

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

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL/EXCUSED ABSENCES
- D. PUBLIC HEARING
- E. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY
(five (5) minute time limit for each person)
- F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS
1. Clerk Galeazzi - the following minutes and communications have been received and placed on file:
Minutes to receive:
 - a. [Ad-Hoc Column Salvage and Reuse Committee, 03/18/15.](#)
 - b. [Board of Public Works, 03/16/15.](#)
 - c. [Landmarks Commission, 03/11/15.](#)
 - d. [Library Board, 3/19/15.](#)
 - e. [NMFR Joint Fire Commission, 04/01/15.](#)
 - f. [Neenah-Menasha Sewerage Commission, 02/24/15.](#)
 - g. [Personnel Committee, 03/16/15.](#)
 - h. [Plan Commission, 03/17/15.](#)
 - i. [Police Commission, 12/18/14.](#)Communications:
 - j. [Mayor Merkes, 03/20/15; Proclamation for Arbor Day, April 24, 2015.](#)
 - k. [PWD Radtke, 03/31/15; Submission of City of Menasha 2014 MS4 Annual Report.](#)
 - l. [Police Chief Styka, 04/01/15; Drug Drop Box.](#)
 - m. [ES Montour, 04/01/15; City of Menasha Sewer System Evaluation Survey \(SSES\) – Phase No. 3, Segments 4B & 5a Foundation and Sump Pump Inspections Letter.](#)
 - n. [PRD Tungate, 04/02/15; 2015 Arbor Day Celebration.](#)
 - o. [CC Galeazzi, 04/02/15; Polling Place Information.](#)
 - p. [Ad-Hoc Limestone Column Relocation Committee Press Release, 04/02/15.](#)
 - q. [PHD McKenney, 04/06/15; County Health Rankings Winnebago County Press Release.](#)
 - r. [Menasha Historical Society Newsletter, April 2015.](#)
- 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, 03/16/15.](#)
 2. [Joint Common Council of the Cities of Neenah and Menasha, 03/17/15.](#)
- Board of Public Works, 03/16/15 – Recommends the Approval of:
3. [Change Order – J.F. Ahern Co., Water Treatment Facility Low Lift Pump Modifications; Project M0002-930724; DEDUCT: \\$2,908.22; Change Order No. 4 \(Menasha Utilities\).](#)
 4. [Recommendation to Award – Contract Unit 2015-01; New Street Construction and Reconstruction, Concrete Curb and Gutter, Asphalt Pavement, Storm Sewer – Southfield West/Natures Way Subdivision Streets, Barker Farm VI Subdivision Streets, River Lea Court, Broad Street, Ida Street, Manitowoc Street and Lincoln Street; Northeast Asphalt, Inc.; \\$1,084,323.12.](#)

Personnel Committee, 03/16/15 – Recommends of the Approval of:

5. [Creation of Administrative Services Department/Human Resources Coordinator Position.](#)

Plan Commission, 03/17/15 – Recommends the Approval of:

6. [The Certified Survey Map, River Lea Court \(1 Lot CSM\) and Certified Survey Map, River Lea Court \(4 Lot CSM\) with variations and exceptions for the minimum right-of-way radius of sixty \(60\) feet and a minimum inside curb radius of forty \(40\) feet be waived per Section 14-1-18 of the Menasha Code of Ordinances.](#)

NMFR Joint Fire Commission, 04/01/15 – Recommends the Approval of:

7. [The Regional Fire Department Hiring Process Agreement with Fox Valley Technical College.](#)

H. ITEMS REMOVED FROM CONSENT AGENDA

I. ACTION ITEMS

1. [Accounts payable and payroll for the term of 03/19/15 to 04/02/15 in the amount of \\$4,842,742.02.](#)

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

3. [Amendment to Fee Schedule for Beverage Operator Licenses.](#)

J. ORDINANCES AND RESOLUTIONS

K. APPOINTMENTS

L. HELD OVER BUSINESS

M. CLAIMS AGAINST THE CITY

1. [Notice of Disallowance of Claim of Brendon Ribble, Successor Trustee on behalf of Ralph R. Ribble & Ruth L. Ribble Revocable Living Trust dated 01/30/15.](#)

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

O. RECESS TO BOARD OF PUBLIC WORKS

P. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. CA/HRD Captain – Town/Village of Harrison.

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

3. If needed, 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

Tuesday, April 21, 2015 – 6:00 pm - SINE DIE

New Common Council – 6:30 pm

Committee Meetings to Follow

**CITY OF MENASHA
AD-HOC COLUMN SALVAGE AND REUSE COMMITTEE
GEGAN ROOM
ELISHA D SMITH PUBLIC LIBRARY
MARCH 18, 2015
DRAFT MINUTES**

A. CALL TO ORDER

The meeting was called to order at 5:03 PM by Ald. Benner.

B. ROLL CALL/EXCUSED ABSENCES

COMMITTEE MEMBERS PRESENT: Ald. Benner, Ald. Taylor, Landmarks
Commissioner Tom Grade, Park & Rec. Board Member Dick Sturm,

COMMITTEE MEMBERS EXCUSED: Ald. Langdon

C. PUBLIC COMMENT ON ANY MATTER OF CONCERN TO THE COMMITTEE

No one spoke

D. ACTION/DISCUSSION ITEMS

1. Election of Chairman

Nomination of Ald. Benner for Chairman made by Ald. Taylor seconded by LM
Commissioner Grade. Nomination accepted by Benner and approved unanimously.

2. Election of Secretary.

Nomination of P&RB Member Dick Sturm for secretary made by Ald. Taylor
seconded by LM Commissioner Grade. Nomination accepted by Sturm and approved
unanimously.

3. Public outreach strategy for input on location and use of columns

The Committee discussed a strategy at length and agreed to the following:

- Draft a news release, based on the resolution, inviting public ideas and
concepts for relocation and repurposing of the columns. Sturm will work
through the Mayor's Office to develop a final draft for release hopefully
next week (March 23). The news release will go out to the four local TV

networks, WHBY radio, social media, Menasha Schools, UW Fox, Lawrence University, and any other appropriate outlets.

- Submission of concepts, ideas, drawings and sketches will be due by 3:30 PM April 30, 2015 at the City Offices. We will accept both hard copy and electronic submissions.
- Grade will arrange for public display of submissions in the display case at the Public Library during the month of May which is Architectural Awareness Month.
- Grade and Taylor will work with City staff to create a web link for the project and will provide information to be posted on the website.
- Any and all submissions will be considered on a neutral basis.

E. COMMUNICATIONS RECEIVED

1. R-6-15 Resolution Creating an Ad-Hoc Column Savage and Reuse Committee
2. Inventory of items donated to the City of Menasha from 175 & 177 Main Street

F. SET NEXT MEETING DATE AND LOCATION

Next meeting set for Tuesday May 5, 2015 at 5:00 PM. Meeting site will be City Hall Council Chambers

G. ADJOURNMENT

Motion by Ald. Taylor seconded by Ad-Hoc Member Grade to adjourn at 7:20 PM. The motion carried 4-0.

Minutes respectfully submitted by Ad-Hoc Committee Member Dick Sturm.

CITY OF MENASHA
Board of Public Works
Third Floor Council Chambers
140 Main Street, Menasha
March 16, 2015
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Sevenich at 6:55 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

EXCUSED: Alderman Langdon

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

C. MINUTES TO APPROVE

1. [March 2, 2015](#)

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

Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

1. [Change Order – J.F. Ahern Co., Water Treatment Facility Low Lift Pump Modifications; Project M0002-930724; DEDUCT: \\$2,908.22; Change Order No. 4 \(Menasha Utilities\)](#)

Moved by Ald. Taylor seconded by Ald. Keehan to recommend to Common Council Change Order for J.F. Ahern Co. for Water Treatment Facility Low Lift Pump Modifications Project M0002-930724, Deduct of \$2,908.22, Change Order No. 4 (Menasha Utilities).

Motion carried on roll call 7-0.

2. [Recommendation to Award – Contract Unit 2015-01; New Street Construction and Reconstruction, Concrete Curb and Gutter, Asphalt Pavement, Storm Sewer – Southfield West/Natures Way Subdivision Streets, Barker Farm VI Subdivision Streets, River Lea Court, Broad Street, Ida Street, Manitowoc Street and Lincoln Street; Northeast Asphalt, Inc.; \\$1,084,323.12](#)

DPW Radtke reported the bids came in under budget. The reconstruction on Broad Street will be from Lush to Tayco Streets. Start and end dates will be determined after staff meets with the contractor.

Moved by Ald. Taylor seconded by Ald. Englebert to recommend to Common Council Recommendation to Award Contract Unit 2015-01, including Alternate Bid A, New Street Construction and Reconstruction Concrete Curb and Gutter, Asphalt Pavement, Storm Sewer for Southfield West/Natures Way Subdivision Streets, Barker Farm VI Subdivision Streets, River Lea Court, Broad Street, Ida Street, Manitowoc Street and Lincoln Street to Northeast Asphalt, Inc. for \$1,084,323.12.

Motion carried on roll call 7-0.

E. ADJOURNMENT

Moved by Ald. Taylor seconded by Ald. Keehan to adjourn at 7:05 p.m.

Motion carried on voice vote.

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

CITY OF MENASHA
Landmarks Commission
Council Chambers, 3rd Floor, City Hall – 140 Main Street
March 11, 2015
DRAFT MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Grade at 4:31 PM.

Chairman Grade welcomed Dean Wydeven, new Landmarks Commissioner.

B. ROLL CALL/EXCUSED ABSENCES

LANDMARKS MEMBERS PRESENT: Commissioners Tom Grade, Alison Mayer, Paul Brunette and Dean Wydeven.

LANDMARKS MEMBERS EXCUSED: Ald. James Taylor

OTHERS PRESENT: CDD Keil, CDD Heim, Kathy Thunes and Nick Jevne.

C. MINUTES TO APPROVE

1. **Minutes of the February 18, 2015 Landmarks Commission Meeting**

Motion by Comm. Brunette, seconded by Comm. Mayer to approve the February 18, 2015 Landmarks Commission meeting minutes. The motion carried.

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

No one spoke.

E. COMMUNICATIONS

1. **Wisconsin Historical Society Columns Newsletter-February-March 2015**

CDD Keil indicated that he had made an inquiry to submit an article for publication and was awaiting a call back.

2. **Wisconsin Association of Historic Preservation Commissions – 2015 Historic Preservation Excellence Awards**

Commissioners discussed potential locations that would qualify for submission for each of the five categories.

Motion by Comm. Mayer, seconded by Comm. Grade to submit a Wisconsin Association of Historic Preservation Commissions 2015 Historic Preservation Excellence Awards nomination for Weathervane in the Restoration/Rehabilitation category with Comm. Grade to fill out the nomination and submitting it by the deadline. The motion carried.

F. ACTION ITEMS

1. None.

G. DISCUSSION ITEMS

1. **Appleton (Fox Cities) TMA Long Range Transportation/Land Use Plan – 2050**

Kathy Thunes, East Central Wisconsin Regional Planning Commission (ECWRPC) gave an overview of the Long Range Transportation Plan as a whole and specifically in relation to the Cultural Resources section which includes the State and National Register of Historic Places. Ms. Thunes received feedback from Commissioners regarding any local historic places that may have been overlooked. Commissioners discussed the handouts and made recommendations to add several locations within the Menasha area. Ms. Thunes requested that if the Commissioners became aware of any other locations that they contact her or CDD Keil. Ms. Thunes indicated that she would be researching the suggestions and revising the section if need be. Ms. Thunes also informed the Commission that a public information meeting/open house on the plan will be on Thursday, April 23 at UW-Fox Valley.

2. **Window Display Boards –212 Main Street – Comm. Mayer**

The authorization to work within the building is still valid until ownership of the building changes. CDD Keil indicated that Commissioners work the Realtor until that occurs. Commissioners discussed several options for the window display boards at the storefront to included:

- Using reclaimed wood or a wood aspect to the display boards in place of plain poster board
- Work with art and/or history students from Menasha High School to put the displays together to involve youth in the project
- Display other available downtown businesses

Comm. Grade will reach out to the art teacher at Menasha High School and work with Comm. Mayer to pursue this possibility. Comm. Brunette pointed out that this project needs to move forward and with the end of the school year it may not be possible to work the students.

3. **Website Project Survey**

CDC Heim explained that feedback from the Commission was requested regarding the City's website. The survey can either be taken on-line or the paper copy included in the packet can be filled out and returned to City Hall. CDD Keil suggested that Commissioners could look at the City of Janesville and City of Stoughton Landmarks Commission websites to get any ideas/suggestions for updating the city's page.

4. **Façade Improvement Program Grant/Loan Balance**

Balance remains at approximately \$5,000.

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

No one spoke.

I. ADJOURNMENT

Motion by Comm. Brunette, seconded by Comm. Mayer to adjourn at 5:35 PM. The motion carried.

Respectfully submitted by CDC Heim.

Minutes of Regular Meeting
ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES
Elisha D. Smith Public Library Gegan Room
March 19, 2015

Call to order at 4:00pm by Murray

Present: Crawmer, Eisen, Golz, Murray, Nichols, VanderHeyden, Wichowski and Kaminski

Absent: None

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

Public Comment/Communication

- A note was received from a young lady who shadowed the teen librarian, thanking us for the opportunity and letting us know that she is pursuing her MLIS degree.
- A letter from the director of the Brown County Public Library informed us that they will be billing Calumet County for service they provided to Calumet County residents in 2014.
- Winnefox is having a workshop called *Library Fundraising: The Lancaster Success Story* at the Berlin Public Library on Wednesday, April 22. It is open to trustees, staff, and Friends.
- The Wisconsin Association of Public Libraries Annual Conference will be held May 6-8, 2015 at the Hotel Mead in Wisconsin Rapids. There will be breakout sessions for trustees.

Consent Business

Motion made by Golz to approve the Library Board meeting minutes from February 19, 2015, seconded by Wichowski. Motion carried unanimously.

Authorization of Bills

Nichols requested an accounting of costs for the Activity Room sink, which totaled \$610.96. Motion made by Eisen to authorize payment of the March 2015 bills from the 2015 budget as presented, seconded by Golz. Since the January-February heat bill wasn't posted until March, it is not listed on this month's list of bills. It will be reflected next month. The iPad that is being purchased will not be portable but affixed in the children's room. It will run apps that tell stories, with links that children can touch to change the story. Motion carried unanimously.

Director's Report/Information Items

1. February Statistics. Circulation was down in February but is overall the same so far this year as last year.
2. 2015 Budget Status. The current budget shows that 16.2% of the year is past and 21% has been spent due to some annual expenses being paid. There are some new numbers on the 2014 to 2015 library budget carryover request that will be discussed at the next meeting.
3. Endowment Reports: On the second page of the endowment report, it shows a voided check in the Adult/YA programs. This was due to a change in program presenters.
4. Staff Reports.
 - In the packet of information was a Winter Reading Program Report. The Children's Department held many events for those on spring break.
 - On the Pharos (public computer management) system, if a patron owed too much money for fines, they would not be able to use the public computers. Now, the Winnefox libraries that use Pharos are allowing patrons to use computers as long as the patron has a valid library card. This change allows patrons to use the computers to look for and apply for jobs and unemployment benefits and be consistent with other libraries.
5. Strategic Plan Update. There is no change to the strategic plan. However, this is the time to make changes. Golz suggested taking off the accomplishments and developing more items for the future.
6. Appointment to the Fundraising Committee. Murray appointed Library Friend Gary Coopman to the fundraising committee. The next meeting of that committee will be held on April 14 at 3:45pm

Discussion/Action Items

7. Annual Report to Wisconsin's Department of Public Instruction. Lenz updated some of the financial information. At last month's meeting, it was decided to ask the trustees to reconsider their vote as to whether the Winnefox Library System did or did not provide effective leadership and adequately met the needs of the library during the relevant year. Motion made by Eisen that trustees check "yes" on the report and add the statement that it is the opinion of the board of trustees that the library would be better served by having a single director rather than a dual directorship, seconded by Crawmer. Motion carries unanimously.

8. Policies and Personnel Committee: Organizational Structure Policy and Personnel Policy. These policies were handed out at the February meeting. The Policies and Personnel Committee decided not to meet again but to discuss changes proposed at that meeting at this meeting. Suggested changes, in addition to those presented last time:
 - On page 4 of the Organizational Structure Policy: Wisconsin law states that open meetings may be audio taped or videotaped as long as the meeting is not disrupted. Changes now reflect that law.
Motion made by VanderHeyden to approve the library's Organizational Structure Policy as amended, seconded by Wicichowski. Motion carries unanimously.
 - On page 14 of the Personnel Policy: Eisen commented that in order to advance in the organization you need a certain level of competency, and it would be to the library's benefit to provide tuition to an employee who is developing more skills. Wicichowski asked Lenz to promote this benefit to library employees. The policy was not modified as presented in February.
Motion made by Eisen to approve the Personnel Policy as amended, seconded by Wicichowski. Motion carries unanimously.

9. Fundraising Committee Report: United Community fundraising.
 - The fundraising committee will be meeting on April 14 to discuss a mission statement and talk about the Smith Family book collection.
 - Eisen talked to the principal person at United Community who agreed to remove the sectarian donation so that the two-third split would go to the nonprofit and they would keep the additional amount that would have gone to World Vision. Of the 195 organizations that have signed up for the rebate program, 100 of them are sectarian organizations. There are concerns about soliciting people for their credit card numbers, liability issues if the company's website was hacked, disclosure of ownership information, proof of responsibility, and risk. The consensus was not to pursue this rebate program.

10. Trustee Essentials Chapter 24: Eisen summarized Chapter 24 – Library Friends and Library Foundations. It discusses the role of Friends of the Library groups, how library foundations are independent nonprofit organizations established according to state and federal regulations, community foundations are charitable organizations and that library donations be used to enhance or enrich library services. Nichols will review Chapter 25 in May.

Adjournment

Motion to adjourn the meeting at 5:13pm was made by Crawmer and seconded by Wicichowski. Motion carried unanimously.

Respectfully submitted,
Kathy Dreyer, recording secretary

Neenah-Menasha Fire Rescue
Joint Fire Commission Meeting Minutes
April 1, 2015 – 12:00 p.m.
Hauser Room – City of Neenah

Present: Commissioners Kubiak, Keating, John and Liebhauser.

Excused: Commissioners McCann and Lewis

Also Present: Chief Auxier, HR Director Barber and OM Theisen.

Members of the Public: No members of the public were present.

Meeting Minutes: The Commission reviewed the meeting minutes from February 25, 2015. **MSC Kubiak/Keating to approve the February 28, 2015 meeting minutes and place on file, all voting aye.**

February Activity and Automatic Reports: The Commission reviewed the February 2015 activity and automatic aid reports. This is informational only and no action is required.

February 2015 Budget Report: The Commission reviewed the February 2015 budget report. This is informational only and no action is required.

Firefighter Hiring Process: Chief Auxier noted Firefighter Jaime Martinez completed his training and has begun working 24-hour shifts. Firefighter Zach Janke started on Monday, March 30, 2015. He will complete four weeks of training and then start his 24-hour shifts.

Regional Hiring Process Agreement: The Commission reviewed the Regional Hiring Process Agreement with Fox Valley Technical College. Chief Auxier noted the fees for this service remain the same as previous years. The hiring requirements we will be submitting were reviewed. **MSC Keating/Kubiak recommends the City of Neenah and City of Menasha Common Councils approve the Regional Fire Department Hiring Process Agreement with Fox Valley Technical College, all voting aye.**

Informational Items: OM Theisen handed out information on NMFR's upcoming Open House on Saturday, May 2, 2015 and Local 275's Backdraft Bike Tour on Sunday, June 7, 2015.

MSC John/Liebhauser to adjourn at 12:16 p.m., all voting aye.

Respectfully Submitted,

Tara Theisen
Office Manager

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday February 24, 2015

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

Present: Commissioners Mike Sambas, Raymond Zielinski, Kathy Bauer, Steve Coburn, , Dale Youngquist; Manager Randall Much, Attorney John Thiel, Accountant Roger Voigt.

Excused: Commissioners Tim Hamblin, Jim Gunz.

Also Present: Tom Kispert, Chad Olsen (McMAHON); Rob Franck, Paul Much (MCO); Jon Myers (Atlas Copco).

Public Forum. No one in attendance for public forum.

January 27, 2015 Regular Meeting minutes: Motion by Commissioner Coburn, second by Commissioner Zielinski to approve the minutes from the January 27, 2015 Regular Meeting. Motion carried unanimously.

Correspondence

There is no correspondence to be discussed:

Old Business

U.S. Paper Mills metering station update. Manager Much reported receiving drawings from Kaempfer & Associates for the U.S. Paper Mills flow metering station design; the designs were provided to Tom Kispert for review and if okay, they will be approved.

New Business

Operations, Engineering, Planning

HSI Blower Status Update. Jon Myers distributed and discussed a failure report for blower #2; blower #2 experienced an element failure. This failure was consistent with a surge failure; Jon further discussed and explained the circumstances. The blower ran outside of safe parameters based on a scaling factor that was used; the scaling factor may not have been correct creating the condition of the unit operating outside safe parameters. The flow meters are known to be inaccurate and the scaling factor is used to adjust for the known inaccuracies. Commissioners discussed rejecting the units and pursuing the option from Atlas Copco to replace the current blowers with the new technology of blower currently being developed. Jon Myers reported on the process remaining before the new blowers will be ready for release later this year.

Phosphorus Removal – Manager Much has no update at this time; the proposal from HACH is expected in early March.

McMahon Proposal for Lift Station Flow Meter Design-Town of Neenah S.D 2 lift station #3. Chad Olsen distributed the preliminary plans; projected costs are \$4,000 for the meter, \$19,580

for the manhole, \$2,400 for meter installation. Currently the costs for providing electrical service and site restoration are unknown. The Town would like the project to be completed with the Lift Station remodel and they would like an agreement that the Commission would reimburse the Town for the Commission's portion of the costs. The unknown electrical costs will depend on the service locate; this could impact the costs depending if the electrical main needs to be moved. Chad will put together the letter agreement to the Town of Neenah indicating the Commission will reimburse the Town for the Commission portion of the costs.

Tom Kispert reported on the electronic communication of flow data from remote sites; remote panels are installed, the modems are here and are being configured.

Tom Kispert reported on the status of the iReportPlus Reporting Software to replace the current OPS32 software; the software is installed, it is now being configured, reports will now be generated.

Update on Plant Construction. Manager Much distributed a report detailing current issues with the new equipment and plant. Tom Kispert addressed and discussed the ten items on the report: genset controls, Grundfos chemical pumps, inclined auger for centrifuges, digester boilers and controls, alum pump control panel, alum meters, blowers, aeration basin #6, centrate meter, poly system controls.

Motion by Commissioner Zielinski second by Commissioner Coburn to approve for payment McMahon invoices #41724, #41725 and #41726 in the amounts of \$335.00, \$5,300.00 and \$3,300.00. Motion carried unanimously. Commissioner Bauer questioned the 100% billing for the Equipment Contracts Administration; Tom further explained the billing.

Manager Much discussed the Operating Report for the month of January 2015. The printed report is now 1-page based on the discussion at the January meeting and the information the Commission would like to see; President Youngquist requested the Commissioners to contact Accountant Voigt if they have any changes they would like to see to the report. Manager Much report the plant is operating well. After discussion, motion by Commissioner Coburn second by Commissioner Zielinski to approve the operating report for the month of January 2015. Motion carried unanimously.

Budget, Finance, Personnel

Accountant Voigt discussed the financial statements and the cash & investment report for the month of January 2015. The auditors were here in early February and have completed the field work; they are now working on completing the audit. A draft report was distributed and discussed reporting on the projected \$99,000 to be returned for 2014 operations. The financial statements do not reflect all the final year-end adjustments. MCO generated \$4,000 in income to the Commission. Manager Much discussed the industrial contract with U.S. Paper Mills and the need for the Commission to make a decision soon if the Commission will not renew the agreement; the City of Menasha will need time to make adjustments to their user charge. Commissioner Zielinski recommends having the Menasha representatives attend the next meeting for discussing this issue; Commissioners further discussed the issue. After discussion it was decided to invite the Mayor, Attorney, and Public Works Director to the next Commission

meeting. After discussion, motion by Commissioner Zielinski, second by Commissioner Coburn to accept the Accountant's Report for the month of January 2015. Motion carried unanimously.

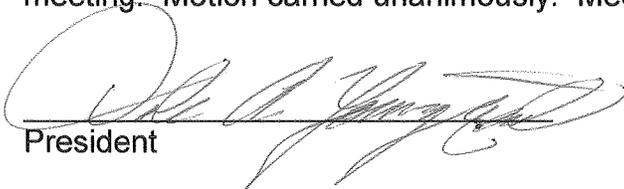
Motion by Commissioner Zielinski, second by Commissioner Coburn to approve for payment MCO invoices #19025 and #19064 in the amounts of \$123,501.43 and \$468.40 with payment to be made after March 1, 2015. Motion carried unanimously.

Motion by Commissioner Zielinski, second by Commissioner Coburn to approve Operating and Payroll Vouchers #134823 through #134867, and #1262015 in the amount of \$322,076.86 and Construction Voucher #250 in the amount of \$74,500.00 for the month of January 2015. Motion carried unanimously.

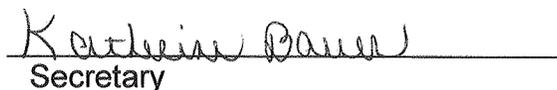
Motion by Commissioner Coburn second by Commissioner Zielinski to convene into Closed Session pursuant to Wis. Stats. §19.85 (1)(g) to confer and review written and/or oral legal advice by legal counsel to the Commission as to litigation strategy and status of matters concerning the lawsuit(s) commonly referred to as Fox River litigation and litigation the Commission is likely to be involved in concerning High Speed Blowers. Motion carried unanimously on roll call vote by Commissioners Sambs, Zielinski, Coburn, Bauer, Youngquist. Meeting convened into Closed Session at 9:06 am.

Motion by Commissioner Zielinski second by Commissioner Coburn to adjourn the Closed Session and reconvene into Regular Open Session. Motion carried unanimously on roll call vote by Commissioners Sambs, Zielinski, Coburn, Bauer, Youngquist. Meeting reconvened into Regular Open Session at 9:32 am.

Motion made by Commissioner Zielinski, seconded by Commissioner Coburn to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:32 a.m.



President



Secretary

CITY OF MENASHA
PERSONNEL COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
March 16, 2015
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Englebert at 7:06 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

EXCUSED: Alderman Langdon

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

C. MINUTES TO APPROVE

1. [Personnel Committee, 2/2/15](#)

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

Motion carried on voice vote.

D. ACTION/DISCUSSION ITEMS

1. [Creation of Administrative Services Department/Human Resources Coordinator Position](#)

Chairman Englebert explained that the Springsted Study recommended the creation of an Administrative Services Department to include Finance, Human Resources, Assessor and Information Technology (IT) functions. ASD Steeno was hired as the Director, changes have already been made in Finance and IT, and the next step is to approve the creation of the department.

