

**CITY OF MENASHA  
COMMON COUNCIL  
Third Floor Council Chambers  
140 Main Street, Menasha  
Monday, January 19, 2015  
6:00 PM  
AGENDA**

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL/EXCUSED ABSENCES
- D. PUBLIC HEARING
- E. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY  
(five (5) minute time limit for each person)
- F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS
1. Clerk Galeazzi - the following minutes and communications have been received and placed on file:  
Minutes to receive:
    - a. [Board of Health, 12/10/14.](#)
    - b. [Board of Public Works, 01/05/15.](#)
    - c. [Committee on Aging, 12/11/14.](#)
    - d. [Parks & Recreation Board, 01/12/15.](#)
    - e. [Personnel Committee, 01/05/15.](#)Communications:
    - f. [PRD Tungate, 01/08/15; New Neighborhood Park Public Information Meeting held on 01/26/15 at Heckrodt Wetland Reserve Nature Center.](#)
    - g. [Christopher D. Culotta, Wisconsin Dept. of Health Services, to Joseph Bongers, 01/07/15; Thank you letter.](#)
    - h. [PRD Tungate, 01/15/15; Recommended Changes to Parks and Recreation Programs and Services for 2015.](#)
    - i. [Menasha Joint School District; Open House at the High School on 01/26/15.](#)
    - j. [Press Release; Moody's Upgrades Menasha Bond Rating, 01/15/15.](#)
- 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, 01/05/15.](#)
- Board of Public Works, 01/05/15 – Recommends the Approval of:
2. [Change Order – J.F. Ahern Co.; Water Treatment Facility Low Lift Pump Modifications; Project M0002-930724; ADD: \\$2,596.00; Change Order No. 2 \(Menasha Utilities\).](#)
  3. [Change Order – J.F. Ahern Co.; Water Treatment Facility Low Lift Pump Modifications; Project M0002-930724; ADD: \\$3,894.00; Change Order No. 3 \(Menasha Utilities\).](#)
  4. [Change Order – MCC, Inc.; Contract Unit No. 2014-02; Street Reconstruction – London Street, Lakecrest Drive, Sunset Drive, Emily Street, Ninth Street, DePere Street, Parkview Place; DEDUCT: \\$7,718.38 \(Change Order No. 1 and Final\).](#)
  5. [Payment - MCC, Inc.; Contract Unit No. 2014-02; Street Reconstruction – London Street, Lakecrest Drive, Sunset Drive, Emily Street, Ninth Street, DePere Street, Parkview Place; \\$14,690.41 \(Payment No. 4 and Final\).](#)

Personnel Committee, 01/05/15 – Recommends the Approval of:

6. Tentative Agreement – Menasha Professional Police Association (formerly Police Local 603).
7. A 1% pay increase for police administration for 2015.

H. ITEMS REMOVED FROM CONSENT AGENDA

I. ACTION ITEMS

1. Accounts payable and payroll for the term of 1/8/15 to 1/15/15 in the amount of \$8,011,968.48.
2. Beverage Operators License Applications for the 2013-2015 licensing period.
3. “Class A” Liquor License Application, FKG Oil Company, d/b/a MotoMart, 700 Third Street, Menasha, Teresa Kosiec, agent, for the 2014-2015 licensing year.
4. Village of Harrison December 30, 2014 Annexation.

J. ORDINANCES AND RESOLUTIONS

1. R-1-15: Resolution Authorizing the Redemption of General Obligation Refunding Bonds Dated December 15, 2001, General Obligation Refunding Bonds Dated December 1, 2003, General Obligation Refunding Bonds Dated January 1, 2004, and Taxable General Obligation Refunding Bonds Dated June 15, 2005. (Introduced by Mayor Merkes).
2. R-2-15: Resolution Regarding the Name of The Redevelopment Authority of the City of Menasha (Introduced by Alderman Englebert).
3. R-4-15: Resolution Accepting Gift of Architectural Elements from 175 and 177 Main Street Structures. (Introduced by Mayor Merkes).

K. APPOINTMENTS

1. Mayor’s appointment of Dean Wydeven, 969 7<sup>th</sup> Street, Menasha, to the Landmarks Commission, for the term of 3/1/2015 – 3/1/2018.

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, February 2, 2015 – 6:00 p.m.**  
**Committee Meetings to Follow**

**CITY OF MENASHA BOARD OF HEALTH**  
**Minutes**  
**December 10, 2014**

A. Meeting called to order at 8:05 AM by Chairman C. Rusin.

B. Present: Candyce Rusin, Dr. Teresa Rudolph, Dianne Hotynski, Nancy McKenney, Vicki Schultz, Loretta Kjemhus, Allison Reitzner, Todd Drew, Linda Palmbach, Liz Rosin, Kortney Dahm

C. MINUTES TO APPROVE

1. Motion to approve November 12, 2014 minutes made by Dr. Rudolf and seconded by Nancy McKenney.

The motion carried unanimously.

D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

1. Administrative: McKenney reviewed the 2014 Health Department Budget; the 2015 Consolidated Contracts, and the 2015 Health Department Budget.
2. Communications: The Board reviewed the Draft Resolution to the Common Council *Approving a 2014 Budget Adjustment of \$5,000 for MHD Equipment.*
3. Todd Drew, PHE updated the Board on the Employee Safety, Sealer of Weights and Measures and Environmental Health programs.
4. Public Health Department
  - a. Communicable Disease Report: The November 2014 Communicable Disease Report was distributed and discussed.
  - b. School Health: The Head Injury Procedure and Protocols were reviewed and discussed.
5. Health Screening 60+: Vicki Schultz provided an update on program planning.
6. Radon: This program has operated in previous years. The State allocated funding to Menasha Health Department this year. Todd Drew and Vicki Schultz will be implementing the program goals and objectives.
7. School Health Aides: no report
8. Fluoride Varnish: Loretta Kjemhus updated the Board on program progress.
9. Lead Prevention: No report
10. Immunization: Mary noted there were adult vaccines available. Clinics will continue to offer vaccine.
11. Maternal and Child Health: Vicki Schultz noted there would be a focus on assessment
12. Dental Sealants: Notices have been sent to parents and will operate in the spring.
13. Quality Improvement : Allison Reitzner provided the method of reviewing, revising, and creating policies, procedures and protocols for the health department. The Board will approve policies and review procedures on a monthly basis.
14. Emergency Preparedness: Ebola preparedness continues; influenza is increasing in prevalence and intensity. The vaccine match is not as effective as anticipated.
15. Twenty Four/Seven: No report
16. Senior Center : Renovation continues and completion will be later than anticipated.

E. ACTION ITEMS

- a. The Board approved methods for policies and procedures approval and review.

F. HELD OVER BUSINESS

- a. None

G. ADJOURNMENT

The meeting was adjourned by Candyce Rusin at 9:15 am.

The next meeting will be held on January 14, at 8:00 am.

CITY OF MENASHA  
Board of Public Works  
Third Floor Council Chambers  
140 Main Street, Menasha  
January 5, 2015  
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Sevenich at 7:19 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, FC Auxier, DPW Radtke, CDD Keil, ASD Steeno, Water Plant Supr. Gosz, Clerk Galeazzi

C. MINUTES TO APPROVE

1. [December 15, 2014](#)

Moved by Ald. Taylor seconded by Ald. Keehan to approve minutes.

Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

1. [Change Order – J.F. Ahern Co.; Water Treatment Facility Low Lift Pump Modifications; Project M0002-930724; ADD: \\$2,596.00; Change Order No. 2 \(Menasha Utilities\)](#)

Water Plant Supervisor Gosz explained the change is to add a longer landing for safe access to the existing roof access ladder at the Water Treatment Facility.

Moved by Ald. Taylor seconded by Ald. Zelinski to recommend to Common Council Change Order for J.F. Ahern Co for Water Treatment Facility Low Lift Pump Modifications, Project M0002-930724, ADD \$2,596.00, Change Order No. 2.

Motion carried on roll call 8-0.

2. [Change Order – J.F. Ahern Co.; Water Treatment Facility Low Lift Pump Modifications; Project M0002-930724; ADD: \\$3,894.00; Change Order No. 3 \(Menasha Utilities\)](#)

Water Plant Supervisor Gosz explained the change is for a modification to piping to avoid conflicts with existing equipment at the Water Treatment Facility.

Moved by Ald. Taylor, seconded by Ald. Zelinski to recommend to Common Council Change Order for J.F. Ahern Co for Water Treatment Facility Low Lift Pump Modifications, Project M0002-930724, ADD \$3,894.00, Change Order No. 3.

Motion carried on roll call 8-0.

3. [Change Order – MCC, Inc.; Contract Unit No. 2014-02; Street Reconstruction – London Street, Lakecrest Drive, Sunset Drive, Emily Street, Ninth Street, DePere Street, Parkview Place; DEDUCT: \\$7,718.38 \(Change Order No. 1 and Final\)](#)

DPW Radtke explained the change order is for final contract quantities and includes liquidated damages for delays that prevented the project from meeting the contract completion date.

Moved by Ald. Taylor seconded by Ald. Keehan to recommend to Common Council Change Order for MCC, Inc., Contract Unit No. 2014-02 Street Reconstruction of London Street, Lakecrest Drive, Sunset Drive, Emily Street, Ninth Street, DePere Street, Parkview Place, DEDUCT \$7,718.38 (Change Order No. 1 and Final)

Motion carried on roll call 8-0.

4. [Payment - MCC, Inc.; Contract Unit No. 2014-02; Street Reconstruction – London Street, Lakecrest Drive, Sunset Drive, Emily Street, Ninth Street, DePere Street, Parkview Place; \\$14,690.41 \(Payment No. 4 and Final\)](#)

Moved by Ald. Taylor seconded by Ald. Zelinski to recommend to Common Council Payment to MCC, Inc., Contract Unit No. 2014-02 Street Reconstruction of London Street, Lakecrest Drive, Sunset Drive, Emily Street, Ninth Street, DePere Street, Parkview Place for \$14,690.41 (Payment No. 4 and Final)

Motion carried on roll call 8-0.

#### E. ADJOURNMENT

Moved by Ald. Taylor seconded by Ald. Englebert to adjourn at 7:25 p.m.  
Motion carried on voice vote.

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

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

**CITY OF MENASHA  
COMMITTEE ON AGING  
Menasha Senior Center  
116 Main Street, Menasha  
December 11, 2014**

**Minutes**

- A. Meeting called to order at 8:40 am.
- B. Present: Joyce Klundt, Mary Lueke, Tom Stoffel, John Ruck, Todd Drew, Nancy McKenney, Jean Wollerman, Sue Steffen
- C. MINUTES TO APPROVE  
Sue Steffen moved to approved November 13, 2014 minutes, seconded by Tom Stoffel. Motion passed.
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS  
**Senior Center:** Jean Wollerman Senior Center Older Adult Director has not finalized the month of November program participation numbers. She anticipates that attendance will be lower in November and December. Overall, she is pleased with participation considering the renovation and temporary move to Racine Street.  
**Public Health:** Nancy McKenney noted the Common Council approved the Winnebago County Senior Center and 60 Plus contracts. Vicki Schultz, Public Health Nurse and 60 Plus Program lead is setting up a work plan for 2015 and will attend Committee on Aging meetings to provide updates. The Senior Center grant will include an objective to continue fundraising and develop a planned giving program for the Senior Center.
- E. New Business: None
- F. HELD OVER BUSINESS  
**Renovation Update:** Sue Steffen moved to accept Todd Drew's Public Hearing Report as the Renovation Update, seconded by Tom Stoffel. Motion passed.  
**Facility Rental Fees:** John Ruck moved to approve rental rates, including the use of the kitchen with the option to review rates at the July, 7, 2015 meeting:  
Resident: Up to 4 hours \$15.00/hour  
          Over 4 hours \$5.00/hour  
Non-resident: Up to 4 hours \$20.00/hour  
          Over 4 hours \$5.00/hour  
Security deposit: \$30.00  
Seconded by Tom Stoffel.  
Motion passed.
- G. ADJOURNMENT  
The meeting was adjourned by Mary Lueke. The next meeting will be held on January 8, 2015 at 8:00 AM at the Senior Center temporary location at 312 Racine Street.

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

**CITY OF MENASHA**  
**Parks and Recreation Board**  
**City Hall – 140 Main Street**  
**January 12, 2015**  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order by Chr. D Sturm at 6:00 p.m.

**B. ROLL CALL/EXCUSED ABSENCES**

MEMBERS PRESENT: Chr. Dick Sturm, Nancy Barker, Ald. Michael Keehan, Cindy Schaefer-Kemps, Lisa Hopwood, Tom Marshall,

MEMBERS EXCUSED: Sue Pawlowski

OTHERS PRESENT: PRD Tungate, PS Maas

**C. MINUTES TO APPROVE**

1. **Minutes of the January 12, 2015 Park Board Meeting**

Moved by Ald. M. Keehan, seconded by N. Barker to approve the minutes of the December 8, 2014 Park Board meeting. Motion carried.

**D. PUBLIC COMMENT ON ANY MATTER RELATED TO CITY PARKS AND RECREATION**

~None~

**E. REPORT OF DEPARTMENT HEADS/STAFF/OR CONSULTANTS**

1. **Department Report – PRD Tungate**

**A. Reciprocity Agreements with Appleton and Town of Menasha (February meeting):** PRD Tungate reported on the planning for the upcoming Winter Gala on January 31, hiring for the ice rink and working on the land swap for the Conservancy with the DNR. Reciprocity figures and agreements with Appleton and the Town of Menasha are expected to be presented next month. Staff will also be working on filling a vacancy for a Park Laborer position that was approved in the budget.

2. **Park Project and Vandalism Report – PS Maas**

**A. Ice rink condition status:** PS Maas reported some graffiti was placed on the Koslo concession stand, a vehicle struck the park sign on the corner of Broad and Ice streets, storage room at Mem Bldg received some upgrades (including new shelving and paint). Bathroom partitions are going in at Smith and Jefferson parks. Trail grooming and ice rink flooding has begun. Ice rink is now open after a warm spell prevented flooding over the holiday period.

**F. DISCUSSION**

1. **Caboose security lighting and roof repair** – PS Maas stated that roof repairs will occur this year. Staff is still debating over whether to trench in electrical service or go with a pole and overhead line to add some non-obtrusive security lighting on the underside of the roof structure.

2. **Gilbert site and Koslo Park update** – PRD Tungate stated that the Common Council approved the two bids for the Gilbert trail project which is expected to begin later in January or early February. An RFP was approved for a new backstop at the Koslo Park baseball diamond.

Favorable pricing allowed for an upgrade to a black vinyl backstop which may be installed in February. Staff has also been in contact with field design experts (as well as users) researching the benefits of putting in an underground irrigation system in the infield area. The consensus is that it is a very good idea to have such a system in the infield. If the current budget and fundraising will allow for irrigation to become affordable, staff is willing to pursue installing irrigation as part of next fall's planned improvements at the park.

3. **Public information meeting – New Park, January 26, 2015; 6:30pm Heckrodt Wetland Reserve Nature Center:** The Board reviewed some preliminary graphics to be presented at the special meeting being held on January 26. Landscape architect Tom Dunbar and Menasha Rotary president Aaron Zemlock have been invited to participate in the public presentation.

## **G. ACTION ITEMS**

1. **Recommend changes to program and services fees for 2015:** Motion by Ald. Keehan, seconded by L. Hopwood to recommend the changes presented by staff for 2015. These changes include: fees for resident/non-resident for Tiny Tots, lowering the cost for a park bench and increasing grave purchase and opening fees at Resthaven cemetery. Motion carried.
2. **Recommend revision to the park facility charge policy with regards to non-profit groups so that it coincides with the current special events policy:** the Board discussed and supported the idea of revising the current park department non-profit park facility rental policy to match the existing special event fee policy. PRD Tungate stated that the financial impact of such a change would be minimal because there were not very many true non-profit groups that seek to rent a park facility in a given year. The revision would affect park rentals only and would not include softball/baseball or other sport facility diamond rentals. As time permits, the proposal will be brought forward to the Common Council. Motion by Ald. Keehan, seconded by L. Hopwood to approve the revision. Motion carried.

## **H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA**

Five (5) minute time limit for each person None

## **I. ADJOURNMENT**

Moved by N. Barker, seconded by L. Hopwood to adjourn at 7:23pm. Motion carried.

CITY OF MENASHA  
PERSONNEL COMMITTEE  
Third Floor Council Chambers  
140 Main Street, Menasha  
January 5, 2015  
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Englebert at 7:27 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

ALSO PRESENT: CA/HRD Captain, PC Styka, FC Auxier, CDD Keil, ASD Steeno, Clerk Galeazzi

C. MINUTES TO APPROVE

1. [Personnel Committee, 11/17/14](#)

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

Motion carried on voice vote.

D. ACTION/DISCUSSION ITEMS

1. Tentative Agreement – Menasha Professional Police Association (formerly Police Local 603)

CA/HRD Captain reviewed the terms of the tentative agreement that was reached between the City bargaining team and the Police Union members.

General discussion ensued on the terms that are changing from the previous contract. There was additional discussion regarding the employee premium sharing for health insurance.

Moved by Ald. Sevenich seconded by Ald. Keehan to recommend to Common Council Tentative Agreement with Menasha Professional Police Association (formerly Police Local 603)

Motion carried on roll call 7-2.

Ald. Nichols, Sevenich, Langdon, Keehan, Englebert, Benner, Mayor Merkes voted yes.

Ald. Taylor, Zelinski voted no.

2. Police Administration 2015 Pay Increase

Moved by Ald. Sevenich seconded by Ald. Keehan to recommend to Common Council a 1% pay increase for police administration for 2015.

Motion carried on roll call 7-2.

Ald. Nichols, Sevenich, Langdon, Keehan, Englebert, Benner, Mayor Merkes voted yes.

Ald. Taylor, Zelinski voted no.

E. ADJOURNMENT

Moved by Ald. Langdon seconded by Ald. Keehan to adjourn at 8:15 p.m.

Motion carried on voice vote.

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



New Neighborhood Park (located west of Tana Lane)  
Public Information Meeting

DATE: Monday, January 26, 2015

TIME: 6:30 pm

LOCATION: Heckrodt Wetland Reserve Nature Center  
1305 Plank Road, Menasha

You are invited to a presentation of tentative plans for the park. You will have the opportunity to provide feedback and share your ideas on how you'd like to see the park developed.

Graphic displays to include: play equipment and shelter ideas and a concept master plan for the park.

For more information, please contact Brian Tungate, Director of Parks and Recreation at (920)967-3640 or [btungate@ci.menasha.wi.us](mailto:btungate@ci.menasha.wi.us)

Scott Walker  
Governor



DIVISION OF PUBLIC HEALTH  
GREEN BAY/NORTHEASTERN REGIONAL OFFICE  
200 N JEFFERSON ST, SUITE 511  
GREEN BAY WI 54301-5123

Kitty Rhoades  
Secretary

**State of Wisconsin**  
Department of Health Services

Telephone: 920 448-5223  
FAX: 920 448-5265  
dhs.wisconsin.gov

January 7, 2015

Joseph Bongers  
Adult Services Supervisor  
Elisha D. Smith Public Library  
440 1<sup>st</sup> Street  
Menasha, WI 54952

Dear Joseph,

I want to thank you for the use of the library meeting room for the October 29, 2014 Health Care Forum and the December 11, 2014 Community of Practice meeting. The coordination between yourself and our State of Wisconsin-Division of Public Health staff in the Green Bay/Northeast Region is appreciated.

We appreciate the library staff for your positive can do attitude and I was impressed that you welcomed me to the library on October 29 and asked about our meeting equipment needs.

I also want to thank Vanessa Taylir for reserving a small conference room so one of the health officers could participate in a video training after the December 11 meeting.

Also, I personally want to thank you for the extra effort put forth in making our technical challenges manageable. We couldn't have done it without the cooperation and timely preparation of the meeting room.

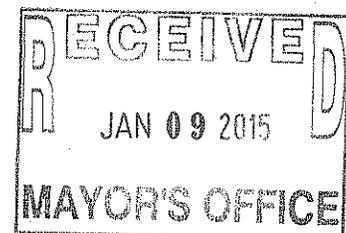
Sincerely,

A handwritten signature in black ink that reads 'Christopher D. Culotta'.

Christopher D. Culotta, Regional Director  
Green Bay/Northeast Region  
Office of Policy & Practice Alignment/RADAR

:mew

Cc: Mayor Merkes, City of Menasha  
Vicki Lenz, Elisha D. Smith Public Library Director  
Nancy McKenney, Menasha Health Officer





## MEMORANDUM

To: Mayor Merkes and Common Council  
From: PRD Tungate *BT*  
Date: January 15, 2015  
RE: Recommended changes to Parks and Recreation programs and services for 2015

### **BACKGROUND**

On January 12, 2015, the Park Board took action to recommend the following fee changes for 2015.

### **ANALYSIS**

There are very few overall recommended changes for 2015. The move to lower the non-resident fee for Tiny Tots may seem unusual at first glance. With fee reciprocity, very few people actually need to pay the non-resident fee. Also, the proposed \$20 non-resident fee difference aligns more closely (percentage wise) with other recreation programs. Maximizing registration helps to ensure Tiny Tots will remain available to the many residents who now and in the future will register for this program.

The new bench fee reflects a shift to a less expensive standardized bench. Revisions to our cemetery fees will put us in line with what the city of Neenah charges and are generally just a little below several locally operated church cemeteries.

Following is a summary of the proposed changes to Parks and Recreation fees for 2015.

**Parks:** No changes for Park fees

**Rec:** Tiny Tots

Resident fee was \$75.00; proposed \$80.00

Non-Resident fee was \$130.00; proposed \$100.00

**Other:** Bench Donation current fees are \$2,000.00; proposed \$1,500.00

**Cemetery:**

Adult Grave current Resident fee is \$575.00; proposed \$600.00

Adult Grave current Non-Resident fee is \$750.00; proposed \$775.00

Infant Grave current Resident fee is \$225.00; proposed \$250.00 *no change to NR rates*

Adult Opening (burial) current Resident fee is \$575.00; proposed \$600.00 *no change to NR rate*

Infant Opening (burial to age 2) current Resident fee is \$325.00; proposed \$350.00

Infant Opening (burial to age 2) current Non-Resident fee is \$375.00; proposed \$400.00

Saturday Opening (add'l charge) current Resident fee is \$200.00; proposed \$250.00 *no change to NR rate*

Winter Burial (Dec 1-April 1 add'l charge) current Non-Resident fee is \$120.00; proposed \$100.00 *no change to Res rate*

Week Day Overtime (after 3:00pm add'l charge) current Resident fee is \$100.00; proposed \$175.00 *no change to NR rate*

**RECOMMENDATION**

Common Council action to approve the fee changes recommended by the Park Board.



OPEN HOUSE

## Menasha High School

Tours of recent renovations will be given

Monday, January 26, 2015

5:30PM – 7:00PM





## FOR IMMEDIATE RELEASE

Contact:

Donald Merkes  
Mayor, City of Menasha  
140 Main Street  
Menasha, WI 54952  
Phone: 920-967-3608  
<http://www.cityofmenasha-wi.gov>  
[dmerkes@ci.menasha.wi.us](mailto:dmerkes@ci.menasha.wi.us)

Peggy Steeno  
Administrative Services Director, City of Menasha  
140 Main Street  
Menasha, WI 54952  
Phone: 920-967-3631  
[psteeno@ci.menasha.wi.us](mailto:psteeno@ci.menasha.wi.us)

## Moody's Upgrades Menasha bond rating

**MENASHA, WI – January 15, 2015.** Moody's Investors Service has upgraded the City of Menasha's bond rating to Baa2 reflecting a stable financial profile and decreasing debt. The improved rating lifts the City's existing public debt obligations to investment grade status.

For the past several years, the City has relied solely on the State of Wisconsin Board of Commissioners of Public Lands Trust Fund program, and now with the higher bond rating, the City has increased flexibility when financing projects or refinancing current debt by allowing entry into the capital markets. However, it should be noted that Moody's placed positive emphasis on the recent borrowings that the City has done with the State Trust Fund Program.

