theresa Rudolph

My Menasha, a Facebook page, setting up frequently asked Q & A page on the website. The City needs to be involved in updating the website. C.Rusin will talk to Jo Ann Nickel about the need to update the City of Menasha website. L.Asmus will look at other health departments to see how they are setup.

2. Approval of Division of Public Health Contract between Wis DHS and MHD for Tuberculosis Dispensary Services made by L. Asmus and seconded by R. Neeck.

#### F. HELD OVER BUSINESS

1. None

G. New Items discussed. Discussed the need to update Health Department's policies and procedures before the "140 Review". Wood County has a sample policy book that is being used as guidance.

H. Meeting adjourned at 9:15 AM. No July meeting. Next meeting on August 13, 2014.

CITY OF MENASHA  
Board of Public Works  
Third Floor Council Chambers  
140 Main Street, Menasha  
June 2, 2014  
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Sevenich at 9:37 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, DPW Radtke, CDD Keil, ASD Steeno, Tim Gosz (Water Plant Supervisor), Clerk Galeazzi

C. MINUTES TO APPROVE

1. [May 19, 2014](#)

Moved by Ald. Taylor, seconded by Ald. Englebert to approve minutes.

Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

1. [Authorization to Execute WisDOT Bridge Operation Agreement for Fiscal Year 2015](#)

DPW Radtke explained the agreement is for the Department of Transportation to fund the operation of the Racine Street and Tayco Street lift bridges. The DOT reimburses the City to staff and operate the bridges. The terms and conditions are the same as previous years. The proposed agreement references the position of Street Superintendent in two sections. These sections should be revised by substituting Public Works Superintendent for Street Superintendent to accurately reflect the current title of the position responsible for City oversight.

Moved by Ald. Taylor, seconded by Ald. Keehan to recommend to Common Council Authorization to Execute WisDOT Bridge Operation Agreement for Fiscal Year 2015. Motion carried on voice vote.

2. [Recommendation to Award; Water Treatment Facility Low Lift Pump Modifications Project M0002-930724; J.F. Ahern Company; \\$429,900.00 \(Menasha Utilities\)](#)

Tim Gosz, Water Plant Supervisor, explained the project is for replacement and relocation of the low lift raw water pump and raw water line at the Water Treatment Facility.

Moved by Ald. Taylor, seconded by Ald. Keehan to recommend to Common Council Recommendation to Award, Water Treatment Facility Low Lift Pump Modifications Project M0002-930724 to J.F. Ahern Company for \$429,900.00 (Menasha Utilities) Motion carried on roll call 8-0.

E. ADJOURNMENT

Moved by Ald. Taylor, seconded by Ald. Langdon to adjourn at 9:46 p.m.

Motion carried on voice vote.

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

Neenah-Menasha Fire Rescue  
Finance & Personnel Committee Meeting  
May 27, 2014 – 5:30 p.m.  
Hauser Room – City of Neenah

**Draft**

Present: Ald. Benner, Ald. Ramos, Ald. Kunz, Ald. Bates and Ald. Taylor

Excused: Ald. Englebert

Also Present: Chief Auxier, CA Godlewski, Director Steeno, Director Easker and Office Manager Theisen

Members of the Public Present: Ald. Pollnow, L275 President Jamie Leonard, Al Wroblewski

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

Public Forum: No members of the public chose to speak.

Minutes: The Committee reviewed the April 22, 2014 meeting minutes. **MSC Bates/Kunz to approve April 22, 2014 meeting minutes, and place on file, all voting aye.**

Budget Report: The Committee reviewed the April 2014 budget report. Chief Auxier noted the overtime budget is exceeding the budget due to FMLA requests, employee injuries, funeral leave and some sick leave usage. The maintenance of motor vehicles account has 68% usage due to the repair work needed for Quint 32 and other unforeseen issues with vehicles. Ald. Kunz asked if it saves more money to use more money out of this account to repair vehicles versus replacing vehicles. Chief Auxier explained the Department did have a vehicle replacement guideline that included changing engines on a 15 year cycle. The intent was to be able to have new vehicles that would have less maintenance issues, and sell the old engines to other Departments to recoup some of the money that was spent. Due to recent revenue issues both Cities have experienced the past few years, our Department has worked with both Mayors to push back the replacement of our vehicles. Since we are not replacing vehicles as often we now have an aging fleet and it is requiring more repair work in order to maintain the vehicles. Ald. Bates thanked Chief Auxier for the email that was sent out giving the vehicle information.

Ald. Kunz asked why the agenda for the Fire Commission had some of the same things on their agenda. Chief Auxier explained this information is given to them to keep them up-to-date with what is going on with our Department. **MSC Bates/Kunz to accept the April 2014 budget report, and place on file, all voting aye.**

April Activity Reports: The Committee reviewed the April activity and automatic aid reports. Chief Auxier explained due to implementation of the new radio and CAD systems, we've had issues with capturing the calls that Appleton responds to in the City of Menasha. He is working with Appleton Fire Department and Winnebago County Dispatch to have reports created so we can monitor the calls between each of our Departments.

Ald. Bates asked how it's decided what equipment is used for medical assists. Chief Auxier explained there is priorities in the dispatch system, and depending upon the type of call, depends upon the number of engines, and other equipment that is dispatched. Ald. Kunz asked if could we staff a van versus a fire truck for EMS calls. Ald. Taylor commented that this question has been asked for many years and asked why we can't staff other vehicles since we have more personnel due to consolidation. Chief Auxier explained that all of the equipment is on one vehicle. When we are fully staffed we have four man engine companies. However, when we are at minimum staffing, which is 80 % of the year, we only have three man engine companies and do not have enough manpower to staff a van for EMS calls and others to staff engines for fire calls. If we are dispatched to a medical call, and then get a fire call, that would require the members to drive back to the station with the van,

then get on the engine and respond to a fire call. This will cause increased response times for calls. We have shift inspectors assigned to different vehicles to perform inspections, which we are required to perform in both Cities, so this decreases our staffing to three man engine companies during the day, regardless if we have people off or not. Ald. Taylor asked Chief Auxier to bring a staffing chart to so they can see how staffing is decided for each vehicle. **MSC Bates/Kunz to accept the April activity and automatic aid reports, and place on file, all voting aye.**

Discussion of Fiscal Impact of 26 versus 27 pay dates in 2014: CA Godlewski provided an overview of pay periods. The City of Neenah has bi-weekly pay periods, which amounts to 14-day pay periods. Over a 11-year some years will have shorter months and then leap years it ends up in the 11<sup>th</sup> year employees are paid 27 paychecks versus 26 paychecks. During these 11 years employees also work one extra day per year and that rolls every year, for 11 years, and that's another factor for 27 paychecks in the 11<sup>th</sup> year.

During the merger discussions, a contract was worked on as the individual unions were consolidated into one union. Former CA Brandt wanted language in the contract that spelled out how members would be paid in the 11<sup>th</sup> year when 27 paychecks are paid. The language he wanted was similar to that applicable to other City of Menasha employees. The intent of the discussions was not to reduce their annual pay in the 11<sup>th</sup> year. However, due to the contract language negotiated at consolidation, when there are 27 paychecks employees' annual salary is divided by 27 which results in a reduction in bi-weekly pay for the members during that year. The purpose of this memo is to notify the Committee, and both Common Councils, of the potential surplus.

Ald. Bates asked about the raises. CA Godlewski said the interpretation of the contract was the last full pay period of the year. The language for the 27-pay period uses the same language. However, to be consistent, the term "payperiod" has to be treated as equivalent to "paycheck", which in the contest of the 2013 raises, backed up the effective date of the December raise from December 16 to December 2. The union did step forward and pointed out the error.

Director Easker explained due to the extra day employee's work each year, over 11 years, money is set aside each year to fund the 27<sup>th</sup> paycheck for the City of Neenah employees. This money is set-aside in a separate account and accrues over the years. However, due to the union contract, the monies are not needed for firefighters this year and there is a surplus in the account.

Director Easker further explained that the firefighters were overpaid in the beginning of the year and commended Local 275 members for bringing both of these issues this to the Cities attention right away. Eventually the issue would have been caught, however, with their diligence there was less work that had to be done to recoup overpaid monies.

Ald. Bates and Kunz asked how this account and NMFR's budget is funded. Director Easker explained it was funded through the budget formula that is approved every year by the Joint Finance & Personnel Committee. When the Departments merged there could only be one "employer" for the Department. The City of Neenah is considered the "employer" for the employees and they follow all of the City of Neenah's policies and procedures. Paychecks and Department purchases are processed through the City of Neenah's Finance Department. However, both Cities fund the Department's budget through the budget formula and the City of Menasha pays the City of Neenah their portion of the budget. NMFR's budget is audited every year and if there are any surpluses they are appropriated back to each City, per the budget formula for that year. If the budget went over budget then each City would have to pay their share according to the budget formula.

Director Easker passed out updated information on what the surplus is. Ald. Benner asked if interest was accrued on this account. Director Easker said there was a small amount of interest earned in this account. However, these numbers do not reflect interest.

Ald. Kunz and Ald. Bates asked what should be done in the future so there is not a large surplus every 11 years. Both Finance Directors advised funding for salaries should remain the same. If the contract language changes, and they are paid like the rest of the City of Neenah employees, then we will not have enough money in the 11<sup>th</sup> year for the 27<sup>th</sup> paycheck.

Ald. Kunz said it's difficult for him to support a contract language change for the union members as he feels the non-union employees have suffered more with smaller raises and paying more into their retirement due to Act 10. Chief Auxier explained this is the only group of employees that have had a reduction in pay this year. All non-union employees didn't have their paychecks reduced this year. The firefighters take home pay has the last few years, similar to the non-union employees, due to higher insurance premiums, lower raises and paying higher WRS contributions. They have suffered just as much the non-union employees. CA Godlewski and Director Easker both concurred with Chief Auxier and stated union members stepped up to the plate and agreed to open their contract to pay higher insurance when requested by both Cities. They didn't have to open their contract and voluntarily pay higher premiums. When Act 10 became a law it was around the same time as contract negotiations for the union. The union agreed to their portion of the WRS contribution without a fight. The overpayment of checks would have eventually been caught but they are the ones that brought the issue to the City's attention and asked how they could work with the City to correct this. The actions by the union members show the integrity of the employees we have working for us.

A lengthy discussion was held on how the City of Menasha pays their employees, which is the same way the union members are being paid this year. The City of Neenah doesn't reduce the employee's pay as they work an extra year and it accumulates over 11 years. CA Godlewski said when this issue came up in 2003; a survey was done to find out how the private sector handles this issue. The private sector doesn't reduce employee's pay. They follow the City of Neenah's practice of rolling that extra workday and in the 11<sup>th</sup> year paying out the 27<sup>th</sup> paycheck. Director Steeno noted from a public employer standpoint, the City of Menasha is the first municipality that she knows of who actually reduces employee's pay. Waukesha, West Allis and Oshkosh are Cities that she has worked for and handle it the same way as the City of Neenah and do not reduce employee's pay in the 11<sup>th</sup> year.

Ald. Benner said several times, he feels if employees work that extra day they should get paid for it. It's not fair to ask employees to work and not get paid for it. We, as employees, would not stand for working for free and it's not fair to ask our employees to work and not get paid consistently on a bi-weekly basis.

The Committee member asked when a decision has to be made to deal with the excess monies and asked both Finance Directors what their opinion is on what to do with this money. Should it remain in the current reserve account or be distributed from the fund. Both Finance Directors feel the monies should be distributed from this fund, as we should start over with funding this account over the next 11 years. CA Godlewski said there is no deadline to make a decision. The Committee agreed the Finance Directors should continue funding salaries, for union members, the same way they have been for the past 11 years.

Ald. Pollnow asked this issue be brought to the Council to decide how the money should be used. CA Godlewski said NMFR's Finance & Personnel Committee has the jurisdiction of deciding the budget, as outlined in the merger agreement.

Members asked if there are restrictions on how this money can be used. Director Easker said this money could be used for however the Cities want to use it once it is distributed back to them. If the decision is to distribute the monies back to both Cities, it would be done based on what each City responsibility was for the approved budget formula for the past 11 years.

Ald. Bates said she wants to look at having this money put into a reserve account to fund new vehicle purchases. Chief Auxier said many community's set-aside reserve funds to fund future large purchases. He feels this money should be used for funding purchases for NMFR and asked for consideration of putting this

money into a reserve account to fund the vehicle purchase scheduled in 2015. Over the last few years, the City of Menasha had to overcome the money challenges that they faced. During that time, if we were in dire need to replace any vehicle it would not have happened due to their financial constraints. If there is a reserve fund, we have an account to fall back on in case we ever have major issues and reduces the burden for both Cities. Director Easker said his preference is to borrow the money versus fund a reserve account. Director Steeno said the City of Menasha usually funds reserve accounts for future purchases. Ald. Ramos and Benner expressed concern with making a decision on distributing the funds without input from staff. The Committee agreed with Ald. Ramos and Benner, and directed staff to put together recommendations for the excess monies and bring this back to the June meeting for further discussion.

Future Meetings: Ald. Bates requested to change the July meeting from July 22, 2014 to July 29, 2014 as there are no council meetings for any of the alderman this week and this will allow them to make vacation plans. The Committee members agreed to change the meeting date. The next meeting will be held on June 24, 2014 at 5:30 p.m. in the City of Menasha.

**MSC Bates/Kunz to adjourn at 6:30 p.m., all voting aye.**

Respectfully Submitted,

Al Auxier  
Chief

AA/tt

Neenah-Menasha Fire Rescue  
Fire Commission Meeting Minutes  
May 28, 2014 – 12:00 p.m.  
Hauser Room – City of Neenah

Present: Commissioners Liebhauser, Keating, McCann and Lewis.

Excused: Commissioners John and Kubiak.

Also Present: Chief Auxier and Office Manager Theisen.

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

New Member: The Commission introduced, and welcomed, Kevin McCann to the Commission.

Election of Chair: **MSC Keating/Lewis to elect James Liebhauser as the Chair of Neenah-Menasha Fire Rescue Joint Fire Commission, all voting aye.**

Election of Vice-Chair: **MSC Keating/McCann to elect Pat Lewis as Vice-Chair of Neenah-Menasha Fire Rescue Joint Fire Commission, all voting aye.**

Meeting Minutes: The Commission reviewed the March 26, 2014 meeting minutes. **MSC Keating/Lewis to accept the March 26, 2014 meeting minutes, and place on file, all voting aye.**

April Budget Report: The Commission reviewed the April 2014 budget report. This is informational only and no action is required.

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

Future Meetings: Discussion was held on future meetings. It was agreed a meeting would be called if needed. However, we do not anticipate meetings being held in June, July and August.

**MSC Lewis/Keating to adjourn at 12:25 p.m.**

Respectfully Submitted,

Al Auxier  
Chief

AA/tt



## MEMORANDUM

TO: City of Menasha Common Council  
From: Donald Merkes, Mayor *DM*  
Date: 16 June 2014  
RE: Public Health Department/Director Update

With recent retirement of the Public Health Director, Sue Nett, and the ongoing recruitment for a new Public Health Director, the Health Department is working under an interim operations plan. The plan includes the following:

- Todd Drew the City's Sanitarian, has been appointed as the Interim Local Health Officer,
- Liz Rosin, a City of Menasha Public Health Nurse for almost 6 years, is taking the lead in the nursing area,
- Kurt Eggebrecht, the City of Appleton's Public Health Officer, has agreed to assist as a mentor/go to person,
- Peggy Steeno is assisting all Health Staff with human resources and finance related issues, and is completing all CARS and grant reporting, and
- The State of Wisconsin, Department of Public Health is also willing to assist as needed during the interim.

This interim plan has been reviewed and confirmed by the State of Wisconsin, Department of Health Services, and is in effect until a new Public Health Director is secured and on board. The original approval has been granted for up to four months, through October 1, 2014.

In regard to the ongoing recruitment, the City is currently interviewing potential candidates and working with the State to ensure that the selected candidate(s) are qualified / hireable by the City, a Level III Health Department, as designated by the State of Wisconsin.



## MEMORANDUM

TO: Peggy Steno, Administrative Services Director  
FROM: *PAC* Pamela A. Captain  
SUBJECT: Salsa's Mexican Restaurant LLC  
DATE: Monday, June 09, 2014

Please process a check for \$1,000 to Salsa's Mexican Restaurant LLC, 1550 Appleton Road, Menasha. They have completed the installation of landscaping as instructed by the Common Council on December 2, 2013. The Community Development Department has confirmed the landscaping is complete (see attached letter).

Cc: Common Council



May 28, 2014

Salsa's Mexican Restaurant  
Attn: Ramiro Arellano  
1455 McCarthy Rd, Apt #2  
Appleton, WI 54913

Fred W Storm, LLC  
PO Box 282  
Hartland, WI 53029

**RE: Compliance with Landscaping Plan, 1550 Appleton Rd, "Salsa's"**

Dear Property Owner & Restaurant Operator:

An inspection was done on Tuesday, May 27, 2014 to confirm installation of landscaping in compliance with the approved Landscape Plan for 1550 Appleton Rd. The landscaping was found to be in compliance with the approved landscaping plan on file.

Per the letter sent on November 13, 2013 (attached), \$1,000 in grant funds related to your Reserve Class "B" Liquor License were withheld until the required landscaping was installed by May 31, 2014. This arrangement was further approved by our Common Council in December 2, 2013. Based on the inspection noted above, you have fulfilled the requirements for landscape installation and the \$1,000 in funds will be returned.

Sincerely,

Kara Homan, AICP  
Principal Planner

Cc: Debbie Galleazzi, City Clerk



May 30, 2014

Sue Nett, Health Officer  
Menasha Health Dept  
316 Racine Street  
Menasha, WI 54952

Dear Sue Nett:

Thank you for the opportunity the Menasha Health Department has provided UWO nursing students! UW Oshkosh College of Nursing is extremely grateful for your participation in educating our future nurses to be caring and scholarly nurse leaders. You are part of the reason that we continue to have one of the highest pass rates on the NCLEX.

We understand and appreciate the additional burden the students' presence can be for your staff. Despite these challenges, the nurses and your staff provide guidance, patience and expertise to help improve the students' clinical skills and confidence. I want to highlight all your department staff who work hard to assist the students in becoming more knowledgeable about public health.

Contact me at any time if you would like to discuss any aspect of this clinical experience. I have listed other key faculty in the College of Nursing at the bottom of the page. Please feel free to contact them at any time as you feel a need. Your suggestions and feedback are always welcome by all of us!

Please accept my wishes for a wonderful summer and happy retirement! Thanks for your support of UWO for so many years within your department.

Sincerely,

Peggy S. Murphy, RN, MSN-Ed  
Instructional Academic Staff  
Cell phone 920-750-4275  
[murphyp@uwosh.edu](mailto:murphyp@uwosh.edu)

Rebecca Cleveland, Level Facilitator, [cleveland@uwosh.edu](mailto:cleveland@uwosh.edu)  
Suzanne Marnocha, PhD, RN, CCRN Assistant Dean and Pre Licensure Director,  
[marnocha@uwosh.edu](mailto:marnocha@uwosh.edu)  
Rosann Geiser, MSN, Clinical Placement Coordinator, [geiserr@uwosh.edu](mailto:geiserr@uwosh.edu)

UNDERGRADUATE PROGRAM • COLLEGE OF NURSING  
UNIVERSITY OF WISCONSIN OSHKOSH • 800 ALGOMA BLVD • OSHKOSH, WI 54901  
(920)424-1028 • FAX (920)424-0123  
[undergradnrs@uwosh.edu](mailto:undergradnrs@uwosh.edu)

Dear Mayor Merkes and Common Council,

The insistent push by Alderman Sevenich to re-open the Bridge Tower Museum, and the effort of others to physically open the doors, has been a good solid first step in bringing history and culture back into the forefront for Menasha. A properly organized museum, no matter its size, brings much needed visitors and a renewed interest in Menasha's heritage. The effort already put forth needs to be built upon each year to prevent the museum from becoming stale, and the best method of retaining interest is through a curator (whether paid or volunteer) who possesses the interest, knowledge, skill and time to best utilize the property for the betterment of the city.

