

It is expected that a Quorum of the Personnel Committee, Board of Public Works, Plan Commission, Redevelopment Authority and Administration Committee will be attending this meeting: (although it is not expected that any official action of any of those bodies will be taken)

**CITY OF MENASHA  
COMMON COUNCIL  
Third Floor Council Chambers  
140 Main Street, Menasha  
Monday, February 16, 2015  
6:00 PM  
AGENDA**

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL/EXCUSED ABSENCES
- D. PUBLIC HEARING
1. [The Proposed Preliminary Resolution Authorizing Public Improvement and Levying Special Assessments Against Benefited Property.](#)
  2. [The proposed rezoning of property located immediately east of 934 Plank Road, which includes parcel number 5-00493-00.](#)
  3. [The proposed rezoning of property located on the west side of the 600 block of Racine Street including parcel numbers 1-00513-00 and 1-00514-00.](#)
- 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, 01/14/15.](#)
    - b. [Board of Public Works, 02/02/15.](#)
    - c. [Committee on Aging, 01/15/15.](#)
    - d. [IT Steering Committee, 01/20/15.](#)
    - e. Parks & Recreation Board, [01/26/15](#) and [02/09/15.](#)
    - f. [Personnel Committee, 02/02/15.](#)
    - g. [Plan Commission, 02/03/15.](#)
    - h. [Redevelopment Authority, 02/03/15.](#)
    - i. [Water & Light Commission, 01/28/15.](#)Communications:
    - j. [CDD Keil, 02/12/15; Hotel Block Redevelopment – Status and Timeline.](#)
    - k. [Tom Buchholz, Wisconsin Dept. of Transportation, System Development, 02/06/15; WIS 441 Tri-County Project Local Officials Meeting.](#)
    - l. [Harrison Sturgis, Jr. to Kathy Casperson, copy to Mayor Merkes, 02/10/15; North County Dog Park.](#)
- 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, 02/02/15.](#)
- Board of Public Works, 02/02/15 – Recommends the Approval of:
2. [Recommendation to Award – 2015 Water Main Reconstruction Project M0002-940733; Donald Hietpas & Sons, Inc.; \\$618,358.50; \(Menasha Utilities\).](#)
- Parks and Recreation Board, 01/12/15 – Recommends the Approval of:
3. [Revising the current park fee policy for non-profit groups to coincide with the current Special Event fee policy.](#)

Parks and Recreation Board, 02/09/15 – Recommends the Approval of:

4. Renewal of reciprocity agreements with the Town of Menasha and City of Appleton for 2015-2016.
5. Extending the Jefferson Park curfew on July 4, 2015 from 11:00 p.m. to 11:30 p.m. to aid in traffic congestion following the fireworks show.

Personnel Committee, 02/02/15 – Recommends the Approval of:

6. To authorize the creation of one additional Lead Person position in the Parks, Forestry, Facilities and Cemetery Division, adding it to the table of organization without increasing the number of employees in the division with the recommended pay range.
7. The proposed changes to the Personal Policy Handbook Overtime Policy as submitted.

Plan Commission, 02/03/15, Recommends the Approval of:

8. The rezoning of property located on the west side of the 600 block of Racine Street, parcel numbers 1-00513-00 and 1-0514-00 from R-1 – Single Family Residence District to C-1 – General Commercial District.
9. The rezoning of the property located immediately east of 934 Plank Road, parcel number 5-00493-00 from I-1 – Heavy Industrial District to C-1 – General Commercial District.
10. The proposed amendments to Section 13-1-67 pertaining to Electronic Message Center Signage.
11. The Extraterritorial Certified Survey Map at Racine Road and Century Oaks Drive in the Town of Menasha.

H. ITEMS REMOVED FROM CONSENT AGENDA

I. ACTION ITEMS

1. Accounts payable and payroll for the term of 02/05/15 to 02/12/15 in the amount of \$1,062,354.80.
2. Beverage Operators License Applications for the 2013-2015 licensing period.
3. “Class B” Liquor License Application for 5 O’Clock Somewhere RD LLC, d/b/a 5 O’Clock Somewhere, 600 Broad Street, Menasha, Rebecca Harrell, agent for the 2014-2015 licensing year.

J. ORDINANCES AND RESOLUTIONS

1. O-1-15; Request to Allow Overnight Parking on the West Side of Elm Street from Nicolet Boulevard to Keyes Street during the Period of April 1 through October 31. (Introduced by Ald. Nichols). (Recommended by Board of Public Works).
2. O-2-15; An Ordinance Amending Title 13 by Making Certain Changes to the District (Racine Street, Parcel #1-00513-00 and Parcel #1-00514-00). (Introduced by Mayor Merkes). (Recommended by the Plan Commission).
3. O-3-15; An Ordinance Amending Title 13 by Making Certain Changes to the District (Plank Road, Parcel #5-00493-00). (Introduced by Mayor Merkes). (Recommended by the Plan Commission).
4. O-4-15; An Ordinance Repealing and Recreating Title 13, Chapter 1, Article F, Section 13-1-67(d)(1) and Section 13-1-67(d)(4). Requirements by Sign Type. (Recommended by the Plan Commission).
5. R-8-15; Final Resolution Authorizing Public Improvements and Levying Special Assessments Against Benefited Property. (Introduced by Alderman Sevenich).

K. APPOINTMENTS

L. HELD OVER BUSINESS

M. CLAIMS AGAINST THE CITY

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

O. RECESS TO ADMINISTRATION COMMITTEE AND BOARD OF PUBLIC WORKS.

P. ACTION ITEMS

Motion to Adjourn into Closed Session pursuant to Wis. Stats. §19.85(1)(g): Conferring with legal counsel for the governmental body that is rendering oral or written advice 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; City of Menasha vs. Village of Harrison, Calumet County Circuit Court Case Number 2015CV00017; and Intermunicipal Agreement dated October 28, 1999, between City of Menasha, Town of Harrison and Waverly Sanitary District.

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).

Q. ADJOURNMENT

**MEETING NOTICE**  
**Monday, March 2, 2015 – 6:00 p.m.**  
**Committee Meetings to Follow**

**CITY OF MENASHA  
PUBLIC HEARING**

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

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

- A. Improvements
  - 1. Concrete Curb & Gutter Construction
  - 2. 4" Asphaltic Concrete Pavement Construction
  - 3. Various Associated Items
  
- B. Location of Improvements
  - 1. Southfield West Subdivision and Nature's Way
  - 2. Province Terrace, Manitowoc Road to Jeffrey Drive
  - 3. Barker Farms Estates No. 6 Subdivision
  - 4. River Lea Court

2. The total amount assessed against such improvements shall not exceed the total cost of the improvements. The Common Council determines that such improvements shall be made under the police power, and the amount assessed against each parcel shall be on a cost per front foot, area, or unit cost basis.

3. That the assessment against any parcel shall be paid in accordance with Section 3-2-14 of the Menasha Municipal Code.

4. The Board of Public Works is directed to compile a report consisting of:

- A. Plans and Specifications of said improvements
- B. A summary of the allotted cost of the said improvements
- C. A schedule of proposed assessments showing the properties which are benefited by the improvement

Upon completing such report, the Board of Public Works is directed to file a copy thereof in the City Clerk's Office for public inspection.

5. Upon receiving the report of the Board of Public Works, the City Clerk is directed to give notice of a public hearing on such report as specified in Section 66.0703(7)(a), Wisconsin Statutes. The hearing shall be held in the Council Chambers at the City Hall at a time set by the City Clerk in accordance with Section 66.0703(7)(a), Wisconsin Statutes.

6. The notice and hearing requirements under paragraph 5 do not apply if they are waived, in writing, by all the owners of property affected by the special assessment, as specified in Section 66.0703(7)(b), Wisconsin Statutes.

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

**Date of Hearing: Monday February 16, 2015**  
**Time of Hearing: 6:00 p.m. or shortly thereafter**  
**Place of Hearing: Menasha City Hall**  
**Council Chambers, 3<sup>rd</sup> Floor**  
**140 Main Street, Menasha, WI 54952**

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

Deborah A. Galeazzi, WCMC  
City Clerk

CITY OF MENASHA  
Public Hearing

NOTICE IS HEREBY GIVEN that the City of Menasha will be holding a public hearing regarding the proposed rezoning of property located immediately east of 934 Plank Road, which includes parcel number 5-00493-00.

Rezoning of the property from I-1 Heavy Industrial District to C-1 General Commercial District is proposed based on a recommendation of the Plan Commission associated with review of the City of Menasha Comprehensive Plan.

Public hearings will be held as follows:

**Plan Commission**

Date of Hearings: Tuesday, February 3, 2015

Time of Hearings: 3:30 p.m. or shortly thereafter

Place of Hearings: City Hall Council Chambers, 140 Main Street, Menasha

**Common Council**

Date of Hearings: Monday, February 16, 2015

Time of Hearings: 6:00 p.m. or shortly thereafter

Place of Hearings: City Hall Council Chambers, 140 Main Street, Menasha

Deborah A. Galeazzi  
City Clerk

Publish: February 1 and 9, 2015.

CITY OF MENASHA  
Public Hearing

NOTICE IS HEREBY GIVEN that the City of Menasha will be holding a public hearing regarding the proposed rezoning of property located on the west side of the 600 block of Racine Street including parcel numbers 1-00513-00 and 1-00514-00.

Rezoning of the properties from R-1 Single Family District to C-1 General Commercial District is proposed to consolidate the C-1 zoning for the entire Boys and Girls Club parcel, and has been recommended by the Plan Commission as part of its annual comprehensive plan review.

Public hearings will be held as follows:

**Plan Commission**

Date of Hearings: Tuesday, February 3, 2015

Time of Hearings: 3:30 p.m. or shortly thereafter

Place of Hearings: City Hall Council Chambers, 140 Main Street, Menasha

**Common Council**

Date of Hearings: Monday, February 16, 2015

Time of Hearings: 6:00 p.m. or shortly thereafter

Place of Hearings: City Hall Council Chambers, 140 Main Street, Menasha

Deborah A. Galeazzi  
City Clerk

Publish: February 1 and 9, 2015.

**CITY OF MENASHA BOARD OF HEALTH**  
**Minutes**  
**January 14, 2015**

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 December 10, 2014 minutes made by Dr. Rudolf and seconded by Nancy McKenney.

The motion carried unanimously.

D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

1. Administrative: Nancy McKenney noted that 2014 budgets for each program will be reviewed. Consolidated contracts are in place for all programs.
2. Communications: The Board reviewed the 01-05-15 Memo to City Council: City of Menasha Senior Center Renovation Update. Staff will order needed equipment according to the 12-15-14 memo submitted to City Council and reviewed by the Board of Health.
3. Todd Drew, PHE updated the Board on the Employee Safety, Sealer of Weights and Measures and Environmental Health programs. The Employee Safety program meets montly to incorporate safety measures into City activities. Safety glass barriers have been discussed for reception areas (e.g. Health Department).
4. Public Health Department
  - a. Communicable Disease Report: December 2014 Communicable Disease Report was distributed and discussed. There are influenza-associated hospitalizations.
  - b. School Health: The Head Injury Procedure are drafted with Board of Health suggestions. It will be reviewed by the Special Services Director, and principals.
5. Health Screening 60+: Vicki Schultz provided a draft calendar of wellness events.
6. Radon: An article on radon was submitted to the Horizon newsletter and a radon test kit notice was posted on the City website.
7. School Health Aides: Stacey Plath will assume the school health aide position at Gegan.
8. Fluoride Varnish: Loretta Kjemhus updated the Board on program progress.
9. Lead Prevention: A draft letter of support to establish a program to replace lead water service pipes within the City of Menasha is being reviewed.
10. Immunization: Mary Fritz noted there were adult vaccines available. Clinics continue to offer vaccine.
11. Maternal and Child Health: Vicki Schultz and Loretta Kjumhus were invited to "Get Fit", an educational program for Fox Valley parents and children.
12. Dental Sealants: Program operations are beginning in January.
13. Quality Improvement : Head Injury procedure is in final draft.
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 with the building enclosed and heated with the concrete slab being poured.

E. ACTION ITEMS – None

F. HELD OVER BUSINESS - None

G. ADJOURNMENT

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

The next meeting will be held on February 10, at 8:00 am.

CITY OF MENASHA  
Board of Public Works  
Third Floor Council Chambers  
140 Main Street, Menasha  
February 2, 2015  
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Sevenich at 6:51 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

EXCUSED: Alderman Langdon

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, PW Radtke, CDD Keil, ASD Steeno, PHD McKenney, LD Lenz, Clerk Galeazzi, Scott Mauer (Water Plant)

C. MINUTES TO APPROVE

1. [January 19, 2015](#)

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

Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

1. [Recommendation to Award – 2015 Water Main Reconstruction Project M0002-940733; Donald Hietpas & Sons, Inc.; \\$618,358.50; \(Menasha Utilities\)](#)

Scott Mauer, Water Plant Foremen, explained the bid is for water main replacement on Manitowoc, Lincoln, Ida, Broad, Seventh and Water Streets. Most of these streets are scheduled for reconstruction by Public Works. The bid amount is below the project estimate.

Moved by Ald. Taylor seconded by Ald. Zelinski to recommend to Common Council Recommendation to Award 2015 Water Main Reconstruction Project M0002-940733 to Donald Hietpas & Sons, Inc for \$618,358.50 (Menasha Utilities)

Motion carried on roll call 7-0.

2. [Request to Allow Overnight Parking on the West Side of Elm Street from Nicolet Boulevard to Keyes Street during the Period of April 1 through October 31 \(Ald. Nichols\)](#)

DPW Radtke explained the Council previously approved overnight parking on the west side of Elm Street with a sunset date of October 31, 2014. Police Department reported no issues with allowing the overnight parking. An ordinance change will need to be adopted by the Council.

General discussion ensued on concerns of residents on Elm Street.

Moved by Ald. Taylor seconded by Ald. Nichols to recommend to Common Council to allow overnight parking on the west side of Elm Street from Nicolet Boulevard to Keyes Street during the period of April 1 through October 31.

Motion carried on voice vote. Ald. Sevenich voted no.

E. ADJOURNMENT

Moved by Ald. Taylor seconded by Ald. Keehan to adjourn at 7:03 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  
January 15, 2015  
Minutes**

- A. Meeting called to order at 8:40 am.
- B. Present: Lee Murphy, Sue Steffen, Mary Lueke, Joyce Klundt, John Ruck, Tom Stoffel, Todd Drew, Vicki Schultz, Nancy McKenney, Jean Wollerman, Allison Reitzner.
- C. MINUTES TO APPROVE  
Sue Steffen moved to approved December 11, 2014 minutes, seconded by Tom Stoffel. Motion passed.
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS  
**Senior Center:** Jean Wollerman Senior Center Older Adult Director distributed 2014 program participation numbers. Overall, she is pleased with participation considering the renovation and temporary move to Racine Street. As anticipated, the numbers were lower in November and December of 2014 due to the renovation transition. Jean attended a meeting sponsored by the Wisconsin Association of Senior Centers and Aging and Disability Resource Centers. She described initiating programs based on eight dimensions of wellness (emotional, environmental, financial, intellectual, occupational, physical, social and spiritual).  
**Public Health:** Nancy McKenney introduced Allison Reitzner, RN who is working on her Master of Science Degree in Nursing Leadership. She will do her internship with the Menasha Health Department through the summer of 2015. Nancy McKenney discussed the 1/5/15 Memo to the Common Council Senior Center Renovation Update. Vicki Schultz, Public Health Nurse and 60 Plus Program lead described progress on the 60+ grant and distributed a Wellness Event calendar.
- E. New Business: None
- F. HELD OVER BUSINESS  
**Renovation Update:** Todd described progress to date and the revised timeline for completion in later February.  
**Fundraising Update:** There has been progress with sizeable donations. The Committee discussed recognizing donations with a donor plaque (wall) and sponsorship of rooms.
- G. ADJOURNMENT  
Lee Murphy and Sue Steffen are ending their terms on the Committee on Aging. The Committee thanked Lee and Sue for their many years of service to the City of Menasha.

Tom Stoffel moved to adjourn, seconded by Sue Steffen. Motion carried.

The next meeting will be held on February 12, 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**  
**IT STEERING COMMITTEE**  
**January 20, 2015**  
**MINUTES**

**A. CALL TO ORDER**

Styka called the meeting to order.

**B. ROLL CALL/EXCUSED ABSENCES**

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

**C. MINUTES TO APPROVE**

Motion to approve the [October 13, 2014](#) minutes was made and seconded by Nichols and Keil, respectively. Discussion ensued. Motion carried.

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

None

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

1. Recent Accomplishments. Director Steeno handed out and explained accomplishments identified in a document that she prepared – Recent Accomplishments (10/3/14 – 1/19/15). As to Item #5, Dir. Steeno explained new servers were purchased rather than exploring virtual desktop due to current network needs. With regard to Item #12, Dir. Steeno indicated Managed IT Services, paying a monthly fee, is suspended and instead the City is paying for services on an “as needed basis.”
2. Current Status of IT Operations/Support Items/Workload. Director Steeno prepared, handed out and discussed a report entitled: Current Status of IT Operations. Director Steeno reported a vacancy due to the departure of the IT Intern and indicates in the short term, Infinity will provide contracted services to cover our needs. As to Item #3, Director Steeno states that employees need to inform IT of any issues that have been going on for a long time so that they can be resolved. With regard to Item #6, Director Steeno reports that desktop virtualization will be looked at again in approximately three years (the life cycle of the latest servers purchased).
3. Progress on 2014 Projects. Director Steeno handed out and explained 2014 Timeline for Completion of Projects dated 1/20/2015.
4. Initiatives for 2015 – Estimated Timeline. Director Steeno handed out and explained 2015 Timeline for Completion of Projects. Ald. Nichols requested to add credit card acceptance to Quarter 1.
5. Website Renovation Project Update. Director Steeno updated the Committee on the Project and discussed a Pre-Project Internal To Do List that she prepared.

**F. ACTION ITEMS**

1. Distribute Policies to be Updated. Director Steeno handed out copies of three policies: Code of Conduct, Electronic Communication & Information Technology Policy and Social Network Policy. General discussion ensued. The Committee decided to begin updating the Electronic Communication & Information Technology Policy and to provide suggested talking points to Director Steeno at least two weeks before the next meeting.

2. Draft Employee Survey. Director Steeno distributed a draft IT Services Survey which will be available for employees to take in the near future. General discussion ensued relative to suggested changes.
3. Committee discussion and action regarding next IT Steering Committee Meeting date: April 21, 2015 at 9:30 am.

**G. ADJOURNMENT**

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

*These minutes have NOT been approved.*

**CITY OF MENASHA**  
**Parks and Recreation Board**  
**Heckrodt Wetland Reserve Center – 1305 Plank Road**  
**January 26, 2015**  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order by Chr. D Sturm at 6:32pm

**B. ROLL CALL/EXCUSED ABSENCES**

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

MEMBERS EXCUSED: Tom Marshall

OTHERS PRESENT: Mayor Merkes, PRD Tungate, PS Maas, Thomas Dunbar

MEMBERS OF THE PUBLIC: Larry Baier, Nick Heiting, Kara Witthuhn, Mike Pfahler, Paul Larivieve, Allison Golden, Bev & Henry Yunk, Andy Van Thull, Jason Weis, Tim & Dawn Poklinkoski, Tyler Doemel, James West, Sarah Olsen, Don Diener, Stacey West, Lorie & Ron Young, Amy Sonnleitner, Mike Balthazor, Thom & Amy Michaels, Oscar & Judy Wolf, Michael Hopwood, Jess Wheaton, Amanda Feller, Katie DeLain, Patrick Hansen, Vicki Lenz, Rob DeLain, Matt Johnson.

*There appeared to be more members of the public at the meeting than those that signed in.*

**C. REPORT OF DEPARTMENT HEAD/STAFF/OR CONSULTANTS**

1. **Introductions and purpose of meeting – PRD Tungate:** Reminder to sign in, indicated playground layout boards and features summarized on collage board
2. **Presentation of park concept plan – Thomas Dunbar, FASLA**
3. **Summary of playground and shelter graphics – PRD Tungate:** Not tied into any particular park name, this park topic will be on Feb. 9 Park Board meeting agenda. Playground equipment is the first phase in this park development. Public should leave an email address if he/she would like to be notified of future park planning meetings.
4. **Public comment on park concept plan:** There were a number of residents at the meeting who made comments and/or submitted a comment card. The following is a summary of what was stated verbally by those in attendance, followed by a list of paraphrased written comments submitted during the meeting:
  - Concern about cost (esp. drainage), concerns with parking if field is open for sports – would like to see it as more casual play geared towards the neighborhood.
  - The shelter may draw more traffic and outsiders that cannot be accommodated.
  - Suggested to take a residential lot to provide small parking area
  - Looking for access road to Manitowoc Road, or a trail leading in from the north.
  - Is there an option to wait on installing playground?
  - Like proposed separate tot-lot and 5-12 yr old play areas
  - Like poured-in-place surface
  - Is one type of equipment more durable than the other?
  - Request bike rack
  - Make shelter maintenance free
  - Will equipment be ADA?
  - What about paving trails?

Other concerns: police patrol, lighting, geese problem by pond, accessibility, size of shelter  
*PRD Tungate and Thomas Dunbar gave a response to several concerns voiced by the public in attendance.*

**WRITTEN COMMENTS:**

**Likes**

1. Shelter, bathrooms, greenspace
2. Trails, lighting, play equipment
3. Pathways, old & younger play areas
4. Shelter w/kitchen, open play area
5. Pond, paths, playground
6. Play equipment, trails, open field
7. Trails, greenspace, contemporary play equip (x2)
8. Pathways, play area
9. Woods, walkways, play equip for separate age groups
10. Tire swing, contemporary play equip (option 2)
11. Woods, pond & open field
12. Shelter, ball field, playground
13. Everything (x2)
14. Ease of access, trails
15. Rubber surfacing on play equip (x2)
16. Monkey bars
17. Bike rack (x2)
18. Drinking fountain
19. Baseball diamond?
20. Trails already in place
21. Catalog: fly wheel, gfrc bear, omni spin, sway fun, oodle swing, geonetrix, eclips net, spider web

**Additions/Concerns**

1. Not sure about parking
2. Reduce size of shelter & field sports area
3. Install road north of park; add north walk-in access
4. No parking lot
5. Add wellness theme/activities on paths
6. Reduce shelter size (non-rentable)
7. No kitchenette in shelter
8. Add north side access
9. Small shelter for bathroom only
10. Shift entrance to the south (more room for parking)
11. Install trails/play equipment in 2015 (x2)
12. Lighting & parking
13. Consider short term parking location until N/S road is installed
14. Small parking area (lot) would be nice
15. Parking and pond depth concerns
16. Small parking lot SE side
17. Thinks rental groups will need more parking
18. Let kids vote on play equipment
19. Bathrooms yes, kitchen no
20. Tana Lane traffic (more traffic in area)
21. Shelter as phase II

5. **Public sponsorship opportunities – Menasha Rotary President Aaron Zemlock and Director Tungate:** Menasha Rotary is a service club dedicated to giving back to the community, have been involved in many area projects i.e. Trestle Trail, Friendship Trail. Rotary assists in securing funding for projects such as these and they have agreed to partner with the city on the goal of seeing this park developed.

6. **Closing comments by staff, board members and public**

**D. ADJOURNMENT**

Moved by L. Hopwood, seconded by S. Pawlowski to adjourn at 7:42pm. Motion carried.

**CITY OF MENASHA**  
**Parks and Recreation Board**  
**Council Chambers, City Hall – 140 Main Street**  
**February 9, 2015**  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order by Chr. D Sturm at 6:04 p.m.

**B. ROLL CALL/EXCUSED ABSENCES**

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

MEMBERS EXCUSED: Nancy Barker

OTHERS PRESENT: PRD Tungate, PS Maas, David Horst from the Community Foundation, Ald Becky Nichols, Mayor Don Merkes

**C. MINUTES TO APPROVE**

1. **Minutes of the January 12 and 26, 2015 Park Board Meetings:** Moved by Ald Keehan, seconded by L. Hopwood to approve the minutes of the January 12 and 26, 2015 Park Board meetings. Motion carried.

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

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

1. **Department Report – PRD Tungate:** Winter Gala held on Jan. 31 was well attended, Gilbert site work to begin later in February, work being done on the summer brochure, update on Koslo field work was recently provided to the Common Council. A separate contractor has been chosen for the backstop and field work which is set to begin later in August. Revised non-profit fee policy is going the Council. RFP for new play equipment at the new park is almost ready to go out.
2. **Park, Pool and Vandalism Report – PS Maas:** City crews did a lot of prep work for the Winter Gala, snow removal and ice rink flooding has been ongoing. Tree removal has also been occurring at the Gilbert site in anticipation of the upcoming project. MU is planning to replace some light fixtures around the Jefferson and Smith pavilions with LED lamps. Koslo baseball diamond fixtures were recently re-lamped by MU. Plans are proceeding to fill an opening for a Park Laborer. Repairs to the Trestle Trail will also be occurring this summer
3. **Communications:** Donation of fishing lures/jigheads from a resident; Park Board duties and authorities as listed in the City ordinance: resident Steve Krueger recently donated some fishing lures to the City. Staff plans to work with staff from the Heckrodt Wetland Reserve to distribute many of the lures to kids during a special event held in early June.

**F. DISCUSSION**

1. **Review of public comments regarding the new park plan, next steps:** a couple common themes seemed to have come out of the January 26 public meeting on the new park. They include the size, need and functionality of the shelter, parking and traffic patterns around the park. Most comments were positive about the play equipment, trails, etc. The Board felt that the traffic patterns around the park will continue to evolve as the area is developed. It seemed that adding a short stretch of roadway between Tana Lane and Villa Way would be logical thing to do and would help establish some on-street parking and give everyone a better understanding of how many

people are utilizing on street parking. Park shelter construction is likely at least a couple years off, so a final decision on the size and function of the shelter could be made at a later date. The Board did feel that having a rentable shelter was important. Staff pointed out that the shelter at Barker Farms is rented around 5 times a year which is not a lot of additional traffic that may come to the new park for a park shelter reservation. Staff pointed out that the demand for restrooms will likely come after the play equipment is installed. Discussion on the plan for the new park will appear again on the March agenda.