In developing the new rating Moody's stated that the City's debt is at its lowest level since 2002, and that 76% of the City's current debt will be retired in within the next 10 years. It also noted that the city plans to continue to retire more debt than is issued annually for the next several years. Furthermore, the City's general fund reserve balance has increased over recent years' amounts.

The full report can be found here:

[https://www.moodys.com/research/Moodys-upgrades-Menasha-WIs-GO-to-Baa2-outlook-stable--PR\\_316496](https://www.moodys.com/research/Moodys-upgrades-Menasha-WIs-GO-to-Baa2-outlook-stable--PR_316496)

**Rating Update: Moody's upgrades Menasha, WI's GO to Baa2; outlook stable**

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Global Credit Research - 14 Jan 2015

**Baa2 applies to \$6.1M of Moody's rated debt**

MENASHA (CITY OF) WI  
Cities (including Towns, Villages and Townships)  
WI

NEW YORK, January 14, 2015 --Moody's Investors Service has upgraded to Baa2 from Ba2 the rating on the City of Menasha, WI's general obligation unlimited tax (GOULT) debt. Debt service is secured by the city's general obligation unlimited tax pledge and benefits from a designated levy that is not limited by rate or amount. The city has a total of \$35.3 million of GOULT debt outstanding, of which \$6.1 million is rated by Moody's. The outlook remains stable.

**SUMMARY RATING RATIONALE**

The Baa2 rating reflects the city's moderating debt burden and the June 2014 sale of the steam utility plant that was related to the city's 2009 default. The Baa2 rating also incorporates the city's adequate financial position, the city's location in a stable regional economy with some concentration in manufacturing, as well as the city's 2009 default on two series of Bond Anticipation Notes (BANs) which resulted in a 75% recovery ratio for investors.

The stable outlook reflects our expectation that the city's tax base and financial position will not materially change over the medium term.

**STRENGTHS**

- Recent sale of steam utility plant as well as 2012 settlement with bondholders provides some stability to the city's current and future financial position
- General Fund reserve levels are adequate relative to the size of the city's operating budget and are slightly improved over fiscal 2011 and 2012
- History of special assistance from the State of Wisconsin (Aa2 positive) for borrowing through the State Trust Fund which mitigates the city's need to access the capital markets for capital projects

**CHALLENGES**

- Regional economy characterized by manufacturing concentration and relatively weak demographic profile
- Direct debt burden remains elevated compared to state and national medians

**DETAILED CREDIT DISCUSSION**

**SUMMARY OF STEAM UTILITY DEFAULT**

In January 2005, the city issued \$12.7 million of Taxable Steam Utility Revenue BANs to finance the first phase of a project to convert the city's power plant to an industrial steam production facility. The project was intended to provide inexpensive power to four local paper mills as an economic development measure. In December 2006, the city issued an additional \$11.5 million of Taxable Steam Utility Revenue BANs. Both sets of notes were originally scheduled to be refinanced with long-term steam revenue bonds and the security of the BANs was strengthened by including the city's strongly worded appropriation pledge to pay any deficiency out of its annual general tax levy.

Due to cost overruns, regulatory and pricing disputes, and net revenues coming in well below projections, the Menasha Utility Commission voted 5-0 in May 2009 to close the plant. The city defaulted on the two series BANs on September 1, 2009 with only \$1.4 million of the \$24.2 million of principal outstanding, along with interest, was repaid at maturity. Although the city did not default on its GO debt, its unwillingness to meet the commitment

brought into question the city's willingness to meet all of its obligations. The city has continued to make GO debt service payments on time and in full and that is reflected in the upgrade.

On April 6, 2011, the city closed on the sale of the assets of its electric utility enterprise to Wisconsin Public Power Inc. (WPPI Energy, rated A1 stable outlook) for \$17.3 million. The city is leasing back the electric utility system for a 20-year period, at which time it will regain ownership of the assets. The sale followed a preliminary settlement between the city and note holders for partial repayment of the steam utility notes. The settlement was approved by federal courts in December 2011 and, after a mandatory 30 day waiting period, the city released \$17.5 million in funds to partially repay note holders on January 5, 2012. The recovery rate for note holders is roughly 75% of the Steam Utility Revenue BANs. Per the terms of the settlement, the city is not obligated to repay the remaining 25%, and management reports that they have no plans to do so.

The release of funds relating to the finalization of the settlement in January 2012 marked the closure of the failed conversion of the city's electric generation plant to a steam generation plant. On June 6, 2014, the city closed on the sale of the plant. The property was sold for \$1 with a \$400,000 personal guarantee to remediate any environmental liabilities. Clean up of the facility is expected to be complete in spring 2015 and the new owners anticipate a manufacturer of specialty cranberry products, Simply Incredible Foods, to begin production later in 2015.

#### LOCAL ECONOMY LONG RELIANT ON PAPER INDUSTRY; TAX BASE GROWTH IN 2014

The city's tax base will likely remain stable due to its favorable location near the regional economies of Appleton (Aa1), Oshkosh (Aa3) and Green Bay (Aa2) and continued investment in the local economy. Valued at \$999 million in 2014, the tax base has declined at an average annual rate of 0.8% since 2009. Favorably, after declining in four of the last six years, the tax base grew by 2.5% in 2014. Single family building permits in the city have increased annually since 2011 and totaled \$10.1 million in 2013, compared to \$4.5 million in 2012 and \$3.5 million in 2011. In December 2014, management reported permits totaled \$7.5 million. Building permits for 2015 are expected to track closely to 2014 results. Local employers have also continued to invest in the tax base with Intertape Polymer, a tape manufacturer, has a contract with Amazon and is exploring expanding operations. In addition, a grocery store opening in the heart of the city.

While the city's tax base does not exhibit considerable tax payer concentration, the region as a whole exhibits some employment concentration. Both Appleton and Oshkosh have an above average employment in manufacturing; in Appleton nearly 20% of all employment is in manufacturing and one in four jobs in Oshkosh is in the manufacturing sector, compared to state and national averages of 16% and 9%, respectively. In addition to manufacturing, Appleton's economy has a large healthcare presence and Oshkosh is the home to a University of Wisconsin campus, each of which provides significant additional employment opportunities. At 4.3% in October 2014, the unemployment rate in Winnebago County (Aa1) tracked slightly below the state national rates of 4.6% and 5.5%, respectively. The city's resident income profile lags that of the nation with median family income at 91.8% of the US, according to the 2008-2012 American Community Survey.

#### STABLE FINANCIAL OPERATIONS WITH ADEQUATE RESERVES

We expect the city's financial profile will remain stable given satisfactory reserves. After an operating deficit of \$235,000 in fiscal 2012, which reduced the General Fund balance to \$2.4 million, or 14.9% of revenues, the General Fund posted a modest operating surplus of \$63,000 in fiscal 2013. The operating surplus increased the fund balance modestly to just over \$2.4 million, or 15.4% of revenues. In addition, the available General Fund balance increased by \$608,000 due to a repaid advance from the General Fund to two of the city's Tax Increment District (TID) funds. The available General Fund balance totaled \$2.3 million at the close of fiscal 2013, or a satisfactory 14.3% of revenues. In addition, the city's Debt Service Fund holds \$1.5 million restricted for debt service. While audited results are not yet available for fiscal 2014, management expects balanced operations or a modest operating surplus. For fiscal 2015, the property tax was held flat. While the budget includes the use of \$155,000, the city's finance director does not anticipate any use of fund balance. While the city's current reserve policy is to maintain a minimum of 6% of expenditures in General Fund reserves, management's ultimate goal is to hold 17% of expenditures, equivalent to two months of expenditures, in unassigned reserves.

Property taxes were the largest source of revenue in fiscal 2013 and comprised 51.1% of operating revenues, inclusive of the General Fund and Debt Service Fund. The city is subject to strict levy limits which restricts increases to the city's operating tax levy to net new construction. Net new construction has been modest in Menasha over the last few years and increased by less than 0.5% in 2012 and 2013 for the 2013 and 2014 budgets. Intergovernmental aid was the second largest source of revenue for the city and comprised 29.9% of operating revenues in fiscal 2013.

## ELEVATED DEBT BURDEN BEGINNING TO MODERATE; MODEST PENSION LIABILITIES

We expect the city's debt profile to remain manageable going forward given management's plan to retire more debt than issued annually for the next several years. At 3.7% of full value and 1.98 times operating revenues, the city's direct debt burden is well above state and national medians. While above average, the city's debt burden is significantly lower than it has been in recent years and is currently at its lowest level since 2002. Including borrowing by overlapping jurisdictions, the city's overall debt burden remains elevated at 5.0% of full value. Principal amortization is average with 76.1% of all debt retired within 10 years. Debt service was the third largest operating expenditure for the city in 2013 and totaled 14.8% of operating expenditures. The city has issued only modest amounts of new money debt for the last several years but anticipates borrowing \$1 million annually through the state trust fund loan program for capital projects. All of the city's debt is fixed rate and the city is not a party to any interest rate swap agreements.

Budgetary pressure from the city's exposure to the state multi-employer cost-sharing pension plan, WRS, is expected to remain minimal. The city's contribution to WRS in fiscal 2013 totaled \$1.7 million, including \$1.1 million from the city and \$631,000 from its employees. The city's portion of contributions totaled a modest 6.1% of operating expenditures. The three year average of Moody's adjusted net pension liability (ANPL) for the village, under our methodology for adjusting reported pension data, was 0.32 times operating fund revenues and 0.6% of full value. Both figures are below average for Moody's rated local governments. Moody's ANPL reflects certain adjustments we make to improve comparability of reported pension liabilities. The adjustments are not intended to replace the city's reported contribution information, but to improve comparability with other rated entities. We determined the city's share of liability for WRS in proportion to its contributions to the plan and covered payroll.

## OUTLOOK

The stable outlook reflects our expectation that the city's tax base and financial position will not materially change over the medium term.

## WHAT COULD MOVE THE RATING UP

- Expansion of the city's tax base coupled with improved resident income levels
- Material increases to the city's available reserves and liquidity
- Significant reduction in the city's debt levels relative to tax base and budget size

## WHAT COULD CHANGE THE RATING DOWN

- Failure to honor appropriation pledge for future debt
- Involvement in costly enterprises, particularly those that are non-essential to municipal operations

## KEY STATISTICS

2014 Full valuation: \$999 million

Estimated full value per capita: \$56,800

2012 American Community Survey median family income as a % of the state: 91.8%

Fiscal 2013 Available Operating Fund balance: \$2.3 million (12.2% of revenues)

Five-year Dollar Change in Operating Fund balance as a percent of revenues: -1.2%

Fiscal 2013 Net Operating cash balance: \$5.2 million (28.1% of revenues)

Five-year Change in Cash Balance as a percent of revenues: -13.2%

Institutional Framework: A

Operating History (Five-year average of operating revenues/operating expenditures): 1.03 times

Net Direct Debt / Full Value: 3.7%

Net Direct Debt / Operating Revenues: 1.98times

Three-year Average of Moody's ANPL/Full Value: 0.58%

Three year Average of Moody's ANPL/Operating Revenues: 0.32 times

#### RATING METHODOLOGY

The principal methodology used in this rating was US Local Government General Obligation Debt published in January 2014. Please see the Credit Policy page on [www.moody.com](http://www.moody.com) for a copy of this methodology.

#### REGULATORY DISCLOSURES

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#### **Analysts**

Kathryn Gregory  
Lead Analyst  
Public Finance Group  
Moody's Investors Service

Edward Damutz  
Additional Contact  
Public Finance Group  
Moody's Investors Service

#### **Contacts**

Journalists: (212) 553-0376  
Research Clients: (212) 553-1653

Moody's Investors Service, Inc.  
250 Greenwich Street  
New York, NY 10007  
USA

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CITY OF MENASHA  
COMMON COUNCIL  
Third Floor Council Chambers  
140 Main Street, Menasha  
Monday, January 5, 2015  
MINUTES

DRAFT

A. CALL TO ORDER

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

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Taylor, Sevenich, Langdon, Keehan, Zelinski, Englebert, Benner, Nichols  
ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, FC Auxier, DPW Radtke, CDD Keil,  
ASD Steeno, PRD Tungate, LD Lenz, Clerk Galeazzi  
DEPT. HEAD EXCUSED: PHD McKenney

D. PUBLIC HEARING

1. [Proposed amendments to Title 13 of the Menasha Code of Ordinances pertaining to Electronic Message Center signage.](#)

CDD Keil explained the request from Kwik Trip for an electronic message center for a parcel zoned C-4. The proposed amendments would allow electronic message centers in C-3 and C-4 districts following application for and approval of a Special Use Permit.

No one spoke.

Mayor Merkes called the public hearing to close.

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

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

No one spoke.

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. Clerk Galeazzi - the following minutes and communications have been received and placed on file:  
Minutes to receive:

- a. [Board of Public Works, 12/15/14.](#)
- b. [Library Board, 12/18/14](#)
- c. [Menasha Police Commission, 10/23/14.](#)
- d. [NMFR Fire Commission, 12/17/14.](#)
- e. [Neenah-Menasha Sewerage Commission, 11/25/14.](#)
- f. [Parks and Recreation Board, 12/08/14.](#)
- g. [Plan Commission, 12/16/14.](#)

Communications:

- h. [Calumet County Highway Department to Mayor Merkes, 12/11/14; Plans to reconstruct CTH LP from USH10 to CTH AP during the 2018 reconstruction season.](#)
- i. [Department of the Army, Corps of Engineers, 12/16/14; Upcoming conference-call regarding the Lake Winnebago drawdown strategy.](#)
- j. [LD Lenz, December 2014; Press Release, Meet K-9 Officer Athos at Luigi's on January 13, 2105.](#)
- k. [Waverly Sanitary District meeting minutes, 12/11/14.](#)
- l. [PHD McKenney, 1/5/15; City of Menasha Senior Center Renovation Update.](#)

Moved by Ald. Benner seconded by Ald. Sevenich to receive Minutes and Communications A-L.  
General discussion ensued on proposed amendments to Title 13 for electronic message centers.  
(Plan Commission Minutes).  
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, 12/15/14.](#)

### Board of Public Works, 12/15/14 – Recommends the Approval of:

2. [Recommendation to Award – Contract Unit No. 2014-03; Gilbert Riverfront Trail; Janke General Contractors; \\$478,038.50.](#)
3. [Recommendation to Award – Contract Unit No. 2014-04; Gilbert Trestle Improvements; Janke General Contractors; \\$295,525.00.](#)
4. [Change Order – Janke General Contractors; Contract Unit No. 2014-03; Gilbert Riverfront Trail; DEDUCT: \\$35,155.00 \(Change Order No. One\).](#)
5. [Change Order – Janke General Contractors; Contract Unit No. 2014-04; Gilbert Trestle Improvements; DEDUCT: \\$5,000 \(Change Order No. One\).](#)

### Plan Commission, 12/16/14 – Recommends the Approval of:

6. [Certified Survey Map – 820 Arthur Street.](#)
7. The Common Council to authorize the use of city staff and equipment to facilitate the salvage, relocation and storage of architectural elements from 175 Main Street for future reuse on city properties.

Ald. Langdon requested to remove from Consent Agenda items 2-5.

Ald. Sevenich requested to remove from Consent Agenda item 7.

Moved by Ald. Benner seconded by Ald. Keehan to approve Consent Agenda items 1&6.

Motion carried on roll call 8-0.

## H. ITEMS REMOVED FROM CONSENT AGENDA

Moved by Ald. Sevenich seconded by Ald. Englebort to approve Consent Agenda item 2, Recommendation to Award Contract Unit No. 2014-03 for Gilbert Riverfront Trail to Janke General Contractions for \$478,038.50.

General discussion ensued on funding for project coming from TIF #11; ASD Steeno explained TIF process and current status of TIF #11

Motion carried on roll call 7-1. Ald. Zelinski voted no.

Moved by Ald. Sevenich seconded by Ald. Englebort to approve Consent Agenda item 3, Recommendation to Award Contract Unit No. 2014-04 for Gilbert Trestle Improvements to Janke General Contractions for \$295,525.00.

General discussion ensued on the trestle modifications.

Motion carried on roll call 7-1. Ald. Zelinski voted no.

Moved by Ald. Sevenich seconded by Ald. Keehan to approve Consent Agenda item 4, Change Order for Janke General Contractors Contract Unit No. 2014-03 for Gilbert Riverfront Trail, deduct of \$35,155.00.

Motion carried on roll call 7-1. Ald. Zelinski voted no.

Moved by Ald. Sevenich seconded by Ald. Englebort to approve Consent Agenda item 5, Change Order for Janke General Contractors Contract Unit No. 2014-04 for Gilbert Trestle Improvements, deduct of \$5,000.00.

Motion carried on roll call 7-1. Ald. Zelinski voted no.

Moved by Ald. Benner seconded by Ald. Keehan to approve Consent Agenda item 7, authorize the use of City staff and equipment to facilitate the salvage, relocation and storage of architectural elements from 175 Main Street for future reuse on city properties.

General discussion ensued on the purpose of the items from 175 Main Street; it was suggested more discussion by City staff on the proper procedure of the request.

Ald. Benner and Ald. Keehan withdrew their motion.

No further action taken on this item.

I. ACTION ITEMS

1. [Accounts payable and payroll for the term of 12/18/14 to 12/31/14 in the amount of \\$998,265.04.](#)

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

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

Moved by Ald. Nichols seconded by Ald. Keehan to approve beverage operators license applications listed in memo dated 12/30/14.  
Motion carried on roll call 8-0.

3. [Airadigm Communications, Inc. – Notice of Lease Termination.](#)

CA/HRD Captain explained the City has a Tower and Ground Space Lease Agreement with Airadigm Communications Inc. for space on the cell tower at the Public Works Facility. Airadigm Communications Inc business has been sold, but the leases were not part of the sale. Airadigm has proposed one year's rent payment to terminate the lease with the City. She recommends requiring a payment of two years' rent to terminate the lease.

Moved by Ald. Englebert seconded by Ald. Sevenich to notify Airadigm Communications Inc that the City will terminate their lease with a payment of two years' rent.

General discussion ensued on the terms of the lease.

Motion carried on roll call 8-0.

J. ORDINANCES AND RESOLUTIONS

K. APPOINTMENTS

L. HELD OVER BUSINESS

M. CLAIMS AGAINST THE CITY

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

No one spoke.

O. RECESS TO BOARD OF PUBLIC WORKS AND PERSONNEL COMMITTEE

Moved by Ald. Benner seconded by Ald. Keehan to recess at 7:14 p.m.

Motion carried on voice vote

Reconvene at 8:15 p.m.

P. ACTION ITEMS

Moved by Ald. Benner seconded by Ald. Englebert to Adjourn into Closed Session pursuant to Wis. Stats. §19.85(1)(g): Conferring with legal counsel for the governmental body who is rendering oral or written advise concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. (City of Menasha vs. Waverly Sanitary District et al. Circuit Court Case Number 2013CV00189, Appellate case number 2014AP001576; and Intermunicipal Agreement dated October 28, 1999, between City of Menasha, Town of Harrison and Waverly Sanitary District and Village of Harrison November 11, 2014 annexations).

Motion carried on roll call 8-0.

May reconvene into open session immediately following any closed session in order to take action on the closed session items. Wis. Stat. 19.85(2).

No action taken.

Q. ADJOURNMENT

Moved by Ald. Englebert seconded by Ald. Benner to adjourn at 8:35 p.m.

Motion carried on voice vote.

Respectfully submitted by Deborah A. Galeazzi, WCMC, 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

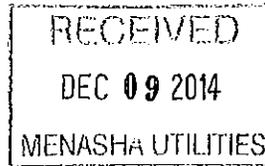
FROM: Melanie Krause, General Manager  
Tim Gosz, Water Plant Supervisor

DATE: December 18, 2014

SUBJECT: Change order

At the Regular Meeting on December 18 the Menasha Utilities Commission passed a motion for the Board of Public Works to recommend to the Common Council authorization of Change Order #2 for J.F. Ahern in the amount of \$2596.00. Change order is requested for labor and materials to add a longer landing for access to the existing roof access ladder.

Copies of supporting documents are enclosed.



December 8, 2014

Melanie Krause, General Manager  
Menasha Utilities  
321 Milwaukee Street  
P.O. Box 340  
Menasha, WI 54952-0340

Re: Menasha Utilities  
City Of Menasha, Wisconsin  
Water Treatment Facility  
Low Lift Pump Modifications  
Change Order #2 - J.F. Ahern Co.  
McM. No. M0002-930724.04

Enclosed herewith is Change Order #2 for the above referenced project. This change is an increase to the Contract in the amount of +\$2,596.00. The current Contract Price is \$435,673.22.

Please review and sign in the space provided. **Return all copies to our office**, and we will distribute accordingly.

Should you have any questions, please contact our office at your convenience.

Very truly yours,

McMAHON

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

DJV:smdt

Enclosure: Change Order #2



1445 McMahon Drive P.O. Box 1025  
 Neenah, WI 54956 Neenah, WI 54957-1025  
 Telephone: (920)751-4200  
 FAX: (920)751-4284

# CHANGE ORDER

(Contractor)  
**J.F. AHERN CO.**  
 4201 Champion Road  
 Green Bay, WI 54311

Contract No. M0002-930724  
 Project File No. M0002-930724.04  
 Change Order No. Two (2)  
 Issue Date: November 21, 2014  
 Project: Menasha Utilities  
Water Treatment Facility  
Low Lift Pump Modifications

**You Are Directed To Make The Changes Noted Below In The Subject Contract:**

	(Item Description)	(Price)
2.1	Extend Steel Access Platform Approximately 4-Feet To Allow Safe Access To Roof Access Ladder, Per RFI #7 ..... ADD	+ \$1,927.00
2.2	Revise Control Wiring Route From VFD's To RCP-500 Instead Of MCP, As Requested By The Owner, Per RFI #8.....DEDUCT	- \$4,613.00
2.3	Provide Demolition Of Electrical Equipment In New Stairwell Location & Install Terminal Junction Box For Existing Hypochlorite Pumps, Per RFI #9..... ADD	+ \$5,282.00
	<b>TOTAL</b>	<b>+ \$2,596.00</b>

**The Changes Result In The Following Adjustments:**

	CONTRACT PRICE	TIME
Prior To This Change Order	<u>\$433,077.22</u>	_____ days
Adjustments Per This Change Order	<u>+ \$2,596.00</u>	_____ days
Current Contract Status	<u>\$435,673.22</u>	_____ days

Recommended:  
**McMAHON**  
 Neenah, Wisconsin

Accepted:  
**J.F. AHERN CO.**  
 Fond du Lac, Wisconsin

Authorized:  
**MENASHA UTILITIES**  
**City Of Menasha**  
 Menasha, Wisconsin

By:   
 Date: 11/21/14

By:   
 Date: 11-26-14

By: \_\_\_\_\_  
 Date: \_\_\_\_\_

- OWNER Copy
  - CONTRACTOR Copy
  - ENGINEER Copy (Contract Copy)
  - FILE COPY
- W:\WP\Change-Order\M0002\930724-JF Ahern.docx

Four Copies Should Accompany This Change Order  
**Execute And Return To ENGINEER For Distribution**



855 Morris Street | P.O. Box 1316  
Fond du Lac, WI 54936-1316  
Ph 920.921.9020 | Fx 920.929.8825  
www.jfahern.com

**Request For Information**

**Date:** 11/05/2014  
**Project #:** 211976  
**Project Name:** Menasha WTF Low Lift Pump Mods  
**Customer Contract #:** M0002-930724  
**RE:** Stair Landing Modification  
**JFA RFI #:** 7 - 0

**To:** Mr. Don Voogt  
McMahon Associates, Inc.  
1445 McMahon Drive  
PO Box 1025  
Neenah, WI 54957-1025

**Prepared by:** John Klinzing  
Senior Project Manager  
WI Major Construction Division

**Phone #:** (920) 751-4200      **Fax #:** (920) 751-4284

**This is a request for clarification/interpretation on the following:**

Please verify that that the existing ladder for roof access will need to be provided with a platform extension for access. Cost proposal, drawing and picture are attached for your review.