Currently the Bridge Tower Museum resides in the land of Nod with no official home or guidance to assure displays and content are fresh and relevant to attract new visitors and entice repeat visits. The museum will struggle in the near future if the content within the walls resemble the written pages of a high school text book with accompanying photographs. Acquiring interesting artifacts and relics pertaining to Menasha's history and culture will be vital to the overall success and relevancy. It is perfectly natural to maintain a permanent portion of the museum relevant to the establishment history of Menasha along with the bridge construction itself; however, half of the display space should be dedicated to rotating subject matter which is refreshed each year. The displays need to incorporate tangible artifacts the public would have an interest in viewing, including themed subjects covering a broad portion of the area's historic culture.

There are several people within the city (including myself) who not only take interest in the city's heritage and culture, but personally collect tangible relics from Menasha's past and would graciously put our own time and money into building the proper and secure display cases to hold artifacts along with providing the relics for showcasing each year. Tapping into the individuals who have the ability and connections to make the Bridge Tower Museum a monumental success is needed and proper marketing in conjunction with spectacular displays are key factors to any long term success. The Landmarks Commission did a wonderful job of opening the Bridge Tower door, but the commission was not established to curate and run a museum, and it now needs the enthusiastic individuals within the city who possess the knowledge, marketing skills, research ability, museum quality artifacts and display material to turn the structure into an attraction for generations to come.

Steve Krueger  
943 Clovis Ave  
Menasha, WI 54952

**Town of Menasha  
Incorporation Review Ad Hoc Committee Meeting  
Municipal Complex - Arden Tews Assembly Room  
Tuesday, April 29, 2014 - 6:00 p.m.**

**Minutes**

**1. Call to Order by Town Chairman Dale Youngquist**

At 6:00 p.m. Town Chairman Dale Youngquist called the initial meeting of the Incorporation Review Ad Hoc Committee to order. Staff present were introduced: Clerk Karen Backman (acting secretary until committee appoints), Administrator Jeffrey Sturgell, Town Attorney Roger Clark, and Community Development Director George Dearborn. Winnebago County supervisors present were recognized. Some residents were in attendance.

**2. Welcoming Remarks from Town Chairman Dale Youngquist**

Chairman Youngquist announced that this was the first (organizational) meeting of the Incorporation Review Ad Hoc Committee. Chairman Youngquist introduced staff that were present and then named the members on this committee. Each member would have the opportunity to introduce themselves and provide background information.

**3. Committee Introduction**

a) Brief Background Presentation (1-2 minutes) from Each Committee Member

Martha Andrew, 1178 Pages Point: Neenah High School graduate; husband's family has owned land and lived in the Town of Menasha since 1849; worked as a paralegal; Theda Clark Hospital in administration; assistant to chief executive officer(s) when finally retiring from Banta Corporation corporate headquarters; served on the Town Board and the Winnebago County Board; during her retirement likes to vacation with her husband in the summer in Door County, in the winter in Mexico, and in spring and fall at their cabin in Oconto County; active in many town activities.

John Coughlin, 2211 Gmeiner Road: Born in Neenah, moved to City of Menasha and then to Town of Menasha; worked at Banta Printing until 1977, now continues to work in real estate and hopes to participate by bringing his real estate expertise to the committee.

Dick Jones, 2425 Stroebe Island Drive: Lived in Appleton from 1971 until about 12 years ago when he moved to the Town; began a career in the banking industry in Chicago, after 7 years moved to this area and worked at Appleton State Bank, Valley Bank and others; retired many years ago; involved in many community activities; has a degree in Finance.

Tim Raddatz, 510 Chain Drive: Moved to the Town of Menasha 10 years ago from Oshkosh; his wife is a nurse; he currently is a paid-on-call firefighter for the Town and is pleased to be living here; looks forward to working on the committee and for the future of the Town.

Jeff Renard, 1879 Cricket Court: Has been a resident 35-40 years; owns a business at 2405 S. Oneida Street; has been a Town Planning Commissioner for 8 years; served on an incorporation committee for the Town several years ago; feels he has a good perspective of the Town.

Pam Seidl, 838 Louise Road: Has lived in the Town for 22 years; served on trestle trail committee; member of Neenah Rotary; worked on redevelopment of Fritse Park; executive director of the Fox Cities Convention and Visitor's Bureau, and has gained experience with (19 municipalities in 3 counties) in initiating a signage and way-finding signs program and learned differences in incorporated versus unincorporated communities.

Joseph Nemecek, 1992 Susan Avenue: Background in real estate and development for 20 years; owned a trucking line; had served on the Town's Park Commission for 14 years; involved in many Town committees; open-minded and undecided on this issue.

#### 4. Incorporation Informational Packet and Presentation - Administrator Jeffrey Sturgell

Administrator Sturgell gathered information on incorporation to present to the committee. An informational binder was delivered at the beginning of the meeting to each committee member. Contained within the binder is the committee's contact information, incorporation facts and processes, Town Population/Property Value statistics, list of State of Wisconsin Communities By Population (of 1,851 total communities, the Town of Menasha by population size is number 42 - so we are a large community), a preliminary list of Pros and Cons of Incorporation, town maps (Pop./Property Values, City of Appleton & City of Menasha Growth Areas, general map, Town Zoning Map 2013, Future Land Use Map 2006), state statutes/guidelines for the state reviewing the petition, and Town and City of Appleton border agreement documents. Administrator Sturgell explained all the binder's contents in detail. He would later give a PowerPoint presentation relaying some neutral, basic ground rules for the committee and explain their mission, housekeeping measures and basic, current laws. Open meeting rules, Town resources members may utilize, and positive/negative attributes to incorporation were reviewed. The administrator presented a technical overview of the incorporation process and steps moving forward. He stated the committee's mission, which consists of seven residents, was to research, discuss, gain input, and gather the pros and cons of the Town incorporating. The committee would meet for about one year and report back to the Town Board and citizens at the next Annual Town Meeting in April 2015. (Resolution number 140127-2:TB was passed on January 27, 2014 forming the committee - see attached.)

Administrator Sturgell explained that the committee must: follow open meeting rules; work with Clerk Backman in posting meeting agendas, follow Roberts Rules of Order (use of motions) when taking any action, be cautious of avoiding walking quorums. Rules were given regarding emailing between committee members - distribute information through the staff, be careful of social media and posts - work with the administrator and/or I.T. Director. Selection of committee officers/roles; chairman, vice chairman and secretary, was discussed. At this initial meeting the town clerk presided as secretary, but in the future upon selection of a secretary, that person will take minutes and distribute agendas and other committee information. Discussed were the use of Town resources such as meeting rooms, laptop computers, copying/mailing/folding machines, town vehicles for travel. Administrator Sturgell complimented Town Attorney Roger Clark for his many years of experience and with incorporation and stated he will be at the Town's and committee's disposal for any guidance needed. However, Administrator Sturgell encouraged committee members to bring all of their questions at one time to a meeting for everyone to hear their questions and answers; if there were a need to contact him directly, they were advised to go through the administrator. Some funding for incorporation is available for the committee's use if needed (the funds budgeted are primarily for moving forward with incorporation). Should the committee want under \$1,000 and it is clearly going along with the mission and goals of the committee, the administrator will approve it. However, if an amount over \$1,000 is desired, they must speak with the administrator as this requires Town Board approval.

The following was explained and discussed in detail: Pros and Cons of Incorporation.

PROS: border protection, annexation authority, zoning authority including shoreland, extra territorial authority, subdivision autonomy, complete village powers, tax increment financing (TIF) with no special restrictions, tax billing-without using the county, potential for improved bond ratings due to secure borders.

CONS: inability to incorporate entire Town in initial incorporation effort (unless state law changed).

PROS OR CONS DEPENDING UPON PERSPECTIVE: elimination of Town Meeting of Electors approval-roads, budget, land purchases/sales, authority to fund private enterprise without Town Electors' approval.

Steps to take in 2014 if we were to proceed with incorporation:

*(Note: statutes dictate that the Town Board has no involvement with the process of incorporation other than the financing issues).*

- Two electors (reside in town) and freeholders (have to own property in incorporated area) must publish a notice and accurate legal description of territory to be incorporated;
- No earlier than 10 days later, a petition for incorporation is circulated;
- A Petition must be signed by 50 electors and freeholders which is then filed in county circuit court;
- Circuit Court Judge sets hearing to determine if standards are met (standards described in ss. 66.0205), Judge sends petition to Dept. of Administration (DOA);
- Notices are sent to adjacent communities;
- \$25,000 fee paid before DOA investigation begins; once fee paid has 180 days to make recommendation;
- DOA investigates case in accordance with ss. 66.0207;

- DOA holds at least one public hearing within proposed incorporated area;
- DOA staff provides results of investigation to Incorporation Review Board who presents final recommendation to the head of DOA;
- If recommendation is for incorporation, the case goes back to the County Judge.
- Judge orders a referendum to be held;
- Electors in incorporated area vote *yes* or *no* for the incorporation (do not have to be freeholders);
- If majority votes *yes*, then the territory becomes incorporated;
- Current Board governs the Town until elections can be held to elect the new Village Council. (Any original Town Board members still in the remnant would remain Town Board members however any Board members who are in the Village would have to run for Village Council).

Administrator Sturgell explained various maps including a Town Population and Value Map; the Town currently has \$1.4 billion of equalized value, the west side has \$979 million of value, and values and populations of each "island". A Town Boundary Agreement Map (attached) was shown and where the legal boundaries are with the City of Menasha (red) and City of Appleton (yellow); they would not oppose incorporation should future boundaries remain as shown on the map. To the north and to the west of Hwy. 10/441 would not be intervened by the cities, but should the southeast area of Hwy. 10/441 be considered through incorporation efforts, this is the City of Menasha's per the border agreement. (This was later corrected by Attorney Clark who stated that in the City of Menasha agreement they have agreed not to annex beyond the Hwy. 441 boundary but wouldn't agree *not* to contest the incorporation). The City of Appleton boundary is Gmeiner Road with one side being authorized and the other side not. Administrator Sturgell stated that in the fall of 2012, he, Chairman Youngquist, Supervisor Hanson, Attorney Roger Clark and Director Dearborn visited the WI Department of Administration about incorporation. At their first glance at incorporation, they stated they would not support an initial incorporation effort in taking the east side portion - only the west side. They felt there was too much value (having the fire station and community center). Administrator Sturgell encouraged the committee to take a look at this. He also encouraged holding public forums to receive public input, meet with DOA staff, and meet with Attorney Clark and to bring forth any ideas they may have.

Administrator Sturgell took questions. Various committee members asked: whether we had agreements that preclude us from ever pursuing incorporation -- we can, within the boundary agreement. Are we strictly looking at becoming a village -- that is what our resolution says, city or village, but the attorney may have thoughts/benefits. Are there going to be committee alternates -- none at this time, but we can look at this. Do we have agreements with City of Neenah -- none. How large should the remnant be -- Attorney Clark stated large enough to support itself; have enough tax base, ability to contract for services, to care for themselves as a township.

Attorney Clark made comments on being approached about whether he participated in the original attempt to incorporate (during Esther Walling's term as chair 1978-81). At that time, he felt the Town of Menasha and its several pieces or "islands" (east side) could not successfully be incorporated, and thus they hired another law firm to pursue it. He did give some history on his attempt to incorporate Grand Chute in the 80's. In the case of Town of Harrison's recent incorporation, the City of Menasha's agreement stated they would agree not to contest the Town of Harrison's incorporation but didn't follow through with their agreement and contested it; they were taken to court - the judge agreed they could not contest it. Further, the City of Menasha and City of Neenah could potentially object and intervene on our attempts. Attorney Clark clarified that the committee must make a political decision and his involvement will only be to answer their legal questions; he will offer no opinions. He added that another advantage about incorporation missed earlier (and the WI DOA will note this) is that when you have a village, you have an identity. The amount of the Town involved (size of the incorporation) can be flexible depending upon how the committee looks at it, but according to the requirements of the DOA it must not be too large or they can turn it down; you may have to come back and do it over again in a smaller sized incorporation. Lastly, committee members were instructed on use of emails (public record) and encouraged not to communicate through the internet, but use meetings to pass on information. Attorney Clark stated that he would be glad to advise the committee with making decisions and recommendations, but at the point of presenting the incorporation to the DOA, the Town will need to hire a professional planner. He recommended that a planner come and speak with the committee first so they can confirm the appropriate steps are taken and move forward.

**5. Questions and Discussion**

Questions were asked and answered by Attorney Clark.

Committee member Martha Andrew asked whether her understanding was if our boundaries change, then can surrounding cities annex -- only if you are a town; we/they would not annex until 2018 when the agreement expires.

Supervisor Hanson asked whether addresses would stay the same -- we would be a village with a post office and anyone living in the village would have their address changed to that; school districts would stay the same.

Nancy Collentine, 1298 Mayer Street, asked for clarification of the City of Menasha agreement until 2018; if the west side incorporated, could the city annex the remnants on the east side before that time -- agreements are in place as long as we are a town; were a village created, the village assumes all of the assets that go along with the previous town which means they must also uphold that agreement until 2018. Remnants could go to the city at any time, but the agreement states the city would have to give up some of their own land. Chairman Youngquist stated he has met with the city mayors (Neenah and Menasha) for general discussions on the topic; if we would pursue incorporation, discussions would be held and attempts made to negotiate. He relayed to committee members and residents that the City of Menasha continues to annex town land from us now; 8 or more undeveloped parcels, allowable according to the border agreement without giving the Town back any land. Attorney Clark then explained an example of the Town of Harrison incorporation wherein they incorporated partially, agreed to change their boundaries, and the Town agreed the rest of the Town (remnants) would then become part of the village; it is in appeal however it is something to consider.

Joe Nemecek inquired whether the Suamico incorporation/annexation went through - Attorney Clark stated that it did, and others (Weston, Schofield) have followed in creating a village and then enlarging it; the DOA claims that when the primary village incorporates and then doubles in size, nothing can be done due to a loophole in the statute that allows this to happen. Attorney Clark gave another example of a law which says you cannot annex across a lake; however he referred to a Town map which shows a blue area covering the entire west side and a blue line which crosses the river to the east side; we would propose that the Town is contiguous.

Resident and County Supervisor Paul Eisen, 1807 Brighten Beach Road, asked the status of the utility district with incorporation, with a population of about 10,000 on the other side of the lake; it's separate yet serves City of Menasha and parts of Appleton and into Calumet County -- regardless of the change in incorporation, he felt all those in the utility district would remain the same.

**6. Selection of Incorporation Review Ad Hoc Committee Chairperson**

*(Upon selection of Committee Chairperson the newly appointed Chair presides over remainder of meeting.)*

At this point, Chairman Youngquist asked that a chairperson be appointed to the committee and asked for nominations.

Jeff Renard nominated Joe Nemecek as chair but he declined due to his schedule; he did offer to serve in the capacity of vice chair. Joe Nemecek then nominated Dick Jones as chair which he accepted. On voice vote, all voted yes unanimously.

At this point in the meeting, Chairman Jones presided over the meeting to appoint a vice chairperson.

**7. Selection of Incorporation Review Ad Hoc Committee Vice-Chairperson**

Chairman Jones asked for nominations to appoint a vice-chairperson. Martha Andrew nominated Joe Nemecek as vice-chair. On voice vote, all voted yes unanimously.

**8. Selection of Incorporation Review Ad Hoc Committee Secretary**

Chairman Jones asked for nominations to appoint a committee secretary. John Coughlin nominated Pam Seidl as secretary. On voice vote, all voted yes unanimously.

**9. Future Meeting Dates and Business Discussion**

Chair Jones stated that the committee should take time to look over the materials given to them this evening and study them; he proposed taking a couple of weeks before the next meeting. Secretary Seidl asked whether

she could send out a doodle poll (group e-mail) for scheduling meetings; she would be able to send several dates out to the committee members in order for all of them to see each one's availability. Later it was decided that this was a good option to use. Discussion ensued regarding various meetings regularly scheduled in the assembly room where they would like to hold future meetings. When asked when regular Board meetings were held, Chairman Youngquist reminded the committee that when Board members are present at the committee meetings, they would only be in the audience as observers/listeners. Administrator Sturgell suggested other facilities where meetings could be held such as the town's community center or fire department training room.

**10. Set Next Meeting Date**

The next committee meeting was set for **Wednesday, May 14 at 6:00 pm** however the location would be decided later based upon the availability of the assembly room as their first choice.

**11. Adjourn**

With no other discussion, at 7:33 p.m., the meeting was adjourned. After adjournment, Secretary Seidl spoke with Clerk Backman to make arrangements for sending future agenda items to her prior to each meeting and the posting of the committee meetings. It was decided that Secretary Seidl would email agenda items to the clerk who would create and post the agendas at all official posting sites including the town's website/calendar. The secretary would forward all meeting information to the rest of the committee members. All sets of committee minutes will be accepted at future Town Board meetings to be kept on record.

Respectfully submitted,

Karen Backman, Town Clerk

*Note: These minutes are not to be considered official until acted upon at an upcoming regular meeting, therefore, are subject to revision.*

Meeting of the Incorporation Review Ad Hoc Committee  
Town of Menasha - Municipal Complex - Arden Tews Assembly Room  
Wednesday, May 14, 2014 - 6:00 p.m.

Minutes

Call to Order

Committee Chair Jones called the meeting to order at 6:00 p.m. Secretary Seidl noted those present: Chair Jones, committee members Andrew, Coughlin, Nemecek, Raddatz, and Renard. Other staff present: Town Administrator Jeffrey Sturgell, Attorney Roger Clark, and Community Development Director George Dearborn. There were 8 attendees.

Discussion

1. Chair Jones gave an overview of the work ahead and identified that he would like to see this process wrapped up by December 2014.
2. The committee agreed upon the proposed meeting dates as presented by Secretary Seidl: June 9, June 23, July 9, July 30, August 18, September 3, September 29, October 22, November 3, November 17, December 10, December 22. Motion passed.
3. Committee members questioned the mention of control of assets in the statutes. Legal counsel clarified what is meant by assets and that the state would not approve including any "islands" of property on the East side of the Town.
4. Ms. Andrew asked if the Cities of Appleton and Menasha had been asked if they would contest the incorporation. Town Chairman Youngquist was present in the audience and reported he had a meeting with the Mayors of these cities and that he clarified that a committee had been formed to explore incorporation. City of Appleton Mayor Hanna indicated the city would not object, and could not object, provided that we abide by the boarder agreement. City of Menasha Mayor Merkes was noncommittal. Legal counsel noted that the Town's agreement with the City of Appleton includes a non-contest clause; the agreement with the City of Menasha does not include such clause.
5. Chair Jones asked if we would meet the standards for incorporation. Administrator Sturgell commented that he believes the Town would meet all of the standards as we have more services such as police and fire than many communities that have incorporated, and said the big question before the groups is if we want to move forward with the process. Legal counsel supported Administrator Sturgell's position and stated the question is what part of the Town should be incorporated.
6. Discussion focused on incorporation across a river and if there is precedent. Legal counsel stated there is precedent and Wisconsin law precludes annexation across a lake but not a river.
7. Legal counsel advised that the Town's agreement with the City of Menasha states that if they annex property south of 441, they have to give the Town property north of 441. In the past the City of Menasha has not been willing to consider our requests to even out boundaries through even swaps of population and land.
8. City vs. Village - one difference is cities have a three mile radius of control of development from their boundaries; villages have a 1.5 mile radius.
9. Tasks ahead: Sustainability of the remnant, proposed boundaries, pros and cons of incorporation, and public input on West and East side.
10. The committee requested Administrator Sturgell provide some statistics and valuation data of the remnant's viability comparing it with other towns in the state by June 9 meeting.