2. **Fox River Multi-Modal Bridge Crossing in Neenah and Menasha:** the Board reviewed a feasibility study for this project and was given a verbal summary by staff on a recent meeting of officials from each community regarding the project. Staff plans to hold a public meeting at a location to be determined to introduce the project, discuss a potential funding plan and timeline for the "Twin Trestles" project. Mid-March is being targeted for a meeting date. It is anticipated that DNR grant funding and a private fundraising campaign coordinated by Future Neenah would cover the majority of the project cost, which may be close to \$3 million dollars. The Board was enthusiastic about the project and supported moving ahead with the planning effort.
3. **Menasha Boys and Girls Club – update on potential service collaborations:** PRD Tungate recently met with two administrative staff people from the new club. General topics included: use of space in the Club for city recreation programs, use of Pleasants Park for a joint off-site City/Club summer tennis class and use of the pool by Club members. Club staff invited City staff to tour the building this summer to get a better feel for the spaces that might be available. A fall/winter indoor archery program was discussed. Club staff wanted to get their feet on the ground this summer before pursuing any program collaborations with the city recreation department, but they seemed open to the idea in the future.

#### **G. ACTION ITEMS**

1. **Reciprocity Agreements with Appleton and Town of Menasha and Reciprocity Statistics for 2014:** Motion by L. Hopwood, seconded by S. Pawlowski to recommend renewal of reciprocity agreements with the Town of Menasha and the City of Appleton for 2015-2016. Staff stated that the Town has added several recreation programs and included a number of special events that have contributed to the revenue/participation difference between the two communities. Many city residents take advantage of fee reciprocity with the Town. Motion carried.
2. **Removal of portable toilet in Jefferson Park:** Motion by Ald. M. Keehan, seconded by T. Marshall to retain the portable toilet in Jefferson Park and add a three sided screen to help with the look of the toilet. Reasons to retain the toilet included: Boater convenience (including those boaters with a disability), boat equipment security (while using the nearby portable toilet as opposed to walking approximately 250' to the east diamond restroom), leaving the east diamond restroom open for more hours may lead to more vandalism, future Jefferson Park master planning should address improvement to the launch area/parking, including restroom placement. Lastly, signage should direct people to the location of the east diamond restrooms, because some people (perhaps) mainly women, may prefer a flush toilet over a portable toilet. Motion carried.
3. **MAC's request for curfew extension at Jefferson Park on July 4, 2015:** Motion by S. Pawlowski, seconded by L. Hopwood to recommend approval of extending the Jefferson Park curfew on July 4, 2015 from 11:00pm to 11:30pm to aid in traffic congestion following the fireworks show. It was stated that the Police Dept. was in favor of this action. Motion carried.

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

Five (5) minute time limit for each person

#### **I. ADJOURNMENT**

Moved by S. Pawlowski, seconded by L. Hopwood to adjourn at 8:14 pm Motion carried.

CITY OF MENASHA  
PERSONNEL COMMITTEE  
Third Floor Council Chambers  
140 Main Street, Menasha  
February 2, 2015  
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Englebert at 7:03 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

EXCUSED: Alderman Langdon

ALSO PRESENT: CA/HRD Captain, PC Styka, DPW Radtke, CDD Keil, ASD Steeno, PHD McKenney, LD Lenz, DDMO Alix, Parks Supt. Maas, Clerk Galeazzi

C. MINUTES TO APPROVE

1. [Personnel Committee, 1/5/15](#)

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

Motion carried on voice vote.

D. ACTION/DISCUSSION ITEMS

1. [Municipal Operations Department/Parks Division – Addition of Lead Person Position](#)

ASD Steeno explained the creation of a position that is similar to the position in the Street Division of the Municipal Operations Department that was recently created. Creating this position will not require increasing employees in the Department.

DDMO Alix spoke on the importance of the Lead Person position in the Streets Division and how creating a Lead Person position will allow Parks Superintendent to spend more time on higher level responsibilities.

General discussion ensued on whether position is needed, the job description, the job duties during down time, and sharing job duties between divisions.

Moved by Ald. Sevenich seconded by Ald. Keehan to recommend to Common Council to authorize the creation of one additional Lead Person position in the Parks, Forestry, Facilities and Cemetery Division, adding it to the table of organization without increasing the number of employees in the division with the recommended pay range.

Motion carried on roll call 8-0.

2. [Overtime Policy for Non-Exempt, Non-Represented Employees](#)

ASD Steeno explained the current way overtime is calculated and the way compensatory time is handled for the Communications Technicians at the Police Department. Staff is requesting a change in the way overtime is calculated and a change in the number of compensatory hours that can be accumulated.

General discussion ensued on the departments affected by the change.

Moved by Ald. Sevenich seconded by Ald. Keehan to recommend to Common Council the proposed changes to the Personal Policy Handbook Overtime Policy as submitted.

Motion carried on roll call 8-0.

E. ADJOURNMENT

Moved by Ald. Keehan seconded by Ald. Nichols to adjourn at 7:27 p.m.

Motion carried on voice vote.

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

**CITY OF MENASHA**  
**Plan Commission**  
**Council Chambers, City Hall – 140 Main Street**  
**February 3, 2015**  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order at 3:41 PM by Mayor Merkes.

**B. ROLL CALL/EXCUSED ABSENCES**

PLAN COMMISSION MEMBERS PRESENT: Mayor Merkes and Commissioners Sturm, DeCoster and Cruickshank.

PLAN COMMISSION MEMBERS EXCUSED: Ald. Kevin Benner, DPW Radtke and Comm. Schmidt

OTHERS PRESENT: CDD Keil, CDC Heim, Laurie Spiegel, Brand Schreiber and Agnes Stilp.

**Public Hearing Regarding Proposed Rezoning of Property Located on the West Side of the 600 block of Racine Street – Parcel Numbers 1-00513-00 and 1-0514-00**

Mayor Merkes opened the public hearing at 3:42 PM.

Agnes Stilp, 605 Racine Street, asked for clarification of the rezoning. CDD Keil explained the reason for the rezoning.

No one else spoke.

The hearing was closed at 3:50 PM.

**Public Hearing Regarding Proposed Rezoning of Property Located Immediately East of 934 Plank Road – Parcel Number 5-00493-00.**

Mayor Merkes opened the public hearing at 3:51 PM.

Laurie Spiegel, 943 Marquette Street, asked for clarification of the rezoning. She expressed concern for rezoning to C-1 and questioned why this lot was a main focus of the Plan Commission.

CDD Keil explained the history of the property and having the property rezoned from I-1 to C-1.

Comm. DeCoster asked for uses allowed in the C-1 district.

No one else spoke.

The hearing was closed at 4:04 PM.

**C. MINUTES TO APPROVE**

1. **Minutes of the January 20, 2015 Plan Commission Meeting**

Motion by Comm. DeCoster, seconded by Comm. Sturm to approve the January 20, 2015 Plan Commission meeting minutes. The motion carried.

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

1. No one spoke.

**E. DISCUSSION**

1. **Lighting Standards for Residential Properties**

This item was held at the request of Ald. Benner.

**F. ACTION ITEMS**

1. **Proposed Rezoning of Property Located on the West Side of the 600 block of Racine Street – Parcel Numbers 1-00513-00 and 1-0514-00**

Motion by Comm. Decoster, seconded by Comm. Cruickshank to recommend the rezoning of property located on the west side of the 600 block of Racine Street, parcel numbers 1-00513-00 and 1-0514-00 from R-1 – Single Family Residence District to C-1 – General Commercial District. The motion carried.

2. **Proposed Rezoning of Property Located Immediately East of 934 Plank Road – Parcel Number 5-00493-00**

Commissioners discussed the following:

- Zoning of surrounding properties
- Presence of undocumented fill and related environmental concerns
- Possibility of rezoning the parcel to R-1 – Single Family Residential and the possibility if zoned R-1 that a development would not occur due to cost involved
- 2008 Comprehensive Plan recommends commercial zoning for the parcel

Motion by Comm. Sturm, seconded by Comm. Cruickshank to recommend the rezoning of the property located immediately east of 934 Plank Road, parcel number 5-00493-00 from I-1 – Heavy Industrial District to C-1 – General Commercial District. The motion carried.

3. **Remove from Table - Proposed Amendment to Title 13 of the Menasha Code of Ordinances Pertaining to Electronic Message Center Signage**

CDD Keil explained the ordinance amendment that now includes:

- Consistent application of electronic message center (EMC) standards within all zoning districts where they are permitted
- Established 300 feet as the trigger for a Special Use Permit which is an increase from the current standard of 200 feet
- The electronic message center may only be placed in the lower one half of the sign

Brief discussion was held whether color restrictions on electronic message signs were contained in the current ordinance. The ordinance states that an electronic message center is limited to one color.

Motion by Comm. DeCoster, seconded by Comm. Cruickshank to recommend the proposed amendment to Section 13-1-67 pertaining to Electronic Message Center Signage. The motion carried.

4. **Extraterritorial Certified Survey Map (CSM) Review – Racine Road and Century Oaks Drive, Town of Menasha**

CDD Keil gave an explanation of an Extraterritorial Certified Survey Map and reviewed the role of the Plan Commission with regards to extraterritorial plats. Commissioners had no concerns regarding this CSM.

Motion by Comm. DeCoster, seconded by Comm. Sturm to recommend approval the Extraterritorial Certified Survey Map at Racine Road and Century Oaks Drive in the Town of Menasha. The motion carried.

**H. ADJOURNMENT**

Motion by Comm. Cruickshank, seconded by Comm. DeCoster, to adjourn at 4:29 PM. The motion carried.

**CITY OF MENASHA**  
**Redevelopment Authority**  
**Council Chambers, 3<sup>rd</sup> Floor, City Hall – 140 Main Street**  
**February 3, 2015**  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order at 5:02 PM by Chairman Kim Vanderhyden.

**B. ROLL CALL/EXCUSED ABSENCES**

REDEVELOPMENT AUTHORITY MEMBERS PRESENT: Ald. Jim Englebert, Chairman Kim Vanderhyden, Bob Stevens, Linda Kennedy, Tim Caudill, Gail Popp and Kip Golden.

REDEVELOPMENT AUTHORITY MEMBERS EXCUSED: None.

OTHERS PRESENT: CDD Keil, CA Captain, ASD Stenno and CDC Heim.

**C. MINTUES TO APPROVE**

1. **Minutes of the December 9, 2014 Redevelopment Authority Meeting**

Motion by Linda Kennedy, seconded by Ald. Englebert to approve the December 9, 2014 Redevelopment Authority meeting minutes.

The motion carried 7-0.

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

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

No one spoke.

**E. DISCUSSION ITEMS**

1. **RR Donnelley Update**

CDD Keil reported on the various steps he, CA Captain and Chairman Vanderhyden have taken regarding this property. Outside counsel has been involved with what steps have taken place to this point and what would be the next steps to move forward with this property. A meeting RR Donnelley representatives is being sought.

**G. ACTION ITEMS**

1. **Subordination to Second Position on Mortgage from the Redevelopment Authority to the Ponds of Menasha, LLC to facilitate Phases II & III of the Ponds of Menasha Subdivision**

CA Captain gave an overview of the Development Agreement and the different phases of the project. At this time, the developer has Phase I near completion, which is ahead of schedule. The developer has also met the threshold established in the financial guarantees for Phase I.

Commissioners expressed their general appreciation of the progress made in Phase I regarding the schedule and financial guarantees that have been accomplished and the need for the developer to start into Phases II & III of the project.

Motion by Kip Golden, seconded by Linda Kennedy to approve the Subordination to Second Position on Mortgage from the Redevelopment Authority to the Ponds of Menasha, LLC to facilitate Phases II & III of the Ponds of Menasha Subdivision.

The motion carried. 7-0.

**G. ADJOURNMENT**

Motion by Tim Caudill, seconded by Chairman Vanderhyden to adjourn at 5:25 p.m.

The motion carried 7-0.

*Minutes respectfully submitted by CDC Heim.*

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

January 28, 2015

**Draft**

Commission President Allwardt called the Regular Meeting of the Water and Light Commission to order at 8:02 a.m., with Commissioners Roy Kordus, Don Merkes, and Dan Zelinski present on roll call. Also present were Melanie Krause, General Manager and Paula Maurer, Customer Services Manager.

Commissioner Roush arrived at 8:05 a.m.

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

There being no further business, the motion by Comm. Allwardt, seconded by Comm. Zelinski, was unanimously approved to adjourn from Closed Session and to reconvene into Open Session of the Water and Light Commission meeting at 8:50 a.m.

Steve Grenell, Engineering Manager, William Menting, Electric Manager; Tim Gosz, Water Utility Manager; John Teale, Technical Services Engineer, Kristin Hubertus, Business Operations Accountant, Don Voogt and Dawn Goeser of McMahon, Lisa Miotke, WPPI Energy Representative, and Scott Maurer, Water Maintenance Foreman joined the meeting at 8:50 a.m.

With the presence of Don Voogt and Dawn Goeser of McMahon, New Business Item VIII. A, and Unfinished Business Item VII. D were advanced for discussion.

Item VIII. New Business, 2015 Water Main Reconstruction Bid Opening – Water Utility Manager Gosz reviewed the bid opening held on January 22, 2015. Nine bids were received with Donald Hietpas and Sons, Inc. being the low bidder at \$618,358.50.

The motion by Comm. Roush, seconded by Comm. Zelinski, was unanimous to award the bid for the 2015 Water Main Reconstruction project #M0002-940733 to Donald Hietpas and Sons, Inc. in the amount of \$618,358.50. The Commission also recommended the Board of Public Works award this bid to Donald Hietpas and Sons, Inc. and then forward it to the Common Council for approval.

Commissioner Zelinski departed at 9:00 a.m.

Item VII. Unfinished Business, Source Water Supply Update – The year-long study of source water intake for the Menasha Utilities Water Treatment was discussed. The Executive summary, presented by McMahon, outlined the steps taken to evaluate 5 potential water intake sites. It is the recommendation of McMahon and staff to proceed with the source water intake from site #4, the navigation channel east of the Pretreatment Basin, with a capital cost of approximately \$1,275,560. The existing Pretreatment Basin would no longer be required for the proposed future water supply option.

The Commission requested staff come back with the cost impacts, beyond the capital expense, associated with the recommended intake site.

The motion by Comm. Roush, seconded by Comm. Kordus was unanimous to express the Commissions support of the findings summarized in the Executive Summary from McMahon on the Source Water Supply Evaluation and proceed to have discussions with the DNR.

Don Voogt and Dawn Goeser departed at 9:20 a.m.

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

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

- A. Minutes of the Regular Meeting of December 18, 2015
- B. Approve and warrant payments summarized by checks dated December 26-31, 2014 & January 8-28, 2015, which includes Net Payroll Voucher Checks, Processed ACH Zero Checks #501288-501306, and Operation and Maintenance Voucher Checks for a total of \$1,507,343.12, and Operation and Maintenance Vouchers and Rebates to be paid prior to the next Regular Meeting. Motion approved unanimously on roll call.
- C. Correspondence as listed:
  - Copy of Moody's Investors Service dated January 14, 2015 RE: City of Menasha Rating Upgrade
  - Copy of letter from the State of Wisconsin Department of Natural Resources dated January 13, 2015 RE: Approval of Revocation of permits 471033640-P01 and 471033640-P10
  - Copy of the 2014 Summary of Work-Related Injuries and Illnesses sent to the Wisconsin Department of Safety and Professional Services
  - Copy of Menasha Utilities Newsletter dated January 2015
  - Copy of email from Customer Services Manager Paula Maurer dated January 6, 2015 RE: Call Received for Appreciation of Work Performed by Electric Department
  - Copy of letter from St. Joseph Food Program dated December 18, 2014 RE: Thank You for Food Program Donation
  - Copy of letter from Cornerstone Church dated December 22, 2014 RE: Thank You for Food Pantry Donation

Copy of letter from Double Portion Soup Kitchen and Pantry dated December 18, 2014 RE: Thank You for Donation

Item V. Claims Against The Utility – there were no claims discussed at this meeting.

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

Item VII. Unfinished Business, Change Order #1, Low Lift Pump Modifications – The revised amount for permit fees assessed on Change Order #1 has been received. J.F. Ahern will resubmit Change Order #1 after reimbursement from the City.

Lead & Copper Testing – Staff met with the PSC regarding the proposed ordinance and possible financing options. It was determined that the Utility does not have the legislative authority to run a loan program for customers, however, a potential alternative would be to request a tariff to establish a deferred payment arrangement for this program. Discussion regarding how the tariff would be constructed; which types of properties would be eligible; and the benefits of educating customers regarding the health and financial advantages of replacing lead services ensued.

The Commission directed Staff to pursue filing a tariff with the PSC for a deferred payment arrangement with a preference of only owner occupied residential properties being eligible.

Merit Based Pay System 2015 – Management reported on how the 2014 Merit plan was used as a tool to help define employee expectations; determine performance; set 2015 goals; and reward employees for exceptional performance.

A motion made by Comm. Allwardt, seconded by Comm. Roush was unanimous to update the performance management system based on recommendations by slightly modifying the evaluation form and provide more value for exceeding expectations earned without changing the principles of the program.

Lisa Miotke departed at 10:00 a.m.

Item IX. Strategic Reports, Monthly Strategic Initiative Update – With the absence of December financial reports, key financial statistics were added to the December Strategic Report.

Financial and Project Status Reports – There were no Financial and Project Status reports this month. The December and January Statements will be included with the February meeting packet after the audit in February.

Project Reports, Water Plant Projects – The low lift pumps are in service, working as expected and staff is in the process of programming the PLC.

Water Plant Security System – Staff is working on creating a class I notice, Request for Quotes, to be run in the Post Crescent.

Notice of Noncompliance Monitoring – The Utilities received a notice of noncompliance from the DNR regarding failure to perform required monitoring. A letter from the laboratory the Utilities uses for water monitoring was included which explained the lab inconsistency, not Utility error that triggered the noncompliance.

Metering Practice & Plan – Staff is utilizing scheduled outages for rewiring services in order to comply with Menasha Utilities standards. Additionally, a MEUW subcommittee chaired by Paula Maurer for Metering and Billing practices has drafted a template in order to help other Utilities navigate through their upcoming PSC audits.

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

Item XI. The motion by Comm. Roush, seconded by Comm. Kordus, was unanimously approved on roll call to adjourn at 10:40 a.m.

By: MARK L. ALLWARDT  
President

ROY KORDUS  
Secretary

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



## Memorandum

To: Common Council  
From: Greg Keil, CDD *GK*  
Date: February 12, 2014  
RE: Hotel Block Redevelopment - Status and Timeline

As you are aware, there has been substantial activity within the hotel block with regard to site clearance in preparation for a new office building. The purpose of this memo is to inform you of what next steps may be expected and a rough timetable as to when those steps may be taken. Depending on the course of events going forward, other actions may be required.

The developer is preparing a draft development agreement for the city's consideration. The basic contents of that agreement are expected to include a description of the undertakings of the city and the developer to build the project, and the obligations of the parties with respect to those undertakings.

The developer is expected to commit to the construction of a building of a certain size with an associated value within a specified timeframe and provide plans, specifications and any other documentation as may be required to obtain approvals by the respective bodies having review authority: These include the following:

- Administration Committee: Consideration of development agreement.
- Landmarks Commission: Consideration of "Certificate of Appropriateness" for the architectural design of the new office building.
- Plan Commission: Preparation of tax incremental district project plan, development site plan approval, recommendation to Common Council regarding the sale or lease of city property for parking facilities
- Common Council- Approval of development agreement (which may include a parking facility lease or purchase agreement), and TIF Project Plan.
- Joint Review Board - Approval of TIF Project Plan.

The expected timeframe for these actions is as follows:

- March - April 2015 - Development agreement review and approvals.
- March - May 2015 - TIF plan preparation and approvals.
- March 2015 - Site development plan approvals.
- March - May 2015 - Parking facility plan approvals.
- May 2015 - Building plan approvals and permit issuance.
- May 2016 - Building occupancy.

The developer is researching financing options and is finalizing building and site design details at this time. City staff are exploring scenarios for financing anticipated TIF project plan expenditures, including potential grant and loan funding sources. We are planning to engage Ehlers (a company which provides financial advisory services to the public sector) to assist us with developing the TIF Project Plan and the financing plan that will be contained therein. It is expected that the cost for these services (\$10-\$15,000) will be advanced into the new TIF district.

Staff will endeavor to present any information that may be forthcoming in a timely manner to assist the respective bodies with their understanding of project requirements as we move forward with this transformative development for Menasha's downtown and the community.



Division of Transportation  
System Development  
WIS 441 Tri-County Project  
Brown County Office  
1940 West Mason Street  
Green Bay, WI 54303



Scott Walker, Governor  
Mark Gottlieb, P.E., Secretary  
Internet web site: [www.dot.wisconsin.gov](http://www.dot.wisconsin.gov)

Telephone: (920)492-2222  
Facsimile (FAX): (920)492-5807  
E-mail: [ner.dtsd@dot.wi.gov](mailto:ner.dtsd@dot.wi.gov)

February 6, 2015

10065  
DONALD MERKES  
CITY OF MENASHA MAYOR'S OFFICE  
140 MAIN ST  
MENASHA WI 54952-3151

**Subject: WIS 441 Tri-County Project  
Local Officials Meeting**

Dear DONALD MERKES

The Wisconsin Department of Transportation (WisDOT) invites you to attend a local officials meeting for the WIS 441 Tri-County Project on **Wednesday, February 25, 2015 from 7:30-9 a.m. at the WIS 441 Tri-County Construction Project Office, W6214 Aerotech Dr, Appleton. A brief presentation will begin at 7:45 a.m.** The meeting will provide a project update on a variety of topics including:

- Upcoming 75-day full CLOSURE of the WIS 47 (Appleton Road) interchange beginning in April 2015.
- 60-day CLOSURE of Cold Spring Road and a 30-day ramp CLOSURE (southbound US 41 to westbound US 10) at the US 41 interchange beginning this spring.
- Long-term County P (Racine Road) interchange ramp CLOSURES beginning this summer.
- Other short-term and long-term construction schedules, construction activities, traffic impacts and temporary business signing opportunities.
- Updated 12th Street and Racine Road intersection design plans.

This meeting will be an opportunity for you to review and comment on the project prior to the following week's business and public involvement meetings on March 2 (see enclosure). You and/or your staff are also invited to attend either meeting.

We look forward to your participation in this important meeting. Should you have any questions about the meeting or the project in general, please feel free to contact me at (920) 492-2227 or via email at [Tom.Buchholz@dot.wi.gov](mailto:Tom.Buchholz@dot.wi.gov). Alternatively, Mark Kantola, US 41 / WIS 441 Projects Group Communication Manager can be reached at (920) 492-4153 or via email at [Mark.Kantola@dot.wi.gov](mailto:Mark.Kantola@dot.wi.gov).

Sincerely,

Tom Buchholz, P.E.  
US 41 / WIS 441 Project Development Manager

RECEIVED FEB 12 2015



# WIS 441 Spring 2015 Meetings

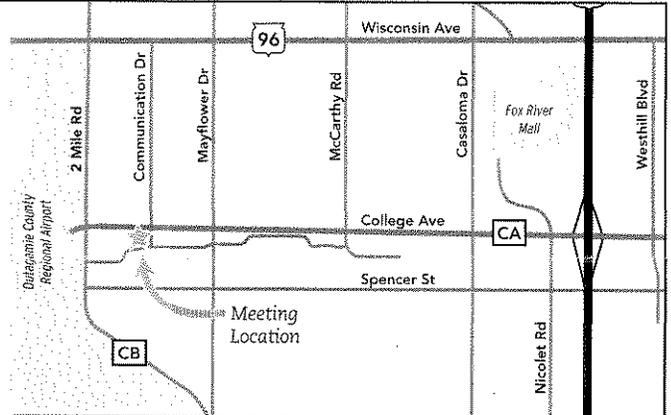
## WHEN and WHERE

### LOCAL OFFICIALS MEETING

Wednesday,  
February 25, 2015

7:30-9 a.m.  
Presentation at 7:45 a.m.

WIS 441 Tri-County Construction Project Office  
W6214 Aerotech Dr  
Appleton, WI



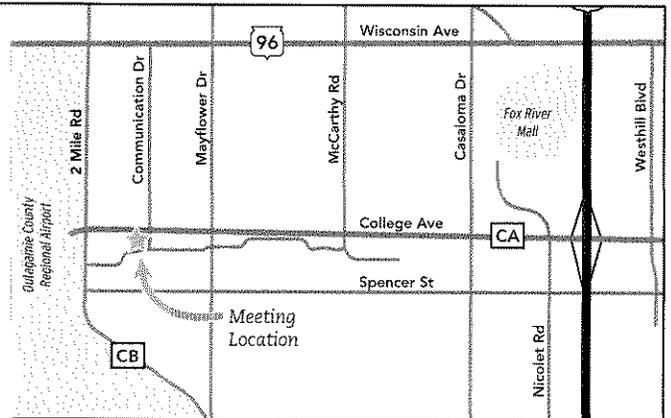
## WHEN and WHERE

### BUSINESS MEETING

Monday,  
March 2, 2015

7:30-9:30 a.m.  
Presentation at 7:45 a.m.

WIS 441 Tri-County Construction Project Office  
W6214 Aerotech Dr  
Appleton, WI



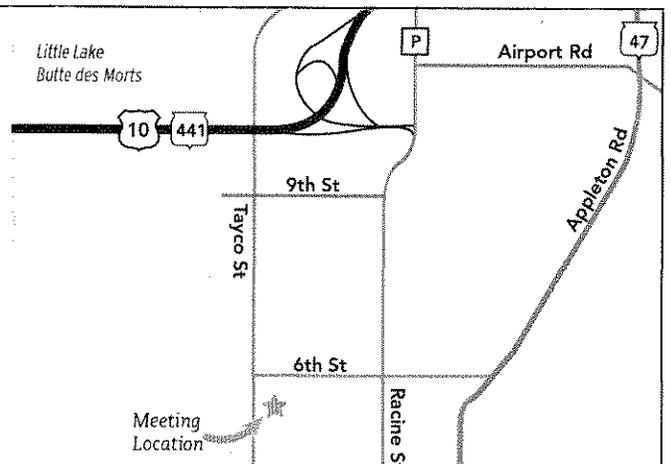
## WHEN and WHERE

### PUBLIC INVOLVEMENT MEETING

Monday,  
March 2, 2015

5-7 p.m.  
Presentation at 5:15 p.m.