**Please Review and Respond by:** 11/12/2014

**CC:** Erik Seyfert - J. F. Ahern Co.

**Response:**

*Yes, this platform needs to be extended to the west to provide staff with safe access to the roof access ladder*

**Response Prepared by:**

**Response Returned to Contractor on:** 11/20/14



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main 920.921.9020 | fax 920.929.8825  
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October 20, 2014  
Ph: 920.751.4200  
Fx : 920.751.4284

Mr. Don Voogt  
McMahon Associates, Inc.  
1445 McMahon Drive  
PO Box 1025  
Neenah, WI 54957-1025

**RE: Menasha WTF Low Lift Pump Mods  
Ahern Job #: 211976  
Customer Contract #: M0002-930724  
Stair Landing Modification**

Dear Don:

This change order proposal is for labor and materials to add a longer landing for access to the existing roof access ladder.

Respond by: 11/19/2014

**One Thousand Nine Hundred Twenty-Seven and 00/100 Dollars.....\$1,927.00**

This proposal only covers the direct costs of labor, materials and equipment to execute the changed work described in the proposal.

At the present time, we cannot assess or evaluate the overall impact of the changed work on our original scope of work.

We thereby reserve our rights to claim for any indirect costs which may arise in the future as a result of delays to the work, out of sequence work, inefficiencies, extended contract completion, labor and material escalation and / or acceleration and extended warranties.

Sincerely,

J. F. Ahern Co.

*John Klinzing*

John Klinzing  
Senior Project Manager  
WI Major Construction Division

Enclosures  
File: 211976 6 - 0



# Change Order Summary

<b>Project:</b> Menasha WTF Low Lift Pump Mods <b>Project #:</b> 211976 <b>Proposal Date:</b> 10/20/2014 <b>Change Order #:</b> 6 <b>Revision:</b> 0
<b>Description of Work:</b> Stair Landing Modification
<b>Total CO Amount:</b> \$1,927.00

Item Description	Calc Type	Quantity	Unit of Measure	Unit Price or Rate	PCT %	Total Amount
General Construction Subcontractor	Lump Sum	0.00	Lump Sum	1,659.00	0.00	1,659.00
<b>TOTAL S - Subcontract</b>						<b>\$1,659</b>
Overhead & Profit - Subcontractor	Percent	1,659.00		0.00	15.00	248.85
<b>TOTAL O - Overhead &amp; Profit</b>						<b>\$249</b>
Bond and Insurance	Percent	1,908.00		0.00	1.00	19.08
<b>TOTAL B - Bond &amp; Insurance</b>						<b>\$19</b>

Grand Total: **\$1,927**

This proposal only covers the direct costs of labor, materials and equipment to execute the changed work described in the proposal.

At the present time, we cannot assess or evaluate the overall impact of the changed work on our original scope of work.

We thereby reserve our rights to claim for any indirect costs which may arise in the future as a result of delays to the work, out of sequence work, inefficiencies, extended contract completion, labor and material escalation and / or acceleration and extended warranties.

# **ZEISE**

**CONSTRUCTION**

901 VANDERBRAAK STREET  
P.O. BOX 1835  
GREEN BAY, WI 54305-1835  
920.437.5426 tel  
920.437.6662 fax  
[www.zeiseconstruction.com](http://www.zeiseconstruction.com)

October 17, 2014

John Klinzing  
J.F. Ahern Co.  
855 South Morris Street  
Fond Du Lac, WI 54936-1316

Re: Menasha WTF – CO #3 Stair Landing Modification

John,

Thank you for allowing us to provide this proposal. We will supply labor and materials to add a longer landing to allow access to the existing roof access ladder. We do not include any work to the existing ladder as we believe none is necessary.

**ALL FOR THE SUM OF ONE THOUSAND SIX HUNDRED FIFTY NINE DOLLARS (\$1,659.00).**

Respectfully Submitted,

FRANK O. ZEISE CONSTRUCTION CO., INC.

*Craig M. Cornell*

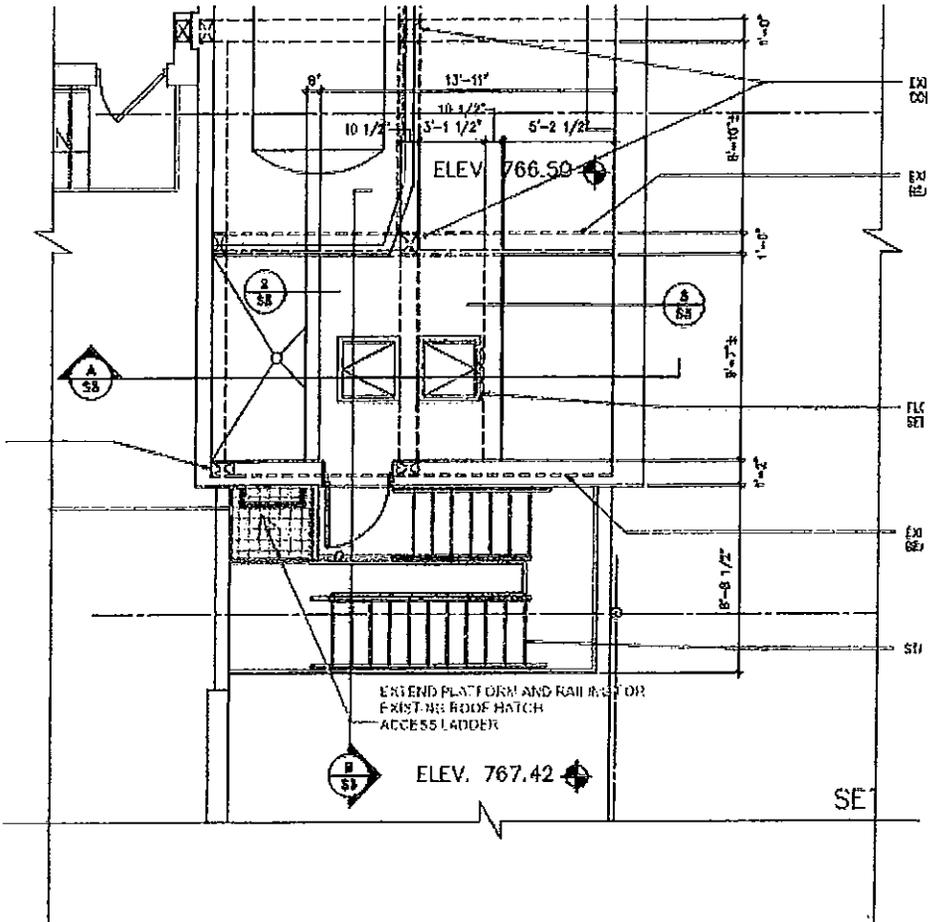
Craig M. Cornell

CMC/cc

FRANK O. ZEISE CONSTRUCTION CO., INC.

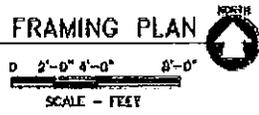
*TRUSTED FOR EXPERIENCE – VALUED FOR SERVICE*

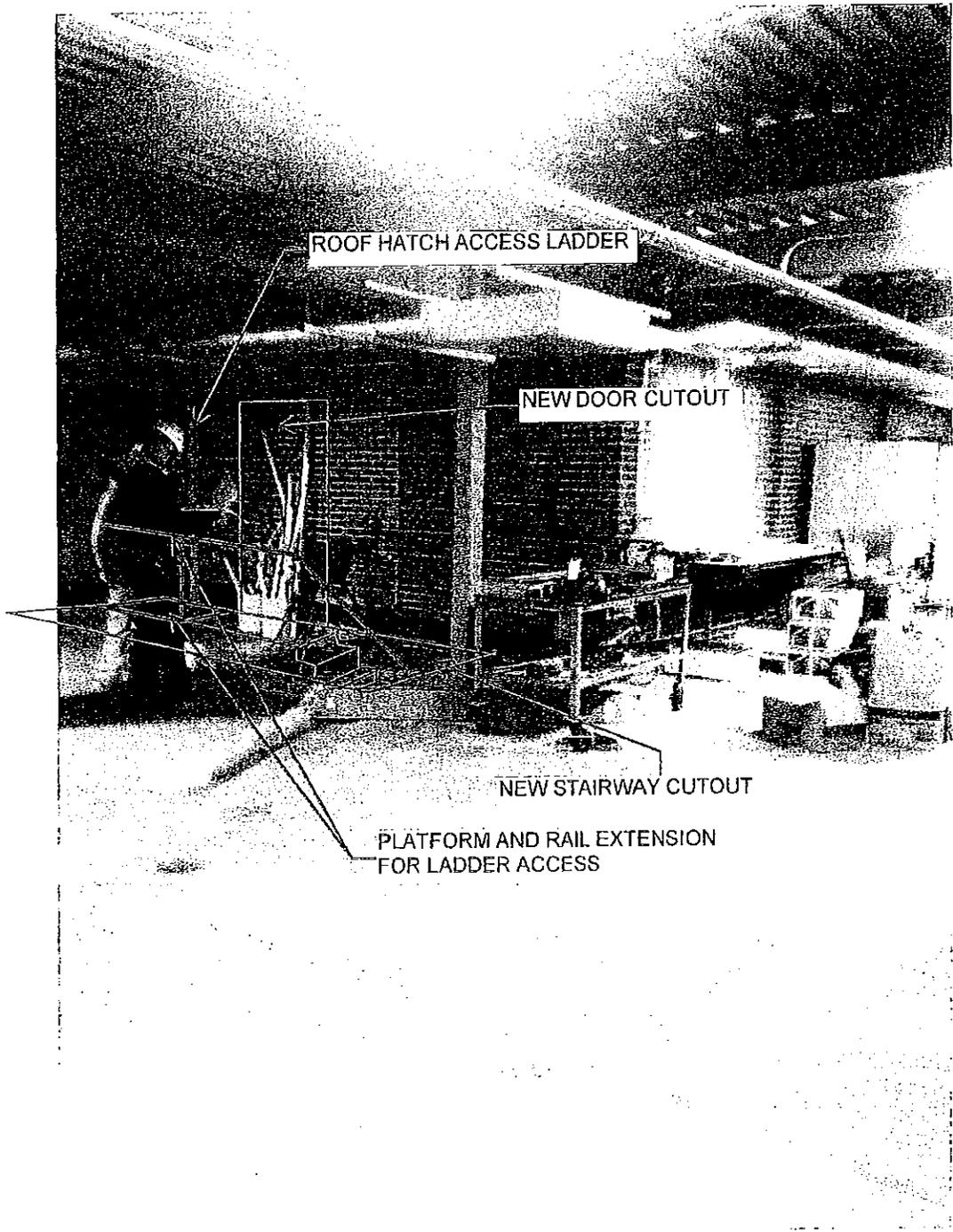
I found the attached picture showing where the existing precast plank is to be removed for the new stairway. There is an existing ladder for roof access that will need to be provided with a platform extension for access. Below is a layout of what I think Don is looking for.



**PARTIAL INTERMEDIATE LEVEL FRAMING PLAN**

FNL FLOOR ELEV. = 766.50 (U.N.O.)





ROOF HATCH ACCESS LADDER

NEW DOOR CUTOUT

NEW STAIRWAY CUTOUT

PLATFORM AND RAIL EXTENSION  
FOR LADDER ACCESS



855 Morris Street | P.O. Box 1316  
 Fond du Lac, WI 54936-1316  
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**Request For Information**

**Date:** 11/20/2014  
**Project #:** 211976  
**Project Name:** Menasha WTF Low Lift Pump Mods  
**Customer Contract #:** M0002-930724  
**RE:** Pump VFD Control Wiring  
**JFA RFI #:** 9 - 0

**To:** Mr. Don Voogt  
 McMahon Associates, Inc.  
 1445 McMahon Drive  
 PO Box 1025  
 Neenah, WI 54957-1025

**Prepared by:** John Klinzing  
 Senior Project Manager  
 WI Major Construction Division

**Phone #:** (920) 751-4200      **Fax #:** (920) 751-4284

**This is a request for clarification/interpretation on the following:**

Menasha Utilities (Steve Grennell) is requesting that control wiring for FIT and two (2) Low Lift Pump VFDs be re-routed to RCP-500 instead of MCP. Please confirm this is allowed.

**Please Review and Respond by:** 11/27/2014

**CC:** Justin Curler - Pieper Electric, Inc. 414. 462.7711  
 Erik Seyfert - J. F. Ahern Co.

**Response:**

*This suggested change is acceptable.*

**Response Prepared by:**

**Response Returned to Contractor on:**

*11/20/14*



855 Morris Street | P.O. Box 1316  
Fond du Lac, WI 54936-1316  
main 920.921.9020 | fax 920.929.8825  
www.jfahern.com

November 17, 2014  
Ph: 920.751.4200  
Fx: 920.751.4284

Mr. Don Voogt  
McMahon Associates, Inc.  
1445 McMahon Drive  
PO Box 1025  
Neenah, WI 54957-1025

**RE: Menasha WTF Low Lift Pump Mods**  
**Ahern Job #: 211976**  
**Customer Contract #: M0002-930724**  
**Credit for Pump VFD Control Wiring**

Dear Don:

Credit for control wiring for FIT and two (2) Low Lift Pump VFDs to be re-routed to RCP-500 instead of MCP, as requested by Steve Grenell of Menasha Utilities.

Respond by: 12/17/2014

**Four Thousand Six Hundred Thirteen And 00/100 Dollars.....(\$4,613.00)**

This proposal only covers the direct costs of labor, materials and equipment to execute the changed work described in the proposal.

At the present time, we cannot assess or evaluate the overall impact of the changed work on our original scope of work.

We thereby reserve our rights to claim for any indirect costs which may arise in the future as a result of delays to the work, out of sequence work, inefficiencies, extended contract completion, labor and material escalation and / or acceleration and extended warranties.

Sincerely,

**J. F. Ahern Co.**

*John Klinzing*

John Klinzing  
Senior Project Manager  
WI Major Construction Division

Enclosures

File: 211976

8 - 0



# Change Order Summary

<b>Project:</b> Menasha WTF Low Lift Pump Mods
<b>Project #:</b> 211976
<b>Proposal Date:</b> 11/17/2014
<b>Change Order #:</b> 8
<b>Revision:</b> 0
<b>Description of Work:</b> Credit for Pump VFD Control Wiring
<b>Total CO Amount:</b> (\$4,613.00)

Item Description	Calc Type	Quantity	Unit of Measure	Unit Price or Rate	PCT %	Total Amount
Subcontractor - Pieper CO-2	Lump Sum	0.00	Lump Sum	-4,613.00	0.00	-4,613.00
<b>TOTAL S - Subcontract</b>						<b>(\$4,613)</b>

Grand Total: **(\$4,613)**

This proposal only covers the direct costs of labor, materials and equipment to execute the changed work described in the proposal.

At the present time, we cannot assess or evaluate the overall impact of the changed work on our original scope of work.

We thereby reserve our rights to claim for any indirect costs which may arise in the future as a result of delays to the work, out of sequence work, inefficiencies, extended contract completion, labor and material escalation and / or acceleration and extended warranties.



**CHANGE ORDER SUMMARY**

<p><u>JF Ahern</u></p> <hr/> <p><u>855 Morris St.</u></p> <hr/> <p><u>Fond Du Lac, WI 54935-1316</u></p> <hr/> <p>ATTENTION :                      John Klinzing</p>	<p>JOB NAME:                      Menasha WTP Low Lift</p> <p>CHANGE ORDER NUMBER:    2</p> <p>REVISION NUMBER:</p> <p>DATE:                              11/13/2014</p> <p>JOB NO:                           458005</p> <p>CONTRACT NO:                 M0002-930724</p> <p>AMOUNT OF C/O:              (\$4,613)</p>
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REGARDING YOUR REQUEST FOR QUOTATION:  
 Credit for conduit and wire for pump VFD control being directed to closer PLC cabinet. Per Steve Grenell, Menasha Utilities.

SUMMARY:	A. LABOR	-\$3,829
	B. MATERIALS	-\$785
	C. DJE	\$0
	SBO: YES	
	SUBTOTAL	-\$4,613
	OVERHEAD & PROFIT                      0.00%	\$0
	D. SUBCONTRACTS	\$0
	OVERHEAD & PROFIT                      5.00%	\$0
	SUBTOTAL	-\$4,613
	BOND	\$0
	INSURANCE	\$0
	<b>GRAND TOTAL</b>	<b>-\$4,613</b>
	ADDITIONAL CALENDAR DAYS EXTENDED TO CONTRACT COMPLETION DATE:	<u>0</u>

THIS AMOUNT ONLY COVERS THE DIRECT COSTS IN LABOR, MATERIALS, SUBCONTRACTS AND EQUIPMENT NECESSARY TO EXECUTE THE CHANGED WORK DESCRIBED IN THE PROPOSAL. AT THE PRESENT TIME, WE CANNOT ASSESS OR EVALUATE THE OVERALL IMPACT OF THE CHANGED WORK ON OUR ORIGINAL CONTRACT SCOPE OF WORK. WE THEREBY RESERVE OUR RIGHTS TO CLAIM FOR ANY INDIRECT COSTS WHICH MAY ARISE IN THE FUTURE AS A RESULT OF DELAYS TO THE WORK, OUT OF SEQUENCE WORK, INEFFICIENCIES, EXTENDED CONTRACT COMPLETION, LABOR AND MATERIAL ESCALATION AND/OR ACCELERATION AND EXTENDED WARRANTIES.

*This price is valid for 14 days.*                      This form was approved:

ITEM	NUMBER	C.O. NO.	DATE	REVISION
Menasha WTP Low Lift	458005	2	13-Nov-14	

**A. LABOR**

*SUPER INTENDENT	0 HRS @	\$89.70	TOTAL	\$0.00
** SUPERVISOR	0 HRS @	\$81.34	TOTAL	\$0.00
*** SAFETY	0 HRS @	\$79.29	TOTAL	\$0.00
ELECTRICIAN	-51 HRS @	\$75.07	TOTAL	-\$3,828.57
ESTIMATOR	0 HRS @	\$58.62	TOTAL	\$0.00
ENGINEER	0 HRS @	\$50.00	TOTAL	\$0.00
	@		TOTAL	\$0.00
	@		TOTAL	\$0.00
	@		TOTAL	\$0.00
TRAVEL	@		TOTAL	\$0.00
SUBSISTENCE	@		TOTAL	\$0.00
PREMIUM COSTS			TOTAL	\$0.00
			<b>LABOR TOTAL</b>	<b>-\$3,828.57</b>

**B. MATERIALS**

MATERIAL PER "TAKE-OFF"			TOTAL	-\$762
MISCELLANEOUS MATERIAL & WASTE	3.00%		TOTAL	-\$23
			<b>SUBTOTAL</b>	<b>-\$785</b>
FREIGHT AND HANDLING			TOTAL	\$0
SPECIAL EXPEDITING			TOTAL	\$0
SALES TAX	0.0%		TOTAL	\$0
			<b>MATERIAL TOTAL</b>	<b>-\$785</b>

\*SUPER INTENDENT - 6% OF TOTAL MAN HOURS  
 \*\* SUPERVISOR - 12 % OF TOTAL MAN HOURS  
 \*\*\* SAFETY - 3 % OF TOTAL MAN HOURS





855 Morris Street | P.O. Box 1316  
 Fond du Lac, WI 54936-1316  
 Ph 920.921.9020 | Fx 920.929.8825  
 www.jfahern.com

**Request For Information**

**Date:** 11/20/2014  
**Project #:** 211976  
**Project Name:** Menasha WTF Low Lift Pump Mods  
**Customer Contract #:** M0002-930724  
**RE:** Stairwell Demo & Pump TJB  
**JFA RFI #:** 8 - 0

**To:** Mr. Don Voogt  
 McMahon Associates, Inc.  
 1445 McMahon Drive  
 PO Box 1025  
 Neenah, WI 54957-1025

**Prepared by:** John Klinzing  
 Senior Project Manager  
 WI Major Construction Division

**Phone #:** (920) 751-4200      **Fax #:** (920) 751-4284

**This is a request for clarification/interpretation on the following:**

Demolition of electrical equipment in and around proposed stairwell location, and relocation of control wiring for hypochlorite pumps to new fiberglass terminal junction box is needed. Please approve this work.

**Please Review and Respond by:** 11/27/2014  
**CC:** Justin Curler - Pieper Electric, Inc. 414. 462.7711  
 Erik Seyfert - J. F. Ahern Co.

**Response:**

*Yes, this work is required to facilitate installation of the new stairwell in a way that allows efficient access to electrical components by staff in the future.*

**Response Prepared by:**

**Response Returned to Contractor on:**

*11/20/14*



855 Morris Street | P.O. Box 1316  
Fond du Lac, WI 54936-1316  
main 920.921.9020 | fax 920.929.8825  
www.jfahern.com

November 14, 2014  
Ph: 920.751.4200  
Fx: 920.751.4284

Mr. Don Voogt  
McMahon Associates, Inc.  
1445 McMahon Drive  
PO Box 1025  
Neenah, WI 54957-1025

**RE: Menasha WTF Low Lift Pump Mods  
Ahern Job #: 211976  
Customer Contract #: M0002-930724  
Stairwell Demo & Pump Terminal Junction Box**

Dear Don:

Pricing for demolition of electrical equipment in the new stairway location and installation of a terminal junction box for control wiring for the hypochlorite pumps.

Respond by: 12/14/2014

**Five Thousand Two Hundred Eighty-two And 00/100 Dollars.....\$5,282.00**

This proposal only covers the direct costs of labor, materials and equipment to execute the changed work described in the proposal.

At the present time, we cannot assess or evaluate the overall impact of the changed work on our original scope of work.

We thereby reserve our rights to claim for any indirect costs which may arise in the future as a result of delays to the work, out of sequence work, inefficiencies, extended contract completion, labor and material escalation and / or acceleration and extended warranties.

Sincerely,

**J. F. Ahern Co.**

*John Klinzing*

John Klinzing  
Senior Project Manager  
WI Major Construction Division

Enclosures

File: 211976                      7 - 0



## Change Order Summary

<b>Project:</b> Menasha WTF Low Lift Pump Mods <b>Project #:</b> 211976 <b>Proposal Date:</b> 11/14/2014 <b>Change Order #:</b> 7 <b>Revision:</b> 0
<b>Description of Work:</b> Sralwell Demo & Pump Terminal Junction Box
<b>Total CO Amount:</b> \$5,282.00

Item Description	Calc Type	Quantity	Unit of Measure	Unit Price or Rate	PCT %	Total Amount
Subcontractor Pieper CO 1	Lump Sum	0.00	Lump Sum	4,981.00	0.00	4,981.00
<b>TOTAL S - Subcontract</b>						<b>\$4,981</b>
Overhead & Profit - Subcontractor	Percent	4,981.00		0.00	5.00	249.05
<b>TOTAL O - Overhead &amp; Profit</b>						<b>\$249</b>
Bond and Insurance	Percent	5,230.00		0.00	1.00	52.30
<b>TOTAL B - Bond &amp; Insurance</b>						<b>\$52</b>

**Grand Total:** **\$5,282**

This proposal only covers the direct costs of labor, materials and equipment to execute the changed work described in the proposal.

At the present time, we cannot assess or evaluate the overall impact of the changed work on our original scope of work.

We thereby reserve our rights to claim for any indirect costs which may arise in the future as a result of delays to the work, out of sequence work, inefficiencies, extended contract completion, labor and material escalation and / or acceleration and extended warranties.