11. Legal counsel will do some research as to the impact of incorporation on the sanitary district for the June 9 meeting.

**Adjournment**

At 7:30 p.m., **MOTION:** Andrew/Renard to adjourn. Motion carried.

Respectfully submitted,

Pam Seidl, Secretary

**SERVICE DATE**  
**Jun 06, 2014**

**PUBLIC SERVICE COMMISSION OF WISCONSIN**

Joint Application of Wisconsin Electric Power Company and Wisconsin Gas LLC, both d/b/a We Energies, for Authority to Adjust Electric, Natural Gas, and Steam Rates

5-UR-107

**NOTICE OF PROCEEDING**

**THIS IS A PROCEEDING** to consider the joint application of Wisconsin Electric Power Company (WEPCO) and Wisconsin Gas LLC, both d/b/a We Energies, for authority to adjust electric, natural gas, and steam rates. The Commission opens this docket by its authority under Wis. Stat. ch. 196.

The applicants requested an overall increase in annual revenues, also shown in percent over present revenues as follows:

Utility (in 000s)	2015 Dollars	2015 in Percent	2016 Dollars	2016 in Percent
Electric-non fuel	\$41,500 *	1.43%		
Electric-fuel	\$10,800	0.37%		
Electric			\$26,200 *	0.89%
We Gas operations	\$(10,660)	(2.39%)		
Wisconsin Gas Co.	\$21,107	3.27%	\$21,400	3.21%
Steam-Valley	\$501	2.10%		
Steam-County	\$781	4.56%		

Items in ( ) are requested decreases.

\* These amounts do not include revenue requirements relating to WEPCO's request to contribute to the Lake Michigan Fund beginning in 2015 of \$3.3 million and a solar project in 2016 of \$3.5 million, as outlined in the Wisconsin Pollutant Discharge Elimination System settlement agreement in 2008 between WEPCO and Clean Wisconsin and The Sierra Club.

The Commission will determine the actual level of the revenue requirement after reviewing the application and holding a hearing. The hearing will be scheduled at a later date. If the Commission authorizes an increase, any impact to individual customers may vary with usage and the ultimate rates authorized by the Commission.

The applicants are responsible for giving notice to their customers of the filing of their application with the Commission and, pursuant to Wis. Admin. Code § PSC 2.10, for producing proof of notice at the hearing.

This is a Class 1 proceeding as defined in Wis. Stat. § 227.01(3)(a).

**DOCUMENTS.** All documents in this docket are filed on the Commission's Electronic Regulatory Filing (ERF) system. To view these documents: (1) go to the Commission's web site at <http://psc.wi.gov>, (2) enter "5-UR-107" in the box labeled "Link Directly to a Case," and (3) select "GO."

**INTERVENTION.** Any person desiring to become a party shall file a request for party status, known as a request to intervene, under Wis. Stat. § 227.44(2m) and Wis. Admin. Code § PSC 2.21 no later than 14 days from the date of this notice using the ERF system.

To file such a request, go to the Commission's web site at <http://psc.wi.gov>, click on the "ERF - Electronic Regulatory Filing" graphic on the side menu bar. On the next page, click on "Need Help?" for instructions on how to upload a document.

A person desiring to become a party who lacks access to the Internet shall make a request to intervene by U.S. mail addressed to:

Docket 5-UR-107 Intervention Request  
Public Service Commission of Wisconsin  
P.O. Box 7854  
Madison, WI 53707-7854

At the time of filing, the person making the request to intervene shall serve a copy of the request on existing parties. An existing party may respond to the request within five days of service. A party wishing to request intervenor compensation should do so as soon as practicable.

**WISCONSIN ENVIRONMENTAL POLICY ACT.** This is a Type III action under Wis. Admin. Code § PSC 4.10(3). The Commission will review the potential environmental effects of the decision. Type III actions normally do not require the preparation of an environmental impact statement under Wis. Stat. § 1.11 or an environmental assessment.

**ASSESSMENT.** The Commission considers it necessary, in order to carry out its duties, to investigate all books, accounts, practices, and activities of the applicants. The expenses incurred or to be incurred by the Commission that are reasonably attributable to such an investigation will be assessed against and collected from the applicants in accordance with the provisions of Wis. Stat. § 196.85 and Wis. Admin. Code ch. PSC 5.

**AMERICANS WITH DISABILITIES ACT.** The Commission does not discriminate on the basis of disability in the provision of programs, services, or employment. Any person with a disability who needs accommodations to participate in this docket or who needs to obtain this document in a different format should contact the docket coordinator listed below. Any hearing location is accessible to people in wheelchairs. The Public Service Commission Building is accessible to people in wheelchairs through the Whitney Way first floor (lobby) entrance. Parking for people with disabilities is available on the south side of the building.

Docket 5-UR-107

**CONTACT.** Please direct questions about this docket or requests for additional accommodations for the disabled to the Commission's docket coordinator, Candice Spanjar, at (608) 267-9537 or [Candice.Spanjar@wisconsin.gov](mailto:Candice.Spanjar@wisconsin.gov).

Dated at Madison, Wisconsin, this 6<sup>th</sup> day of June, 2014.

By the Commission:

A handwritten signature in black ink that reads "Sandra J. Paske". The signature is written in a cursive style with a long, sweeping underline.

Sandra J. Paske  
Secretary to the Commission

SJP:CCS;jlt:DL: 00926514

CITY OF MENASHA  
COMMON COUNCIL  
Third Floor Council Chambers  
140 Main Street, Menasha  
Monday, June 2, 2014  
MINUTES

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 Taylor, Sevenich, Langdon, Keehan, Zelinski, Englebert, Benner, Nichols  
ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, DPW Radtke, CDD Keil, ASD Steeno,  
PRD Tungate, LD Lenz, Clerk Galeazzi

D. PUBLIC HEARING

1. [The proposed rezoning for the property located at 606 Racine St. and the adjoining vacant lot to the north including parcel numbers 1-00511-00 and 1-00512-00.](#)

CDD Keil explained the request to rezone the parcels from R-1 Residential to C-1 Commercial is prompted by the proposed development of a new Boys and Girls Club. Adjacent parcels are zoned C-1.

John Van Price, 614 Racine Street, Menasha. Question how the rezoning will affect the value of his property.

Having no one else to speak, the Mayor Merkes called the public hearing to a close.

2. Public Hearing Regarding Proposed Amendments to Title 13 of the Menasha Code of Ordinances pertaining to Requirements for Garages for Newly Constructed Dwellings.

CDD Keil explained the proposed amendments requiring a garage for newly constructed dwellings.

No one spoke.

Mayor Merkes called the public hearing to a close.

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

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

Brendon Ribble, 1308 Oneida Street, Menasha. Development Agreement between City of Menasha and Ribble Trust.

Jack Fry, 318 Willow Lane, Menasha. Support Move to Amend efforts.

Jeff Zdrzle, 1351 Silverwood Lane, Town of Menasha. Support Move to Amend efforts.

Geraldine Jay, 1305 Lucerne Drive, Menasha. Support Move to Amend efforts.

Jen Miller, 1225 Summit Avenue, Oshkosh. Support Move to Amend efforts.

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, 5/19/14](#)
- b. [Board of Health, 4/9/14](#)
- c. [Board of Public Works, 5/19/14](#)
- d. [City Hall Safety Committee, 4/3/14](#)
- e. [Committee on Aging, 4/10/14](#)
- f. [Library Board, 5/15/14](#)
- g. [Neenah-Menasha Sewerage Commission, 4/22/14](#)
- h. [Plan Commission, 5/20/14](#)
- i. [Redevelopment Authority, 5/12/14](#)
- j. [Waverly Sanitary District, 5/15/14](#)

Communications:

- k. [City Clerk Galeazzi, May 2014, City of Menasha, Board of Review - 2014.](#)
- l. [Menasha Macs, Cancer Benefit Baseball Game, June 24, 2014.](#)
- m. [Brian Roper, Wisconsin Department of Transportation, June 3, 2014 outreach meeting for the WIS 441 Tri-County Project.](#)
- n. [Wisconsin Department of Transportation for the Consolidation the Public Crossings of the Wisconsin Central Ltd, May 21, 2014, Notice of Investigation and Hearing and Assessment of Costs.](#)
- o. [Correspondence from Melissa Kraemer Badtke, ECWRPC, Regarding Draft Fox Cities Regional Bike & Pedestrian Plan, May 15, 2014.](#)

Moved by Ald. Benner, seconded by Ald. Langdon to receive Minutes and Communications A-O.  
Motion carried on voice vote.

## G. CONSENT AGENDA

(Prior to voting on the Consent Agenda, items on the Consent Agenda may be removed at the request of any Alderman and place immediately following action on the Consent Agenda. The procedures to follow for the Consent Agenda are: (a) removal of items from Consent Agenda; and (b) motion to approve the items from Consent Agenda.)

Minutes to approve:

1. [Common Council, 5/19/14.](#)
2. [Special Common Council, 5/21/14.](#)

Administration Committee, 5/19/14 – Recommends the Approval of:

3. [Accept quote of The Post Crescent as the official City newspaper.](#)
4. [Grocery Store Development Agreement by and between The City of Menasha, Foodmen 2, Inc. and F 2 R, LLC for 205 Milwaukee Street, Menasha.](#)

Ald. Benner requested to remove from Consent Agenda item 2, Special Common Council Minutes, 5/21/14.

Moved by Ald. Benner, seconded by Ald. Keehan to approve Consent Agenda Items 1, 3, 4.  
Motion carried on roll call 8-0.

## H. ITEMS REMOVED FROM CONSENT AGENDA

Moved by Ald. Benner, seconded by Ald. Keehan, to hold Consent Agenda item 2, Special Common Council Minutes of 5/21/14.  
Item held.

## I. ACTION ITEMS

1. [Accounts payable and payroll for the term of 5/21/14 to 5/29/14 in the amount of \\$932,049.89.](#)

Moved by Ald. Nichols, seconded by Ald. Langdon, to approve accounts payable and payroll.  
Motion carried on roll call 8-0.

2. [Liquor License Applications for 2014-2015 licensing year.](#)

Moved by Ald. Nichols, seconded by Ald. Taylor to approve liquor license application for 2014-2015 licensing year as listed in memo dated May 29, 2014.  
Motion carried on roll call 8-0.

3. [Outdoor Alcoholic Beverage Permit, 2014-2015 licensing year.](#)

Moved by Ald. Nichols, seconded by Ald. Keehan to approve outdoor alcoholic beverage permit for 2014-2015 licensing year as listed in memo dated May 29, 2014.  
Motion carried on roll call 8-0.

4. [Street Use Application – Motorcycle Show; Tuesday, June 10, 2014; 6:00 PM – 9:00 PM. The Locker Room.](#)

Moved by Ald. Sevenich, seconded by Ald. Taylor to approve Street Use Application for Motorcycle Show, Tuesday June 10, 2014, 6:00-9:00 p.m.

General discussion ensued on the insurance not being in order, issues from previous year event.

Frederick Schroeder, applicant, addressed the Council. He explained the event and working on insurance.

Moved by Ald. Sevenich, seconded by Ald. Taylor that the required insurance be in order by 4pm on June 3 and two additional port-a-potties be set up.

Motion on amendment carried on roll call 5-4

Ald. Taylor, Sevenich, Zelinski, Benner, Mayor Merkes voted yes.

Ald. Nichols, Langdon, Keehan, Englebert voted no.

Motion as amended carried on roll call 5-4.

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

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

Moved by Ald. Nichols, seconded by Ald. Taylor to approve beverage operator's license applications of 2013-2015 licensing period as listed on memo dated May 28, 2014.  
Motion carried on roll call 8-0.

6. Amend Purchase and Development Agreement for the sale of 198 River Street.

CA/HRD Captain explained the two amends to agreement with Christine A. Sohns for the sale of 198 River Street; 1) under Additional Consideration – Buyer shall enter into contract for removal of asbestos on or before 90 days from closing; 2) Proof of Scrap Quantity section be removed from agreement.

Moved by Ald. Sevenich, seconded by Ald. Taylor to approve amendments to Purchase and Development Agreement for the sale of 198 River Street.

General discussion ensued.

Motion carried on roll call 8-0.

J. ORDINANCES AND RESOLUTION

1. [Ordinance O-8-14: An Ordinance Repealing and Replacing Section 8-3-9 Relating to Compost Boxes \(Introduced by Ald. Englebert\).](#)

Moved by Ald. Englebert, seconded by Ald. Langdon to adopt O-8-14 An Ordinance Repealing and Replacing Section 8-3-9 Relating to Compost Boxes.

General discussion ensued on enforcement of the ordinance.

Motion carried on roll call 6-2

Ald. Taylor, Sevenich, Langdon, Keehan, Englebert, Benner voted yes.

Ald. Nichols, Zelinski voted no.

2. [Ordinance O-10-14: An Ordinance Amending Title 13 by Making Certain Changes to the District \(606 Racine Street, Parcel #1-00511-00 and Parcel #1-00512-00\). \(Introduced by Mayor Merkes on the recommendation of the Plan Commission\).](#)

[Plan Commission recommends rezoning of 606 Racine Street and the Adjoining Parcel to the North \(Parcel # 1-00511-00 and 1-00512-00\) from R-1 to C-1.](#)

Moved by Moved by Ald. Benner, seconded by Ald. Zelinski to adopt O-10-14 An Ordinance Amending Title 13 by Making Certain Change to the District (606 Racine Street, Parcels #1-00511-00 & #1-00512-00. General discussion ensued on the property values with the change in zoning and potential project on the parcels.

Greg Lemke-Rochon, Boys & Girls Clubs of Fox Valley, addressed the Council on the new Boys and Girls Club building.

Motion carried on roll call 8-0.

3. [Ordinance O-11-14: An Ordinance Creating Section 13-1-13\(h\) and Repealing and Recreating Various Sections of Title 13 of the Menasha Code of Ordinances Relating to Shoreland Setbacks \(Introduced by Mayor Merkes\).](#)

Moved by Ald. Benner, seconded by Ald. Keehan to adopt O-11-14 An Ordinance Creating Section 13-1-13(h) and Repealing and Recreating Various Sections of Title 13 of the Menasha Code of ordinance Relating to Shoreland Setbacks.

CDD Keil explained the recent changes in State Statute requiring municipalities amend the shoreland zoning.

Motion carried on roll call 8-0.

4. [Ordinance O-12-14: An Ordinance Amending Sections of Title 13 of the Menasha Code of Ordinances Relating to Garages \(Introduced by Alderman Taylor\).](#)

[Plan Commission recommends to remove reference to minimum lot size, have the city attorney put the proposed amendments into ordinance form, and forward recommendation to the Common Council.](#)

Moved by Ald. Taylor, seconded by Ald. Langdon to adopt O-12-14 An Ordinance Amending Sections of Title 13 of the Menasha Code of ordinances Relating to Garages

General discussion ensued on the requirements of a garage for newly constructed dwellings.

Motion carried on roll call 8-0.

5. [Resolution R-16-14 Regarding Racine Street/Twelfth Street and USH10/STH 441 Interchange \(Introduced by Ald. Sevenich and Ald. Taylor\).](#)

Moved by Ald. Sevenich, seconded by Ald. Taylor to adopt R-16-14 Resolution Regarding Racine Street/Twelfth Street and USH 10/STH 441 Interchange.

General discussion ensued on the current proposal from Dept. of Transportation.

Motion carried on roll call 8-0.

6. [Resolution R-17-14: A Resolution Supporting a United State Constitutional Amendment \(Introduced by Petition for Direct Legislation\).](#)

Clerk Galeazzi explained the petition submitted to the Clerk's office from the Move to Amend group. If the Council does not adopt Resolution it will be forwarded to the voters as a referendum question.

Jen Miller, Move to Amend group, addressed the Council on the petition and the request to forward the Resolution as a referendum question to the voters.

Moved by Ald. Englebert, seconded by Ald. Langdon to table R-17-14 A Resolution Supporting a United State Constitutional Amendment

Motion carried on roll call 8-0.

7. [Resolution R-18-14: A Resolution Setting a Special Election.\(Introduced by Ald. Benner\).](#)

Clerk Galeazzi explained the Council can set a special election for the referendum question to appear on the ballot. If no action taken the referendum question will go on the ballot for the November 4, 2014 election.

Moved by Ald. Englebert, seconded by Ald. Langdon to table R-18-14 A Resolution Setting a Special Election.

Motion carried on roll call 8-0.

## K. APPOINTMENTS

1. [Appointment of Linda Stoll, 1525 Rue Reynard, Menasha, to the position of City of Menasha Representative to the Valley Transit Board, for the period of 8/1/14 – 7/31/17.](#)

Moved by Ald. Sevenich, seconded by Ald. Langdon to approve appointment of Linda Stoll

Motion carried on voice vote.

2. Reappointment of Mary Crawmer, 1345 Lucerne Dr., Menasha, to the Library Board, for the period of 7/1/14 – 7/1/17.

3. Reappointment of Patrick Murray, 2942 Silver Birch Ct., Menasha, to the Library Board, for the period of 7/1/14 – 7/1/17.

Moved by Ald. Englebert, seconded by Ald. Keehan to approve reappointments of Mary Crawmer and Patrick Murray.

Motion carried on voice vote.

## 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)

No one spoke.

## O. ADJOURNMENT

Moved by Ald. Taylor, seconded by Ald. Langdon to adjourn at 8:29 p.m.

Motion carried on voice vote.

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

**CITY OF MENASHA  
SPECIAL COMMON COUNCIL  
Third Floor Council Chambers  
140 Main Street, Menasha  
Wednesday, May 21, 2014  
6:00 PM  
MINUTES**

A. CALL TO ORDER at 6:01 p.m.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL/EXCUSED ABSENCES

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

EXCUSED: Alderman Englebert

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, Deputy Clerk Strauss

D. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

No one spoke.

E. ACTION ITEMS

1. General discussion concerning the sale and Development Agreement of the 198 River Street Plant and the failure of Aeris Energy to sign an agreement. Christine Sohns, an original owner of Simply Incredible Foods, proposes to purchase and develop the property.

Motion to go into Closed Session pursuant to Wis. Stats. §19.85(1)(e): 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. (Purchase and Development Agreement for Sale of 198 River Street Power Plant (Steam Plant).

Moved by Taylor, seconded by Langdon.

Motion carried by roll call 7-0.

Motion by Ald Sevenich to reconvene into Open Session. Seconded by Langdon. Motion carried by voice vote.

OPEN SESSION

Motion by Ald. Sevenich, seconded by Ald. Keehan to rescind the approval of the Purchase and Development Agreement for the sale of 198 River Street Power Plant (Steam Plant) to Aeris Energy, LLC. Motion carried by roll call 7-0.

General discussion with Sohns and Smith concerning the Purchase and Development Agreement with Sohns.

Motion of Ald. Keehan, seconded by Ald. Sevenich to approve the Purchase and Development Agreement with Christine Sohns for the 198 River Street Power Plant in accordance with her proposal dated May 21, 2014, adding to the Right of Access an insurance and hold harmless requirement.