ASD Steeno reviewed proposed table of organization for the new Administrative Services Department. With the retirement of the temporary HR Specialist, staff is recommending changing the current position of Human Resources Specialist to Human Resources Coordinator due to the need for a higher level human resources professional to assist the City in accomplishing the outlined initiatives. Staff will proceed with the posting of the new position upon Council approval.

General discussion ensued on the Springsted Study recommendations including the possible sharing of the newly proposed position with Menasha Utilities (MU) and how that would work. Staff believes it is important for the City to move ahead with this position with or without a commitment from MU. Discussions with MU will continue to look for common needs and ways to work together on this initiative

Moved by Ald. Benner seconded by Ald. Nichols to recommend to Common Council Creation of Administrative Services Department/Human Resources Coordinator Position. Motion carried on roll call 8-0.

E. ADJOURNMENT

Moved by Ald. Keehan seconded by Ald. Benner to adjourn at 7:23 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
March 17, 2015
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order at 3:30 PM by Mayor Merkes.

B. ROLL CALL/EXCUSED ABSENCES

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

PLAN COMMISSION MEMBERS EXCUSED: Ald. Benner and Comm. Schmidt

OTHERS PRESENT: CDD Keil, CDC Heim, Jim Stahl and Steve Grenell.

C. MINUTES TO APPROVE

1. **Minutes of the March 3, 2015 Plan Commission Meeting**

Motion by Comm. Sturm, seconded by Comm. Cruickshank to approve the March 3, 2015 Plan Commission meeting minutes. The motion carried 5-0.

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

1. No one spoke.

E. DISCUSSION

1. **Lighting Standards for Residential Properties**

CDD Keil explained the information in the packets was to serve as an idea of how other communities have handled this. CDD Keil stated that he is hesitant to incorporate residential lighting standards in the zoning code ordinance due to enforcement concerns. CDD Keil will put together some language for inclusion in the nuisance section of the municipal code, have the Police Department review it and bring it back for discussion at the next meeting.

2. **Comprehensive Plan Review – Rezoning of Parcel Immediately North of 1737 Racine Road from C-1 to I-1**

CDD Keil explained that Miron Construction has acquired two parcels on Racine Road, one of which is zoned I-1, Heavy Industrial while the other is zoned C-1, General Commercial. The rezoning of the C-1 parcel is being sought to allow Miron Construction to store cranes, job trailers, crane booms and other job site equipment. The area would be strictly storage and fenced for security. There was an error in the initial Comprehensive Plan designating future land use for that parcel as Parks and Recreation. The plan was amended and rezoned to C-1, General Commercial. The rezoning from C-1 to I-1 would be required to allow the use that Miron Construction is proposing. The rezoning does require a Comprehensive Plan Amendment.

Commissioners discussed the following:

- Transitional area along the north boundary of the lot
- Height of the equipment proposed to be stored there
- Gravel of the lot for up to one year
- Stormwater management on site

Jim Stahl, Miron Construction, addressed these areas of concerns. He stated that there would be an eight foot fence installed with a 30 foot setback for vision clearance for the driveway to the north due to the curve in Racine Road. Mr. Stahl indicated that the lot would be blacktopped as soon as possible however the timeframe for the gravel being in place is based on soil borings

and suggested one year waiting period. There will not be much traffic on the lot and therefore concerns on dust to the R-1 zoned parcels to the west should not be an issue. Mr. Stahl also indicated that they are working with McMahon and Associates and the DOT regarding a detention pond which will be placed during the 441 DOT project. They will be installing temporary stormwater management on site until the detention pond is operational. Mr. Stahl also indicated that he did not see any barriers to installing plantings within the 30 foot setback area along Racine Road to protect the R-1 zoned parcels to the east.

It was the consensus of the Commission that Miron Construction, along with Community Development staff, proceed with the rezoning and Comprehensive Plan Amendment for the parcel.

F. ACTION ITEMS

1. Certified Survey Map – River Lea Court (1 Lot CSM)

DPW Radtke explained that the dedicated private road to public street right-of-way was petitioned by the private owners on River Lea Court. In order for the petition to be approved, the road must be brought up to city standards with the residents of that road being assessed for costs incurred. Due to the current configuration of the private street and the placement of structures and utilities, strict adherence to the Street Design Standards per Section 14-1-8(v)(1) Standards and 14-1-8(v)(2) Cul-de-sacs of the Menasha Code of Ordinances is not feasible.

Commissioners discussed the following:

- Cul-de-sac radius
- Road right-of-way width
- Design standards
- Existing easements

DPW Radtke indicated that he would be addressing the cul-de-sac radius with NMFR; DPW Radtke will also discuss the easements with Menasha Utilities staff.

Motion by DPW Radtke, seconded by Comm. Cruickshank to approve the Certified Survey Map, River Lea Court (1 Lot CSM) and Certified Survey Map, River Lea Court (4 Lot CSM) with variations and exceptions for the minimum right-of-way radius of sixty (60) feet and a minimum inside curb radius of forty (40) feet be waived per Section 14-1-18 of the Menasha Code of Ordinances. The motion carried 5-0.

2. Certified Survey Map – River Lea Court (4 Lot CSM)

This item discussed as part of Certified Survey Map – River Lea Court (1 Lot CSM).

H. ADJOURNMENT

Motion by Comm. DeCoster, seconded by DPW Radtke, to adjourn at 4:20 PM. The motion carried 5-0.

Minutes respectfully submitted by CDC Heim.



President Jason Dionne called the meeting to order on December 18th at 4:32 PM, Menasha Safety Building, 430 First Street, Menasha, Wisconsin

Present: Marshall Spencer, Terri Reuss, Chief Styka, Jason Dionne, Tony Gutierrez

Excused: Ron Duuck

Minutes to Approve: Marshall Spencer moved to approve October 23rd, 2014 meeting minutes. Tony Gutierrez seconded the motion. The Commission unanimously approved the minutes.

Communication to Receive: None

Discussion: None

New Business: None

Chief Styka Report

Police Commission Meeting 12/18/2014

Training:

- International Association of Chiefs of Police Conference: Styka (20 hrs)
- Badger TraCS User Conference: Sahr, B. Sawyer & Schramper (8 hrs)
- 2014 American Association of Code Enforcement Conference: Polzien (30 hrs)
- Supervising/Managing FTOs: Hanchek (32 hrs)
- DAAT Transition Course: Oleszak & Styka (8 hrs)
- Drug Investigations Strategy: Hoernke (16 hrs)

Department Updates:

- Hiring Process Discussion
- Racine St Speed Reduction Project – Command Staff is working on establishing goals and media outreach for the 2015 project.
- Peer support team – participating officers have been identified and the training will take place in January.
- 2015 contract negotiations continue.
- On-line reporting system is getting close to being deployed. We have run into an issue with the interface with the County LRMS system.
- 2014 Range Training almost complete for the year. We are on track to have all sworn personnel 100% in compliance with the training.
- Chief Styka accepted the treasurer's position with the Wisconsin Chiefs of Police Association.
- Police budget as part of the Mayor's package was passed without and changes

Closed Session: Marshall Spencer moved to begin closed session of the meeting at 4:50 pm. Tony Gutierrez seconded the motion. The Commission unanimously approved to enter a closed session.

Wisconsin statutes sec 19.85 (1)(c)

*Considering the employment, promotion, compensation or evaluating the performance of any Employee under the commission's jurisdiction.

*Open patrol position (consideration of candidates).

Adjourn: Tony Gutierrez moved to adjourn. Jason Dionne seconded the motion at 5:17 pm. The motion was unanimously supported.

The next bi-monthly meeting will be held Thursday February 19th 2015 at 4:30pm Menasha Safety Building, 430 First Street, Menasha, Wisconsin.

Menasha alderpersons 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; however no official Action of any of these bodies will be taken.

Menasha is committed to its diverse population. Our non- English speaking population or those with disabilities are invited to contact the acting Chief of Police at 967-3500 at least 24-hours in advance to ensure special accommodations can be made.

Respectfully submitted,
Theresa Reuss
Commissioner, Secretary

PROCLAMATION ARBOR DAY—APRIL 24, 2015

WHEREAS, Arbor Day has contributed to the public's awareness of the importance of trees; and

WHEREAS, the National Arbor Day Foundation has been a leader in the promotion of the education and planting of trees in communities across America; and

WHEREAS, the planting of new trees is an expression of our commitment to future generations; and

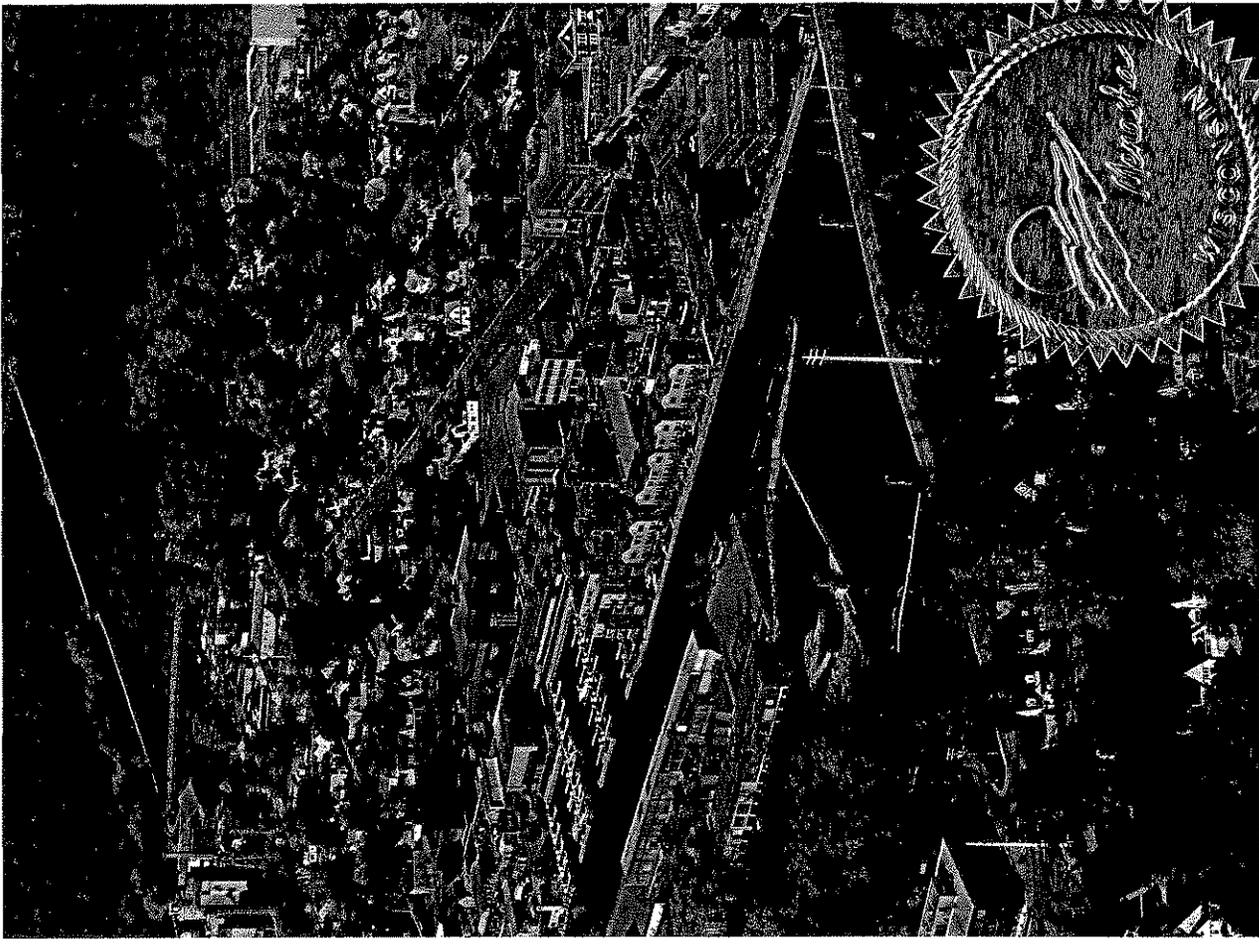
WHEREAS, over its lifespan a properly sited individual tree pays a dividend of \$90,000 to the community by:

- Reducing air conditioning costs by 15-35%
- Reducing winter heating costs by 10-20%
- Increasing home values by 15%
- Increasing home sales by 6-12%
- Increasing business sales by 20%
- Reducing stormwater runoff by 60%
- Extending the life of street pavements by 40-60%; and

WHEREAS, the City of Menasha anticipates being recognized for the 31st consecutive year as a Tree City U.S.A. by the National Arbor Day Foundation and desires to continue its tree-planting ways.

NOW, THEREFORE, I, Donald Merkes, Mayor of the City of Menasha, do hereby proclaim April 24, 2015 **ARBOR DAY** in the City of Menasha, and I urge all citizens to support the protection of our trees and woodlands and to support our City's urban forestry program,

FURTHER, I encourage all citizens to actively support tree planting and protection as a means to improve our community, the quality of our lives, and promote the well-being of future generations.



Dated this 20th day of March, 2015.

Donald Merkes, Mayor



March 31, 2015

DNR Northeast Region
ATTN: Storm Water Program
2984 Shawano Ave.
Green Bay, WI 54313

RE: Submission of City of Menasha 2014 MS4 Annual Report

To Whom It May Concern:

Enclosed, please find the City of Menasha's 2014 Annual Report under MS4.

If you have any questions regarding this submission, please call Mark Radtke, Public Works Director at 920.967.3611.

Sincerely,

Mark Radtke, P.E.
Director of Public Works

Cc: Corey Gordon, Engineering Aid III
Donald Merkes, Mayor

Due by March 31, 2015

Notice: Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (DNR) by March 31 of each year to report on activities for the previous calendar year. This form is being provided by the DNR for the user's convenience. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

This form is for reporting on activities undertaken in calendar year 2014.

Instructions: Complete each section of the form that follows. If additional space is needed to respond to a question, attach additional pages. Provide descriptions that explain the program actions taken to comply with the general permit. Complete and submit the annual report by March 31, 2015, to the appropriate address indicated on the last page of this form.

SECTION I. Municipal Information			
Name of Municipality City of Menasha		Facility ID No. (FIN) 31110	
Mailing Address 140 Main Street	City Menasha	State WI	ZIP Code 54952
County(s) in which Municipality is located Winnebago, Calumet	Municipality Type: (select one) <input type="radio"/> County <input checked="" type="radio"/> City <input type="radio"/> Village <input type="radio"/> Town <input type="radio"/> Other (specify)		

SECTION II. Municipal Contact Information			
Name of Municipal Contact Person Mark Radtke		Title Public Works Director	
Mailing Address (if different from above)	City	State WI	ZIP Code
Email mradtke@ci.menasha.wi.us	Phone Number (include area code) (920) 967-3610	Fax Number (include area code) (920) 967-5272	

SECTION III. Certification			
<p><i>I hereby certify that I am an authorized representative of the municipality covered under MS4 General Permit No. WI-S050075-2 for which this annual report is being submitted and that the information contained in this document and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality's governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.</i></p>			
Authorized Representative Printed Name Donald Merkes		Authorized Representative Title Mayor	
Signature of Authorized Representative 		Date 03/30/2015	
Email dmerkes@ci.menasha.wi.us	Phone Number (include area code) (920) 967-3600	Fax Number (include area code) (920) 967-5273	

SECTION IV. General Information	
<p>a. Describe what efforts the municipality has undertaken to invite the municipal governing body, interest groups, and the general public to review and comment on the annual report. The City published a notice in the official newspaper inviting commentary on the final draft annual report. The draft annual report is submitted to the Common Council as an official communication. The annual report is also available on the City's website and at City Hall for public review.</p>	
<p>b. Describe how elected and municipal officials and appropriate staff have been kept apprised of the municipal storm water discharge permit and its requirements. Elected and municipal officials and staff were provided the annual report. Staff involvement in the implementation of the storm water permit meet as needed to discuss programs and assure compliance with all requirements. Staff also attends various related seminars.</p>	
<p>c. Has the municipality prepared its own municipal-wide storm water management plan? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>If yes, title and date of storm water management plan: City of Menasha Storm Water Management Plan (Draft), January 30, 2008, DNR approval pending.</p>	

SECTION IV. General Information (continued)

d. Has the municipality entered into a written agreement with another municipality or a contract with another entity to perform one or more of the conditions as provided under section 2.10 of the general permit? Yes No

If yes, describe these cooperative efforts:

The City's agreement with the Town of Menasha was submitted with the 2009 Annual Report. The efforts involved a shared cost agreement relating to a regional storm water management pond.

e. Does the municipality have an internet website? Yes No

If yes, provide web address:

www.cityofmenasha-wi.gov

If the municipality has an internet website, is there current information about or links provided to the MS4 general permit and/or the municipality's storm water management program?

Yes No

If yes, provide web address:

www.cityofmenasha-wi.gov

SECTION V. Permit Conditions

a. Minimum Control Measures: For each of the permit conditions listed below, provide a description of the implementation of each program element, the status of meeting measurable goals, and compliance with permit schedule in section 2.11 of the MS4 general permit. Provide an evaluation of program compliance with the general permit, the appropriateness of identified best management practices, and progress towards achieving identified measurable goals. Be specific in describing the actions that have been taken during the reporting year to implement each permit condition and whether measurable goals have been met, including any data collected to document a measurable goal. Also, explain the reasons for any variations from the compliance schedule in the MS4 general permit.

- Public Education and Outreach

Please see attached.

- Public Involvement and Participation

Please see attached.

- Illicit Discharge Detection and Elimination

Please see attached.

- Construction Site Pollutant Control

Please see attached.

- Post-Construction Storm Water Management

Please see attached.

- Pollution Prevention

Please see attached.

b. Winter Road Management Activities (Optional reporting for 2014):

Provide the name, title, and phone number for the individual(s) with overall responsibility for winter roadway maintenance.

Mark Radtke, Public Works Director, (920) 967-3610

Describe the types of products used for winter road management (e.g. deicing, pre-wetting, salting, etc.).

Salt brine for anti-icing and pre-wetting; Road salt for deicing; road salt/chip mix for deicing under certain conditions.

SECTION V. Permit Conditions (continued)

Describe the type of equipment used to apply the products.

Automated salt spreaders on the back of patrol dump trucks, equipped with on board pre-wetting tanks.

Report the amount of product used per month.

Averages approximately 240 tons per winter season month.

Report the snow disposal locations, if snow is hauled away.

Snow disposal site is located at the Public Works Facility located at 455 Baldwin Street in Menasha.

Describe any anti-icing, equipment calibration, and salt reduction strategies considered.

Anti-icing is done when appropriate, equipment is calibrated annually, and we have experimented with reduced salt rate application, especially on our secondary streets.

Describe any other additional measurable data or information that the permittee used to evaluate its winter road management activities.

c. Municipal facility(s) (Optional reporting for 2014):

Provide an inventory of municipally owned or operated structural storm water management facility(s), include: Location of each facility and contact information for the individual(s) with overall responsibility for each facility.

Describe the housekeeping activities and best management practices installed to reduce or eliminate storm water contamination.

This will be part of our storm water management plan being updated in 2015.

Discuss recommendations for improvements to current storm water management practices at the facility(s) and a timeline for installation and/or implementation of these recommendations.

This will be part of our storm water management plan being updated in 2015.

Describe the municipal facility(s) employee training on storm water pollution prevention provided.

This will be part of our storm water management plan being updated in 2015.

Describe the spill prevention and response procedures in place at the municipal facility(s).

This will be part of our storm water management plan being updated in 2015.

d. Storm Water Quality Management: Has the municipality completed a pollutant-loading analysis to assess compliance with the 20% TSS reduction developed urban area performance standard? Yes No

If yes, provide the following: Model used WinSLAM Version 9.2.5 Reduction (%) 26.98

If no, include a description of any actions the municipality has undertaken during 2014 to help achieve the 20% standard.

Has the municipality completed an evaluation of all municipal owned or operated structural flood control facilities to determine the feasibility of retrofitting to increase TSS removal? Yes No

If yes, describe:

Staff conducted review and concluded there is no opportunity for retrofitting at this time.

SECTION V. Permit Conditions (continued)

- e. **Best Management Practices Maintenance:** Does the municipality have a maintenance program for installed storm water best management practices? Yes No

If yes, describe the maintenance program and any maintenance activities that have occurred for best management practices in 2014. If available, attach any additional information on the maintenance program.

The City's maintenance program includes regular interval cleaning of proprietary filtering devices and maintenance of storm water management ponds and biofilter devices.

- f. **Storm Sewer System Map:** Describe any changes or updates to the storm sewer system map made in the reporting year. Provide an updated map if any changes occurred during the reporting year.
Added new storm sewer in newly developed areas.

SECTION VI. Fiscal Analysis

- a. Provide a fiscal analysis that includes the annual expenditures for 2014, and the budget for 2014 and 2015. A table to document fiscal information is provided on page 6.

- b. What financing/fiscal strategy has the municipality implemented to finance the requirements of the general permit?

Storm water utility General fund Other Permit fees

- c. Are adequate revenues being generated to implement your storm water management program to meet the permit requirements? Yes No

Please provide a brief summary of your financing/fiscal strategy and any additional information that will assist the Department in understanding how storm water management funds are being generated to implement and administer your storm water management program.

A storm water utility was created with an initial effective of January 1, 2009. The City is in the midst of updating our Storm Water Management Plan in response to the Lower Fox River Basin TMDL.

SECTION VII. Inspections and Enforcement Actions

Note: If an ordinance listed below has previously been submitted and has not been amended since that time, a copy does not need to be submitted again. If the ordinance was previously submitted, indicate such in the space provided.

- a. As of the date of this annual report, has the municipality updated or revised its construction site pollutant control ordinance in accordance with subsection 2.4.1 of the general permit? Yes No If yes, attach copy or provide web link to ordinance:
Previously submitted.
- b. As of the date of this annual report, has the municipality updated or revised its post-construction storm water management ordinance in accordance with subsection 2.5.1 of the general permit? Yes No
If yes, attach copy or provide web link to ordinance: Previously submitted.
- c. As of the date of this annual report, has the municipality updated or revised its illicit discharge detection and elimination ordinance in accordance with subsection 2.3.1 of the general permit? Yes No If yes, attach copy or provide web link to ordinance:
Previously submitted.
- d. As of the date of this annual report, has the municipality adopted any other ordinances it has deemed necessary to implement a program under the general permit (e.g., pet waste ordinance, leaf management/yard waste ordinance, parking restrictions for street cleaning, etc.)? Yes No If yes, attach copy or provide web link to ordinance:

- e. Provide a summary of available information on the number and nature of inspections and enforcement actions conducted during the reporting period to ensure compliance with the ordinances described in a. to d. above.
Residential erosion control permits, inspections, and enforcement activities were carried out by the Building Inspection Department. Commercial erosion control permits, inspections and enforcement activities were carried out by the Engineering Department. Municipal compost facility site inspections were conducted by the Engineering Department. Please see attached for details.

SECTION VIII. Water Quality Concerns

- a. Does any part of the MS4 discharge to an outstanding resource water (ORW) or exceptional resource water (ERW) listed under s. NR 102.10 or 102.11, Wis. Adm. Code? (A list of ORWs and ERWs may be found on the Department's Internet site at: <http://dnr.wi.gov/topic/surfacewater/orwerw.html>) Yes No If yes, list:
- b. Does any part of the MS4 discharge to an impaired waterbody listed in accordance with section 303(d)(1) of the federal Clean Water Act, 33 USC § 1313(d)(1)(C)? (A list of the most current Wisconsin impaired waterbodies may be found on the Department's Internet site at: <http://dnr.wi.gov/water/impairedsearch.aspx?status=303d>) Yes No If yes, complete the following:
- Impaired waterbody to which the MS4 discharges:
Lake Winnebago, Lower Fox River
 - Description of actions municipality has taken to comply with section 1.5.2 of the MS4 general permit for discharges of pollutant(s) of concern to an impaired waterbody:
Please see attached.
- c. Identify any known water quality improvements in the receiving water to which the MS4 discharges during the reporting period.
- d. Identify any known water quality degradation in the receiving water to which the MS4 discharges during the reporting period and what actions are being taken to improve the water quality in the receiving water.

SECTION IX. Proposed Program Changes

Describe any proposed changes to the storm water management program being contemplated by the municipality for 2015 and the schedule for implementing those changes. Proposed program changes must be consistent with the requirements of the general permit.

The City, through its consultant, will be preparing an updated storm water management plan to address the requirements for the City under the Lower Fox River Basin TMDL. It is expected any identified program changes and activities will be implemented in upcoming years.

SECTION X. Other

Any other additional information the permittee would like to provide in the Annual Report regarding their storm water program?

Fiscal Analysis Table. Complete the fiscal analysis table provided below.

Program Element	Annual Expenditure 2014	Budget		Source of Funds
		2014	2015	
Public Education and Outreach	17,785	20,000	24,700	Storm Water Utility
Public Involvement and Participation	2,225	2,500	3,090	Storm Water Utility
Illicit Discharge Detection and Elimination	24,100	27,100	33,480	Storm Water Utility and permit fees
Construction Site Pollutant Control	39,570	44,500	54,980	Storm Water Utility and permit fees
Post-Construction Storm Water Management	42,680	48,000	59,310	Storm Water Utility and permit fees
Pollution Prevention	802,950	903,000	1,115,740	Storm Water Utility
Storm Water Quality Management (including pollutant-loading analysis)	95,140	107,000	132,210	Storm Water Utility
Storm Sewer System Map	2,670	3,000	3,700	Storm Water Utility
Other:	256,990	289,010	357,100	Storm Water Utility

NORTHERN REGION COUNTIES			WEST CENTRAL REGION COUNTIES		
Ashland	Langlade	DNR Service Center	Adams	Marathon	DNR Service Center
Barron	Lincoln	Attn: Storm Water Program	Buffalo	Monroe	Attn: Storm Water Program
Bayfield	Oneida	5301 Rib Mountain Rd.	Chippewa	Pepin	5301 Rib Mountain Rd.
Burnett	Polk	Wausau, WI 54401	Clark	Pierce	Wausau, WI 54401
Douglas	Price	Phone: (715) 359-4522	Crawford	Portage	Phone: (715) 359-4522
Florence	Rusk		Dunn	St. Croix	
Forest	Sawyer		Eau Claire	Trempealeau	
Iron	Taylor		Jackson	Vernon	
	Vilas		Juneau	Wood	
	Washburn		La Crosse		

NORTHEAST REGION COUNTIES			SOUTH CENTRAL REGION COUNTIES		
Brown	Marquette	DNR Northeast Region	Columbia	Jefferson	DNR South Central Region
Calumet	Menominee	Attn: Storm Water Program	Dane	LaFayette	Attn: Storm Water Program
Door	Oconto	2984 Shawano Ave.	Dodge	Richland	3911 Fish Hatchery Rd.
Fond du Lac	Outagamie	Green Bay, WI 54313	Grant	Rock	Fitchburg, WI 53711
Green Lake	Shawano	Phone: (920) 662-5100	Green	Sauk	Phone: (608) 275-3266
Kewaunee	Waupaca		Iowa		
Manitowoc	Waushara				
Marinette	Winnebago				

SOUTHEAST REGION COUNTIES		
Kenosha	Sheboygan	DNR Service Center
Milwaukee	Walworth	Attn: Storm Water Program
Ozaukee	Washington	141 NW Barstow Street,
Racine	Waukesha	Room 180
		Waukesha, WI 53188
		(262) 574-2100

City of Menasha, WI

City of Menasha, WI - Citywide Storm Water Management Program

January 01, 2014 To December 31, 2014

This program consists of the following 9 Minimum Control Measure(s).