**CHANGE ORDER SUMMARY**

JF Ahern  
855 Morris St.  
Fond Du Lac, WI 54935-1316  
ATTENTION : John Klinzing

JOB NAME: Menasha WTP Low Lift  
CHANGE ORDER NUMBER: 1  
REVISION NUMBER:  
DATE: 11/13/2014  
JOB NO: 458005  
CONTRACT NO: M0002-930724  
AMOUNT OF C/O: \$4,981

REGARDING YOUR REQUEST FOR QUOTATION:  
Pricing for demolition of electrical equipment in new stairway location and installation of terminal junction box for control wiring for Hypochlorite pumps

SUMMARY:	A. LABOR		\$3,716
	B. MATERIALS		\$615
	C. DJE		\$0
	SBO: YES		
	SUBTOTAL		\$4,331
	OVERHEAD & PROFIT	15.00%	\$650
	D. SUBCONTRACTS		\$0
	OVERHEAD & PROFIT	5.00%	\$0
	SUBTOTAL		\$4,981
	BOND		\$0
	INSURANCE		\$0
	GRAND TOTAL		\$4,981

ADDITIONAL CALENDAR DAYS EXTENDED TO CONTRACT COMPLETION DATE: 0

THIS AMOUNT ONLY COVERS THE DIRECT COSTS IN LABOR, MATERIALS, SUBCONTRACTS AND EQUIPMENT NECESSARY TO EXECUTE THE CHANGED WORK DESCRIBED IN THE PROPOSAL. AT THE PRESENT TIME, WE CANNOT ASSESS OR EVALUATE THE OVERALL IMPACT OF THE CHANGED WORK ON OUR ORIGINAL CONTRACT SCOPE OF WORK. WE THEREBY RESERVE OUR RIGHTS TO CLAIM FOR ANY INDIRECT COSTS WHICH MAY ARISE IN THE FUTURE AS A RESULT OF DELAYS TO THE WORK, OUT OF SEQUENCE WORK, INEFFICIENCIES, EXTENDED CONTRACT COMPLETION, LABOR AND MATERIAL ESCALATION AND/OR ACCELERATION AND EXTENDED WARRANTIES.

*This price is valid for 14 days.*

This form was approved:

JOB	NUMBER	AGENCY	DATE	REVISION
Menasha WTP Low Lift	458005	1	13-Nov-14	

**A. LABOR**

*SUPER INTENDENT	0 HRS @	\$89.70	TOTAL	\$0.00
** SUPERVISOR	6 HRS @	\$81.34	TOTAL	\$488.04
*** SAFETY	0 HRS @	\$79.29	TOTAL	\$0.00
ELECTRICIAN	43 HRS @	\$75.07	TOTAL	\$3,228.01
ESTIMATOR	0 HRS @	\$58.62	TOTAL	\$0.00
ENGINEER	0 HRS @	\$50.00	TOTAL	\$0.00
	@		TOTAL	\$0.00
	@		TOTAL	\$0.00
	@		TOTAL	\$0.00
TRAVEL	@		TOTAL	\$0.00
SUBSISTENCE	@		TOTAL	\$0.00
PREMIUM COSTS			TOTAL	\$0.00
			<b>LABOR TOTAL</b>	<b>\$3,716.05</b>

**B. MATERIALS**

MATERIAL PER "TAKE-OFF"			TOTAL	\$597
MISCELLANEOUS MATERIAL & WASTE	3.00%		TOTAL	\$18
			<b>SUBTOTAL</b>	<b>\$615</b>
FREIGHT AND HANDLING			TOTAL	\$0
SPECIAL EXPEDITING			TOTAL	\$0
SALES TAX	0.0%		TOTAL	\$0
			<b>MATERIAL TOTAL</b>	<b>\$615</b>

\*SUPER INTENDENT - 6% OF TOTAL MAN HOURS  
 \*\* SUPERVISOR - 12 % OF TOTAL MAN HOURS  
 \*\*\* SAFETY - 3 % OF TOTAL MAN HOURS





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: December 18, 2014

SUBJECT: Change order

At the Regular Meeting on December 18 the Menasha Utilities Commission passed a motion for the Board of Public Works to recommend to the Common Council authorization of Change Order #3 for J.F. Ahern in the amount of \$3,894.00. Change order is requested to add a 1 ½" drain on the 16" aeration feed line and revise riser location to miss existing trough. It also includes additional demo of existing abandoned 16" line to valve at forebay.

Copies of supporting documents are enclosed.

# McMAHON

ENGINEERS ARCHITECTS

1445 McMahon Drive P.O. Box 1025  
 Neenah, WI 54956 Neenah, WI 54957-1025  
 Telephone: (920)751-4200  
 FAX: (920)751-4284

## CHANGE ORDER

(Contractor)  
**J.F. AHERN CO.**  
 4201 Champion Road  
 Green Bay, WI 54311

Contract No. M0002-930724  
 Project File No. M0002-930724.04  
 Change Order No. Three (3)  
 Issue Date: December 12, 2014  
 Project: Menasha Utilities  
Water Treatment Facility  
Low Lift Pump Modifications

**You Are Directed To Make The Changes Noted Below In The Subject Contract:**

(Item Description)	(Price)
3.1 Modify 16-inch Raw Water Piping To Extend The Piping To Avoid A Conflict With Existing Equipment; Add a 1½-inch Drain To Facilitate Winter Draining & Remove A Section Of Existing 16-inch In The West Basin; All Per RFI #10, #11 & #12 ..... ADD	+ \$3,894.00
<b>TOTAL</b>	<b>+ \$3,894.00</b>

**The Changes Result In The Following Adjustments:**

	CONTRACT PRICE	TIME
Prior To This Change Order	<u>\$435,673.22</u>	_____ days
Adjustments Per This Change Order	<u>+ \$3,894.00</u>	_____ days
Current Contract Status	<u>\$439,567.22</u>	_____ days

Recommended:  
**McMAHON**  
 Neenah, Wisconsin

Accepted:  
**J.F. AHERN CO.**  
 Fond du Lac, Wisconsin

Authorized:  
**MENASHA UTILITIES**  
 City Of Menasha  
 Menasha, Wisconsin

By: [Signature]  
 Date: 12/12/14

By: [Signature]  
 Date: 12-12-14

By: \_\_\_\_\_  
 Date: \_\_\_\_\_

- OWNER Copy
- CONTRACTOR Copy
- ENGINEER Copy (Contract Copy)
- FILE COPY

Four Copies Should Accompany This Change Order  
 Execute And Return To ENGINEER For Distribution



855 Morris Street | P.O. Box 1316  
Fond du Lac, WI 54936-1316  
main 920.921.9020 | fax 920.929.8825  
www.jfahern.com

December 10, 2014  
Ph: 920.751.4200  
Fx: 920.751.4284

Mr. Don Voogt  
McMahon Associates, Inc.  
1445 McMahon Drive  
PO Box 1025  
Neenah, WI 54957-1025

**RE: Menasha WTF Low Lift Pump Mods**  
**Ahern Job #: 211976**  
**Customer Contract #: M0002-930724**  
**16" Pipe Modifications**

Dear Don:

This change order is to add a 1 1/2" drain on the 16" aeration feed line and revise riser location to miss existing trough. Also includes additional demo of existing abandoned 16" line to valve at forebay.

Respond by: 01/09/2015

**Three Thousand Eight Hundred Ninety-four And 00/100 Dollars.....\$3,894.00**

This proposal only covers the direct costs of labor, materials and equipment to execute the changed work described in the proposal.

At the present time, we cannot assess or evaluate the overall impact of the changed work on our original scope of work.

We thereby reserve our rights to claim for any indirect costs which may arise in the future as a result of delays to the work, out of sequence work, inefficiencies, extended contract completion, labor and material escalation and / or acceleration and extended warranties.

Sincerely,

J. F. Ahern Co.

John Klinzing  
Senior Project Manager  
WI Major Construction Division

Enclosures



## Change Order Summary

<b>Project:</b> Menasha WTF Low Lift Pump Mods <b>Project #:</b> 211976 <b>Proposal Date:</b> 12/10/2014 <b>Change Order #:</b> 9 <b>Revision:</b> 0
<b>Description of Work:</b> 16" Pipe Modifications
<b>Total CO Amount:</b> \$3,894.00

Item Description	Calc Type	Quantity	Unit of Measure	Unit Price or Rate	PCT %	Total Amount
Smith Blair Saddle	Unit Price	1.00	Each	135.00	0.00	135.00
1 1/2" SST Nipple	Unit Price	1.00	Each	12.95	0.00	12.95
1 1/2" SST Ball Valve	Unit Price	1.00	Each	99.75	0.00	99.75
1 1/2" Brass Hose Adapter	Unit Price	1.00	Each	29.95	0.00	29.95
16" Weld and Liner Patch Materials	Unit Price	1.00		48.00	0.00	48.00
<b>TOTAL M - Material</b>						<b>\$326</b>
Foreman	Unit Price	16.00	Hour	81.33	0.00	1,301.28
Journeyman	Unit Price	24.00	Hour	65.33	0.00	1,567.92
Tool Costs	Percent	2,869.20		0.00	5.50	157.81
<b>TOTAL L - Labor</b>						<b>\$3,027</b>
Overhead & Profit - Materials	Percent	325.65		0.00	15.00	48.85
Overhead & Profit - Labor	Percent	3,027.01		0.00	15.00	454.05
<b>TOTAL O - Overhead &amp; Profit</b>						<b>\$503</b>
Bond and Insurance	Percent	3,856.00		0.00	1.00	38.56
<b>TOTAL B - Bond &amp; Insurance</b>						<b>\$39</b>

**Grand Total:** **\$3,894**

This proposal only covers the direct costs of labor, materials and equipment to execute the changed work described in the proposal.

At the present time, we cannot assess or evaluate the overall impact of the changed work on our original scope of work.

We thereby reserve our rights to claim for any indirect costs which may arise in the future as a result of delays to the work, out of sequence work, inefficiencies, extended contract completion, labor and material escalation and / or acceleration and extended warranties.



855 Morris Street | P.O. Box 1316  
 Fond du Lac, WI 54936-1316  
 Ph 920.921.9020 | Fx 920.929.8825  
 www.jfahern.com

**Request For Information**

**Date:** 12/10/2014  
**Project #:** 211976  
**Project Name:** Menasha WTF Low Lift Pump Mods  
**Customer Contract #:** M0002-930724  
**RE:** Trough Conflict with 16" Riser  
**JFA RFI #:** 10-0

**To:** Mr. Don Voogt  
 McMahon Associates, Inc.  
 1445 McMahon Drive  
 PO Box 1025  
 Neenah, WI 54957-1025

**Prepared by:** John Klinzing  
 Senior Project Manager  
 WI Major Construction Division

**Phone #:** (920) 751-4200      **Fax #:** (920) 751-4284

**This is a request for clarification/interpretation on the following:**

Down in the west basin we discovered a pipe trough which is impacting the 16" riser up to the aeration basin. We may need to extend the riser over to come up in the floor of the aeration basin. We would cut off the upper spool piece and add to the lower horizontal spool either by welding or adding a dresser. We are not sure what the trough is used for; we may need to relocate or revise. Attached is a general sketch of what we discovered.

**Please Review and Respond by:** 12/17/2014

**CC:** Erik Seyfert - J. F. Ahern Co.

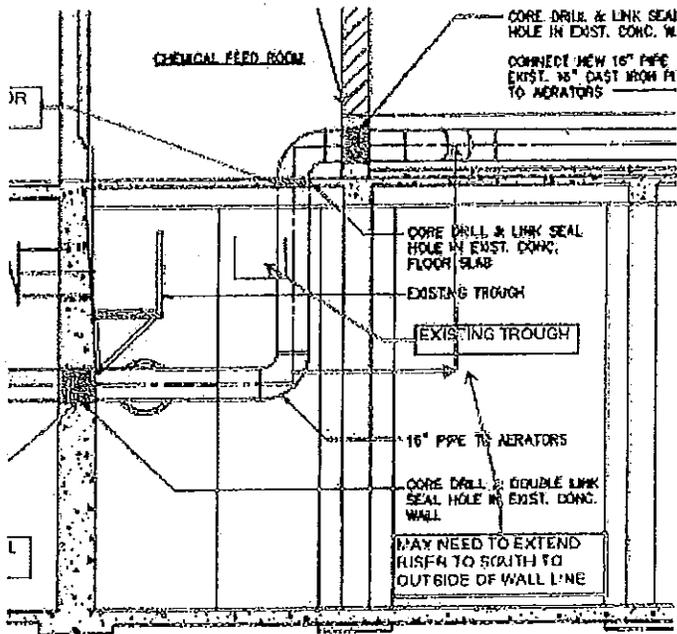
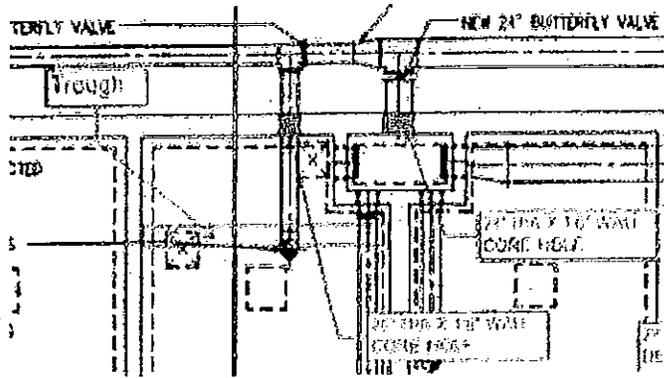
**Response:**

*The trough needs to remain in place as is. Extend 11" piping per your suggestion*

**Response Prepared by:**

**Response Returned to Contractor on:**

*12/18/14*





855 Morris Street | P.O. Box 1316  
 Fond du Lac, WI 54936-1316  
 Ph 920.921.9020 | Fx 920.929.8825  
 www.fahern.com

**Request For Information**

**Date:** 12/10/2014  
**Project #:** 211976  
**Project Name:** Menasha WTF Low Lift Pump Mods  
**Customer Contract #:** M0002-930724  
**RE:** Add Drain to 16" Pipe  
**JFA RFI #:** 11 - 0

**To:** Mr. Don Voogt  
 McMahon Associates, Inc.  
 1445 McMahon Drive  
 PO Box 1025  
 Neenah, WI 54957-1025

**Prepared by:** John Klinzing  
 Senior Project Manager  
 WI Major Construction Division

**Phone #:** (920) 751-4200      **Fax #:** (920) 751-4284

**This is a request for clarification/interpretation on the following:**

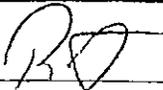
Please confirm that we should add a 1-1/2" drain on the 16" pipe as shown on the attached drawing.

**Please Review and Respond by:** 12/17/2014

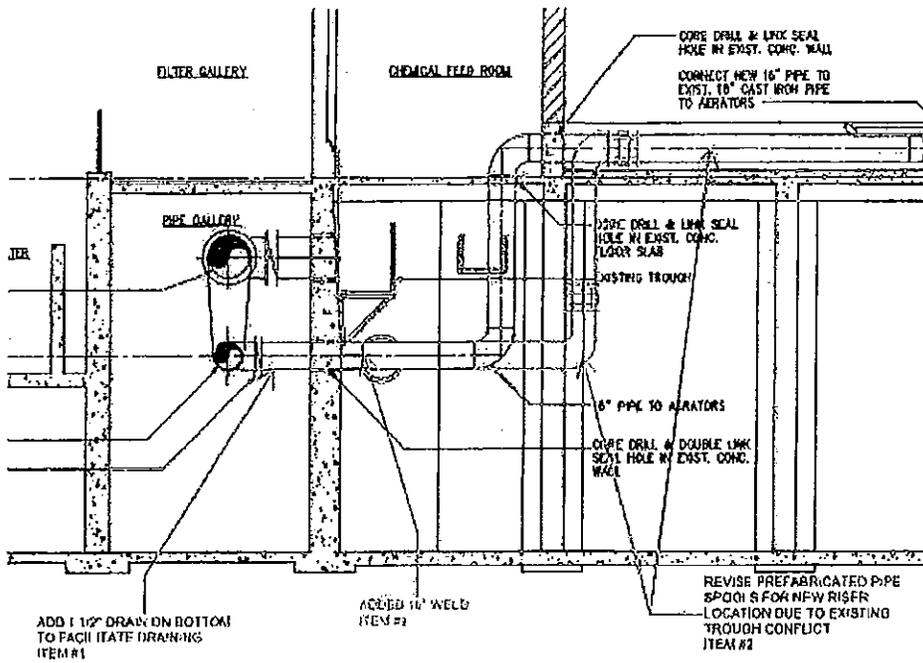
**CC:** Erik Seyfert - J. F. Ahern Co.

**Response:**

*Yes, the owner needs to be able to drain this pipe for winter shut down of the aerator piping*

**Response Prepared by:** 

**Response Returned to Contractor on:** 12/10/14





855 Morris Street | P.O. Box 1316  
Fond du Lac, WI 54936-1316  
Ph 920.921.9020 | Fx 920.929.8825  
www.jfahern.com

### Request For Information

Date: 12/10/2014  
Project #: 211976  
Project Name: Menasha WTF Low Lift Pump Mods  
Customer Contract #: M0002-930724  
RE: Added Demo of 16" Pipe  
JFA RFI #: 12 - 0

To: Mr. Don Voogl  
McMahon Associates, Inc.  
1445 McMahon Drive  
PO Box 1025  
Neenah, WI 54957-1025

Prepared by: John Klinzing  
Senior Project Manager  
WI Major Construction Division

Phone #: (920) 751-4200 Fax #: (920) 751-4284

**This is a request for clarification/interpretation on the following:**

Please confirm that we should remove the 16" pipe to the valve and install a 16" blind flange as shown on the attached drawing.

Please Review and Respond by: 12/17/2014

CC: Erik Seyferl - J. F. Ahern Co.

Response:

Yes, proceed with this pipe removal. This will eliminate a piece of unused stagnant piping that is no longer needed.

Response Prepared by:

Response Returned to Contractor on:

12/10/14



## Change Order

DATE: 12/29/2014

CHANGE ORDER NO: 1 (One)

CONTRACTOR: MCC, Inc., P.O. Box 1137, Appleton, Wi 54912-1137  
CONTRACT NO: Unit No. 2014-02  
PROJECT: Street Reconstruction - Asphalt Pavement - Concrete Sidewalk  
Various Streets

You are directed to make the changes noted below in the subject contract unit number.

I. (See Attached)	-\$6,818.38
II. Liquidated Damages - 6 Days @ \$150.00/day	-\$900.00

The changes result in the following adjustments:

	CONTRACT-TOTAL	TIME
Prior to this Change Order	<u>\$554,283.77</u>	_____ Days
Adjustments per this Change Order	<u>-\$7,718.38</u>	_____ Days
Current Contract Status	<u>\$546,565.39</u>	_____ Days

Directed/Authorized  
City of Menasha Dept. of Public Works  
By: \_\_\_\_\_

Date: \_\_\_\_\_

Accepted  
MCC, Inc.  
By: Jayce A. Murphy Stearns  
Date: 12/30/14

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

ITEM	QUANTITY	DESCRIPTION	BASE BID			YTD			CHANGE	
			UNIT PRICE	ITEM TOTAL	QUANTITY	ITEM TOTAL	QUANTITY	CHANGE TOTAL		
1	15,479	Pavement / Base Pulverizing	\$ 0.31	\$ 4,798.49	15091.00	\$ 4,678.21	-388.00		-\$120.28	
2	1,919	Unclassified Excavation/Pulverized Material	\$ 7.28	\$ 13,970.32	1919.00	\$ 13,970.32	0.00		\$0.00	
3	2,089	Unclassified Excavation	\$ 7.16	\$ 14,957.24	2013.00	\$ 14,413.08	-76.00		-\$544.16	
4	79	Backfilling Abandoned Street Section (London Street)	\$ 11.58	\$ 914.82	79.00	\$ 914.82	0.00		\$0.00	
5	1	Abandon Storm Sewer Including Inlet Removal	\$ 3,823.21	\$ 3,823.21	1.00	\$ 3,823.21	0.00		\$0.00	
6	20,024	Fine Grading and Compaction	\$ 1.10	\$ 22,026.40	20024.00	\$ 22,026.40	0.00		\$0.00	
7	1,891	3" Crushed Stone Base Course	\$ 13.76	\$ 26,020.16	1216.39	\$ 16,737.53	-674.61		-\$9,282.63	
8	547	Pulverized Stone Placement	\$ 6.77	\$ 3,703.19	773.00	\$ 5,233.21	226.00		\$1,530.02	
9	277	30" Concrete Curb & Gutter	\$ 15.59	\$ 4,318.43	248.00	\$ 3,866.32	-29.00		-\$452.11	
10	658	30" Concrete Curb & Gutter-Remove & Replace	\$ 24.90	\$ 16,384.20	844.00	\$ 21,015.60	186.00		\$4,631.40	
11	1,020	30" Mountable (Roll Back) Concrete Curb & Gutter	\$ 15.59	\$ 15,901.80	993.00	\$ 15,480.87	-27.00		-\$420.93	
12	390	No. 4 Epoxy Coated Rebar	\$ 1.21	\$ 471.90	170.00	\$ 205.70	-220.00		-\$266.20	
13	64	Utility Adjustment	\$ 174.03	\$ 11,137.92	30.00	\$ 5,220.90	-34.00		-\$5,917.02	
14	31	Water Valve Adjustment	\$ 116.02	\$ 3,596.62	16.00	\$ 1,856.32	-15.00		-\$1,740.30	
15	1,069	Sawcut	\$ 1.08	\$ 1,154.52	988.00	\$ 1,067.04	-81.00		-\$87.48	
16	1,268	Asphalt Binder Course Pavement 2 1/4" Thick	\$ 51.92	\$ 65,834.56	1154.76	\$ 59,955.14	-113.24		-\$5,879.42	
17	984	Asphalt Surface Course Pavement 1 3/4" Thick	\$ 57.08	\$ 56,166.72	1154.43	\$ 65,894.86	170.43		\$9,728.14	
18	1,766	Asphalt Binder Course Pavement 3" Thick	\$ 50.44	\$ 89,077.04	1726.57	\$ 87,088.19	-39.43		-\$1,988.85	
19	1,177	Asphalt Surface Course Pavement 2" Thick	\$ 56.48	\$ 66,476.96	1320.94	\$ 74,606.69	143.94		\$8,129.73	
20	1,198	3" Thick Asphalt Driveway Remove and Replace	\$ 3.40	\$ 4,073.20	425.44	\$ 1,446.50	-772.56		-\$2,626.70	
21	1,408	6" Thick Concrete Driveway Remove and Replace	\$ 4.53	\$ 6,378.24	1430.75	\$ 6,481.30	22.75		\$103.06	
22	15	7" Thick Gravel Driveway	\$ 24.39	\$ 365.85	15.00	\$ 365.85	0.00		\$0.00	
23	955	4" Thick Concrete Sidewalk Remove and Replace	\$ 4.02	\$ 3,839.10	738.75	\$ 2,969.78	-216.25		-\$869.33	
24	960	4" Thick Concrete Sidewalk	\$ 3.87	\$ 3,715.20	942.25	\$ 3,646.51	-17.75		-\$68.69	
25	385	6" Thick Concrete Handicap Ramp Remove and Replace	\$ 4.53	\$ 1,744.05	602.67	\$ 2,730.10	217.67		\$986.05	
26	1	Street Rehabilitation on Plank Road (S.T.H. "114)	\$ 4,451.15	\$ 4,451.15	1.00	\$ 4,451.15	0.00		\$0.00	
27	1,211	Terrace and Lawn Restoration	\$ 6.79	\$ 8,222.69	1027.00	\$ 6,973.33	-184.00		-\$1,249.36	
28	1	Erosion Control	\$ 716.72	\$ 716.72	1.00	\$ 716.72	0.00		\$0.00	
29	1	Traffic Control	\$ 2,118.34	\$ 2,118.34	1.00	\$ 2,118.34	0.00		\$0.00	
30	1	Construction Mobile/Demobile; Project Coordination; all incidental utility and miscellaneous roadway work; and all other project work area restoration and clean-up to an equal and/or better preconstruction condition, as required and related to the overall Project.	\$ 1,676.72	\$ 1,676.72	1.00	\$ 1,676.72	0.00		\$0.00	
<b>Total Base Bid (Items 1-30)</b>			<b>\$</b>	<b>\$ 458,035.76</b>	<b>\$</b>	<b>\$ 451,630.69</b>			<b>-\$6,405.07</b>	

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

1a.	5,367	Pavement/Base Pulverizing	\$ 0.44	\$ 2,361.48	0.00	\$ -	-5367.00		-\$2,361.48
2a.	660	Unclassified Excavation/Pulverized Material	\$ 7.42	\$ 4,897.20	660.00	\$ 4,897.20	0.00		\$0.00

3a.	5,367	Fine Grading and Compaction	\$	1.17	\$	6,279.39	5367.00	\$	6,279.39	0.00	\$0.00
4a.	195	Asphalt Binder Course Pavement 2 1/4" Thick	\$	52.23	\$	10,184.85	195.00	\$	10,184.85	0.00	\$0.00
5a.	151	Asphalt Surface Course Pavement 1 3/4" Thick	\$	59.22	\$	8,942.22	151.00	\$	8,942.22	0.00	\$0.00
6a.	666	Asphalt Binder Course Pavement 3" Thick	\$	50.44	\$	33,593.04	646.01	\$	32,584.74	-19.99	-\$1,008.30
7a.	444	Asphalt Surface Course Pavement 2" Thick	\$	56.49	\$	25,081.56	512.33	\$	28,941.52	68.33	\$3,859.96
8a.	8	Utility Adjustment	\$	174.03	\$	1,392.24	3.00	\$	522.09	-5.00	-\$870.15
9a.	1	Water Valve Adjustment	\$	151.33	\$	151.33	1.00	\$	151.33	0.00	\$0.00
10a.	307	Sawcut	\$	1.45	\$	445.15	284.00	\$	411.80	-23.00	-\$33.35
11a.	1	Erosion Control	\$	1,075.08	\$	1,075.08	1.00	\$	1,075.08	0.00	\$0.00
12a.	1	Traffic Control	\$	1,006.11	\$	1,006.11	1.00	\$	1,006.11	0.00	\$0.00
13a.	1	Construction Mobile/Demobile; Project Coordination; all incidental utility and miscellaneous roadway work; and all other project work area restoration and clean-up to an equal and/or better preconstruction condition, as required and related to the overall Project.	\$	838.36	\$	838.36	1.00	\$	838.36	0.00	\$0.00
<b>Alternate Bid Totals (Items 1a-13a)</b>			\$		\$	96,248.01		\$	95,834.70		-\$413.31
<b>Total Contract (Base Bid &amp; Alternate Bid Items)</b>			\$		\$	554,283.77		\$	547,465.39		-\$6,818.38

**Certificate of Payment**

Date: November 12, 2014

Payment Request: 4 (Four) & Final

Contractor: MCC, Inc.