Motion carried by roll call 7-0.

2. Motion by Ald. Taylor, seconded by Ald. Keehan to go 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 (City of Menasha vs. Waverly Sanitary District et al. Calumet County Case No. 13-CV-189).

Motion carried on voice vote.

Moved by Ald. Taylor, seconded by Ald. Keehan to reconvene into Open Session to act on what was discussed in Closed Session.

Motion carried by voice count.

#### OPEN SESSION

Moved by Ald. Benner seconded by Ald. Keehan authorizing to proceed with the Appeal for City of Menasha vs. Waverly Sanitary District et al. Calumet County Case No. 13-CV-189.  
Motion carried on roll call 7-0.

#### F. ADJOURNMENT

Moved by Taylor, seconded by Keehan to adjourn at 8:06 p.m.

Motion carried on voice vote.

Respectfully submitted by Susan M. Strauss, Deputy City Clerk.

CITY OF MENASHA  
Special Common Council  
Third Floor Council Chambers  
140 Main Street, Menasha  
June 5, 2014  
MINUTES

A. CALL TO ORDER

Meeting called to order by Mayor Merkes at 4:00 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

EXCUSED: Alderman Benner

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, ASD Steeno, Christine Sohns, Clerk Galeazzi

C. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

No one spoke.

D. DISCUSSION/ACTION ITEMS

1. [Purchase and Development Agreement, 198 River Street, Menasha \(Steam Plant\)](#).

CA/HRD Captain explained the language amendments under the Buyers Obligations of the Purchase and Development Agreement. Christine Sohns the buyer of 198 River Street property is requesting the amendments.

CA/HRD Captain recommending going into Closed Session to discuss the requested Amendments.

Christine Sohns left the meeting.

2. Moved by Ald. Nichols, seconded by Ald. Langdon to adjourn into Closed Session pursuant to Wis. Stats. §19.85(1)(e): 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. (Purchase and Development Agreement, 198 River Street (Steam Plant)).  
Motion carried on roll call 7-0.

3. Moved by Ald. Nichols, seconded by Ald. Keehan to reconvene into Open Session to act on items discussed in Closed Session.  
Motion carried on voice vote.

Moved by Ald. Nichols, seconded by Ald. Englebert to approve amendments to the Buyers Obligations of the Purchase and Development Agreement with Christine Sohns for 198 River Street, Menasha.

Motion carried on roll call 6-1.

Ald. Nichols, Taylor, Sevenich, Langdon, Keehan, Englebert voted yes.

Ald. Zelinski voted no.

E. ADJOURNMENT

Moved by Ald. Nichols, seconded by Ald. Keehan to adjourn at 5:05 p.m.

Motion carried on voice vote.

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



**Memorandum**

To: Administration Committee  
From: Greg Keil, CDD *CK*  
Date: May 29, 2014  
RE: Commercial Lot Listing

The city's listing agreement with the Drifka Group has expired. I am proposing that we discontinue listing the city owned commercial lots in this agreement (Midway Business Park, Province Terrace and Racine Street) with a brokerage firm. In lieu of listing with a single broker, I recommend that we inform all commercial brokers of the availability of the lots and offer an 8 percent commission should they bring in an acceptable offer.

We have used this approach with city properties in the past and have had as good, if not better success than listing with a single broker. If the Common Council decides to go this route, we will also pursue getting the properties listed on Loopnet and/or other listing services. The Redevelopment Authority recently approved marketing its lots in Lake Park Square in the manner proposed above.

**BRIDGE OPERATION AGREEMENT**  
**TAYCO STREET BRIDGE, (B-70-97)**  
**RACINE STREET BRIDGE, (B-70-01)**  
**WINNEBAGO COUNTY – WISCONSIN**  
**0070-01-52**  
**FISCAL 2015**

MEMORANDUM OF AGREEMENT, made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the State of Wisconsin, Department of Transportation, party of the first part, hereinafter called the State, and the City of Menasha, Winnebago County, Wisconsin represented by the Mayor and City Clerk, party of the second part, hereinafter called the City.

WITNESSETH: That for and in consideration of payments covering the operating costs of the Tayco Street Bridge and the Racine Street Bridge to be made by the State to the City as permitted under the provisions of Section 84.10 Statutes, said City agrees as follows:

- (1) To operate the bridges during the period of July 1, 2014, thru June 30, 2015, in accordance with the pertinent laws, rules and regulations governing navigation, pedestrian and vehicular traffic.
- (2) To provide operating personnel as described in subparagraphs (2a) through (2g) and as may be otherwise affected herein, all in accordance with existing City policies, procedures and the provisions of applicable labor agreements.
  - (2a) To employ the services of sufficient regular and substitute operators during the navigation season. The State will notify the City each year of the start and ending days of the navigation season. The hours and dates of navigation will be defined by the Commander, Ninth Coast Guard District.
  - (2b) To employ the services of a substitute operators if needed, as determined by the City, who shall serve on both bridges during vacation periods, periods of illness, and for other periods as may be deemed appropriate, and to minimize the need for premium overtime pay.
  - (2c) To establish the monthly or hourly salaries and bonus payment, if any, to be paid to the operators subject to the review and approval of the State. A certified copy of the action by the governing body establishing such salaries and bonus payments, if any, shall be filed with the State at the time the agreement is returned for execution by the State. The City may alter the salaries and provide for or alter bonus payments during the life of this agreement in the event it is necessary to make adjustments on account of changing economic conditions. A certified copy of the action to alter salaries or to provide for or alter bonus payments shall be filed with the State and will be subject to the approval of the State.
  - (2d) To notify the State, as to the name, address and telephone number, if any, of each of the operators. The City Street Superintendent shall be in charge of all operators and he shall receive and carry out such orders or instructions as received pertaining to the proper operation and care of the

bridge. The State shall reimburse the City for that portion of time that the Street Superintendent spends checking the operators and the bridges.

- (2e) The Street Superintendent shall review each bridge operator's building weekly after the navigation season is closed to check for appropriate heat.
- (2f) To grant such vacation and sick leave with pay to each operator as may be due in accordance with applicable rules and regulations governing the matter of vacation and sick leave for other employees of the City.
- (2g) To terminate the service of any operator when it can be shown that the operator is negligent in his/her duty or is otherwise conducting himself in a manner detrimental to the best interest of the State and/or the City.
- (3) To assume the cost of roadway lighting system and snow and ice removal and control.
- (4) To make such reports and records as may be required by the City and/or the State.
- (5) To furnish the necessary supplies subject to reimbursement by the State except for such items as may be furnished directly by the State.
- (6) To immediately notify the State in case of any emergency.
- (7) To submit a monthly signed statement, in duplicate, on official invoice or letterhead form for reimbursement of operation costs to the Transportation Region Office, State of Wisconsin, at Green Bay, Wisconsin. Statements are to be submitted no later than fifteenth (15) of the following month and are to include all the costs for the preceding calendar month, together with a copy of electric bills on utility company forms. Each bridge should be listed separately but may be submitted on one (1) sheet. Statements will include the cost of premiums on worker's compensation insurance, liability insurance, and contributions made by the City to its unemployment reserve account in the event that the City is operating under the provisions of Chapter 108, Wisconsin Statutes. Statements may include contributions made to employee retirement or made to employee retirement under the provisions of Chapter 66, Wisconsin Statutes.
- (8) The amount of this agreement is estimated at \$136,000.

In connection with the performance of work under this contract the City agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, developmental disability as defined in Statute 51.01 (5), sexual orientation as defined in Statute 111.32 (13m) or national origin. Employees must meet qualifications and requirements as specified by the Wisconsin Department of Transportation. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training including apprenticeship. Except with respect to sexual

orientation, the City further agrees to take affirmative action to ensure equal employment opportunities. The City agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause.

And the said State, in consideration of the faithful performance by the City of the conditions as outlined, agrees to reimburse the said City upon submission of invoice covering said operating costs. The State reserves the right, if necessary, to make inquiries to verify the items in the invoice.

IN WITNESS WHEREOF, the parties have hereunto affixed their signatures, the City on the day and year above written and the State on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

STATE OF WISCONSIN  
DEPARTMENT OF TRANSPORTATION

By \_\_\_\_\_  
Northeast Region Transportation Director

By \_\_\_\_\_  
DIV. Of Transportation Systems Development  
Director, Bureau Highway Operations

CITY OF MENASHA  
WINNEBAGO COUNTY  
WISCONSIN

By \_\_\_\_\_  
Mayor

By \_\_\_\_\_  
City Clerk



321 Milwaukee Street • P.O. Box 340 • Menasha, WI 54952-0340 [www.menashautilities.com](http://www.menashautilities.com)

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## MEMORANDUM

TO: Mark Radtke, Director  
Public Works

FROM: Melanie Krause, General Manager  
Tim Gosz, Water Plant Supervisor

DATE: February 26, 2014

SUBJECT: Recommendation for Award

At the Regular Meeting on February 26 the Menasha Utilities Commission passed a motion for the Board of Public Works to recommend to the Common Council authorization of award of the London Street Water Main Replacement project contract M0002-940117 to the low bidder, Donald Hietpas & Sons, Inc., in the amount of \$274,220.00. This project is for water main reconstruction on London Street from Ninth Street to the Fifth Street/Plank Road – STH '114' intersection. This is a budgeted project.

Copies of supporting documents are enclosed.

# McMAHON

ENGINEERS ARCHITECTS

February 25, 2014

Melanie Krause, Manager of Business Operations  
Menasha Utilities  
321 Milwaukee Street  
P.O. Box 340  
Menasha, WI 54952

Re: Menasha Utilities  
Water Main Reconstruction | London Street  
Letter Of Recommendation  
McM. No. M0002-940117

On February 25, 2014, bids were received at Menasha Utilities offices for the above referenced project. Ten (10) bids were received, ranging in price from \$274,220.00 to \$495,565.00 (bid tabulation enclosed).

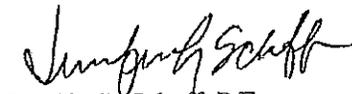
Based upon the bids received, we recommend awarding Contract M0002-940117 to the low bidder, Donald Hietpas & Sons, Inc., in the amount of \$274,220.00.

If you agree with our recommendation, please date and sign the enclosed Notices of Award, and return all copies to our office for incorporation into the contract documents.

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

Very truly yours,

McMAHON



Jennifer L. Schaff, P.E.  
Project Engineer

JLS:car

Enclosures: Notice of Awards (3 copies each)  
Bid Tabulation

SECTION 00 51 00.00

NOTICE OF AWARD

Dated: \_\_\_\_\_

To: DONALD HIETPAS & SONS, INC.  
1450 East North Avenue  
P.O. Box 166  
Little Chute, WI 54140

Contract No. M0002-940117

Project: WATER MAIN RECONSTRUCTION | LONDON STREET  
For MENASHA UTILITIES | Winnebago County, Wisconsin

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You are notified that your Bid, dated February 25, 2014, for the above contract has been considered. You are the apparent successful Bidder and have been awarded a contract for the Water Main Reconstruction, London Street for Menasha Utilities, Winnebago County, Wisconsin.

The Contract Price of your contract is Two Hundred Seventy-four Thousand Two Hundred Twenty & no/100 Dollars (\$274,220.00).

You must comply with the following conditions precedent within 15-days of the date of this Notice of Award, that is by \_\_\_\_\_.

1. You must deliver to the OWNER three (3) fully executed counterparts of the Agreement including all the contract documents.
2. You must deliver with the executed Agreement the Contract Security (bonds), as specified in the Instructions to Bidders, General Conditions (Paragraph 5.1) and Supplementary Conditions.
3. You must deliver insurance certification complying with the General Conditions and Supplemental Conditions of the Contract Documents.

Failure to comply with these conditions within the time specified will entitle OWNER to consider your Bid abandoned, to annul this Notice of Award and to declare your Bid Security forfeited.

One fully signed counterpart of the Agreement with the Contract Documents attached will be returned to you within 15-days after you comply with the above noted conditions.

**OWNER: MENASHA UTILITIES**  
**Winnebago County, Wisconsin**

\_\_\_\_\_  
(authorized signature)

\_\_\_\_\_  
(title)

Witness: \_\_\_\_\_

# BID TABULATION

Owner: MENASHA UTILITIES | CITY OF MENASHA  
 Project Name: Water Main Reconstruction | London Street  
 Contract No. M002-940117  
 Bid Date: February 23, 2014  
 Bid Time: 11:30 a.m., local time  
 Project Manager: Jennifer L. Schaff, P.E.

Engineer: MICHAHON  
 1445 McMillan Drive  
 P.O. Box 1025  
 Neenah, WI 54956 / 54957-1025

DAVID TENOR CORP.  
 2759 Dewey Decker Drive  
 Green Bay, WI 54313

DON E. PARKER EXC., INC.  
 N2573 Highway 15  
 Hortonville, WI 54944

CARL BOWERS & SONS  
 CONST. CO., INC.  
 N7644 Maloney Road  
 Kaukauna, WI 54130

KRUCZEK CONSTRUCTION, INC.  
 1450 East North Avenue  
 3936 Keweenaw Road  
 Green Bay, WI 54311

DONALD HIETPAS & SONS, INC.  
 Little Chute, WI 54140

Item	Qty	Unit	Description	Unit Price	Total						
1.	2,100	S.F.	Concrete Apron Replacement	\$5.50	\$11,130.00	\$5.80	\$11,760.00	\$4.90	\$10,290.00	\$4.75	\$9,875.00
2.	200	L.F.	Curb and Gutter Replacement	\$0.00	\$0.00	\$30.00	\$6,000.00	\$25.05	\$5,010.00	\$7.50	\$1,500.00
3.	800	S.F.	Concrete Sidewalk Replacement	\$0.00	\$0.00	\$5.40	\$3,240.00	\$4.70	\$2,820.00	\$4.35	\$2,610.00
4.	1	L.S.	Turf Restoration	\$4,650.00	\$4,650.00	\$5,000.00	\$5,000.00	\$5,100.00	\$5,100.00	\$5,350.00	\$5,350.00
5.	3,600	L.F.	8 inch PVC Water Main	\$41.50	\$149,400.00	\$53.50	\$192,600.00	\$64.15	\$230,940.00	\$62.00	\$223,200.00
6.	22	L.F.	8 inch Valve	\$1,550.00	\$34,100.00	\$1,575.00	\$34,650.00	\$1,781.00	\$39,182.00	\$1,600.00	\$35,200.00
7.	25	L.F.	6 inch Hydrant Lead	\$50.00	\$1,250.00	\$48.00	\$1,200.00	\$58.95	\$1,473.75	\$45.00	\$1,125.00
8.	3	Ea.	Hydrant with Auxiliary Valve	\$4,100.00	\$12,300.00	\$4,500.00	\$13,500.00	\$3,190.00	\$9,570.00	\$4,350.00	\$13,050.00
9.	3	Ea.	Hydrant	\$2,985.00	\$8,955.00	\$3,500.00	\$10,500.00	\$3,600.00	\$10,800.00	\$3,175.00	\$9,525.00
10.	35	Ea.	Long Side Service Connect	\$750.00	\$26,250.00	\$800.00	\$28,000.00	\$983.50	\$34,422.50	\$700.00	\$24,500.00
11.	29	Ea.	Short Side Service Connect	\$1,995.00	\$57,855.00	\$2,000.00	\$58,000.00	\$1,820.00	\$52,780.00	\$1,225.00	\$35,525.00
12.	1	L.S.	Erosion Control	\$2,500.00	\$2,500.00	\$4,000.00	\$4,000.00	\$2,000.00	\$2,000.00	\$925.00	\$925.00
13.	1	L.S.	Traffic Control Plan & Devices	\$2,500.00	\$2,500.00	\$4,500.00	\$4,500.00	\$4,500.00	\$4,500.00	\$1,000.00	\$1,000.00
<b>TOTAL (Items 1 through 13, Inclusive)</b>					<b>\$274,220.00</b>		<b>\$358,075.00</b>		<b>\$275,907.25</b>		<b>\$379,735.00</b>

Bid Security	10% Bid Bond	10% Bid Bond	10% Bid Bond
Addendum Acknowledgement	Yes - #1	Yes - #1	Yes - #1

**BID TABULATION**

Owner: MENASHA UTILITIES | CITY OF MENASHA  
 Project Name: Water Main Reconstruction | London Street  
 Contract No. M0002-940117  
 Bid Date: February 23, 2014  
 Bid Time: 11:30 a.m., local time  
 Project Manager: Jennifer L. Schaff, P.E.

DORNER, INC.  
 E609 Luxemburg Road  
 P.O. Box 129  
 Luxemburg, WI 54217

VAN STRATEN CONST CO., INC.  
 2117 S. Onelda Street  
 Green Bay, WI 54304

WOOD SEWER & EXC., INC.  
 E9238 County Road X  
 New London, WI 54891

ROGER BOWERS CONST., INC.  
 W1488 Keiso Road  
 P.O. Box 348  
 Kaukauna, WI 54130

JOSSART BROTHERS, INC.  
 1882 Swan Road  
 De Pere, WI 54115

Item	Qty	Unit	Description	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1.	2,100	S.F.	Concrete Apron Replacement	\$5.60	\$11,760.00	\$6.00	\$12,600.00	\$6.80	\$14,280.00	\$4.50	\$10,230.00	\$5.15	\$10,815.00
2.	200	L.F.	Curb and Gutter Replacement	\$29.18	\$5,836.00	\$28.00	\$5,600.00	\$30.00	\$6,000.00	\$36.50	\$7,300.00	\$40.00	\$8,000.00
3.	600	S.F.	Concrete Sidewalk Replacement	\$4.25	\$2,550.00	\$6.00	\$3,600.00	\$6.00	\$3,600.00	\$4.75	\$2,850.00	\$6.00	\$3,600.00
4.	1	L.S.	Turf Restoration	\$10,000.00	\$10,000.00	\$5,500.00	\$5,500.00	\$9,800.00	\$9,800.00	\$5,000.00	\$5,000.00	\$8,000.00	\$8,000.00
5.	3,600	L.F.	8 inch PVC Water Main	\$1,785.00	\$6,426,000.00	\$2,200.00	\$7,920,000.00	\$94.30	\$339,480.00	\$69.00	\$248,400.00	\$86.00	\$309,600.00
6.	22	Ea.	8 inch Valve	\$31.00	\$682.00	\$48,400.00	\$1,072,800.00	\$38.00	\$836.00	\$1,550.00	\$34,100.00	\$1,675.00	\$36,730.00
7.	25	L.F.	6 inch Hydrant Valve	\$5,000.00	\$125,000.00	\$5,000.00	\$125,000.00	\$4,100.00	\$102,500.00	\$50.00	\$1,250.00	\$50.00	\$1,250.00
8.	3	Ea.	Hydrant	\$3,500.00	\$10,500.00	\$3,500.00	\$10,500.00	\$3,200.00	\$9,600.00	\$4,200.00	\$12,600.00	\$4,500.00	\$13,500.00
9.	3	Ea.	Long Slide Service Connect	\$1,300.00	\$3,900.00	\$1,500.00	\$4,500.00	\$900.00	\$2,700.00	\$850.00	\$2,550.00	\$3,300.00	\$9,900.00
10.	35	Ea.	Shock Slide Service Connect	\$1,200.00	\$42,000.00	\$26,700.00	\$934,650.00	\$990.00	\$34,650.00	\$950.00	\$33,250.00	\$1,450.00	\$50,750.00
11.	29	Ea.	Erection Control	\$1,500.00	\$43,500.00	\$1,000.00	\$29,000.00	\$2,700.00	\$78,300.00	\$1,500.00	\$43,500.00	\$3,000.00	\$87,000.00
12.	1	L.S.	Traffic Control Plan & Devices	\$2,250.00	\$2,250.00	\$5,000.00	\$5,000.00	\$3,600.00	\$3,600.00	\$3,500.00	\$3,500.00	\$3,000.00	\$3,000.00
13.	1	L.S.	Traffic Control Plan & Devices	\$2,250.00	\$2,250.00	\$5,000.00	\$5,000.00	\$3,600.00	\$3,600.00	\$3,500.00	\$3,500.00	\$3,000.00	\$3,000.00
<b>TOTAL (Items 1 through 13, Inclusive)</b>					<b>\$381,235.00</b>		<b>\$382,075.00</b>		<b>\$388,450.00</b>		<b>\$396,580.00</b>		<b>\$409,585.00</b>