1. Public Education and Outreach
2. Public Involvement and Participation
3. Illicit Discharge Detection and Elimination
4. Construction Site Pollutant Control
5. Post-Construction Storm Water Management
6. Pollution Prevention
7. Storm Water Quality Management
8. Storm Sewer System Map
9. Annual Report and Storm Water Management Program Funding

1 Public Education and Outreach

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

To satisfy this minimum control measure, the permittee shall implement a public education and outreach program to increase the awareness of storm water pollution impacts on waters of the state to encourage changes in public behavior to reduce such impacts.

The program shall establish measurable goals and, at a minimum, include the following elements:

1. Promote detection and elimination of illicit discharges and water quality impacts associated with such discharges from municipal separate storm sewer systems.
2. Inform and educate the public about the proper management of materials that may cause storm water pollution from sources including automobiles, pet waste, household hazardous waste and household practices.
3. Promote beneficial onsite reuse of leaves and grass clippings and proper use of lawn and garden fertilizers and pesticides.
4. Promote the management of streambanks and shorelines by riparian landowners to minimize erosion and restore and enhance the ecological value of waterways.
5. Promote infiltration of residential storm water runoff from rooftop downspouts, driveways and sidewalks.
6. Inform and where appropriate educate those responsible for the design, installation, and maintenance of construction site erosion control practices and storm water management facilities on how to design, install and maintain the practices.
7. Identify businesses and activities that may pose a storm water contamination concern, and where appropriate, educate specific audiences on methods of storm water pollution prevention.
8. Promote environmentally sensitive land development designs by developers and designers.

Best Management Practices

1.1 Promote Illicit Discharge Detection

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Required Yes

Description

Promote detection and elimination of illicit discharges and water quality impacts associated with such discharges from municipal separate storm sewer systems.

Justification

Public awareness of illicit discharges and their prospective impacts along with education on how to report potential illicit discharges substantially increases the opportunity to quickly identify and eliminate them.

Goals

1.1.1 Create and distribute IDDE Response brochure

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

Create IDDE Response brochure and link to it on the city website. Make copies available at the city garage, library, police department, health department and city hall.

Planned: 2009 2010 2011 2012 2013 2014

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	Name
06/09/2014	Distributed Educational Materials to Restaurants (2014)

Description

Community Development distributed NEWSOC educational materials to restaurants located in the City of Menasha to discourage illicit discharge from these establishments (attached). There were 175 letters mailed.

File Attachment [Dumpster Management Poster 11x17.pdf](#)

File Attachment [Parking Lot.pdf](#)

File Attachment [Restaurant Management.pdf](#)

1.1.2 Publish IDDE Response Advisory in city newsletter and/or website

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

Prepare and publish information annually in city newsletter and/or city website advising people on how to respond to apparent spills or illicit discharges.

Planned: 2009 2010 2011 2012 2013 2014

Complete: 2009 2010 2011 2012 2013 2014

Activity Date

06/09/2014

Name

Newsletter Articles and Website Info (2014)

Description

Published information on the City's website instructing people in how to respond to illegal dumping.

File Attachment [Fall Fertilizing.docx](#)

File Attachment [Leave your Leaves on Land.docx](#)

File Attachment [Public Works Stormwater Programs And Information Resident Action.htm](#)

File Attachment [Public Works Stormwater Programs And Information.htm](#)

1.2 Public Pollution Prevention Education

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Required Yes

Description

Inform and educate the public about the proper management of materials that may cause storm water pollution from sources including automobiles, pet waste, household hazardous waste and household practices.

Justification

Informing the public of the potential pollution impacts of their activities together with the information they need to make educated decisions on alternative behaviors or actions will improve responsible actions.

Goals

1.2.1 Create and distribute pet waste brochure

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

Create and distribute a pet waste brochure containing information for pet owners on pet waste hazards and environmental consequences. Brochure to be distributed annually with pet licenses.

Planned: 2009 2010 2011 2012 2013 2014

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	Name
06/09/2014	Pet Waste Flyer (2014)

Description

Flyers completed and copies were given to the Finance Department to be distributed with dog license. Flyer was also made available on the City's website. Flyers were also distributed to the city library and health department.

File Attachment [Pet Waste.pdf](#)

1.2.2 Publish Public Pollution Prevention educational article in city newsletter and/or city website

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

At least annually, publish an article in the city newsletter and/or city website relating to one or more aspects of pollution prevention.

Planned: 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2008 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	Website article 2014

Description

Website was maintained and articles pertaining to pollution prevention were available via City website.

1.2.3 Participate in Annual Urban Clean Sweep Program

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

Promote community participation in the annual urban Clean Sweep program sponsored by Outagamie, Winnebago and Calumet Counties by advertising the event on the city website and/or the city newsletter. Participate in the event by sending at least one staff member to staff the event.

Planned: 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name
12/31/2014	Clean Sweep 2014

Description

Promoted Clean Sweep 2014 in Spring Public Works newsletter. The City also hosted the program at the Public Works Facility in 2014.

File Attachment [2014 Clean Sweep Article.pdf](#)

1.2.4 Storm Drain Marking Program

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

Identify storm drains in the City of Menasha that are not currently marked with educational sayings. City staff will mark some of the storm drains each summer. Information for other groups to get involved will be on the city's website.

Planned: 2013 2014 2015 2016 2017 2018

Complete: 2013 2014

Activity Date	Name
06/09/2014	Storm Drain Stenciling (2014)

Description

Discussed stenciling program with Heckrodt Nature Reserve staff. Heckrodt has storm drain stenciling supplies that they loan out to volunteer groups. Their information is posted on the City's website.

File Attachment [Public Works Stormwater Programs And Information Storm Drain Stenciling.htm](#)

1.2.5 Distribute educational flyers to City buildings

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

At least annually, staff will distribute a variety of NEWSC flyers to city buildings. Flyers will be targeted to fit the building's purpose (i.e. information on hazardous waste flyer at the city garage). This helps educate city departments on internal operations as well as educates people on good storm water management and pollution prevention.

Planned: 2012 2013 2014 2015 2016 2017 2018

Complete: 2012 2013 2014

Activity Date	Name
06/09/2014	Flyer Locations (2014)

Description

Flyers were brought to the City Garage, Library, Police Department, Pool, Heckrodt Nature Reserve, Health Department and City Hall.

- File Attachment [Car.pdf](#)
 - File Attachment [Carpet Cleaning.pdf](#)
 - File Attachment [Household Hazardous Waste.pdf](#)
 - File Attachment [Ice and Snow Control.pdf](#)
 - File Attachment [Kids Can Help Too!.pdf](#)
 - File Attachment [Leaf Collection.pdf](#)
 - File Attachment [Pet Waste.pdf](#)
 - File Attachment [Pool & Spa Discharge.pdf](#)
 - File Attachment [Power Washing at home.pdf](#)
 - File Attachment [Rain Barrel.pdf](#)
 - File Attachment [The Pefect Landscape.pdf](#)
 - File Attachment [The Perfect Lawn.pdf](#)
-

1.3 Leaf Management and Lawn Care

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Required Yes

Description

Provide information and education to promote beneficial onsite reuse of leaves and grass clippings and proper use of lawn and garden fertilizers and pesticides.

Goals

1.3.1 Publish articles in city newsletter and/or city website

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

At least annually, publish leaf management and lawn care article(s) in the city's newsletter (which is distributed to every household in Menasha) and the city's website.

Planned: 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2008 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	Newsletter Articles (2014)

Description

Published two short articles in the city-wide newsletter.

File Attachment [2014 News Letter Articles.pdf](#)

1.3.2 Create and distribute a Leaf Management and Lawn Care brochure

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

Utilizing information from NEWSC and UW-Extension, create a leaf management and lawn care brochure to be distributed at the city garage, library, and city hall. This should be done at least annually in the summer/fall seasons.

Planned: 2010 2011 2012 2014

Complete: 2010 2011 2014

Activity Date	Name
06/09/2014	Leaf and Lawn Brochures (2014)

Description

Distributed NEWSC "Renew our Waters" leaf and lawn care brochures to municipal buildings & on the City's webpage.

File Attachment [The Pefect Landscape.pdf](#)

File Attachment [The Perfect Lawn.pdf](#)

File Attachment [Leaf Collection.pdf](#)

1.3.3 Participate in NEWS Phosphorus Education Campaign

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

The city will participate in the NEWS Phosphorus Education Campaign to promote residential yard care behaviors to reduce the phosphorus in our area waters. The campaign included multiple media venues, including television, radio, billboards, and even displays.

Planned: 2008 2009 2010

Complete: 2008 2009 2010

Activity Date	Name	Description
None		

1.4 Streambank and Shoreline Management

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Required Yes

Description

Promote the management of streambanks and shorelines by riparian landowners to minimize erosion and restore and enhance the ecological value of waterways.

Goals

1.4.1 Promote the Winnebago County Shoreline Expo

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

Promote the Winnebago County Shoreline Expo by publishing the press release and message on the city website's main page and/or the city newsletter.

Planned: 2008 2009

Complete: 2008

Activity Date	Name	Description
None		

1.4.2 Distribute educational materials to riparian properties

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

Identify riparian properties in the City of Menasha and conduct an educational mailing campaign relating to shoreline best practices.

Planned: 2010 2011 2012 2013 2014

Complete: 2010 2011 2013 2014

Activity Date	Name
06/09/2014	Educational Mailings Sent to Property Owners (2014)

Description

Educational materials were mailed to all property owners who own waterfront properties. People who rent their property were asked to share the information with the tenants. There were 183 letters mailed.

File Attachment [Rain Barrel.pdf](#)

File Attachment [Restore Your Shore.pub](#)

File Attachment [The Perfect Lawn.pdf](#)

1.5 Residential Property Infiltration

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Required Yes

Description

Promote infiltration of residential storm water runoff from rooftop downspouts, driveways and sidewalks.

Goals

1.5.1 Create and distribute Residential Property Infiltration informational brochure

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

Using information from NEWSC and UW-Extension, create an informational brochure which contains basic information on residential property infiltration and directing residents to resources. Make copies available at city hall, the library, Heckrodt Wetland Reserve, the senior center and the city garage.

Planned: 2009 2010 2011 2012 2013 2014

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	Name
06/09/2014	Rain Garden and Rain Barrel Information (2014)

Description

Staff distributed educational flyers at the city's library, Heckrodt Wetland Reserve and City Hall. Additional information was posted on the City's website.

File Attachment [Rain Barrel.pdf](#)

File Attachment [The Pefect Landscape.pdf](#)

File Attachment [Public Works Stormwater Programs And Information Resident Action.htm](#)

1.5.2 Publish article in city newsletter and/or city website

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

At least annually, publish residential property infiltration article(s) in the city's newsletter (which is distributed to every household in Menasha) and/or the city's website.

Planned: 2009 2010 2011 2012 2013 2014

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	Name
06/09/2014	Website Article (2014)

Description

Information was published on the City's website about rain barrels and rain gardens.

File Attachment [Rain Barrel.pdf](#)

File Attachment [Rain Garden.pdf](#)

File Attachment [Public Works Stormwater Programs And Information Resident Action.htm](#)

1.5.3 Promote rain gardens and rain barrels at community events

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

At least annually, offer displays and educational information regarding residential property infiltration techniques such as rain gardens and rain barrels at community and/or regional events.

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011 2012

Activity Date	Name	Description
None		

1.5.4 Develop and implement rain barrel program in coordination with NEWSC

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

Planned: 2011 2012

Complete: 2011 2012

Activity Date	Name	Description
None		

1.6 Construction Site Erosion Control Education

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Required Yes

Description

Inform and where appropriate educate those responsible for the design, installation, and maintenance of construction site erosion control practices and storm water management facilities on how to design, install and maintain the practices.

Goals

1.6.1 Hold educational meetings with contractors

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

Upon application for a building permit, staff will meet with contractors to discuss site erosion control issues and review the proposed construction site erosion control plan.

Planned: 2009

Complete: 2009

Activity Date	Name	Description
None		

1.6.2 Create and distribute a Construction Site Erosion Control brochure

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

Utilizing information from NEWSC and UW-Extension, create and distribute a brochure explaining construction site erosion control issues and providing instruction on implementing control measures. Brochures to be made available at the Building Inspection counter and distributed with all building permits.

Planned: 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2011 2012 2013 2014

Activity Date	Name
06/09/2014	Erosion Control Mailing (2014)

Description

An educational packet about erosion control and concrete washout was mailed to concrete suppliers (18 letters) and finishers (20).

File Attachment [Concrete Washout.pdf](#)

File Attachment [Erosion Control for Home Builders.pdf](#)

File Attachment [Cover Letter.docx](#)

1.6.3 Publish articles in city newsletter and/or website

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

Publish information about the city's construction site erosion control requirements along with educational information.

Planned: 2009 2010 2011 2012 2013

Complete: 2009 2010 2011 2012 2013

Activity Date	Name
06/09/2014	2014 Website Article

Description

Information was updated and added to "Construction Information" website.

File Attachment [Public Works Stormwater Programs And Information Construction Information.htm](#)

1.7 Non-Residential Property Pollution Prevention

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Required Yes

Description

Identify businesses and activities that may pose a storm water contamination concern, and where appropriate, educate specific audiences on methods of storm water pollution prevention.

Goals

1.7.1 Create and distribute Property Pollution Prevention educational brochure for businesses

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

Utilizing information from NEWSC and UW-Extension, create and distribute a Property Pollution Prevention educational brochure for commercial and industrial properties. Brochure to be mailed on an annual basis to all affected properties.

Planned: 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2011 2012 2013 2014

Activity Date	Name
06/09/2014	Mailing to Concrete Professionals (2014)

Description

An educational packet about erosion control and concrete washout was mailed to concrete suppliers (18 letters) and finishers (20 letters).

File Attachment [Cover Letter.docx](#)

File Attachment [Concrete Washout.pdf](#)

File Attachment [Erosion Control for Home Builders.pdf](#)

06/09/2014	Mailing to Restaurants (2014)
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Description

Staff sent out educational materials to restaurants located in the City of Menasha (75 businesses).

File Attachment [Cover Letter.docx](#)

File Attachment [Dumpster Management Poster 11x17.pdf](#)

File Attachment [Parking Lot.pdf](#)

File Attachment [Restaurant Management.pdf](#)

06/09/2014	Mailing to Landscape Businesses (2014)
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Description

Staff sent out educational lawn care materials to businesses who have clients who live in the city. 45 companies were sent letters.

File Attachment [Cover Letter.docx](#)

File Attachment [The Pefect Landscape.pdf](#)

File Attachment [The Perfect Lawn.pdf](#)

06/09/2014 Mailing to Pool Specialists (2014)

Description

Staff sent educational materials to pool professionals (7 companies) regarding pool and spa discharge.

File Attachment [Cover Letter.docx](#)

File Attachment [Pool & Spa Discharge.pdf](#)

06/09/2014 Mailing to Carpet Cleaners (2014)

Description

Staff sent an educational brochure to professional carpet cleaners (24 companies) who have clients that live in the city.

File Attachment [Cover Letter.docx](#)

File Attachment [Professional Carpet Cleaning.pdf](#)

1.7.2 Develop Rain Garden Demonstration Projects

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

Develop rain garden demonstration projects at commercial and/or public properties in the City of Menasha.

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011 2012

Activity Date	Name	Description
None		

1.7.3 Offer Storm Water Utility Charge Credits for On Site Storm Water Management

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

Offer Storm Water Utility Charge Credits for On Site Storm Water Management

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011 2012

Activity Date	Name	Description
None		

1.8 Promote Environmentally Sensitive Land Development

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Required Yes

Description

Promote environmentally sensitive land development designs by developers and designers.

Goals

1.8.1 Identify and evaluate environmentally sensitive land development principals

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

Engage the Sustainability Board and/or Plan Commission to identify and evaluate environmentally sensitive land development principles suitable for the City of Menasha. Adoption, implementation, and promotion of policies to be ongoing.

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011 2012

Activity Date	Name
06/09/2014	Review Zoning Restrictions Pertaining to Stormwater Easements

Description

Plan Commission reviewed the current zoning restrictions for setbacks from Drainage easements. They are working towards amending the ordinance to better reflect the need to protect the easements while not encumbering nearby property uses that do not negatively affect drainage. Additionally, pursue legislation to encourage the utilization of bio-retention devices within the community.

2 Public Involvement and Participation

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

To satisfy this minimum control measure, the permittee shall implement a program to notify the public of activities required by this permit and to encourage input and participation from the public regarding these activities. This program shall include measurable goals for public involvement and participation and comply with applicable state and local public notice requirements.

Best Management Practices

2.1 Public Notification

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Required Yes

Description

Notify the public of activities required by the MS4 Permit on an annual basis.

Goals

2.1.1 Annually report to community on MS4 Permit activities

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

Prior to submission, a draft of the MS4 Permit Annual Report shall be placed on the Common Council for public review, be placed on the city website, and be made available at the Department of Public Works. The final submission shall be posted on the city website and be made available at the Department of Public Works.

Planned: 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2008 2009 2010 2011 2012 2013 2014

Activity Date	Name
03/31/2014	2013 Annual Report to the Community

Description

A draft of the 2012 MS4 Permit Annual Report was submitted to the Common Council for public review. The draft was also placed on the city website and made available at the Department of Public Works. The final copy was posted on the city website and is available at the Department of Public Works.

05/01/2014	2014 Annual Report to the Community
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Description

A draft of the 2013 MS4 Permit Annual Report was submitted to the Common Council for public review. The draft was also placed on the city website and made available at the Department of Public Works. The final copy was posted on the city website and is available at the Department of Public Works.

2.1.2 Publish requirements of MS4 Permit on city website

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

The city shall publish the purpose, requirements, and activities of the MS4 Permit on the city's website throughout the year.

Planned: 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2008 2009 2010 2011 2012 2013 2014

Activity Date

05/01/2014

Description

Name

2014 MS4 Permit Activities Published on City Website

2.2 Public Participation

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Required Yes

Description

Encourage input and participation from the public regarding the activities of the MS4 Permit.

Goals

2.2.1 Publish Class One (1) notice requesting public input

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

In conjunction with annual reporting to the community, the Common Council shall schedule request public comment and input on the activities of the MS4 Permit. The request will be published in the official newspaper of the City of Menasha as a Class One (1) notice as provided in Chapter 985 of the Wisconsin Statutes.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	Name
03/31/2014	2013 Annual Report Notice (2014)

Description

Class 1 Notice published in the Appleton Post Crescent.

File Attachment [2013Annual Report Notice.doc](#)

2.2.2 Publish requests for public input on city's website

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

Publish a request for comment, input, and questions regarding the activities of the MS4 Permit on the city's website throughout the year and provide staff contact information.

Planned: 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2008 2009 2010 2011 2012 2013 2014

Activity Date	Name
03/31/2014	2013 Annual Report and Website Notice (2014)

Description

Published website notice inviting public input on the 2012 annual report and MS4 activities.

3 Illicit Discharge Detection and Elimination

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

Recognizing the adverse effects illicit discharges can have on receiving waters, the permittee shall develop, implement and enforce a program to detect and remove illicit connections and discharges to the MS4.

The program shall include measurable goals and include all of the following:

1. An ordinance or other regulatory mechanism to prevent and eliminate illicit discharges and connections to the MS4.
2. Initial field screening at all major outfalls during dry weather periods. At a minimum, field screening shall be documented.
3. On-going dry weather field screening of outfalls during the term of the permit. Outfalls that will be evaluated on an on-going basis and the field screening frequency shall be identified. Consideration shall be given to hydrological conditions, total drainage area of the site, population density of the site, traffic density, age of the structures or buildings in the area, history of the area and land use types. A description of this on-going field screening program shall be submitted to the Department in accordance with section 3.3.4 of the Permit.
4. Procedures for responding to known or suspected illicit discharges.
5. The permittee shall take appropriate action to remove illicit discharges from its MS4 system as soon as possible. If it will take more than 30 days to remove an illicit connection, the Department shall be contacted to discuss an appropriate action and/or timeframe for removal.
6. In the case of an illicit discharge that originates from the permittee's permitted area and that discharges directly to a municipal separate storm sewer or property under the jurisdiction of another municipality, the permittee shall notify the affected municipality within one working day.
7. The name, title and phone number of the individual(s) responsible for responding to reports of illicit discharges and spills shall be included in the illicit discharge response procedure and submitted to the Department in accordance with section 3.3.2 of the Permit.

Best Management Practices

3.1 IDDE Ordinance

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Required Yes

Description

An ordinance or other regulatory mechanism to prevent and eliminate illicit discharges and connections to the MS4. At a minimum, the ordinance or other regulatory mechanism shall:

1. Prohibit the discharge, spilling or dumping of non-storm water substances or materials into waters of the state or the MS4.

2. Identify non-storm water discharges or flows that are not considered illicit discharges. Non-storm water discharges that are not considered illicit discharges include water line flushing, landscape irrigation, diverted stream flows, uncontaminated groundwater infiltration, uncontaminated pumped groundwater, discharges from potable water sources, foundation drains, air conditioning condensation, irrigation water, lawn watering, individual residential car washing, flows from riparian habitats and wetlands, fire fighting and discharges authorized under a WPDES permit unless identified by the permittee as significant source of pollutants to waters of the state.

3. Establish inspection and enforcement authority.

Annual Reporting Items

Ordinance development and adoption; implementation.

Goals

3.1.1 IDDE Ordinance review and updates

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

The City of Menasha Illicit Discharge and Connection Ordinance was adopted by the Council on August 17, 2009. The ordinance mimics the model ordinance developed by NEWSC and is available as Section 1, Title 6, Chapter 8 of the City of Menasha Municipal Code. This can be found on the City's website:

<http://www.cityofmenasha-wi.gov/>

The ordinance will be reviewed at least once every five years and updated as needed.

Planned: 2009 2012 2014

Complete: 2009 2012 2014

Activity Date	Name	Description
None		

3.1.2 Enforcement of IDDE Ordinance

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

A procedure will be established for tracking complaints and response activities as part of the enforcement component of the ordinance.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	Name	Description
None		

3.2 Initial Field Screening

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Required Yes

Description

Initial field screening at all major outfalls during dry weather periods. At a minimum, field screening shall be documented and include:

1. Visual Observation - A narrative description of visual observations including color, odor, turbidity, oil sheen or surface scum, flow rate and any other relevant observations regarding the potential presence of non-storm water discharges or illicit dumping.

2. Field Analysis - If flow is observed, a field analysis shall be conducted to determine the presence of illicit non-storm water discharges or illicit dumping. The field analysis shall include sampling for pH, total chlorine, total copper, total phenol and detergents, unless the permittee elects instead to use detergent, ammonia, potassium and fluoride as the indicator parameters. Other alternative indicator parameters may be authorized by the Department in writing.

(1) Field screening points shall, where possible, be located downstream of any source of suspected illicit activity.

(2) Field screening points shall be located where practicable at the farthest manhole or other accessible location downstream in the system. Safety of personnel and accessibility of the location shall be considered in making this determination.

Goals

3.2.1 Identification of major outfalls

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Identify and locate all of the major outfalls in the City.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	Outfall List (2014)

Description

List of the Outfalls inspected during 2014.

File Attachment [Outfalls to Monitor.doc](#)

3.2.2 Field Screening

Responsible Staff / Position:

Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Visit each major outfall during a dry weather period and conduct observation and analysis, if necessary, per Section 2.3.2 of our WPDES Permit. Complete written documentation of the field screening. The initial field screening of major outfalls is anticipated to be completed in summer of 2010.

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014

Activity Date	Name	Description
None		

3.3 On-going Dry Weather Field Screening

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Required Yes

Description

On-going dry weather field screening of outfalls during the term of the permit. Outfalls that will be evaluated on an on-going basis and the field screening frequency shall be identified. Consideration shall be given to hydrological conditions, total drainage area of the site, population density of the site, traffic density, age of the structures or buildings in the area, history of the area and land use types. A description of this on-going field screening program shall be submitted to the Department in accordance with section 3.3.4 of the Permit.

Goals

3.3.1 Develop on-going field screening program

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Identify parameters for on-going field screening program, including the outfalls that will be evaluated and the field screening frequency. Consideration shall be given to hydrologic conditions, total drainage area of the site, population density of the site, traffic density, age of the buildings in the area, history of the area and land use types.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	Name	Description
None		

3.3.2 Outfall AY

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

The inspection of outfall on annual basis.

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	Inspection (2014)

Description

The 2014 inspection of outfall "AY".

File Attachment [inspection.pdf](#)

3.3.3 Outfall BX

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

The inspection of the outfall

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014

Activity Date	Name
10/31/2014	Inspection 2014

Description

Inspection of outfall BX. Sample taken out of ditch off Racine St.

File Attachment [*inspection.pdf*](#)

3.3.4 Outfall X

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

The inspection of the outfall.

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014

Activity Date	Name
10/31/2014	Inspection 2014

Description

The inspection of outfall "X". Sample taken at X-4.5

File Attachment [*inspection.pdf*](#)

3.3.5 Outfall T and U

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

The inspection of the outfall.

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014

Activity Date	Name
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10/31/2014 Inspection 2014

Description

The inspection of out fall "T" and "U". These outfalls are jointed together at MH U1 and inspected at this point.

File Attachment [inspection.pdf](#)

3.3.6 Outfall U

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

STARTING IN 2014 OUTFALL WAS INSPECTED WITH OUTFALL "T".

The inspection of the outfall.

Planned: 2010 2011 2012 2013 2014

Complete: 2010 2011 2012 2013 2014

Activity Date	Name	Description
None		

3.3.7 Outfall R

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

The inspection of the outfall.

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014

Activity Date	Name	Description
10/31/2014	Inspection 2014	

Description

The inspection of outfall "R".

File Attachment [inspection.pdf](#)

3.3.8 Outfall BV

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

The inspection of the outfall.

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014

Activity Date	Name
10/31/2014	Inspection 2014

Description

The inspection of outfall "BV".

File Attachment [*inspection.pdf*](#)

3.3.9 Outfall D

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

The inspection of the outfall

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014

Activity Date	Name
10/31/2014	Inspection 2014

Description

The inspection of outfall "D"

File Attachment [*inspection.pdf*](#)

3.3.10 Outfall A

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

The inspection of the outfall.

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014

Activity Date	Name
10/31/2014	Inspection 2014

Description

The inspection of outfall "A".

File Attachment [*inspection.pdf*](#)

3.3.11 Outfall Y

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description
Inspection of the outfall

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014

Activity Date	Name
10/31/2014	Inspection 2014

Description
The inspection of outfall "Y".

File Attachment [*inspection.pdf*](#)

3.3.12 Outfall AP & AQ

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description
The inspection of the outfall.