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

Contract Unit No.: 2014-02

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

Original Contract Amount \$ 554,283.77

Change Order No.: 1 (one) Amount: -\$7,718.38

Previous Change Order(s): \$ 0

Total Contract Amount (Including Change Orders) \$ 546,565.39

Total Earned to Date (Summary Attached) \$ 546,565.39

Less Retainage \$ 0

Amount Due \$ 546,565.39

Previous Payments \$ 531,874.98

Amount Due this Payment \$ 14,690.41

Estimate Period from November 12, 2014 to December 29, 2014

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

Date: 12/30/14 By: Jayce A. Murphy Stearns

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

**Recommended for Payment**

Director of Public Works: \_\_\_\_\_ Date: \_\_\_\_\_

Common Council Approval Date: \_\_\_\_\_

**Finance Department**

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

**Itemized Bid Tabulation**

**City of Menasha Contract Unit No. 2014-02**

**Street Reconstruction - Concrete Curb & Gutter - Asphalt Pavement - Concrete Sidewalk**

**Various Streets**

ITEM	QUANTITY	DESCRIPTION	BASE BID		YTD		Payment No. 4 (Four) & Final		CHANGE	
			UNIT PRICE	ITEM TOTAL	QUANTITY	ITEM TOTAL	QUANTITY	ITEM TOTAL	QUANTITY	CHANGE TOTAL
1	15,479	Pavement / Base Pulverizing	\$ 0.31	\$ 4,798.49	15091.00	\$ 4,678.21	-388.00			
2	1,919	Unclassified Excavation/Pulverized Material	\$ 7.28	\$ 13,970.32	1919.00	\$ 13,970.32	0.00			\$0.00
3	2,089	Unclassified Excavation	\$ 7.16	\$ 14,957.24	2013.00	\$ 14,413.08	-76.00			-\$544.16
4	79	Backfilling Abandoned Street Section (London Street)	\$ 11.58	\$ 914.82	79.00	\$ 914.82	0.00			\$0.00
5	1	Abandon Storm Sewer Including Inlet Removal	\$ 3,823.21	\$ 3,823.21	1.00	\$ 3,823.21	0.00			\$0.00
6	20,024	Fine Grading and Compaction	\$ 1.10	\$ 22,026.40	20024.00	\$ 22,026.40	0.00			\$0.00
7	1,891	3" Crushed Stone Base Course	\$ 13.76	\$ 26,020.16	1216.39	\$ 16,737.53	-674.61			-\$9,282.63
8	547	Pulverized Stone Placement	\$ 6.77	\$ 3,703.19	773.00	\$ 5,233.21	226.00			\$1,530.02
9	277	30" Concrete Curb & Gutter	\$ 15.59	\$ 4,318.43	248.00	\$ 3,866.32	-29.00			-\$452.11
10	658	30" Concrete Curb & Gutter-Remove & Replace	\$ 24.90	\$ 16,384.20	844.00	\$ 21,015.60	186.00			\$4,631.40
11	1,020	30" Mountable (Roll Back) Concrete Curb & Gutter	\$ 15.59	\$ 15,901.80	993.00	\$ 15,480.87	-27.00			-\$420.93
12	390	No. 4 Epoxy Coated Rebar	\$ 1.21	\$ 471.90	170.00	\$ 205.70	-220.00			-\$266.20
13	64	Utility Adjustment	\$ 174.03	\$ 11,137.92	30.00	\$ 5,220.90	-34.00			-\$5,917.02
14	31	Water Valve Adjustment	\$ 116.02	\$ 3,596.62	16.00	\$ 1,856.32	-15.00			-\$1,740.30
15	1,069	Sawcut	\$ 1.08	\$ 1,154.52	988.00	\$ 1,067.04	-81.00			-\$87.48
16	1,268	Asphalt Binder Course Pavement 2 1/4" Thick	\$ 51.92	\$ 65,834.56	1154.76	\$ 59,955.14	-113.24			-\$5,879.42
17	984	Asphalt Surface Course Pavement 1 3/4" Thick	\$ 57.08	\$ 56,166.72	1154.43	\$ 65,894.86	170.43			\$9,728.14
18	1,766	Asphalt Binder Course Pavement 3" Thick	\$ 50.44	\$ 89,077.04	1726.57	\$ 87,088.19	-39.43			-\$1,988.85
19	1,177	Asphalt Surface Course Pavement 2" Thick	\$ 56.48	\$ 66,476.96	1320.94	\$ 74,606.69	143.94			\$8,129.73
20	1,198	3" Thick Asphalt Driveway Remove and Replace	\$ 3.40	\$ 4,073.20	425.44	\$ 1,446.50	-772.56			-\$2,626.70
21	1,408	6" Thick Concrete Driveway Remove and Replace	\$ 4.53	\$ 6,378.24	1430.75	\$ 6,481.30	22.75			\$103.06
22	15	7" Thick Gravel Driveway	\$ 24.39	\$ 365.85	15.00	\$ 365.85	0.00			\$0.00
23	955	4" Thick Concrete Sidewalk Remove and Replace	\$ 4.02	\$ 3,839.10	738.75	\$ 2,969.78	-216.25			-\$869.33
24	960	4" Thick Concrete Sidewalk	\$ 3.87	\$ 3,715.20	942.25	\$ 3,646.51	-17.75			-\$68.69
25	385	6" Thick Concrete Handicap Ramp Remove and Replace	\$ 4.53	\$ 1,744.05	602.67	\$ 2,730.10	217.67			\$986.05
26	1	Street Rehabilitation on Plank Road (S.T.H. "114)	\$ 4,451.15	\$ 4,451.15	1.00	\$ 4,451.15	0.00			\$0.00
27	1,211	Terrace and Lawn Restoration	\$ 6.79	\$ 8,222.69	1027.00	\$ 6,973.33	-184.00			-\$1,249.36
28	1	Erosion Control	\$ 716.72	\$ 716.72	1.00	\$ 716.72	0.00			\$0.00
29	1	Traffic Control	\$ 2,118.34	\$ 2,118.34	1.00	\$ 2,118.34	0.00			\$0.00
30	1	Construction Mobile/Demobile; Project Coordination; all incidental utility and miscellaneous roadway work; and all other project work area restoration and clean-up to an equal and/or better preconstruction condition, as required and related to the overall Project.	\$ 1,676.72	\$ 1,676.72	1.00	\$ 1,676.72	0.00			\$0.00
		<b>Total Base Bid (Items 1-30)</b>	<b>\$</b>	<b>\$ 458,035.76</b>	<b>\$</b>	<b>\$ 451,630.69</b>				<b>-\$6,405.07</b>
<b>Alternate Bid - De Pere Street from Fox River to Third Street</b>										
1a.	5,367	Pavement/Base Pulverizing	\$ 0.44	\$ 2,361.48	0.00	\$ -	-5367.00			-\$2,361.48
2a.	660	Unclassified Excavation/Pulverized Material	\$ 7.42	\$ 4,897.20	660.00	\$ 4,897.20	0.00			\$0.00

3a.	5,367	Fine Grading and Compaction	\$	1.17	\$	6,279.39	5367.00	\$	6,279.39	0.00	\$0.00
4a.	195	Asphalt Binder Course Pavement 2 1/4" Thick	\$	52.23	\$	10,184.85	195.00	\$	10,184.85	0.00	\$0.00
5a.	151	Asphalt Surface Course Pavement 1 3/4" Thick	\$	59.22	\$	8,942.22	151.00	\$	8,942.22	0.00	\$0.00
6a.	666	Asphalt Binder Course Pavement 3" Thick	\$	50.44	\$	33,593.04	646.01	\$	32,584.74	-19.99	-\$1,008.30
7a.	444	Asphalt Surface Course Pavement 2" Thick	\$	56.49	\$	25,081.56	512.33	\$	28,941.52	68.33	\$3,859.96
8a.	8	Utility Adjustment	\$	174.03	\$	1,392.24	3.00	\$	522.09	-5.00	-\$870.15
9a.	1	Water Valve Adjustment	\$	151.33	\$	151.33	1.00	\$	151.33	0.00	\$0.00
10a.	307	Sawcut	\$	1.45	\$	445.15	284.00	\$	411.80	-23.00	-\$33.35
11a.	1	Erosion Control	\$	1,075.08	\$	1,075.08	1.00	\$	1,075.08	0.00	\$0.00
12a.	1	Traffic Control	\$	1,006.11	\$	1,006.11	1.00	\$	1,006.11	0.00	\$0.00
13a.	1	Construction Mobile/Demobile; Project Coordination; all incidental utility and miscellaneous roadway work; and all other project work area restoration and clean-up to an equal and/or better preconstruction condition, as required and related to the overall Project.	\$	838.36	\$	838.36	1.00	\$	838.36	0.00	\$0.00
		<b>Alternate Bid Totals (Items 1a-13a)</b>	\$		\$	<b>96,248.01</b>		\$	<b>95,834.70</b>		<b>-\$413.31</b>
		<b>Total Contract (Base Bid &amp; Alternate Bid Items)</b>	\$		\$	<b>554,283.77</b>		\$	<b>547,465.39</b>		<b>-\$6,818.38</b>



## MEMORANDUM

December 31, 2014

TO: PERSONNEL COMMITTEE

FROM: PAMELA A. CAPTAIN

1. TENTATIVE AGREEMENT – POLICE PROFESSIONAL POLICE ASSOCIATION
  2. POLICE ADMINISTRATION 2015 PAY INCREASE
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1. **TENTATIVE AGREEMENT – MENASHA PROFESSIONAL POLICE ASSOCIATION**

Enclosed for your consideration is a Tentative Agreement with the Menasha Professional Police Association (formerly Local 603). Please see the attached. Negotiations began August 28 and ended with a tentative agreement having been reached yesterday, December 30<sup>th</sup>. In summary this is a 2 year agreement with a 1% pay increase in January 2015 and 2016. Under the agreement there is also a one-time 1% lump sum payment that each officer will receive in January 2016. The City was able to negotiate re-instatement of a health insurance premium contribution in year 2 (2.5% of the premium); a reduction of 3 sick leave days per year; a sick leave to vacation conversion of up to 3 unused sick leave days per year; and an elongated step increase schedule with the top step moving from 4 years to 6 years. Finally, there is a change in the sick leave payout provision at retirement. The change will allow an officer to retire early as allowed by the Wisconsin Retirement System without a loss of accumulated sick leave. Under the current contract, an officer must wait until full retirement age before receiving accumulated sick leave. The difference is 3 years. This change is similar to what is allowed by non-represented employees who retire.

2. **POLICE ADMINISTRATION 2015 PAY INCREASE**

On March 3, 2014, the Common Council studied and approved a Police Administration Pay Structure, requiring subsequent pay increases be approved. Therefore, in consideration of the 1% pay increase for represented officers effective the last pay period in January 2015, it is recommended that the Common Council approve a 1% pay increase for police administration.

BARGAINING SESSION

December 30, 2014

1. Duration: 2 years
  
2. Increase Rates of Pay: 1% effective the last pay period in January 2015  
1% lump sum 1<sup>st</sup> pay period in January 2016 (based on 2015 base wages)  
1% effective the 1<sup>st</sup> pay period in January 2016
  
3. Step Increases:
  - a. Hire to 1.5 Years of Service (Probation) Step 1
  - b. 1.5 Years to 3 Years of Service Step 2
  - c. 3 Years to 4.5 Years of Service Step 3
  - d. 4.5 Years to 6 Years of Service Step 4
  - e. 6 + Years of Service Step 5
  - f. Step 6 As assigned

*Effective with new hires*

4. Employee premium contribution: Health 0% 2015  
Health 2.5% 2016
  
5. Work Hours
  - c. For training, officers working night shift hours (10pm -6am or 8pm-4am) may be provided the day off before the training and will then work the training and the regularly scheduled shift.
  
6. Sick Leave: One (1) day sick leave earned for each month worked. An employee who does not use any sick days during the calendar year will be able to convert up to three (3) of the unused sick days into vacation days for use in the subsequent year. If an employee uses 1 sick day they may convert a maximum of 2 sick days into vacation days. If an employee uses 2 sick days they may convert a maximum of 1 sick day into a vacation day. Sick leave in excess of 3 or more days per year is not eligible to convert sick days into vacation days. Under no circumstances can converted sick days into vacation days be paid out. *Converted days used first.*

"Effective January 1, 2004, in addition to the provisions of 5 above, upon retirement of an employee who is immediately eligible for a retirement annuity from the Wisconsin Retirement System and retires not reduced for early retirement reasons, the City will place in escrow with a 3<sup>rd</sup> party administrator of the City's choosing at the employee's current base rate of pay up to a maximum of 75 days of unused, accumulated sick leave for purposes of paying [insert IRS tax code reference]."

X  12/30/14 5pm  




**AP Check Register**  
**Check Date: 1/8/2015**

Date: 1/9/2015

<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	48680	1/8/2015	1418422	731-1022-541.30-18	162.15	Nuts
		1/8/2015	1418616	731-1022-541.38-03	66.12	Lamp/Bolt/Nut/Washer
		1/8/2015	1418660	731-1022-541.30-18	98.02	Drill
		1/8/2015	1418695	731-1022-541.38-03	202.89	Brake Pads/Rotor
			<b>Total for check: 48680</b>		<b>529.18</b>	
JF AHERN CO	48682	1/8/2015	214930	100-1008-541.24-03	236.40	Exting Maint Sign Shop
		1/8/2015	214931	100-0704-552.24-03	20.85	Annual Maintenance
		1/8/2015	214932	207-0707-552.24-03	13.90	Annual Maintenance
		1/8/2015	214933	100-0703-553.24-03	55.60	Annual Maintenance
		1/8/2015	214934	731-1022-541.21-06	843.30	Exting Maint PWF
		1/8/2015	214935	100-0703-553.24-03	20.85	Annual Maintenance
		1/8/2015	214936	100-0703-553.24-03	20.85	Annual Maintenance
		1/8/2015	214937	100-0801-521.24-03	122.45	PD Extinguisher Maint
		1/8/2015	214938	100-0920-531.24-03	87.70	Exting Maint Senior Ctr
		1/8/2015	214939	100-0703-553.24-03	6.95	Annual Maintenance
		1/8/2015	214940	100-1019-552.21-06	96.55	Exting Maint Bridgetender
		1/8/2015	214941	100-0703-553.24-03	6.95	Annual Maintenance
		1/8/2015	214942	100-0703-553.24-03	6.95	Annual Maintenance
		1/8/2015	214943	100-0903-531.24-03	54.85	Exting Maint Health Dept
		1/8/2015	214944	100-0703-553.24-03	13.90	Annual Maintenance
		1/8/2015	214945	100-0701-533.24-03	6.95	Annual Maintenance
	1/8/2015	214946	100-0703-553.24-03	6.95	Annual Maintenance	
			<b>Total for check: 48682</b>		<b>1,621.95</b>	
AIRGAS USA LLC	48683	1/8/2015	9034522397	731-1022-541.30-18	156.32	Acetylene
			<b>Total for check: 48683</b>		<b>156.32</b>	
ALCHEMY-FOX CITIES LLC	48684	1/8/2015	ALCHEMY-FOX	100-0000-421.01-00	8,000.00	Reserve Liquor License
			<b>Total for check: 48684</b>		<b>8,000.00</b>	

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ALL PARTITIONS AND PARTS	48685	1/8/2015	10116	100-0703-553.24-03	4,684.00	Bathroom Partitions
			<b>Total for check: 48685</b>		<b>4,684.00</b>	
ALLIED GLOVE & SAFETY PRODUCTS	48686	1/8/2015	1/060520	601-1020-543.30-18	46.00	Gloves
				100-1016-543.30-18	57.50	Gloves
				625-1028-543.30-18	57.50	Gloves
				100-1006-541.30-18	113.14	Gloves
			<b>Total for check: 48686</b>		<b>274.14</b>	
APARSI SOLUTIONS LLC	48687	1/8/2015	APA6436	100-0801-521.21-06	10.00	Language Service
			<b>Total for check: 48687</b>		<b>10.00</b>	
CITY OF APPLETON	48688	1/8/2015	222616	100-0918-531.21-06	500.00	Dec. 2014 Planning
			<b>Total for check: 48688</b>		<b>500.00</b>	
ARING EQUIPMENT EXCHANGE	48689	1/8/2015	706015	731-1022-541.38-03	56.43	Swivel
		1/8/2015	706055	731-1022-541.38-03	81.48	Thermostat/Sealing Ring
			<b>Total for check: 48689</b>		<b>137.91</b>	
BADGER LAB & ENGINEERING INC	48690	1/8/2015	INV000059855	601-1020-543.21-02	620.00	Gunderson Wastewater
			<b>Total for check: 48690</b>		<b>620.00</b>	
BAHCALL RUBBER CO INC	48691	1/8/2015	681611-001	731-1022-541.38-03	70.84	Parts
		1/8/2015	682377-001	731-1022-541.38-03	113.14	Supplies
		1/8/2015	682490-001	731-1022-541.38-03	433.00	Supplies
			<b>Total for check: 48691</b>		<b>616.98</b>	

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BERGSTROM	48692	1/8/2015	33455	731-1022-541.38-01	281.91	Hose/Sender
	<b>Total for check: 48692</b>				<b>281.91</b>	
BMO HARRIS BANK NA	48693	1/8/2015	4046800	100-0202-512.21-06	510.00	Monthly Fees
	<b>Total for check: 48693</b>				<b>510.00</b>	
BUCKLIN'S TREE SERVICE	48694	1/8/2015	12439	625-1010-541.30-18	115.09	Clear
		1/8/2015	12557	625-1028-543.21-06	7,650.00	Rotochopper Grinder
	<b>Total for check: 48694</b>				<b>7,765.09</b>	
CAREW CONCRETE & SUPPLY CO INC	48695	1/8/2015	988808	625-1010-541.30-18	630.00	Snowberry Ct Culverts
		1/8/2015	989298	100-1006-541.30-15	227.20	Sikaflex/Caulk Gun
	<b>Total for check: 48695</b>				<b>857.20</b>	
COMMONWEALTH CONSTRUCTION CORP	48696	1/8/2015	COMMONWEALTH	470-0920-531.82-01	51,075.00	Senior Center
	<b>Total for check: 48696</b>				<b>51,075.00</b>	
CONGER TOYOTALIFT	48697	1/8/2015	00058224	731-1022-541.38-03	171.49	Track Assys
	<b>Total for check: 48697</b>				<b>171.49</b>	
DIGIPRINT	48698	1/8/2015	146234	266-1027-543.29-01	564.00	Recycling Calendars
		1/8/2015	146235	266-1027-543.29-01	310.73	Refuse/Recycling Brochure
				100-1016-543.29-01	310.72	Refuse/Recycling Brochure
		1/8/2015	146237	266-1027-543.29-01	1,010.00	Recycling Handouts
<b>Total for check: 48698</b>				<b>2,195.45</b>		
FACTORY MOTOR PARTS CO	48699	1/8/2015	18-1372031	731-1022-541.30-18	176.63	Cleaner
		1/8/2015	18-1372352	731-1022-541.30-18	(15.00)	Core Credit
		1/8/2015	18-Z02748	731-1022-541.38-03	446.32	Battery Core

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FACTORY MOTOR PARTS CO...	48699...	1/8/2015	18-Z02827	731-1022-541.38-03	379.32	Battery
			<b>Total for check: 48699</b>		<b>987.27</b>	
FERGUSON ENTERPRISES #448	48700	1/8/2015	2086209	100-1006-541.30-15	40.13	Supplies/Brine Tanks
		1/8/2015	2089371	100-1006-541.30-15	96.26	Supplies/Brine Tanks
		1/8/2015	2090689	100-1006-541.30-15	85.74	Brine Tank
		1/8/2015	2094702	100-0703-553.30-18	208.80	Tube Blue Coil
		1/8/2015	2100893	100-0703-553.30-18	278.40	Tube Blue Coil
		1/8/2015	2103934	100-0703-553.30-18	31.60	Half Clamp w/Nail
		1/8/2015	2105254	100-0703-553.24-03	3,654.63	Valve/Carrier/Comp
		1/8/2015	2113509	731-1022-541.24-03	129.92	Cop Tube/Pipe Seal/Stops
		1/8/2015	CM191557	100-1006-541.30-15	(85.74)	Credit
			<b>Total for check: 48700</b>		<b>4,439.74</b>	
JAMES M FICO PHD	48701	1/8/2015	FICO, JAMES	100-0801-521.21-05	300.00	Employee Test/Evaluation
			<b>Total for check: 48701</b>		<b>300.00</b>	
GODFREY KAHN SC	48702	1/8/2015	GODFREY KAHN	100-0304-562.21-10	15,000.00	RR Donnelley Consulting
			<b>Total for check: 48702</b>		<b>15,000.00</b>	
GOVERNMENT FINANCE OFFICERS	48703	1/8/2015	0123004	100-0401-513.32-01	190.00	2015 Membership 135223004
			<b>Total for check: 48703</b>		<b>190.00</b>	
GRAINGER INC	48704	1/8/2015	9621425900	601-1020-543.24-04	64.08	Tstat
			<b>Total for check: 48704</b>		<b>64.08</b>	
GREEN BOYZ	48705	1/8/2015	GREEN BOYZ	100-0801-521.20-06	95.00	Fertilizer/Weed Control
			<b>Total for check: 48705</b>		<b>95.00</b>	
GUNDERSON CLEANERS	48706	1/8/2015	216565	100-0801-521.30-13	34.66	Supply/Cleaning Services