Bid Security	10% Bid Bond	10% Bid Bond	10% Bid Bond
Yes - #1	Yes - #1	Yes - #1	Yes - #1



**AP Check Register**  
**Check Date: 6/5/2014**

Date: 6/5/2014

<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>
ACCURATE	46376	6/5/2014	1407060	731-1022-541.30-18	76.52	Solder Pellets
		6/5/2014	1407186	731-1022-541.30-18	99.93	Utility Cart
		6/5/2014	1407222	731-1022-541.30-18	33.57	Thread Sealant
			<b>Total for check: 46376</b>		<b>210.02</b>	
ADVANTAGE POLICE SUPPLY INC	46377	6/5/2014	14-050040	100-0801-521.30-15	385.00	Riot Shield Light
			<b>Total for check: 46377</b>		<b>385.00</b>	
AERIAL WORK PLATFORMS INC	46378	6/5/2014	125032	100-0703-553.24-04	635.00	
			<b>Total for check: 46378</b>		<b>635.00</b>	
ALL-SPORT TROPHY	46379	6/5/2014	48373	100-0702-552.30-18	273.00	Awards
			<b>Total for check: 46379</b>		<b>273.00</b>	
APPLETON RADIATOR AND ATS	46380	6/5/2014	2416	731-1022-541.38-03	1,672.73	New Core & Air Cooler
			<b>Total for check: 46380</b>		<b>1,672.73</b>	
BECK ELECTRIC INC	46381	6/5/2014	MA2214-COM-ED8	100-1012-541.24-04	65.00	Curtis Reed Plaza Diggers Hotline Locate
		6/5/2014	MA2214-COM-ED9	100-1008-541.24-04	48.75	3rd and Racine Walk Light
			<b>Total for check: 46381</b>		<b>113.75</b>	
BERGSTROM FORD OF NEENAH	46382	6/5/2014	245161	100-0801-521.29-04	141.99	Electrical Repair
		6/5/2014	29161	731-1022-541.38-03	88.27	Motor Asy/Core Deposit
		6/5/2014	29271	731-1022-541.38-03	194.92	Brake Light Kit/Rotor Asy
		6/5/2014	CM29161	731-1022-541.38-03	(30.00)	Core Return/CREDIT
			<b>Total for check: 46382</b>		<b>395.18</b>	

**AP Check Register**  
**Check Date: 6/5/2014**

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<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
MICHAEL BEST & FRIEDRICH LLP	46383	6/5/2014	1289621	267-0102-581.21-01	332.50	Professional Services
			<b>Total for check: 46383</b>		<b>332.50</b>	
BMO HARRIS BANK NA	46384	6/5/2014	4042556	100-0202-512.21-06	260.00	Monthly Fee
			<b>Total for check: 46384</b>		<b>260.00</b>	
BUCKLIN'S TREE SERVICE	46385	6/5/2014	3805	100-1003-541.30-18	25.41	Screenings 4th & Racine
		6/5/2014	3814	625-1010-541.30-18	85.58	3/4" Clear
		6/5/2014	3816	625-1010-541.30-18	164.80	3/4" Clear
		6/5/2014	3854	625-1010-541.30-18	200.00	Natural Mulch
		6/5/2014	3868	100-1003-541.30-18	100.00	Natural Mulch
		6/5/2014	3872	100-1003-541.30-18	100.00	Natural Mulch 4th & Racine
			<b>Total for check: 46385</b>		<b>675.79</b>	
CAREW CONCRETE & SUPPLY CO INC	46386	6/5/2014	962614	100-1003-541.30-18	23.81	Screenings/Retaining Wall
			<b>Total for check: 46386</b>		<b>23.81</b>	
CDW GOVERNMENT INC	46387	6/5/2014	LS79340	743-0403-513.30-15	758.19	Wireless Access Points
		6/5/2014	LS89779	743-0403-513.24-04	1,423.40	Adobe Pro Licenses
		6/5/2014	LT59347	743-0403-513.30-15	252.73	Wireless Access Point
			<b>Total for check: 46387</b>		<b>2,434.32</b>	
CONGER TOYOTALIFT	46388	6/5/2014	00051335	731-1022-541.24-04	249.07	Service
			<b>Total for check: 46388</b>		<b>249.07</b>	
CRESCENT ELECTRIC SUPPLY COMPANY	46389	6/5/2014	087-497506-00	207-0707-552.24-03	157.15	Hubbell Hvy Dty Floortrak
			<b>Total for check: 46389</b>		<b>157.15</b>	

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**Check Date: 6/5/2014**

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<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
DUTTER, DONNA	46390	6/5/2014	DUTTER	100-0000-201.17-00	5.00	Refund - Test Lab mix-up
			<b>Total for check: 46390</b>		<b>5.00</b>	
GORDON ECKRICH	46391	6/5/2014	ECKRICH	100-0402-513.10-07	50.00	Board of Review June 2, 2014
			<b>Total for check: 46391</b>		<b>50.00</b>	
FABCO EQUIPMENT INC	46392	6/5/2014	C230900	731-1022-541.38-03	256.66	Seat
			<b>Total for check: 46392</b>		<b>256.66</b>	
FACTORY MOTOR PARTS CO	46393	6/5/2014	18-1319789	731-1022-541.30-18	78.84	Brake Cleaner
		6/5/2014	18-Z00807	731-1022-541.38-03	159.86	Supplies
		6/5/2014	18-Z00926	731-1022-541.38-03	248.02	Batteries
		6/5/2014	18-Z01045	731-1022-541.38-03	388.04	Battery Core
			<b>Total for check: 46393</b>		<b>874.76</b>	
FERGUSON ENTERPRISES #448	46394	6/5/2014	1040212-1	100-0703-553.24-03	1,727.09	Plumbing Parts/ADA
		6/5/2014	1053359	100-0703-553.24-03	58.00	Plumbing Parts
			<b>Total for check: 46394</b>		<b>1,785.09</b>	
FERGUSON WATERWORKS #1476	46395	6/5/2014	0148822	625-1010-541.30-18	742.00	Curb Frm/Gutter Grate
			<b>Total for check: 46395</b>		<b>742.00</b>	
FIRST SUPPLY LLC - APPLETON	46396	6/5/2014	2473252-00	100-0703-553.24-03	122.49	Unit Assy
			<b>Total for check: 46396</b>		<b>122.49</b>	
FOX VALLEY TRUCK	46397	6/5/2014	541266	731-1022-541.29-04	308.13	Element
			<b>Total for check: 46397</b>		<b>308.13</b>	
DEBBIE GALEAZZI	46398	6/5/2014		100-0203-512.34-03	795.00	IIMC Clerk Conference

**AP Check Register**  
**Check Date: 6/5/2014**

Date: 6/5/2014

<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>
DEBBIE GALEAZZI...	46398...	6/5/2014...	...	100-0203-512.34-04	24.00	IIMC Clerk Conference
				<b>Total for check: 46398</b>	<b>819.00</b>	
GAT SUPPLY INC	46399	6/5/2014	00027749	625-1013-541.30-15	458.00	Under Drain
				<b>Total for check: 46399</b>	<b>458.00</b>	
GREEN BAY HIGHWAY PRODUCTS LLC	46400	6/5/2014	24167	625-1010-541.30-18	415.00	Roll of Geotex
				<b>Total for check: 46400</b>	<b>415.00</b>	
GRIESBACH READY-MIX LLC	46401	6/5/2014	22099	100-0601-551.24-03	170.25	Library
				100-1003-541.30-18	220.25	Streets
				625-1010-541.30-18	547.50	Storm
				<b>Total for check: 46401</b>	<b>938.00</b>	
ID NETWORKS	46402	6/5/2014	268155	743-0403-513.24-04	1,000.00	Annual Maintenance
				<b>Total for check: 46402</b>	<b>1,000.00</b>	
IMPERIAL SUPPLIES LLC	46403	6/5/2014	L77870	731-1022-541.30-18	106.10	Gloves
				<b>Total for check: 46403</b>	<b>106.10</b>	
JOHN'S SAW SERVICE	46404	6/5/2014	9666	731-1022-541.38-03	101.54	Hose Connectors/Valves
				<b>Total for check: 46404</b>	<b>101.54</b>	
ROY KORDUS	46405	6/5/2014	KORDUS	100-0402-513.10-07	50.00	Board of Review June 2, 2014
				<b>Total for check: 46405</b>	<b>50.00</b>	
LEVENHAGEN CORPORATION	46406	6/5/2014	053092A-IN	731-1022-541.30-18	281.60	
				<b>Total for check: 46406</b>	<b>281.60</b>	

**AP Check Register**  
**Check Date: 6/5/2014**

Date: 6/5/2014

<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>
LINCOLN CONTRACTORS SUPPLY INC	46407	6/5/2014	J25785	731-1022-541.38-03	43.11	Gaskets/Filters/Seal Cran
			<b>Total for check: 46407</b>		<b>43.11</b>	
MATTHEWS TIRE & SERVICE CENTER	46408	6/5/2014	29263	731-1022-541.38-02	43.98	Tires & Valve/Hardware
		6/5/2014	426377	731-1022-541.38-02	119.67	Tire
		6/5/2014	50819	731-1022-541.38-02	144.83	Tire
			<b>Total for check: 46408</b>		<b>308.48</b>	
MCNEILUS TRUCK & MFG COMPANY	46409	6/5/2014	2521725	731-1022-541.38-03	308.26	Belts/FI Arm/Curotto
			<b>Total for check: 46409</b>		<b>308.26</b>	
MENARDS-APPLETON EAST	46410	6/5/2014	46145	100-0703-553.30-18	18.56	Glue
				100-0601-551.24-03	44.99	Gate Hinge/Wood
		6/5/2014	46366	100-0703-553.30-18	35.96	Gate Latch/Cane Bolt
		6/5/2014	46447	100-0703-553.30-18	1.59	Dogear Picket
		6/5/2014	46455	100-0703-553.30-18	12.59	Pwrlag
			<b>Total for check: 46410</b>		<b>113.69</b>	
MENASHA NEENAH MUNICIPAL COURT	46411	6/5/2014		100-0000-201.03-00	53.00	Bond Report #14-100879
			<b>Total for check: 46411</b>		<b>53.00</b>	
MENASHA TREASURER	46412	6/5/2014	REC	100-0000-103.08-00	350.00	Rec Program Start Up
			<b>Total for check: 46412</b>		<b>350.00</b>	
MENASHA UTILITIES	46413	6/5/2014		100-1008-541.22-03	186.61	Electric
				100-0703-553.22-03	505.73	Electric
				100-0703-553.22-05	282.24	Water/Sewer
				100-0703-553.22-06	132.51	Storm
				100-0903-531.22-03	137.25	Electric
				100-0903-531.22-05	56.42	Water/Sewer
				100-0000-123.00-00	7.95	Electric

## AP Check Register

### Check Date: 6/5/2014

<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>
MENASHA UTILITIES...	46413...	6/5/2014...	...	100-0305-562.22-06	7.50	Storm
				601-1020-543.22-03	113.69	Electric
		6/5/2014	004263	625-0401-513.25-01	1,591.46	April Storm Water
				601-0401-513.25-02	15,342.13	April Sewer Charge
		6/5/2014	4261	601-1020-543.25-01	136.80	Bulk Water Sale
			<b>Total for check: 46413</b>		<b>18,500.29</b>	
MICHEL'S MATERIALS	46414	6/5/2014	280119	625-1010-541.30-18	52.56	Drum Corp Drive/Storm
				<b>Total for check: 46414</b>	<b>52.56</b>	
MODERN BUSINESS MACHINES	46415	6/5/2014	26344590	743-0403-513.29-01	185.28	Printer/Copier Maint.
				<b>Total for check: 46415</b>	<b>185.28</b>	
N&M AUTO SUPPLY	46417	6/5/2014	481885	731-1022-541.30-18	20.88	Gasket Remover
		6/5/2014	482058	731-1022-541.38-03	11.72	Spark Plugs
		6/5/2014	482105	731-1022-541.38-03	17.28	Brake Hose
		6/5/2014	482121	731-1022-541.38-03	0.40	Brake Hose Lock
		6/5/2014	482728	731-1022-541.38-03	30.88	Serpentine Belt
		6/5/2014	482767	731-1022-541.38-03	11.84	Airline Plug
		6/5/2014	482831	731-1022-541.24-04	10.30	Airline Plug
		6/5/2014	482952	731-1022-541.38-03	(11.84)	Airline Plug
		6/5/2014	483180	731-1022-541.38-03	36.72	Separator Sensor
		6/5/2014	483517	731-1022-541.38-03	21.49	Lacquer Thinner
		6/5/2014	483567	731-1022-541.38-03	75.81	Solenoid/Mirror/Filter
		6/5/2014	483836	731-1022-541.38-03	22.58	Spark Plugs
		6/5/2014	484781	731-1022-541.38-03	44.12	Air Filter
				731-1022-541.30-18	23.30	Stems/Valve
		6/5/2014	484805	731-1022-541.30-18	26.65	Hose/Clamp
	6/5/2014	485134	731-1022-541.38-03	8.96	Oil Filter	
	6/5/2014	485262	731-1022-541.38-03	12.12	Air Filter	
			<b>Total for check: 46417</b>		<b>363.21</b>	

## AP Check Register

### Check Date: 6/5/2014

<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>
JEFF NICHOLS	46418	6/5/2014	NICHOLS	100-0402-513.10-07	50.00	Board of Review June 2, 2014
			<b>Total for check: 46418</b>		<b>50.00</b>	
NORTHEAST ASPHALT INC	46419	6/5/2014	1270716	625-1003-541.30-18	310.54	
		6/5/2014	1270798	100-1003-541.30-18	203.85	Cold Mix
			<b>Total for check: 46419</b>		<b>514.39</b>	
NORTHEAST WISCONSIN TECHNICAL	46420	6/5/2014	CS25155	100-0801-521.34-02	400.00	Training Conference
			<b>Total for check: 46420</b>		<b>400.00</b>	
NORTHERN PIPE EQUIPMENT INC	46421	6/5/2014	127	601-1020-543.21-02	210.00	Sanitary Sewer Televising
				625-1010-541.21-02	210.00	Sanitary Sewer Televising
			<b>Total for check: 46421</b>		<b>420.00</b>	
OSHKOSH FIRE & POLICE EQUIPMENT INC	46422	6/5/2014	156361	100-0801-521.29-04	4,026.00	Partition/Panel/Pan Screen/Barriers
			<b>Total for check: 46422</b>		<b>4,026.00</b>	
PACKER CITY INTERNATIONAL	46423	6/5/2014	1-241390100	731-1022-541.38-03	8.90	Fuel Filter
		6/5/2014	3-241210047	731-1022-541.38-03	141.89	Filters, Light, Hydraulic
		6/5/2014	3-241210064	731-1022-541.38-03	21.60	Plug Assy
		6/5/2014	3-241210088	731-1022-541.38-03	18.59	Fuel Filter & Hydraulic
		6/5/2014	3-241220009	731-1022-541.38-03	18.24	Bolts
		6/5/2014	3-241220064	731-1022-541.38-03	4.81	Lube Filter
		6/5/2014	3-241260032	731-1022-541.38-03	45.10	Hose and Clamps
		6/5/2014	3-241260040	731-1022-541.38-03	19.10	Air Filter
		6/5/2014	3-241290048	731-1022-541.38-03	88.54	Hose
		6/5/2014	3-241290055	731-1022-541.38-03	148.35	DEF 55 Gallons
		6/5/2014	3-241330058	731-1022-541.38-03	25.51	Hose
		6/5/2014	3-241330059	731-1022-541.38-03	(88.54)	Hose/CREDIT
		6/5/2014	3-241340060	731-1022-541.38-03	38.15	Air Filters
		6/5/2014	3-241360016	731-1022-541.38-03	169.71	Filters/Element/Bolts

**AP Check Register**  
**Check Date: 6/5/2014**

Date: 6/5/2014

<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>
PACKER CITY INTERNATIONAL...	46423...	6/5/2014	3-241360040	731-1022-541.38-03	68.89	Filters
			<b>Total for check: 46423</b>			
PIGGLY WIGGLY MIDWEST LLC	46424	6/5/2014	9828235	100-0202-512.30-16	125.20	Wellness Screening
			9848164	100-0202-512.30-16	71.96	Wellness Screening
			9908931`	100-0905-531.30-18	22.62	Wellness Lab
<b>Total for check: 46424</b>				<b>219.78</b>		
REINDERS INC	46425	6/5/2014	2623718-00	100-0703-553.30-18	50.87	Valve & Filter Mat
			<b>Total for check: 46425</b>			
ROSS IMAGING LLC	46426	6/5/2014	159445	743-0403-513.29-01	46.20	Printing Agreement
			<b>Total for check: 46426</b>			
PATRICIA RUDOLPH	46427	6/5/2014	RUDOLPH	100-0402-513.10-07	50.00	Board of Review June 2, 2014
			<b>Total for check: 46427</b>			
SESCO LLC	46428	6/5/2014	4674	100-0703-553.30-15	204.50	Lanyards/Harness/Straps
				731-1022-541.30-18	204.50	Lanyards/Harness/Straps
			<b>Total for check: 46428</b>			
R A SMITH NATIONAL INC	46429	6/5/2014	113187	489-0304-562.21-02	8,892.50	Gilbert Waterfront Design
			<b>Total for check: 46429</b>			
SMT MANUFACTURING & SUPPLY	46430	6/5/2014	0027732-IN	731-1022-541.38-03	32.80	Bearings
			<b>Total for check: 46430</b>			

**AP Check Register**  
**Check Date: 6/5/2014**

Date: 6/5/2014

<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>
SOMMERVILLE FLAG	46431	6/5/2014		100-0703-553.30-18	668.00	Flags
			<b>Total for check: 46431</b>		<b>668.00</b>	
STAPLES ADVANTAGE	46432	6/5/2014	8029812166	100-0702-552.30-10	22.80	Supplies
				100-1002-541.30-10	16.30	Supplies
				100-0304-562.30-10	82.50	Supplies
				625-1002-541.30-10	5.44	Supplies
			<b>Total for check: 46432</b>		<b>127.04</b>	
SYN-TECH SYSTEMS	46433	6/5/2014	95624	731-1022-541.24-06	513.40	Tank Kit/Cably Assy
			<b>Total for check: 46433</b>		<b>513.40</b>	
TRIO INC	46434	6/5/2014	10401	100-0903-531.24-04	94.95	Health Vacine Cooler
			<b>Total for check: 46434</b>		<b>94.95</b>	
UNIFIRST CORPORATION	46435	6/5/2014	097 0163719	731-1022-541.20-01	255.97	Clothing/Supply Cleaning
			<b>Total for check: 46435</b>		<b>255.97</b>	
US CELLULAR	46436	6/5/2014	0037540403	100-0201-512.22-01	30.91	Captain
				100-0202-512.22-01	6.65	Brunn
				100-1019-552.22-01	4.53	Bridges
				601-1020-543.22-01	2.19	Confined Space
				100-1001-514.22-01	63.00	Alix
				100-0801-521.22-01	88.76	Police Dept
				100-0919-531.22-01	7.49	Nett
				100-0904-531.22-01	97.59	Drew
				100-1002-541.22-01	3.14	Hutter/Engineering
				100-0702-552.22-01	51.94	Tungate
				100-0703-553.22-01	100.70	Parks Dept
				731-1022-541.22-01	68.27	Public Works
				100-1008-541.22-01	5.17	Public Works/Bursack