Butte des Morts Elementary School  
501 Tayco Street  
Menasha, WI



**Harrison Sturgis, Jr.**

167 Rockwood Lane  
Neenah, WI 54956  
Phone 920-725-1537  
February 10, 2015

Ms. Kathy Casperson  
817 Tumblebrook Rd.  
Neenah, WI 54956

Dear Ms. Casperson:

At this late date I am sure you are aware of the fact that the Winnebago County Board voted to eliminate the County Executive's suggested appropriation for a North County Dog Park since you said if the Board didn't support the project your committee would disband. In spite of the fact that the Board voted down the appropriation I understand a supporter has been told the issue is not dead although I have seen nothing in the Parks & Recreation Committee Meeting Minutes. As a matter of fact I don't recall ever seeing anything in the minutes about the Glatfelter site being selected by your committee.

I do not know if you and the supporters of a North County Dog Park have taken the time to ascertain who actually voted against or were absent for the vote. I believe all should note who supported approval of the appropriation and who didn't and take these facts into consideration for any upcoming election or appointments.

It is my understanding that the biggest stumbling block to this project is the Corporation Counsel's concern of liability connected to landfill property.

Sincerely,

  
Harrison Sturgis, Jr.

cc: Mark Harris  
Donald Merkes ✓  
Dean Kaufert  
Dale Youngquist  
Eileen McCoy  
Brian Tungate  
Lori Baldauf  
Michelle Kennedy  
Joe Nemecek

RECEIVED FEB 12 2015

CITY OF MENASHA  
COMMON COUNCIL  
Third Floor Council Chambers  
140 Main Street, Menasha  
Monday, February 2, 2015  
MINUTES

A. CALL TO ORDER

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

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL/EXCUSED ABSENCES

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

EXCUSED: Alderman Langdon

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

D. PUBLIC HEARING

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

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

Rep. Amanda Stuck, 1404 N. Harriman Street, Appleton. Introduced herself as 57<sup>th</sup> Assembly District Representative. She is available to work with City officials and residents.

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. Update from Brian Tungate on the work progress at Koslo field.

PRD Tungate reported on improvements, costs and time-line for the baseball field at Koslo Park.

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

Minutes to receive:

a. [Administrative Committee, 01/19/15.](#)

b. [Board of Public Works, 01/19/15.](#)

c. [Landmarks Commission, 01/13/15.](#)

d. [Library Board, 01/15/15.](#)

e. [NMFR Joint Fire Commission, 01/28/15.](#)

f. [Neenah-Menasha Sewerage Commission, 12/16/14.](#)

g. [Plan Commission, 01/20/15.](#)

h. [Water and Light Commission, 12/18/14.](#)

Communications:

i. [CA/HRD Captain to ASD Steeno, 12/29/14; Alchemy-Fox Cities LLC d/b/a The Source Public House. Reserve Liquor License grant.](#)

j. [Waverly Sanitary District Meeting Minutes, 01/22/15.](#)

k. [DPW Radtke, 01/28/15; WIS 441/Racine Street Interchange/Intersection Update.](#)

l. [DDMO Alix, 01/28/15; Solid Waste Collection Costs.](#)

m. [PHD McKenney, 01/28/15; City of Menasha Senior Center Renovation Update.](#)

Moved by Ald. Benner seconded by Ald. Englebert to receive Minutes and Communications A-M.

General discussion ensued on Minutes H (Water and Light Commission Minutes); Comm. K (WIS 441/Racine Street Interchange Update); Comm. L (Solid Waste Collection Costs); Comm. M (Senior Center Renovation)

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, 01/19/15.](#)

Administration Committee, 01/19/15 – Recommends the Approval of:

2. [Agreement with CORRE, Inc. for Engineering Services for Province Terrace Trail.](#)

Parks & Recreation Board, 01/12/15 – Recommends the Approval of:

3. [Changes to programs and services fees for 2015 as presented.](#)

Ald. Nichols requested to removed Consent Agenda Item 3

Moved by Ald. Benner seconded by Ald. Keehan to approve Consent Agenda items 1&2.

Motion carried on roll call 7-0.

## H. ITEMS REMOVED FROM CONSENT AGENDA

Moved by Ald. Benner seconded by Ald. Keehan to approve Consent Agenda item 3, Changes to Programs and services fees for 2015 as presented.

Motion carried on roll call 7-0.

## I. ACTION ITEMS

1. [Accounts payable and payroll for the term of 01/20/15 to 01/29/15 in the amount of \\$1,050,946.56.](#)

Moved by Ald. Nichols seconded by Ald. Keehan to approve accounts payable and payroll.

Motion carried on roll call 7-0.

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

Moved by Ald. Nichols seconded by Ald. Keehan to approve beverage operator's license applications for the 2013-2015 licensing period as listed in memo dated 1/28/15

Motion carried on roll call 7-0.

3. [Amendment No. 1 to WisDOT Third Street Bridge Replacement Project Engineering Services Agreement.](#)

Moved by Ald. Sevenich seconded by Ald. Taylor to approve Amendment No. 1 to WisDOT Third Street Bridge Replacement Project Engineering Services Agreement.

Motion carried on roll call 7-0.

4. [Authorize Subordination of Mortgage under Section 13.05 of the Development Agreement by and between The City of Menasha, Wisconsin and Ponds of Menasha, LLC dated as of September 7, 2011.](#)

CA/HRD Captain explained the request from Ponds of Menasha LLC to subordinate a mortgage to secure properties in Phases II & III under the development agreement to a second mortgage position in advance of Phase I improvements being completed and Phase I loan being paid off.

General discussion ensued on loan amount expected to be paid, status of development.

Moved by Ald. Englebert seconded by Ald. Benner in determining that it is in the best interest of the City of Menasha that the Ponds of Menasha, LLC construct Phases II & III under the Development Agreement and finding that it is necessary to subordinate Mortgage #2, Document #469383, in order to facilitate construction of Phases II & III, the Common Council authorizes Mortgage #2 to move to second position.

Motion carried on roll call 7-0.

5. [Authorization for The City of Menasha to challenge The Village of Harrison December 30, 2014 Annexation.](#)

Moved by Ald. Sevenich seconded by Ald. Taylor to authorize the City of Menasha to challenge the Village of Harrison December 30, 2014 Annexation.

Motion carried on roll call 7-0.

## J. ORDINANCES AND RESOLUTIONS

1. [R-3-15 Preliminary Resolution; Declaring Intent to Exercise Special Assessment Powers under Section 66.0703 Wisconsin Statutes \(Southfield West, Nature's Way, Province Terrace, Barker Farms Estates #6, River Lea Court\)](#). (Introduced by Alderman Sevenich)

Moved by Ald. Sevenich seconded by Ald. Englebert to adopt R-3-15 Preliminary Resolution Declaring Intent To Exercise Special Assessment Powers under Section 66.0703 Wisconsin Statutes (Southfield West, Nature's Way, Province Terrace, Barker Farms Estates #6, River Lea Court)  
Motion carried on roll call 7-0.

2. [R-5-15 Resolution Relating to Reduction of Election Inspectors. \(Introduced by Mayor Merkes\)](#)

Moved by Ald. Benner seconded by Ald. Englebert to adopt R-5-15 Resolution Relating to Reduction of Election Inspectors.  
Motion carried on roll call 7-0.

3. [R-6-15 Resolution Creating an Ad-Hoc Column Salvage and Reuse Committee. \(Introduced by Mayor Merkes\)](#)

Moved by Ald. Taylor seconded by Ald. Keehan to adopt R-6-15 Resolution Creating an Ad-Hoc Column Salvage and Reuse Committee.  
Motion carried on roll call 7-0.

4. [R-7-15 Resolution Approving Naming Bergstrom Automotive as Sponsor of the Senior Center Community Room. \(Introduced by Alderman Zelinski\)](#)

Moved by Ald. Zelinski seconded by Ald. Englebert to adopt R-7-15 Resolution Approving Naming Bergstrom Automotive as Sponsor of the Senior Center Community Room.

General discussion ensued on the period of the sponsorship, 10 years versus 15 years.

Moved by Ald. Sevenich, seconded by Ald. Benner to amend, the period of the sponsorship be 10 years.  
Motion on amendment carried on roll call 6-1. Ald. Englebert voted no.

Motion as amended carried on roll call 7-0.

## K. APPOINTMENTS

1. [Appointment of Brenda Marks, 37 Tayco Street, Apt. 306, Menasha, to the Committee on Aging, for the term of 02/01/15 – 02/01/18.](#)

Moved by Ald. Sevenich seconded by Ald. Englebert to approve appointment of Brenda Marks to Committee On Aging.  
Motion carried on voice vote.

## L. HELD OVER BUSINESS

1. [Village of Harrison December 30, 2014 Annexation.](#)

Mayor Merkes stated the item is no longer germane, no action required.

## M. CLAIMS AGAINST THE CITY

## N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

Tom Konezke, 858 Emily Street, Menasha. Wis. 441/Racine Street Interchange; Sign at Racine Street entrance to City; Menasha Athletic Assoc. willing to work with City on fundraising for improvements to Koslo Park baseball field.

## O. ADJOURNMENT

Moved by Ald. Keehan seconded by Ald. Benner to adjourn at 6:50 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: January 28, 2015

SUBJECT: Recommendation for Award

At the Regular Meeting on January 28 the Menasha Utilities Commission passed a motion for the Board of Public Works to recommend to the Common Council authorization of award of the 2015 Water Main Reconstruction project contract M0002-940733 to the low bidder, Donald Hietpas & Sons, Inc., in the amount of \$618,358.50. This project is for water main replacement on Manitowoc, Lincoln, Ida, Broad, Seventh and Water Streets. This is a budgeted project.

Copies of supporting documents are enclosed.

# McMAHON

ENGINEERS ARCHITECTS

January 22, 2015

Melanie Krause  
Menasha Utilities  
321 Milwaukee Street  
Menasha, WI 54952

Re: Menasha Utilities  
2015 Water Main Reconstruction  
Letter of Recommendation  
McM. No. M0002-940733

On January 22, 2015, bids were received at the Menasha Utilities office for the above referenced project. Nine bids were received, ranging in price from \$618,358.50 to \$870,579.75 (bid tabulation enclosed).

Based upon the bids received, we recommend awarding Contract M0002-940733 to the low bidder, Donald Hietpas and Sons, Inc. in the amount of \$618,358.50.

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

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

Very truly yours,

McMAHON



Jennifer Schaff

Jennifer L. Schaff, P.E.  
Project Engineer

JLS:jlh

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

SECTION 00 51 00.00

NOTICE OF AWARD

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

To: Donald Hietpas and Sons, Inc.  
1450 East North Avenue  
P.O. Box 166  
Little Chute, WI 54140

Contract No. M0002-940733

Project: 2015 WATER MAIN RECONSTRUCTION  
MENASHA UTILITIES | CITY OF MENASHA  
Winnebago County, Wisconsin

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You are notified that your Bid, dated January 22, 2015 for the above Contract has been considered. You are the apparent successful Bidder and have been awarded a Contract for the 2015 Water Main Reconstruction for Menasha Utilities, Winnebago County, Wisconsin.

The Contract Price of your contract is Six Hundred Eighteen Thousand Three Hundred Fifty Eight & 50/100 Dollars (\$618,358.50)

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

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

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

One (1) fully signed counterpart of the Agreement, with the Contract Documents attached, will be returned to you within 15-days after you comply with the above noted conditions.

**MENASHA UTILITIES | Winnebago County, Wisconsin**

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

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

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





## MEMORANDUM

To: Mayor Merkes and Common Council

From: PRD Tungate

Date: February 11, 2015

RE: Revision to current policy regarding fees charged to non-profit groups for certain park facilities

### **BACKGROUND**

On January 12, 2015, the Park Board took action recommending that the current department policy adopted by the Common Council in 2006 be amended to align with the existing Special Event fee policy for non-profit organizations. This recommendation includes waiving certain park fees for non-profit groups.

### **ANALYSIS**

The current fee waiver policy is attached. While the intent of the policy was valid in 2005-2006, staff cannot recall it ever being utilized by a non-profit organization, or a request brought to the Common Council. The current City Special Event policy regarding fees for non-profit groups is also attached. Non-profit special event groups already receive a 50% discount on their fees. The change to the park department fee policy would allow for a 50% discount on park buildings, equipment rental, picnic areas and user fees to non-special event groups (like churches, service clubs, etc.). Most service club or church gatherings are open to the public. The Park Board and staff believe that the two fee policies should be consistent with one another.

### **FISCAL IMPACT**

A review of 2014 park reservation records indicated that approximately a dozen reservations would have been impacted by such a policy change. The reduction in revenue would have been around \$800 if the policy were in effect in 2014.

### **RECOMMENDATION**

Motion to eliminate the previous Park Department policy approved by the Common Council in 2006 and replace it with a policy that allows any non-profit group that provides proof that it is a registered 501 (c) (3) or (4) organization to receive up to a 50% discount on park building, picnic area and park equipment rentals, including park user fees.

**City of Menasha**  
**Event Sponsorship and Fee Waiver Policy**  
Effective January 1, 2007

Per Common Council action taken on September 19, 2005, the City of Menasha will no longer be an official sponsor or co-sponsor to any event brought forth by an outside organization.

As a consideration to this policy, the Parks and Recreation Board and Common Council will consider a waiver of certain fees from requests made by bona-fide non-profit organizations. The applicant is responsible for any insurance required by City ordinance. Neither the Parks and Recreation Board nor the Common Council shall have the authority to waive any insurance requirements. No application shall be considered unless the proper insurance certificate has been filed with the City.

**Conditions for Waiving a Fee:**

1. One request per organization per calendar year
2. Requests must be made in a timely manner so that both the Parks and Recreation Board and Common Council can act on the request before the event occurs.
3. *An activity, program, or event* must be open to the public and demonstrate a significant benefit to the Menasha community
4. 50% of one fee may be waived from the following categories:
  - A. Equipment Rental Fees  
Including, but not limited to: the city stage, picnic tables, bleachers, park benches, trash containers, bike racks, etc. (*maximum 3 items*)
  - B. Facility Rental Fees  
Including, but not limited to: park shelters, picnic areas, ball diamonds, soccer fields, tennis courts, swimming pool, Racine Street welcome sign installation fee, etc. (*maximum 2 items*)

Note: Park User Fees and Beer Permit fees shall not be waived.

Questions about this policy should be made to Brian Tungate, Director of Parks and Recreation.

*This policy was revised by the Common Council on October 16, 2006.*

# City of Menasha Special Event Policy

**SPECIAL EVENT** is defined as any planned occurrence on the public right-of-way or public premises including, but not limited to; parades, gatherings, festivals and athletic events. By nature these events have a greater impact on City services and resources than would have occurred had the event not taken place. Special events require multiple department involvement. Persons desiring to conduct, maintain, undertake, promote, organize or manage a special event in the City of Menasha shall be subject to the requirements of this policy.

The City of Menasha wants any Special Event to be a success for organizers and participants alike. By providing for an organized application process, we hope to provide for the safety and well-being of all community members.

**APPLICATION** Complete Special Event Agreement Packet must be returned to City Hall, 2<sup>nd</sup> Floor, Public Works/Park & Recreation Departments at least 60 days prior to the event. This will allow time for all pertinent departments to review your event needs. A non – refundable fee of \$25 is due at the time your application is submitted. Please note that if you are holding an event in a park you will need to reserve the park prior to turning in your Special Events Application.

**REVIEW OF APPLICATION** Once your application is received and reviewed, someone from your group will be required to attend a meeting with the Special Events Committee. You will be advised of the date and time. The appropriate departments will review the individual worksheets included in your Special Events Packet to ensure that all considerations have been identified and contingencies planned for.

**APPROVAL OF APPLICATION** Once your application has been reviewed and approved you will receive a Special Event Permit.

**CERTIFICATE OF INSURANCE AND ENDORSEMENT** Proof of insurance is required for all special events and must be provided by the event sponsor. The City of Menasha needs to be named as additional insured on both the Certificate of Insurance and the Endorsement. The sponsor shall hold the City, any of its employees and agents and facilities harmless against all claims, liability, loss, damage or expense incurred by the City for any damage or injury to person or property caused by or resulting from activities arising from the special event. The Certificate of Insurance and the Endorsement must be submitted with the Special Events packet.

**SPONSOR ADDITIONAL RESPONSIBILITIES** If your event requires street closure, it is the event holder's responsibility to contact the bus line, Valley Transit at 920-832-5200 and Gold Cross Ambulance 920-967-6077 to alert them to the street closure. It is also the event holder's responsibility to notify to the property occupants affected by a street closure exceeding 30 minutes. Included in this packet is a form that can be used for notification.

**FEES** For all events a non-refundable deposit of \$25 is required at the time the application is submitted. Charges for park facilities, food sales permits, tent permit fees, firework fees, etc. are to be paid *IN ADDITION* to the Special Events application fee. The Memorial Day Parade is exempt from all fees. Submittal of an event application does **NOT** reserve a park. The applicable fees due prior to your event are: temporary food service permits, temporary beer sales permit, carnival permit, tent fee inspection and fireworks permits. At the completion of your event, charges must be paid no more than 60 days after the last date of your event. If this requirement is not met, further charges may be incurred.

**NON-PROFIT ORGANIZATIONS AS EVENT HOLDERS** Non-Profits hosting an event that is free and open to the public **may** receive up to a 50% discount on the total Special Event bill. By definition the Non-Profit group must be a registered 501(c)(3) or (4) organization and proof of this designation is required.

**TERMINATION OF EVENT** The City and its representative reserve the right to shut down a special event that is in progress if it is determined to be a safety hazard by the Police and/or Fire Departments and/or there is a violation of City Ordinances, State Statute, or the terms of the approved application have not been met. The Mayor and /or their designee may revoke an approved Special Event Permit if the applicant fails to comply in good faith with the provisions of the permit prior to the event date.

**AGREEMENT FOR RECIPROCITY BETWEEN THE  
CITY AND TOWN OF MENASHA  
PARK & RECREATION DEPARTMENTS  
2015-2016**

The Park & Recreation Departments of the City of Menasha, WI and the Town of Menasha, WI, hereby agree to grant resident status, in regard to fees, to the citizens of the other community for the sole purpose of participating in each municipality's park and recreation services, for the term of this agreement listed below.

- 1) The scope of this agreement is limited to the granting of the privileges of residency in regard to fees only.
- 2) Each municipality retains complete control of the policies, operation, administration, and funding of the facilities and services it provides. This includes, but is not limited to, policies that allow registration priorities to municipal residents.
- 3) The City of Menasha reserves the right to charge a non-resident fee for seasonal boat launch passes, swimming lessons and pool passes.
- 4) The Town of Menasha reserves the right to charge a non-resident fee for seasonal boat launch passes and disc golf passes.
- 5) Each municipality will verify proof of residency of participants from the other community and supply residency information for participant verification.
- 6) This agreement shall be in effect from January 1, 2015 through December 31, 2016. The agreement may be extended for another term by mutual agreement of both municipalities, or terminated, without penalty, by either municipality, with thirty days written notice to the other community.

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Chairman, Town of Menasha Park Commission

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Mayor, City of Menasha

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Director of Parks & Recreation, Town of Menasha

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City Clerk, City of Menasha

**AGREEMENT FOR RECIPROCITY BETWEEN  
APPLETON AND MENASHA  
FOR PARKS AND RECREATION SERVICES  
2015-2016**

The Parks and Recreation Departments of the City of Appleton, WI and the City of Menasha, WI, hereby agree to grant resident status, in regard to fees, to the citizens of the other community for the sole purpose of participating in each city's park and recreation services, for the term of this agreement listed below.

- 1) The scope of this agreement is limited to the granting of the privileges of residency in regards to fees only.
- 2) Each city retains complete control of policies, operation, administration and funding of the facilities and services it provides.
- 3) The home community will supply the reciprocating community with residency information for participant verification at the reciprocating community.
- 4) This agreement shall be in effect from January 1, 2015 through December 31, 2016. The agreement may be extended for another term by mutual agreement of both cities, or terminated, without penalty, by either city, with thirty days written notice of the other city.

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

\_\_\_\_\_  
Mayor of Appleton

\_\_\_\_\_  
Mayor of Menasha

\_\_\_\_\_  
Appleton City Clerk

\_\_\_\_\_  
Menasha City Clerk

\_\_\_\_\_  
Appleton City Attorney

\_\_\_\_\_  
Menasha City Attorney

**FEE RECIPROCIITY USAGE 2014**  
**Town of Menasha Participants in Menasha**  
1/1/-12/31/2014

Program	Number of Participants and/or Number Sold	Resident Fee	Non-Resident Fee	Fee Difference	Revenue Difference
Archery	5	\$ 20.00	\$ 27.00	\$ 7.00	\$ 35.00
Baseball	7	\$ 15.00	\$ 22.00	\$ 7.00	\$ 49.00
Feel 'n Fit	7	\$ 28.00	\$ 40.00	\$ 12.00	\$ 84.00
Gametime	3	\$ 7.00	\$ 15.00	\$ 8.00	\$ 24.00
Jr. Golf	2	\$ 15.00	\$ 22.00	\$ 7.00	\$ 14.00
Kick Ball	3	\$ 10.00	\$ 18.00	\$ 8.00	\$ 24.00
Playground Plus	3	\$ 15.00	\$ 22.00	\$ 7.00	\$ 21.00
Slimnastics	1	\$ 28.00	\$ 40.00	\$ 12.00	\$ 12.00
Tiny Tots	8	\$ 75.00	\$ 130.00	\$ 55.00	\$ 440.00
Tot Lot	6	\$ 15.00	\$ 22.00	\$ 7.00	\$ 42.00
Youth Tennis	4	\$ 15.00	\$ 22.00	\$ 7.00	\$ 28.00
Clovis Shelter	1	\$ 20.00	\$ 40.00	\$ 20.00	\$ 20.00
Jefferson Pavilion & Kitchen	3	\$ 85.00	\$ 135.00	\$ 50.00	\$ 150.00
Jefferson West Shelter	3	\$ 35.00	\$ 55.00	\$ 20.00	\$ 60.00
Smith Weddings	2	\$ 200.00	\$ 300.00	\$ 100.00	\$ 200.00
Smith Pavilion	1	\$ 50.00	\$ 75.00	\$ 25.00	\$ 25.00
User Fee 1-20	1	\$ 5.00	\$ 11.00	\$ 6.00	\$ 6.00
User Fee 21-75	4	\$ 25.00	\$ 38.00	\$ 13.00	\$ 52.00
User Fee 76-150	2	\$ 44.00	\$ 63.00	\$ 19.00	\$ 38.00
User Fee 151-300	1	\$ 83.00	\$ 107.00	\$ 24.00	\$ 24.00

Total Program Numbers and Revenue Difference	49	\$	773.00
Total Pavilion Rentals and Revenue Difference	10	\$	575.00
<b>Grand Total</b>	<b>59</b>	<b>\$</b>	<b>1,348.00</b>

FEE RECIPROCALITY USAGE 2014  
 City of Appleton Participants in Menasha  
 1/1/-12/31/2014

Program	Number of Participants and/or Number Sold	Resident Fee	Non-Resident Fee	Fee Difference	Revenue Difference
Archery	3	\$ 20.00	\$ 27.00	\$ 7.00	\$ 21.00
Feel 'n Fit	2	\$ 28.00	\$ 40.00	\$ 12.00	\$ 24.00
Gametime	1	\$ 7.00	\$ 15.00	\$ 8.00	\$ 8.00
Home Alone/Babysitter Course	3	\$ 33.00	\$ 40.00	\$ 7.00	\$ 21.00
Playground Plus	2	\$ 15.00	\$ 22.00	\$ 7.00	\$ 14.00
Swimming Lessons	19	\$ 23.00	\$ 34.00	\$ 11.00	\$ 209.00
Tiny Tots	1	\$ 75.00	\$ 130.00	\$ 55.00	\$ 55.00
Tot Lot	1	\$ 15.00	\$ 22.00	\$ 7.00	\$ 7.00
Youth Tennis	9	\$ 15.00	\$ 22.00	\$ 7.00	\$ 63.00
Boat Launch - Senior (Age 55+)	89	\$ 15.00	\$ 34.00	\$ 19.00	\$ 1,691.00
Boat Launch	51	\$ 20.00	\$ 38.00	\$ 18.00	\$ 918.00
Boat Launch - Second Parking Permit	1	\$ 10.00	\$ 12.00	\$ 2.00	\$ 2.00
Single Boat Slip	4	\$ 105.00	\$ 115.00	\$ 10.00	\$ 40.00
Hart Shelter	1	\$ 30.00	\$ 50.00	\$ 20.00	\$ 20.00
Jefferson Pavilion	2	\$ 55.00	\$ 85.00	\$ 30.00	\$ 60.00
Jefferson Pavilion & Kitchen	5	\$ 85.00	\$ 135.00	\$ 50.00	\$ 250.00
Jefferson West Shelter	1	\$ 35.00	\$ 55.00	\$ 20.00	\$ 20.00
Smith Weddings	4	\$ 200.00	\$ 300.00	\$ 100.00	\$ 400.00
User Fee 1-20	3	\$ 5.00	\$ 11.00	\$ 6.00	\$ 18.00
User Fee 21-75	3	\$ 25.00	\$ 38.00	\$ 13.00	\$ 39.00
User Fee 76-150	2	\$ 44.00	\$ 63.00	\$ 19.00	\$ 38.00
User Fee 151-300	1	\$ 83.00	\$ 107.00	\$ 24.00	\$ 24.00
					\$ -
Pool Pass - Youth/Senior	4	\$ 35.00	\$ 55.00	\$ 20.00	\$ 80.00
Pool Pass - Family of 2	2	\$ 65.00	\$ 90.00	\$ 25.00	\$ 50.00
Pool Pass - Family of 4	1	\$ 100.00	\$ 125.00	\$ 25.00	\$ 25.00
Pool Pass - Family of 5	1	\$ 110.00	\$ 135.00	\$ 25.00	\$ 25.00

Total Program Numbers and Revenue Difference	41	\$ 422.00
Total Boat Launch and Revenue Difference	141	\$ 2,611.00
Total Boat Slips and Revenue Difference	4	\$ 40.00
Total Pavilion Rentals and Revenue Difference	13	\$ 869.00
Total Pool Passes and Revenue Difference	8	\$ 180.00
Grand Total	207	\$ 4,122.00