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GUNDERSON CLEANERS...	48706...	1/8/2015	230679	100-0801-521.30-13	36.46	Mats/Towels
			<b>Total for check: 48706</b>		<b>71.12</b>	
HOME DEPOT CREDIT SERVICES	48707	1/8/2015	6030767	100-0601-551.30-15	318.00	Supplies
		1/8/2015	6041122	100-0703-553.30-18	398.55	Pliers/Tools
			<b>Total for check: 48707</b>		<b>716.55</b>	
INTERSTATE BATTERIES	48708	1/8/2015	1903102000472	100-0801-521.30-18	106.60	AA
			<b>Total for check: 48708</b>		<b>106.60</b>	
PATRICK JAMES	48709	1/8/2015	JAMES, PATRICK	743-0403-513.33-01	8.80	December Expenses
			<b>Total for check: 48709</b>		<b>8.80</b>	
MARY JANNESS	48710	1/8/2015	JANNESS MARY	100-0000-441.13-00	45.00	Dumpster Rental Reimburse
			<b>Total for check: 48710</b>		<b>45.00</b>	
MARY JANSSEN	48711	1/8/2015	JANSSEN, MARY	100-0801-521.19-03	67.60	Clothing Allowance
			<b>Total for check: 48711</b>		<b>67.60</b>	
JOHN & SARAH RIVET	48712	1/8/2015	DPW	100-0000-441.13-00	52.75	Refuse Cart Refund
			<b>Total for check: 48712</b>		<b>52.75</b>	
KEBERLEIN, LYNN	48713	1/8/2015	PUBLIC WORKS	100-0000-441.13-00	53.50	Refuse Cart
			<b>Total for check: 48713</b>		<b>53.50</b>	
LORETTA KJEMHUS	48714	1/8/2015	KJEMHUS, LORETT	100-0903-531.33-01	20.10	Nov & Dec Expenses
				100-0909-531.33-01	23.15	Nov & Dec Expenses

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LORETTA KJEMHUS...	48714...	1/8/2015...	KJEMHUS, LORETT...	100-0918-531.33-01	8.00	Nov & Dec Expenses
			<b>Total for check: 48714</b>		<b>51.25</b>	
LAKE PARK VILLAS HOMEOWNERS ASSN	48715	1/8/2015	LAKE PARK VILLA	501-0304-562.32-01	20,150.54	Invoices
			<b>Total for check: 48715</b>		<b>20,150.54</b>	
LEAGUE OF WISCONSIN MUNICIPALITIES	48716	1/8/2015	LEAGUE OF WISCO	100-0405-513.32-01	3,943.22	2015 League Dues
			<b>Total for check: 48716</b>		<b>3,943.22</b>	
LEE RECREATION LLC	48717	1/8/2015	10005-14	100-0703-553.82-02	8,475.00	Play Equipment
			<b>Total for check: 48717</b>		<b>8,475.00</b>	
LEVENHAGEN CORPORATION	48718	1/8/2015	055047A-IN	100-0000-131.00-00	5,671.04	Fuel
			<b>Total for check: 48718</b>		<b>5,671.04</b>	
MCC INC	48719	1/8/2015	48929	625-1010-541.30-18	1,092.46	Clean Stone 3/4"
		1/8/2015	49043	601-1020-543.30-18	815.00	Concrete Block
			<b>Total for check: 48719</b>		<b>1,907.46</b>	
MENARDS-APPLETON EAST	48720	1/8/2015	63004	100-0703-553.24-03	62.56	Plates/Elbows/Box
			<b>Total for check: 48720</b>		<b>62.56</b>	
MENARDS-APPLETON WEST	48721	1/8/2015	79208	100-0703-553.24-03	85.79	Brush Set/Paint Kit
			<b>Total for check: 48721</b>		<b>85.79</b>	
MENASHA TREASURER	48722	1/8/2015	FINANCE DEPT	100-0702-552.30-18	5.00	Petty Cash Reimbursement
		1/8/2015	POLICE DEPT	100-0801-521.30-18	9.39	Reimbursement - Supplies

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MENASHA TREASURER...	48722...	1/8/2015...	POLICE DEPT...	100-0801-521.33-03	9.25	Reimburse-Travel/Meals
			<b>Total for check: 48722</b>		<b>23.64</b>	
MODERN BUSINESS MACHINES	48723	1/8/2015	26362804	743-0403-513.29-01	243.10	January 2015 Contract
			<b>Total for check: 48723</b>		<b>243.10</b>	
MORPHOTRAK INC	48724	1/8/2015	MORPHOTRAK	743-0403-513.24-04	120.00	SAFRAN Maint Agreement
			<b>Total for check: 48724</b>		<b>120.00</b>	
N&M AUTO SUPPLY	48725	1/8/2015	506598	731-1022-541.38-03	36.19	Socket
		1/8/2015	507019	731-1022-541.38-03	17.58	Halogen Capsule
		1/8/2015	507067	731-1022-541.38-03	168.00	Brake Pads/Rotor Belt/Filter
		1/8/2015	507137	731-1022-541.38-01	(36.19)	Credit
		1/8/2015	507206	731-1022-541.38-03	79.54	Filters/Oil
		1/8/2015	507449	731-1022-541.38-03	4.40	Spark Plug
		1/8/2015	507531	731-1022-541.30-18	12.00	Washer Fluid
		1/8/2015	507656	731-1022-541.38-03	15.95	Relay
		1/8/2015	508078	731-1022-541.38-03	23.97	Halogen Capsule
		1/8/2015	508639	731-1022-541.38-03	2.32	Tube Nuts
		1/8/2015	509225	731-1022-541.38-03	14.45	Filter
		1/8/2015	509259	731-1022-541.38-03	33.50	Filter
		1/8/2015	509352	731-1022-541.38-03	44.04	Oil
			<b>Total for check: 48725</b>		<b>415.75</b>	
NETWORK HEALTH SYSTEM INC	48726	1/8/2015	328174	100-0202-512.21-05	690.00	EAP
			<b>Total for check: 48726</b>		<b>690.00</b>	
NORTHEAST ASPHALT INC	48727	1/8/2015	1323895	100-1003-541.30-18	507.36	Cold Mix
			<b>Total for check: 48727</b>		<b>507.36</b>	
RAY O'HERRON CO INC	48728	1/8/2015	1470512-IN	100-0801-521.30-15	489.00	Glock

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RAY O'HERRON CO INC...	48728...	1/8/2015	1470660-IN	100-0801-521.30-15	2,952.00	Conversion Kit
		1/8/2015	1470770-IN	100-0801-521.19-03	116.50	Badges
	<b>Total for check: 48728</b>				<b>3,557.50</b>	
OGDEN PLUMBING & HEATING INC	48729	1/8/2015	73508	100-0501-522.24-03	109.50	Station 35/Plumbing
	<b>Total for check: 48729</b>				<b>109.50</b>	
OSHKOSH FIRE & POLICE EQUIPMENT INC	48730	1/8/2015	158868	100-0801-521.29-04	260.00	Lens Kit
	<b>Total for check: 48730</b>				<b>260.00</b>	
PACKER CITY INTL TRUCKS INC	48731	1/8/2015	X101011128:01	731-1022-541.38-03	26.30	Plug Assy Oil
		1/8/2015	X103006365:01	731-1022-541.38-03	75.86	Light/Screws/Spring
		1/8/2015	X103007053:01	731-1022-541.38-03	58.13	Filters
		1/8/2015	X103007226:01	731-1022-541.38-03	42.02	Filters & Lube/Oil
		1/8/2015	X103007226:02	731-1022-541.38-03	27.59	Air Filter
		1/8/2015	X103007285:01	731-1022-541.38-03	24.87	Air Filters/Def Fluid
		1/8/2015	X103007285:02	731-1022-541.38-03	139.43	Air Filters/Def Fluid
		1/8/2015	X103007395:01	731-1022-541.38-03	156.66	Air Filters & Bolts
<b>Total for check: 48731</b>				<b>550.86</b>		
POMP'S TIRE SERVICE INC	48732	1/8/2015	320025693	731-1022-541.38-02	91.25	
		1/8/2015	320025835	731-1022-541.38-02	421.20	Hankook
		1/8/2015	320026049	731-1022-541.38-02	390.35	Dismount & Mount
		1/8/2015	320026275	731-1022-541.38-02	43.00	Flat Repair & Supplies
		1/8/2015	320026388	731-1022-541.38-02	1,064.00	Tires & Equipment
<b>Total for check: 48732</b>				<b>2,009.80</b>		
DAVE POWELL	48733	1/8/2015	POWELL DAVE	100-1001-514.33-01	36.80	June-Dec Expenses
	<b>Total for check: 48733</b>				<b>36.80</b>	

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<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
PRIME MEDIA	48734	1/8/2015	0006518-IN	100-0801-521.29-01	150.48	Supplies
			<b>Total for check: 48734</b>		<b>150.48</b>	
PRO-VISION VIDEO SYSTEMS	48735	1/8/2015	266900	731-1022-541.38-03	416.82	Night Vision Camera
			<b>Total for check: 48735</b>		<b>416.82</b>	
REDI-WELDING CO	48736	1/8/2015	14801	731-1022-541.38-03	537.57	Rings/Processing
			<b>Total for check: 48736</b>		<b>537.57</b>	
BEV SAWYER	48737	1/8/2015	SAWYER BEV	100-0801-521.19-03	115.50	Clothing Allowance
			<b>Total for check: 48737</b>		<b>115.50</b>	
SERVICEMASTER BUILDING MAINTENANCE	48738	1/8/2015	14641	100-0801-521.20-01	50.00	PD Garage - Janitorial
		1/8/2015	14643	100-0903-531.20-01	490.00	Health Dept - Janitorial
		1/8/2015	14654	100-0801-521.20-01	1,460.00	PD - Janitorial
		1/8/2015	14676	100-1001-514.20-01	1,095.00	City Hall - Janitorial
		1/8/2015	14677	731-1022-541.20-01	494.00	PWF - Janitorial
			<b>Total for check: 48738</b>		<b>3,589.00</b>	
SPORTS GRAPHICS	48739	1/8/2015	1214-069	824-0810-521.30-18	86.94	Menasha Explorers Shirts
			<b>Total for check: 48739</b>		<b>86.94</b>	
STAPLES ADVANTAGE	48740	1/8/2015	3250841216	731-1022-541.30-10	99.04	Supplies
		1/8/2015	3251411147	731-1022-541.30-10	53.14	Supplies
		1/8/2015	3251411149	100-0801-521.30-10	902.80	Supplies
		1/8/2015	3251411150	100-0801-521.30-10	17.64	Supplies
		1/8/2015	3251411153	100-0201-512.30-10	10.73	Supplies
				100-0202-512.30-10	10.73	Supplies
				100-0203-512.30-10	10.73	Supplies
		1/8/2015	3251411154	100-0405-513.30-10	15.67	Supplies
				100-0201-512.30-10	3.32	Supplies

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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>
STAPLES ADVANTAGE...	48740...	1/8/2015...	3251411154...	100-0202-512.30-10	3.32	Supplies
				100-0203-512.30-10	3.33	Supplies
	<b>Total for check: 48740</b>				<b>1,130.45</b>	
TAPCO	48741	1/8/2015	1475410	100-0801-521.29-04	404.20	Pack-a-cone
			1475391	100-1008-541.30-18	682.62	Traffic Signal Equipment
			1475442	100-1008-541.30-18	604.16	Stencils
			1475538	100-1008-541.30-18	1,747.90	Main/Racine Ped Signals
<b>Total for check: 48741</b>				<b>3,438.88</b>		
TASER INTERNATIONAL	48742	1/8/2015	SI1381645	100-0801-521.30-15	991.51	Supplies
<b>Total for check: 48742</b>				<b>991.51</b>		
THEDACARE	48743	1/8/2015	THEDACARE	100-0801-521.21-05	117.80	Venipunct/Menasha Police
<b>Total for check: 48743</b>				<b>117.80</b>		
TKK ELECTRONICS LLC	48744	1/8/2015	9923	100-0801-521.29-04	363.00	Vehicle Accessories
<b>Total for check: 48744</b>				<b>363.00</b>		
TRUCK EQUIPMENT INC	48745	1/8/2015	616419-00	731-1022-541.38-03	185.00	Spinner Motor
			616851-00	731-1022-541.38-03	333.40	Filter
<b>Total for check: 48745</b>				<b>518.40</b>		
UNIFIRST CORPORATION	48746	1/8/2015	097 0178614	731-1022-541.20-01	105.97	Mat/Mop/Clothing Service
<b>Total for check: 48746</b>				<b>105.97</b>		
UNITED WAY FOX CITIES	48747	1/8/2015	20150108	100-0000-202.09-00	468.00	PAYROLL SUMMARY
<b>Total for check: 48747</b>				<b>468.00</b>		

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US VENTURE	48748	1/8/2015	L51187	731-1022-541.21-06	12.00	Sample
		1/8/2015	L51293	731-1022-541.21-06	12.00	Spectro V100 Water AF Fue
	<b>Total for check: 48748</b>				<b>24.00</b>	
WIL-KIL PEST CONTROL	48749	1/8/2015	2595678	731-1022-541.20-07	66.50	PWF Contract
		<b>Total for check: 48749</b>				<b>66.50</b>
WINNEBAGO COUNTY TREASURER	48750	1/8/2015	6598	100-0204-512.29-01	346.00	Ballots
				100-0204-512.29-02	258.86	Publishing
				100-0204-512.24-04	132.00	Programming
	1/8/2015	6636	100-1002-541.21-02	263.00	Dec 2014 Highway Charges	
			625-1002-541.21-02	87.66	Dec 2014 Highway Charges	
<b>Total for check: 48750</b>				<b>1,087.52</b>		
WISCNET	48751	1/8/2015	4511	743-0403-513.21-04	750.00	Oct-Dec Service
					<b>Total for check: 48751</b>	
WISCONSIN DEPT OF NATURAL RESOURCES	48752	1/8/2015	WISDNR	489-0703-562.82-02	140.00	Permit Fee
					<b>Total for check: 48752</b>	
WISCONSIN PARK & RECREATION ASSN	48753	1/8/2015	WISCONSIN PARK	100-0702-552.32-01	150.00	2015 Membership
					<b>Total for check: 48753</b>	
WISCONSIN STATE LAB OF HYGIENE	48754	1/8/2015	388651-1	100-0904-531.30-10	5.00	Air-o-cell Cassettes
					<b>Total for check: 48754</b>	
WISCONSIN STATE LAW LIBRARY	48755	1/8/2015	10313	100-0201-512.30-18	15.00	Jury Instructions
					<b>Total for check: 48755</b>	

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WISCONSIN SUPPORT COLLECTIONS	48756	1/8/2015	20150108	100-0000-202.03-00	632.88	PAYROLL SUMMARY
			<b>Total for check: 48756</b>		<u>632.88</u>	
					<u>165,977.02</u>	

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ACCURATE	48757	1/15/2015	1418806	731-1022-541.30-18	58.09	Nuts/Pins
			<b>Total for check: 48757</b>		<b>58.09</b>	
ANDERSON, DAVID	48758	1/15/2015	ANDERSON DAVID	100-1006-541.30-18	50.00	Mailbox Damage Reimburse
			<b>Total for check: 48758</b>		<b>50.00</b>	
APPLETON SCHOOL DISTRICT	48759	1/15/2015	APPLETON SCHOOL	100-0000-203.05-00	854,461.97	2014-2015 Tax Collection
			<b>Total for check: 48759</b>		<b>854,461.97</b>	
ASSESSMENT TECHNOLOGIES LLC	48760	1/15/2015	5387	100-0402-513.21-04	60.00	Prepare PP Files for Tax
			<b>Total for check: 48760</b>		<b>60.00</b>	
ASSOCIATED APPRAISAL CONSULTANTS	48761	1/15/2015	19125	100-0402-513.21-09	4,991.67	Professional Services
				100-0402-513.30-11	13.44	Postage
		1/15/2015	19126	100-0402-513.21-09	59.76	Internet Posting
			<b>Total for check: 48761</b>		<b>5,064.87</b>	
BERGSTROM	48762	1/15/2015	33517	731-1022-541.38-03	3.00	Clip
			<b>Total for check: 48762</b>		<b>3.00</b>	
BRAUER SUPPLY & EQUIPMENT	48763	1/15/2015	20150102	100-1006-541.30-15	4,472.96	Plow and Curb Guards
			<b>Total for check: 48763</b>		<b>4,472.96</b>	
CALUMET COUNTY REGISTER OF DEEDS	48764	1/15/2015	500823	209-0703-553.21-08	30.00	Deed Recording
			<b>Total for check: 48764</b>		<b>30.00</b>	

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CALUMET COUNTY TREASURER	48765	1/15/2015	9903349	100-0204-512.29-01	211.07	Ballots/April Election
			<b>Total for check: 48765</b>		<b>211.07</b>	
CALUMET COUNTY TREASURER	48766	1/15/2015	CALUMET COUNTY	100-0000-203.01-00	570,658.21	2014-2015 Tax Collection Calumet County
				100-0000-203.08-00	24,683.31	2014-2015 Tax Collection State of Wisconsin
			<b>Total for check: 48766</b>		<b>595,341.52</b>	
CDW GOVERNMENT INC	48767	1/15/2015	RQ12260	743-0403-513.30-15	1,821.78	UPS for Servers
		1/15/2015	RQ25203	743-0403-513.30-15	159.48	UPS for Servers
		1/15/2015	RQ43144	743-0403-513.30-15	469.44	UPS for Servers
			<b>Total for check: 48767</b>		<b>2,450.70</b>	
CULLIGAN WATER CONDITIONING	48768	1/15/2015	718411	100-0704-552.30-10	49.50	Reverse Credit
		1/15/2015	CULLIGAN	100-0704-552.30-10	(49.50)	Credit
				100-1001-514.20-01	18.90	PWF Rental
			<b>Total for check: 48768</b>		<b>18.90</b>	
DIGIPRINT	48769	1/15/2015	145793	100-0702-552.29-01	1,536.45	Winter Activity Guide
			<b>Total for check: 48769</b>		<b>1,536.45</b>	
EARTHLINK BUSINESS	48770	1/15/2015	EARTHLINK	100-0402-513.22-01	6.74	Assessor
				100-0201-512.22-01	6.55	Attorney
				100-0000-123.00-00	14.96	Building Inspection
				100-0203-512.22-01	13.62	Clerk
				100-0304-562.22-01	24.51	Community Development
				100-1001-514.22-01	74.22	City Hall
				100-0401-513.22-01	33.07	Finance
				731-1022-541.22-01	26.61	Garage
				100-0903-531.22-01	50.28	Health
				743-0403-513.22-01	15.72	IT
				100-0601-551.22-01	174.28	Library

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EARTHLINK BUSINESS...	48770...	1/15/2015...	EARTHLINK...	100-0101-511.22-01	10.34	Mayor
				100-0702-552.22-01	27.72	Recreation
				100-0703-553.22-01	46.57	Parks
				100-0202-512.22-01	16.56	Personnel
				100-0801-521.22-01	256.98	Police
				100-1002-541.22-01	43.19	Engineering
				100-0920-531.22-01	13.52	Senior Ctr
				100-1008-541.22-01	3.90	Sign Shop
				100-0502-522.22-01	41.05	EOC
				207-0000-123.00-00	27.53	Marina
			100-0000-123.00-00	308.07	Menasha Utilities	
			<b>Total for check: 48770</b>	<b>1,235.99</b>		
EJ ARENA SPORTS	48771	1/15/2015	6825	100-0702-552.30-18	92.00	Skates
				<b>Total for check: 48771</b>	<b>92.00</b>	
ELVERT, DEAN	48772	1/15/2015	ELVERT, DEAN	100-0000-441.13-00	3.00	Refuse Cart Downgrade
				<b>Total for check: 48772</b>	<b>3.00</b>	
FOX VALLEY TECHNICAL COLLEGE	48773	1/15/2015	FOX VALLEY TECH	100-0000-203.04-00	332,119.47	2014-2015 Tax CollectionsWinnebago County
				100-0000-203.04-00	140,034.63	2014-2015 Tax CollectionsCalumet County
				<b>Total for check: 48773</b>	<b>472,154.10</b>	
GANNETT WISCONSIN MEDIA	48774	1/15/2015	0008527281	100-0405-513.29-02	593.88	Legals
				100-0204-512.29-02	205.13	Legals
				100-0405-513.29-02	771.17	Legals
				100-0204-512.29-02	85.20	Legals
				<b>Total for check: 48774</b>	<b>1,655.38</b>	

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GUNDERSON CLEANERS	48775	1/15/2015	234240	100-0801-521.30-13	34.66	Supply/Cleaning Services
			<b>Total for check: 48775</b>		<b>34.66</b>	
INDEPENDENT INSPECTIONS LTD	48776	1/15/2015	309233	100-0301-523.21-06	2,141.82	December 2014 Permits
		1/15/2015	309234	100-0301-523.21-06	38.00	December 2014 Permits
			<b>Total for check: 48776</b>		<b>2,179.82</b>	
INFINITY TECHNOLOGY INC	48777	1/15/2015	12770	100-0402-513.30-12	599.00	Replacement PCs
				100-0203-512.30-15	1,198.00	Replacement PCs
				100-0101-511.30-12	599.00	3 Yr Warranty/PO 5951
				731-1022-541.30-12	1,797.00	3 Yr Warranty/PO 5951
				100-1002-541.30-12	898.50	Replacement PCs
				625-1002-541.30-12	299.50	Replacement PCs
				100-0801-521.30-12	599.00	Replacement PCs
				100-0702-552.30-12	1,797.00	Replacement PCs
				100-0903-531.30-15	4,193.00	Replacement PCs
				743-0403-513.30-15	599.00	Replacement PCs
				100-0401-513.30-12	2,396.00	Replacement PCs
		1/15/2015	12773	743-0403-513.30-15	2,477.35	Network Storage Device
			<b>Total for check: 48777</b>		<b>17,452.35</b>	
JOHN DEERE FINANCIAL	48778	1/15/2015	70424975	100-0703-553.30-18	1,953.30	JDL/Lesco Materials
			<b>Total for check: 48778</b>		<b>1,953.30</b>	
KITZ & PFEIL INC	48780	1/15/2015	112109-0002	100-1006-541.30-15	2.87	Galv Nipple
		1/15/2015	112109-0003	100-1006-541.30-15	24.29	Tie Wire
		1/15/2015	112114-0051	731-1022-541.30-18	15.57	Keys & Door Sweep
		1/15/2015	112114-0109	100-0703-553.24-03	17.60	Filters
		1/15/2015	112514-0044	731-1022-541.38-03	3.78	Misc Hardware
		1/15/2015	112614-0073	100-1001-514.30-13	14.98	Saf-T-Salt
				100-0601-551.30-13	14.98	Saf-T-Salt

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KITZ & PFEIL INC...	48780...	1/15/2015	120114-0114	100-1016-543.30-18	7.18	Twine/Sanitation
		1/15/2015	120214-0001	100-0703-553.30-18	4.94	Staples
		1/15/2015	120309-0032	601-1020-543.30-18	30.61	Batteries & Caution Tape
		1/15/2015	120309-0050	100-1016-543.30-18	22.92	Pry Bar & Center Punch
		1/15/2015	120314-0033	100-0703-553.30-18	4.49	Red & Orange Paint
		1/15/2015	120409-0020	100-1006-541.30-15	78.96	PWF Brine Tank
		1/15/2015	120414-0075	100-0703-553.24-03	7.92	Misc Hardware/Buildings
		1/15/2015	120514-0006	731-1022-541.30-18	31.41	Mud Flaps
		1/15/2015	120514-0105	100-1006-541.30-15	7.19	Brine Trailer/Hinge
		1/15/2015	120814-0006	100-1006-541.30-15	61.18	Pushers
		1/15/2015	121003-0004	100-0703-553.30-15	775.95	Toro & Chain Saw
		1/15/2015	121014-0025	100-0703-553.30-18	21.52	Turn Buckles/Anchors
		1/15/2015	121014-0027	100-1006-541.30-15	2.96	Adapter
		1/15/2015	121109-0001	100-1001-514.30-13	22.47	Saf-T-Salt
		1/15/2015	121514-0066	100-1012-541.30-18	3.60	Misc Hardware
		1/15/2015	121603-0003	731-1022-541.38-03	13.35	Stop Switch
		1/15/2015	121614-0009	100-0703-553.24-03	13.10	Enamel/Couplers - Bldgs
		1/15/2015	121714-0009	731-1022-541.30-18	12.59	Cart Filter
		1/15/2015	121714-0049	100-0703-553.24-03	(1.80)	Couplers/Credit
		1/15/2015	121814-0002	100-0703-553.30-18	9.61	Masking Tape & Enamel
	1/15/2015	121814-0006	100-0703-553.30-18	8.54	Screws	
	1/15/2015	121914-0018	100-0903-531.30-13	1.49	Key	
			<b>Total for check: 48780</b>		<b>1,234.25</b>	
MCC INC	48781	1/15/2015	49269	100-1003-541.30-18	495.00	Cold Mix Bunker
			<b>Total for check: 48781</b>		<b>495.00</b>	
MCMAHON	48782	1/15/2015	41353	625-1010-541.21-02	250.00	Stormwater Plan/#93-0563
			<b>Total for check: 48782</b>		<b>250.00</b>	
MENARDS-APPLETON EAST	48783	1/15/2015	63058	100-0703-553.30-18	489.94	Steel