**AP Check Register**  
**Check Date: 6/5/2014**

Date: 6/5/2014

<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>
US CELLULAR...	46436...	6/5/2014...	0037540403...	601-1020-543.22-01	2.19	Sewer Truck
				743-0403-513.22-01	(495.30)	Credit
				<b>Total for check: 46436</b>		
VALLEY CHEMICAL LLC	46437	6/5/2014	0047246-IN	100-0704-552.30-18	44.56	Filter Sand & Strainers
				<b>Total for check: 46437</b>		
WAUSAU AWARDS & ENGRAVING INC	46438	6/5/2014		100-0304-562.21-06	77.50	Landmarks Plaque      Bridgetower
				<b>Total for check: 46438</b>		
WE ENERGIES	46439	6/5/2014		100-1012-541.22-03	2,249.32	Street Lights
				100-1008-541.22-04	96.56	455 Baldwin
				100-0703-553.22-03	38.72	US Hwy 10 & STH 114
				<b>Total for check: 46439</b>		
WEYERS EQUIPMENT INC	46440	6/5/2014	01-50240	100-1003-541.30-18	83.60	4th/Racine Retaining Wall
				<b>Total for check: 46440</b>		
WINNEBAGO COUNTY CLERK OF COURTS	46441	6/5/2014		100-0000-201.03-00	150.00	Bond      Report #MP14-100810
				100-0000-201.03-00	150.00	Bond      Report #MP14-100800
				100-0000-201.03-00	150.00	Bond      Report #MP14-100799
				100-0000-201.03-00	350.00	Bond      Report #14-100786
				100-0000-201.03-00	285.00	Bond      Report #14-100806
				<b>Total for check: 46441</b>		
WINNEBAGO COUNTY TREASURER	46442	6/5/2014	5776	100-0204-512.29-01	120.11	Ballots
				100-0204-512.29-02	125.24	Publishing
				100-0204-512.24-04	217.70	Programming
				<b>Total for check: 46442</b>		

**AP Check Register**  
**Check Date: 6/5/2014**

Date: 6/5/2014

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<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
RAYMOND ZIELINSKI	46443	6/5/2014	ZIELINSKI	100-0402-513.10-07	50.00	Board of Review June 2, 2014
			<b>Total for check: 46443</b>		<u>50.00</u>	
					<u>58,133.85</u>	

## AP Check Register

### Check Date: 6/9/2014

<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>
ADAMS COUNTY REGISTER OF DEEDS	46444	6/9/2014		100-0201-512.21-08	30.00	Record Personal Guaranty
			<b>Total for check: 46444</b>		<b>30.00</b>	
MILWAUKEE COUNTY REGISTER OF DEEDS	46445	6/9/2014		100-0201-512.21-08	60.00	Record Personal Guaranty
			<b>Total for check: 46445</b>		<b>60.00</b>	
WINNEBAGO COUNTY REGISTER OF DEEDS	46446	6/9/2014		100-0201-512.21-08	60.00	Record Purchase Dvlpmt Agreement & Warranty Deed
			<b>Total for check: 46446</b>		<b>60.00</b>	
					<b>150.00</b>	

## AP Check Register

### Check Date: 6/12/2014

<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>
AB CUSTOM AUDIO	46447	6/12/2014	631	207-0707-552.30-18	533.00	Security System
	<b>Total for check: 46447</b>				<b>533.00</b>	
ACCURATE	46448	6/12/2014	1407435	731-1022-541.30-18	51.35	Drill Bits/Wire/Clamp
		6/12/2014	1407446	731-1022-541.30-18	70.98	Nuts/Washers
	<b>Total for check: 46448</b>				<b>122.33</b>	
AIRGAS USA LLC	46449	6/12/2014	9027691010	731-1022-541.30-18	150.51	Nozzles/Torch/Plasma Elec
	<b>Total for check: 46449</b>				<b>150.51</b>	
ALLIED GLOVE & SAFETY PRODUCTS	46450	6/12/2014	1/037780	731-1022-541.30-18	43.47	Rain Clothing
	<b>Total for check: 46450</b>				<b>43.47</b>	
APPLETON SCHOOL DISTRICT	46451	6/12/2014		100-0000-203.05-00	60,577.31	Tax Collection Payments
	<b>Total for check: 46451</b>				<b>60,577.31</b>	
BERGSTROM FORD OF NEENAH	46452	6/12/2014	29300	731-1022-541.38-03	98.90	Sensor - Exhaust
	<b>Total for check: 46452</b>				<b>98.90</b>	
BUCKLIN'S TREE SERVICE	46453	6/12/2014	2983	625-1010-541.30-18	112.48	3/4" Clear per Ton
		6/12/2014	3002	625-1010-541.30-18	117.81	3/4" Clear per Ton
		6/12/2014	3059	625-1010-541.30-18	130.07	3/4" Clear per Ton
		6/12/2014	3065	625-1010-541.30-18	52.66	3/4" Clear per Ton
		6/12/2014	3563	625-1003-541.30-18	156.40	3/4" Clear per Ton
	<b>Total for check: 46453</b>				<b>569.42</b>	
CALUMET COUNTY CLERK	46454	6/12/2014	DOGLIC	100-0000-201.03-00	170.00	Dog License #5065-5114
	<b>Total for check: 46454</b>				<b>170.00</b>	

**AP Check Register**  
**Check Date: 6/12/2014**

Date: 6/12/2014

<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>			
CALUMET COUNTY TREASURER	46455	6/12/2014		100-0000-203.01-00	41,373.29	Tax Collection Payments Calumet County			
				100-0000-203.08-00	1,726.78	Tax Collection Payments State of Wisconsin			
			<b>Total for check: 46455</b>		<b>43,100.07</b>				
COMMUNITY FIRST CREDIT UNION	46456	6/12/2014	20140612	100-0000-202.05-00	7,586.00	PAYROLL SUMMARY			
			<b>Total for check: 46456</b>		<b>7,586.00</b>				
FABCO EQUIPMENT INC	46457	6/12/2014	C234415	731-1022-541.38-03	117.78	Armrest			
			<b>Total for check: 46457</b>		<b>117.78</b>				
FONDY AUTO ELECTRIC	46458	6/12/2014	A28037	731-1022-541.38-03	186.59	New Lucas St			
			<b>Total for check: 46458</b>		<b>186.59</b>				
FOX VALLEY TECHNICAL COLLEGE	46459	6/12/2014		100-0000-203.04-00	124,489.96	Tax Collection Payments Winnebago County			
				100-0000-203.04-00	17,731.40	Tax Collection Payments Calumet County			
			<b>Total for check: 46459</b>		<b>142,221.36</b>				
GUNDERSON CLEANERS	46460	6/12/2014	178767	100-0801-521.30-13	34.66	Linen & Mat Rental			
			<b>Total for check: 46460</b>		<b>34.66</b>				
GUSTMAN CHEVROLET SALES INC	46461	6/12/2014	31996	731-1022-541.38-03	281.62	Wires/Lubricant/Fluid			
					6/12/2014	32061	731-1022-541.38-03	143.35	Rotors & Pad Kit
					6/12/2014	CM31996	731-1022-541.38-03	(38.92)	Wire & Filter/CREDIT
			<b>Total for check: 46461</b>		<b>386.05</b>				
HOME DEPOT CREDIT SERVICES	46462	6/12/2014	3037305	100-0704-552.24-05	247.80	Tub/Roller/Brush/Supplies			
					6/12/2014	3037312	100-0703-553.24-03	22.49	Cement
					6/12/2014	4033524	100-0703-553.24-03	45.13	Screws/Supplies
					6/12/2014	4035324	207-0707-552.24-03	658.98	Drain Tube/Heater
					6/12/2014	5153686	100-0704-552.24-05	(147.60)	Sealant

## AP Check Register

### Check Date: 6/12/2014

<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>
HOME DEPOT CREDIT SERVICES...	46462...	6/12/2014	5153687	100-0704-552.24-05	147.60	Sealant
		6/12/2014	5573133	100-0704-552.24-05	147.60	Sealant
		6/12/2014	7034785	100-1003-541.30-15	647.94	Saw/Tools
		6/12/2014	7036558	100-0701-533.24-03	31.05	Tee/Adapter/Plug
			<b>Total for check: 46462</b>		<b>1,800.99</b>	
INDEPENDENT INSPECTIONS LTD	46463	6/12/2014	308461	100-0301-523.21-06	10,463.53	May 2014 Permits
		6/12/2014	308462	100-0301-523.21-06	595.00	May 2014 Permits
			<b>Total for check: 46463</b>		<b>11,058.53</b>	
INFINITY TECHNOLOGY INC	46464	6/12/2014	12292	743-0403-513.21-04	22,800.00	200 hour block High-level IT Support
			<b>Total for check: 46464</b>		<b>22,800.00</b>	
JOHN'S SAW SERVICE	46465	6/12/2014	9679	731-1022-541.38-03	299.50	Auto Cut Line Heads
			<b>Total for check: 46465</b>		<b>299.50</b>	
JX ENTERPRISES INC	46466	6/12/2014	D-241420026	731-1022-541.29-04	1,071.36	Vehicle Service
		6/12/2014	G-240980023	731-1022-541.38-03	(76.04)	Credit
			<b>Total for check: 46466</b>		<b>995.32</b>	
KAUFFMAN, JOSHUA	46467	6/12/2014	KAUFFMAN	100-0000-201.10-00	100.00	Return Deposit Exc Permit #11588
			<b>Total for check: 46467</b>		<b>100.00</b>	
KELLER INC	46468	6/12/2014	KELLER	100-0000-201.03-00	1,500.00	Draw/Simply Incredible Foods Escrow Funds
			<b>Total for check: 46468</b>		<b>1,500.00</b>	
KITZ & PFEIL INC	46471	6/12/2014	042214-0033	100-0304-562.21-06	15.84	Hardware Misc
		6/12/2014	042303-0023	625-1010-541.30-18	47.96	Post Set
		6/12/2014	042314-0019	731-1022-541.30-18	8.62	Breakroom Base
		6/12/2014	042314-0077	100-0703-553.24-03	4.49	Bulb

## AP Check Register

### Check Date: 6/12/2014

<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>
KITZ & PFEIL INC...	46471...	6/12/2014	042409-0010	731-1022-541.24-03	10.78	Adhesive Breakroom Floor
		6/12/2014	042414-0057	100-0703-553.24-03	32.23	Connector/Plug/Strap
		6/12/2014	042514-0010	731-1022-541.38-03	18.32	Hardware Misc
		6/12/2014	042514-0024	100-0703-553.24-03	31.01	Hardware Misc Drill Bit
		6/12/2014	042514-0104	100-0703-553.24-03	5.39	Paste
		6/12/2014	042814-0001	100-1001-514.24-03	6.29	Connector Elevator Sump Pump
		6/12/2014	042814-0006	100-0703-553.24-03	23.79	Magnet/Gasket
		6/12/2014	042814-0008	100-0703-553.24-03	2.53	Hardware Misc Eye Bolt
		6/12/2014	042814-0018	100-0801-521.24-03	7.16	Adhesive
		6/12/2014	042814-0083	100-0703-553.24-03	31.45	Endstop/File
		6/12/2014	042914-0003	100-0703-553.30-18	79.99	4 Step Program
		6/12/2014	042914-0004	100-0703-553.24-03	13.68	Hardware Misc
		6/12/2014	042914-0026	100-0703-553.24-03	20.59	Hardware Misc Anchor/Bit/Adapter
		6/12/2014	042914-0037	100-1008-541.30-18	4.75	Battery Clips
		6/12/2014	043014-0018	100-0703-553.30-18	14.45	Light/Bulbs
		6/12/2014	043014-0082	100-0703-553.24-03	13.28	Bulbs
		6/12/2014	043014-0118	100-1008-541.30-18	1.49	Common Single Sided
		6/12/2014	050114-0012	100-0703-553.30-18	12.59	Installer Bit
		6/12/2014	050114-0020	100-0801-521.30-15	21.57	Staple/Gun Tacker
		6/12/2014	050114-0081	100-0703-553.24-03	7.17	Bulbs
		6/12/2014	050114-0091	100-0703-553.24-03	6.74	Light
		6/12/2014	050614-0007	100-0704-552.24-05	86.28	Blade/Saw/Knife/Tape Handle/Dispenser
		6/12/2014	050814-0013	100-0704-552.24-05	23.68	Cable Tie
		6/12/2014	050914-0043	100-0703-553.30-18	8.99	Glue
		6/12/2014	051214-0004	100-1019-552.30-18	30.58	Enamel/Roller Covers
		6/12/2014	051214-0144	100-0601-551.24-03	25.99	Hardware Misc Library Fence
		6/12/2014	051309-0005	100-0703-553.30-18	24.96	Hedge Shear/Eye Bolt Hardware Misc
		6/12/2014	051314-0002	100-1001-514.24-03	83.69	Hardware Misc Paint Tray Liner
		6/12/2014	051314-0078	100-0601-551.24-03	25.99	Hardware Misc Library Fence
		6/12/2014	051414-0002	100-1019-552.30-18	3.14	Roller Cover
		6/12/2014	051414-0010	100-1001-514.30-18	8.94	Common Single Sided
		6/12/2014	051509-0001	601-1020-543.30-18	8.09	Flexible Coupling
		6/12/2014	051514-0020	207-0707-552.24-03	4.94	Anchor
		6/12/2014	051514-0037	731-1022-541.38-03	32.49	Sprayer For Cut Saw
		6/12/2014	051614-0019	100-0703-553.30-18	6.97	Hardware Misc Eye Bolt

## AP Check Register

### Check Date: 6/12/2014

<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>
KITZ & PFEIL INC...	46471...	6/12/2014	051709-0112	100-0801-521.29-04	5.91	Hardware Misc
		6/12/2014	051914-0021	100-0703-553.30-18	39.95	String Trimmers
		6/12/2014	051914-0069	100-0703-553.30-18	3.75	Plug
		6/12/2014	052009-0048	731-1022-541.30-18	29.67	Drill Bits
		6/12/2014	052014-0096	100-1001-514.30-15	18.87	Ratchet/Clamp
			<b>Total for check: 46471</b>		<b>915.04</b>	
KUNDINGER FLUID POWER INC	46472	6/12/2014	50284830	731-1022-541.38-03	18.13	Male Connectors
			<b>Total for check: 46472</b>		<b>18.13</b>	
LINCOLN CONTRACTORS SUPPLY INC	46473	6/12/2014	J26925	100-1003-541.30-15	442.12	Battery Pack/Masonlines
				100-1009-541.30-15	110.53	Battery Pack/Masonlines
			<b>Total for check: 46473</b>		<b>552.65</b>	
MATTHEWS TIRE & SERVICE CENTER	46474	6/12/2014	50932	731-1022-541.38-02	908.04	Tires & Hardware
		6/12/2014	50933	731-1022-541.38-02	549.87	Tires & Hardware
		6/12/2014	50934	731-1022-541.38-02	296.52	Tires
		6/12/2014	50935	731-1022-541.38-02	431.08	Tires
			<b>Total for check: 46474</b>		<b>2,185.51</b>	
MCNEILUS TRUCK & MFG COMPANY	46475	6/12/2014	2523374	741-0000-193.00-00	26,680.00	Curotto Can w/Tarper
		6/12/2014	2525749	731-1022-541.38-03	40.31	Bumpers
			<b>Total for check: 46475</b>		<b>26,720.31</b>	
MEDICAL EXPENSE REIMBURSEMENT TRUST	46476	6/12/2014	20140612	100-0000-202.08-00	32,430.65	PAYROLL SUMMARY
			<b>Total for check: 46476</b>		<b>32,430.65</b>	
MENARDS-APPLETON WEST	46477	6/12/2014	60379	100-1003-541.30-15	889.68	Tools/Supplies

**AP Check Register**  
**Check Date: 6/12/2014**

Date: 6/12/2014

<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>
MENARDS-APPLETON WEST...	46477...	6/12/2014...	60379...	100-1009-541.30-15	222.64	Tools/Supplies
			<b>Total for check: 46477</b>		<b>1,112.32</b>	
MENASHA JOINT SCHOOL DISTRICT	46478	6/12/2014		100-0000-203.03-00	653,725.46	Tax Collection Payments Winnebago County
				100-0000-203.03-00	26,313.24	Tax Collection Payments Calumet County
			<b>Total for check: 46478</b>		<b>680,038.70</b>	
MENASHA NEENAH MUNICIPAL COURT	46479	6/12/2014		100-0000-201.03-00	151.60	Bond Report #14-122
				100-0000-201.03-00	139.00	Bond Report #14-121
			<b>Total for check: 46479</b>		<b>290.60</b>	
MENASHA TREASURER	46480	6/12/2014	FINANCE	100-0203-512.21-08	30.00	Recording of Deed
				100-0203-512.30-11	8.95	Postage
				100-0401-513.30-10	3.96	Disposable Gloves
				100-0401-513.30-11	0.21	Postage
				100-0702-552.34-03	15.00	Training Food
				100-0801-521.24-03	20.13	TV Part
				100-0908-531.30-18	1.77	Foil for AED Pads
				100-1002-541.30-11	6.50	Postage
				267-0102-581.30-11	16.95	Postage
		6/12/2014	PWF	100-1018-543.30-11	46.00	Stamps
			<b>Total for check: 46480</b>		<b>149.47</b>	
MENASHA UTILITIES	46481	6/12/2014		100-0000-201.03-00	15,650.00	Draw/Simply Incredible Foods Escrow Funds
		6/12/2014	ST LIGHTS	100-1012-541.22-03	15,878.88	Public Street Lighting
			<b>Total for check: 46481</b>		<b>31,528.88</b>	
TOWN OF MENASHA UTILITY DISTRICT	46482	6/12/2014	2014	100-0703-553.22-05	76.80	1200 Geneva Road
		6/12/2014	2105	100-0703-553.22-05	9.60	

**AP Check Register**  
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<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
TOWN OF MENASHA UTILITY DISTRICT...	46482...	6/12/2014	2106	100-0703-553.22-05	406.24	1000 Geneva Road Koslo
			<b>Total for check: 46482</b>		<b>492.64</b>	
MICHELS MATERIALS	46483	6/12/2014	280492	625-1010-541.30-18	335.40	Rip Rap Gosling Way Drainage
			<b>Total for check: 46483</b>		<b>335.40</b>	
MODERN BUSINESS MACHINES	46484	6/12/2014	16180076	100-0920-531.29-01	352.50	Copy Supplies
			<b>Total for check: 46484</b>		<b>352.50</b>	
MORTON SAFETY	46485	6/12/2014	885945	731-1022-541.30-18	54.00	Eyewear
			<b>Total for check: 46485</b>		<b>54.00</b>	
NEENAH-MENASHA SEWERAGE COMMISSION	46486	6/12/2014	2014-099	601-1021-543.21-01	1,559.94	Legal Reimbursement
		6/12/2014	2014-107	601-1021-543.25-01	108,774.22	June 2014 Wastewater Treatment
		6/12/2014	2014-113	601-1021-543.25-01	28,656.00	June 2014 Interest & Debt Charges
			<b>Total for check: 46486</b>		<b>138,990.16</b>	
NIELSON COMMUNICATIONS	46487	6/12/2014	FV14-29335	731-1022-541.38-03	121.59	Mobile Antenna Mount Adapter
			<b>Total for check: 46487</b>		<b>121.59</b>	
OFFICE DEPOT	46488	6/12/2014	4422634	100-0904-531.30-10	7.93	Office Supplies
				100-0909-531.30-10	4.94	Office Supplies
				100-0903-531.30-10	40.30	Office Supplies
			<b>Total for check: 46488</b>		<b>53.17</b>	
LINDA PALMBACH	46489	6/12/2014	PALMBACH	100-0903-531.33-01	98.40	May 2014 Mileage
			<b>Total for check: 46489</b>		<b>98.40</b>	