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014

Activity Date	Name
10/31/2014	Inspection 2014

Description
The inspection of outfalls "AP & "AQ".

File Attachment [*inspection.pdf*](#)

3.3.14 Outfall BU

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description
Outfall inspection

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014

Activity Date	Name
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10/31/2014 Inspection 2014

Description

The inspection of outfall "BU"

File Attachment [inspection.pdf](#)

3.3.15 Outfall BI

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Outfall inspection

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014

Activity Date	Name
10/31/2014	Inspection 2014

Description

The inspection of outfall "BI"

File Attachment [inspection.pdf](#)

3.3.16 Outfall DI

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Outfall Inspection

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014

Activity Date	Name
10/31/2014	Inspection 2014

Description

Inspection of outfall "DI".

File Attachment [inspection.pdf](#)

3.3.17 Outfall DS & DT

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Outfall inspection

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014

Activity Date	Name
10/31/2014	Inspection 2014

Description

Inspection of outfalls "DS" & "DT".

File Attachment [inspection.pdf](#)

3.3.19 Outfall DU & DV

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Outfall inspection

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014

Activity Date	Name
10/31/2014	Inspection 2014

Description

Inspection of outfalls "DU" & "DV".

File Attachment [inspection.pdf](#)

3.3.21 Outfall H

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Outfall inspection

Planned: 2010 2011 2012 2013 2014 2016 2017 2018

Complete: 2010 2011 2012 2013 2014

Activity Date	Name
10/31/2014	Inspection 2014

Description

The inspection of outfall "H".

File Attachment [inspection.pdf](#)

3.3.22 Outfall AZ

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Outfall inspection

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014

Activity Date	Name
10/31/2014	Inspection 2014

Description

The inspection of outfall "AZ".

File Attachment [*inspection.pdf*](#)

3.3.22 Outfall DZ

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Outfall Inspection

Planned: 2012 2013 2014 2015 2016 2017 2018

Complete: 2012 2013 2014

Activity Date	Name
10/31/2014	Inspection 2014

Description

The inspection of outfall "DZ".

File Attachment [*inspection.pdf*](#)

3.3.23 Outfall N

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Outfall inspection

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014

Activity Date	Name
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10/31/2014 Inspection 2014

Description

The inspection of outfall "N".

File Attachment [*inspection.pdf*](#)

3.3.24 Outfall BP

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Outfall Inspection

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014

Activity Date	Name
10/31/2014	Inspection 2014

Description

The inspection of outfall "BP".

File Attachment [*inspection.pdf*](#)

3.4 Illicit Discharge Response

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Required Yes

Description

Procedures for responding to known or suspected illicit discharges. At a minimum, procedures shall be established for:

1. As soon as possible, investigating portions of the MS4 that, based on the results of field screening or other information, indicate a reasonable potential for containing illicit discharges or other sources of non-storm water discharges.
2. Responding to spills that discharge into and/or from the MS4 including tracking and locating the source of the spill if unknown.
3. Preventing and containing spills that may discharge into or are already within the MS4.
4. Notifying the Department immediately in accordance with ch. NR 706, Wis. Adm. Code, in the event that the permittee identifies a spill or release of a hazardous substance, which has resulted or may result in the discharge of pollutants into waters of the state. The Department shall be notified via the 24-hour toll free spill hotline at 1-800-943-0003. The permittee shall cooperate with the Department in efforts to investigate and prevent such discharges from polluting waters of the state.
5. To the maximum extent practicable, eliminating leakage from sanitary conveyance systems into the MS4.
6. Providing the Department with advance notice of the time and location of dye testing within a MS4. (Because the dye may get reported to the Department as an illicit discharge or spill, the Department requires prior notification of dye testing.)

Annual Reporting Items

A copy of the spill and illicit discharge response procedure manual is on file at City Hall.

Goals

3.4.1 Illicit Discharge Response Procedure Manual

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

The City of Menasha Spill and Illicit Discharge Response Procedural Manual was developed using the template manual created by NEWSC. It will be reviewed annually and updated as necessary.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	Review Manual (2014)

Description

Review the illicit discharge response manual.

File Attachment [Spill and Illicit Discharge Response Procedure Manual.doc](#)

3.5 Illicit Discharge Removal Action

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Required Yes

Description

The permittee shall take appropriate action to remove illicit discharges from its MS4 system as soon as possible. If it will take more than 30 days to remove an illicit connection, the Department shall be contacted to discuss an appropriate action and/or timeframe for removal.

Goals

3.5.1 Illicit discharge removal

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Create a letter of notification to Illicit discharge violators.

Planned: 2009

Complete: 2009

Activity Date	Name	Description
None		

3.5.2 Illicit discharge complaints

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

A list of complaints and what was done to follow up with complaint

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	Illicit Discharge Complaints (2014)

Description

A list of 2014 illicit discharge complaints.

File Attachment [CetaPro Warning Packet.pdf](#)

3.6 Neighboring Jurisdiction Notification

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Required Yes

Description

In the case of an illicit discharge that originates from the permittee's permitted area and that discharges directly to a municipal separate storm sewer or property under the jurisdiction of another municipality, the permittee shall notify the affected municipality within one working day.

Goals

3.6.1 Identify neighboring jurisdictions

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Establish a list of discharge points to neighboring jurisdictions and contact people for neighboring MS4's. Verify contact information annually.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	List of Discharge Points 2014

Description

List of discharge points to neighboring MS4's and contact person.

File Attachment [Connections to Neighboring MS4\[1\].doc](#)

3.7 Responsible Party List

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Required Yes

Description

The name, title and phone number of the individual(s) responsible for responding to reports of illicit discharges and spills shall be included in the illicit discharge response procedure and submitted to the Department in accordance with section 3.3.2 of the Permit.

Goals

3.7.1 Illicit discharge response

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Establish contact list and chain of command.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	Contact Persons (2014)

Description

Corey Gordon, Engineering Dept. 920-967-3610
Mark Radtke, Director of public works 920-967-3610
DNR hot line 1-800-943-0003

4 Construction Site Pollutant Control

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

Each permittee shall develop, implement and enforce a program to reduce the discharge of sediment and construction materials from construction sites.

The program shall establish measurable goals and include the following elements:

1. An ordinance or other regulatory mechanism to require erosion and sediment control at construction sites and establish sanctions to ensure compliance.
2. Procedures for construction site inspection and enforcement of erosion and sediment control measures.
3. Procedures for receipt and consideration of information submitted by the public.

Best Management Practices

4.1 Construction Site Erosion & Sediment Control Ordinance

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Required Yes

Description

An ordinance or other regulatory mechanism to require erosion and sediment control at construction sites and establish sanctions to ensure compliance. Note that Appendix A of ch. NR152, Wis. Adm. Code, contains a construction site model ordinance. At a minimum, the ordinance or other regulatory mechanism shall conform to Section 2.4.1 of the City's WPDES General Permit.

The City of Menasha adopted Ordinance O-7-08 relating to Construction Site Erosion Control on June 2, 2008. The ordinance mimics the model ordinance developed by NEWSC and is available as Section 1, Title 6, Chapter 6 of the City of Menasha Municipal Code. This can be found on the City's website:
<http://www.cityofmenasha-wi.gov/>.

The City of Menasha is located in Winnebago and Calumet counties, both of which also have erosion control ordinances. We will enforce the more stringent requirements from the city and county ordinances.

Goals

4.1.1 Request authority to regulate erosion control at public buildings and places of employment

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

Section 2.4.1.1.3 of the WPDES General Permit requires municipal permittees to request authority from the Wisconsin Department of Commerce to regulate erosion control at public buildings and places of employment.

The City had done so but needed to have an employee properly trained to perform the regulatory duties before Commerce would grant authority. That training has been completed but we need to follow through with making another request to Commerce. I expect this to be done in March, 2010.

Planned: 2009 2010

Complete: 2009 2010

Activity Date	Name	Description
None		

4.1.2 Track enforcement actions

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Maintain an accounting of all enforcement actions taken by the City, including verbal warnings, written warnings, stop work notices, citations, and corrective work done by others.

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	Enforcement Action (2014)

Description

A number of phone calls were made to contractors regarding erosion control concerns but no warning letters were sent.

4.1.3 Review and update ordinance

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

Review and update the ordinance as necessary per any Admin. Code or WPDES Permit changes. At a minimum, this will be done every five years, beginning in 2012.

The city is currently awaiting renewal of our MS4 permit; we plan to review and update the ordinance if necessary upon issuance of a new permit.

Planned: 2012 2013

Complete: 2012 2013

Activity Date	Name	Description
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None

4.1.4 Annual Ordinance Review

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

Annually review the City's ESC Ordinance for conformance to State requirements and City needs.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	Name
03/28/2014	UNPS Storm Water Plan ordinance update

Description

As part of our UNPS Storm Water Plan Grant, McMahon Engineers will be reviewing and updating our ESC Ordinance in 2014.

4.2 Construction Site Inspections and Enforcement

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Required Yes

Description

Procedures for construction site inspection and enforcement of erosion and sediment control measures.

The City of Menasha Engineering Dept. will require erosion control inspections on all commercial and utility construction sites within the City. These inspections will be an on site inspection on a weekly basis and within 24 hours of a 1/2" or more of rain. A written report of each inspection (see construction site inspection checklist) will be kept on file at City Hall. If the contractor fails to comply or correct areas of concern within time stated on the report, a stop work order will be posted on site and also mailed to the contractor. If after a stop work order is issued and corrective conditions are still not met the City will make provisions for its crews or another contractor to enter the site and correct the conditions. Any costs incurred by this will be taken out of the contractor's financial guarantee.

Education Program / Public Outreach

Meet with contractors at pre-construction meetings and discuss the importance of the erosion control measures. Also discuss any areas of concern. Provide informational brochures/handouts for contractors at the Building Inspection Department.

Annual Reporting Items

Number of construction sites within given year.

Goals

4.2.1 Track construction site inspections

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Track the number of inspections by category of residential, ordinance related or complaint driven. Prepare an annual summary report.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	Residential Construction Sites (2014)

Description

Residential erosion control permits are issued and compliance is regulated through the Building Inspection Dept. There were 41 permits issued in 2014.

12/31/2014	Commercial Construction Sites 2014
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Description

The Engineering Department issued 11 commercial construction site erosion control permits in 2014. Erosion control plans identifying BMPs to be utilized were required for permit approval. Site inspections and enforcement were conducted periodically at each site over the course of construction activities.

4.2.2 Non permit required erosion inspections

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Tracking of non permit required erosion inspections.

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	Non permit Required Inspections 2014

Description

There were no inspections done on non permit required sites during 2014. In addition there were no complaints on these sites.

4.3 Public Information Response Procedures

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Required Yes

Description

Procedures for receipt and consideration of information submitted by the public.

Goals

4.3.1 Maintain public complaint log

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Establish and maintain a log for receipt of erosion control complaints from the public. System should include associated follow up results and actions, if any.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	Complaint Log 2014

Description

Two complaints were filed in 2014. One complaint was the Menasha Boys & Girls Club construction site and the other was the Gilbert Demolition Site. Both complaints were resolved with talking to contractors doing work.

5 Post-Construction Storm Water Management

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

The permittee shall develop, implement and enforce a program to require control of the quality of discharges from areas of new development and redevelopment, after construction is completed.

The program shall establish measurable goals and include:

1. An ordinance or other regulatory mechanism to regulate post-construction storm water discharges from new development and redevelopment.
2. Procedures that will be used by the permittee to ensure the long-term maintenance of storm water management facilities.

Best Management Practices

5.1 Post-Construction Storm Water Management Ordinance

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Required Yes

Description

An ordinance or other regulatory mechanism to regulate post-construction storm water discharges from new development and redevelopment. At a minimum, the ordinance or other regulatory mechanism shall establish or include:

1. Applicability and jurisdiction that shall apply to construction sites with one acre or more of land disturbance, and sites of less than one acre if they are part of a larger common plan of development or sale under the jurisdiction of the permittee.
2. Design criteria, standards and specifications equivalent to technical standards or the Wisconsin Storm Water Manual approved by the Department. The Department-approved technical standards shall take precedence over the Wisconsin Storm Water Manual. The Department-approved technical standards and the Wisconsin Storm Water Manual are available at <http://dnr.wi.gov/org/water/wm/nps/stormwater/techstds.htm>.
3. Post-construction performance standards equivalent to or more restrictive than those in ss. NR 151.12 and 151.24, Wis. Adm. Code.
4. Storm water plan requirements for landowners of construction sites equivalent to those contained in s. NR 216.47, Wis. Adm. Code.
5. Long-term maintenance requirements for landowners and other persons responsible for long-term maintenance of post-construction storm water control measures.
6. Inspection and enforcement authority.

The City of Menasha adopted Ordinance O-22-08 relating to Post-Construction Storm Water Management on January 5, 2009. The ordinance mimics the model ordinance developed by NEWSOC and is available as Section 1, Title 6, Chapter 7 of the City of Menasha Municipal Code. This can be found on the City's website: <http://www.cityofmenasha-wi.gov/>. The City of Menasha is located in Winnebago and Calumet counties, both of which also have storm water management ordinances. We will enforce the more stringent requirements from the city and county ordinances.

Goals

5.1.1 Review and update ordinance

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

Review and update the ordinance as necessary per any Admin. Code or WPDES Permit changes. At a minimum, this will be done every five years, beginning in 2012.

Planned: 2012 2013

Complete: 2012 2013

Activity Date	Name
03/28/2014	UNPS storm water plan ordinance update

Description

As part of our UNPS Storm Water Plan Grant, McMahon Engineers will be reviewing and updating our Post-Construction Storm Water Management Ordinance in 2014.

5.1.2 Storm water management plan review

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

Contract with a qualified consultant, if necessary, to review commercial and subdivision storm water management plans for compliance with the ordinance.

Planned: 2009 2010 2011 2012 2013 2014

Complete: 2009 2010 2011 2013 2014

Activity Date	Name
03/28/2014	United Paper Plan Review (2013)

Description

Reviewed plans for a grassy swale and dry detention area as BMPs for proposed addition to United Paper Corporation. No numeric standard was necessary.

03/28/2014	Minimax II (2013)
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Description

Completed storm water management plan review for expansion of Minimax Development on Bud Drive.

03/28/2014	Alpha Prime (2013)
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Description

Completed storm water management plan review for proposed addition to Alpha Prime located on Valley Road.

5.2 Long-Term Maintenance Procedures

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Required Yes

Description

Procedures that will be used by the permittee to ensure the long-term maintenance of storm water management facilities.

The City of Menasha has developed a template for a Storm Water Facilities Maintenance Agreement to ensure long term maintenance for the storm water facility in accordance with the design functions and the post-construction storm water management plan.

Upon approval of the plan, the maintenance agreement is signed by the property owner and the City of Menasha and is recorded at the appropriate county.

The management and long term maintenance of regional storm water ponds and residential subdivision ponds shall be the responsibility of the City of Menasha, accomplished via either easement or land dedication.

Goals

5.2.1 Audit private facilities for long term maintenance

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Audit up to five properties annually for compliance with the approved operation and maintenance plan and recorded maintenance agreement.

Planned: 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2011 2012 2013 2014

Activity Date	Name
12/31/2014	Gather Private Facility Information 2014

Description

Gather all private facility agreements, storm water management reports, maintenance plans, and facility plans. Updated the facilities list.

File Attachment [Private Stormwater Facilities.xlsx](#)

6 Pollution Prevention

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Each permittee shall develop and implement a pollution prevention program that establishes measurable goals for pollution prevention.

The program shall include:

1. Routine inspection and maintenance of municipally owned or operated structural storm water management facilities to maintain their pollutant removal operating efficiency.
2. Routine street sweeping and cleaning of catch basins with sumps where appropriate.
3. Proper disposal of street sweeping and catch basin cleaning waste.
4. If road salt or other deicers are applied by the permittee, no more shall be applied than necessary to maintain public safety.
5. Proper management of leaves and grass clippings, which may include on-site beneficial reuse as opposed to collection.
6. Storm water pollution prevention planning for municipal garages, storage areas and other sources of storm water pollution from municipal facilities.
7. Application of lawn and garden fertilizers on municipally controlled properties, with pervious surfaces over 5 acres each, in accordance with a site-specific nutrient application schedule based on appropriate soil tests.
8. Education of appropriate municipal and other personnel involved in implementing this program.
9. Measures to reduce municipal sources of storm water contamination within source water protection areas. Wisconsin's source water assessment program information is available at: <http://www.dnr.state.wi.us/org/water/dwg/swap/index.htm>.

Best Management Practices

6.1 Routine Facility Inspection and Maintenance

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Required Yes

Description

Routine inspection and maintenance of municipally owned or operated structural storm water management facilities to maintain their pollutant removal operating efficiency. The City of Menasha currently has responsibility for 10 wet storm water ponds, three dry ponds, several ditches and one CDS filter unit. These facilities are inspected at least annually.

Goals

6.1.1 Menasha Marina Proprietary Device

Responsible Staff / Position: Tim Jacobson
Public Works Superintendent
(920) 967-3620

Description

Conduct semi-annual inspections, maintain and clean with vector truck. Record date and estimate amount of solids removed if possible.

Planned: 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2006 2007 2008 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	Cleaning (2014)

Description

Device was cleaned twice during year.

6.1.2 Lake Park Villas Phase I, Pond 1

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Pond 1 Inspections and Maintenance.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	Pond Inspection 2014

Description

2014 Pond inspection

File Attachment [2014 Lake Park Phase I Pond I Inspection.doc](#)

6.1.3 Lake Park Villas Phase I, Pond 2

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Pond 2 inspections and maintenance.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	Pond Inspection 2014

Description

File Attachment [2014 Lake Park Phase I Pond II Inspection.doc](#)

6.1.4 Lake Park Villas Phase I, Pond 3

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Pond 3 inspections and maintenance.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	Pond Inspection 2014

Description

File Attachment [2014 Lake Park Phase I Pond III Inspection.doc](#)

6.1.5 Lake Park Villas Phase I, Pond 4

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Pond 4 inspections and maintenance.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	Name
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12/31/2014 Pond Inspection 2014

Description

File Attachment [2014 Lake Park Phase I Pond IV Inspection.doc](#)

6.1.6 Lake Park Villas Phase II Pond

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

LPV Phase II pond inspections and maintenance.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	Pond Inspection 2014

Description

File Attachment [2014 Lake Park Phase II Pond Inspection.doc](#)

6.1.7 Midway Business Park Pond

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Midway Business Park wet detention basin inspections and maintenance.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	Pond Inspection 2014

Description

File Attachment [2014 Midway Bussiness Park Pond Inspection.doc](#)

6.1.8 Province Terrace Pond

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Province Terrace wet detention basin inspections and maintenance.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	Pond Inspection 2014

Description

File Attachment [2014 Province Tr Pond Inspection.doc](#)

6.1.9 Lake Park Villas Phase I, Pond 5

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Pond 5 Inspections and maintenance.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	Pond Inspection 2014

Description

File Attachment [2014 Lake Park Phase I Pond V Inspection.doc](#)

6.1.10 Natures Way Housing Pond

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Pond inspections and maintance.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	Pond Inspection 2014

Description

File Attachment [2014 Nature's way Housing Pond Inspection.doc](#)

6.1.11 Nature's Way/Province Terrace Pond

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Pond Inspection and Maintance

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	Pond Inspection 2014

Description

File Attachment [2014 Nature's way_Province Tr. Pond Inspection.doc](#)

6.1.12 Catch Basin Replacement

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

During the year record number of catch basins that are replaced to include a sump rather than having a self cleaning bench. Also new catch basins will be added to storm sewer map.

Planned: 2013 2014 2015 2016 2017 2018

Complete: 2013 2014

Activity Date	Name
12/31/2014	2014 Catch Basin Replacement

Description

Throughout the year a total of 15 catch basin were replaced to have sumps added to them.

6.2 Street Sweeping / Catch Basin Cleaning

Responsible Staff / Position: Tim Jacobson
Public Works Superintendent
(920) 967-3620

Required Yes

Description

Routine street sweeping and cleaning of catch basins with sumps where appropriate.

Goals

6.2.1 Street Sweeping

Responsible Staff / Position: Tim Jacobson
Public Works Superintendent
(920) 967-3620

Description

All downtown and major roads cleaned every week. Secondary roads cleaned once a month.

Planned: 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2006 2007 2008 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	Street Sweeping 2014

Description

Street sweeping starts in spring with 2 consecutive weeks of 16 hours/day. Once spring sweeping has ended all Downtown and Major streets are swept on a weekly basis and all Secondary streets are swept once per month. There was a total of 2,285 miles and 482.5 hours spent sweeping for 2014.

6.2.2 Catch Basin Cleaning

Responsible Staff / Position: Tim Jacobson
Public Works Superintendent
(920) 967-3620

Description

Record the number and location of catch basins that are cleaned from year to year.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	Name	Description
None		

6.3 Sweeping and Basin Waste Disposal

Responsible Staff / Position: Tim Jacobson
Public Works Superintendent
(920) 967-3620

Required Yes

Description

Proper disposal of street sweeping and catch basin cleaning waste.

Goals

6.3.1 Sweeping and Basin Disposal

Responsible Staff / Position: Tim Jacobson
Public Works Superintendent
(920) 967-3620

Description

proper disposal sweepings and basin debris.

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	Sweeping and Basin Disposal (2014)

Description

All debris that was collected from street sweeping and catch basin cleaning was hauled to the land fill. A total of 184 tons of debris was hauled to Outagame Landfill.

6.4 Deicer Application Management

Responsible Staff / Position: Tim Jacobson
Public Works Superintendent
(920) 967-3620

Required Yes

Description

If road salt or other deicers are applied by the permittee, no more shall be applied than necessary to maintain public safety. Also, the use of environmentally friendly deicers, such as Geomelt, shall be evaluated as a standard operating policy for snow and ice control.

Justification

Deicer is necessary to provide appropriate level of safety as defined in the City's Snow and Ice Control Policy.

Annual Reporting Items

WisDOT requires an annual Salt Inventory report.

Goals

6.4.1 Maximize Use of Geomelt

Responsible Staff / Position: Tim Jacobson
Public Works Superintendent
(920) 967-3620

Description

The use of Geomelt as a deicer allows us to reduce the amount of road salt being applied to our streets, thus reducing the amount of chlorides entering our waterways.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	Maximize use of Geomelt (2014)

Description

During 2014 120 gallons of Geo-melt were used.

6.4.2 Salt Storage Facility Inspection

Responsible Staff / Position: Tim Jacobson
Public Works Superintendent
(920) 967-3620

Description

Conduct the annual salt storage facility inspection by WisDOT.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014

Activity Date **Name**
02/06/2014 Salt Facility Inspection (2014)

Description

he inspection of the Salt Facility was done by the WDOT.

File Attachment [2014 Salt Facility Inspection.pdf](#)

6.4.3 Fleet Maintenance

Responsible Staff / Position: Tim Jacobson
Public Works Superintendent
(920) 967-3620

Description

Maintain fleet and equipment for proper application of road salt and salt brine. Perform calibration of equipment prior to winter season.

Planned: 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2008 2009 2010 2011 2012 2013 2014

Activity Date **Name**
12/31/2014 Equipment Calibration (2014)

Description

All salting equipment was calibrated and maintained throughout 2014.

6.4.4 Yearly Salt Usage

Responsible Staff / Position: Tim Jacobson
Public Works Superintendent
(920) 967-3620

Description

Report of the yearly salt used during snow plowing operations.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014

Activity Date **Name**
12/31/2014 Salt Usage (2014)

Description

During the winter months of 2014 there was 1,306 tons of salt used during snow removal operations.

6.5 Leaf and Grass Clipping Management

Responsible Staff / Position: Tim Jacobson
Public Works Superintendent
(920) 967-3620

Required Yes

Description

Proper management of leaves and grass clippings, which may include on-site beneficial reuse as opposed to collection.

Annual Reporting Items

2012- processed approximately 17,000 cubic yards of yard waste. filled seven bio -bags. attempt is to meet STA standards for sale purposes.

Goals

6.5.1 Proper Management of Leaf and Grass Clipping Yard Waste

Responsible Staff / Position: Tim Jacobson
Public Works Superintendent
(920) 967-3620

Description

The City of Menasha will collect and proces yard waste to produce sifted compost product that will be made available to residents. The city will utilize a bio-bag collection system. Property owners will be required to mulch or compost grass clippings on site.

Planned: 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2006 2007 2008 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	Yard waste Collection (2014)

Description

There was a total of 47 hours spent grinding yard waste. During 2014 there was 6 Bio Bags filled and extra ground yard waste was hauled to the Outagamie County land fill.

6.5.2 Proper Management of Leaf and Grass Clippings in City Parks

Responsible Staff / Position: Vince Maas
Parks Superintendent
(920) 967-3642

Description

Turf grass will be mulched during the growing season. Leaves will also mulched several times in the fall.

Planned: 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2006 2007 2008 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	Mulching (2014)

Description

Turf and grass were mulched on site.

6.6 Municipal Facility SWPPPs

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Required Yes

Description

Storm water pollution prevention planning for municipal garages, storage areas and other sources of storm water pollution from municipal facilities. We have reviewed SWPPPs from other communities but have not yet prepared our own SWPPP. While we intended to complete our SWPPP in 2014 we did not accomplish that goal due to time constraints. Therefore, in 2015, we will contract to have our SWPPP prepared and upon completion, we will contract for training of involved employees.

Goals

6.6.1 Prepare SWPPP

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

Complete and annually review/revise written SWPPP.

Planned: 2011 2012 2013 2014 2015 2016 2017 2018

Complete:

Activity Date	Name	Description
---------------	------	-------------

None

6.6.2 Compost Site Storm Water Inspections

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Semi-Annual non-storm event and quarterly storm event run off inspection will be conducted throughout the year.

Planned: 2014 2015 2016 2017 2018

Complete: 2014

Activity Date	Name
12/31/2014	2014 Compost Site Inspections

Description

Compost site inspections done during 2014.

File Attachment [2014 Quarterly Storm Event Inspections.pdf](#)

File Attachment [2014 Semi-Annual Non Storm Even Inspections.pdf](#)

6.7 Nutrient Application Management

Responsible Staff / Position: Vince Maas
Parks Superintendent
(920) 967-3642

Required Yes

Description

Application of lawn and garden fertilizers on municipally controlled properties, with pervious surfaces over 5 acres each, in accordance with a site-specific nutrient application schedule based on appropriate soil tests.

Goals

6.7.1 Nutrient Application Management

Responsible Staff / Position: Vince Maas
Parks Superintendent
(920) 967-3642

Description

At this time the City of Menasha does not apply lawn or garden fertilizer to any area larger than 2 acres. The Parks Department has a Turf Management Plan which is reviewed annually. It was recently updated.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	Nutrient Application Management 2014

Description

File Attachment [Turf Manage Plan 2014.docx](#)

6.8 Staff Training and Education

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Required Yes

Description

Education of appropriate municipal and other personnel involved in implementing this program. Although basic training of employees has been done, comprehensive formal training for City employees has not yet occurred. It is expected this will occur in 2014.