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MENARDS-APPLETON EAST...	48783...	1/15/2015	63163	100-0703-553.30-18	69.00	Vacuum
			<b>Total for check: 48783</b>		<b>558.94</b>	
MENASHA JOINT SCHOOL DISTRICT	48784	1/15/2015	MENASHA JOINT	100-0000-203.03-00	3,305,643.79	2014-2015 Tax CollectionsWinnebago County
				100-0000-203.03-00	392,245.50	2014-2015 Tax CollectionsCalumet County
			<b>Total for check: 48784</b>		<b>3,697,889.29</b>	
MENASHA NEENAH MUNICIPAL COURT	48785	1/15/2015	MENASHA NEENAH	100-0000-201.03-00	202.00	Bond MEPD 11-100
			<b>Total for check: 48785</b>		<b>202.00</b>	
MENASHA UTILITIES	48786	1/15/2015	004317	100-1012-541.30-18	167.80	Light Bulbs
		1/15/2015	4318	625-0401-513.25-01	1,794.63	Storm Water Charges
				601-0401-513.25-02	21,156.62	Sewer Charges
		1/15/2015	BILLING 2	100-1008-541.22-03	250.19	Electric
				100-0703-553.22-03	471.51	Electric
				100-0703-553.22-05	205.24	Water/Sewer
				100-0703-553.22-06	132.51	Storm
				100-0903-531.22-03	163.06	Electric
				100-0903-531.22-05	56.42	Water/Sewer
				100-0000-123.00-00	8.56	Electric
				100-0305-562.22-06	7.50	Storm
				601-1020-543.22-03	69.84	Electric
		1/15/2015	ST LIGHTS	100-1012-541.22-03	19,186.77	Dec Street Lighting
			<b>Total for check: 48786</b>		<b>43,670.65</b>	
TOWN OF MENASHA UTILITY DISTRICT	48787	1/15/2015	1916	100-0703-553.22-05	9.60	1521 Brighton Beach Rd
		1/15/2015	1917	100-0703-553.22-05	9.60	1300 Wittmann Dr
			<b>Total for check: 48787</b>		<b>19.20</b>	

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MINNESOTA LIFE INSURANCE COMPANY	48788	1/15/2015	MINNESOTA LIFE	100-0000-204.07-00	2,757.28	Life Insurance
			<b>Total for check: 48788</b>			<b>2,757.28</b>
MODERN BUSINESS MACHINES	48789	1/15/2015	26363873	743-0403-513.29-01	168.71	Copier Agreement
			26365223	743-0403-513.29-01	268.43	Copier Agreements
			26365901	743-0403-513.29-01	85.13	Monthly Payment Agreement
			<b>Total for check: 48789</b>			<b>522.27</b>
NEENAH-MENASHA SEWERAGE COMMISSION	48790	1/15/2015	2015-002	601-1021-543.25-01	46,078.35	Jan 2015 Wastewater Treat
			2015-008	601-1021-543.25-01	18,237.00	Jan 2015 Interest & Debt
			<b>Total for check: 48790</b>			<b>64,315.35</b>
NPELRA	48791	1/15/2015	CAPTAIN29258	100-0202-512.32-01	195.00	2015 Membership
<b>Total for check: 48791</b>			<b>195.00</b>			
OSHKOSH TENT & AWNING CO INC	48792	1/15/2015	50578	100-0703-553.30-18	667.80	Custom Signs/Parks
			<b>Total for check: 48792</b>			<b>667.80</b>
PRO-X SYSTEMS LAWCARE	48793	1/15/2015	9374	100-0703-553.20-06	660.05	Pre-paid Lawn care
			9375	100-0703-553.20-06	177.35	Prepaid Lawn Care
			<b>Total for check: 48793</b>			<b>837.40</b>
REVIZE LLC	48794	1/15/2015	3479	743-0403-513.21-04	9,780.00	Website Renovation Proj.
<b>Total for check: 48794</b>			<b>9,780.00</b>			
ROSS IMAGING LLC	48795	1/15/2015	171214	743-0403-513.29-01	103.18	Copier Agreement
			171215	743-0403-513.29-01	3,317.00	Copier Agreement
			<b>Total for check: 48795</b>			<b>3,420.18</b>

**AP Check Register**  
**Check Date: 1/15/2015**

<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>
SPEEDY CLEAN DRAIN & SEWER INC	48796	1/15/2015	57962	601-1020-543.21-02	480.38	Televise DePere & First
			<b>Total for check: 48796</b>		<b>480.38</b>	
TAPCO	48797	1/15/2015	1476471	743-0403-513.24-04	2,870.00	Tactics View Program
			<b>Total for check: 48797</b>		<b>2,870.00</b>	
UNIFIRST CORPORATION	48798	1/15/2015	097 0179064	731-1022-541.20-01	113.33	Mat/Mop/Clothing Service
			<b>Total for check: 48798</b>		<b>113.33</b>	
US CELLULAR	48799	1/15/2015	0065367568	100-0201-512.22-01	28.06	Captain - Phone
				100-0202-512.22-01	3.70	Brunn - Phone
				100-1019-552.22-01	1.00	Racine/Tayco Bridge-Phone
				601-1020-543.22-01	0.50	Confined Space - Phone
				100-0801-521.22-01	77.36	Police - Phone
				100-0904-531.22-01	60.10	Drew - Phone
				100-1002-541.22-01	1.40	Hutter - Phone
				100-0702-552.22-01	42.56	Tungate - Phone
				100-0703-553.22-01	61.93	PWF - Phone
				731-1022-541.22-01	52.55	PWF - Phone
				100-1008-541.22-01	2.05	Bursack - Phone
				601-1020-543.22-01	0.50	Sewer Truck - Phone
			<b>Total for check: 48799</b>		<b>331.71</b>	
WAVERLY SANITARY DISTRICT	48800	1/15/2015	001-0220-00	100-0703-553.22-05	44.62	2170 Plank Road
			<b>Total for check: 48800</b>		<b>44.62</b>	
WAVERLY SANITARY DISTRICT	48801	1/15/2015	WAVERLY SANITAR	100-0000-203.07-00	92,834.06	2014-2015 Tax Collections
			<b>Total for check: 48801</b>		<b>92,834.06</b>	
WE ENERGIES	48802	1/15/2015	0428-970-058	100-0701-533.22-03	11.74	North Street

**AP Check Register**  
**Check Date: 1/15/2015**

Date: 1/15/2015

<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...	48802...	1/15/2015	7097-295-547	100-0701-533.22-03	11.74	North Street
		1/15/2015	WE ENERGIES	100-0703-553.22-03	38.72	Conservancy Electricity
				100-1008-541.22-04	224.97	PWF Heat
			<b>Total for check: 48802</b>		<b>287.17</b>	
WEHA	48803	1/15/2015	TODD DREW	100-0904-531.32-01	40.00	Todd Drew 2015 Membership
			<b>Total for check: 48803</b>		<b>40.00</b>	
WINNEBAGO COUNTY	48804	1/15/2015	WINNEBAGO COUNT	100-0000-203.02-00	1,601,868.96	2014-2015 Tax CollectionsWinnebago County
				100-0000-203.08-00	53,067.64	2014-2015 Tax CollectionsState of Wisconsin
			<b>Total for check: 48804</b>		<b>1,654,936.60</b>	
WINNEBAGO COUNTY CLERK OF COURTS	48805	1/15/2015	WINNCOUNTY	733-0206-512.73-01	175.30	Judgement
			<b>Total for check: 48805</b>		<b>175.30</b>	
WINNEBAGO COUNTY TREASURER	48806	1/15/2015	LF121673	266-1027-543.25-01	519.30	Dec Outagamie Direct Haul
				100-1016-543.25-01	15,110.28	Dec Outagamie Direct Haul
				100-1017-543.25-01	3,764.16	Dec Outagamie Direct Haul
			<b>Total for check: 48806</b>		<b>19,393.74</b>	
ZEP SALES & SERVICE	48807	1/15/2015	9001382562	731-1022-541.30-18	221.56	Cleaning Supplies
			<b>Total for check: 48807</b>		<b>221.56</b>	
					<b>7,559,063.21</b>	



To: Menasha Common Council  
From: Jenny Groeschel and Ginger Tralongo, Police Records  
RE: Beverage Operator License (Bartender) Applicants  
Date: **January 14, 2015**

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:

Ashley Rohrer  
Kaylee Viney  
Brianna Juneau

Cc: Chief Styka



MEMO

To: Common Council

From: Debbie Galeazzi, Clerk

Subject: FKG Oil Company  
d/b/a MotoMart, 700 Third Street, Menasha

Date: January 15, 2015

An application for a "Class A" intoxicating liquor and fermented malt beverage for the 2014-2015 liquor licensing year has been submitted by FKG Oil Company, d/b/a MotoMart for the premises at 700 Third Street, Menasha.

The Police Dept. completed a background check and no objections. The Fire Department, Health Department, and Building Inspectors have no objection to the issuing liquor license.

# ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning JAN 1 20 15 ;  
ending JUNE 30 20 15

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

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

Applicant's WI Seller's Permit No.: 4560000585979		FEIN Number: 370974528	
LICENSE REQUESTED ▶			
TYPE		FEE	
<input checked="" type="checkbox"/> Class A beer		\$	
<input type="checkbox"/> Class B beer		\$	
<input type="checkbox"/> Class C wine		\$	
<input checked="" type="checkbox"/> Class A liquor		\$	
<input type="checkbox"/> Class B liquor		\$	
<input type="checkbox"/> Reserve Class B liquor		\$	
<input type="checkbox"/> Class B (wine only) winery		\$	
Publication fee		\$	50
<b>TOTAL FEE</b>		\$	

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

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

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): ▶ FKG OIL COMPANY DBA MOTOMART

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

Title	Name	Home Address	Post Office & Zip Code
President/Member	<u>PRESIDENT TODD D. BADGLEY</u>	<u>505 EAST WATERS EDGE BELLEVILLE, IL</u>	<u>62221</u>
Vice President/Member	<u>VICE PRES. ROBERT J. FORSYTH</u>	<u>404 SHERWOOD DRIVE ST. LOUIS, MO</u>	<u>63119</u>
Secretary/Member	<u>SECRETARY DEBORA SWENEY</u>	<u>109 WEST D STREET BELLEVILLE, IL</u>	<u>62220</u>
Treasurer/Member	<u>TERESA ROSIETC</u>	<u>3264 NORTH MORRISON ST. APPLETON WI</u>	<u>54914</u>

3. Trade Name ▶ MOTOMART Business Phone Number 618-233-6754  
4. Address of Premises ▶ 700 3RD STREET Post Office & Zip Code ▶ MENASHA, WI

5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period?  Yes  No  
6. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant?  Yes  No  
7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business?  Yes  No  
8. (a) **Corporate/limited liability company applicants only:** Insert state MISSOURI and date 08/01/73 of registration.  
(b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company?  Yes  No  
(c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin?  Yes  No  
(NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)

9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) Convenience Store / Gas Station

10. Legal description (omit if street address is given above): ABOVE  
11. (a) Was this premises licensed for the sale of liquor or beer during the past license year?  Yes  No  
(b) If yes, under what name was license issued? U.S. Venture Inc d/b/a Express Convenience Center  
12. Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630.5) before beginning business? [phone 1-800-937-8864]  Yes  No  
13. Does the applicant understand a Wisconsin Seller's Permit must be applied for and issued in the same name as that shown in Section 2, above? [phone (608) 266-2776]  Yes  No  
14. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs?  Yes  No

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

**SUBSCRIBED AND SWORN TO BEFORE ME**

this 3<sup>rd</sup> day of December, 20 14

[Signature]  
(Clerk/Notary Public)

[Signature] FKG OIL COMPANY  
(Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)  
Robert J. Forsyth, Vice President  
(Officer of Corporation/Member/Manager of Limited Liability Company/Partner)

My commission expires 06/13/16

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

**TO BE COMPLETED BY CLERK**

Date received and filed with municipal clerk <u>12/12/14</u>	Date reported to council/board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

# AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Badgley		Todd		Dixon	
Home Address (street/route)		Post Office		City	State Zip Code
505 E Waters Edge				Belleville	IL 62221
Home Phone Number		Age	Date of Birth	Place of Birth	

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

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

which is making application for an alcohol beverage license.

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

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

Employer's Name	Employer's Address	Employed From	To
Magna Bank	#19 Public Sq, Belleville, IL 62220	1979	1983
FKG Oil Company	721 W. Main, Belleville, IL 62220	1983	Present

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

Subscribed and sworn to before me

this 2<sup>nd</sup> day of December, 20 14

L. Darlene Conner  
(Clerk/Notary Public)

Todd Dixon  
(Signature of Named Individual)

My commission expires 06/13/16



# AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Forsyth		Robert		Jeffrey	
Home Address (street/route)		Post Office	City	State	Zip Code
404 Sherwood Drive			Webster Groves	MO	63119
Home Phone Number		Age	Date of Birth	Place of Birth	

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

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

which is making application for an alcohol beverage license.

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

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

Employer's Name <b>IDS Financial Services, Inc</b>	Employer's Address	Employed From <b>6-83</b>	To <b>10-85</b>
Employer's Name <b>FKG Oil Company</b>	Employer's Address <b>721 W. Main Belleville, IL 62220</b>	Employed From <b>10-85</b>	To <b>Present</b>

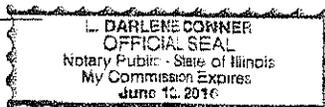
The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that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

Subscribed and sworn to before me

this 2<sup>nd</sup> day of December, 20 14  
Darlene Corner  
(Clerk/Notary Public)

[Signature]  
(Signature of Named Individual)

My commission expires 06/13/16



Wisconsin Department of Revenue

# AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Price		Debora		Kay	
Home Address (street/route)		Post Office		City	
109 West D. Street				Belleville	
Home Phone Number		Age		Date of Birth	
				Place of Birth	
				IL 62221	

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

- Applying for an alcohol beverage license as an **individual**.
- A member of a **partnership** which is making application for an alcohol beverage license.
- Sec/Treasurer** of **FKG Oil Company**

(Officer/Director/Member/Manager/Agent)

(Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

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

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

Employer's Name <b>Steak and Shake</b>	Employer's Address <b>W. Main, Belleville, IL 62220</b>	Employed From <b>1984</b>	To <b>1985</b>
Employer's Name <b>FKG Oil Company</b>	Employer's Address <b>721 W. Main Belleville, IL 62220</b>	Employed From <b>1985</b>	To <b>Present</b>

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

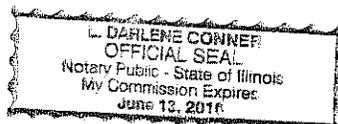
Subscribed and sworn to before me

this 2nd day of December, 2014

[Signature]  
(Clerk/Notary Public)

[Signature]  
(Signature of Named Individual)

My commission expires 06/13/16



Printed on Recycled Paper

Wisconsin Department of Revenue

# AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Kosiec Teresa		M.			
Home Address (street/route)		Post Office	City	State	Zip Code
3264 North Morrison St			Appleton	WI	54914
Home Phone Number		Age	Date of Birth	Place of Birth	
				USA	

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

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

which is making application for an alcohol beverage license.

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

- How long have you continuously resided in Wisconsin prior to this date? 23 yrs
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality?  Yes  No  
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality?  Yes  No  
If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit?  Yes  No  
If yes, identify. FKG OIL COMPANY HOLDS VARIOUS OTHER LIQUOR LICENSES IN WI APPLETON BUCHANAN GRAND CANYON PLUVEK  
(Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin?  Yes  No  
If yes, identify.  
(Name of Wholesale Licensee or Permittee) (Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
FKG Oil Company	721 West Main Belleville, IL	06/09/99	current
Employer's Name	Employer's Address	Employed From	To

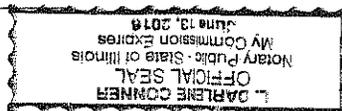
The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that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

Subscribed and sworn to before me

this 10<sup>th</sup> day of December, 20 14  
L. Darlene Coxner  
(Clerk/Notary Public)

[Signature]  
(Signature of Named Individual)

My commission expires 06-13-16



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

Submit to municipal clerk.

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

To the governing body of:  Town  Village of MENASHA County of WINNEBAGO  
 City

The undersigned duly authorized officer(s)/members/managers of FKG OIL COMPANY  
(registered name of corporation/organization or limited liability company)

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

located at 700 3RD STREET MENASHA WI 54952

appoints TERESA KOSIEC  
(name of appointed agent)  
3264 NORTH MORRISON STREET APPLETON WI 54914  
(home address of appointed agent)

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

Yes  No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).  
FOR FKG OIL COMPANY IN APPLETON WI

Is applicant agent subject to completion of the responsible beverage server training course?  Yes  No  
 How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? LIFE LONG RESIDENT

Place of residence last year ABOVE

For: FKG OIL COMPANY BY ROBERT J FORSYTH ITS NICE REPRESENTATIVE  
(name of corporation/organization/limited liability company)  
 By: [Signature]  
(signature of Officer/Member/Manager)  
 And: [Signature]  
(signature of Officer/Member/Manager)

**ACCEPTANCE BY AGENT**

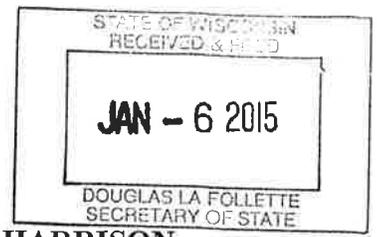
I, Teresa M Kosiec, hereby accept this appointment as agent for the  
(print/type agent's name)  
 corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

[Signature] 12-8-14 Agent's age \_\_\_\_\_  
(signature of agent) (date)  
3264 NORTH MORRISON STREET APPLETON WI 54914 Date of birth \_\_\_\_\_  
(home address of agent)

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

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

Approved on 1/5/15 by Ronald Bouchard Title LT-Police  
(date) (signature of proper local official) (town chair, village president, police chief)



## ORDINANCE V14-15

### AN ORDINANCE ANNEXING TERRITORY TO THE VILLAGE OF HARRISON, WISCONSIN. (Jim Bodway Annexation)

WHEREAS, a petition for direct annexation has been filed with the Clerk of the Village of Harrison requesting the annexation of the hereinafter described territory from the Town of Harrison, Calumet County, Wisconsin to the Village of Harrison, Calumet & Outagamie Counties, Wisconsin; and

WHEREAS, the petition was signed by all property owners and residents within the territory proposed area for annexation; and

WHEREAS, there has been due compliance with all requirements of Section 66.0217, Wis. Stats.; and

WHEREAS, the property is being annexed for purposes of providing municipal services; and

NOW THEREFORE, the Village Board of the Village of Harrison, Wisconsin, do ordain as follows:

SECTION 1. Territory Annexed. In accordance with Sec. §66.0217 of the Wisconsin Statutes and the unanimous petition for direct annexation filed with the Village Clerk on the 11th day of December, 2014, signed by all electors residing in the territory and the owners of all of the real property in the, the following described territory in the Town of Harrison, Calumet County, Wisconsin, is annexed to the Village of Harrison, Wisconsin:

*All of the West 1/2 of Southwest 1/4 of the Southeast 1/4 and part of the East 1/2 and the West 1/2 of Northwest 1/4 of the Southeast 1/4 of Section 8, and part of the North 1/2 of the Northwest 1/4 and part of Government Lot 3, Section 17, Township 20 North, Range 18 East, Town of Harrison, Calumet County, Wisconsin, containing 62.34 acres of land and described as follows:*

*Beginning at the South 1/4 of said Section 8; Thence N00°19'15"E, 2586.92 feet along the West line of the Southeast 1/4 of said Section 8 to the South right-of-way line of Manitowoc Road; Thence N89°25'35"E, 660.53 feet along said South right-of-way line to the East line of the West 1/2 of the Northwest 1/4 of the Southeast 1/4 of said Section 8; Thence S00°24'05"W, 750.90 feet along said East line; Thence N89°35'37"E, 659.44 feet to the East line of the East 1/2 of the Northwest 1/4 of the Southeast 1/4 of said Section 8; Thence S00°28'54"W, 528.02 feet along the East line of the East 1/2 of the Northwest 1/4 of the Southeast 1/4 of said Section 8 to the Southeast corner thereof; Thence S89°35'35"W, 658.71 feet along the South line East 1/2 of the Northwest 1/4 of the Southeast 1/4 of said Section 8 to the Southwest corner thereof; Thence S00°24'05"W, 1311.91 feet along the East line of the West 1/2 of the Southwest 1/4 of the Southeast 1/4 of said Section 8 to the Southeast corner thereof; Thence*

S89°45'41"W, 656.84 feet along the South line of said Section 8 to the South 1/4 corner of said Section 8 and the Northeast corner of Tract #1 of Certified Survey Map No. 336; Thence S00°20'02"W, 2057.78 feet along the East line of said Tract #1 to a point on the reference line of U.S.H. "10-114" (DOT Project No. 1500-4-21); thence Northwesterly along said reference line to a point where said reference line intersects the West line of said Tract #1 Thence N00°20'02"E, 1956.74 feet along the West line of said Tract #1 to the Northwest corner thereof and to the South line of said Section 8; Thence N89°38'02"E, 330.00 feet along the South line of said Section 8 to the Point of Beginning.

The current population of the territory is one (1).

A scale map of the territory is attached as Exhibit A.

SECTION 2. Effect of Annexation. From and after the date of this ordinance the territory described in Section 1 shall be a part of the Village of Harrison for any and all purposes provided by law and all persons coming or residing within such territory shall be subject to all ordinances, rules and regulations governing the Village of Harrison.

SECTION 4. Ward Designation. The territory described in Section 1 of this ordinance is hereby made a part of Ward 17 of the Village of Harrison, subject to the ordinances, rules and regulations of the Village of Harrison governing wards.

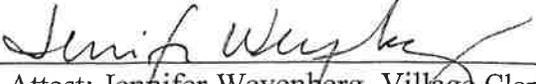
SECTION 5. Severability. If any provision of this ordinance is invalid or unconstitutional, or if the application of this ordinance to any person or circumstances is invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the other provision or application of this ordinance which can be given effect without the invalid or unconstitutional provision or application.

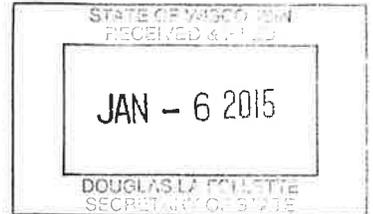
SECTION 6. Payment to Town. Pursuant to Sec. §66.0217(14)(a)2., Wis. Stats., no payments to the Town must be made since the Village and the Town have entered into a boundary agreement under Sec. §66.0301, Wis. Stats.

SECTION 6. Effective Date. This ordinance shall be in force and effect upon passage as provided by law.