2014 City of Menasha Participants in Town Programs				
Class	# Menasha Participants	Res Fee	Non-Res Fee	Revenue Diff
Afternoon Adventures	4	\$ 51.00	\$ 64.00	\$ 52.00
Bkfst/Santa	21	\$ 4.00	\$ 4.00	\$ -
Book Cooks	1	\$ 21.00	\$ 26.00	\$ 5.00
Bricks	11	\$ 53.00	\$ 66.00	\$ 143.00
Camp Fairytale	2	\$ 15.00	\$ 19.00	\$ 8.00
Camp Superhero	3	\$ 15.00	\$ 19.00	\$ 12.00
Cookie Decorating	3	\$ 15.00	\$ 19.00	\$ 12.00
Dance	33	\$ 42.00	\$ 52.00	\$ 330.00
Digital Photography	3	\$ 23.00	\$ 29.00	\$ 18.00
Discovery Camp	1	\$ 43.00	\$ 54.00	\$ 11.00
Easter Egg Hunt	6	\$ 4.00	\$ 4.00	\$ -
Gingerbread House	1	\$ 7.00	\$ 9.00	\$ 2.00
Home Alone	17	\$ 33.00	\$ 41.00	\$ 136.00
Ice Cream Social	1	\$ 4.00	\$ 5.00	\$ 1.00
Jr Mini Golf	1	\$ 40.00	\$ 50.00	\$ 10.00
Karate	1	\$ 45.00	\$ 56.00	\$ 11.00
Kiddie Camp	5	\$ 43.00	\$ 54.00	\$ 55.00
Kidstage	10	\$ 80.00	\$ 100.00	\$ 200.00
Little Dribblers	7	\$ 29.00	\$ 36.00	\$ 49.00
Menasha Spring Break	6	\$ 6.00	\$ 7.00	\$ 6.00
Messy Fest	10	\$ 5.00	\$ 5.00	\$ -
Mini Monets	12	\$ 18.00	\$ 22.00	\$ 48.00
Mother's Day	2	\$ 8.00	\$ 10.00	\$ 4.00
Nature Classes	1	\$ 5.00	\$ 6.00	\$ 1.00
New Zoo	1	\$ 30.00	\$ 30.00	\$ -
Painting Picassos	6	\$ 20.00	\$ 25.00	\$ 30.00
Princess Tea Party	3	\$ 10.00	\$ 10.00	\$ -
Pumpkin Palozza	21	\$ 5.00	\$ 5.00	\$ -
Safety School	2	\$ 18.00	\$ 22.00	\$ 8.00
Soccer	13	\$ 16.00	\$ 20.00	\$ 52.00
Summer Games	8	\$ 18.00	\$ 22.00	\$ 32.00
Tennis	12	\$ 27.50	\$ 34.50	\$ 84.00
Trick or Treat	53	\$ 4.00	\$ 4.00	\$ -
Tumbling	7	\$ 19.00	\$ 24.00	\$ 35.00
X-Mas Cookie Fun	6	\$ 10.00	\$ 13.00	\$ 18.00
Zumba	17	\$ 24.00	\$ 30.00	\$ 102.00
Zumba 2 day	4	\$ 42.00	\$ 52.00	\$ 40.00
2014 Winter no specific class data available	79			
<b>Program Revenue Difference</b>				\$ 1,515.00
Pavilion Rentals	41	\$ 2,110.00	\$ 2,655.00	\$ 545.00
CC Rentals	100	\$ 4,955.00	\$ 6,583.00	\$ 1,628.00
<b>Total Revenue Difference</b>				\$ 3,688.00

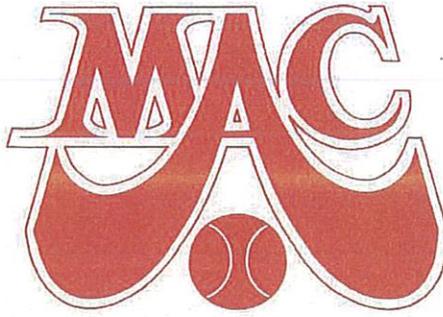
2014  
Parks and Recreation Community  
Reciprocity Participation  
Appleton/Menasha

**Menasha Participants in Appleton**

Program	2014 Participants	Revenue Waived
Adult: Dance/Fitness	11	\$ 385.00
Youth: Friday Fun	2	\$ 10.00
Youth: Tennis/Preschool/Dance/Camps	16	\$ 400.00
Adult: Rec Rowing (no nonres fee as of 2014)	2	\$ -
Adult: Luncheons	2	\$ -
Dog Day	3	\$ -
Bike Rodeo	2	\$ -
Bus trips	2	\$ -
Appleton Fun Run	6	\$ -
Youth: Karate/KidStage/Bricks 4 Kidz	8	\$ -
Youth: Swim lessons	38	\$ 950.00
Youth: Sports	32	\$ 800.00
Swim passes - youth	1	\$ 40.00
Swim passes - family of 3	1	\$ 70.00
Swim passes - family of 4	4	\$ 320.00
Swim passes - family of 5	1	\$ 90.00
Swim passes - family of 6	1	\$ 95.00
Park pavilion rentals	9	\$ 535.00
<b>TOTAL</b>	<b>141</b>	<b>\$ 3,695.00</b>

**Appleton Participants in Menasha**

Program	2014 Participants	Revenue Waived
Boat Launch Permits		
Boat Slip Rentals - single		
Boat Slip Rentals - double		
Boat Launch Permits - senior		
Fieldtrips		
Youth Flag Football		
Gymnastics		
Pavilion Rentals		
Pool Passes		
Feel 'n Fit		
Tiny Tots		
Youth Kickball		
Youth Baseball		
Youth Swimming Lessons		
Youth Tennis Small Group		
Youth Tennis Lessons		
<b>TOTAL</b>		<b>\$ -</b>



January 3, 2015  
Brian Tungate  
Menasha Park Board

Dear Brian

As the Menasha Athletic Association is an organizer of the Menasha Communityfest Celebration at Jefferson Park on July 4, 2015, we are respectfully requesting that the Park Board extend the closing time for the beer and band to 11:00pm and clearing the park by 11:30pm.

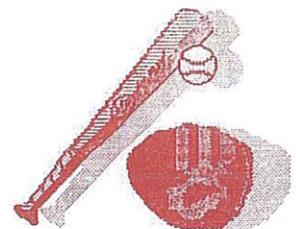
We noticed at the Celebration in 2014 that, after the fireworks were cancelled, the band played until 10:30. More park goers stayed around to hear them before leaving. We believe that this partially alleviated the crush of people leaving the park all at the same time.

We think by allowing the band to play after the fireworks until 11:00pm the same thing would happen this year. More people would stay at the park listening to the band. This should increase crowd control after the fireworks and also lessen some of the traffic jams on streets around Jefferson Park.

Thanks for your consideration.

A handwritten signature in cursive script that reads "Gary Coopman".

Gary Coopman  
Treasurer  
Menasha Athletic Association



*Menasha Athletic Association • P.O. Box 342 • Menasha, Wi. 54952*



To: Park Director Brian Tungate  
From: Police Chief Tim Styka (TS)  
RE: MAC's Request for Extended Park Hours 7/4/2015  
Date: February 12, 2015

I did have an opportunity to review the letter from Gary Coopman of the Menasha Athletic Association dated January 3, 2015 in reference to an extension of park event hours for the 4<sup>th</sup> of July. The Police Department would support his request for extending the ending time for the event to be 11:00 pm on a trial basis for 2015.

Last year when the 4<sup>th</sup> of July Fireworks were changed to coincide with Seafood Fest in September the event did continue after the fireworks were over (this was not in violation of the ordinance as the fireworks started earlier based than what they would have in July). This allowed for people to remain in the park and listen to the music after the fireworks show. As a result, the typical mass exodus which takes place on the 4<sup>th</sup> after the show was smaller and traffic issues were resolved much quicker.

Based upon what we observed last year, we do feel it would be in the best interest for the safety attendees to be allowed to remain in the park after the fireworks show this year. While it worked well for Seafood Fest this crowd was not as large as a typical 4<sup>th</sup> of July. If this exception is allowed, we would debrief after the event to determine the impact this action had on the event and surrounding neighbors. We would then be in a position where we can make a recommendation for future years.

Please contact me if you have any questions.



## MEMORANDUM

To: City of Menasha Personnel Committee

From: Adam Alix, Deputy Director of Municipal Operations

Date: February 2, 2015

RE: **Municipal Operations / Parks - Creation of Lead Person Position**

### **BACKGROUND**

In September of 2014, the Common Council approved a Lead Person Position in Streets Division of the Public Works Municipal Operations Department. At that time, we discussed, with the Council, the possibility of a second Lead Person Position in the Parks, Forestry, Facilities, and Cemetery Division, but wanted to wait to request approval for this until we made sure that the implementation of the first Lead person Position was successful.

As department leadership has worked through the past four months, with the first Lead Person in place, it has become apparent that there is a strong need for another Lead Person position to strengthen our field operations and ensure that the crews are connected to and carrying out the duties as established by department managers.

In addition, the department managers are currently not able to spend the time needed for higher level planning, managing, and administrative activities, due to having to be in the field a fair portion of the time.

### **ANALYSIS**

A specific Lead Person position in the Parks, Forestry, Facilities, and Cemetery Division will place a much greater emphasis on the ability to lead and direct staff, and assist the managers, to enable the Public Works & Parks Field Operations to be as efficient as possible. It will also enable the Parks, Forestry, Facilities and Cemetery Superintendent to spend more time on higher level planning, managing, and administrative activities, as well as enabling him to put more emphasis on City facilities per the new structure put in place last spring.

With the implementation of the Lead Person position, we are *not* requesting an additional employee in the department. Rather, we would expect to promote an existing employee, with the necessary skills, to the Lead Person position, and leave the position vacated by that person open until such time that we have the opportunity to transition to the desired positions. This will take some time; however, it will be the least disruptive to our existing staff.

In regard to the pay scale of the proposed position, staff has reviewed similar positions in other communities as well as completed an internal analysis to ensure that the position is being recommended at an appropriate pay level.

In addition to the immediate benefits of better efficiencies, improved communications, and better executions, that the department will receive from this change of position, this opportunity will also provide a path to further the development of current City employees, and it will increase the possibility of these leaders becoming future managers. If approved, there will be an internal job posting process used to select the most qualified person for the position.

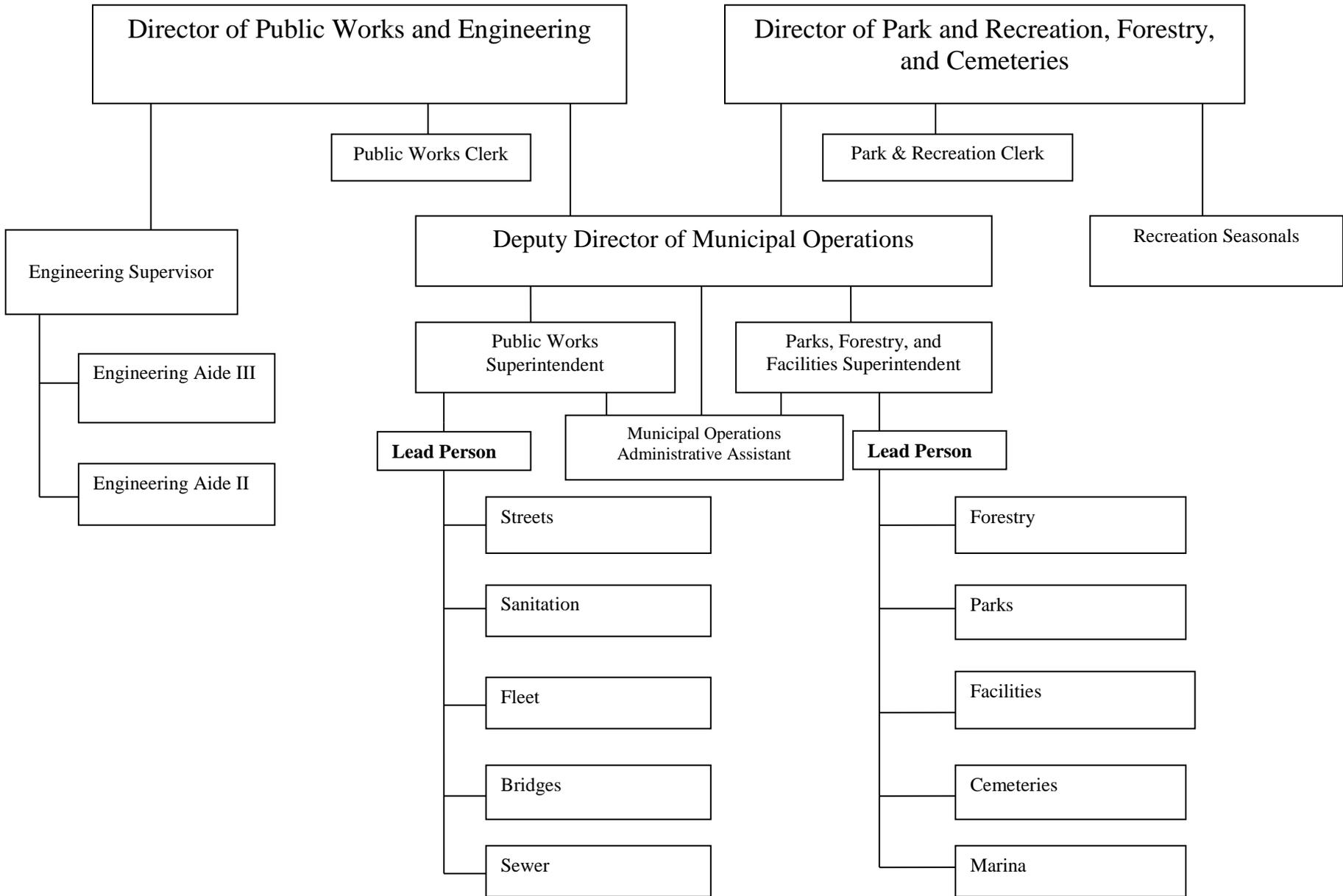
**FISCAL IMPACT**

The impact of implementing the Lead Person position is approximately \$1,900 in 2015, and \$2,500, annually thereafter. There is a sufficient amount of funds in the 2015 budget to cover the increased cost in 2015, due to a current position vacancy within the division; and, if approved, the 2016 budget will be adjusted to cover the additional annual costs. If implemented, even after the creation of the new position, the City will still be in a net savings position (approximately \$16,500 on an annualized basis) when comparing the current structure to the structure in place prior to March of 2014.

**RECOMMENDATION**

Staff recommends that Council authorize the creation of one additional Lead Person position in the Parks, Forestry, Facilities and Cemetery Division, adding it to the table of organization, without increasing the number of employees in the division. The recommended pay range for the position is as follows:

	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>
<i>Lead Person-Parks</i>	<i>\$20.75</i>	<i>\$22.05</i>	<i>\$23.35</i>	<i>\$24.64</i>	<i>\$25.94</i>



Pay Range (former Locals 1035 & 1035B)  
Effective January 4, 2015

**DRAFT - POSITION ADDED**

Dept	Classification / (Authorized Positions)	Start	Start of 7th Month	Start of 19th Month	Start of 31st Month	Start of 43rd Month
		Step 1	Step 2	Step 3	Step 4	Step 5
General Admin	Finance Clerk	\$18.61	\$19.77	\$20.96	\$22.10	\$23.30
	Comm Devel Coord	\$21.05	\$22.36	\$23.67	\$25.00	\$26.31
	Deputy City Clerk	\$18.61	\$19.77	\$20.96	\$22.10	\$23.30
	Clerk-Parks	\$16.63	\$17.64	\$18.62	\$19.62	\$20.63
	Clerk-Public Works	\$16.63	\$17.64	\$18.62	\$19.62	\$20.63
	Public Health Aide	\$16.63	\$17.64	\$18.62	\$19.62	\$20.63
	Intern-Community Development					\$9.09
	Intern-Administrative Services					\$12.12
Police Dept	Traffic Court Liaison	\$17.19	\$18.26	\$19.34	\$20.41	\$21.48
	Code Enforcement Officer	\$17.19	\$18.26	\$19.34	\$20.41	\$21.48
	Communications Technician	\$16.63	\$17.64	\$18.62	\$19.62	\$20.63
	Communications Technician	\$16.63	\$17.64	\$18.62	\$19.62	\$20.63
	Communications Technician					\$12.60
Park	<b>Lead Person</b>	<b>\$20.75</b>	<b>\$22.05</b>	<b>\$23.35</b>	<b>\$24.64</b>	<b>\$25.94</b>
	Facilities/Pool Technician	\$21.16	\$22.48	\$23.81	\$25.13	\$26.45
	Facilities/Tech Electrician	\$20.34	\$21.60	\$22.87	\$24.15	\$25.42
	Park Technician	\$20.34	\$21.60	\$22.87	\$24.15	\$25.42
	Park Caretaker	\$19.79	\$21.02	\$22.26	\$23.49	\$24.72
	Arborist/Park Caretaker	\$19.79	\$21.02	\$22.26	\$23.49	\$24.72
	Park Laborer	\$19.11	\$20.30	\$21.49	\$22.68	\$23.88
Public Works	Engineering Supervisor	\$27.01	\$28.72	\$30.40	\$32.08	\$33.77
	Eng Aide III	\$23.38	\$24.85	\$26.32	\$27.76	\$29.22
	Eng Aide II	\$22.34	\$23.76	\$25.14	\$26.54	\$27.92
	Custodian	\$13.71	\$14.54	\$15.41	\$16.25	\$17.14
	Custodian (Relief)					\$10.20
<i>Fleet Maintenance</i>	Mechanic III	\$22.26	\$23.65	\$25.05	\$26.44	\$27.83
	Mechanic II	\$21.70	\$23.06	\$24.41	\$25.77	\$27.13
	Mechanic I	\$21.16	\$22.48	\$23.81	\$25.13	\$26.45
<i>Sanitation</i>	Sanitation Workers-Current Only					\$24.72
<i>Street</i>	Lead Person	\$21.16	\$22.48	\$23.81	\$25.13	\$26.45
	Traffic Technician	\$20.34	\$21.60	\$22.87	\$24.15	\$25.42
	Heavy Equip Operator	\$20.34	\$21.60	\$22.87	\$24.15	\$25.42
	Light Equip Operator	\$19.79	\$21.02	\$22.26	\$23.49	\$24.72
	Sewer Equip Operator	\$19.79	\$21.02	\$22.26	\$23.49	\$24.72
	Asst Sewer Equip Op	\$19.38	\$20.59	\$21.81	\$23.03	\$24.23
	Truck Driver	\$19.38	\$20.59	\$21.81	\$23.03	\$24.23
	Common Laborer-1/1/12 Includes Sanitation	\$19.11	\$20.30	\$21.49	\$22.68	\$23.88
<i>April-Oct</i>	Bridge Tender (2)					\$15.02
<i>April-Oct</i>	Bridge Tender - Relief (2)					\$15.02
<i>April-Oct</i>	Park/Seasonal Casual (1)					\$15.91



**MEMORANDUM**

To: City of Menasha Common Council

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

Date: February 11, 2015

RE: Recommended Changes to the Proposed Overtime Policy for Non-Represented, Non-Exempt Employees

**BACKGROUND**

Following the Personnel Committee's action, on February 2<sup>nd</sup>, on the proposed overtime policy for all non-represented, non-exempt employees, it was discovered that the proposed policy language did not cover all expected scenarios that could arise in relation to the policy. To address this, there are a couple of changes that are being recommended to the draft policy prior to approval by the Council.

**ANALYSIS**

The changes that are being requested are highlighted and underlined on the attached draft policy, and the details are as follows:

- A. In section #2, the recommendation is to delete the words, "Municipal Operations", as there is another known group, namely the Engineering employees that get called in from time to time, and should be covered under the same rule. In addition, there is a possibility that other employees, such as Health Department Staff, could get called in for an emergency, and should also be covered under the same rule.
- B. In regard to the other two changes, to exempt the positions listed in section #4, from section #2 and section #3, this is clarification language to ensure that a reader understands that section #4 is a carve out for the Communications Technicians.

**FISCAL IMPACT**

The fiscal impact of the above noted changes is expected to be minimal since employees outside of the Municipal Operations Department are seldom required to work on Sundays.

**RECOMMENDATION**

Staff recommends approval of the above noted changes to the proposed Overtime Policy as well as Council approval of the overall policy.

**City of Menasha Personnel Policy Handbook—Long Standing Policy for Non-Represented Employees**

C. Overtime.

1. Employees not exempt from Fair Labor Standards Act Overtime Provisions, who are required to work in excess of eight (8) hours a day or forty (40) hours per week, will be compensated at time and one-half their straight time pay rate for the overtime hours worked.

**Current Rules for Former 1035/1035 B Group (Mayor's Memo – 1/1/12) – Established Due to the Dissolution of the Bargaining Units**

C5. Public Works and Parks employees will receive two times the regular rate of pay for all of the hours worked on Sundays. Any employee can choose to have any overtime paid or taken in compensatory time. Any compensatory time not used by June 30 and by December 31 of each year will be paid in cash at the employee's then rate of pay. The use of compensatory time must be approved in advance by the Department Head. For purposes of calculating overtime, the City will follow FLSA rules except that Holiday pay will be considered time worked.

C5. Police complaint clerks will receive overtime at the rate of one and one half of the regular rate for all of the hours worked beyond their regular work schedule. The employees can choose to have the overtime paid or taken in compensatory time. A maximum of 240 hours of compensatory time can be accumulated. Taking compensatory time off will be scheduled with the Police Chief or their designee.

**Proposed Overtime Policy – City of Menasha Personnel Policy Handbook – All Non-Represented Employees**

C. Overtime.

1. *Employees not exempt from Fair Labor Standards Act (FLSA) Overtime Provisions, who are required to work in excess of forty (40) hours per week, will be compensated at time and one-half the regular rate of pay for the overtime hours worked. **For purposes of calculating overtime, the City will follow FLSA rules except that Holiday Pay, Floating Holiday Pay, and Vacation Pay will be considered time worked.***
2. *Full Time, ~~Municipal Operations~~ Employees, except those in the positions listed in #4 below, will receive two times the regular rate of pay for all hours required to be worked on Sundays.*
3. *Any employee can choose to have any overtime paid or taken in compensatory time. Any compensatory time not used by June 30 and by December 31 of each year, except the time for those in the positions listed in #4 above, will be paid out at the employee's current rate of pay in July and January of each year. The use of compensatory time must be approved in advance by the Department Head.*
4. *Police Communications Technicians will receive overtime at the rate of one and one half of the regular rate for all of the hours worked beyond their regular work schedule. The employees can choose to have the overtime paid or taken in compensatory time. A maximum of ~~240~~ 40 hours of compensatory time can be accumulated. Taking compensatory time off will be scheduled with the Police Chief or their designee.*

\* \_\_\_\_\_ - Updated after consideration by Personnel Committee on 2/2/15



January 23, 2015

Dear Property Owner:

The City of Menasha will be holding a public hearing regarding the proposed rezoning of property located on the west side of the 600 block of Racine Street including parcel numbers 1-00513-00 and 1-00514-00. You are being notified of the proposed rezoning in accordance with Section 13-1-142 of the Menasha Code of Ordinances.

Rezoning of the properties from R-1 Single Family District to C-1 General Commercial District is proposed to consolidate the C-1 zoning for the entire Boys and Girls Club parcel, and has been recommended by the Plan Commission as part of its annual comprehensive plan review.

Please see the enclosed map and public hearing notice for more information.

The Plan Commission will be considering this rezoning at an informal public hearing on Tuesday, February 3, 2015 at 3:30 p.m. or shortly thereafter in the Third Floor Council Chambers of City Hall, 140 Main Street. Persons interested in this matter will be given an opportunity to comment and ask questions about the proposed rezoning. A second public hearing before the Common Council will be held Monday, February 16, 2015 at 6:00 p.m. or shortly thereafter in the Council Chambers of City Hall, 140 Main Street. If you have any questions, please contact me at the number listed below.

Sincerely,

Kristi Heim  
Community Development Coordinator

Enclosures

c: City Clerk Deborah Galeazzi





CITY OF MENASHA  
Public Hearing

NOTICE IS HEREBY GIVEN that the City of Menasha will be holding a public hearing regarding the proposed rezoning of property located on the west side of the 600 block of Racine Street including parcel numbers 1-00513-00 and 1-00514-00.

Rezoning of the properties from R-1 Single Family District to C-1 General Commercial District is proposed to consolidate the C-1 zoning for the entire Boys and Girls Club parcel, and has been recommended by the Plan Commission as part of its annual comprehensive plan review.

Public hearings will be held as follows:

**Plan Commission**

Date of Hearings: Tuesday, February 3, 2015

Time of Hearings: 3:30 p.m. or shortly thereafter

Place of Hearings: City Hall Council Chambers, 140 Main Street, Menasha

**Common Council**

Date of Hearings: Monday, February 16, 2015

Time of Hearings: 6:00 p.m. or shortly thereafter

Place of Hearings: City Hall Council Chambers, 140 Main Street, Menasha

Deborah A. Galeazzi  
City Clerk

Publish: February 1 and 9, 2015.



January 23, 2015

Dear Property Owner:

The City of Menasha will be holding a public hearing regarding the proposed rezoning of property located immediately east of 934 Plank Road, which includes parcel number 5-00493-00. You are being notified of the proposed rezoning in accordance with Section 13-1-142 of the Menasha Code of Ordinances.

Rezoning of the property from I-1 Heavy Industrial District to C-1 General Commercial District is proposed based on a recommendation of the Plan Commission associated with review of the City of Menasha Comprehensive Plan.

Please see the enclosed map and public hearing notice for more information.