Goals

6.8.1 Provide staff training on pollution prevention

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

Education of appropriate municipal and other personnel involved in implementing this program. Staff has been made aware of intentions to complete formal written SWPPP, including formal training. During the interim, staff has been informed of objective to meet standards for storm water management principles as they pertain to municipal operations and facilities.

Planned: 2010 2011 2012 2013 2014

Complete: 2011 2014

Activity Date	Name	Description
---------------	------	-------------

None

6.9 Source Water Protection Measures

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Required Yes

Description

Measures to reduce municipal sources of storm water contamination within source water protection areas. Wisconsin's source water assessment program information is available at:

<http://www.dnr.state.wi.us/org/water/dwg/swap/index.htm>.

Goals

6.9.1 Execute pollution prevention operations per Storm Water Management Plan

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

The City performs various tasks to reduce the amount of pollutants entering source waters, including street sweeping, catch basin cleaning, use of erosion control measures, etc.

Planned: 2006 2007 2008 2009 2010 2011 2012 2013

Complete: 2006 2007 2008 2009 2010 2011 2012 2013

Activity Date	Name	Description
None		

7 Storm Water Quality Management

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

The permittee shall develop and implement a municipal storm water management program. This program shall achieve compliance with the developed urban area performance standards of s. NR 151.13(2), Wis. Adm. Code, for those areas of the municipality that were not subject to the postconstruction performance standards of s. NR 151.12 or 151.24.

The program shall include:

1. To the maximum extent practicable, implementation of storm water management practices necessary to achieve a 20% reduction in the annual average mass of total suspended solids discharging from the MS4 to surface waters of the state as compared to implementing no storm water management controls, by March 10, 2008. The permittee may elect to meet the 20% total suspended solids standard on a watershed or regional basis by working with other permittee(s) to provide regional treatment that collectively meets the standard.
2. Evaluation of all municipal owned or operated structural flood control facilities to determine the feasibility of retrofitting to increase total suspended solids removal from runoff.
3. Assessment of compliance with s. NR 151.13(2), Wis. Adm. Code, by conducting a pollutant-loading analysis using a model such as SLAMM, P8 or equivalent methodology approved by the Department. At a minimum, the average annual total suspended solids and phosphorus loads to the MS4 shall be determined for the cumulative discharge from all outfalls for the controls and no controls conditions. For purposes of evaluating the modeling, pollutant loads from grouped drainage areas as modeled shall be reported. The modeling shall calculate the theoretical annual average mass of total suspended solids generated for the entire area served by a MS4 within the permittee's jurisdiction with no controls or BMPs applied. Modeling to reflect the current state of controls and BMPs shall be judged against the no controls condition to determine the percent of reduction. A storm water infiltration system is considered to be a control or BMP. Controls and BMPs that exist at the time of permit issuance may be used to achieve this reduction. This pollutant level reduction applies to total suspended solids only.

Best Management Practices

7.1 20% TSS Reduction Practices

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Required Yes

Description

To the maximum extent practicable, implementation of storm water management practices necessary to achieve a 20% reduction in the annual average mass of total suspended solids discharging from the MS4 to surface waters of the state as compared to implementing no storm water management controls, by March 10, 2008. The permittee may elect to meet the 20% total suspended solids standard on a watershed or regional basis by working with other permittee(s) to provide regional treatment that collectively meets the standard.

Note: Pursuant to s. NR 151.13(2), Wis. Adm. Code, the total suspended solids reduction requirement increases to 40% by March 10, 2013. The 20% and 40% total suspended solids reduction requirements are applied to runoff from areas of urban land use and are not applicable to agricultural or rural land uses and associated roads.

Additional MS4 modeling guidance for modeling the total suspended solids control is given on the Department's Internet site at:

<http://dnr.wi.gov/org/water/wm/nps/stormwater/techstds.htm>.

Goals

7.1.1 Adopt and implement Storm Water Management Plan

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

Adopt and implement a city-wide storm water management plan to achieve a 20% reduction in the annual average mass of total suspended solids discharging from the MS4 to surface waters of the state.

Planned: 2008 2009 2010 2011 2012 2013 2014

Complete: 2008 2009 2010 2011 2012 2013 2014

Activity Date	Name
03/28/2014	UNPS Planning Grant

Description

Our grant will provide for the preparation and implementation of a new storm water management plan addressing the needs of the Lower Fox River TMDL.

7.1.2 Complete TMDL Storm Waer Management Plan

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

Urban Nonpoint Source and Storm Water Management Program Planning Grant No. USP-LF06-70251-13 provides funds for updating the City's Storm Water Quality Management Plan based on the Lower Fox River Basin TMDL. Included are ordinance updates, mapping updates, revenue source identification, public education sources, and necessary BMP project options, among other components. Ensure progress is occurring to maintain proposed project schedule.

Planned: 2014 2015

Complete: 2014

Activity Date	Name	Description
<hr/> <p>None</p> <hr/>		

7.2 Evaluation of Existing Facility for Retrofit

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Required Yes

Description

Evaluation of all municipal owned or operated structural flood control facilities to determine the feasibility of retrofitting to increase total suspended solids removal from runoff.

Goals

7.2.1 Inspect and evaluate existing facilities for retrofit.

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

Inspect and evaluate all municipal owned or operated structural flood control facilities to determine the feasibility of retrofitting to increase TSS removal.

Planned: 2009 2011

Complete: 2009 2011

Activity Date	Name	Description
None		

7.3 Pollutant Loading Analysis Model (SLAMM/ P8)

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Required Yes

Description

Assessment of compliance with s. NR 151.13(2), Wis. Adm. Code, by conducting a pollutant-loading analysis using a model such as SLAMM, P8 or equivalent methodology approved by the Department. At a minimum, the average annual total suspended solids and phosphorus loads to the MS4 shall be determined for the cumulative discharge from all outfalls for the controls and no controls conditions. For purposes of evaluating the modeling, pollutant loads from grouped drainage areas as modeled shall be reported. The modeling shall calculate the theoretical annual average mass of total suspended solids generated for the entire area served by a MS4 within the permittee's jurisdiction with no controls or BMPs applied. Modeling to reflect the current state of controls and BMPs shall be judged against the no controls condition to determine the percent of reduction. A storm water infiltration system is considered to be a control or BMP. Controls and BMPs that exist at the time of permit issuance may be used to achieve this reduction. This pollutant level reduction applies to total suspended solids only.

Goals

7.3.1 Conduct Pollutant Load Analysis

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

Complete a pollutant-loading analysis to assess compliance with the 20% and 40% TSS reduction developed urban area performance standard.

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009 2010 2011 2012

Activity Date	Name	Description
None		

8 Storm Sewer System Map

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

The permittee shall develop and maintain a MS4 map.

Best Management Practices

8.1 Storm Sewer System Map Requirements

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Required Yes

Description

The municipal storm sewer system map shall include:

1. Identification of waters of the state, name and classification of receiving water(s), identification of whether the receiving water is an ORW, ERW or listed as an impaired water under s. 303(d) of the Clean Water Act, storm water drainage basin boundaries for each MS4 outfall and municipal separate storm sewer conveyance systems.
2. Identification of any known threatened or endangered resources, historical property and wetlands, as defined in sections 1.6 through 1.8 of this permit, which might be affected.
3. Identification of all known MS4 outfalls discharging to waters of the state and other MS4s. Major outfalls shall be uniquely identified.
4. Location of any known discharge to the MS4 that has been issued WPDES permit coverage by the Department. A list of WPDES permit holders in the permittee's area may be obtained from the Department.
5. Location of municipally owned or operated structural storm water management facilities including detention basins, infiltration basins, and manufactured treatment devices. If the permittee will be taking credit for pollutant removal from privately-owned facilities, they must be identified.
6. Identification of publicly owned parks, recreational areas and other open lands.
7. Location of municipal garages, storage areas and other public works facilities.
8. Identification of streets.

Goals

8.1.1 Storm Sewer Map

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Create a map of the city showing all storm sewer system. Map to be updated on an annual basis.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	Updated Storm Sewer Map 2014

Description

The updated storm sewer map was updated to include all City owned dry ponds, private storm water BMP's and all drainage easements.

9 Annual Report and Storm Water Management Program Funding

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

The permittee shall submit an annual report to the Department in accordance with section 3.10 of the Permit. The permittee shall invite the municipal governing body, interest groups and the general public to review and comment on the annual report.

Best Management Practices

9.1 Annual Reporting Requirements

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Required Yes

Description

The annual report shall include:

1. The status of implementing the permit requirements, status of meeting measurable program goals and compliance with permit schedules.
2. A fiscal analysis which includes the annual expenditures and budget for the reporting year, and the budget for the next year.
2. A summary of the number and nature of inspections and enforcement actions conducted to ensure compliance with the required ordinances.
4. Identification of any known water quality improvements or degradation in the receiving water to which the permittee's MS4 discharges. Where degradation is identified, identify why and what actions are being taken to improve the water quality of the receiving water.
5. A duly authorized representative of the permittee shall sign and certify the annual report and include a statement or resolution that the permittee's governing body or delegated representatives have reviewed or been apprised of the content of the annual report. A signed copy of the annual report and other required reports shall be submitted to the appropriate Department regional storm water contact or to the Wisconsin DNR, Storm Water Program ?WT/2, PO Box 7921, Madison, WI 53707-7921.

Goals

9.1.1 Utilize PermiTrack Software for Annual Reporting

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

Train staff on and utilize PermiTrack software to plan, record, and document all activities relating to the city's MS4 Permit.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	Document MS4 Permit Activities in PrmiTrack (2014)

Description

Staff utilized PermiTrak to document activities pertaining to MS4 goals for 2014 throughout the year.

9.1.2 Prepare Annual Report
Responsible Staff / Position:

Kara Homan
Principal Planner
(920) 967-3652

Description

Review annual documentation and ensure all activities are entered into PermiTrack software. Prepare annual report document for Common Council and public review. Submit annual report by March 31.

Planned: 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2008 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	2013 Annual Report (2014)

Description

In 2014 the Annual MS4 Report for 2013 was prepared and finished.

9.2 Annual Funding Information

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Required Yes

Description

The permittee will generate revenue to fund the activities and requirements of the storm water management program.

Goals

9.2.1 Adopt budget

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

Prepare annual budget for adoption by Common Council and review adequacy of storm water fees.

Planned: 2008 2009 2010 2011 2012 2013 2014 2015

Complete: 2008 2009 2010 2011 2012 2013 2014

Activity Date	Name
11/17/2014	Budget adoption

Description

Budget was prepared by staff and adopted by Common Council.

11/17/2014	Fee Review
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Description

Review adequacy of storm water fees.

9.3 Annual Program Costs

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Required Yes

Description

Costs for implementing the program shall be summarized and attached to the annual permit.

Goals

9.3.1 Complete fiscal analysis table for annual report

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

Prepare the budget breakdown on the form provided as part of the annual DNR storm water report.

Planned: 2008 2009 2010 2011 2012 2013 2014 2015

Complete: 2008 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	2014 Fiscal Analysis

Description

File Attachment [2015 Stormwater fiscal analysis report-3-31-15.pdf](#)



To: Members of the Common Council

From: Chief Tim Styka 

Date: April 1, 2015

RE: Drug Drop Box

BACKGROUND

Historically the City of Menasha has not provided a “drug drop box” or a method for citizens to properly dispose of unused/unwanted medications. This was a conscious decision due to the cost and complexity of disposing of the medication once collected. Recently the Federal Government has ended the program to take in the medications, but the Wisconsin Attorney General Brad Schimel has advised the State will take over drug take back program.

ANALYSIS

Based upon the news of the State of Wisconsin providing a method to dispose of the medication, I worked with Community Liaison Aaron Zemlock to explore obtaining a drug drop box which for the City. Officer Zemlock did write a grant through CVS Pharmacy which would provide us a collection box at no charge. We have been advised that we have been chosen to receive a drug collection drop box.

We are now working on creating the needed policies and procedures we will need to begin taking in medication. We expect the drop box will be up and running by May 1, 2015.

FISCAL IMPACT

There will be no direct fiscal impact to providing this service to the community. The sorting of the medication will be done with volunteers under the supervision of a pharmacist.

RECOMMENDATION

Because there is no finance function associated with the acceptance of the drop box, no action from the Common Council is needed at this time.



City of Menasha • Department of Public Works

April 1, 2015

«Owner»
«Owner_Address»
«City», «State» «Zip»

«Parcel_Full_Address»

City of Menasha Sewer System Evaluation Survey (SSES) - Phase No. 3, Segments 4b & 5a Foundation Drain and Sump Pump Inspections

In March of 2015 a letter was sent requesting that you contact our office to schedule an appointment to inspect your property. To date, we have had no response from you.

Your property needs to be checked for correct storm and drain water disposal. The purpose of this inspection program is to identify any buildings that may have sump pumps, foundation drains or other types of drainage systems improperly connected to the sanitary sewer system. Such connections are improper under both the state codes and City Sewer Use Ordinance. It is imperative that your property be inspected as part of the overall inspection program.

All properties with improvements need to be inspected; including those with or without sump pumps and basements

It is extremely important to the City of Menasha to inspect all buildings to identify clear water sources. The City Council passed Ordinance 0-7-04 on June 7, 2004 (see attached) which allows the City to impose a sewer user surcharge to any user who does not allow authorized City representatives to inspect their property.

Surcharges for residential properties with two or less dwelling units will start at \$50 per month. Commercial properties 2000 square feet or greater will be billed \$1000 per month. Please refer to enclosed Ordinance for the rate that would apply to your property. You will be billed the respective sewer user surcharge if an inspection is not scheduled and completed. In the event the property owner refuses to cooperate with this inspection process, State law does provide for an issuance of an inspection warrant.

Please contact this office at 920-967-3610 to schedule an inspection. Inspections may be scheduled for Monday through Friday, with the first appointment starting at 7:20 AM and the last appointment at 5:00 PM. We will try to accommodate inspections outside of these time slots if necessary. Inspections will take approximately fifteen minutes. **Prior to your scheduled inspection, please have all floor drains on the lowest level identified and accessible.**

To avoid the sewer user surcharge, please arrange to have your property inspected.

Sincerely,

Tim J. Montour
Engineering Supervisor

Enclosure

C: Mayor Merkes
Common Council (Communication)

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ORDINANCE O - 7 - 04

AN ORDINANCE RELATING TO THE SEWER USER SURCHARGES

Introduced by Alderman Michalkiewicz

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

SECTION 1: Sec. 9 – 3 – 11 (i) is created to read as follows:

- (i) The City may impose a surcharge to the sewer bill to any sewer service user who violates any provision of this ordinance relating to:
 - a. Allowing authorized City representatives to enter on private property for the purpose of inspections to insure compliance with the terms of sec. 9 – 3.
 - b. Failing to remove, replace, or repair any improper connections to the sanitary sewer system.
 - c. Compliance with the scheduling of any testing procedure designed to implement the intent of sec. 9 - 3.

SECTION 2: Sec. 9 – 3 – 11 (j) is created to read as follows:

- (j) The surcharge imposed pursuant to sec. 9 – 3 – 11 (i) shall be:
 - a. For residential properties of two or less dwelling units - \$50/month.
 - b. For commercial properties less than 2000 square feet - \$300/month.
 - c. For residential properties three or four dwelling - \$300/month
 - d. For residential properties greater than four dwelling units - \$1000/month.
 - e. For commercial properties 2000 square feet or greater - \$1000/month.
 - f. For industrial sewer use properties -- as determined by the Board of Public Works upon the recommendation of the Director of Public Works.
 - g. The Director of Public Works is empowered to determine the sewer user category.

SECTION 3: Sec. 9 – 3 – 11 (k) is created to read as follows:

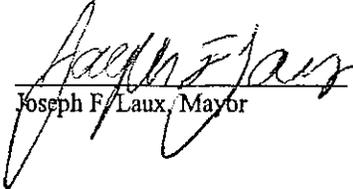
- (k)
 - a. The Director of Public Works shall notify the Finance Department to levy the surcharge when necessary.
 - b. The Director of Public Works or his/her designee shall notify the property owner and resident that such surcharge will be levied. At least one such notice shall be by registered mail, return receipt requested. A signed receipt and/or notice that delivery has been refused shall constitute notice sufficient to impose the surcharge.
 - c. Prior to imposing a surcharge for failure to remove, replace, or repair any improper connection, the Director of Public Works shall give the owner and /or resident at least 60 days for such removal, replacement or repair. Additional time may be granted at the discretion of the Director of Public Works.

SECTION 4: Sec. 9 - 3 - 11 (l) is created to read as follows:

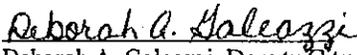
(l) The provisions of sec. 9 - 3 - 11 (i) - (k) are in addition to any other enforcement provisions provided for in sec. 9 -3.

SECTION 5: This ordinance shall become effective upon its passage and publication as provided by law.

Passed and approved this 7th day of June 2004.


Joseph F. Laux, Mayor

ATTEST:


Deborah A. Galeazzi, Deputy City Clerk

ATTORNEY'S NOTE: This ordinance is one step in the process of correcting any infiltration/inflow problems with the City's sanitary sewer system. It allows the City to impose a surcharge to the sewer bill for those residents and property owners who fail to comply with the inspection program or refuse to correct improper connections. If enacted, it should speed up and simplify the process of correcting these problems.

Parcel Full Address	Owner	Owner Address	City	State	Zip
	206 Club, Inc	64 Racine St	Menasha	WI	54952
RE: 624 Third St	62472120 9 LLC	3022 Brooks Rd	Oshkosh	WI	54904
RE: 209 Appleton St	62472120 9 LLC	3022 Brooks Rd	Oshkosh	WI	54904
RE: 528 First St	Annamarie Kufahl	E4452 County Hwy EE	Weyauwega	WI	54983
RE: 300 De Pere St	Applied Business Models, LLC	790 Sundial Ln	Neenah	WI	54956
RE: 212 Racine St	Archland Property I LLC	18 Jewelers Park Dr	Neenah	WI	54956
RE: 101 Racine St	As U Wish, LLC	W8875 Steffen Ln	Hortonville	WI	54944
RE: 446 Second St	Beem Management Group, LLC	3232 S Solitude LN	Appleton	WI	54915
RE: 204 Racine St	Beem Management Group, LLC	3232 S Solitude LN	Appleton	WI	54915
	Benjamin Gill	163 Marina Pl	Menasha	WI	54952
RE: 225 Main St	Bergstrom Properties, INC	One Neenah Center Ste 7	Neenah	WI	54956
	Brian Bert	108 Appleton St	Menasha	WI	54952
RE: 109 Racine St	Brian Groves	PO Box 553	Neenah	WI	54957
RE: 105 Racine St	Brian Groves	PO Box 553	Neenah	WI	54957
	Brian Hameister	428 Second St	Menasha	WI	54952
	Brian Madrigal	536 Third St	Menasha	WI	54952
RE: 432 Broad St	Broad Solutions LLC	W1233 Ortlepp Rd	Hilbert	WI	54129
	Carol Walter	604 Second St	Menasha	WI	54952
	Carolyn Beyer	628 Second St	Menasha	WI	54952
	Carrie Burd	616 3rd St	Menasha	WI	54952
	Charles Meyers	522 Broad St	Menasha	WI	54952
	Charlie Cross	204 Main St	Menasha	WI	54952
RE: 520 First St	Christopher Jacob	9588 Manu Rd	Fremont	WI	54940
RE: 442 Second St	Clair Hassell	1833 Pershing Rd	New London	WI	54961
	Curt Christensen	518 Third St	Menasha	WI	54952
	Curtis Revocable Living Trust	532 Third St	Menasha	WI	54952
	Daniel Coonen	412 Broad St	Menasha	WI	54952
	Daniel Pamerter	165 Main St	Menasha	WI	54952
RE: 508 Second St Unit A	Daniel Zelinski	647 Paris St	Menasha	WI	54952
RE: 647 Third St	David Gerarden	PO Box 171	Neenah	WI	54957
RE: 644 Second St	David Gerarden	209 Congress St	Neenah	WI	54956
	David Gruenwald	165 Marina Pl	Menasha	WI	54952
	Debra Madrigal	424 Second St	Menasha	WI	54952
	Diane Simon	532 Broad St	Menasha	WI	54952
RE: 234 Main St	Doris A Szymanski Rev Lvg Trust	701 Keyes St	Menasha	WI	54952
RE: 240 Main St	Doris A Szymanski Rev Lvg Trust	701 Keyes St	Menasha	WI	54952
RE: 404 Broad St Unit A	Duane Brandt	238C Kamps Street	Combined Locks	WI	54113
RE: 537 First St Unit A	Duane Brandt	238C Kamps Street	Combined Locks	WI	54113
	Eddie Kielcheski	629 Third St	Menasha	WI	54952
	Eduwiges Vera-Estrada	524 First St	Menasha	WI	54952
	Eric Akstulewicz	524 Broad St	Menasha	WI	54952
RE: 403 Third St	F 2 R, LLC	1220 S Webster Ave	Green Bay	WI	54301
RE: 509 Third St	Fairway Associates LLC	5408 Palm Valley Dr S	Harlineen	TX	78552
RE: 508 First St	First LLC	1711 W College Ave	Appleton	WI	54914
RE: 209 Racine St	Fishtail, LLC	3045 Winnipeg St	Menasha	WI	54952
RE: 432 Second St	G.L.W. Investments LLC	2025 N Appleton St	Appleton	WI	54911
	Holly Hoffman	637 Third St	Menasha	WI	54952
RE: 608 Second St	James Orlando	317 Nicolet Blvd	Neenah	WI	54956
	Jason Calkins	413 Second St	Menasha	WI	54952
	Jason Damato	521 Third St	Menasha	WI	54952
	Jason Halverson	504 First St	Menasha	WI	54952
	Jason Peterson	508 Broad St	Menasha	WI	54952
RE: 640 Second St	Jean Verbrick	1785 Dublin Tr #97	Neenah	WI	54956
RE: 415 Third St	Jeff Day and John Garrow, LLC	1080 N Perkins St	Appleton	WI	54914
	Jeffery Campbell	546 First St	Menasha	WI	54952
	Jeffrey Thistle	173 Marina Pl	Menasha	WI	54952
RE: 58 Racine St	Jeffrey Rostas	9 Olde Paltzer Ln	Appleton	WI	54913
RE: 436 Broad St	John J Hohler Trust	362 Hollow Tree Ridge Rd	Darien	CT	6820
	John Sokol	628 Third St	Menasha	WI	54952
RE: 522 First St	Jonathon Grulke	9492 Main Street	Amherst Jct.	WI	54407
RE: 613 Third St	Jose Avella	PO Box 139	Little Chute	WI	54140
	Joseph Zuehlke	175 Marina Pl	Menasha	WI	54952
RE: 89 Milwaukee St	Keen Capital Management, LLC	3011 Rose Moon Way	Neenah	WI	54956
	Kenneth Stern	547 First St	Menasha	WI	54952
	Kevin Lenoble	533 Broad St	Menasha	WI	54952
	Kristen Spindler	157 Marina Pl	Menasha	WI	54952
RE: 190 Main St	Lawrence Bevers	1130 Lakeshore Dr	Menasha	WI	54952
RE: 429 Third St	Mark K. Michel and Joan M. Michel, Trustees of the Mark	1615 Oakridge Rd	Neenah	WI	54956
RE: 427 Third St	Mark K. Michel and Joan M. Michel, Trustees of the Mark	1615 Oakridge Rd	Neenah	WI	54956
	Marques John Holewinski	528 Third St	Menasha	WI	54952
RE: 409 First St	Marvin Adams	N3252 State Hwy 76	Hortonville	WI	54944

	Mary Locher	515 First St	Menasha	WI	54952
RE: 600 Third St	Maximium Enterprise LLC	1529 Meadowbreeze Cir	Neenah	WI	54956
RE: 220 Main St	Menasha Group LLC	N6625 State Rd 57	Plymouth	WI	53073
RE: 222 Main St	Menasha Group LLC	N6625 State Rd 57	Plymouth	WI	53073
RE: 643 Third St	Michelle Dejno	1015 Eden Dr	Neenah	WI	54956
RE: 633 Third St	Miquel Barraza	PO Box 91	Menasha	WI	54952
	Nicholas Corrente	62 Racine St	Menasha	WI	54952
RE: 216 Main St	Otter Creek Associates	PO Box 424	Plymouth	WI	53073
RE: 226 Main St	Otter Creek Associates	PO Box 424	Plymouth	WI	53073
RE: 528 Broad St	Peter Kempf	104 River St	Kaukauna	WI	54130
RE: 429 First St	Pros Properties, LLC	741 Carver Ln	Menasha	WI	54952
	Richard Tucker	213 Appleton St	Menasha	WI	54952
RE: 400 Broad St	RMAS Properties, LLC	400 First St	Menasha	WI	54952
RE: 179 Marina Pl	Robert Biechler	100 Lock Street	Menasha	WI	54952
	Robin Gordon	505 Second St	Menasha	WI	54952
	Robin Sprangers	400 First St	Menasha	WI	54952
	Ryan and Margaret Struve	171 Marina Place	Menasha	WI	54952
	Ryan Beach	617 Third St	Menasha	WI	54952
	Shirley Heinz	621 Third St	Menasha	WI	54952
RE: 614 Second St	Sprangers Investments, LLC	400 First St	Menasha	WI	54952
	St Mary's Congregation	212 Appleton St	Menasha	WI	54952
	Stanley Blesch	511 First St	Menasha	WI	54952
RE: 606 Third St	Steven Wruck	972 Third St	Menasha	WI	54952
	Thomas Almendarez	418 Broad St	Menasha	WI	54952
RE: 543 First St	Thomas Day	N8847 Ush 10/114	Menasha	WI	54952
	Timothy Waters	409 Second St	Menasha	WI	54952
	Tyler Demerath-Clark	509 First St	Menasha	WI	54952
RE: 501 Second St	U.S. Bank, National Association, As Successor Trustee t	4161 Piedmont Pkwy	Greensboro	North Caro	27416
RE: 84 Racine St	US Postal Service	6201 College Blvd Ste 400	Overland Park	KS	66211
	William Ball	505 First St	Menasha	WI	54952
	William Wendt	109 Milwaukee St	Menasha	WI	54952
RE: 212 Main St	Zaibon Property Group LLC	120 N Lake St	Neenah	WI	54956



MEMORANDUM

TO: Mayor and Common Council
FROM: PRD Tungate
DATE: April 2, 2015
RE: 2015 Arbor Day Celebration

Members of the Common Council, Parks and Recreation Board and the general public are invited to attend this year's Arbor Day ceremony. The ceremony will be held on Friday, April 24 at 9:00am at Nicolet Elementary School. Approximately 25 trees will be planted on or around the school in the First Aldermanic District. Attendees are welcome to come dressed to assist Nicolet School children with the planting. The City will be receiving its 32st consecutive Tree City, USA award along with UW Fox Valley's 3rd Tree Campus award, and Menasha Utilities 3rd Tree Line Award.

Menasha's urban forest provides nearly \$300,000 a year in environmental, stormwater, energy savings, and increased property values annually, the city's Arbor Day program celebrates that contribution to the quality of life in the city of Menasha.