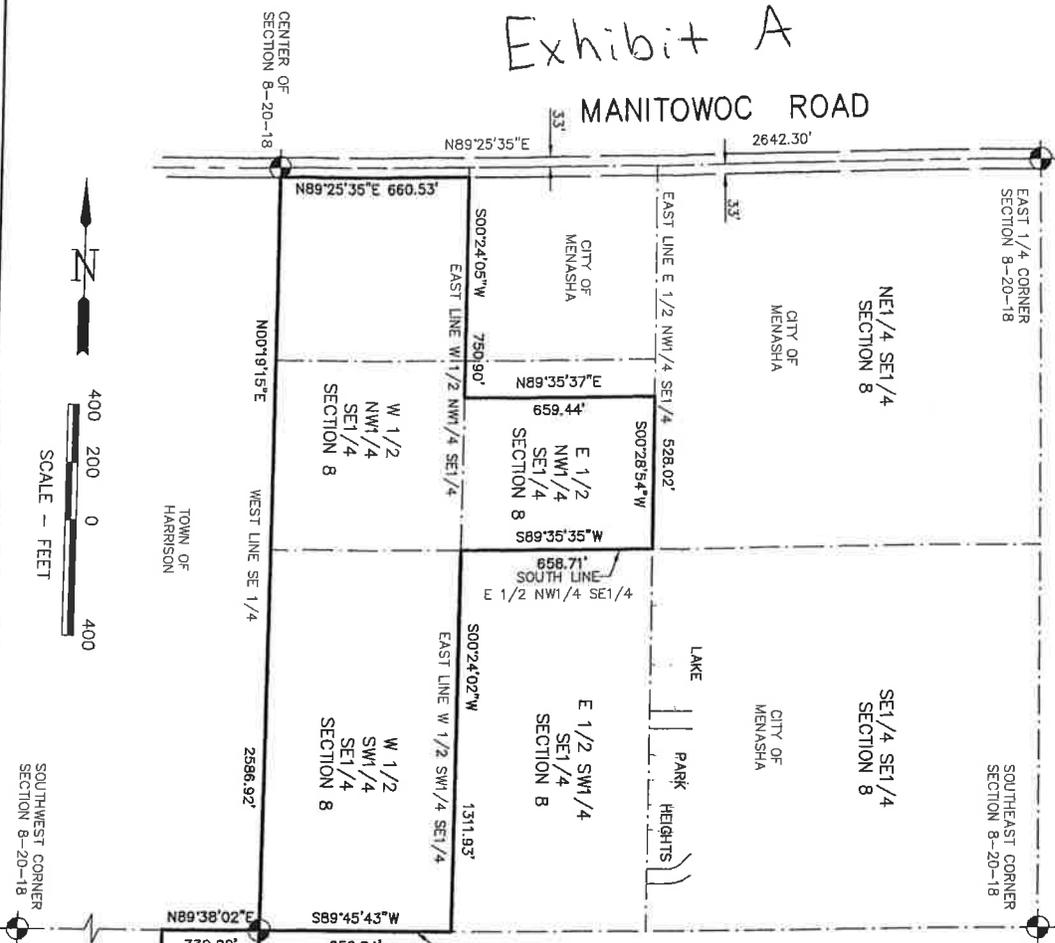
Date Introduced: 12/30/14  
Date Adopted: 12/30/14

  
James Salm, Village President

  
Attest: Jennifer Weyenberg, Village Clerk



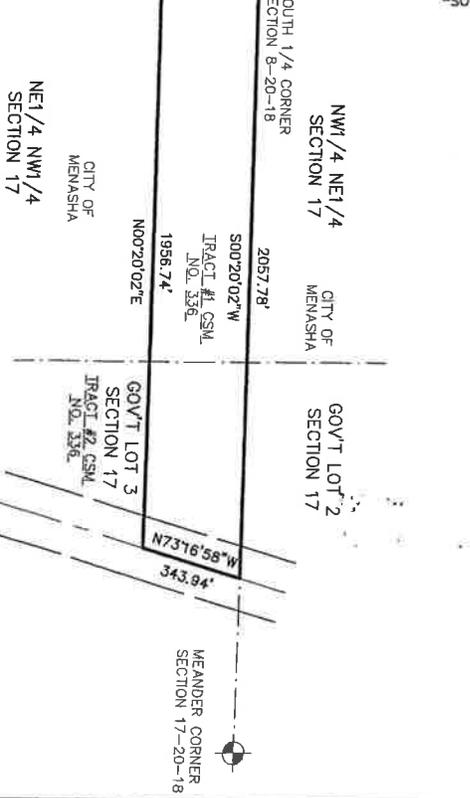
# Exhibit A



STATE OF WISCONSIN  
RECEIVED & FILED  
**JAN - 6 2015**  
DOUGLAS R. FOLETTE  
REGISTERED SURVEYOR OF STATE

**PROPERTY DESCRIPTION:** All of the West 1/2 of Southwest 1/4 of the Southeast 1/4 and part of the East 1/2 and the West 1/2 of Northwest 1/4 of the Southeast 1/4 of Section 8, and part of the North 1/2 of the Northwest 1/4 and part of Government Lot 3, Section 17, Township 20 North, Range 18 East, Town of Harrison, Calumet County, Wisconsin, containing 62.34 acres of land and described as follows:

Beginning at the South 1/4 of said Section 8; Thence N00°19'15"E, 2586.92 feet along the West line of the Southeast 1/4 of said Section 8 to the South right-of-way line of Maniwoc Road; Thence N89°25'35"E, 660.53 feet along said South right-of-way line to the East line of the West 1/2 of the Northwest 1/4 of the Southeast 1/4 of said Section 8; Thence S00°24'05"W, 750.90 feet along said East line; Thence N89°35'37"E, 659.44 feet to the East line of the East 1/2 of the Northwest 1/4 of the Southeast 1/4 of said Section 8; Thence S00°28'54"W, 528.02 feet along the East line of the East 1/2 of the Northwest 1/4 of the Southeast 1/4 of said Section 8 to the Southeast corner thereof; Thence S89°35'35"W, 656.71 feet along the South line East 1/2 of the Northwest 1/4 of said Section 8 to the Southwest corner thereof; Thence S00°24'05"W, 1311.91 feet along the East line of the West 1/2 of the Southwest 1/4 of the Southeast 1/4 of the Northwest 1/4 of the Southeast 1/4 of said Section 8 to the Southeast corner thereof; Thence S89°45'41"W, 656.84 feet along the South line of said Section 8 to the South 1/4 corner of said Section 8 and the Northeast corner of Tract #1 of Certified Survey Map No. 1500-4-21; Thence Northwesterly along the East line of said Tract #1 to a point on the reference line of U.S.H. "10-114" (DOT Project No. 1500-4-21); Thence Northwesterly along said reference line to a point where said reference line intersects the West line of said Tract #1; Thence N00°20'02"E, 1956.74 feet along the West line of said Tract #1 to the Northwest corner thereof and to the South line of said Section 8; Thence N89°38'02"E, 330.00 feet along the South line of said Section 8 to the Point of Beginning.



<p><b>ANNEXATION PROPERTY</b> <b>VILLAGE OF HARRISON, CALUMET COUNTY, WI</b> <b>JAMES L. BODWAY PROPERTY</b></p>		<p>McMAHON provides this drawing and data, regardless of form, as instruments of service. All rights including copyrights are retained by McMAHON. The client and/or recipient agrees to the fullest extent permitted by law to indemnify and hold McMAHON harmless for any reuse of or changes made to the original drawing or data without prior written consent by McMAHON.</p>	<p><b>McMAHON</b> <b>ENGINEERS ARCHITECTS</b> 1445 McMAHON DRIVE NEENAH, WI 54956 Mailing: P.O. BOX 1025 NEENAH, WI 54957-1025 Tel: (920) 751-4200 Fax: (920) 751-4284 www.mcmgrp.com</p>
<p>DESIGNED DMS</p> <p>PROJECT NO. H0006 - 940755.00</p> <p>DATE DEC., 2014</p> <p>SHEET NO. <b>1</b></p>	<p>DRAWN M/A</p>	<p>TRACT #1 CSWL NO. 336 1956.74'</p> <p>TRACT #2 CSWL NO. 336 1956.74'</p> <p>GOVT LOT 3 SECTION 17 GOVT LOT 2 SECTION 17 N73°16'58"W 343.94'</p> <p>MEANDER CORNER SECTION 17-20-18</p>	



**MEMORANDUM**

To: City of Menasha Common Council

From: Peggy Steend,<sup>PS</sup> Director of Administrative Services

Date: January 19, 2015

RE: RESOLUTION R-1-15 – Resolution Authorizing the Redemption of General Obligation Refunding Bonds Dated December 15, 2001, General Obligation Refunding Bonds Dated December 1, 2003, General Obligation Refunding Bonds Dated January 1, 2004, and Taxable General Obligation Refunding Bonds Dated June 15, 2005

**BACKGROUND**

In conjunction with the Council's approval of R-23-14 and R-24-14, on October 6, 2014, authorizing two new State Trust Fund Loans that include funds to refinance the above noted loans, the Council is being asked to approve the redemption of the old debt in advance of the payment due date. With a redemption date of March 1, 2015, now is the appropriate time for the Council to act on the Call Notices included in Resolution R-1-15.

**ANALYSIS**

As discussed in October of 2014, the reasons for this request to proceed with the redemption of the existing debt are: (1) to restructure the 2005 debt for Lake Park Villas to match the timing of development in that area, thereby creating funds to pay off the obligation, and (2) for interest savings on the other three issues being redeemed. The State Trust Fund Loan draw for the new loans will happen just in time to complete the redemption on the next payment date, March 1, 2015, for the loans being refinanced. And, the interest rates on the two new loans are 3.00% and 3.5% compared to the interest rates of 4.00% to 4.87% on all four of the old loans.

**FISCAL IMPACT**

The fiscal impact of this resolution is that the City will achieve interest savings on three of the issues, net of the cost of completing the early redemption, which includes minimizing the amount of time that both the new and the old loans will be on the City's books, and taking the financial burden off of other funds to cover the Lake Park Villas obligation in the interim as well as a lower interest rate on the Lake Park Villas obligation.

**RECOMMENDATION**

Staff recommends adoption of the above noted resolution.

RESOLUTION NO. R-1-15

RESOLUTION AUTHORIZING THE REDEMPTION OF  
GENERAL OBLIGATION REFUNDING BONDS DATED DECEMBER 15, 2001, GENERAL  
OBLIGATION REFUNDING BONDS DATED DECEMBER 1, 2003, GENERAL  
OBLIGATION REFUNDING BONDS DATED JANUARY 1, 2004, AND TAXABLE  
GENERAL OBLIGATION REFUNDING BONDS DATED JUNE 15, 2005

Introduced by Mayor Merkes:

WHEREAS, the City of Menasha, Calumet and Winnebago Counties, Wisconsin (the "City") has outstanding its General Obligation Refunding Bonds dated December 15, 2001 ("2001 Bonds"), General Obligation Refunding Bonds dated December 1, 2003 ("2003 Bonds"), General Obligation Refunding Bonds dated January 1, 2004 ("2004 Bonds"), and Taxable General Obligation Refunding Bonds dated June 15, 2005 ("2005 Bonds");

WHEREAS, the Common Council has determined that it is necessary and desirable to call the 2001 Bonds maturing in the years 2015 through 2017, the 2003 Bonds maturing in the years 2015 through 2021, the 2004 Bonds maturing in the years 2015 through 2018 and the 2005 Bonds maturing in the years 2015 and 2016 for redemption on March 1, 2015 with proceeds of a State Trust Fund Loan;

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Menasha, Calumet and Winnebago Counties, Wisconsin, that the 2001 Bonds maturing in the years 2015 through 2017, the 2003 Bonds maturing in the years 2015 through 2021, the 2004 Bonds maturing in the years 2015 through 2018 and the 2005 Bonds maturing in the years 2015 and 2016 are called for prior payment on March 1, 2015 at the price of par plus accrued interest to the date of redemption.

The City hereby directs the City Clerk to work with Wisconsin Public Finance Professionals, LLC to cause timely notice of redemption, in substantially the forms attached hereto as Exhibit A through Exhibit D and incorporated herein by this reference (collectively, the "Notices"), to be provided at the times, to the parties and in the manner set forth on the Notices.

Adopted, approved and recorded January 19, 2015.

---

Donald Merkes  
Mayor

ATTEST:

---

Deborah A. Galeazzi  
City Clerk

(SEAL)

EXHIBIT A

NOTICE OF FULL CALL\*

Regarding

CITY OF MENASHA  
CALUMET AND WINNEBAGO COUNTIES, WISCONSIN  
GENERAL OBLIGATION REFUNDING BONDS  
DATED DECEMBER 15, 2001

NOTICE IS HEREBY GIVEN that the Bonds of the above-referenced issue which mature on the dates and in the amounts; bear interest at the rates; and have CUSIP Nos. as set forth below have been called by the City for prior payment on March 1, 2015 at a redemption price equal to 100% of the principal amount thereof plus accrued interest to the date of prepayment:

<u>Maturity Date</u>	<u>Principal Amount</u>	<u>Interest Rate</u>	<u>CUSIP No.</u>
09/01/2015	\$145,000	4.875%	586464VE6
09/01/2016	150,000	4.875	586464VF3
09/01/2017	130,000	4.875	586464VG1

The City shall deposit federal or other immediately available funds sufficient for such redemption at the office of The Depository Trust Company on or before March 1, 2015.

Said Bonds will cease to bear interest on March 1, 2015.

By Order of the  
Common Council  
City of Menasha  
City Clerk

Dated \_\_\_\_\_

\_\_\_\_\_  
\* To be provided by registered or certified mail or overnight express delivery to The Depository Trust Company, Attn: Supervisor, Call Notification Department, 570 Washington Blvd., Jersey City, NJ 07310, not less than thirty (30) days nor more than sixty (60) days prior to March 1, 2015 and to the MSRB.

In addition, if the Bonds are subject to the continuing disclosure requirements of SEC Rule 15c2-12 effective July 3, 1995, this Notice should be filed electronically with the MSRB through the Electronic Municipal Market Access (EMMA) System website at [www.emma.msrb.org](http://www.emma.msrb.org).

EXHIBIT B

NOTICE OF FULL CALL\*

Regarding

CITY OF MENASHA  
CALUMET AND WINNEBAGO COUNTIES, WISCONSIN  
GENERAL OBLIGATION REFUNDING BONDS  
DATED DECEMBER 1, 2003

NOTICE IS HEREBY GIVEN that the Bonds of the above-referenced issue which mature on the dates and in the amounts; bear interest at the rates; and have CUSIP Nos. as set forth below have been called by the City for prior payment on March 1, 2015 at a redemption price equal to 100% of the principal amount thereof plus accrued interest to the date of prepayment:

<u>Maturity Date</u>	<u>Principal Amount</u>	<u>Interest Rate</u>	<u>CUSIP No.</u>
09/01/2015	\$130,000	4.00%	586464WZ8
09/01/2016	135,000	4.10	586464XA2
09/01/2017	140,000	4.20	586464XB0
09/01/2018	145,000	4.30	586464XC8
09/01/2019	155,000	4.40	586464XD6
09/01/2020	160,000	4.50	586464XE4
09/01/2021	165,000	4.60	586464XF1

The City shall deposit federal or other immediately available funds sufficient for such redemption at the office of The Depository Trust Company on or before March 1, 2015.

Said Bonds will cease to bear interest on March 1, 2015.

By Order of the  
Common Council  
City of Menasha  
City Clerk

Dated \_\_\_\_\_

\_\_\_\_\_  
\* To be provided by registered or certified mail, overnight express delivery or facsimile transmission to The Depository Trust Company, Attn: Supervisor, Call Notification Department, 570 Washington Blvd., Jersey City, NJ 07310, not less than thirty (30) days nor more than sixty (60) days prior to March 1, 2015 and to the MSRB.

In addition, if the Bonds are subject to the continuing disclosure requirements of SEC Rule 15c2-12 effective July 3, 1995, this Notice should be filed electronically with the MSRB through the Electronic Municipal Market Access (EMMA) System website at [www.emma.msrb.org](http://www.emma.msrb.org).

EXHIBIT C

NOTICE OF FULL CALL\*

Regarding

CITY OF MENASHA  
CALUMET AND WINNEBAGO COUNTIES, WISCONSIN  
GENERAL OBLIGATION REFUNDING BONDS  
DATED JANUARY 1, 2004

NOTICE IS HEREBY GIVEN that the Bonds of the above-referenced issue which mature on the dates and in the amounts; bear interest at the rates; and have CUSIP Nos. as set forth below have been called by the City for prior payment on March 1, 2015 at a redemption price equal to 100% of the principal amount thereof plus accrued interest to the date of prepayment:

<u>Maturity Date</u>	<u>Principal Amount</u>	<u>Interest Rate</u>	<u>CUSIP No.</u>
09/01/2015	\$100,000	4.00%	586464XR5
09/01/2016	100,000	4.10	586464XS3
09/01/2017	100,000	4.20	586464XT1
09/01/2018	115,000	4.30	586464XU8

The City shall deposit federal or other immediately available funds sufficient for such redemption at the office of The Depository Trust Company on or before March 1, 2015.

Said Bonds will cease to bear interest on March 1, 2015.

By Order of the  
Common Council  
City of Menasha  
City Clerk

Dated \_\_\_\_\_

\_\_\_\_\_  
\* To be provided by registered or certified mail, overnight express delivery, or facsimile transmission to The Depository Trust Company, Attn: Supervisor, Call Notification Department, 570 Washington Blvd., Jersey City, NJ 07310, not less than thirty (30) days nor more than sixty (60) days prior to March 1, 2015 and to the MSRB.

In addition, if the Bonds are subject to the continuing disclosure requirements of SEC Rule 15c2-12 effective July 3, 1995, this Notice should be filed electronically with the MSRB through the Electronic Municipal Market Access (EMMA) System website at [www.emma.msrb.org](http://www.emma.msrb.org).

EXHIBIT D

NOTICE OF FULL CALL\*

Regarding

CITY OF MENASHA  
CALUMET AND WINNEBAGO COUNTIES, WISCONSIN  
TAXABLE GENERAL OBLIGATION REFUNDING BONDS  
DATED JUNE 15, 2005

NOTICE IS HEREBY GIVEN that the Bonds of the above-referenced issue which mature on the dates and in the amounts; bear interest at the rates; and have CUSIP Nos. as set forth below have been called by the City for prior payment on March 1, 2015 at a redemption price equal to 100% of the principal amount thereof plus accrued interest to the date of prepayment:

<u>Maturity Date</u>	<u>Principal Amount</u>	<u>Interest Rate</u>	<u>CUSIP No.</u>
09/01/2015	\$455,000	4.60%	586464YW3
09/01/2016	475,000	4.65	586464YX1

The City shall deposit federal or other immediately available funds sufficient for such redemption at the office of The Depository Trust Company on or before March 1, 2015.

Said Bonds will cease to bear interest on March 1, 2015.

By Order of the  
Common Council  
City of Menasha  
City Clerk

Dated \_\_\_\_\_

\* To be provided by registered or certified mail, overnight express delivery or facsimile transmission to The Depository Trust Company, Attn: Supervisor, Call Notification Department, 570 Washington Blvd., Jersey City, NJ 07310, not less than thirty (30) days nor more than sixty (60) days prior to March 1, 2015 and to the MSRB. Notice shall also be provided to Ambac Assurance Corporation, or any successor, the bond insurer of the Bonds.

In addition, if the Bonds are subject to the continuing disclosure requirements of SEC Rule 15c2-12 effective July 3, 1995, this Notice should be filed electronically with the MSRB through the Electronic Municipal Market Access (EMMA) System website at [www.emma.msrb.org](http://www.emma.msrb.org).



## MEMORANDUM

Date: January 7, 2015

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

RE: Resolution Regarding the Name of The Redevelopment Authority of the City of Menasha

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On June 20, 2005 the Common Council adopted Resolution No. R-23-05 creating and naming the “Redevelopment Authority of the City of Menasha, Wisconsin” (“Authority”). Subsequent to the adoption of the Resolution, the Common Council approved By-Laws for the Authority. Under the By-Laws the name of the Authority is slightly different. While this may seem like a trivial matter, it is important from a legal perspective to use the correct name on documents of a legal nature, such as deeds. Over the past few years the name for the Authority that has been used on legal documents is “The Redevelopment Authority of the City of Menasha” as taken from the By-Laws approved by the Common Council on December 19, 2005. The attached Resolution is meant to aid and clarify the formal name of the Authority to use on legal documents.

**RECOMMENDATION:** Adoption of the attached Resolution regarding the name of The Redevelopment Authority of the City of Menasha.

RESOLUTION REGARDING THE NAME OF  
THE REDEVELOPMENT AUTHORITY OF THE CITY OF MENASHA

Introduced by Alderman Englebert.

WHEREAS, On June 20, 2005 the Common Council adopted Resolution No. R-23-05 creating and naming the “Redevelopment Authority of the City of Menasha, Wisconsin” (“Authority”).

WHEREAS, On December 19, 2005 the Common Council approved By-Laws for the Authority. Under the By-Laws the name of the Authority is “The Redevelopment Authority of the City of Menasha.”

WHEREAS, It is necessary to clarify the legal name of the Authority.

NOW, THEREFORE BE IT RESOLVED, BY THE Mayor and Common Council of the City of Menasha concurring that the name of the redevelopment authority in the City of Menasha shall be “The Redevelopment Authority of the City of Menasha.”

Passed and approved this \_\_\_\_ day of \_\_\_\_\_, 2015.

---

Donald Merkes, Mayor

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Deborah A. Galeazzi, Clerk

RESOLUTION R-4-15

Resolution Accepting Gift of Architectural Elements from 175 and 177 Main Street Structures

Introduced by Mayor Merkes

WHEREAS, The Common Council has authority to accept gifts; and

WHEREAS, Pursuant to SEC. 2-4-8 of the Code of Ordinances, the City of Menasha has declared as a matter of public policy that the protection, enhancement, perpetuation and use of improvements of special character, special historic interest or value is a public benefit; and

WHEREAS, With the recent demolition of two City of Menasha structures at 175 and 177 Main Street the owners have saved certain architectural elements and are desirous of giving some of them to the City of Menasha for reuse; and

WHEREAS, By the City of Menasha's acceptance of these architectural elements it will serve to safeguard the historic and cultural heritage of these structures for the education and pleasure of the people of the City and foster civic pride in the accomplishments of the past.

NOW THEREFORE BE IT RESOLVED, The Common Council hereby accepts the architectural elements donated by the owners of 175 and 177 Main Street and allows the relocation, storage and reuse of said elements for City purposes.

Passed and approved this        day of January 2015.

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

ATTEST:

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



175 Main Street  
Bank Building



175 Main Street  
Red Bank Building





1/14/15

Mayor Don Merkes

Dean M. Wydeven

969A Seventh St.

Menasha, WI 54952

Dear Mayor Don Merkes,

I am writing to inform you of my interest in a position on the Landmarks commission for the City of Menasha and ask that you consider me for that appointment.

I have only been a resident of the City of Menasha since 2013, but have always had a passion for historical preservation, architectural aesthetics and community service. The City of Menasha still has a wealth of landmarks and I would like to play a part in their preservation and aesthetic restoration. Please consider my experience and qualifications:

Business Acumen:

I am Owner/Operator of Wydeven Real Estate Investments, a small rental housing business in the Fox River Valley (including rental properties in the City of Menasha since 1996). I have held licenses to practice real estate law and brokerage in the state of Wisconsin. I am a member of the Apartment Association of the Fox River Valley, dealing in landlord/tenant relationships and property management.

Community Service & Involvement:

- I am a commissioner for Chute Lake Protection & Rehabilitation District #1 in the Town of Mountain, WI
- I've had a 3 year affiliation with Big Brothers and Big Sisters of the Fox River Valley, providing guidance and mentorship for a child in the city of Appleton.
- I have served as a Steering Committee leader for the GLBT Youth Partnership in the cities of Appleton and Green Bay.
- For two years, I have served on the leadership team for INCLUDE, a recently formed organization embracing the GLBT Community in the Fox River Valley.

Professional:

I hold a Bachelor of Arts Degree from the University of Wisconsin Green Bay and am employed as a Senior Designer for Kimberly-Clark Corporation working with national and international design agencies to develop advanced design tools in the virtual reality space. I've worked at K-C for 24 years and hold several patents as an inventor.

I believe that this mix of talents, skills, experience and community service qualifies me as a candidate for Landmarks Commissioner in the City of Menasha. I hope that you will agree and ask that you consider me for this appointment.

Sincerely,

Dean M. Wydeven