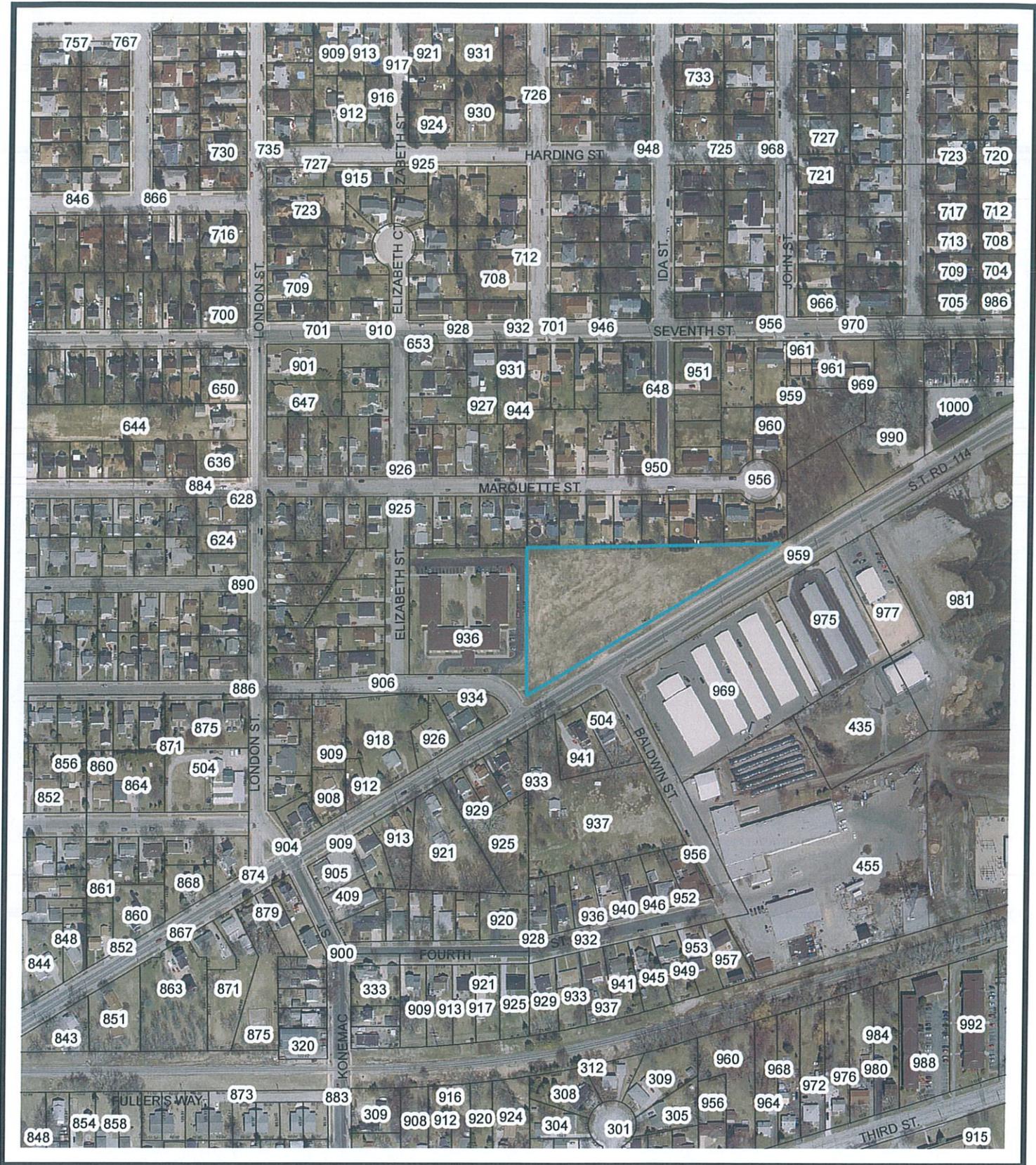
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Sincerely,

Kristi Heim  
Community Development Coordinator

Enclosures

c: City Clerk Deborah Galeazzi



# Proposed Rezoning from I-1 Heavy Industrial to C-1 General Commercial



## Legend

- Parcel Proposed for Rezoning:  
Parcel ID# 5-00493-00



CITY OF MENASHA  
Public Hearing

NOTICE IS HEREBY GIVEN that the City of Menasha will be holding a public hearing regarding the proposed rezoning of property located immediately east of 934 Plank Road, which includes parcel number 5-00493-00.

Rezoning of the property from I-1 Heavy Industrial District to C-1 General Commercial District is proposed based on a recommendation of the Plan Commission associated with review of the City of Menasha Comprehensive Plan.

Public hearings will be held as follows:

**Plan Commission**

Date of Hearings: Tuesday, February 3, 2015

Time of Hearings: 3:30 p.m. or shortly thereafter

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**Common Council**

Date of Hearings: Monday, February 16, 2015

Time of Hearings: 6:00 p.m. or shortly thereafter

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Deborah A. Galeazzi  
City Clerk

Publish: February 1 and 9, 2015.



Certified Survey Map No. \_\_\_\_\_

All of Lot 1, Lot 2, and Lot 3 of Certified Survey Map 4837, being part of the Southwest 1/4 of the Southwest 1/4 and part of the Northwest 1/4 of the Southwest 1/4, located in Section 2, Township 20 North, Range 17 East, Town of Menasha, Winnebago County, Wisconsin.

Surveyor's Certificate

I, James R. Sehloff, Professional land surveyor, hereby certify: That in full compliance with the provisions of Chapter 236 of the Wisconsin Statutes and the subdivision regulations of the Town of Menasha and Winnebago County, and under the direction of Kelly Rousseau, the property owner of said land, I have surveyed divided and mapped this Certified Survey Map; that such map correctly represents all exterior boundaries and the subdivision of the land surveyed; and that this land is all of Lot 1, Lot 2, and Lot 3 of Certified Survey Map 4837, located in part of the Southwest 1/4 of the Southwest 1/4 and part of the Northwest 1/4 of the Southwest 1/4 of Section 2, being in Township 20 North, Range 17 East, Town of Menasha, Winnebago County, Wisconsin, containing 228,174 Square Feet (5.2382 Acres) of land.

Commencing at the West 1/4 corner of Section 2; thence, along the West line of the Southwest 1/4 of said Section 2, S00°09'13"W 1065.79 feet to a point in the center line of Racine Street, the point of beginning; thence, along the North line of Lots 1 and 2 of Certified Survey Map 4837, S89°43'08"E 250.00 feet; thence N00°09'13"E 75.00 feet to the Northwest corner of Lot 3 of said Certified Survey Map; thence, along said North line, S89°42'42"E 410.00 feet to the Northeast corner of said Lot 3; thence, along the East line of said Lot 3, S00°09'13"W 626.51 feet to the Southeast corner of said Lot 3; thence, along the South line of said Lot 3, N89°47'24"W 206.00 feet to the West line of said Lot 3; thence, along said West line, N00°09'13"E 278.41 feet to the Northeast corner of Lot 2 of Certified Survey Map 4838; thence, along the North line of said Lot 2, N89°50'47"W 66.88 feet to a point on the South right-of-way line of Century Oaks Drive; thence, along said South right-of-way line, 276.45 feet along the arc of a curve to the left with a radius of 60.00 feet and a chord of 89.18 feet which bears N42°06'38"W to the North right-of-way line of said Century Oaks Drive; thence, along said North right-of-way line, N89°50'47"W 327.70 feet to a point on said West line of said Southwest 1/4; thence, along said West line, N00°09'13"E 208.42 feet to the point of beginning.

Given under my hand this 28 day of JAN, 2015.

James R. Sehloff  
James R. Sehloff, Wisconsin Professional Land Surveyor No. S-2692



Notes:

- 1. Along the North line there is a gap in deeds as noted on the CSM 4837.
- 2. Along the North line of CSM 4837 several monuments were found being 2 feet or more from the CSM corners. We did not find any surveys on file as to explain where these how these monuments were set. Having found monuments at most of the corners for CSM 4837 we held the platted line as the true line.

Owner's Certificate

Big Door Self Storage, LLC, a limited liability company duly organized and existing under and by virtue of the Laws of the State of Wisconsin, as the property owner, does hereby certify that we caused the land above described to be surveyed, divided, mapped and dedicated all as shown and represented on this map.

In the presence of: Big Door Self Storage, LLC

\_\_\_\_\_  
Managing Member Date

State of Wisconsin )  
                                  )SS  
\_\_\_\_\_)County)

Personally came before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, the above the property owner(s) to me known to be the persons who executed the foregoing instrument and acknowledge the same.

\_\_\_\_\_  
Notary Public, Wisconsin My Commission Expires \_\_\_\_\_



**City of Menasha Disbursements**

Weekly Accounts Payable	2/5/15-2/12/15	\$	657,508.02
	Checks # 48977-49094		
	Void check #48946	\$	(585.80)

Bi-Weekly Payroll	2/5/15	\$	168,922.99
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Additional Regular Cycle Accounts Payables -Paid Electronically

Employee Trust Funds	1/31/15	\$	140,304.21
Banking Fee	1/31/15	\$	75.00
Federal Tax Withholding	2/3/15	\$	16.00
Delta Dental	2/4/15	\$	4,332.26
Community First Credit Union-Payroll Deductions	2/5/15	\$	7,273.00
BMO-Flex Spending	2/6/15	\$	3,573.27
Natiionwide Retirement	2/6/15	\$	11,160.00
Delta Dental	2/11/15	\$	2,323.50
Federal Tax Withholding	2/11/15	\$	67,452.35
		\$	<u>236,509.59</u>

Total		\$	<u><u>1,062,354.80</u></u>
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Items included on this list have been properly audited and certified by the City Comptroller and are being presented for approval by the Common Council.

  
 \_\_\_\_\_  
 Peggy Steeno

Administrative Services Director

  
 \_\_\_\_\_  
 Date

Notes:

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

**AP Check Register**  
**Check Date: 2/5/2015**

<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	48977	2/5/2015	1500305	731-1022-541.30-18	64.29	Bolt/Strap/Hair Cotter
		2/5/2015	1500417	100-1016-543.30-18	77.10	Thread Seal/Coupler/Ties
		2/5/2015	1500503	731-1022-541.30-18	202.43	Misc Hardware
		2/5/2015	1500507	100-1016-543.30-18	91.84	Primer/Paint
		2/5/2015	1500508	100-1016-543.30-18	45.92	Paint/Dumpster Conversion
	<b>Total for check: 48977</b>				<b>481.58</b>	
AIRGAS USA LLC	48978	2/5/2015	9035212911	100-1016-543.30-18	94.76	Dumpster Conversions
		2/5/2015	9035261599	731-1022-541.30-18	69.35	Oxygen
	<b>Total for check: 48978</b>				<b>164.11</b>	
CITY OF APPLETON	48979	2/5/2015	223299	100-0918-531.21-06	500.00	Jan Preparedness Agreemen
		<b>Total for check: 48979</b>				<b>500.00</b>
ATTORNEYS SERVICE BUREAU INC	48980	2/5/2015	15-020857	100-0000-123.00-00	58.00	Raze Order
		<b>Total for check: 48980</b>				<b>58.00</b>
AUTOMOTIVE SUPPLY COMPANY	48981	2/5/2015	011413557	731-1022-541.38-03	19.59	Lamp/Oil
		<b>Total for check: 48981</b>				<b>19.59</b>
BAHCALL RUBBER CO INC	48982	2/5/2015	683787-001	731-1022-541.38-03	145.55	Union/Connector
		2/5/2015	684334-001	731-1022-541.38-03	39.40	10 CC50X-S
	<b>Total for check: 48982</b>				<b>184.95</b>	
BAYCOM INC	48983	2/5/2015	161800	100-0801-521.30-12	145.00	Install Modem
		<b>Total for check: 48983</b>				<b>145.00</b>

**AP Check Register**  
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<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
BMO HARRIS BANK NA	48984	2/5/2015	4047571	100-0202-512.21-06	260.00	Monthly Fees
			<b>Total for check: 48984</b>		<b>260.00</b>	
CALUMET COUNTY CLERK	48985	2/5/2015	CALUMET	100-0000-201.03-00	150.00	Dog Lic #3691-3740
			<b>Total for check: 48985</b>		<b>150.00</b>	
CARGILL INCORPORATED	48986	2/5/2015	2902077047	100-1006-541.30-18	11,746.85	Deicer Salt
		2/5/2015	2902078416	100-1006-541.30-18	11,594.88	Deicer Salt
		2/5/2015	2902085280	100-1006-541.30-18	8,816.96	Deicer Salt
			<b>Total for check: 48986</b>		<b>32,158.69</b>	
CDW GOVERNMENT INC	48987	2/5/2015	RS51060	743-0403-513.29-01	65.32	2015 Copier Agreement
			<b>Total for check: 48987</b>		<b>65.32</b>	
COMMUNITY HOUSING COORDINATOR	48988	2/5/2015	197	100-0304-562.21-06	1,800.00	December 2014
			<b>Total for check: 48988</b>		<b>1,800.00</b>	
CHRISTY DUNSMOOR	48989	2/5/2015	WINTERGALA	826-0702-552.20-05	25.00	Winter Gala 3rd Place
			<b>Total for check: 48989</b>		<b>25.00</b>	
EAGLE SIGN & DESIGN LLC	48990	2/5/2015	7244	100-0703-553.29-01	281.75	Boat Launch Permits
			<b>Total for check: 48990</b>		<b>281.75</b>	
ESRI	48991	2/5/2015	25661811	743-0403-513.24-04	1,900.00	Annual Maintenance Agreement
			<b>Total for check: 48991</b>		<b>1,900.00</b>	
FABCO EQUIPMENT INC	48992	2/5/2015	C159328	731-1022-541.38-03	109.08	Element & Filters

## AP Check Register

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
FABCO EQUIPMENT INC...	48992...	2/5/2015	C181718	731-1022-541.38-03	50.24 Adapter	
			<b>Total for check: 48992</b>		<b>159.32</b>	
FACTORY MOTOR PARTS CO	48993	2/5/2015	18-1373980	731-1022-541.38-03	291.58 Batteries	
				731-1022-541.30-18	47.76 Batteries	
		2/5/2015	18-1375664	731-1022-541.38-03	(30.00) Core/Credit	
		2/5/2015	18-13798???	731-1022-541.30-18	71.64 Cleaner	
		2/5/2015	18-Z02952	731-1022-541.38-03	216.68 Battery Core/Pro Batt	
		2/5/2015	18-Z03039	731-1022-541.38-03	274.19 Battery	
		2/5/2015	18-Z03163	731-1022-541.38-03	152.48 Battery	
			<b>Total for check: 48993</b>		<b>1,024.33</b>	
FOX VALLEY HUMANE ASSOCIATION	48994	2/5/2015	FOXVALLEYHUMANE	100-0806-532.25-01	1,412.18 December 2014	
			<b>Total for check: 48994</b>		<b>1,412.18</b>	
GRAINGER INC	48995	2/5/2015	9636353485	731-1022-541.30-15	782.00 Rolling Ldr	
			<b>Total for check: 48995</b>		<b>782.00</b>	
GUNDERSON CLEANERS	48996	2/5/2015	237747	100-0801-521.30-13	34.66 Towels & Mats	
			<b>Total for check: 48996</b>		<b>34.66</b>	
GUSTMAN CHEVROLET SALES INC	48997	2/5/2015	34669	731-1022-541.38-03	148.87 Filters/Spark Plugs	
		2/5/2015	34691	731-1022-541.38-03	19.72 Gasket	
		2/5/2015	34732	731-1022-541.38-03	120.85 End & Rod Kits	
			<b>Total for check: 48997</b>		<b>289.44</b>	
ANNE HARDER MARIE	48998	2/5/2015	WINTERGALA	826-0702-552.20-05	50.00 Winter Gala	2nd Place
			<b>Total for check: 48998</b>		<b>50.00</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>
ALEX HARTZHEIM	48999	2/5/2015	HARTZHEIM	100-0706-561.34-03	484.41	January 2015
			<b>Total for check: 48999</b>		<b>484.41</b>	
HECKRODT WETLAND RESERVE	49000	2/5/2015	HECKRODT	100-0000-201.03-00	5,000.00	Pass Thru Donation
			<b>Total for check: 49000</b>		<b>5,000.00</b>	
HOME DEPOT CREDIT SERVICES	49001	2/5/2015	4093458	100-0703-553.30-18	275.82	Battery/Hammer
			<b>Total for check: 49001</b>		<b>275.82</b>	
INSTY-PRINTS	49002	2/5/2015	36339	100-0201-512.29-01	79.29	Forms
			<b>Total for check: 49002</b>		<b>79.29</b>	
TEAGAN JANNESS-JORDING	49003	2/5/2015	JANNESSHATTIE	822-0413-554.30-16	250.00	Hattie Minor Scholarship
			<b>Total for check: 49003</b>		<b>250.00</b>	
KAEMPFER & ASSOCIATES INC	49004	2/5/2015	17745	601-1020-543.21-02	1,317.97	Sewer User Monitoring E145-01.07
		2/5/2015	17746	601-1020-543.21-02	664.35	Neenah SS Discharge E145-01.09
		2/5/2015	17747	601-1020-543.21-02	297.61	NMSC WWTP Sampling E145-01.10
		2/5/2015	17748	601-1020-543.21-02	170.06	9th St Monitoring Station E145-01.13
		2/5/2015	17749	601-1020-543.21-02	850.31	Sonoco Sewer Service E145-01.14
		2/5/2015	17750	601-1020-543.21-02	321.27	Phase 4-1 SSES E145-11.01
			<b>Total for check: 49004</b>		<b>3,621.57</b>	
KEYPER SYSTEMS	49005	2/5/2015	67885	100-0801-521.29-04	61.76	Access Pegs
			<b>Total for check: 49005</b>		<b>61.76</b>	
LAKE PARK VILLAS HOMEOWNERS ASSN	49006	2/5/2015	LAKEPARKVILLAS	501-0304-562.32-01	17,561.59	2014
			<b>Total for check: 49006</b>		<b>17,561.59</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>
LOCAL GOVERNMENT PROPERTY INS FUND	49007	2/5/2015	28213	733-0206-512.51-03	26,118.00	Property Insurance Renew
			<b>Total for check: 49007</b>		<b>26,118.00</b>	
MCNEILUS TRUCK & MFG COMPANY	49008	2/5/2015	2750117	731-1022-541.38-03	129.93	Cover, Valve, MAC Assy
			<b>Total for check: 49008</b>		<b>129.93</b>	
MENARDS-APPLETON EAST	49009	2/5/2015	64973	100-0703-553.30-18	7.77	Roughneck Tote
			<b>Total for check: 49009</b>		<b>7.77</b>	
TOWN OF MENASHA FINANCE DEPARTMENT	49010	2/5/2015	8136	100-1003-541.20-10	2,279.85	2014 Crack/Chip Seal Prog
			<b>Total for check: 49010</b>		<b>2,279.85</b>	
MENASHA NEENAH MUNICIPAL COURT	49011	2/5/2015	MENASHANEENAH	100-0000-201.03-00	149.00	Bond Report #14-272
				100-0000-201.03-00	150.00	Bond Report #15-0057
				100-0000-201.03-00	149.00	Bond Report #14-241
			<b>Total for check: 49011</b>		<b>448.00</b>	
MENASHA TREASURER	49012	2/5/2015	PWF	266-1027-543.30-11	49.00	Stamps
			<b>Total for check: 49012</b>		<b>49.00</b>	
MID-AMERICAN RESEARCH CHEMICAL	49013	2/5/2015	0541652-IN	100-1016-543.30-18	73.56	Sanitary Wipes
			<b>Total for check: 49013</b>		<b>73.56</b>	
MORTON SAFETY	49014	2/5/2015	151838-00	100-0802-521.30-18	135.60	Traffic Cones
			<b>Total for check: 49014</b>		<b>135.60</b>	
N&M AUTO SUPPLY	49016	2/5/2015	509596	731-1022-541.38-03	82.47	Filters & Solenoid
		2/5/2015	509959	731-1022-541.38-03	21.36	Oil Filter
		2/5/2015	510040	100-1017-543.30-18	68.52	Masking Tape - Dumpsters

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N&M AUTO SUPPLY...	49016...	2/5/2015	510089	731-1022-541.38-03	14.38	Mini AddACircuit Kit
		2/5/2015	510092	731-1022-541.30-18	8.50	Syringes
		2/5/2015	510127	731-1022-541.38-03	173.90	Starter & Core Deposit
		2/5/2015	510228	731-1022-541.38-03	(49.50)	Credit/Core Deposit
		2/5/2015	510405	731-1022-541.24-06	1.39	Boot Clamp
		2/5/2015	510412	731-1022-541.24-06	4.17	Boot Clamps
		2/5/2015	510446	731-1022-541.38-03	39.05	Ball Studs/Support
		2/5/2015	510838	731-1022-541.38-03	34.81	Serpentine Belt
		2/5/2015	511205	731-1022-541.38-03	81.12	Cone/Bearing/Seal
		2/5/2015	511215	731-1022-541.38-03	95.52	Tire Repair Patch
		2/5/2015	511347	100-1016-543.30-18	68.52	Tape
		2/5/2015	511375	731-1022-541.30-18	6.34	EP Grease Cartridge
		2/5/2015	511444	731-1022-541.38-03	40.78	Bulb
		2/5/2015	511462	731-1022-541.38-03	19.56	Casters
		2/5/2015	511573	731-1022-541.38-03	16.14	Flasher
		2/5/2015	511729	731-1022-541.38-03	10.48	Belt-Alternator
		2/5/2015	512143	731-1022-541.38-03	39.72	Meter
		2/5/2015	512156	731-1022-541.30-18	6.25	Tape
		2/5/2015	512219	731-1022-541.38-03	95.40	Hologen Capsule
		2/5/2015	512396	731-1022-541.30-18	10.68	Starting Fluid
			<b>Total for check: 49016</b>		<b>889.56</b>	
NEENAH-MENASHA SEWERAGE COMMISSION	49017	2/5/2015	2015-013	601-1021-543.25-01	62,158.63	February 2015 Wastewater Treatment
		2/5/2015	2015-019	601-1021-543.25-01	19,362.00	February 2015 Interest & Debt
			<b>Total for check: 49017</b>		<b>81,520.63</b>	
CITY OF NEENAH	49018	2/5/2015	34980	743-0403-513.24-04	10,899.00	2014 Tax System Hosting & Support
		2/5/2015	34981	100-0501-522.30-15	855.64	Parts/License/New Truck
		2/5/2015	NEENAH	100-0000-201.05-00	288.23	December Retirement Overpayment
		<b>Total for check: 49018</b>		<b>12,042.87</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>
AMBER OLSON	49019	2/5/2015	OLSON	100-0801-521.19-03	11.45	Clothing Allowance
			<b>Total for check: 49019</b>		<b>11.45</b>	
OUTAGAMIE COUNTY	49020	2/5/2015	104147	100-0805-521.25-01	1,320.00	July - December 2014 Lodging
			<b>Total for check: 49020</b>		<b>1,320.00</b>	
PACKER CITY INTL TRUCKS INC	49021	2/5/2015	X103007285:03	731-1022-541.38-03	50.25	Air Filters
		2/5/2015	X103007481:01	731-1022-541.38-03	95.30	Filters/Seals/Gasket
		2/5/2015	X103007851:01	731-1022-541.38-03	26.75	Filter
		2/5/2015	X103007938:01	731-1022-541.38-03	12.34	Filter-Lube Oil
		2/5/2015	X103008311:01	731-1022-541.38-03	38.12	Filters
		2/5/2015	X103008571:01	731-1022-541.38-03	50.80	Filters/Light
		2/5/2015	X103008571:02	731-1022-541.38-03	139.43	Fluid
		2/5/2015	X103008727:01	731-1022-541.38-03	58.42	Filter
			<b>Total for check: 49021</b>		<b>471.41</b>	
POMP'S TIRE SERVICE INC	49023	2/5/2015	320026514	731-1022-541.38-02	45.00	Flat Repair
		2/5/2015	320026617	731-1022-541.38-02	410.35	Hankook/Dismount Mount
		2/5/2015	320026618	731-1022-541.38-02	310.99	Dismount/Mount
		2/5/2015	320026624	731-1022-541.38-02	251.98	Dismount/Mount
		2/5/2015	320026680	731-1022-541.38-02	2,360.00	Sailun Drive/BDM Valve/Mount
		2/5/2015	320026682	731-1022-541.38-02	108.00	Flat Repair
		2/5/2015	320026689	731-1022-541.38-02	43.00	Flat Repair
		2/5/2015	320026814	731-1022-541.38-02	1,220.00	Tires
		2/5/2015	320026840	731-1022-541.29-04	64.95	Truck Alignment
		2/5/2015	320026851	731-1022-541.29-04	64.95	Truck Alignment
		2/5/2015	320026890	731-1022-541.38-02	1,662.40	Tires
		2/5/2015	320026919	731-1022-541.38-02	463.76	LT245
		2/5/2015	320026977	731-1022-541.29-04	64.95	Alignment
		2/5/2015	320026979	731-1022-541.38-02	2,778.00	Tires/Wheel
		2/5/2015	320027029	731-1022-541.29-04	64.95	Alignment
		2/5/2015	320027063	731-1022-541.38-02	670.80	LT245/LT215

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POMP'S TIRE SERVICE INC...	49023...	2/5/2015	320027077	731-1022-541.29-04	64.95	Truck Alignment
			<b>Total for check: 49023</b>		<b>10,649.03</b>	
RICK'S AUTO GLASS INC	49024	2/5/2015	I110741	731-1022-541.38-03	22.50	Side View Mirror
			<b>Total for check: 49024</b>		<b>22.50</b>	
ROAD EQUIPMENT	49025	2/5/2015	WA588022	731-1022-541.38-03	9.13	Quick Release
			<b>Total for check: 49025</b>		<b>9.13</b>	
ROCKET TOWING	49026	2/5/2015	ROCKET TOWING	100-0801-521.29-04	95.00	Towing MEPD #15-51
			<b>Total for check: 49026</b>		<b>95.00</b>	
DIANE SCHABACH	49027	2/5/2015	SCHABACH	207-0707-552.38-01	3,840.77	Fuel Payment
			<b>Total for check: 49027</b>		<b>3,840.77</b>	
SNAP-ON TOOLS	49028	2/5/2015	01121521005	731-1022-541.30-15	256.95	Cartridge/Case
			<b>Total for check: 49028</b>		<b>256.95</b>	
STAPLES ADVANTAGE	49029	2/5/2015	3253826517	100-0301-523.30-18	398.99	File
		2/5/2015	3253826524	731-1022-541.30-10	141.27	Supplies
		2/5/2015	3253826526	100-0801-521.30-10	45.10	Supplies
			<b>Total for check: 49029</b>		<b>585.36</b>	
THEDACARE	49030	2/5/2015	G0001.07	100-0801-521.21-05	58.90	Venipuncture
			<b>Total for check: 49030</b>		<b>58.90</b>	
TRI-COUNTY OVERHEAD DOOR INC	49031	2/5/2015	35795	100-1008-541.24-03	280.00	2014 PWF Door Maintenance
				731-1022-541.24-03	1,707.96	2014 PWF Door Maintenance