MEMO

TO: Common Council
FROM: Debbie Galeazzi, City Clerk
SUBJECT: Polling Place Information
DATE: April 2, 2015

The polling places for April 7 election are:

Districts 1 & 2 - Menasha Senior Center, 116 Main Street
Districts 3 & 4 - Banta School Administration Office, 328 6th Street
Districts 5 & 7 - Clovis Grove School, 974 9th Street
District 6 - Jefferson School, 105 Ice Street
District 8 - Heckrodt Wetland Reserve, 1305 Plank Road

Please contact the Clerk's Office at 967-3608 with election questions.

Thank you.



FOR IMMEDIATE RELEASE

Contact:

James Taylor
Second District Alderman, City of Menasha
140 Main Street
Menasha, WI 54952
Phone: 920-725-4857
<http://www.cityofmenasha-wi.gov>
jtaylor@ci.menasha.wi.us

Menasha Seeks input on placement of historic limestone bank columns

MENASHA, WI – April 2, 2015. As part of Architectural Awareness Month in May, the City of Menasha is seeking public involvement in the relocating, repurposing, and preserving four limestone columns it acquired as part of a downtown redevelopment project.

The Common Council desired to find an appropriate location and use for the bank columns because of their historic and artistic value as well as to pay homage to the community's past. The four monolithic limestone columns are of the ornate Greek Revival style, topped with Corinthian capitals in an elaborate acanthus leaf design. Considered to be the tallest single piece columns in the State of Wisconsin, these hand carved monoliths stand at a height of 22 feet 4 inches and 42 inches at the widest point. Quarried of Indiana limestone, the columns were brought to the city via railroad, and then to the site by horse and wagon in 1916.

Designs can be submitted in the form of sketches, graphics, or ideas in paragraph form. Locations for project should be within the City of Menasha.

Submissions can be mailed, emailed, or delivered to:

City of Menasha
Limestone Column Relocation Committee
140 Main St
Menasha, WI 54952
or
columns@ci.menasha.wi.us

Please submit by April 30th at 3:30PM.

Submissions will be displayed at the Menasha Public Library on the art wall. Comments from the public regarding the submitted designs will be accepted through the month of May.





THE FIRST NATIONAL BANK

THE FIRST NATIONAL BANK



Maximum load 500 lbs / 227 kg
Maximum occupants 2
Occupants and equipment must not exceed 500 lbs / 227 kg

Maximum load 500 lbs / 227 kg
Maximum occupants 2
Occupants and equipment must not exceed 500 lbs / 227 kg



Worker in high-visibility yellow jacket and hard hat, standing on the flatbed trailer.

Miron

KOBELCO

United Rentals

AGNUM



MEMORANDUM

TO: City of Menasha Common Council

From: Nancy McKenney, RDH, MS, Public Health Director

Date: April 6, 2015

RE: County Health Rankings
Winnebago County Press Release

The *County Health Rankings* began in Wisconsin more than a decade ago. The University of Wisconsin Population Health Institute and the Robert Wood Johnson Foundation now make them available nationally. The *Rankings* are a snapshot comparing the health of nearly every county in the nation.

Communities use the *Rankings* to inform their priorities as they work to improve health for all their residents. They serve as a rallying point for change. The *County Health Rankings* look at Health Outcomes (longevity and quality of life) and Health Factors (health behaviors; clinical care; social and economic; and physical environment).

Attached is the press release sent to the University of Wisconsin Madison Population Health Institute in collaboration with the City of Appleton and Winnebago County Health Department Public Health Directors. The University then sent it to the Northeast Regional media market. On March 19th, Kurt Eggebrecht, City of Appleton Health Officer, Cindy Draws, Winnebago County Public Health Nurse Supervisor and I were interviewed by WOSH radio.

It's great to discuss the assets Menasha has to offer its residents that have the potential to improve health outcomes.

EMBARGOED FOR RELEASE
Wednesday, March 25, 2015
12:01 a.m. EDT

Contact: Ian Clark
iclark@uwhealth.org
608-890-5641

Winnebago County in Middle of the Pack in Wisconsin Health Rankings **Annual rankings show where Wisconsin counties do well or can improve**

PRINCETON, N.J. and MADISON, Wis. — Winnebago County ranks in the middle of the pack for health in the state, according to the annual *County Health Rankings* released today by the University of Wisconsin Population Health Institute (UWPHI) and the Robert Wood Johnson Foundation (RWJF). The *Rankings* are available at www.countyhealthrankings.org.

“The annual county health rankings provide an opportunity to compare both overall Health Outcomes (longevity and quality of life) as well as Health Factors (contributors to future Health Outcomes). We should feel good knowing that all three counties that Appleton lies within are in the top quartile for Health Outcomes. The one area we all share a common concern however is our growing obesity rates. Based on this trending, we recently established a tri-county effort called Weight of the Fox Valley. Many stakeholders throughout the region are working together, using the collective impact model, to slow and then reverse trends,” said Kurt Eggebrecht, Appleton Public Health Director.

Nancy McKenney, Menasha Public Health Director agrees, “Partnerships have collective impact. We have community assets at our finger tips that have the potential to improve health outcomes. For example, Menasha has incredible parks and trails for walking and biking. We have a business climate that promotes job growth. Our newly renovated Menasha Senior Center, a partnership with the YMCA, helps participants to improve their physical, social, mental, and economic well-being. The Menasha Joint School District partners with the health department to provide school-based nursing and dental hygiene services. School-based mental health services are offered through a partnership with the United Way (PATH).”

“Business and community partners, academic institutions, and elected officials have prominent roles in building assets across our county that support health and wellness. This approach is sustainable and improves health across the life span for everyone,” said Doug Gieryn, Winnebago County Public Health Director.

The *Rankings* are an easy-to-use snapshot comparing the health of nearly every county in the nation. The local-level data allows each state to see how its counties compare on 30 factors that influence health, including education, housing, violent crime, jobs, diet, and exercise.

According to the 2015 *Rankings*, the five healthiest counties in Wisconsin, starting with the most healthy, are Ozaukee, followed by Pepin, Calumet, Florence, and Kewaunee. The five counties in the poorest health, starting with the least healthy, are Menominee, Milwaukee, Forest, Washburn, and Rusk.

“Since the *County Health Rankings* began in Wisconsin more than a decade ago, we’ve seen them serve as a rallying point for change,” said Karen Timberlake, director of UWPHI in the University of Wisconsin School of Medicine and Public Health. “Communities are using the *Rankings* to inform their priorities as they work to improve health for all their residents.”

Winnebago County ranks in the bottom half for health outcomes (42) and in the top half for health factors (19). Winnebago ranks in the top quarter of Wisconsin counties for clinical care (7), and near the middle for health behaviors (32). Winnebago County ranks in the top half for social and economic factors (29) and bottom half for physical environment (52).

Nationally, this year’s *Rankings* show that the healthiest counties in each state have higher college attendance, fewer preventable hospital stays, and better access to parks and gyms than the least healthy counties. The least healthy counties in each state have more smokers, more teen births, and more alcohol-related car crash deaths. This year’s *Rankings* also look at the links between income levels, income distribution, and health.

The *Rankings* also reveal the following:

- Premature death rates are dropping, with 60 percent of the nation’s counties seeing declines. But for many counties, these rates are not improving – 40 percent of counties are not making progress in reducing premature death.
- One out of four children in the U.S. lives in poverty. Child poverty rates are more than twice as high in the least healthy counties in each state than in the healthiest counties.
- Violent crime rates are highest in the South. Violent crime rates, which affect health, well-being, and stress levels, are particularly high in the Southwest, Southeast, and Mississippi Delta regions.
- Having a job influences health. Unemployment rates are 1.5 times higher in the least healthy counties in each state than in the healthiest counties. During the recession, counties in the West, Southeast, and Rust Belt regions of the U.S. were hit hardest by growing unemployment. Many, but not all, of these counties have seen their unemployment rates drop since the recession ended in 2010.

“The *County Health Rankings* have helped galvanize communities across the nation to improve health,” said Risa Lavizzo-Mourey, MD, RWJF president and CEO. “Solutions and innovation are coming from places as diverse as rural Williamson, West Virginia in the heart of Appalachia to urban New Orleans who are engaging business, public health, education, parents, and young people to build a culture of health.”

The *County Health Rankings & Roadmaps* program offers data, tools, and resources to help communities throughout their journey to build a culture of health. Also part of the program is the [RWJF Culture of Health Prize](#) which honors communities that are working together to build a healthier, more vibrant community.

-end-

About the Robert Wood Johnson Foundation

For more than 40 years, the Robert Wood Johnson Foundation has worked to improve the health and health care of all Americans. We are striving to build a national culture of health that will enable all Americans to live longer, healthier lives now and for generations to come. For more information, visit www.rwjf.org. Follow the Foundation on Twitter at www.rwjf.org/twitter or on Facebook at www.rwjf.org/facebook.

About the University of Wisconsin Population Health Institute

The [University of Wisconsin Population Health Institute](#) advances health and well-being for all by developing and evaluating interventions and promoting evidence-based approaches to policy and practice at the local, state, and national levels. The Institute works across the full spectrum of factors that contribute to health. A focal point for health and health care dialogue within the University of Wisconsin-Madison and beyond, and a convener of stakeholders, the Institute promotes an exchange of expertise between those in academia and those in the policy and practice arena. The Institute leads the work on the *County Health Rankings & Roadmaps* and manages the *RWJF Culture of Health Prize*. For more information, visit <http://uwphi.pophealth.wisc.edu>.

Menasha Historical Society

What's old is new again

April 2015

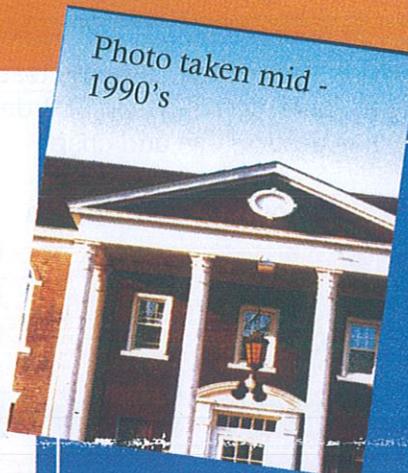
A beacon to our visitors returns

Thanks to some basement investigating by Historical Society Board members, the original brass light fixture has been reinstalled on the front façade of the Memorial Building. The fixture had been removed sometime during the 1990's having fallen into disrepair. Thankfully the fixture had not been discarded but simply placed in a back corner of the basement, awaiting discovery and some TLC by City workers.

Some new glass and brass polishing with elbow grease has once again created a unique feature that has been rewired and hung back in its

original spot above the front entry. Please take the time to thank our Menasha Public Works and the Parks and Rec department for a marvelous job.

Well done!



Resource Center

Hours and Information Requests

The Resource Center and Board is operated by volunteers who will attempt to make time for tours, *by appointment only*.

We request that you have a group of no less than 5 for tours.

Please be patient awaiting responses to inquiries for historic data and other requests.

If you would like to volunteer and assist, please contact us.

Upcoming Program:

Geo. A. Whiting Airport

Presented by Ken Syring

Please join us **April 9th** for a riveting story of a bygone era from Airport Road and Hwy 47.

Local historian and Historical Society member Ken Syring will tell a wonderful tale of the Geo. A. Whiting Airport (now Wittmann Park area), which many of you may recall, was a hub of activity for several decades, located on the north end of Menasha.

Time: 6:30pm-8:30pm (program will begin promptly at 6:30pm)

Place: Company E Room, Elisha D. Smith Public Library



1920's Whiting Field

Crisp Molasses Cookies

3/4 c. vegetable oil or melted shortening 1/2 tsp. salt
1 c sugar 2 tsp. baking soda
1/4 c. molasses (dark) or sorghum 1/2 tsp. cloves
1 egg 1/2 tsp. ginger
1 tsp. cinnamon
2 c. flour

Mix all ingredients together. Chill dough. Drop by teaspoon or roll in hand, then in sugar. Bake 12 minutes in 350-degree oven. Cookies are about 3 inches across, thin and crisp.

I baked them yesterday, very good. -Nancy Ropella



Little Red Caboose

Thanks to due diligence, perseverance and our community, your Little Red Caboose has regained its dignity in Smith Park. We are proud to say the caboose which is sporting shiny, new paint is once again ready for visitors. The fund raising efforts are still underway to finish paying for the restoration costs, but the work is completed and she looks amazing. Our next hopes are for evening lighting and a new roof over the pavilion protecting this wonderful asset to Smith Park and the City of Menasha. We are just shy of our costs of \$15,255.36.

To date the community has donated \$14,187.02.

Thank you so much for seeing the beauty in this landmark.

If you would like to donate to this project and future maintenance, please send your tax-deductible donation to the address listed below.

If you have interest in submitting an article for our newsletter, please contact us at the email provided below.



Plan for it: Saturday May 16

A day of events in Smith Park and the Memorial Building including the rededication of YOUR Little Red Caboose

Presented by the Menasha Historical Society with Mayor Merkes presiding

Time: 1:00pm

Location: Caboose enclosure

– followed by Ice Cream Social

Resource Center and Museum will be open from: (10am) – (3pm)

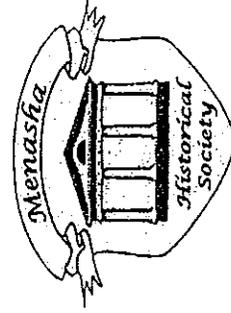
Many more events also scheduled. Please see enclosed itinerary.

SAVE THE DATE

Thank you, for your support and recent donation to the restoration of the Smith Park "Little Red Caboose"! Please join us on **Saturday May 16, 2015 at 1:00 PM** for the re-dedication of the Caboose and free ice cream social. Please see below for the complete **event schedule starting at 10 AM** in Smith Park, Memorial Building and Isle of Valor.

- 10 AM to 2 PM** – Artifact displays and information in Smith Park
- 10 AM to 3 PM** – VFW Serving, Burgers, Brats and Hotdogs
- 10 AM to 3 PM** – Historical Society Museum open for viewing
- 10 AM 11:30 AM 1:00 PM** Effigy Mound group tours.
- 10:30 AM and 1:30 PM** – Kids "Be an archaeologist" event.
- 11 AM to 1:30 PM** – Artifact identification stations.
- 12 PM - VFW Armed Forces Day "Isle of Valor" Behind Memorial Bldg.**
- 1:00 PM** – "Little Red Caboose" Re-dedication, plaque and ice cream social.
- 2 PM to 3 PM** – Archaeology of Doty Island presentation

If you have any questions please contact the Menasha Historical Society at 920-840-4373 or e-mail: menashahistorical@yahoo.com



P O BOX 255
MENASHA WI 54952

CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, March 16, 2015
MINUTES

A. CALL TO ORDER

Meeting called to order by Mayor Merkes at 6:05 p.m.

B. PLEDGE OF ALLEGIANCE

Led by Eagle Scout Justin Hovarter and Boy Scout Troop 14.

C. ROLL CALL/EXCUSED ABSENCES

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

EXCUSED: Alderman Langdon

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

D. PUBLIC HEARING

1. [An application for a Special Use Permit by Kwik Trip, Inc., to construct a convenience store with fueling canopy, diesel fueling canopy and a 2-bay car wash at 1233 Midway Road, Menasha.](#)

CDD Keil explained a Special Use Permit is required for the zoning district of 1233 Midway Road since this Kwik Trip store will have a larger retail section and a car wash.

No one spoke. Mayor Merkes closed the Public Hearing.

2. [An application for a Special Use Permit has been applied for by James Fletcher, broker/agent for AAK Holdings II to reoccupy the office space at 100 Main Street, Menasha.](#)

CDD Keil explained a Special Use Permit is required as the property has been vacant for more than 12 months and has lost its non-conforming status. Landscaping issues will be addressed with the Special Use Permit.

No one spoke. Mayor Merkes closed the Public Hearing.

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

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

Dick Meyer, 1201 Grove Street, Menasha. Issue with inaccurate information on campaign flyers by candidate.

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. FC Auxier - introduction of new Firefighter, Jaimie Martinez, Jr.

FC Auxier introduced Firefighter Jaimie Martinez, Jr as the newest member of Neenah-Menasha Fire Rescue. Clerk Galeazzi swore in Firefighter Martinez and the Council gave him a warm welcome.

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

Minutes to receive:

a. [Board of Health, 02/11/15.](#)

b. [Board of Public Works, 03/02/15.](#)

c. [Committee on Aging, 02/12/15.](#)

d. [Landmarks Commission, 02/18/15.](#)

e. [NMFR Joint Finance & Personnel Committee, 02/24/15.](#)

f. [NMFR Joint Fire Commission, 02/25/15.](#)

g. [Plan Commission, 03/03/15.](#)

h. [Water & Light Commission, 02/25/15.](#)

Communications:

- i. [Mayor Merkes, 02/24/15; Proclamation Saluting Eagle Scout Justin J. Hovarter.](#)
- j. [Patrick O'Brien, Winnebago County Solid Waste Management Board, 02/25/15; Winnebago County Recycling Resolution.](#)
- k. [ES Montour, 03/04/15; Phase 4 Cross Connection Home Inspection Letter.](#)
- l. [CDC Heim, 03/05/15; 2014 Building Permit Summary.](#)
- m. [ASD Steeno, 03/16/15; Website Survey.](#)
- n. [ASD Steeno, 03/16/15; Assessment Contract Update.](#)

Moved by Ald. Benner seconded by Ald. Keehan to receive Minutes and Communications A-N.

General discussion ensued on Comm. I (Proclamation Saluting Eagle Scout Justin J. Hovarter) and Comm. K (Phase 4 Cross Connection Home Inspection Letter).

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, 03/02/15.](#)

NMFR Joint Finance & Personnel Committee, 02/24/15 – Recommends the Approval of:

2. [The Extended Contract for Statewide Structural Collapse Team Members and amend the contract period for January 1, 2015 through December 31, 2016.](#)

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

3. [The Special Use Permit for 1233 Midway Road, Kwik Trip convenience store and gas station with the following conditions:](#)
 - [The parking lot interior landscaping to comply with Sec. 13-1-12\(g\)\(5\)\(b\)](#)
 - [Landscape planters be placed adjacent to the building in lieu of landscaping adjacent to the building as required by Sec. 13-1-12\(g\)\(3\)](#)
 - [A new landscaping plan showing the revised parking lot interior landscaping and the planter location and planting plan be submitted for review](#)
 - [Bollards are to be placed in lieu of the curbing adjacent to the building requirements of Sec.13-1-51\(b\)\(2\)\(b\). A revised site plan is to be submitted showing the bollard locations](#)
 - [Erosion control and storm water management plans be approved by the Public Works Department prior to the issuance of a building permit](#)
 - [That the canopy lighting intensity be brought into compliance with the lighting standards of Sec. 13-1-12\(5\)](#)
 - [That parking lot lighting comply with Color Rendition Index of 50 or greater per Sec. 13-1-12\(5\)](#)
 - [That a revised lighting plan be submitted for review showing the changes to the parking lot and canopy lighting](#)
 - [Annexation of parcel #008-0381 be completed prior to building occupancy](#)
 - [Submission of a CSM recombining the parcels be completed prior to occupancy](#)
4. [The Special Use Permit for 100 Main Street, AAK Holdings II, LLC with the following conditions:](#)
 - [Replace the maple tree on the Main Street frontage and extend the transitional area to the dumpster](#)
 - [The parking lot transitional area to be brought into full compliance with all ordinance standards upon reconstruction of the parking lot](#)
 - [Parking lot to be sealed and striped upon sale of the property](#)
 - [Planting plan and tree replacement to be reviewed and approved by the City Forester](#)
 - [Stone mulch to match the existing mulch on property](#)
 - [Pursue installation of canopy trees with adjoining property using a mix of deciduous and evergreens](#)
 - [June 15, 2015 compliance date for planting installation](#)
 - [Replace trees on east side of property](#)
 - [Deciduous and evergreens](#)

Ald. Sevenich requested to remove Consent Agenda item 3.

Moved by Ald. Benner seconded by Ald. Sevenich to approve Consent Agenda items 1, 2, 4.

Motion carried on roll call 7-0.

H. ITEMS REMOVED FROM CONSENT AGENDA

Moved by Ald. Zelinski seconded by Ald. Englebert to approve Consent Agenda item 3, Special Use Permit for 1233 Midway Road, Kwik Trip convenience store and gas station with conditions listed.
General discussion ensued on installing sidewalks on Appleton Road/STH 47, and landscaping versus landscape planters.
Motions carried on roll call 7-0.

I. ACTION ITEMS

1. [Accounts payable and payroll for the term of 02/26/15 to 03/12/15 in the amount of \\$3,693,398.86.](#)

Moved by Ald. Nichols seconded by Ald. Keehan to approve accounts payable and payroll.
General discussion on expenditures.
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 on memo dated 3/11/15.
Motion carried on roll call 7-0.

3. [Authorization to distribute Community Development Investment Grant Funds to Foodmen 2, Inc. and F2R, LLC.](#)

Moved by Ald. Nichols seconded by Ald. Keehan to approve authorization to distribute Community Development Investment Grant Funds to Foodmen 2, Inc. and F2R, LLC
ASD Steeno reported the City has received the Community Development Investment Grant Funds from Wisconsin Economic Development Corp.
Motion carried on roll call 7-0.

J. ORDINANCES AND RESOLUTIONS

1. [O-5-15; An Ordinance Amending Title 10, Chapter 1, Article C, SEC. 10-1-26 \(am\), Parking Regulations. \(Introduced by Alderman Sevenich\)](#)

Moved by Ald. Sevenich seconded by Ald. Keehan to adopt O-5-15 An Ordinance Amending Title 10, Chapter 1, Article C, SEC. 10-1-26 (am) Parking Regulations.
Motion carried on roll call 7-0.

K. APPOINTMENTS

L. HELD OVER BUSINESS

M. CLAIMS AGAINST THE CITY

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

(five (5) minute time limit for each person)
No one spoke.

O. ADJOURNMENT

Moved by Ald. Taylor seconded by Ald. Keehan to adjourn at 6:50 p.m.
Motion carried on voice vote.

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

JOINT COMMON COUNCIL MEETING
OF THE CITIES OF NEENAH AND MENASHA
Company E Room, Menasha Library
440 First Street, Menasha
Tuesday, March 17, 2015
MINUTES

A. CALL TO ORDER

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

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL/EXCUSED ABSENCES

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

Neenah Aldermen Lendrum, Bates, Hamblin Pollnow, Erickson, Hillstrom, Ramos, Kunz, Lang.

EXCUSED: Menasha Alderman Langdon

MENASHA STAFF PRESENT: Parks & Recreation Director Tungate, Public Works Director Radtke, Community Development Director Keil.

NEENAH STAFF PRESENT: City Attorney Godlewski, City Clerk Sturn, Director of Finance Easker, Director of Community Development & Assessment Haese, Director of Public Works Kaiser, Director of Parks & Recreation McCoy, Recreation Supervisor Olson, Engineer Merton.

ALSO PRESENT: Amy Barker, Executive Director of Future Neenah (FNI), Annette Look (FNI), Patrick Skalecki, GRAEF P.E., State Representative Mike Rohrkaste, Senator Roth's Legislative Assistant Bill Kloiber, the Media, and 40+ members of the public.

Moved by Ald. Ramos seconded by Ald. Hillstrom to move to agenda item E.

Motion carried on voice vote.

Moved by Ald. Sevenich seconded by Ald. Benner to move to agenda item E.

Motion carried on voice vote.

D. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

E. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. [Neenah PRD McCoy, Menasha PRD Tungate, Amy Barker Executive Director of Future Neenah, Inc., and Patrick Skalecki, P.E. with GRAEF – Presentation on the Twin Trestle Pedestrian Bridge Project.](#)

Park & Recreation Directors Tungate and McCoy did a short slide presentation on the Twin Trestle Pedestrian Bridge Project.

Patrick Skalecki, Graef P.E., informed the audience that the Fox Cities Trestle Trail was built in 2005. They estimate 971 pedestrians per day cross the Trestle Trail from 21 states and 7 countries. The proposed twin bridges and trail will connect the loop. The Twin Trestle Pedestrian Bridge Project is estimated to cost \$3.2 million: \$1.6 million in the form of DNR grants; \$1 million (32%) to be raised by "Loop the Lake" Trestle Project conducted by Future Neenah; and \$300,000 (9%) from both the cities of Neenah and Menasha. He advised that the feasibility study addressed: alignment of the bridges; structure alternatives; pier alternatives; decking alternatives; and environmental issues. They investigated DNR permitting available for the project. They also found that the Coast Guard does not have

jurisdiction therefore no permits are required. He pointed out renderings done of the actual structure and invited the audience to view them. He feels it is a neat project and hopes it moves forward.

Amy Barker, Executive Director of Future Neenah (FNI), introduced herself and gave a short presentation on their project "Navigate Neenah-Menasha", which is their non-profit effort to raise \$1 million dollars for the Loop the Lake Trestle Project. Projects like this help recruit businesses, employers, employees and residents. She advised that FNI assisted with the Shattuck Park Neenah Riverwalk Project.

Public Comments/Questions:

1. Dir. McCoy read into the minutes a letter from the Neenah-Menasha YMCA expressing their support for the Navigate Neenah-Menasha Loop the Little Lake Trestle Project. They believe this trail project correlates well with the YMCA's mission to promote youth, adult and family activities that build a healthy spirit, mind and body for all.
2. Tim Gosz, 98 Fox Street, Menasha, expressed concern that this project is a "trail to his house" which is located on the corner of Fox and Mathewson Streets. He asked if the trail could be relocated away from the neighborhood.
3. Mike Kading, 669 Appleton Road, President of the Fox Cities Greenways, spoke in favor of this project. The proposal utilizes public infrastructure already in place.
4. Jeff Harvey, 514 Broad Street, Menasha, expressed concern over this project increasing taxes. He has issues with the city representatives acting like this is a done deal. He asked what the city has done with other issues such as parking on Broad Street and to maintain projects such as the Trestle Trail. He would like to know the exact cost and effect on his neighborhood and asked that every aspect of this project be reviewed. He also asked that the cities do their best to get the community and companies involved to possibly lower the city portion of this project and maintain the budget.

Amy Barker explained that their fund raising efforts are 32% compared to the taxpayers 9%. They will strive to possibly lower that 9%.

5. Ned Hughes, 1140 Manor Drive #4, Neenah, questioned long term maintenance. Dir. McCoy indicated they have a ten-year investment of \$24,000 for maintenance of the Trestle Trail, which is less than they spend on the Neenah Pool. Ned Hughes indicated this is a wonderful project, which will add to the quality of life and have a positive economic impact.
6. Dick Sturm, 1203 Greenwood Court, Menasha, favored the trail as he always looks for recreational opportunities. He is waiting for a safe way to High Cliff.
7. Joe Mass, 70 Lawson Street, Menasha, opposed the trail and expressed concern over people walking past the disposal plant.
8. Dean Moede, 858 Broad Street, Menasha, commended the communities and Future Neenah for coming together. He suggested trying to increase the funding efforts for this project.