**AP Check Register**  
**Check Date: 6/12/2014**

Date: 6/12/2014

<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>
PRIORITY 1 POLICE & FIRE	46490	6/12/2014	1000	100-0801-521.29-04	200.00	Vehicle Paint/Wiring
			<b>Total for check: 46490</b>		<b>200.00</b>	
REDI-WELDING CO	46491	6/12/2014	14691	731-1022-541.38-03	484.32	Bumper Pad Brackets
			<b>Total for check: 46491</b>		<b>484.32</b>	
ROLAND MACHINERY EXCHANGE	46492	6/12/2014	41014380	731-1022-541.38-03	93.84	
			<b>Total for check: 46492</b>		<b>93.84</b>	
LIZ ROSIN	46493	6/12/2014	ROSIN	100-0903-531.33-01	33.40	May 2014 Mileage
			<b>Total for check: 46493</b>		<b>33.40</b>	
SALSA'S MEXICAN RESTAURANT LLC	46494	6/12/2014	SALSA'S	100-0000-421.01-00	1,000.00	Reserve Liquor License
			<b>Total for check: 46494</b>		<b>1,000.00</b>	
SERVICEMASTER BUILDING MAINTENANCE	46495	6/12/2014	12494	100-0801-521.20-01	50.00	Janitorial Service Garage
		6/12/2014	12497	100-0903-531.20-01	490.00	Janitorial Service
		6/12/2014	12501	100-0801-521.20-01	1,460.00	Janitorial Service
		6/12/2014	12526	100-1001-514.20-01	1,095.00	Janitorial Service
		6/12/2014	12527	731-1022-541.20-01	774.00	Janitorial Service Post Construction Cleanup
			<b>Total for check: 46495</b>		<b>3,869.00</b>	
SHERWIN WILLIAMS CO	46496	6/12/2014	5372-7	731-1022-541.38-03	52.60	Cable to Line Lazer
			<b>Total for check: 46496</b>		<b>52.60</b>	
SHOPKO STORES OPERATING CO LLC	46497	6/12/2014	90000014390018	100-0801-521.30-18	39.92	Batteries
			<b>Total for check: 46497</b>		<b>39.92</b>	

**AP Check Register**  
**Check Date: 6/12/2014**

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<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
SOMMERVILLE FLAG	46498	6/12/2014		100-1001-514.30-18	72.00	Flags
			<b>Total for check: 46498</b>		<b>72.00</b>	
SPORTS GRAPHICS	46499	6/12/2014		824-0810-521.30-18	86.94	Explorer's Fund Shirts
			<b>Total for check: 46499</b>		<b>86.94</b>	
TRI-COUNTY OVERHEAD DOOR INC	46500	6/12/2014	34179	731-1022-541.24-03	1,512.36	Repair Door
			<b>Total for check: 46500</b>		<b>1,512.36</b>	
UNIFIRST CORPORATION	46501	6/12/2014	097 0164209	731-1022-541.20-01	120.01	Uniform & Supply Service
			<b>Total for check: 46501</b>		<b>120.01</b>	
UNIFORM SHOPPE	46502	6/12/2014	232293	100-0804-521.30-18	189.80	Name Plate
			<b>Total for check: 46502</b>		<b>189.80</b>	
UNITED WAY FOX CITIES	46503	6/12/2014	20140612	100-0000-202.09-00	31.75	PAYROLL SUMMARY
			<b>Total for check: 46503</b>		<b>31.75</b>	
UNITEL INC	46504	6/12/2014	38507	743-0403-513.24-04	445.00	Phone System Maintenance
			<b>Total for check: 46504</b>		<b>445.00</b>	
US CELLULAR	46505	6/12/2014	0037882795	100-0201-512.22-01	29.80	Captain
				100-0202-512.22-01	12.75	Brunn
				100-1019-552.22-01	11.00	Bridges
				601-1020-543.22-01	0.50	Confined Space
				100-1001-514.22-01	56.25	Alix
				100-0801-521.22-01	78.85	PD
				100-0919-531.22-01	4.10	Nett
				100-0904-531.22-01	80.95	Drew
				100-1002-541.22-01	1.70	Hutter

## AP Check Register

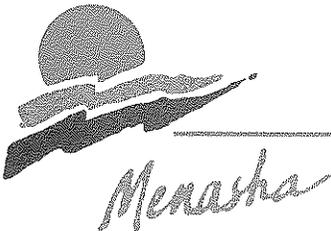
### Check Date: 6/12/2014

<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>		
US CELLULAR...	46505...	6/12/2014...	0037882795...	100-0702-552.22-01	54.30	Tungate		
				100-0703-553.22-01	112.30	Maas/Parks		
				731-1022-541.22-01	54.55	DPW		
				100-1008-541.22-01	5.18	Bursack		
				601-1020-543.22-01	0.50	Sewer Truck		
				743-0403-513.22-01	(160.21)	Credit		
			<b>Total for check: 46505</b>		<b>342.52</b>			
US LUBRICANTS	46506	6/12/2014	50039170	731-1022-541.30-18	343.75	SCA Premix		
				6/12/2014	50039222	731-1022-541.30-18	519.00	
					<b>Total for check: 46506</b>		<b>862.75</b>	
US VENTURE	46507	6/12/2014	L49746	731-1022-541.21-06	12.00	Sample		
					<b>Total for check: 46507</b>		<b>12.00</b>	
UWSP	46508	6/12/2014		100-0905-531.34-02	100.00	Healthy Aging Summit		
					<b>Total for check: 46508</b>		<b>100.00</b>	
VALLEY CHEMICAL LLC	46509	6/12/2014	0047343-IN	100-0703-553.30-18	26.40	Pres Gauge		
					<b>Total for check: 46509</b>		<b>26.40</b>	
THE VALLEY GUIDE LLC	46510	6/12/2014	MENASHAPKS&RECI	100-0702-552.30-18	70.00	Youth Activity Ad		
					<b>Total for check: 46510</b>		<b>70.00</b>	
WAVERLY SANITARY DISTRICT	46511	6/12/2014		100-0703-553.22-05	61.36	2170 Plank Road		
				100-0000-203.07-00	6,694.83	Tax Collection Payments		
					<b>Total for check: 46511</b>		<b>6,756.19</b>	
WE ENERGIES	46512	6/12/2014		267-0102-581.22-04	11.28	198 River		
				100-1008-541.22-04	61.67	455 Baldwin Street		

## AP Check Register

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<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
WE ENERGIES...	46512...	6/12/2014...	...	100-0701-533.22-03	10.60	North Street
				100-0903-531.22-04	18.28	316 Racine Street
				100-0701-533.22-03	10.03	North Street
	<b>Total for check: 46512</b>				<b>111.86</b>	
WI SCTF	46513	6/12/2014	20140612	100-0000-202.03-00	58.90	PAYROLL SUMMARY
				<b>Total for check: 46513</b>		
WIL-KIL PEST CONTROL	46514	6/12/2014	2456676	100-0704-552.24-03	85.00	Commercial Contract
				<b>Total for check: 46514</b>		
WINNEBAGO COUNTY TREASURER	46515	6/12/2014		100-0000-203.02-00	341,847.54	Tax Collection Payments Winnebago County
				100-0000-203.08-00	11,239.91	Tax Collection Payments State of Wisconsin
		6/12/2014	5797	100-0805-521.25-01	411.68	Inmate Housing
<b>Total for check: 46515</b>				<b>353,499.13</b>		
WISCONSIN CHIEFS OF POLICE ASSN INC	46516	6/12/2014		100-0801-521.21-06	305.00	Police Entry Level Exams
			<b>Total for check: 46516</b>			
WISCONSIN DEPT OF ADMINISTRATION	46517	6/12/2014		100-0203-512.21-08	950.00	Annexation Review
			<b>Total for check: 46517</b>			
WISCONSIN SUPPORT COLLECTIONS	46518	6/12/2014	20140612	100-0000-202.03-00	955.49	PAYROLL SUMMARY
				<b>Total for check: 46518</b>		
					<b>1,583,258.09</b>	



June 12, 2014

To: Common Council

From: Debbie Galeazzi, Clerk

Subject: Liquor License Applications, July 1, 2014-June 30, 2015

The following renewal applications to deal in intoxicating liquor and/or fermented malt beverages for the July 1, 2014-June 30, 2015 licensing period that have been filed in the Clerk's office.

**"Class A" Liquor and Malt.** Stop N Go LLC, d/b/a, Stop N Go, 1200 Plank Rd Menasha, Kamaljit Gill/Agent. The Administration Committee recommended denial of this application as one of the members of the LLC, Kashmir Gill, did not pass the background check in accordance with City guidelines. I have been informed that Kashmir Gill is no longer a member of the LLC. I'm waiting for the documents showing Mr. Gill has been removed from the LLC. The remaining member of the LLC, Kamaljit Gill, did pass the background check and all other State and City requirements are in order. It is my recommendation to approve the "Class A" liquor and malt license for Stop N Go LLC.

**"Class B" Liquor and Malt.** Hank's Fifth Ward Tavern, LLC, 600 Broad St., d/b/a Hank's Tavern, 600 Broad St. Menasha, Dawn Marie Van Vonderen/Agent. The Administration Committee recommended approval of the "Class B" liquor and malt license for Hank's Fifth Ward Tavern, LLC.

**"Class B" Liquor and Malt.** Grog of Menasha LLC, d/b/a The Grog, 546 Broad Street, Menasha, Mary A. John, agent. This application was filed late and therefore was not part of the first group of applications submitted to Council on June 2, 2014. I'm waiting for confirmation that utilities are current. The other City and State requirements are in order.

**"Class B" Liquor and Malt.** Menasha Grill Inc, d/b/a Menasha Grill, 204 Main Street, Menasha, Charlie Cross, agent. The Administration Committee forwarded this application with no recommendation. As of today the real estate taxes and outstanding invoices have not been paid. The other City and State requirements are in order.

**Reserve "Class B" Liquor and Malt.** Margaritaville Lounge LLC, d/b/a Margaritaville, 6 Tayco Street, Menasha, Jennifer Almeida-Sandoval, agent. This application was not with the first group of applications submitted to Council on June 2, 2014. All City and State requirements are in order. It is my recommendation to approve the Reserve "Class B" liquor and malt license for Margaritaville Lounge LLC.

**Reserve "Class B" Liquor and Malt.** Mrs. Fajitas LLC, d/b/a Mrs. Fajitas, 403 Racine St, Menasha, Francisca Jaimes, agent. The Administration Committee forwarded this application with no recommendation. As of today the real estate taxes have not been paid. The other City and State requirements are in order.

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

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

Pursuant to State Statute, approval or denial of liquor licenses is the responsibility of the governing body. Denial can be based on violations of State Statutes or local ordinances.

The applicants have been informed of the meeting. I will update the Council at the meeting of any changes.



To: Menasha Common Council  
From: Jenny Groeschel and Ginger Tralongo, Police Records  
RE: Beverage Operator License (Bartender) Applicants  
Date: June 11, 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:

Rebekah Sokel  
Allison Rohloff  
Christopher Fahrbach  
Kathy Sahli  
Nicole Graf  
Madeline Werley

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:

Stacy Quinn



June 11, 2014

Stacy L. Quinn

309 W. 11<sup>th</sup> Street

Kaukauna, WI 54130

Re: City of Menasha Alcohol Operator's License Application

Dear Ms. Quinn,

In conducting a background investigation in relationship to your alcohol operator's license application, the following information was determined:

On March 18, 2005 you plead No Contest to a Class H Felony charge of Misappropriation of Personal Identification in Winnebago County Court under guideline one of the City of Menasha Policy Guidelines for Operator's License, you do not qualify for an Operator's License because you have been convicted of a felony that substantially relates to the license for which you seek.

Based on this background investigation I will be recommending that the Menasha Common Council deny your request for an Operator's License in the City of Menasha.

Engaging in bartending involves the purchase and sale of a closely related 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 you have been convicted of substantially relates to the license for which you have applied and arose out of an incident that occurred on June 6, 2003. The 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 Common Council at its next meeting on June 16, 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. Ron Bouchard

Investigative Services

City of Menasha Police Department



### STREET USE APPLICATION

Event: Two Wheel Tuesdays  
 Sponsored by: The Locker Room  
 Responsible Person: FREDERICK A. SCHROEDER  
 Address: 800 Plank Rd.

Street Use Date: JUNE 24th,  
 Start Time: 6:00 p.m.  
 End Time: 9:00 p.m.  
 Number of Units: \_\_\_\_\_  
 (Parades)

Address: Menasha, WI - 54952  
 Email Address: thelockerroom@hotmail.com Phone: \_\_\_\_\_

Street Route: 300 block of Manitowoc St.  
 Description of Use (attach map)

Liability Insurance has been secured in the amount of \$ 1,000,000.00 with the City of Menasha named as the additional insured. This is primary insurance.  
 Insurance Company SOCIETY INSURANCE Policy No. 15261  
(Attached are samples of the certificate of insurance and endorsement; each naming the City of Menasha as additional insured)

*7913*  
*5*

Date: JUNE 24th, 2014 Applicant's Signature: \_\_\_\_\_

**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: 6/16/2014  
 Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

**APPROVAL:**  
 Police Dept. \_\_\_\_\_ Fire Dept. [Signature] Public Works Dept. MR City Attorney PAC



# CERTIFICATE OF LIABILITY INSURANCE

LOCKE01

OP ID: MK

DATE (MM/DD/YYYY)

06/04/14

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

**PRODUCER**  
**ADEMINO & ASSOCIATES INC**  
 DAVID ADEMINO  
 1001 TRUMAN P O BOX 99  
 KIMBERLY, WI 54136-0099

920-734-3110  
 920-734-6027

**CONTACT NAME:**  
**PHONE (A/C, No., Ext):** **FAX (A/C, No):**  
**E-MAIL ADDRESS:**

**INSURED**  
**THE LOCKER ROOM**  
**HOT BRASS LLC dba**  
**800 PLANK RD**  
**MENASHA, WI 54952**

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A:	SOCIETY INSURANCE	15261
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

**COVERAGES**

**CERTIFICATE NUMBER:**

**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL SUBR INSR W/VD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-ECT <input type="checkbox"/> LOC	X	TRM 529484	08/18/13	08/18/14	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV. INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGS \$ 2,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		TRM 529484	08/18/13	08/18/14	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DEF. RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A				WC STATUTORY LIMITS: <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES:** (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
**EVENT:** TWO WHEEL TUESDAY'S MOTORCYCLE SHOW.

**CERTIFICATE HOLDER**  
 MENAS-1  
 CITY OF MENASHA  
 140 MAIN ST  
 MENASHA, WI 54952

**CANCELLATION**  
 SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  
 AUTHORIZED REPRESENTATIVE  
*David M. Ademino*

### MIDTERM CHANGE DOCUMENT

POLICY NO. TRM 520484 00205

SOCIETY INSURANCE, a mutual company | ADEMIRU & ASSOCIATES INS AGENCY INC

NAMED INSURED HOT BRASS LLC DBA  
THE LOCKER ROOM

MAILING ADDRESS 800 PLANK RD  
MENASHA WI 54952-2924

POLICY PERIOD: FROM 08/19/2013 TO 08/18/2014 at  
12:01 A.M. Standard Time at your mailing address shown above.

CHANGE EFFECTIVE 05/13/2014 CHANGE # 2

#### DESCRIPTION

FORM BPO407, ADDITIONAL INSURED - STATE OR POLITICAL SUBDIVISIONS PERMITS RELATING TO PREMISES, IN FAVOR OF CITY OF MENASHA IS DELETED.  
FORM SAI-44, ADDITIONAL INSURED-PRIMARY NON CONTRIBUTORY LIMITED FORM, IS ADDED IN FAVOR OF CITY OF MENASHA.  
REVISED ADDITIONAL INSURED LIABILITY SCHEDULE IS ATTACHED.  
ADDITIONAL PREMIUM WILL BE REFLECTED IN FUTURE INSTALLMENTS.

Original Premium \$	<u>3,805</u>	New Premium \$	<u>3,845</u>	Total Add'l/Return Premium \$	<u>11</u>
Original Fire Surcharge \$		New Fire Surcharge \$		Add'l/Return Fire Surcharge (included in above Premium) \$	<u>ADDITIONAL</u>
					<u>NO CHANGE</u>

COUNTERSIGNED 06/04/2014 BY \_\_\_\_\_  
(Date) (Authorized Representative)  
C15 82  
06/04/2014

SOCIETY INSURANCE, a mutual company

ADDITIONAL INSURED - LIABILITY

POLICY # TRM 529464  
HOT BRASS LLC DBA  
THE LOCKER ROOM  
800 PLANK RD  
MENASHA WI 54952-2924

AGENT ADEMINO & ASSOCIATES INS AGENCY INC  
00205

GOOSE DREAMS LLC  
800 PLANK RD  
MENASHA, WI 54952

TBP-18 - WI - Loc #1

CITY OF MENASHA  
140 MAIN ST  
MENASHA, WI 54952-3151

5A14# - WI - Loc #1

NOTE TO ADDITIONAL INSURED: YOUR RIGHT TO COVERAGE UNDER THIS  
POLICY IS LIMITED. READ SPECIFIC TERMS AND CONDITIONS RELATING  
TO YOUR INTEREST FOR DETAILS.

SAI-44 (9-02)

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED - PRIMARY NONCONTRIBUTORY -  
LIMITED FORM**

This endorsement modifies insurance provided under the following:

BUSINESSOWNERS LIABILITY COVERAGE FORM  
COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE**

**Name of Person or Organization (Additional Insured):**

CITY OF MENASHA  
140 MAIN ST  
MENASHA WI 54952

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED is amended to include as an additional insured any person or organization shown in the Schedule as an additional insured. That entity shall be covered only for liability for bodily injury or property damage that is imputed to it as a result of your actions or conduct. In no event shall the additional insured receive any greater or additional coverage, or any greater or additional limits of liability than you receive under this policy.

If the name of the person or organization stated above includes any architect, engineer or surveyor, the following applies:

The insurance with respect to such architects, engineers or surveyors does not apply to "bodily injury", "property damage", "personal injury" or "advertising injury" arising out of the rendering of or the failure to render any professional services by or for you, including:

- a. The preparing, approving or failing to prepare or approve amps, drawings, opinions, reports, surveys, change orders, designs or specifications; and

SAI-44 (9-02)

SAI-44 (9-02)

b. Supervisory inspection or engineering services.

If a written contract between you and the additional insured specifically requires that this insurance be primary, then the insurance afforded by this endorsement is primary insurance and we will not seek contribution from any other insurance available to the additional insured named in this schedule unless the other insurance is provided by a contractor other than the named insured. Then we will share with that other insurance by the method described below.