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TRI-COUNTY OVERHEAD DOOR INC...	49031...	2/5/2015	35796	731-1022-541.24-03	796.84	PWF
			<b>Total for check: 49031</b>		<b>2,784.80</b>	
TRUCK EQUIPMENT INC	49032	2/5/2015	620600-00	731-1022-541.29-04	367.71	Repair
			<b>Total for check: 49032</b>		<b>367.71</b>	
UNIFIRST CORPORATION	49033	2/5/2015	097 0180352	731-1022-541.20-01	113.33	Mat/Mop/Clothing Service
			<b>Total for check: 49033</b>		<b>113.33</b>	
UR WASHINSTUFF INC	49034	2/5/2015	10078	100-0801-521.29-04	85.65	November Car Washes
		2/5/2015	10079	100-0801-521.29-04	97.07	December Car Washes
			<b>Total for check: 49034</b>		<b>182.72</b>	
US LUBRICANTS	49035	2/5/2015	50046096	731-1022-541.30-15	56.15	Drill Press Gear Lube
			<b>Total for check: 49035</b>		<b>56.15</b>	
US VENTURE	49036	2/5/2015	L51378	731-1022-541.21-06	36.00	Fuel
			<b>Total for check: 49036</b>		<b>36.00</b>	
VIEVU	49037	2/5/2015	11876	100-0801-521.30-18	200.00	Body Camera
			<b>Total for check: 49037</b>		<b>200.00</b>	
VIKING ELECTRIC SUPPLY INC	49038	2/5/2015	8598097	207-0707-552.24-03	152.60	Lens
		2/5/2015	8606922	207-0707-552.24-03	260.35	Hadco Top Assy
		2/5/2015	8636880	207-0707-552.24-03	11.92	UPS Freight
		2/5/2015	CM507354	207-0707-552.24-03	(320.00)	Credit 2014 Invoices
			<b>Total for check: 49038</b>		<b>104.87</b>	
WE ENERGIES	49039	2/5/2015	WE ENERGIES	100-1012-541.22-03	1,205.31	Street Lights

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WE ENERGIES...	49039...	2/5/2015	WEENERGIES	100-0000-123.00-00	1,023.76	Bill N-M Fire
				100-1001-514.22-04	1,423.12	City Hall
				100-0801-521.22-04	1,413.76	PD
				100-0920-531.22-04	567.32	Senior Center
				100-0601-551.22-04	2,512.95	Library
				100-0703-553.22-04	1,063.20	Parks
				100-0704-552.22-04	293.31	Pool
				207-0707-552.22-04	66.23	Marina
				731-1022-541.22-04	4,672.11	Garage
			<b>Total for check: 49039</b>		<b>14,241.07</b>	
GARRET WENDLANDT	49040	2/5/2015	WINTERGALA	826-0702-552.20-05	75.00	Winter Gala 1st Prize
				<b>Total for check: 49040</b>	<b>75.00</b>	
WINNEBAGO COUNTY CLERK OF COURTS	49041	2/5/2015	WINNEBAGO	100-0000-201.03-00	500.00	Bond Report #Mp15-0256
				100-0000-201.03-00	500.00	Bond Report #15-0295
				<b>Total for check: 49041</b>	<b>1,000.00</b>	
WINNEBAGO COUNTY TREASURER	49042	2/5/2015	6667	100-0304-562.21-08	30.00	Recording Fees
				<b>Total for check: 49042</b>	<b>30.00</b>	
WISCONSIN SUPPORT COLLECTIONS	49043	2/5/2015	20150205	100-0000-202.03-00	632.88	PAYROLL SUMMARY
				<b>Total for check: 49043</b>	<b>632.88</b>	
					<b>230,120.16</b>	

## AP Check Register

### Check Date: 2/12/2015

<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>
ACC PLANNED SERVICE INC	49044	2/12/2015	13834	731-1022-541.24-03	194.00	North Center Unit
		2/12/2015	13837	731-1022-541.24-03	1,182.38	Service Call
		2/12/2015	13838	100-0801-521.24-03	443.85	Service Call
				100-0501-522.24-03	295.90	Service Call
		2/12/2015	13839	100-0501-522.24-03	166.50	AHU #2
				100-0801-521.24-03	249.75	AHU #2
			<b>Total for check: 49044</b>		<b>2,532.38</b>	
ACCURATE	49045	2/12/2015	1500455	731-1022-541.30-18	36.62	Unibit
		2/12/2015	1500674	731-1022-541.30-18	52.55	Drill Bits
		2/12/2015	1500812	731-1022-541.30-18	70.29	Pens/Weights
		2/12/2015	1500948	731-1022-541.30-18	9.75	Pin
				<b>Total for check: 49045</b>		<b>169.21</b>
APPLETON HYDRAULIC COMPONENTS	49046	2/12/2015	29456	731-1022-541.38-03	681.24	Repair Hydraulic Cylinder
					<b>681.24</b>	
BAHCALL RUBBER CO INC	49047	2/12/2015	684162-002	731-1022-541.38-03	56.53	CPL3/4X3/4FNPT
					<b>56.53</b>	
JAZMIN BELKNAP	49048	2/12/2015	BELKNAP/HATTIE	822-0413-554.30-16	250.00	Hattie Miner Scholarship
					<b>250.00</b>	
CALUMET COUNTY REGISTER OF DEEDS	49049	2/12/2015	4020839	100-0203-512.21-08	30.00	Site/Landscape
				100-0203-512.21-08	30.00	Oak Park
				<b>Total for check: 49049</b>		<b>60.00</b>
COMMONWEALTH CONSTRUCTION CORP	49050	2/12/2015	COMMONWEALTH	470-0920-531.82-01	120,456.00	Balance to Finish
					<b>120,456.00</b>	

## AP Check Register

### Check Date: 2/12/2015

<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>
KORTNEY DAHM	49051	2/12/2015	DAHM	100-0903-531.34-01	38.38	January 2015
				100-0903-531.33-04	2.00	January 2015
	<b>Total for check: 49051</b>				<b>40.38</b>	
DALLMAN, RENEE	49052	2/12/2015	DALLMANMAILBOX	100-1006-541.30-18	50.00	Mailbox Damage 3058 Winnipeg
				<b>Total for check: 49052</b>		
ENERGY CONTROL & DESIGN INC	49053	2/12/2015	0072748-IN	100-0704-552.82-01	4,507.00	Pool Work
				<b>Total for check: 49053</b>		
FABCO EQUIPMENT INC	49054	2/12/2015	C192947	731-1022-541.38-03	162.24	Tip/Pin/Retainer
				<b>Total for check: 49054</b>		
FASTENAL COMPANY	49055	2/12/2015	WINEE103196	100-1008-541.30-18	11.47	5/16 -18X 1/2 SSS CP
				<b>Total for check: 49055</b>		
FERRELLGAS	49056	2/12/2015	1085645210	266-1027-543.30-18	147.35	
		2/12/2015	1085645223	266-1027-543.30-18	56.97	
	<b>Total for check: 49056</b>				<b>204.32</b>	
GRAINGER INC	49057	2/12/2015	9640626231	731-1022-541.30-15	240.13	Shelf
			9643641674	601-1020-543.24-04	27.67	Conduit Box/Propeller
			9643781488	601-1020-543.24-04	44.14	HVAC Motor
			9644941958	601-1020-543.24-04	5.63	Propeller
			9645612087	731-1022-541.30-15	240.13	Shelf/Post Kit
			<b>Total for check: 49057</b>			
GUSTMAN CHEVROLET SALES INC	49058	2/12/2015	34784	731-1022-541.38-03	414.57	Clamp/Seal/Rotor/Arm
		2/12/2015	34785	731-1022-541.38-03	541.00	Arm Kit/Handle/Rotor
		2/12/2015	34814	731-1022-541.38-03	111.83	Motor Part

## AP Check Register

### Check Date: 2/12/2015

<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>
GUSTMAN CHEVROLET SALES INC...	49058...	2/12/2015	34817	731-1022-541.38-03	243.23	Pad Kit/Rotor/Sensor
		2/12/2015	CM34784	731-1022-541.38-03	(165.20)	Credit
	<b>Total for check: 49058</b>				<b>1,145.43</b>	
HOTSY CLEANING SYSTEMS INC	49059	2/12/2015	0105973-IN	731-1022-541.24-02	126.79	Oil/Nozzle/Maint
	<b>Total for check: 49059</b>				<b>126.79</b>	
INDEPENDENT INSPECTIONS LTD	49060	2/12/2015	309329	100-0301-523.21-06	190.00	January 2015 Permits
	<b>Total for check: 49060</b>				<b>190.00</b>	
PATRICK JAMES	49061	2/12/2015	JAMES	743-0403-513.33-01	9.13	January 2015
	<b>Total for check: 49061</b>				<b>9.13</b>	
JX ENTERPRISES INC	49062	2/12/2015	AS243320255	731-1022-541.38-03	1.25	Service Charge
		2/12/2015	AS243650209	731-1022-541.38-03	1.27	Service Charge
		2/12/2015	AS250300221	731-1022-541.38-03	1.29	Service Charge
		2/12/2015	G-242680010	731-1022-541.38-03	83.42	Strap-Door
		2/12/2015	G-243560003	731-1022-541.38-03	9.62	Resistor - Fan Speed
	<b>Total for check: 49062</b>				<b>96.85</b>	
KEYES & SONS PLUMBING	49063	2/12/2015	KEYES	263-0306-562.70-01	955.41	Plumbing
	<b>Total for check: 49063</b>				<b>955.41</b>	
KITZ & PFEIL INC	49065	2/12/2015	010214-0150	100-0601-551.30-13	14.98	Saf T Salt
		2/12/2015	010714-0004	100-0703-553.30-18	12.59	Ext Cord/Ice Rink
		2/12/2015	010714-0007	100-0703-553.30-18	17.34	Enamel/Hardware/Brushes
		2/12/2015	010714-0048	731-1022-541.24-03	10.41	Light Bulbs
		2/12/2015	011209-0007	100-0703-553.30-18	16.89	Strip Remover/Flex Knife
		2/12/2015	011209-0022	100-0703-553.30-18	6.64	Bit & Anchor
		2/12/2015	011514-0039	100-0703-553.24-03	20.86	Anchor Kit & Toggle Bolt
		2/12/2015	011614-0008	100-1001-514.30-15	9.89	6-inch Jab Saw

## AP Check Register

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<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
KITZ & PFEIL INC...	49065...	2/12/2015	011614-0019	100-0801-521.24-03	25.20	Bits/Caulk/Misc Hardware
		2/12/2015	011714-0036	100-0801-521.29-04	35.51	Bucket, Car Wash/Brush
		2/12/2015	012014-0001	100-0703-553.30-18	2.51	Powder Chalk
		2/12/2015	122209-0016	100-0703-553.24-03	29.99	Rental
		2/12/2015	122214-0008	731-1022-541.24-03	0.71	Adapter
		2/12/2015	122214-0036	100-0703-553.24-03	3.12	Misc Hardware
		2/12/2015	122314-0037	100-0703-553.24-03	10.42	Primer
		2/12/2015	122614-0018	100-0703-553.24-03	24.45	Lock Ease & File Pouch
		2/12/2015	122614-0116	100-0703-553.24-03	1.71	Misc Hardware
		2/12/2015	122614-0139	100-0703-553.24-03	1.98	Misc Hardware
		2/12/2015	122914-0002	100-1002-541.30-18	6.74	Snow Brush
		2/12/2015	123014-0002	731-1022-541.30-18	13.49	Cable Ties
		2/12/2015	123014-0045	625-1028-543.30-18	18.81	Misc Hardware
		2/12/2015	123014-0068	731-1022-541.38-03	1.66	Misc Hardware
				<b>Total for check: 49065</b>		<b>285.90</b>
CHAD KOLASINSKI	49066	2/12/2015	KOLASINSKI	601-1020-543.34-02	30.00	Plumbing Codes
				100-1001-514.34-02	30.00	Plumbing Codes
			<b>Total for check: 49066</b>		<b>60.00</b>	
LEVENHAGEN CORPORATION	49067	2/12/2015	055395A-IN	100-0000-131.00-00	11,307.16	Gas
			<b>Total for check: 49067</b>		<b>11,307.16</b>	
MCMAHON	49068	2/12/2015	69660	625-1010-541.21-02	598.42	Senior Center Addition
			<b>Total for check: 49068</b>		<b>598.42</b>	
MENARDS-APPLETON EAST	49069	2/12/2015	65024	100-0703-553.30-18	693.14	Lumber
		2/12/2015	65031	100-0703-553.24-03	17.41	Plate/Box/Pack
		2/12/2015	65087	731-1022-541.30-15	29.98	Tool Box
			<b>Total for check: 49069</b>		<b>740.53</b>	

**AP Check Register**  
**Check Date: 2/12/2015**

Date: 2/12/2015

<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>
MENARDS-APPLETON WEST	49070	2/12/2015	81618	100-0703-553.30-18	99.99	Humidifier
			<b>Total for check: 49070</b>		<b>99.99</b>	
MENASHA TREASURER	49071	2/12/2015	PWF	100-1018-543.30-11	49.00	Stamps
				266-1027-543.30-11	14.18	Office Max
				100-1027-543.30-18	15.70	Office Max
				100-1006-541.33-04	5.00	Parking
				266-1028-543.30-18	5.00	Alteration
				100-1006-541.30-11	49.00	Stamps
			<b>Total for check: 49071</b>		<b>137.88</b>	
MENASHA UTILITIES	49072	2/12/2015	004331	601-1020-543.21-02	1,507.60	Diggers Hotline
				625-1010-541.21-02	1,507.60	Diggers Hotline
		2/12/2015	ST LIGHTS	100-1012-541.22-03	18,784.90	Street Lighting
			<b>Total for check: 49072</b>		<b>21,800.10</b>	
TOWN OF MENASHA UTILITY DISTRICT	49073	2/12/2015	TWNMENUUTIL	100-0701-533.22-06	26.25	Undeveloped Land
				100-0701-533.22-06	295.50	206 North Street
			<b>Total for check: 49073</b>		<b>321.75</b>	
MORTON SAFETY	49074	2/12/2015	153264-00	731-1022-541.30-13	36.00	Eyewash
			<b>Total for check: 49074</b>		<b>36.00</b>	
NEWMAN TRAFFIC SIGNS	49075	2/12/2015	TI-0282147	100-1008-541.30-18	2,083.50	Film/Sheeting
			<b>Total for check: 49075</b>		<b>2,083.50</b>	
PACKER CITY INTL TRUCKS INC	49076	2/12/2015	X103008919:01	731-1022-541.38-03	7.38	Oil Filter
			<b>Total for check: 49076</b>		<b>7.38</b>	

## AP Check Register

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LINDA PALMBACH	49077	2/12/2015	PALMBACH	100-0903-531.33-01	21.37	January 2015
			<b>Total for check: 49077</b>		<b>21.37</b>	
PSS WORLD MEDICAL INC	49078	2/12/2015	2351427	100-0903-531.30-15	60.76	Supplies
		2/12/2015	2368878	100-0903-531.30-15	3.73	Supplies
			<b>Total for check: 49078</b>		<b>64.49</b>	
LIZ ROSIN	49079	2/12/2015	ROSIN	100-0903-531.34-01	15.47	January 2015
				100-0918-531.34-01	31.20	January 2015
			<b>Total for check: 49079</b>		<b>46.67</b>	
ROSS IMAGING LLC	49080	2/12/2015	173000	743-0403-513.29-01	100.35	Monthly Copier Agreement
			<b>Total for check: 49080</b>		<b>100.35</b>	
SERVICEMASTER BUILDING MAINTENANCE	49081	2/12/2015	14952	100-0801-521.20-01	50.00	Janitorial Service Garage
		2/12/2015	14954	100-0903-531.20-01	490.00	Janitorial Service
		2/12/2015	14965	100-0801-521.20-01	1,460.00	Janitorial Services
		2/12/2015	14987	100-1001-514.20-01	1,095.00	Janitorial Service
		2/12/2015	14988	731-1022-541.20-01	494.00	Janitorial Service
			<b>Total for check: 49081</b>		<b>3,589.00</b>	
SHOPKO STORES OPERATING CO LLC	49082	2/12/2015	90000014390018	100-0801-521.30-18	30.97	Advil
			<b>Total for check: 49082</b>		<b>30.97</b>	
STAPLES ADVANTAGE	49083	2/12/2015	3254482654	100-0801-521.30-10	10.79	Supplies
		2/12/2015	8032914577	100-0201-512.30-10	16.74	Supplies
				100-0202-512.30-10	96.97	Supplies
				100-0203-512.30-10	34.72	Supplies

**AP Check Register**  
**Check Date: 2/12/2015**

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STAPLES ADVANTAGE...	49083...	2/12/2015...	8032914577...	100-0405-513.30-10	20.68	Supplies
			<b>Total for check: 49083</b>		<b>179.90</b>	
UNIFIRST CORPORATION	49084	2/12/2015	097 0180799	731-1022-541.20-01	113.33	Mat/Mop/Clothing Service
			<b>Total for check: 49084</b>		<b>113.33</b>	
US CELLULAR	49085	2/12/2015	0069594416	100-0201-512.22-01	28.31	Captain
				100-0202-512.22-01	5.80	Brunn
				100-1019-552.22-01	1.00	Bridges
				601-1020-543.22-01	0.50	Confined Space
				100-0801-521.22-01	68.71	Police Dept
				100-0904-531.22-01	60.50	Drew
				100-1002-541.22-01	0.50	Hutter
				100-0702-552.22-01	46.76	Tungate
				100-0703-553.22-01	58.60	Park Dept
				731-1022-541.22-01	48.70	Nieland
				100-1008-541.22-01	0.50	Bursack
				601-1020-543.22-01	0.50	Sewer Truck
			<b>Total for check: 49085</b>		<b>320.38</b>	
UW-GREEN BAY, OUTREACH GOVERNMENT	49086	2/12/2015	UWGB	100-0401-513.32-01	50.00	WGFOA Membership
			<b>Total for check: 49086</b>		<b>50.00</b>	
WAUSAU EQUIPMENT COMPANY INC	49087	2/12/2015	162981	731-1022-541.38-03	1,089.27	8 Hold Shock Pl Single Brg
			<b>Total for check: 49087</b>		<b>1,089.27</b>	
WAVERLY SANITARY DISTRICT	49088	2/12/2015	WAVERLY	100-0703-553.22-05	44.62	Sewer/Water
			<b>Total for check: 49088</b>		<b>44.62</b>	
WCA GROUP HEALTH TRUST	49089	2/12/2015	WCAGROUP	100-0000-204.08-00	121,408.00	Employees
				100-0000-204.11-00	3,595.00	Bank Sick Retirees

## AP Check Register

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WCA GROUP HEALTH TRUST...	49089...	2/12/2015...	WCAGROUP...	100-0000-204.08-00	121,898.00	Employees February 2015
				100-0000-201.11-00	3,595.00	Employees February 2015
				<b>Total for check: 49089</b>		<b>250,496.00</b>
WE ENERGIES	49090	2/12/2015	WEENERGIES	100-0903-531.22-04	60.16	316 Racine Street
				100-1008-541.22-04	226.24	455 Baldwin Street Gas Service
				<b>Total for check: 49090</b>		<b>286.40</b>
WINNEBAGO COUNTY TREASURER	49091	2/12/2015	6724	100-0805-521.25-01	154.38	Inmate Housing
				<b>Total for check: 49091</b>		<b>154.38</b>
WISCONSIN DEPT OF JUSTICE-TIME	49092	2/12/2015	T18626	100-0801-521.22-01	454.50	TIME System
				<b>Total for check: 49092</b>		<b>454.50</b>
WISCONSIN PARK & RECREATION ASSN	49093	2/12/2015	WPRA	100-0703-553.34-02	85.00	Workshop
				<b>Total for check: 49093</b>		<b>85.00</b>
ZENKU, FATIME	49094	2/12/2015	ZENKU	100-0000-201.03-00	520.54	Property Tax Overpay 2-214
				<b>Total for check: 49094</b>		<b>520.54</b>
					<b>427,387.86</b>	



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

Kayce Anderson  
Jonathan Carlson  
Melissa Huempfer  
Megan Young  
Leah Diehl

Cc: Chief Styka



MEMO

To: Common Council

From: Debbie Galeazzi, Clerk

Subject: 5 O'Clock Somewhere RD, LLC  
d/b/a 5 O'Clock Somewhere, 600 Broad Street, Menasha

Date: February 12, 2015

An application for a "Class B" intoxicating liquor and fermented malt beverage for the 2014-2015 liquor licensing year has been submitted by 5 O'Clock Somewhere RD LLC, for the premises at 600 Broad Street, Menasha.

The Police Dept. completed a background check and no objections. The Fire Department, Health Department, and Building Inspectors have inspected the property and have no reason to hold up the liquor license approval. All financial obligations to the City are current.

# ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning Feb 16 20 15  
 ending June 30 20 15

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

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

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

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

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): 50 Clock Somewhere RD LLC

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

	Title	Name	Home Address	Post Office & Zip Code
President/Member	<del>Rebecca</del>	Rebecca Harrell	755 Jefferson St	OSH KOSH WI 54901
Vice President/Member				
Secretary/Member				
Treasurer/Member				
Agent ▶		Rebecca Harrell		

Directors/Managers \_\_\_\_\_

3. Trade Name ▶ 50 Clock Somewhere Business Phone Number 920-860-1128

4. Address of Premises ▶ 600 Broad Street Post Office & Zip Code ▶ 54952

5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period?  Yes  No
6. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant?  Yes  No
7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business?  Yes  No
8. (a) Corporate/limited liability company applicants only: insert state WI and date 1/28/15 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.) 600 Broad Street, main floor liquor cabinet & bar area

10. Legal description (omit if street address is given above): \_\_\_\_\_

11. (a) Was this premises licensed for the sale of liquor or beer during the past license year?  Yes  No

(b) If yes, under what name was license issued? Dawn VanVonderen - Hank's Fifth Ward Tavern

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 2nd day of February, 20 15  
Reborah A. Galiazzi  
 (Clerk/Notary Public)

Rebecca Harrell  
 (Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)  
Rebecca Harrell  
 (Officer of Corporation/Member/Manager of Limited Liability Company/Partner)

My commission expires 9-11-16

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

TO BE COMPLETED BY CLERK			
Date received and filed with municipal clerk	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)	
Harrell		Rebecca		Lynn	
Home Address (street/route)		Post Office	City	State	Zip Code
755 Jefferson St.		Oshkosh	Oshkosh	WI	54901
Home Phone Number		Age	Date of Birth	Place of Birth	
920-860-1128					

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.

Rebecca Lynn Harrell of 50 Clock Somewhere RD LLC  
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

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

1. How long have you continuously resided in Wisconsin prior to this date? 30 years

2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality?  Yes  No  
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)

3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality?  Yes  No  
 If yes, describe status of charges pending.

4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit?  Yes  No  
 If yes, identify. (Name, Location and Type of License/Permit)

5. Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin?  Yes  No  
 If yes, identify. (Name of Wholesale Licensee or Permittee) (Address By City and County)

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

Employer's Name <u>Waverly Beach</u>	Employer's Address <u>N 8770 Fire Lane 1 Menasha WI 54952</u>	Employed From <u>04/07</u>	To <u>Current</u>
Employer's Name <u>Jaspers</u>	Employer's Address <u>6510 Wisconsin 44 Pickett WI 54964</u>	Employed From <u>09/14</u>	To <u>Current</u>

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 February, 20 15  
Reborah A. Malazzi  
(Clerk/Notary Public)

Rebecca Lynn Harrell  
(Signature of Named Individual)

My commission expires 9-11-15



Printed on Recycled Paper

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

Submit to municipal clerk.

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

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

The undersigned duly authorized officer(s)/members/managers of 5 O Clock Somewhere RD LLC  
(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

5 O Clock Somewhere RD LLC  
(trade name)

located at 600 Broad Street Menasha WI

appoints Rebecca Lynn Harrell  
(name of appointed agent)

755 Jefferson St. Oshkosh WI 54901  
(home address of appointed agent)

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

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

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

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 30 years

Place of residence last year 755 Jefferson St. Oshkosh WI 54901

For: 5 O Clock Somewhere RD LLC  
(name of corporation/organization/limited liability company)

By: Rebecca [Signature] Member  
(signature of Officer/Member/Manager)

And: \_\_\_\_\_  
(signature of Officer/Member/Manager)

**ACCEPTANCE BY AGENT**

I, Rebecca Harrell, 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.

Rebecca [Signature] 02-02-15 Agent's age \_\_\_\_\_  
(signature of agent) (date)

755 Jefferson St Oshkosh WI 54901 Date of bir. \_\_\_\_\_  
(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 2/5/15 by Ronald Bouchard Title LT-Police  
(date) (signature of proper local official) (town chair, village president, police chief)

ORDINANCE O-1-15

AN ORDINANCE AMENDING TITLE 10, CHAPTER 1  
OF THE CODE OF ORDINANCES  
(Parking Regulations)

Introduced by Alderman Nichols.

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

SECTION 1: Amend Title 10, Chapter 1, Article C, SEC. 10-1-29(4) of the Code of Ordinances of the City of Menasha, Wisconsin as follows:

**Title 10 – Motor Vehicles and Traffic**

**CHAPTER 1**

Traffic and Parking

**ARTICLE C**

Parking Regulations

**SEC. 10-1-29 ALL NIGHT PARKING REGULATED.**

NIGHT PARKING RESTRICTED. When signs have been erected at or reasonably near the corporate limits of the City as provided in Sec. 349.13, Wis. Stats., no vehicle shall be parked upon any street, avenue, boulevard, or park thereof, in the City between the hours of 2:00 a.m. and 6:00 a.m. without express permission from the Police Department, except as follows:

...

- (4) Overnight parking will be allowed during the period of April 1 through October 31 on the south side of Roosevelt Street from Manitowoc Street to London Street, the west and north sides of River Way from Keyes Street to Cleveland Street, the east side of Nassau Street, the west side of Oak Street, the south side of Center Street from the cul du sac to 420 feet east, ~~and the west side of Winnebago Avenue from Nicolet Boulevard to Keyes Street, and the west side of Elm Street from Nicolet Boulevard to Keyes Street.~~

...

SECTION 2: This ordinance shall become effective upon its passage and publication as provided by law.

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

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

ATTEST:

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

ORDINANCE 0-2-15

AN ORDINANCE AMENDING TITLE 13 BY MAKING CERTAIN CHANGES TO THE DISTRICT (Racine Street, Parcel #1-00513-00 and Parcel #1-00514-00)

Introduced by Mayor Merkes on the recommendation of the Plan Commission.

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

SECTION 1: The Zoning Ordinance Title 13 and Zoning District made a part thereof is hereby amended by changing the property on Racine Street, Parcel #1-00513-00 from R-1 Single Family Residence District to C-1 General Commercial District and Parcel #1-00514-00 from R-1 Single Family Residence District to C-1 General Commercial District, described as follows:

Racine Street Parcel #1-00513-00 REED'S FIRST ADDITION S 50' OF E1/2 OF LOT 3 OF BLOCK 2

Racine Street Parcel #1-00514-00 REED'S FIRST ADDITION N 50' OF E1/2 OF LOT 3 OF BLOCK 2

SECTION 2: All Ordinances and parts of Ordinances in conflict with this Ordinance are hereby repealed.