Amy Barker indicated the goal of FNI is to raise as much as they can and partner with as many entities as possible.

Mayor Kaufert added that if FNI is successful in reaching out to the community the taxpayer burden might be less.

9. Ellen Kunz, 707 Congress Place, Neenah, supported the project for herself as well as her mother, Val Roemer, 232 Kaukauna St. Her mother is excited to see people walking past her home. At 81 she biked the Trestle Trail. Her family is grateful she had a place to go. Ellen asked that we don't forget about the elderly and those in wheelchairs.
10. David Palmer, 544 Grove Street, Neenah, expressed concern over the streets included in the project.
Pat Skalecki indicated they would look at parking and trail widths. There are certain criteria they need to meet.
11. Pat Galloway, 325 Ninth Street, Neenah, indicated he is excited about the project. He asked that trash removal, maintenance, minimum congestion and the proper path be taken into consideration. The vibrancy of a project like this can reduce the tax base.
12. Jake Lamb, 221 Kraft Street, Neenah, supports the trail as they bring people into his area. He would love a bigger site.
13. Mark Green, 1480 Circle Drive, Menasha, supported the trails as they allow him to avoid the heavy traffic on Commercial Street. He does not like litter and does his part to help by picking up litter as he walks the trails. If everyone did their part litter would not be an issue.
14. Dave Morton, 1177 Westwind Drive, Neenah, supported the project. He suggested scheduling "pick up" projects similar to what the Rotary does. It is just as much the public's responsibility as it is the responsibility of the municipality.
15. Mike Kading, 669 Appleton Road, Menasha, President of the Fox Cities Greenways indicated he is excited about this project. He indicated the Town of Menasha sends their crews out to maintain the trails. He suggested organized volunteer work days similar to the "Neenah Slough" clean up each spring.
16. Ned Hughes, 1140 Manor Drive, #104, Neenah, advised that he is involved with the Fox Cities Greenways and supports the project. Studies show trails built adjacent to residential properties increase their worth by 2-5%.

Mayor Merkes thanked the citizens for this input.

F. ACTION ITEM

1. [Neenah Resolution 2015-16 and Menasha Resolution R-9-15 Joint Resolution Authorizing Application for Outdoor Recreation Grant Funds Through the Wisconsin Department of Natural Resources for the Construction of Two Pedestrian Bridges Connecting the Cities of Neenah and Menasha](#)

Moved by Ald. Bates seconded by Ald. Ramos to adopt Neenah Resolution No. 2015-16.

Moved by Ald. Englebret seconded by Ald. Benner to adopt Menasha Resolution R-9-15.

General discussion ensued on; cost to taxpayers, environmental issues, grant process, other grants available, disrupting wildlife in the area, maintenance of bridges/trail, concerns of wording of the resolution, Cities of Neenah & Menasha and Future Neenah working together, holding public hearings during each phase of project.

Moved by Ald. Lendrum seconded by Ald. Pollnow to amend the Neenah motion to remove the four bullet points: submit an application to the DNR for any financial aid that may be available; submit reimbursement claims along with necessary supporting documentation within 6 months of the project completion; sign and submit documents; and take necessary action to undertake, direct and complete the approved project.

Amendment failed on roll call 1-8. Ald. Lendrum voting aye

Moved by Ald. Ramos seconded by Ald. Hillstrom to amend the Neenah motion to add wording before the second bullet point to read. "BE IT FURTHER RESOLVED that in the event the State grant is awarded, the Neenah and Menasha Common councils would further need to approve the grant agreement and authorize the City of Neenah and City of Menasha Park and recreation Directors to do the following:".

Amendment carried on roll call 7-2. Ald. Lendrum and Kunz voting nay.

Moved by Ald. Sevenich seconded by Ald. Keehan to amend the Menasha motion to add wording before the second bullet point to read, "BE IT FURTHER RESOLVED, that in the event the State grant is awarded, the Neenah and Menasha Common Councils would further need to approve the grant agreement and authorize the City of Neenah and City of Menasha Park and recreation directors to do the following:".

Amendment carried on roll call 5-2. Ald. Taylor and Zelinski voting nay.

The original City of Neenah motion as amended, carried on roll call 8-1.

Ald. Lendrum voting nay.

The original City of Menasha motion, as amended, carried on roll call 5-2.

Ald. Taylor and Zelinski voting nay.

G. ADJOURNMENT

Moved by Ald. Pollnow seconded by Ald. Ramos to adjourn the Neenah Council meeting at 8:33 p.m.

Motion carried on voice vote.

Moved by Ald. Keehan seconded by Ald. Sevenich to adjourn the Menasha Council meeting at 8:33 p.m.

Motion carried on voice vote.

Patricia A. Sturn, WCPC/MMC



321 Milwaukee Street • P.O. Box 340 • Menasha, WI 54952-0340 www.menashautilities.com

MEMORANDUM

TO: Mark Radtke, Director
Public Works

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

DATE: February 25, 2015

SUBJECT: Change order #4

At the Regular Meeting on February 25 the Menasha Utilities Commission passed a motion for the Board of Public Works to recommend to the Common Council authorization of Change Order #4 for J.F. Ahern in the net amount of \$269.00. This change order voids change order #1 in the amount of \$3,177.22 which was not approved by the Menasha Utilities Commission. Change order #4 shows the reimbursement of the fees back to J.F. Ahern Co., along with the authorized charge of \$269.00 for actual building permit fees required.

Copies of supporting documents are enclosed.

McMAHON

ENGINEERS ARCHITECTS

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

CHANGE ORDER

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

Contract No. M0002-930724
 Project File No. M0002-930724.04
 Change Order No. Four (4)
 Issue Date: February 6, 2015
 Project: Menasha Utilities
Water Treatment Facility
Low Lift Pump Modifications

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

	(Item Description)	(Price)
4.1	VOID Change Order #1, Which Was Never Officially Executed, But Has Been Carried Over In Subsequent Change Orders #2 and #3 - Building Permit Fee Refunded by City Of Menasha ,DEDUCT	- \$3,177.22
4.2	Balance Due On Remainder Of Reimbursement Of Building Permit Fee..... ADD	+ \$269.00
	TOTAL	- \$2,908.22

The Changes Result In The Following Adjustments:

	CONTRACT PRICE	TIME
Prior To This Change Order	<u>\$439,567.22</u>	<u> </u> days
Adjustments Per This Change Order	<u>- \$2,908.22</u>	<u> </u> days
Current Contract Status	<u>\$436,659.00</u>	<u> </u> days

Recommended:
McMAHON
 Neenah, Wisconsin

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

Authorized:
MENASHA UTILITIES
City Of Menasha
 Menasha, Wisconsin

By: 
 Date: 2/16/15

By: 
 Date: 2-15-15

By: _____
 Date: _____

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

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



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

February 5, 2015
Ph: 920.751.4200
Fx: 920.751.4284

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

RE: Menasha WTF Low Lift Pump Mods
Ahern Job #: 211976
Customer Contract #: M0002-930724
Permit Fee Reimbursement

Dear Don:

This change order is for reimbursement of costs associated with obtaining the building permit, in accordance with specification section 01 20 01.00, paragraph 1.3 - Building Permit. The City of Menasha has sent us a check in the amount of \$2,908.66 for partial reimbursement. The amount of the change order is the difference yet to be paid.

Respond by: 03/07/2015

Two Hundred Sixty-nine And 00/100 Dollars.....\$269.00

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

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

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

Sincerely,

J. F. Ahern Co.

John Kliuzing
Senior Project Manager
WI Major Construction Division

McMAHON

ENGINEERS ARCHITECTS

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

CHANGE ORDER

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

Contract No. M0002-930724
 Project File No. M0002-930724.04
 Change Order No. One (1)
 Issue Date: October 8, 2014
 Project: Menasha Utilities
Water Treatment Facility
Low Lift Pump Modifications

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

	(Item Description)	(Price)
1.1	Reimburse Building Permit Fee, Per Specifications..... ADD	+ \$3,177.22
	TOTAL	+ \$3,177.22

The Changes Result In The Following Adjustments:

	CONTRACT PRICE	TIME
Prior To This Change Order	<u>\$429,900.00</u>	<u> </u> days
Adjustments Per This Change Order	<u>+ \$3,177.22</u>	<u> </u> days
Current Contract Status	<u>\$433,077.22</u>	<u> </u> days

Recommended:
McMAHON
 Neenah, Wisconsin

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

Authorized:
MENASHA UTILITIES
City Of Menasha
 Menasha, Wisconsin

By: [Signature]
 Date: 10/8/14

By: [Signature]
 Date: 10-9-14

By: [Signature]
 Date: _____

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

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



Memorandum

DATE: March 12, 2015

TO: Board of Public Works

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

RE: Recommendation to Award – Contract Unit No. 2015-01; New Street Construction and Reconstruction; Southfield West, Natures Way, Barker Farm Estates No. 6, River Lea Court, Broad Street, Ida Street, Manitowoc Street, Lincoln Street; Northeast Asphalt, Inc.; \$1,084,323.12

The City of Menasha publicly opened bids on Tuesday, March 10th for Contract Unit No. 2015-01, New Street Construction and Reconstruction. Two bids were received as indicated on the enclosed itemized bid tabulation.

The following streets are scheduled for improvement:

- Southfield West, Natures Way and Barker Farm Estates No. 6 subdivision streets
- River Lea Court
- Broad Street, Lush Street to Tayco Street
- Ida Street, Marquette Street to Ninth Street
- Manitowoc Street, Appleton Road to Ninth Street
- Lincoln Street, DePere Street to Appleton Road

Chain Drive is also scheduled and budgeted for 2015, but that street will be included in a Town of Menasha street paving project scheduled for this year.

The project consists of pulverizing or removing the existing asphalt pavement and base material, fine grading, concrete curb and gutter construction, asphalt pavement construction, storm sewer and pavement under drain installation, miscellaneous utility adjustments, and lawn restoration. Two alternate bids were included in the bid proposal. We are recommending the acceptance of Alternate Bid A for the separation of the excavation materials because the bid was identical to the base bid and the City would benefit from the separation of the materials.

After reviewing the bids and finding them to be competitive, accurate and compliant, we recommend Contract Unit No. 2015-01, including Alternate Bid A, be awarded to Northeast Asphalt, Inc. of Greenville, Wisconsin in the amount of \$1,084,323.12. The budgeted amount for this work is \$1,418,000.

Enclosure

M:\word\BPW memo re Award of Contract 2015-01_Northeast Asphalt_3-12-15.docx

Itemized Bid Tabulation

City of Menasha Contract Unit No. 2015-01

New Street Construction and Reconstruction, Concrete Curb and Gutter, Asphalt Pavement, Storm Sewer
 Southfield West/Natures Way Subdivision Streets, Barker Farms VI subdivision Streets, River Lea Court, Broad Street, Ida Street, Manitowoc
 Street, Lincoln Street

ITEM	QUANTITY	DESCRIPTION	Northeast Asphalt, Inc.		MCC, Inc.	
			BASE BID	UNIT PRICE	ITEM TOTAL	UNIT PRICE
1	4	Remove and Replace Inlet	\$ 2,400.00	\$ 9,600.00	\$ 1,650.00	\$ 6,600.00
2	4	New Inlet	\$ 2,100.00	\$ 8,400.00	\$ 1,325.00	\$ 5,300.00
3	2	RCP Yard Drain	\$ 1,450.00	\$ 2,900.00	\$ 1,220.00	\$ 2,440.00
4	2	NDS Yard Drain	\$ 1,100.00	\$ 2,200.00	\$ 400.00	\$ 800.00
5	38	Remove and Replace 12" Class IV RCP Inlet Lead	\$ 39.00	\$ 1,482.00	\$ 67.00	\$ 2,546.00
6	12	6" PVC Storm Inlet Lead	\$ 23.00	\$ 276.00	\$ 30.00	\$ 360.00
7	70	8" PVC Storm Inlet Lead	\$ 28.00	\$ 1,960.00	\$ 26.00	\$ 1,820.00
8	126	12" PVC Storm Sewer	\$ 33.00	\$ 4,158.00	\$ 32.00	\$ 4,032.00
9	76	12" Class IV RCP Storm Sewer	\$ 39.00	\$ 2,964.00	\$ 52.00	\$ 3,952.00
10	975	4" Under Pavement Drain	\$ 12.00	\$ 11,700.00	\$ 39.00	\$ 38,025.00
11	36,901	Pavement / Base Pulverizing	\$ 0.42	\$ 15,498.42	\$ 1.04	\$ 38,377.04
12	3,255	Unclassified Excavation/Pulverized and Shoulder Material	\$ 7.50	\$ 24,412.50	\$ 10.46	\$ 34,047.30
13	2,350	Unclassified Excavation	\$ 8.00	\$ 18,800.00	\$ 10.87	\$ 25,544.50
14	2,326	Geogrid	\$ 2.00	\$ 4,652.00	\$ 2.95	\$ 6,861.70
15	303	1 1/4" Crushed Dense Aggregate Base Course Placement	\$ 7.25	\$ 2,196.75	\$ 14.40	\$ 4,363.20
16	957	3" Crushed Dense Aggregate Base Course Placement	\$ 6.25	\$ 5,981.25	\$ 10.66	\$ 10,201.62
17	410	Pulverized Stone Placement	\$ 10.00	\$ 4,100.00	\$ 15.29	\$ 6,268.90
18	41,305	Fine Grading and Compaction	\$ 1.63	\$ 67,327.15	\$ 1.87	\$ 77,240.35
19	16,308	30" Concrete Curb & Gutter	\$ 9.10	\$ 148,402.80	\$ 9.10	\$ 148,402.80
20	721	30" Mountable (Roll Back) Concrete Curb & Gutter	\$ 9.50	\$ 6,849.50	\$ 9.50	\$ 6,849.50
21	5,740.00	No. 4 Epoxy Coated Rebar	\$ 0.75	\$ 4,305.00	\$ 0.75	\$ 4,305.00
22	147	Utility Adjustment	\$ 215.00	\$ 31,605.00	\$ 247.57	\$ 36,392.79
23	20	Water Valve Adjustment	\$ 52.50	\$ 1,050.00	\$ 36.64	\$ 732.80
24	1,090	Sawcut	\$ 1.00	\$ 1,090.00	\$ 3.21	\$ 3,498.90
25	5,418	Asphalt Cinder Course Pavement 2 1/4" Thick	\$ 50.00	\$ 270,900.00	\$ 51.08	\$ 276,751.44
26	4,213	Asphalt Surface Course Pavement 1 3/4" Thick	\$ 56.25	\$ 236,981.25	\$ 57.08	\$ 240,478.04
27	15,533	3" Thick Asphalt Driveway Remove and Replace	\$ 2.45	\$ 38,055.85	\$ 2.60	\$ 40,385.80
28	3,238	6" Concrete Driveway Remove and Replace	\$ 5.05	\$ 16,351.90	\$ 4.20	\$ 13,599.60
29	248	8" Concrete Driveway Salvage and Replace	\$ 5.55	\$ 1,376.40	\$ 4.70	\$ 1,165.60
30	599	Brick Driveway Salvage and Replace	\$ 9.50	\$ 5,690.50	\$ 9.50	\$ 5,690.50

31	40	4" Thick Concrete Sidewalk Remove and Replace	\$	5.85	\$	234.00	\$	5.00	\$	200.00
32	93	6" Thick Concrete Handicap Ramp Remove and Replace	\$	5.05	\$	469.65	\$	4.20	\$	390.60
33	14,408	Lawn and Terrace Restoration	\$	5.40	\$	77,803.20	\$	5.40	\$	77,803.20
34	1	Railroad Flagging	\$	4,600.00	\$	4,600.00	\$	6,070.57	\$	6,070.57
35	1	Clearing and Grubbing	\$	2,500.00	\$	2,500.00	\$	4,618.82	\$	4,618.82
36	1	Temporary Mailbox	\$	2,360.00	\$	2,360.00	\$	3,743.53	\$	3,743.53
37	1	Erosion Control	\$	6,500.00	\$	6,500.00	\$	3,070.57	\$	3,070.57
38	1	Traffic Control	\$	11,090.00	\$	11,090.00	\$	13,750.00	\$	13,750.00
39	1	Construction Mobile/Demobile; Project Coordination; all incidental utility and miscellaneous roadway work; and all other project work area restoration and clean-up to an equal and/or better preconstruction condition, as required and related to the overall Project/LS	\$	27,500.00	\$	27,500.00	\$	4,370.57	\$	4,370.57
TOTAL BASE BID (ITEMS 1-39)			\$		\$	1,084,323.12	\$		\$	1,161,050.24

Alternate Bid A

1A	2,350	Unclassified Excavation Including Separation	\$	8.00	\$	18,800.00	\$	12.76	\$	29,986.00
Total Alternate Bid (Item 1A)			\$		\$	18,800.00	\$		\$	29,986.00

Alternate Bid A

1B	303	1 1/4" Crushed Dense Aggregate Base Course Furnish/Place	\$	35.00	\$	10,605.00	\$	29.20	\$	8,847.60
2B	957	3" Crushed Dense Aggregate Base Course Furnish/Place	\$	30.00	\$	28,710.00	\$	24.98	\$	23,905.86
Total Alternate Bid (Items 1B-2B)			\$		\$	39,315.00	\$		\$	32,753.46



MEMORANDUM

To: City of Menasha Personnel Committee

From: Peggy Steeno, Director of Administrative Services

Date: March 16, 2015

RE: Formal Creation of the Administrative Services Department / Transition of Human Resources to the Administrative Services Department / Authorization of a Human Resources Coordinator Position

BACKGROUND

As a result of the Springsted Study/Report that was completed in early 2013, and the Council/Mayoral decision to hire an Administrative Services Director in mid-2013, the process to create an Administrative Services Department was initiated.

Since that decision was made, the City has completed a number of the steps in the process, some with slight variations, as noted in the attached 'How to create an Administrative Services Department' Memo from the City Attorney to the Personnel committee in April of 2013, including the following:

- An Administrative Services Director was hired and began employment with the City on 9/30/2013;
- The duties of the Staff Accountant position were adjusted and the Financial Manager position was created in January of 2014;
- The Administrative Services Director assumed responsibility for the payroll function over the course of the 2014 calendar year, including payroll budgeting; and
- The Administrative Services Director, in conjunction with the IT Steering Committee and the Common Council, created an Information Technology (IT) Plan that was implemented in early 2014, and continues in 2015.

With the above steps completed, and operating successfully, there are a few additional elements of the plan that still need to be executed, including the following:

- The formal creation of the Administrative Services Department;
- The transition of the human resources function to the Administrative Services Department; and
- The replacement of the Human Resources Specialist position with a Human Resources Coordinator position in the table of organization.

ANALYSIS

Formal Creation of the Administrative Services Department: This action would formally create the Administrative Services Department that was initiated in mid-2013, and continues to evolve over time. The attached draft organizational chart of the proposed department details the four (4) functions of the department: Information Technology, Finance, Human Resources, and Assessor, and illustrates the existing and requested staffing/resources in each area.

Hiring of a Human Resources Coordinator: With the upcoming retirement of the temporary Human Resource Specialist, in June of 2015, a replacement position, Human Resources Coordinator, is being requested at this time. The change of position is needed to assist the department in achieving many new goals, as well as completing the existing duties, as outlined below:

- Existing – Recruitment/hiring function;
- Existing – Benefit management;
- Existing – Wellness initiative;
- Existing – City training programs;
- New – Human resource planning for the future including professional development planning, performance management, and succession planning;
- New – Maintaining the City’s Personnel Policy Handbook, which covers all non-represented employees;
- New – Citywide personnel related communications;
- New - Payroll oversight and back-up;
- New - Maintaining position descriptions of all authorized City positions; and
- New – assisting with strategic planning, contract negotiations, and discipline.

The education, experience, and necessary skills for the proposed position include:

- Bachelor’s degree in Human Resources or a related field;
- Three to five years’ experience in human resources management;
- Government human resources experience preferred;
- Knowledge of human resources and payroll laws;
- Possess numbers/accounting insight;
- Effective communicator / strong interpersonal skills;
- Excellent organizational skills & ability to prioritize;
- Discrete / confidentiality required;
- Excellent computer skills;
- Problem solver; and
- Initiative / do what it takes attitude.

In analyzing the proposed position, and the appropriate salary for this exempt, non-represented position, consideration was given to both external equity, how the position relates to similar positions in comparable Wisconsin communities, taking into account both size and geographic comparables, and internal equity, where the position fits within the organization. As a result of the analysis, the HR Coordinator position and paygrade are being recommended as detailed below:

	<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum (25 Yrs.)</u>
(Existing) HR Specialist	21	\$45,349	\$50,399	\$55,449
<i>(Proposed) HR Coordinator</i>	<i>15</i>	<i>\$55,550</i>	<i>\$61,711</i>	<i>\$67,872</i>

Also, in conjunction with the Springsted Study/Report, the combination of City HR functions and Utility HR functions is currently being evaluated. There is interest on the part of the Utility Commission as well as the Mayor to work together on this endeavor; however the details have not been worked out as of this time. Updates will be provided as they are available, and Utility staff will be invited to participate in the hiring process.

FISCAL IMPACT

The fiscal impact of the requested actions includes the following: the difference in salary between the new and existing positions, as noted above; the difference in benefits, as will be determined when the hiring takes place; and the remodeling that will occur in the Finance Office to accommodate the two additional positions being housed in this area. Overall, the increased costs in 2015 for this initiative are currently estimated at \$6,687 to \$10,220, and the annual increase in 2016 is estimated at \$9,375 to \$16,440. The 2015 increased costs are able to be absorbed into the Personnel Division Budget due to expected positive variances in the following accounts: legal services, medical services, and management services; a short staffing vacancy; and a delayed start of benefits for the newly hired employee. In addition, any potential contribution from the Utility for shared services is not yet factored in.

RECOMMENDATION

Staff recommends approval of the creation of the Administrative Services Department, the transfer of the human resources function to the Administrative Services Department, and the replacement of the HR Specialist position with the Human Resource Coordinator position at the salary range listed above.



MEMORANDUM

April 11, 2013

TO: PERSONNEL COMMITTEE

FROM: PAMELA A. CAPTAIN, City Attorney/Personnel Director

RE: HOW TO CREATE AN ADMINISTRATIVE SERVICES DEPARTMENT

PURPOSE OF THE CHANGE: To create a higher level of integration between financial and administrative services within the City of Menasha.

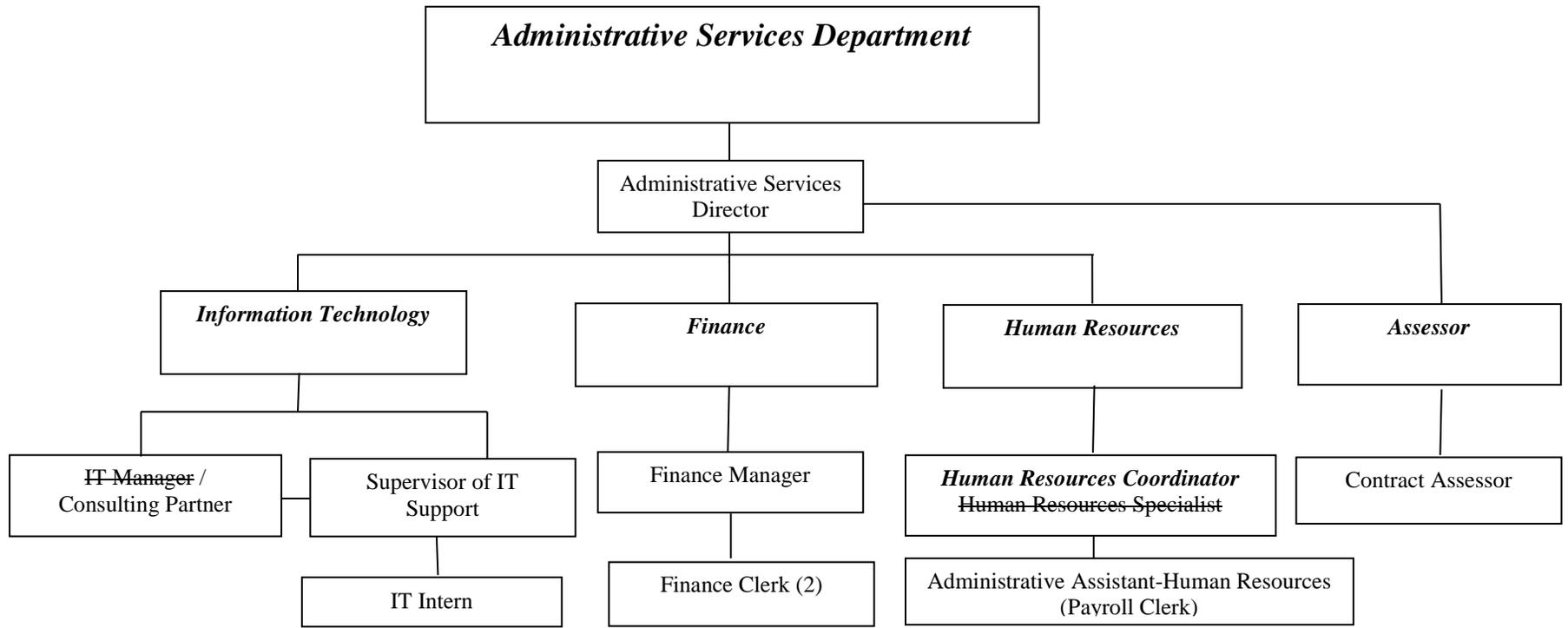
Moving towards creating an administrative services department will take time. One of the first steps is to hire an administrative services director. This person will fill the mission critical comptroller/treasurer position. It is not an additional position. Over time, various duties will be shifted and positions restructured. When the Administrative Services Department is finished being put together, it is anticipated that approximately 50% of the comptroller/treasurer duties will be performed by the Administrative Services Director with the remaining 50% of the position duties focused on management (of finance, IT and human resources), forecasting and financial planning. This will require that approximately 50% of the remaining comptroller/treasurer duties will have to move to the remaining members of the department.

The city has a staff accountant position which position will need to be adjusted to take on additional higher level accounting/treasurer duties. The position level will likely be that of treasurer/deputy comptroller. Work will need to flow out to other employees in the administrative services department. There are currently two account clerk positions. With the addition of the payroll clerk position moving from personnel to finance, there will be three positions under the treasurer/deputy comptroller position. With the shifting of these positions a third person moves to the finance end of the administrative services department allowing the work to be better distributed. Additional training for current employees will be necessary and will be offered.

Once the administrative services director is in place and the finance part of the department is functioning to the satisfaction of the director, Information Technology will be the next area on which to focus. Springsted informs us that changes are necessary as it relates to the city's IT structure. An overall IT strategy is lacking. The Administrative Services Director will fill a current void as it relates to developing an overall IT strategy. The Administrative Services Director will further discussion and planning to determine what, if any, additional changes should occur as it relates to IT services.

The final piece in creating an Administrative Services Department is to move human resources functions. In order to complete this piece, Springsted suggests working with the utilities to share some of the human resources functions, including the creation of a Human Resources Manager. This will require discussion and planning by and between the city and the utility to determine the best way to meet both our needs.