If all of the other insurance permits contribution by equal shares, we will follow this method also. Under this approach each insurer contributes equal amounts until it has paid its applicable limit of insurance or none of the loss remains, whichever comes first.

If any of the other insurance does not permit contribution by equal shares, we will contribute by limits. Under this method, each insurer's share is based on the ratio of its applicable limit of insurance to the total applicable limits of insurance of all insurers.

If no contract between you and the additional insured requires that this insurance be primary, then the coverage granted to the additional insured under this endorsement shall be excess over any other valid and collectible insurance.

This endorsement provides no coverage to the additional insured for any liabilities arising out of the claimed negligence of the additional insured, or out of the claimed negligence of any entities other than the Named Insured.

SAI-44 (9-02)

## CHAPTER 8

### Street Use Permit

#### SEC. 7-8-1 STREET USE PERMITS.

- (a) **PURPOSE.** The streets in possession of the City are primarily for the use of the public in the ordinary way. However, under proper circumstances, the City Clerk may grant a permit for street use, subject to reasonable municipal regulation and control. Therefore, this Section is enacted to regulate and control the use of streets pursuant to a Street Use Permit to the end that the health, safety and general welfare of the public and the good order of the City can be protected and maintained.
- (b) **APPLICATION.** A written application for a Street Use Permit by persons or groups desiring the same shall be made on a form provided by the City Clerk and shall be filed with the City Clerk. The application shall set forth the following information regarding the proposed street use:
- (1) The name, address and telephone number of the applicant or applicants.
  - (2) If the proposed street use is to be conducted for, on behalf of, or by an organization, the name, address and telephone number of the headquarters of the organization and of the authorizing responsible heads of such organization.
  - (3) The name, address and telephone number of the person or persons who will be responsible for conducting the proposed use of the street.
  - (4) The date and duration of time for which the requested use of the street is proposed to occur.
  - (5) An accurate description of that portion of the street proposed to be used.
  - (6) The approximate number of persons for whom use of the proposed street area is requested.
  - (7) The proposed use, described in detail, for which the Street Use Permit is requested.
  - (8) Applications for a street use permit must be completed and filed with the City Clerk not less than thirty (30) days prior to the scheduled date of the street use.
- (c) **REPRESENTATIVE AT MEETING.** The person or representative of the group making application for a Street Use Permit shall be present when the Board of Public Works and Common Council gives consideration to the granting of said Street Use Permit to provide any additional information which is reasonably necessary to make a fair determination as to whether a permit should be granted.
- (d) **REVIEW BY CHIEF OF POLICE AND DIRECTOR OF PUBLIC WORKS.** Before any application for a Street Use Permit is considered by the Common Council, the application shall be reviewed by the Director of Public Works and Chief of Police for their recommendation as to the effect that the temporary closing of the street will have on the public safety and traffic movement in the area during the time the street may be closed.
- (e) **MANDATORY DENIAL OF STREET USE PERMIT.** An application for a Street Use Permit shall be denied if:
- (1) The proposed street use is primarily for private or commercial gain.
  - (2) The proposed street use would violate any federal or state law or any ordinance of the City.
  - (3) The proposed street use will substantially hinder the movement of police, fire or emergency vehicles, constituting a risk to persons or property.
  - (4) The application for a Street Use Permit does not contain the information required above.
  - (5) The proposed use could equally be held in a public park or other location. In addition to the requirement that the application for a Street Use Permit shall be denied, as hereinabove set forth, the Common Council may deny a permit for any

other reason or reasons if it concludes that the health, safety and general welfare of the public cannot adequately be protected and maintained if the permit is granted.

- (f) **PERMIT FEE.** Each application for a Street Use Permit shall be accompanied by a fee of Twenty-five Dollars (\$25.00).
- (g) **ALCOHOL BEVERAGE LICENSES.** If the applicant requests permission to possess, sell or offer for sale fermented malt beverages and/or wine containing not more than six percent (6%) alcohol by volume within the perimeter of the street use permit area, the applicant shall follow the procedure for a Temporary Class "B" Picnic License under SEC. 7-2-1(e)(1) of the Code of Ordinances. The Common Council may impose conditions for the street use permit not inconsistent with a concurrent alcohol beverage license and applicable laws.
- (h) **INSURANCE.**
  - (1) The applicant for a Street Use Permit may be required to indemnify, defend and hold the City and its employees and agents harmless against all claims, liability, loss, damage or expense incurred by the City on account of any injury to or death of any person or any damage to property caused by or resulting from the activities for which the permit is granted. As evidence of the applicant's ability to perform the conditions of the permit, the applicant may be required to furnish a Certificate of Comprehensive General Liability Insurance with the City of Menasha. The applicant may be required to furnish a performance bond prior to being granted the permit.
  - (2) Any street use applicant may apply to meet the insurance requirements through the office of the Risk Manager by purchasing insurance through a TULIP program. (Tenant/Users Liability Insurance Program.) Any fees or costs shall be prepaid by such street use applicant prior to Common Council consideration of any Street Use Permit.
  - (3) The City Attorney or Risk Manager shall review any Street Use Permit Application for satisfactory insurance coverage.
  - (4) Proof of insurance is not required for parades sponsored by the Menasha Public Schools or St. Mary's Central High School.
- (i) **TERMINATION OF A STREET USE PERMIT.** A Street Use Permit for an event in progress may be terminated by the Police Department if the health, safety and welfare of the public appears to be endangered by activities generated as a result of the event or the event is in violation of any of the conditions of the permits or Ordinances of the City of Menasha. The Chief of Police has the authority to revoke a permit or terminate an event in progress if the event organizers fail to comply with any of the regulations in the street use policy or conditions stated in the permit.
- (j) The City of Menasha may require a deposit fee to insure that appropriate clean-up or dismantling of structures is done upon the conclusion of the event. This deposit shall be in an amount established by the Common Council.
- (k) The City of Menasha may require any Street Use applicant to pay any costs necessary for additional staffing to maintain safety of participants or the public or to satisfactorily clean up after the event.
- (l)
  - (1) The Chief of Police and Fire Chief are allowed to authorize a use of the streets for a short duration without other compliance with this section.
  - (2) The Common Council may waive any of the requirements of this section in the event of special mitigating circumstances.
- (m) The Common Council may waive any of the requirements of sections 7 – 8 – 1 (c), 7 – 8 – 1 (d) or 7 – 8 – 1 (e) in the event of special mitigating circumstances. Any such motion to waive any of these requirements must state the specific mitigating circumstances.



To: Members of the Common Council

From: Chief Tim Styka 

Date: June 11, 2014

RE: Street Use Application – 300 Blk. Manitowoc St. for June 24, 2014

The Council will be discussing the Street Use Application for the 300 Blk. of Manitowoc St in the meeting on June 16<sup>th</sup>. My responsibility under ordinance 7-8-1 (d) is to provide a recommendation as to the effect that the temporary closing of the street will have on public safety. It is my recommendation that the Street Use Permit not be approved.

On June 10<sup>th</sup>, 2014 the Locker Room held a similar event. Officers did stop at the event around 7pm after observing countless people outside the establishment with open intoxicants. People were not only around the bar, but also in the street and 3 neighboring businesses. In addition, there was not adequate parking for the event. People were parked in Coonen's and Manderfield's parking lot, as well as surrounding City Streets. It was estimated that over 300 people were in attendance.

Despite over 30 people drinking in violation of City Code none were given citations and contact was made with the owner, Fredrick Schroeder, to have the band to announce how drinks needed to stay at the bar. Officers explained to Mr. Schroeder that they would provide him some time to get things in order and they would be back later to see how things were going. Around 8pm officers did respond back to the area and found the crowd was smaller. However, there were still 10-15 people drinking in areas mentioned earlier. Mr. Schroeder was issued a summons for violation of 7-2-17, Violation of the Outdoor Permit.

While it can be argued the extent that parking and open intoxicant issues have with public safety, my biggest concern is the concerns expressed by Mr. Schroeder to the officers about the event. He acknowledged to the officers that there were too many people at the event and it was out of control. He then expressed concerns for his personal safety as some of the attendees have ties to local motorcycle clubs and he felt threatened by their attendance.

Based upon our observations and the comments made by Mr. Schroeder, I feel that I would be remiss in my duties by offering my approval to this event.



### STREET USE APPLICATION

Event: Communityfest - Parade of Lights

Sponsored by: C. Neenah & Menasha

Responsible Person: Brian Turgate

Address: 140 Main St.  
Menasha

Email Address: bturgate@ci.menasha.wi.us Phone: \_\_\_\_\_

Street Use Date:	<u>July 3, 2014</u>
Start Time:	<u>9:00p</u>
End Time:	<u>10:15p</u>
Number of Units:	<u>30+</u>
(Parades)	

Street Route: starts in Neenah, north on Washington to Main St (Menasha) east on Main  
 Description of Use (attach map): to Milwaukee. North on Milwaukee to First. East on First. Ends near library.

Liability Insurance has been secured in the amount of \$ NA 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: 4.22.14 Applicant's Signature: Brian Turgate

**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: 6/16/14

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

**APPROVAL:**  
 Police Dept. TCS Fire Dept. \_\_\_\_\_ Public Works Dept. MR City Attorney PAC/CS



R-17-14

SUPPORTING A COUNTY FUNDED DOG PARK IN NORTHERN WINNEBAGO COUNTY

Introduced by Alderman Taylor

WHEREAS, dog parks bring benefits not only to dogs and their owners, but also to entire communities by promoting responsible dog ownership and creating bonds among park users and other dog lovers; and,

WHEREAS, dog parks are increasing in popularity around the country; and,

WHEREAS, there are nearly 1000 licensed dogs in the City of Menasha; and,

WHEREAS, there has been considerable citizen interest in establishing a dog park in Northern Winnebago County; and,

WHEREAS, Winnebago County owns and operates a dog park in the Southern part of the county and it is expected that Winnebago County would operate the Northern facility in the same manner without financial or operational assistance from the City of Menasha; and,

WHEREAS, one-third of the population of Winnebago County lives in the northern portion of the county without convenient access to the current facility even though they provide a major portion of the tax base that funds the current park; and,

WHEREAS, the Friends of Winnebago County Dog Parks has identified an available site in the Town of Neenah which would effectively serve the Northern population of Winnebago County.

NOW, THEREFORE, BE IT RESOLVED, that the City of Menasha Common Council offers its moral support to the citizen effort to establish a dog park in Northern Winnebago County owned and operated by the County.

Passed and approved this 16<sup>th</sup> day of June, 2014.

---

Donald Merkes, Mayor

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



# ABOUT

Hundreds of Winnebago County Dog Parks, Inc.

## MISSION

Friends of Winnebago County Dog Parks, Inc. (FWCDP) is a non-profit, 501(c)3 tax-exempt organization dedicated to maintaining, improving and establishing off-leash dog parks in Winnebago County, Wisconsin.

## VISION

Our goal is to serve the community's need for public areas where responsible pet owners may safely exercise their socialized canine citizens off-leash and in accordance with applicable laws and ordinances. This includes lending support to the maintenance and improvement of Winnebago County Best Friends Dog Park in Oshkosh, as well as the establishment of additional off-leash dog parks in Winnebago County.

FWCDP encourages community involvement and welcomes new members.

Winnebago County Dog Park is located in the northeast corner of Winnebago County Community Park off County Rd Y, Oshkosh WI



Dog Park

# ETIQUETTE

- ALWAYS clean up after your dog.
- Be present with your dog at all times.
- Keep your dog leashed until it is inside the park.
- Have your dog under voice control or have it leashed.
- Do not bring aggressive dogs in to the park.
- Have your dog licensed.
- Have proof of your dog's current rabies vaccination.
- If your dog is "in season" please do not bring her into the park.
- If your pet is "unaltered" please keep an extra eye on them.
- Keep children at your side and within reach.

## Contact us:

Phone: 920.267.7801  
Email: [info@winnebagocountydogparks.com](mailto:info@winnebagocountydogparks.com)  
[www.winnebagocountydogparks.com](http://www.winnebagocountydogparks.com)

# DONATION & MEMBERSHIP

Sign-up Form

Name

Address

Phone

Email

Newsletter/Mailing List

Contact Me

Method of payment for Donation

Check

Credit

Cash

Name as it appears on card

Card number

Expiration date

Security code

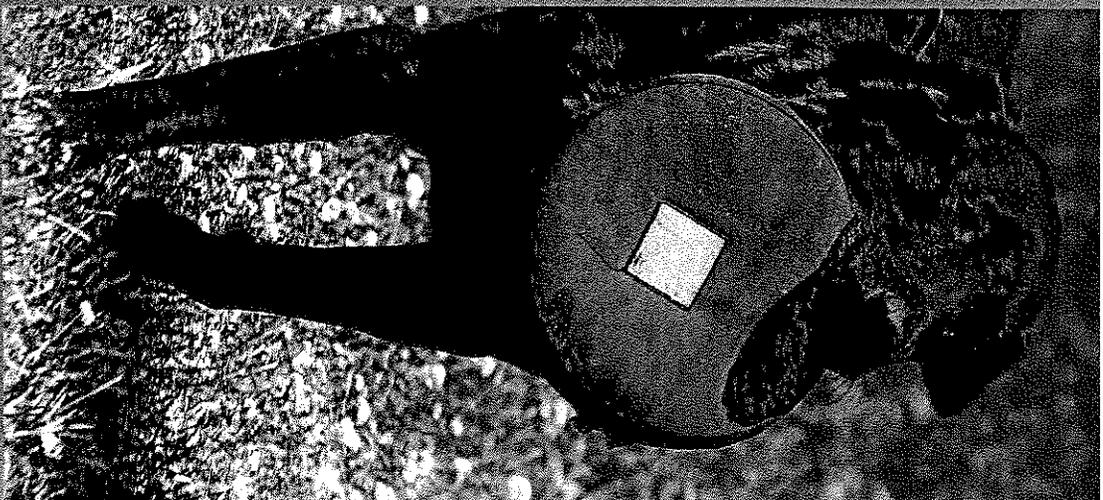
we need your  
**HELP**

Currently, Best Friends Dog Park in Winnebago County Community Park, Oshkosh is the only public area for dogs to be off-leash with their owners in Winnebago County. Community spaces for our pets to exercise and play are limited; Winnebago County Park budgets have been reduced, which has created a twofold mission:

Our first directive is Winnebago County Best Friends Dog Park. In partnership with the Winnebago County Parks Department, we support efforts to improve and maintain the park.

Secondly, to relieve the stress on the current park, an additional off-leash dog park(s) needs to be established. Northern Winnebago County near Neenah and Menasha has been identified as a suitable area for an additional dog park. We are well underway in searching for land. Your donations will help with the purchase and building of a new off-leash Dog Park.

Working hand-in-hand with the community we can accomplish our goals!



Friends of Winnebago County  
**DOG PARKS**  
501 E County Rd Y, Oshkosh WI  
phone: 920.276.7801 **OPEN** 7am - 11pm  
www.winnebagoountydogparks.com

**MAIL TO:**  
Friends of Winnebago County Dog Parks, Inc  
469 Old Oregon Rd  
Oshkosh, WI 54902  
Phone: 920.267.7801  
Email: info@winnebagoountydogparks.com

## **Donation of Winnebago County land sought for New Dog Park**

After years of attempting to secure land for an additional dog park in Winnebago County in response to an ever growing need, an Exploratory Sub Committee (E.S.C.), led by Neenah residents Kathy Casperson, Sandy LeMoine, and Lori Baldauf, for Friends of Winnebago County Dog Parks, Inc. is turning to the public for help!

The overuse of the popular dog parks in south Winnebago and Outagamie Counties and their significant increase in usage underscores the need for an additional park situated somewhere between those parks. Over 100,000 visitors and their canine friends visited the smaller dog park last year.

Giving our dogs a place to exercise and socialize makes them happier, healthier, and usually better behaved. Owners also benefit from the exercise, and many do not have enough yard space to accommodate their dogs' daily activity needs. Walks help, but the freedom a fenced-in dog park offers is hard to match.

The major hurdle: **Winnebago County does not have the funds to procure the 10 – 15 minimum acreage through purchase or lease.** After land is approved and secured, at least an additional \$100,000 will be needed to get the park up and running. Volunteers will be utilized to manage the park. A possible fee structure could be considered to help with future expenses.

To date, over 20 possible land sites have been visited without a viable solution. We now turn to the public and hope for a giving individual or organization to make a land donation or donate financially to provide an avenue for purchasing or leasing property.

Dog parks are used daily and year round and visited at a higher rate than local recreational parks. **The need is there.** Similar to the recent donation of a local golf course, citizens can make a substantial positive impact on our community, both humanely and financially for the surrounding area.

If you or anyone you know might be interested in a donation of property or funding for the new Winnebago County Dog Park, please contact **Kathy Casperson, Chairperson of the Exploratory Sub Committee for the Friends of Winnebago County Dog Parks (920-727-4536)** or **Lori Baldauf, Secretary to the E.S.C., (920-306-1170)**

## Group makes plea for new Winnebago County dog park

Written by Holly Meyer Post-Crescent Media

May 31

postcrescent.com

### How to donate

If you have property or money

to donate for a new Winnebago County Dog Park, contact Kathy Casperson at 920-727-4536 or Lori Baldauf at 920-306-1170.

Supporters of a longstanding effort to bring another dog park to the Fox Cities are looking for help from the community.

The group Friends of Winnebago County Dog Parks is making a public appeal to anyone who could donate land or money to buy or lease at least 10 acres in northern Winnebago County, said Kathy Casperson, chair of a newly formed exploratory subcommittee.

"Some people think there's a (dog) park that's going to happen, and there isn't. And, we have zero funds to get this off the ground and unless we can actually get a donation of land or a donation in monetary form to either purchase or lease land, this is not going to happen," Casperson said.

For more than a decade, the group and the county have tried to find a spot for a second park, preferably between the Outagamie County dog park in Grand Chute and the Winnebago County dog park in Oshkosh. They've looked at more than 20 sites, but nothing has worked out.

"They're overflowing with visitors and so people have been saying, 'Hey, we need another park to balance out the population that's attending,'" Casperson said. "We're trying to find a site, if possible, between the two."

While the park would be incorporated into the county's park system

, Winnebago County doesn't have the money to purchase or lease land, said Rob Way, Winnebago County Parks director.

"With the limited amount of funding that could go into this, it's not an easy

task to come across properties that are going to be more or less donated and fit the bill for what a dog park needs to consist of," Way said.

The park needs to be at least 10 acres and fairly clear of wetlands, he said.

In 2000, the county formed a committee that spent about a year looking for a dog park location. It examined about 15 properties with no success

, Way said.

Since then, a second dog park has been on the department's project list and staff members periodically evaluate sites. Way said the staff is now looking at a potential

undisclosed location.

The new eight-person subcommittee was created after a recent community forum on the topic, and is made up of Neenah and Town of Menasha residents. Casperson said attendees spoke up with new suggestions for securing land that hadn't previously been tried.

In addition to better marketing

the project, the subcommittee will revisit the top three previously examined properties to see if they are now viable options, Casperson said.

If the subcommittee finds a site, it will notify the parks department, which would then discuss the matter with the property owner, Way said.

With the project's history, subcommittee members are realistic. They've given themselves six months to get something rolling and an additional six months if they find some momentum, Casperson said.

— Holly Meyer: 920-993-1000, ext. 426, or [hmeyer@postcrescent.com](mailto:hmeyer@postcrescent.com); on Twitter [@HollyAMeyer](https://twitter.com/HollyAMeyer)