SECTION 3: this Ordinance shall become effective upon its passage and publication as provided by law.

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

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

ATTEST:

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

ORDINANCE 0-3-15

AN ORDINANCE AMENDING TITLE 13 BY MAKING CERTAIN CHANGES TO THE DISTRICT  
(Plank Road, Parcel #5-00493-00)

Introduced by Mayor Merkes on the recommendation of the Plan Commission.

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

SECTION 1: The Zoning Ordinance Title 13 and Zoning District made a part thereof is hereby amended by changing the property at Plank Road, Parcel #5-00493-00 from I-1 Heavy Industrial District to C-1 General Commercial District, described as follows:

Plank Road, Parcel #5-00493-00 SEC 14 T20N R17E W1/2 OF SE-NE OF SEC 14 BEING THAT PART LYING N OF PLANK RD & S OF 7 TH ST EXTD, EXCLUDING ULRICH PLAT

SECTION 2: All Ordinances and parts of Ordinances in conflict with this Ordinance are hereby repealed.

SECTION 3: this Ordinance shall become effective upon its passage and publication as provided by law.

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

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

ATTEST:

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

ORDINANCE O-4-15

AN ORDINANCE REPEALING AND RECREATING TITLE 13, CHAPTER 1  
OF THE CODE OF ORDINANCES  
(Zoning)

Introduced at the recommendation of the Plan Commission.

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

SECTION 1: Repeal and recreate Title 13, Article F, SEC.13-1-67(d)(1) and SEC. 13-1-67(d)(4) of the Code of Ordinances of the City of Menasha, Wisconsin as follows:

**Title 13 – Zoning**

**CHAPTER 1**

Zoning Code

**ARTICLE F**

Signs and Billboards

**SEC. 13-1-67 REQUIREMENTS BY SIGN TYPE**

...

(d) **Electronic Message Centers.** Signs whose informational content can be changed or altered by electronic means shall be subject to the following standards:

- (1) Electronic message centers ~~shall only be allowed~~ are permitted in the C-1, C-3, C-4, I-1, and I-2 districts. Electronic message centers shall require a Special Use Permit if they are located within ~~two hundred (200)~~ three hundred (300) feet of either of the following:
- a. a residential use or district;
  - b. any property use that requires a Special Use Permit.

...

- (4) Electronic message centers shall be integral to the and a part of the original approved monument sign and may comprise no more than 30% of the sign face and shall be located in the lower one half of the sign. Static displays consisting only of letters and numerals that are not changed more than once in a 24-hour period shall not be included in the area computation of the electronic message center. The combined square footage of the electronic message center plus any static display area may not comprise more than 75% of the total allowable square footage.

...

SECTION 2: This ordinance shall become effective upon its passage and publication as provided by law.

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

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

ATTEST:

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

## **RESOLUTION R-8-15**

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

Introduced by Alderman Sevenich.

*WHEREAS*, the Common Council of the City of Menasha, Wisconsin, held a Public Hearing at the Council Chambers in the City Hall at 6:00 p.m. on February 16, 2015 for the purpose of hearing all interested persons regarding the listed improvements in the following area:

**A. Improvements**

1. Concrete Curb and Gutter Construction
2. 4" Asphalt Pavement Construction
3. Storm Sewer Installation (River Lea Court)
4. Various Associated Items

**B. Location of Improvements**

1. Southfield West Subdivision and Natures Way
2. Barker Farm Estates No. 6 Subdivision
3. River Lea Court

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

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

Passed and approved this      day of      2015.

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

ATTEST:

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

**Department of Public Works**  
Special Assessment Report  
Southfield West/Barker Farm Estates #6/River Lea Court  
February 5, 2015

The City of Menasha has completed final design for street improvements in Southfield West Subdivision, Barker Farm Estates Subdivision, Natures Way, and River Lea Court. The street improvements consist of storm sewer installation, street and base pulverizing, street excavation, pavement under drains, utility adjustments, new concrete curb and gutter, new asphalt pavement, restoration of terraces, and associated items.

The total estimated cost of the proposed improvements is \$643,120 including engineering and administration costs. The proposed improvements constitute an exercise of police powers and the properties against which these assessments are proposed benefit from these improvements.

Attached is a schedule of the proposed assessments for each affected property. Properties included in the proposed assessment area include:

1. All Southfield West Subdivision parcels
2. All Barker Farm Estates #6 Subdivision parcels
3. All River Lea Court parcels (5)
4. Parcel Nos. 70002500, 70002402, 70002401, 70001108, 70001200, 70001300, 70001400, 70001800 70034700, 70034800, 70035500, 70035600

Attachment

Parcel No.	Parcel Address Contract Unit 2015-01	Parcel Owner	Parcel Owner Address	Parcel Owner City	Parcel Owner State	Parcel Owner Zip	Parcel Description	Assessable Items	Estimated Unit Cost	Assessable Frontage (feet)	Total Assessments	Notes
770001501	1101 Province Terrace	City of Menasha	140 Main Street	Menasha	WI	54952	Southfield West Lot 1	4" Asphalt Pavement	\$30.88	206.35	\$6,372.09	City Parcel
								Concrete Curb & Gutter	\$20.40	206.35	\$4,209.54	
								Engineering, admin., etc.	\$5.13	206.35	\$1,058.58	
								Total =			\$11,640.20	
770001502	1109 Province Terrace	City of Menasha	140 Main Street	Menasha	WI	54952	Southfield West Lot 2	4" Asphalt Pavement	\$30.88	233.57	\$7,212.64	City Parcel
								Concrete Curb & Gutter	\$20.40	233.57	\$4,764.83	
								Engineering, admin., etc.	\$5.13	233.57	\$1,198.21	
								Total =			\$13,175.68	
770001503	1911 Manitowoc Road	City of Menasha	140 Main Street	Menasha	WI	54952	Southfield West Lot 3	4" Asphalt Pavement	\$30.88	194.51	\$6,006.47	City Parcel
								Concrete Curb & Gutter	\$20.40	194.51	\$3,968.00	
								Engineering, admin., etc.	\$5.13	194.51	\$997.84	
								Total =			\$10,972.31	
770001504	1100 Province Terrace	City of Menasha	140 Main Street	Menasha	WI	54952	Southfield West Lot 4	4" Asphalt Pavement	\$30.88	210.08	\$6,487.27	City Parcel
								Concrete Curb & Gutter	\$20.40	210.08	\$4,285.63	
								Engineering, admin., etc.	\$5.13	210.08	\$1,077.71	
								Total =			\$11,850.61	
770001505	1070 Province Terrace	Amy Pope	1070 Province Terrace	Menasha	WI	54952	Southfield West Lot 5	4" Asphalt Pavement	\$30.88	109.43	\$3,379.20	
								Concrete Curb & Gutter	\$20.40	109.43	\$2,232.37	
								Engineering, admin., etc.	\$5.13	109.43	\$561.16	
								Total =			\$6,172.73	
770001506	1062 Province Terrace	New Options I, Limited Partnership	W7297 Wild Turkey Lane	Shiocton	WI	54170	Southfield West Lot 6	4" Asphalt Pavement	\$30.88	75.00	\$2,316.00	
								Concrete Curb & Gutter	\$20.40	75.00	\$1,530.00	
								Engineering, admin., etc.	\$5.13	75.00	\$384.60	
								Total =			\$4,230.60	
770001507	1054 Province Terrace	Nicole Klaeser	1054 Province Terrace	Menasha	WI	54952	Southfield West Lot 7	4" Asphalt Pavement	\$30.88	75.00	\$2,316.00	
								Concrete Curb & Gutter	\$20.40	75.00	\$1,530.00	
								Engineering, admin., etc.	\$5.13	75.00	\$384.60	
								Total =			\$4,230.60	
770001508	1046 Province Terrace	Paul A. Bolwerk	1046 Province Terrace	Menasha	WI	54952	Southfield West Lot 8	4" Asphalt Pavement	\$30.88	75.00	\$2,316.00	
								Concrete Curb & Gutter	\$20.40	75.00	\$1,530.00	
								Engineering, admin., etc.	\$5.13	75.00	\$384.60	
								Total =			\$4,230.60	
770001509	1038 Province Terrace	Jonathon A. Karrels	1038 Province Terrace	Menasha	WI	54952	Southfield West Lot 9	4" Asphalt Pavement	\$30.88	75.00	\$2,316.00	
								Concrete Curb & Gutter	\$20.40	75.00	\$1,530.00	
								Engineering, admin., etc.	\$5.13	75.00	\$384.60	
								Total =			\$4,230.60	
770001510	1030 Province Terrace	Matthew J. Myers	1030 Province Terrace	Menasha	WI	54952	Southfield West Lot 10	4" Asphalt Pavement	\$30.88	76.00	\$2,346.88	
								Concrete Curb & Gutter	\$20.40	76.00	\$1,550.40	
								Engineering, admin., etc.	\$5.13	76.00	\$389.73	
								Total =			\$4,287.01	
770001511	1069 Province Terrace	Stacie J. Pack	1069 Province Terrace	Menasha	WI	54952	Southfield West Lot 11	4" Asphalt Pavement	\$30.88	110.12	\$3,400.51	
								Concrete Curb & Gutter	\$20.40	110.12	\$2,246.45	
								Engineering, admin., etc.	\$5.13	110.12	\$564.70	
								Total =			\$6,211.65	
770001512	1061 Province Terrace	Gerald E. Sell III	1061 Province Terrace	Menasha	WI	54952	Southfield West Lot 12	4" Asphalt Pavement	\$30.88	80.00	\$2,470.40	
								Concrete Curb & Gutter	\$20.40	80.00	\$1,632.00	
								Engineering, admin., etc.	\$5.13	80.00	\$410.24	
								Total =			\$4,512.64	
770001513	1053 Province Terrace	Aaron J. Krueger	1053 Province Terrace	Menasha	WI	54952	Southfield West Lot 13	4" Asphalt Pavement	\$30.88	80.00	\$2,470.40	
								Concrete Curb & Gutter	\$20.40	80.00	\$1,632.00	
								Engineering, admin., etc.	\$5.13	80.00	\$410.24	
								Total =			\$4,512.64	

Parcel No.	Parcel Address Contract Unit 2015-01	Parcel Owner	Parcel Owner Address	Parcel Owner City	Parcel Owner State	Parcel Owner Zip	Parcel Description	Assessable Items	Estimated Unit Cost	Assessable Frontage (feet)	Total Assessments
770001514	1045 Province Terrace	Amy Schabo	1045 Province Terrace	Menasha	WI	54952	Southfield West Lot 14	4" Asphalt Pavement	\$30.88	80.00	\$2,470.40
								Concrete Curb & Gutter	\$20.40	80.00	\$1,632.00
								Engineering, admin., etc.	\$5.13	80.00	\$410.24
								Total =			\$4,512.64
770001515	1037 Province Terrace	Vong Yer L Lor	1037 Province Terrace	Menasha	WI	54952	Southfield West Lot 15	4" Asphalt Pavement	\$30.88	80.00	\$2,470.40
								Concrete Curb & Gutter	\$20.40	80.00	\$1,632.00
								Engineering, admin., etc.	\$5.13	80.00	\$410.24
								Total =			\$4,512.64
770001516	1029 Province Terrace	Christopher P. Wessley	1029 Province Terrace	Menasha	WI	54952	Southfield West Lot 16	4" Asphalt Pavement	\$30.88	77.00	\$2,377.76
								Concrete Curb & Gutter	\$20.40	77.00	\$1,570.80
								Engineering, admin., etc.	\$5.13	77.00	\$394.86
								Total =			\$4,343.42
770001517	1021 Province Terrace	Daniel E. Miller	1021 Province Terrace	Menasha	WI	54952	Southfield West Lot 17	4" Asphalt Pavement	\$30.88	110.01	\$3,397.11
								Concrete Curb & Gutter	\$20.40	110.01	\$2,244.20
								Engineering, admin., etc.	\$5.13	110.01	\$564.13
								Total =			\$6,205.44
770001518	2008 Natures Way	New Options I Limited Partnership	W7297 Wild Turkey Lane	Shiocton	WI	54170	Southfield West Lot 18	4" Asphalt Pavement	\$30.88	110.01	\$3,397.11
								Concrete Curb & Gutter	\$20.40	110.01	\$2,244.20
								Engineering, admin., etc.	\$5.13	110.01	\$564.13
								Total =			\$6,205.44
770001519	1028 Durham Lane	Kevin Francart	1028 Durham Lane	Menasha	WI	54952	Southfield West Lot 19	4" Asphalt Pavement	\$30.88	77.00	\$2,377.76
								Concrete Curb & Gutter	\$20.40	77.00	\$1,570.80
								Engineering, admin., etc.	\$5.13	77.00	\$394.86
								Total =			\$4,343.42
770001520	1036 Durham Lane	Heather L. Keller	1036 Durham Lane	Menasha	WI	54952	Southfield West Lot 20	4" Asphalt Pavement	\$30.88	80.00	\$2,470.40
								Concrete Curb & Gutter	\$20.40	80.00	\$1,632.00
								Engineering, admin., etc.	\$5.13	80.00	\$410.24
								Total =			\$4,512.64
770001521	1044 Durham Lane	Jacob M. Delacruz	1044 Durham Lane	Menasha	WI	54952	Southfield West Lot 21	4" Asphalt Pavement	\$30.88	80.00	\$2,470.40
								Concrete Curb & Gutter	\$20.40	80.00	\$1,632.00
								Engineering, admin., etc.	\$5.13	80.00	\$410.24
								Total =			\$4,512.64
770001522	1052 Durham Lane	Tricia M. Schuchart	1052 Durham Lane	Menasha	WI	54952	Southfield West Lot 22	4" Asphalt Pavement	\$30.88	80.00	\$2,470.40
								Concrete Curb & Gutter	\$20.40	80.00	\$1,632.00
								Engineering, admin., etc.	\$5.13	80.00	\$410.24
								Total =			\$4,512.64
770001523	1060 Durham Lane	James D. Jones, Jr.	1060 Durham Lane	Menasha	WI	54952	Southfield West Lot 23	4" Asphalt Pavement	\$30.88	80.00	\$2,470.40
								Concrete Curb & Gutter	\$20.40	80.00	\$1,632.00
								Engineering, admin., etc.	\$5.13	80.00	\$410.24
								Total =			\$4,512.64
770001524	1068 Durham Lane	Dustin J. Loudon	1068 Durham Lane	Menasha	WI	54952	Southfield West Lot 24	4" Asphalt Pavement	\$30.88	110.12	\$3,400.51
								Concrete Curb & Gutter	\$20.40	110.12	\$2,246.45
								Engineering, admin., etc.	\$5.13	110.12	\$564.70
								Total =			\$6,211.65
770001525	1069 Durham Lane	Brian M. Anderson	1069 Durham Lane	Menasha	WI	54952	Southfield West Lot 25	4" Asphalt Pavement	\$30.88	110.12	\$3,400.51
								Concrete Curb & Gutter	\$20.40	110.12	\$2,246.45
								Engineering, admin., etc.	\$5.13	110.12	\$564.70
								Total =			\$6,211.65
770001526	1061 Durham Lane	Spencer M. Imhoff	1061 Durham Lane	Menasha	WI	54952	Southfield West Lot 26	4" Asphalt Pavement	\$30.88	75.00	\$2,316.00
								Concrete Curb & Gutter	\$20.40	75.00	\$1,530.00
								Engineering, admin., etc.	\$5.13	75.00	\$384.60
								Total =			\$4,230.60

Notes

Parcel No.	Parcel Address Contract Unit 2015-01	Parcel Owner	Parcel Owner Address	Parcel Owner City	Parcel Owner State	Parcel Owner Zip	Parcel Description	Assessable Items	Estimated Unit Cost	Assessable Frontage (feet)	Total Assessments
770001527	1053 Durham Lane	Eric J. Esselman	1053 Durham Lane	Menasha	WI	54952	Southfield West Lot 27	4" Asphalt Pavement Concrete Curb & Gutter Engineering, admin., etc.	\$30.88 \$20.40 \$5.13	80.00 80.00 80.00	\$2,470.40 \$1,632.00 \$410.24 Total = \$4,512.64
770001528	1045 Durham Lane	CW Property Management, LLC a Wisconsin Limited Liability	PO Box 322	Menasha	WI	54952	Southfield West Lot 28	4" Asphalt Pavement Concrete Curb & Gutter Engineering, admin., etc.	\$30.88 \$20.40 \$5.13	80.00 80.00 80.00	\$2,470.40 \$1,632.00 \$410.24 Total = \$4,512.64
770001529	1037 Durham Lane	Baldomero P. Torres	1037 Durham Lane	Menasha	WI	54952	Southfield West Lot 29	4" Asphalt Pavement Concrete Curb & Gutter Engineering, admin., etc.	\$30.88 \$20.40 \$5.13	75.00 75.00 75.00	\$2,316.00 \$1,530.00 \$384.60 Total = \$4,230.60
770001530	1029 Durham Lane	Luis Garda Villanueva	1029 Durham Lane	Menasha	WI	54952	Southfield West Lot 30	4" Asphalt Pavement Concrete Curb & Gutter Engineering, admin., etc.	\$30.88 \$20.40 \$5.13	75.00 75.00 75.00	\$2,316.00 \$1,530.00 \$384.60 Total = \$4,230.60
770001531	1021 Durham Lane	New Options I Limited Partnership	W7297 Wild Turkey Lane	Shiocton	WI	54170	Southfield West Lot 31	4" Asphalt Pavement Concrete Curb & Gutter Engineering, admin., etc.	\$30.88 \$20.40 \$5.13	110.01 110.01 110.01	\$3,397.11 \$2,244.20 \$564.13 Total = \$6,205.44
770001532	1020 Tracey Street	Erin A. Lerch	1020 Tracey Street	Menasha	WI	54952	Southfield West Lot 32	4" Asphalt Pavement Concrete Curb & Gutter Engineering, admin., etc.	\$30.88 \$20.40 \$5.13	110.01 110.01 110.01	\$3,397.11 \$2,244.20 \$564.13 Total = \$6,205.44
770001533	1028 Tracey	Youa Moua Lee	1028 Tracey	Menasha	WI	54952	Southfield West Lot 33	4" Asphalt Pavement Concrete Curb & Gutter Engineering, admin., etc.	\$30.88 \$20.40 \$5.13	75.00 75.00 75.00	\$2,316.00 \$1,530.00 \$384.60 Total = \$4,230.60
770001534	1036 Tracey Street	Sarah A. Williamson	1036 Tracey Street	Menasha	WI	54952	Southfield West Lot 34	4" Asphalt Pavement Concrete Curb & Gutter Engineering, admin., etc.	\$30.88 \$20.40 \$5.13	75.00 75.00 75.00	\$2,316.00 \$1,530.00 \$384.60 Total = \$4,230.60
770001535	1044 Tracey Street	Crystal Schroeder	1044 Tracey Street	Menasha	WI	54952	Southfield West Lot 35	4" Asphalt Pavement Concrete Curb & Gutter Engineering, admin., etc.	\$30.88 \$20.40 \$5.13	80.00 80.00 80.00	\$2,470.40 \$1,632.00 \$410.24 Total = \$4,512.64
770001536	1052 Tracey Street	Kyle A. and Megan L. Witek	1052 Tracey Street	Menasha	WI	54952	Southfield West Lot 36	4" Asphalt Pavement Concrete Curb & Gutter Engineering, admin., etc.	\$30.88 \$20.40 \$5.13	80.00 80.00 80.00	\$2,470.40 \$1,632.00 \$410.24 Total = \$4,512.64
770001537	1060 Tracey Street	Carl L. Nollenberg	1060 Tracey Street	Menasha	WI	54952	Southfield West Lot 37	4" Asphalt Pavement Concrete Curb & Gutter Engineering, admin., etc.	\$30.88 \$20.40 \$5.13	75.00 75.00 75.00	\$2,316.00 \$1,530.00 \$384.60 Total = \$4,230.60
770001538	1068 Tracey Street	Jason R. Gost	1068 Tracey Street	Menasha	WI	54952	Southfield West Lot 38	4" Asphalt Pavement Concrete Curb & Gutter Engineering, admin., etc.	\$30.88 \$20.40 \$5.13	110.12 110.12 110.12	\$3,400.51 \$2,246.45 \$564.70 Total = \$6,211.65
770001539	1069 Tracey Street	David B. Duvall	1069 Tracey Street	Menasha	WI	54952	Southfield West Lot 39	4" Asphalt Pavement Concrete Curb & Gutter Engineering, admin., etc.	\$30.88 \$20.40 \$5.13	100.36 100.36 100.36	\$3,099.12 \$2,047.34 \$514.65 Total = \$5,661.11

Notes

Parcel No.	Parcel Address Contract Unit 2015-01	Parcel Owner	Parcel Owner Address	Parcel Owner City	Parcel Owner State	Parcel Owner Zip	Parcel Description	Assessable Items	Estimated Unit Cost	Assessable Frontage (feet)	Total Assessments	Notes
770001540	1061 Tracey Street	Brian Marsh	1061 Tracey Street	Menasha	WI	54952	Southfield West Lot 40	4" Asphalt Pavement	\$30.88	85.00	\$2,624.80	
								Concrete Curb & Gutter	\$20.40	85.00	\$1,734.00	
								Engineering, admin., etc.	\$5.13	85.00	\$435.88	
								Total =			\$4,794.68	
770001541	1053 Tracey Street	Yu Pheng Moua and Co Xiong	1053 Tracey Street	Menasha	WI	54952	Southfield West Lot 41	4" Asphalt Pavement	\$30.88	85.00	\$2,624.80	
								Concrete Curb & Gutter	\$20.40	85.00	\$1,734.00	
								Engineering, admin., etc.	\$5.13	85.00	\$435.88	
								Total =			\$4,794.68	
770001542	1045 Tracey Street	Thomas J. Wildenberg	1045 Tracey Street	Menasha	WI	54952	Southfield West Lot 42	4" Asphalt Pavement	\$30.88	85.00	\$2,624.80	
								Concrete Curb & Gutter	\$20.40	85.00	\$1,734.00	
								Engineering, admin., etc.	\$5.13	85.00	\$435.88	
								Total =			\$4,794.68	
770001543	1037 Tracey Street	David E. Schraven	1037 Tracey Street	Menasha	WI	54952	Southfield West Lot 43	4" Asphalt Pavement	\$30.88	85.00	\$2,624.80	
								Concrete Curb & Gutter	\$20.40	85.00	\$1,734.00	
								Engineering, admin., etc.	\$5.13	85.00	\$435.88	
								Total =			\$4,794.68	
770001544	1029 Tracey Street	Larry L. Zehren	1029 Tracey Street	Menasha	WI	54952	Southfield West Lot 44	4" Asphalt Pavement	\$30.88	85.00	\$2,624.80	
								Concrete Curb & Gutter	\$20.40	85.00	\$1,734.00	
								Engineering, admin., etc.	\$5.13	85.00	\$435.88	
								Total =			\$4,794.68	
770001545	1021 Tracey Street	Anthony P. Flaminio	1021 Tracey Street	Menasha	WI	54952	Southfield West Lot 45	4" Asphalt Pavement	\$30.88	108.00	\$3,335.04	
								Concrete Curb & Gutter	\$20.40	108.00	\$2,203.20	
								Engineering, admin., etc.	\$5.13	108.00	\$553.82	
								Total =			\$6,092.06	
770001546	Province Terrace	City of Menasha	140 Main Street	Menasha	WI	54952	Southfield West Outlot 1	4" Asphalt Pavement	\$30.88	170.00	\$5,249.60	City Parcel
								Concrete Curb & Gutter	\$20.40	170.00	\$3,468.00	
								Engineering, admin., etc.	\$5.13	170.00	\$871.76	
								Total =			\$9,589.36	
770002500	1899 Natures Way	WPPI ENERGY a Wisconsin Municipal Electric Company	321 Milwaukee Street	Menasha	WI	54952	SEC 7 T20N R18E LOT 2 OF CSM #2496 REC AS DOC #339202 CALUMET CO R.O.D.	4" Asphalt Pavement	\$30.88	200.06	\$6,177.85	City Parcel
								Concrete Curb & Gutter	\$20.40	200.06	\$4,081.22	
								Engineering, admin., etc.	\$5.13	200.06	\$1,025.91	
								Total =			\$11,284.98	
770002402	Natures Way	City of Menasha	140 Main Street	Menasha	WI	54952	SEC 7 T20N R18E LOT 2 OF CSM#1911 REC AS DOC #258686 CALUMET CO R.O.D.	4" Asphalt Pavement	\$30.88	504.31	\$15,573.09	City Parcel
								Concrete Curb & Gutter	\$20.40	504.31	\$10,287.92	
								Engineering, admin., etc.	\$5.13	504.31	\$2,586.10	
								Total =			\$28,447.12	
770002401	Natures Way	Outagamie County Airport	201 Challenger Drive	Appleton	WI	54915	SEC 7 T20N R18E LOT 1 OF CSM #1573 REC AS DOC #221918 R.O.D.	4" Asphalt Pavement	\$30.88	129.58	\$4,001.43	
								Concrete Curb & Gutter	\$20.40	129.58	\$2,643.43	
								Engineering, admin., etc.	\$5.13	129.58	\$664.49	
								Total =			\$7,309.35	
770001108	2027 Manitowoc Road	City of Menasha	140 Main Street	Menasha	WI	54952	SEC 7 T20N R18E LOT 3 OF CSM #1144 REC AS DOC #180525 CALUMET COUNTY R.O.D.	4" Asphalt Pavement	\$0.00	0.00	\$0.00	Paid Assessment on Manitowoc Road - 96.73 No assess. unless lot split with access on Jeffrey Drive 83.72 feet Jeffrey frontage
								Concrete Curb & Gutter	\$0.00	0.00	\$0.00	
								Engineering, admin., etc.	\$0.00	0.00	\$0.00	
								Total =			\$0.00	
770001200	2035 Manitowoc Road	Daniel L. Gueths	2035 Manitowoc Road	Menasha	WI	54952	SEC 7 T20N R18E LOT 1 OF CSM #964 A REC IN V6 OF SURVEYS P417 CALUMET COUNTY R.O.D.	4" Asphalt Pavement	\$0.00	0.00	\$0.00	Paid Assessment on Manitowoc Road - 115.76 No assess. unless lot split with access on Jeffrey Drive 100.19 feet Jeffrey frontage
								Concrete Curb & Gutter	\$0.00	0.00	\$0.00	
								Engineering, admin., etc.	\$0.00	0.00	\$0.00	
								Total =			\$0.00	
770001300	2043 Manitowoc Road	Winnegamie Dog Club, Inc.	PO Box 713	Appleton	WI	54912	SEC 7 T20N R18E PART OF NW-SW LOT 2 OF CSM #964 AS REC IN V6 OF SURVEYS P417 CALUMET CO R.O.D.	4" Asphalt Pavement	\$0.00	0.00	\$0.00	Paid Assessment on Manitowoc Road - 214.40 No assess. unless lot split with access on Jeffrey Drive 185.56 feet Jeffrey frontage
								Concrete Curb & Gutter	\$0.00	0.00	\$0.00	
								Engineering, admin., etc.	\$0.00	0.00	\$0.00	
								Total =			\$0.00	

Parcel No.	Parcel Address Contract Unit 2015-01	Parcel Owner	Parcel Owner Address	Parcel Owner City	Parcel Owner State	Parcel Owner Zip	Parcel Description	Assessable Items	Estimated Unit Cost	Assessable Frontage (feet)	Total Assessments
770001400	2051 Manitowoc Road	Charles A. Thompson	2051 Manitowoc Road	Menasha	WI	54952	SEC 7 T20N R18E PART OF NW-SW LOT 3 OF CSM #964 AS REC IN V6 OF SURVEYS P417 CALUMET CO R.O.D.	4" Asphalt Pavement	\$0.00	0.00	\$0.00
								Concrete Curb & Gutter	\$0.00	0.00	\$0.00
								Engineering, admin., etc.	\$0.00	0.00	\$0.00
								Total =			\$0.00
770001800	1015 Oneida Street	Gary Stafford	2445 Oneida Street	Appleton	WI	54915	SEC 7 T20N R18E LAND LOCATED IN SW-SW BEING PART OF TRACT 3 OF CSM #677 REC AS DOC #151323 R.O.D.	4" Asphalt Pavement	\$30.88	361.07	\$11,149.84
								Concrete Curb & Gutter	\$20.40	361.07	\$7,365.83
								Engineering, admin., etc.	\$5.13	361.07	\$1,851.57
								Total =			\$20,367.24
										<b>Total Assessable Frontage (feet)</b>	<b>Total Assessments</b>
										5772.84	\$321,405.45

**Notes**  
Paid Assessment on Manitowoc Road - 113.60  
No assess. unless lot split with access on Jeffrey Drive  
69.64 feet Jeffrey frontage

Special Assessments - Barker Farms VI (Preliminary) (1\_29\_2015)

Parcel No.	Parcel Address Contract Unit 2015-01	Parcel Owner	Parcel Owner Address	Parcel Owner City	Parcel Owner State	Parcel Owner Zip	Parcel Description	Assessable Items	Estimated Unit Cost	Assessable Frontage (feet)	Total Assessments
70034700	1288 Southfield Drive	Chris G. Weiland	1288 Southfield Drive	Menasha	WI	54952	BARKER FARM ESTATES LOT 47	4" Asphalt Pavement Concrete Curb & Gutter Engineering, admin., etc.	\$38.22 \$20.39 \$5.86	0.00 0.00 0.00	\$0.00 \$0.00 \$0.00
								Total =			\$0.00
70034800	1300 Southfield Drive	Cory E. Harrison	1300 Southfield Drive	Menasha	WI	54952	BARKER FARMS ESTATES LOT 48	4" Asphalt Pavement Concrete Curb & Gutter Engineering, admin., etc.	\$38.22 \$20.39 \$5.86	0.00 0.00 0.00	\$0.00 \$0.00 \$0.00
								Total =			\$0.00
70035500	1358 Southfield Drive	Steven W. Reinders	1358 Southfield Drive	Menasha	WI	54952	BARKER FARMS ESTATES LOT 55	4" Asphalt Pavement Concrete Curb & Gutter Engineering, admin., etc.	\$38.22 \$20.39 \$5.86	0.00 0.00 0.00	\$0.00 \$0.00 \$0.00
								Total =			\$0.00
70035600	1406 Southfield Drive	Allen S. Heiting	1406 Southfield Drive	Menasha	WI	54952	BARKER FARMS ESTATES II LOT 56	4" Asphalt Pavement Concrete Curb & Gutter Engineering, admin., etc.	\$38.22 \$20.39 \$5.86	21.31 21.31 21.31	\$814.47 \$434.51 \$124.90
								Total =			\$1,373.88
70041600	1294 Fieldview Drive	Xee Vang	1294 Fieldview Drive	Menasha	WI	54952	BARKER FARMS ESTATES VI LOT 116	4" Asphalt Pavement Concrete Curb & Gutter Engineering, admin., etc.	\$38.22 \$20.39 \$5.86	80.00 80.00 80.00	\$3,057.60 \$1,631.20 \$468.88
								Total =			\$5,157.68
70041700	1298 Fieldview Drive	Justin A. Coenen	1298 Fieldview Drive	Menasha	WI	54952	BARKER FARMS ESTATES VI LOT 117	4" Asphalt Pavement Concrete Curb & Gutter Engineering, admin., etc.	\$38.22 \$20.39 \$5.86	89.68 89.68 89.68	\$3,427.57 \$1,828.58 \$525.61
								Total =			\$5,781.76
70041800	1302 Fieldview Drive	Nhia Hang	1302 Fieldview Drive	Menasha	WI	54952	BARKER FARMS ESTATES VI LOT 118	4" Asphalt Pavement Concrete Curb & Gutter Engineering, admin., etc.	\$38.22 \$20.39 \$5.86	79.99 79.99 79.99	\$3,057.22 \$1,631.00 \$468.82
								Total =			\$5,157.04
70041900	1306 Fieldview Drive	Brian W. Peters	1306 Fieldview Drive	Menasha	WI	54952	BARKER FARMS ESTATES VI LOT 119	4" Asphalt Pavement Concrete Curb & Gutter Engineering, admin., etc.	\$38.22 \$20.39 \$5.86	75.08 75.08 75.08	\$2,869.56 \$1,530.88 \$440.04
								Total =			\$4,840.48
70042000	1310 Fieldview Drive	Duwayne A. Walters	1310 Fieldview Drive	Menasha	WI	54952	BARKER FARMS ESTATES VI LOT 120	4" Asphalt Pavement Concrete Curb & Gutter Engineering, admin., etc.	\$38.22 \$20.39 \$5.86	80.00 80.00 80.00	\$3,057.60 \$1,631.20 \$468.88
								Total =			\$5,157.68
70042100	1314 Fieldview Drive	Damon J. Grambow	1314 Fieldview Drive	Menasha	WI	54952	BARKER FARMS ESTATES VI LOT 121	4" Asphalt Pavement Concrete Curb & Gutter Engineering, admin., etc.	\$38.22 \$20.39 \$5.86	80.00 80.00 80.00	\$3,057.60 \$1,631.20 \$468.88
								Total =			\$5,157.68
70042200	1318 Fieldview Drive	Jeremy D. Lawrence	1318 Fieldview Drive	Menasha	WI	54952	BARKER FARMS ESTATES VI LOT 122	4" Asphalt Pavement Concrete Curb & Gutter Engineering, admin., etc.	\$38.22 \$20.39 \$5.86	80.00 80.00 80.00	\$3,057.60 \$1,631.20 \$468.88
								Total =			\$5,157.68
70042300	1322 Fieldview Drive	Ryan Wettstein	1322 Fieldview Drive	Menasha	WI	54952	BARKER FARMS ESTATES VI LOT 123	4" Asphalt Pavement Concrete Curb & Gutter Engineering, admin., etc.	\$38.22 \$20.39 \$5.86	74.65 74.65 74.65	\$2,853.12 \$1,522.11 \$437.52
								Total =			\$4,812.76
70042400	1326 Fieldview Drive	Brian J. Besaw	1326 Fieldview Drive	Menasha	WI	54952	BARKER FARMS ESTATES VI LOT 124	4" Asphalt Pavement Concrete Curb & Gutter Engineering, admin., etc.	\$38.22 \$20.39 \$5.86	67.10 67.10 67.10	\$2,564.56 \$1,368.17 \$393.27
								Total =			\$4,326.00

Notes

Paid assessment on Southfield Drive (more frontage).  
No assessment for this project

Paid assessment on Southfield Drive (more frontage).  
No assessment for this project

Paid assessment on Southfield Drive (more frontage).  
No assessment for this project

21.31 feet assessable. Total Applewood frontage is 138.76'.  
Paid for 117.45' on Southfield previously

Parcel No.	Parcel Address Contract Unit 2015-01	Parcel Owner	Parcel Owner Address	Parcel Owner City	Parcel Owner State	Parcel Owner Zip	Parcel Description	Assessable Items	Estimated Unit Cost	Assessable Frontage (feet)	Total Assesments
70043600	1349 Fieldview Drive	Cesar L. Gonzalez	1349 Fieldview Drive	Menasha	WI	54952	BARKER FARMS ESTATES VI LOT 136	4" Asphalt Pavement	\$38.22	90.11	\$3,444.00
								Concrete Curb & Gutter	\$20.39	90.11	\$1,837.34
								Engineering, admin., etc.	\$5.86	90.11	\$528.13
								Total =			\$5,809.48
70043700	1341 Fieldview Drive	Jacob T. Nonemacher	1341 Fieldview Drive	Menasha	WI	54952	BARKER FARMS ESTATES VI LOT 137	4" Asphalt Pavement	\$38.22	90.00	\$3,439.80
								Concrete Curb & Gutter	\$20.39	90.00	\$1,835.10
								Engineering, admin., etc.	\$5.86	90.00	\$527.49
								Total =			\$5,802.39
70043800	1333 Fieldview Drive	Jose Rios	1333 Fieldview Drive	Menasha	WI	54952	BARKER FARMS ESTATES VI LOT 138	4" Asphalt Pavement	\$38.22	124.39	\$4,754.19
								Concrete Curb & Gutter	\$20.39	124.39	\$2,536.31
								Engineering, admin., etc.	\$5.86	124.39	\$729.05
								Total =			\$8,019.55
70045700	1309 Fieldview Drive	Gregory Simmer	1309 Fieldview Drive	Menasha	WI	54952	BARKER FARMS ESTATES VI LOT 157	4" Asphalt Pavement	\$38.22	97.86	\$3,740.21
								Concrete Curb & Gutter	\$20.39	97.86	\$1,995.37
								Engineering, admin., etc.	\$5.86	97.86	\$573.56
								Total =			\$6,309.13
70045800	1301 Fieldview Drive	Bernice Anderson	1301 Fieldview Drive	Menasha	WI	54952	BARKER FARMS ESTATES VI LOT 158	4" Asphalt Pavement	\$38.22	86.03	\$3,288.07
								Concrete Curb & Gutter	\$20.39	86.03	\$1,754.15
								Engineering, admin., etc.	\$5.86	86.03	\$504.22
								Total =			\$5,546.44
70045900	1293 Fieldview Drive	Bruce M. Heckmann	1293 Fieldview Drive	Menasha	WI	54952	BARKER FARMS ESTATES VI LOT 159	4" Asphalt Pavement	\$38.22	100.39	\$3,836.91
								Concrete Curb & Gutter	\$20.39	100.39	\$2,046.95
								Engineering, admin., etc.	\$5.86	100.39	\$588.39
								Total =			\$6,472.24
70042500	1406 Chesterfield Court	William D. Fink	1406 Chesterfield Court	Menasha	WI	54952	BARKER FARMS ESTATES VI LOT 125	4" Asphalt Pavement	\$38.22	103.14	\$3,942.01
								Concrete Curb & Gutter	\$20.39	103.14	\$2,103.02
								Engineering, admin., etc.	\$5.86	103.14	\$604.50
								Total =			\$6,649.54
70042600	1414 Chesterfield Court	Andrew A. Miller	1414 Chesterfield Court	Menasha	WI	54952	BARKER FARMS ESTATES VI LOT 126	4" Asphalt Pavement	\$38.22	80.00	\$3,057.60
								Concrete Curb & Gutter	\$20.39	80.00	\$1,631.20
								Engineering, admin., etc.	\$5.86	80.00	\$468.88
								Total =			\$5,157.68
70042700	1422 Chesterfield Court	Anthony M. Kirk	1422 Chesterfield Court	Menasha	WI	54952	BARKER FARMS ESTATES VI LOT 127	4" Asphalt Pavement	\$38.22	80.00	\$3,057.60
								Concrete Curb & Gutter	\$20.39	80.00	\$1,631.20
								Engineering, admin., etc.	\$5.86	80.00	\$468.88
								Total =			\$5,157.68
70042800	1430 Chesterfield Court	Charles J. Damsheuser	1430 Chesterfield Court	Menasha	WI	54952	BARKER FARMS ESTATES VI LOT 128	4" Asphalt Pavement	\$38.22	136.05	\$5,199.83
								Concrete Curb & Gutter	\$20.39	136.05	\$2,774.06
								Engineering, admin., etc.	\$5.86	136.05	\$797.39
								Total =			\$8,771.28
70042900	1438 Chesterfield Court	Brianna Griesbach	507 Galway Terrace	Cottage Grove	WI	53527	BARKER FARMS ESTATES VI LOT 129	4" Asphalt Pavement	\$38.22	64.82	\$2,477.42
								Concrete Curb & Gutter	\$20.39	64.82	\$1,321.68
								Engineering, admin., etc.	\$5.86	64.82	\$379.91
								Total =			\$4,179.01
7004300	1445 Chesterfield Court	Jacob M. Tennesen	2815 S. Cypress Street	Appleton	WI	54915	BARKER FARMS ESTATES VI LOT 130	4" Asphalt Pavement	\$38.22	64.82	\$2,477.42
								Concrete Curb & Gutter	\$20.39	64.82	\$1,321.68
								Engineering, admin., etc.	\$5.86	64.82	\$379.91
								Total =			\$4,179.01
70043100	1437 Chesterfield Court	Charles & Georgina Zacharias Jr.	1437 Chesterfield Court	Menasha	WI	54952	BARKER FARMS ESTATES VI LOT 131	4" Asphalt Pavement	\$38.22	77.10	\$2,946.76
								Concrete Curb & Gutter	\$20.39	77.10	\$1,572.07
								Engineering, admin., etc.	\$5.86	77.10	\$451.88
								Total =			\$4,970.71

Notes

Parcel No.	Parcel Address Contract Unit 2015-01	Parcel Owner	Parcel Owner Address	Parcel Owner City	Parcel Owner State	Parcel Owner Zip	Parcel Description	Assessable Items	Estimated Unit Cost	Assessable Frontage (feet)	Total Assessments
70043200	1429 Chesterfield Court	Virendra Sharma	1429 Chesterfield Court	Menasha	WI	54952	BARKER FARMS ESTATES VI LOT 132	4" Asphalt Pavement	\$38.22	84.99	\$3,248.32
								Concrete Curb & Gutter	\$20.39	84.99	\$1,732.95
								Engineering, admin., etc.	\$5.86	84.99	\$498.13
								Total =			\$5,479.39
70043300	1421 Chesterfield Court	Mary Ann D Ubl	1421 Chesterfield Court	Menasha	WI	54952	BARKER FARMS ESTATES VI LOT 133	4" Asphalt Pavement	\$38.22	82.96	\$3,170.73
								Concrete Curb & Gutter	\$20.39	82.96	\$1,691.55
								Engineering, admin., etc.	\$5.86	82.96	\$486.23
								Total =			\$5,348.51
70043400	1413 Chesterfield Court	Lawrence J. Abba	1413 Chesterfield Court	Menasha	WI	54952	BARKER FARMS ESTATES VI LOT 134	4" Asphalt Pavement	\$38.22	84.50	\$3,229.59
								Concrete Curb & Gutter	\$20.39	84.50	\$1,722.96
								Engineering, admin., etc.	\$5.86	84.50	\$495.25
								Total =			\$5,447.80
70043500	1405 Chesterfield Court	David E. Prinsen	1405 Chesterfield Court	Menasha	WI	54952	BARKER FARMS ESTATES VI LOT 135	4" Asphalt Pavement	\$38.22	115.03	\$4,396.45
								Concrete Curb & Gutter	\$20.39	115.03	\$2,345.46
								Engineering, admin., etc.	\$5.86	115.03	\$674.19
								Total =			\$7,416.10
70043900	2010 Sweetbriar Lane	Michael C. Tremf	2010 Sweetbriar Lane	Menasha	WI	54952	BARKER FARMS ESTATES VI LOT 139	4" Asphalt Pavement	\$38.22	130.71	\$4,995.74
								Concrete Curb & Gutter	\$20.39	130.71	\$2,665.18
								Engineering, admin., etc.	\$5.86	130.71	\$766.09
								Total =			\$8,427.00
70044000	2020 Sweetbriar Lane	Kevin M. Decker	2020 Sweetbriar Lane	Menasha	WI	54952	BARKER FARMS ESTATES VI LOT 140	4" Asphalt Pavement	\$38.22	80.00	\$3,057.60
								Concrete Curb & Gutter	\$20.39	80.00	\$1,631.20
								Engineering, admin., etc.	\$5.86	80.00	\$468.88
								Total =			\$5,157.68
70044100	2030 Sweetbriar Lane	DonNell J. Butcher	2030 Sweetbriar Lane	Menasha	WI	54952	BARKER FARMS ESTATES VI LOT 141	4" Asphalt Pavement	\$38.22	80.00	\$3,057.60
								Concrete Curb & Gutter	\$20.39	80.00	\$1,631.20
								Engineering, admin., etc.	\$5.86	80.00	\$468.88
								Total =			\$5,157.68
70044200	2040 Sweetbriar Lane	Tracy A. Sturm	2040 Sweetbriar Lane	Menasha	WI	54952	BARKER FARMS ESTATES VI LOT 142	4" Asphalt Pavement	\$38.22	71.64	\$2,738.08
								Concrete Curb & Gutter	\$20.39	71.64	\$1,460.74
								Engineering, admin., etc.	\$5.86	71.64	\$419.88
								Total =			\$4,618.70
70044300	2050 Sweetbriar Lane	Tyler J. Nackers	2050 Sweetbriar Lane	Menasha	WI	54952	BARKER FARMS ESTATES VI LOT 143	4" Asphalt Pavement	\$38.22	70.36	\$2,689.16
								Concrete Curb & Gutter	\$20.39	70.36	\$1,434.64
								Engineering, admin., etc.	\$5.86	70.36	\$412.38
								Total =			\$4,536.18
70044400	2060 Sweetbriar Lane	Benjamin T. Collins-Fouts	2060 Sweetbriar Lane	Menasha	WI	54952	BARKER FARMS ESTATES VI LOT 144	4" Asphalt Pavement	\$38.22	74.80	\$2,858.86
								Concrete Curb & Gutter	\$20.39	74.80	\$1,525.17
								Engineering, admin., etc.	\$5.86	74.80	\$438.40
								Total =			\$4,822.43
70044500	2070 Sweetbriar Lane	Bradley E. Lucas	2070 Sweetbriar Lane	Menasha	WI	54952	BARKER FARMS ESTATES VI LOT 145	4" Asphalt Pavement	\$38.22	79.79	\$3,049.57
								Concrete Curb & Gutter	\$20.39	79.79	\$1,626.92
								Engineering, admin., etc.	\$5.86	79.79	\$467.65
								Total =			\$5,144.14
70044600	2080 Sweetbriar Lane	Craig S. Peterson	2080 Sweetbriar Lane	Menasha	WI	54952	BARKER FARMS ESTATES VI LOT 146	4" Asphalt Pavement	\$38.22	79.07	\$3,022.06
								Concrete Curb & Gutter	\$20.39	79.07	\$1,612.24
								Engineering, admin., etc.	\$5.86	79.07	\$463.43
								Total =			\$5,097.72
70044700	2090 Sweetbriar Lane	William L. Hammond	2090 Sweetbriar Lane	Menasha	WI	54952	BARKER FARMS ESTATES VI LOT 147	4" Asphalt Pavement	\$38.22	122.13	\$4,667.81
								Concrete Curb & Gutter	\$20.39	122.13	\$2,490.23
								Engineering, admin., etc.	\$5.86	122.13	\$715.80
								Total =			\$7,873.84
70044800	2083 Sweetbriar Lane	Donald P. Laeyendecker	2083 Sweetbriar Lane	Menasha	WI	54952	BARKER FARMS ESTATES VI LOT 148	4" Asphalt Pavement	\$38.22	72.75	\$2,780.51
								Concrete Curb & Gutter	\$20.39	72.75	\$1,483.37
								Engineering, admin., etc.	\$5.86	72.75	\$426.39
								Total =			\$4,690.27

Notes

Parcel No.	Parcel Address Contract Unit 2015-01	Parcel Owner	Parcel Owner Address	Parcel Owner City	Parcel Owner State	Parcel Owner Zip	Parcel Description	Assessable Items	Estimated Unit Cost	Assessable Frontage (feet)	Total Assessments
70044900	2067 Sweetbriar Lane	Richard Birdsall	2067 Sweetbriar Lane	Menasha	WI	54952	BARKER FARMS ESTATES VI LOT 149	4" Asphalt Pavement	\$38.22	71.49	\$2,732.35
								Concrete Curb & Gutter	\$20.39	71.49	\$1,457.68
								Engineering, admin., etc.	\$5.86	71.49	\$419.00
								Total =			\$4,609.03
7004500	2051 Sweetbriar Lane	Corey Seefeldt	2051 Sweetbriar Lane	Menasha	WI	54952	BARKER FARMS ESTATES VI LOT 150	4" Asphalt Pavement	\$38.22	115.40	\$4,410.59
								Concrete Curb & Gutter	\$20.39	115.40	\$2,353.01
								Engineering, admin., etc.	\$5.86	115.40	\$676.36
								Total =			\$7,439.95
70045500	2019 Sweetbriar Lane	Nicholas A. Wessley	2019 Sweetbriar Lane	Menasha	WI	54952	BARKER FARMS ESTATES VI LOT 155	4" Asphalt Pavement	\$38.22	140.96	\$5,387.49
								Concrete Curb & Gutter	\$20.39	140.96	\$2,874.17
								Engineering, admin., etc.	\$5.86	140.96	\$826.17
								Total =			\$9,087.83
70045600	2003 Sweetbriar Lane	Timothy G. Korth	2003 Sweetbriar Lane	Menasha	WI	54952	BARKER FARMS ESTATES VI LOT 156	4" Asphalt Pavement	\$38.22	105.48	\$4,031.45
								Concrete Curb & Gutter	\$20.39	105.48	\$2,150.74
								Engineering, admin., etc.	\$5.86	105.48	\$618.22
								Total =			\$6,800.40
70045100	2037 Chloe Court	Christopher Cleary	2037 Chloe Court	Menasha	WI	54952	BARKER FARMS ESTATES VI LOT 151	4" Asphalt Pavement	\$38.22	60.62	\$2,316.90
								Concrete Curb & Gutter	\$20.39	60.62	\$1,236.04
								Engineering, admin., etc.	\$5.86	60.62	\$355.29
								Total =			\$3,908.23
70045200	2028 Chloe Court	Randy Jeché	2028 Chloe Court	Menasha	WI	54952	BARKER FARMS ESTATES VI LOT 152	4" Asphalt Pavement	\$38.22	76.64	\$2,929.18
								Concrete Curb & Gutter	\$20.39	76.64	\$1,562.69
								Engineering, admin., etc.	\$5.86	76.64	\$449.19
								Total =			\$4,941.06
70045300	2038 Chloe Court	Todd M. Olson	308 E. James Street	Appleton	WI	54915	BARKER FARMS ESTATES VI LOT 153	4" Asphalt Pavement	\$38.22	51.44	\$1,966.04
								Concrete Curb & Gutter	\$20.39	51.44	\$1,048.86
								Engineering, admin., etc.	\$5.86	51.44	\$301.49
								Total =			\$3,316.39
70045400	2048 Chloe Court	Timothy T. Hanson	2048 Chloe Court	Menasha	WI	54952	BARKER FARMS ESTATES VI LOT 154	4" Asphalt Pavement	\$38.22	147.07	\$5,621.02
								Concrete Curb & Gutter	\$20.39	147.07	\$2,998.76
								Engineering, admin., etc.	\$5.86	147.07	\$861.98
								Total =			\$9,481.75
										<b>Total Assessable Frontage (feet)</b>	<b>Total Assessments</b>
										3920.35	\$252,748.88

Notes

Special Assessments - River Lea Court (Preliminary) (1\_29\_2015)

Parcel No.	Parcel Address	Parcel Owner	Parcel Owner Address	Parcel Owner City	Parcel Owner State	Parcel Owner Zip	Parcel Description	Assessable Items	Total Assessments
30010505	850 River Lea Court	Barbara J. Ballard	850 River Lea Court	Menasha	WI	54952	LOT 4 OF CSM #393 REC AS DOC #520393 WINNEBAGO CO R.O.D.	4" Asphalt Pavement Concrete Curb & Gutter Engineering, admin., etc. Storm Sewer Total =	\$14,981.51
30010504	854 River Lea Court	David L. Erdmann	854 River Lea Court	Menasha	WI	54952	LOT 3 OF CSM #393 REC AS DOC #520393 WINNEBAGO CO. R.O.D.	4" Asphalt Pavement Concrete Curb & Gutter Engineering, admin., etc. Storm Sewer Total =	\$14,981.51
30010503	858 River Lea Court	Robert R. Chabalowski Trust	858 River Lea Court	Menasha	WI	54952	LOT 2 OF CSM #393 REC AS DOC #520393 WINNEBAGO CO R.O.D.	4" Asphalt Pavement Concrete Curb & Gutter Engineering, admin., etc. Storm Sewer Total =	\$14,981.51
30010502	862 River Lea Court	Scheetz Rev Trust	862 River Lea Court	Menasha	WI	54952	LOT 1 OF CSM #393 REC AS DOC #520393 WINNEBAGO CO R.O.D.	4" Asphalt Pavement Concrete Curb & Gutter Engineering, admin., etc. Storm Sewer Total =	\$14,981.51
3002900	868 River Lea Court	Jensen Buchanan	121 S. Medio Drive	Los Angeles	CA	90049	FRACTIONAL GOV'T LOT 1 SEC 23 T20N R17E THAT PART AS DESC IN V1108 P87 R.O.D.	4" Asphalt Pavement Concrete Curb & Gutter Engineering, admin., etc. Storm Sewer Total =	\$14,981.51
<b>Total Assessments</b>									<b>\$74,907.55</b>

Notes