The recommendation from Springsted Incorporated to create an Administrative Services Department represents a plan for the future for the City of Menasha. This is a change to the way the City of Menasha has been doing business. As with any change there are steps that need to be taken before the change is completely effectuated. Change is a process that occurs over time. We determine the time over which this change process occurs. There will be questions that come up as we move through the process of change. That is expected and it is also a necessary element to making a change. We may decide to make an adjustment to our plan along the way. There is no requirement that once we start heading towards making a change that we must continue on the same path towards it.



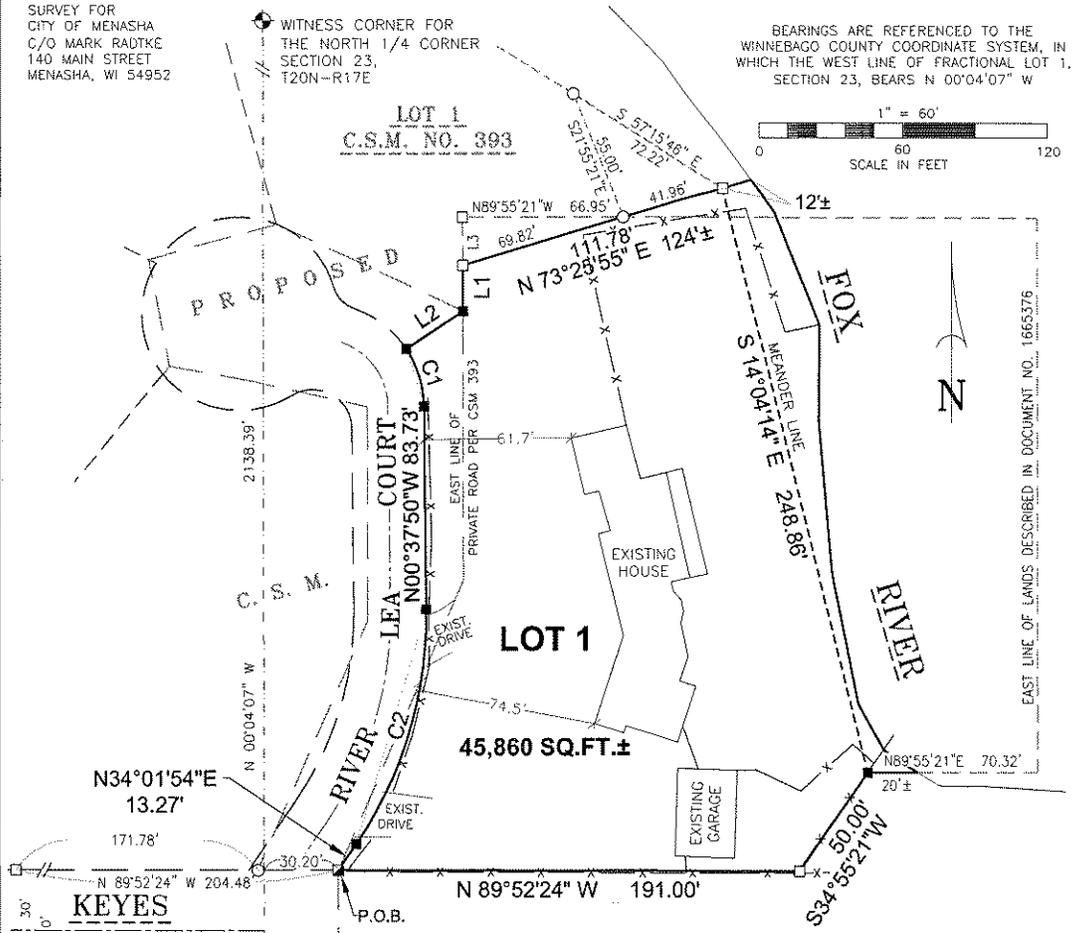
CERTIFIED SURVEY MAP NO. _____
 PART OF LOT 1 OF CERTIFIED SURVEY MAP NO.
 393, PART OF RIVER LEA COURT AND PART OF
 FRACTIONAL LOT 1, SECTION 23, TOWNSHIP 20
 NORTH, RANGE 17 EAST, IN THE THIRD WARD,
 CITY OF MENASHA, WINNEBAGO COUNTY, WISCONSIN.

SURVEY FOR
 CITY OF MENASHA
 C/O MARK RADTKE
 140 MAIN STREET
 MENASHA, WI 54952

WITNESS CORNER FOR
 THE NORTH 1/4 CORNER
 SECTION 23,
 T20N-R17E

BEARINGS ARE REFERENCED TO THE
 WINNEBAGO COUNTY COORDINATE SYSTEM, IN
 WHICH THE WEST LINE OF FRACTIONAL LOT 1,
 SECTION 23, BEARS N 00°04'07" W

LOT 1
 C.S.M. NO. 393



UNPLATTED LANDS
 OWNER: DARYL L. AND ROXANNE R. JONES
 REVOCABLE TRUST
 DOCUMENT NO. 1095974

- LEGEND**
- 1" O.D. IRON PIPE SET, 18" LONG, WEIGHING 1.130 LBS. PER LIN. FOOT
 - 1" O.D. IRON PIPE FOUND
 - ▣ 2" O.D. IRON PIPE FOUND
 - 3/4" O.D. REBAR FOUND
 - ◆ GOVERNMENT CORNER ALUMINUM COUNTY MONUMENT FOUND
- P.O.B. POINT OF BEGINNING

LINE TABLE

L1	=	N 00°05'01" W	19.00'
L2	=	N 56°28'23" E	28.44'
L3	=	N 00°05'01" W	20.00'

SEE SHEET 2 FOR CURVE TABLE,
 NOTES AND RESTRICTIONS.

Martenson & Eisele, Inc.

1377 Midway Road
 Menasha, WI 54952
 www.martenson-eisele.com
 info@martenson-eisele.com
 920.731.0381 1.800.236.0381

Planning
 Environmental
 Surveying
 Engineering
 Architecture

PROJECT NO. 1-0146-002
 FILE 1-0146-002csm1Lot SHEET 1 OF 3
 THIS INSTRUMENT WAS DRAFTED BY: A.Sedlar

CERTIFIED SURVEY MAP NO. _____

CURVE TABLE

CURVE	RADIUS	DELTA	LENGTH	CHORD BEARING	CHORD
1	43.50'	033°04'26"	25.11'	N 17°10'03" W	24.76'
2	170.00'	034°39'44"	102.84'	N 16°42'02" E	101.28'

NOTES AND RESTRICTIONS:

ANY LAND BELOW THE ORDINARY HIGH WATER MARK OF THE FOX RIVER, IS SUBJECT TO THE PUBLIC TRUST IN NAVIGABLE WATERS THAT IS ESTABLISHED UNDER ARTICLE IX, SECTION 1 OF THE STATE CONSTITUTION.

ALL BUILDING SETBACKS AND OTHER LAND USE REQUIREMENTS SHOULD BE VERIFIED BY THE CITY OF MENASHA ZONING DEPARTMENT PRIOR TO ANY CONSTRUCTION OR OTHER LAND USE ACTIVITY.

THIS CERTIFIED SURVEY MAP IS CONTAINED WHOLLY WITHIN THE PROPERTY DESCRIBED IN THE FOLLOWING RECORDED INSTRUMENTS

OWNERS OF RECORD:
JENSEN BUCHANAN

RECORDING INFORMATION:
DOCUMENT NO. 1665376

PARCEL NUMBER:
3-00029-00

SURVEYOR'S CERTIFICATE:

I, GARY A. ZHRINGER, LAND SURVEYOR, DO HEREBY CERTIFY:

THAT I HAVE SURVEYED, MAPPED, DIVIDED AND DEDICATED AT THE DIRECTION OF THE CITY OF MENASHA, PART OF LOT 1 OF CERTIFIED SURVEY MAP NO. 393, PART OF RIVER LEA COURT AND PART OF FRACTIONAL LOT 1, SECTION 23, TOWNSHIP 20 NORTH, RANGE 17 EAST, IN THE THIRD WARD, CITY OF MENASHA, WINNEBAGO COUNTY, WISCONSIN, MORE FULLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF FRACTIONAL LOT 1 OF SAID SECTION 23; THENCE NORTH 00 DEGREES 04 MINUTES 07 SECONDS WEST, ALONG THE WEST LINE OF SAID FRACTIONAL LOT 1, A DISTANCE OF 1682.64 FEET; THENCE SOUTH 89 DEGREES 52 MINUTES 24 SECONDS EAST, ALONG THE NORTH RIGHT-OF-WAY LINE OF KEYES STREET, A DISTANCE OF 30.20 FEET TO THE POINT OF BEGINNING; THENCE NORTH 34 DEGREES 01 MINUTES 54 SECONDS EAST, 13.27 FEET; THENCE 102.84 FEET ALONG AN ARC OF A CURVE TO THE LEFT, HAVING A RADIUS OF 170.00 FEET AND A CHORD THAT BEARS NORTH 16 DEGREES 42 MINUTES 02 SECONDS EAST, 101.28 FEET; THENCE NORTH 00 DEGREES 37 MINUTES 50 SECONDS WEST, 83.73 FEET; THENCE 25.11 FEET ALONG AN ARC OF A CURVE TO THE LEFT, HAVING A RADIUS OF 43.50 FEET AND A CHORD THAT BEARS NORTH 17 DEGREES 10 MINUTES 03 SECONDS WEST, 24.76 FEET; THENCE NORTH 56 DEGREES 28 MINUTES 23 SECONDS EAST, 28.44 FEET; THENCE NORTH 00 DEGREES 05 MINUTES 01 SECONDS WEST, 19.00 FEET; THENCE NORTH 73 DEGREES 25 MINUTES 55 SECONDS EAST, 111.78 FEET TO A MEANDER CORNER, SAID CORNER BEING SOUTH 73 DEGREES 25 MINUTES 55 SECONDS WEST, 12 FEET MORE OR LESS FROM THE WATERS' EDGE OF THE FOX RIVER; THENCE SOUTH 14 DEGREES 04 MINUTES 14 SECONDS EAST, ALONG A MEANDER LINE, 248.86 FEET TO A MEANDER CORNER, SAID CORNER BEING SOUTH 89 DEGREES 55 MINUTES 21 SECONDS WEST, 20 FEET MORE OR LESS FROM THE WATERS' EDGE OF THE FOX RIVER; THENCE SOUTH 34 DEGREES 55 MINUTES 21 SECONDS WEST, 50.00 FEET; THENCE NORTH 89 DEGREES 52 MINUTES 24 SECONDS WEST, 191.00 FEET TO THE POINT OF BEGINNING. CONTAINING 45,860 SQUARE FEET MORE OR LESS [1.05 ACRES +/-], INCLUDING ALL LANDS LYING BETWEEN SAID MEANDER LINE AND THE WATERS' EDGE. SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.

THAT I HAVE FULLY COMPLIED WITH CHAPTER 236.34 OF THE WISCONSIN STATUTES AND WITH THE CITY OF MENASHA SUBDIVISION ORDINANCE IN SURVEYING, DIVIDING, MAPPING AND DEDICATING THE SAME.

THAT THIS MAP IS A CORRECT REPRESENTATION OF ALL EXTERIOR BOUNDARIES OF THE LAND SURVEYED AND THE DIVISION THEREOF.

GIVEN UNDER MY HAND THIS 12TH DAY OF MARCH, 2015.

GARY A. ZHRINGER, PROFESSIONAL WI LAND SURVEYOR S-2098

CERTIFIED SURVEY MAP NO. _____

COMMON COUNCIL RESOLUTION:

RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MENASHA, THAT THIS CERTIFIED SURVEY MAP IS HEREBY APPROVED.

DATED THIS _____ DAY OF _____, 2015.

MAYOR

CITY CLERK

TREASURER'S CERTIFICATE:

I HEREBY CERTIFY THAT THERE ARE NO UNPAID TAXES OR UNPAID SPECIAL ASSESSMENTS ON ANY OF THE LANDS SHOWN HEREON.

CITY TREASURER

DATE

OWNERS CERTIFICATE:

AS OWNER, I, THE UNDERSIGNED, HEREBY CERTIFY THAT I CAUSED THE LAND ABOVE DESCRIBED TO BE SURVEYED, DIVIDED, MAPPED AND DEDICATED ALL AS SHOWN AND REPRESENTED ON THIS MAP.

DATED THIS _____ DAY OF _____, 2015.

JENSEN BUCHANAN

STATE OF WISCONSIN)

) SS

WINNEBAGO COUNTY)

PERSONALLY CAME BEFORE ME ON THE _____ DAY OF _____, 2015, THE ABOVE OWNER(S) TO ME KNOWN TO BE THE PERSON(S) WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGE THE SAME.

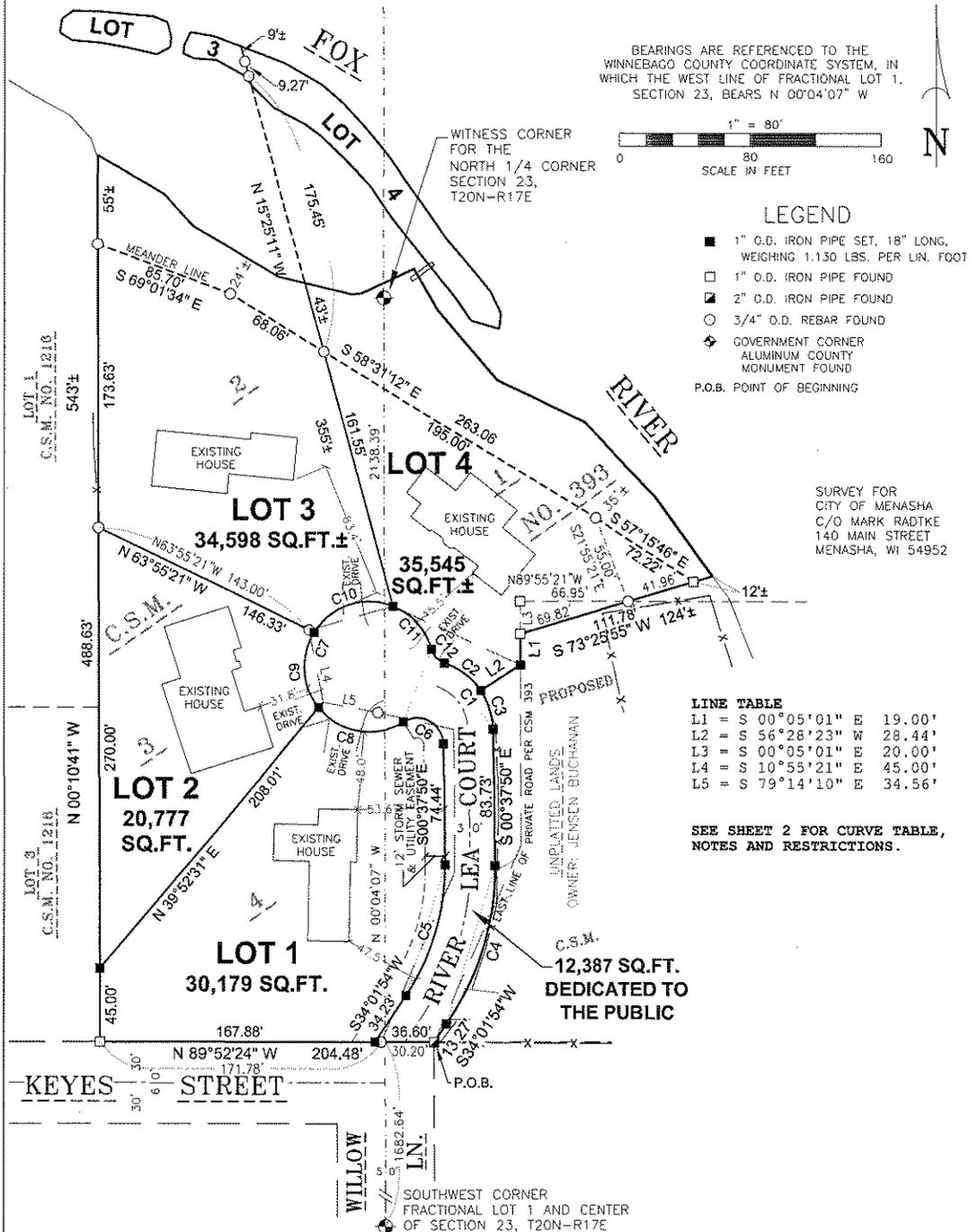
NOTARY PUBLIC, STATE OF WISCONSIN

MY COMMISSION (IS PERMANENT)

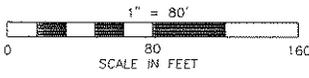
(EXPIRES: _____)

CERTIFIED SURVEY MAP NO. _____

ALL OF LOTS 2 THROUGH 4 AND PART OF LOT 1 OF CERTIFIED SURVEY MAP NO. 393, PART OF RIVER LEA COURT AND PART OF FRACTIONAL GOVERNMENT LOT 1 AND 2, SECTION 23, TOWNSHIP 20 NORTH, RANGE 17 EAST, IN THE THIRD WARD, CITY OF MENASHA, WINNEBAGO COUNTY, WISCONSIN.



BEARINGS ARE REFERENCED TO THE WINNEBAGO COUNTY COORDINATE SYSTEM, IN WHICH THE WEST LINE OF FRACTIONAL LOT 1, SECTION 23, BEARS N 00°04'07\" W



LEGEND

- 1" O.B. IRON PIPE SET, 18" LONG, WEIGHING 1.130 LBS. PER LIN. FOOT
- 1" O.D. IRON PIPE FOUND
- ▣ 2" O.D. IRON PIPE FOUND
- 3/4" O.D. REBAR FOUND
- ◆ GOVERNMENT CORNER ALUMINUM COUNTY MONUMENT FOUND
- P.O.B. POINT OF BEGINNING

SURVEY FOR CITY OF MENASHA
C/O MARK RADTKE
140 MAIN STREET
MENASHA, WI 54952

LINE TABLE

L1	=	S 00°05'01" E	19.00'
L2	=	S 56°28'23" W	28.44'
L3	=	S 00°05'01" E	20.00'
L4	=	S 10°55'21" E	45.00'
L5	=	S 79°14'10" E	34.56'

SEE SHEET 2 FOR CURVE TABLE, NOTES AND RESTRICTIONS.

Martenson & Eisele, Inc.
 1377 Midway Road
 Menasha, WI 54952
 www.martenson-eisele.com
 info@martenson-eisele.com
 920.731.0381 1.800.236.0381

Planning
 Environmental
 Surveying
 Engineering
 Architecture

CERTIFIED SURVEY MAP NO. _____

CURVE TABLE

CURVE	RADIUS	DELTA	LENGTH	CHORD BEARING	CHORD
1	43.50'	070°08'00"	53.25'	N 35°41'50" W	49.98'
2	43.50'	037°03'34"	28.14'	N 52°14'03" W	27.65'
3	43.50'	033°04'26"	25.11'	N 17°10'03" W	24.76'
4	170.00'	034°39'44"	102.84'	N 16°42'02" E	101.28'
5	140.00'	034°39'44"	84.70'	N 16°42'02" E	83.41'
6	16.00'	121°25'52"	33.91'	N 61°20'46" W	27.91'
7	40.00'	286°29'06"	200.00'	S 21°10'51" W	47.87'
8	40.00'	083°25'08"	58.24'	S 80°21'08" E	53.23'
9	40.00'	070°25'05"	49.16'	S 03°26'01" E	46.12'
10	40.00'	080°18'54"	56.07'	S 71°55'58" W	51.59'
11	40.00'	052°19'59"	36.54'	N 41°44'35" W	35.28'
12	12.50'	055°21'06"	12.08'	S 43°05'17" E	11.61'

NOTES AND RESTRICTIONS:

ANY LAND BELOW THE ORDINARY HIGH WATER MARK OF THE FOX RIVER, IS SUBJECT TO THE PUBLIC TRUST IN NAVIGABLE WATERS THAT IS ESTABLISHED UNDER ARTICLE IX, SECTION 1 OF THE STATE CONSTITUTION.

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THIS CERTIFIED SURVEY MAP IS CONTAINED WHOLLY WITHIN THE PROPERTY DESCRIBED IN THE FOLLOWING RECORDED INSTRUMENTS

OWNERS OF RECORD:	RECORDING INFORMATION:	PARCEL NUMBER:
BARBARA J. BALLARD	DOCUMENT NO. 1598531	3-00105-05
DAVID L. ERDMANN	DOCUMENT NO. 688424	3-00105-04
CHABALOWSKI TRUST	DOCUMENT NO. 1107536	3-00105-03
SCHEETZ REVOCABLE TRUST	DOCUMENT NO. 783224	3-00105-02
JENSEN BUCHANAN	DOCUMENT NO. 1665376	3-00029-00

SURVEYOR'S CERTIFICATE:

I, GARY A. ZHRINGER, LAND SURVEYOR, DO HEREBY CERTIFY:

THAT I HAVE SURVEYED, MAPPED, DIVIDED AND DEDICATED AT THE DIRECTION OF THE CITY OF MENASHA, ALL OF LOTS 2 THROUGH 4 AND PART OF LOT 1 OF CERTIFIED SURVEY MAP NO. 393, PART OF RIVER LEA COURT AND PART OF FRACTIONAL LOTS 1 AND 2, SECTION 23, TOWNSHIP 20 NORTH, RANGE 17 EAST, IN THE THIRD WARD, CITY OF MENASHA, WINNEBAGO COUNTY, WISCONSIN, MORE FULLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF FRACTIONAL LOT 1 OF SAID SECTION 23; THENCE NORTH 00 DEGREES 04 MINUTES 07 SECONDS WEST, ALONG THE WEST LINE OF SAID FRACTIONAL LOT 1, A DISTANCE OF 1682.64 FEET; THENCE SOUTH 89 DEGREES 52 MINUTES 24 SECONDS EAST, ALONG THE NORTH RIGHT-OF-WAY LINE OF KEYES STREET, A DISTANCE OF 30.20 FEET TO THE POINT OF BEGINNING; THENCE NORTH 89 DEGREES 52 MINUTES 24 SECONDS WEST, ALONG THE NORTH RIGHT-OF-WAY LINE OF KEYES STREET, A DISTANCE OF 204.48 FEET; THENCE NORTH 00 DEGREES 10 MINUTES 41 SECONDS WEST, ALONG THE WEST LINE OF CERTIFIED SURVEY MAP NO. 393, A DISTANCE OF 488.63 FEET TO A MEANDER CORNER, SAID CORNER BEING SOUTH 00 DEGREES 10 MINUTES 41 SECONDS EAST, 55 FEET MORE OR LESS FROM THE WATERS' EDGE OF THE FOX RIVER; THENCE THE FOLLOWING THREE CALLS ARE ALONG A MEANDER LINE: THENCE SOUTH 69 DEGREES 01 MINUTES 34 SECONDS EAST, 85.70 FEET; THENCE SOUTH 58 DEGREES 31 MINUTES 12 SECONDS EAST, 263.06 FEET; THENCE SOUTH 57 DEGREES 15 MINUTES 46 SECONDS EAST, 72.22 FEET, TO A MEANDER CORNER, SAID CORNER BEING SOUTH 73 DEGREES 25 MINUTES 55 SECONDS WEST, 12 FEET MORE OR LESS FROM THE WATERS' EDGE OF THE FOX RIVER; THENCE SOUTH 73 DEGREES 25 MINUTES 55 SECONDS WEST, 111.78 FEET; THENCE SOUTH 00 DEGREES 05 MINUTES 01 SECONDS EAST, 19.00 FEET; THENCE SOUTH 56 DEGREES 28 MINUTES 23 SECONDS WEST, 28.44 FEET; THENCE 25.11 FEET ALONG AN ARC OF A CURVE TO THE RIGHT, HAVING A RADIUS OF 43.50 FEET AND A CHORD THAT BEARS SOUTH 17 DEGREES 10 MINUTES 03 SECONDS EAST, 24.76 FEET; THENCE SOUTH 00 DEGREES 37 MINUTES 50 SECONDS EAST, 83.73 FEET; THENCE 102.84 FEET ALONG AN ARC OF A CURVE TO THE RIGHT, HAVING A RADIUS OF 170.00 FEET AND A CHORD THAT BEARS SOUTH 16 DEGREES 42 MINUTES 02 SECONDS WEST, 101.28 FEET; THENCE SOUTH 34 DEGREES 01 MINUTES 54 SECONDS WEST, 13.27 FEET TO THE POINT OF BEGINNING. CONTAINING 121,099 SQUARE FEET MORE OR LESS [2.78 ACRES +/-], INCLUDING ALL LANDS LYING BETWEEN SAID MEANDER LINE AND THE WATERS' EDGE. SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.

THAT I HAVE FULLY COMPLIED WITH CHAPTER 236.34 OF THE WISCONSIN STATUTES AND WITH THE CITY OF MENASHA SUBDIVISION ORDINANCE IN SURVEYING, DIVIDING, MAPPING AND DEDICATING THE SAME.

THAT THIS MAP IS A CORRECT REPRESENTATION OF ALL EXTERIOR BOUNDARIES OF THE LAND SURVEYED AND THE DIVISION THEREOF.

GIVEN UNDER MY HAND THIS 12TH DAY OF MARCH, 2015.

GARY A. ZHRINGER, PROFESSIONAL WI LAND SURVEYOR S-2098

CERTIFIED SURVEY MAP NO. _____

COMMON COUNCIL RESOLUTION:

RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MENASHA, THAT THIS CERTIFIED SURVEY MAP IS HEREBY APPROVED.

DATED THIS _____ DAY OF _____, 2015.

MAYOR

CITY CLERK

TREASURER'S CERTIFICATE:

I HEREBY CERTIFY THAT THERE ARE NO UNPAID TAXES OR UNPAID SPECIAL ASSESSMENTS ON ANY OF THE LANDS SHOWN HEREON.

CITY TREASURER

DATE

OWNERS CERTIFICATE:

AS OWNER, I, THE UNDERSIGNED, HEREBY CERTIFY THAT I CAUSED THE LAND ABOVE DESCRIBED TO BE SURVEYED, DIVIDED, MAPPED AND DEDICATED ALL AS SHOWN AND REPRESENTED ON THIS MAP.

DATED THIS _____ DAY OF _____, 2015.

BARBARA J. BALLARD

STATE OF WISCONSIN)

) SS

WINNEBAGO COUNTY)

PERSONALLY CAME BEFORE ME ON THE _____ DAY OF _____, 2015, THE ABOVE OWNER(S) TO ME KNOWN TO BE THE PERSON(S) WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGE THE SAME.

NOTARY PUBLIC, STATE OF WISCONSIN

MY COMMISSION (IS PERMANENT)

(EXPIRES: _____)

CERTIFIED SURVEY MAP NO. _____

OWNERS CERTIFICATE:

AS OWNER, I, THE UNDERSIGNED, HEREBY CERTIFY THAT I CAUSED THE LAND ABOVE DESCRIBED TO BE SURVEYED, DIVIDED, MAPPED AND DEDICATED ALL AS SHOWN AND REPRESENTED ON THIS MAP.

DATED THIS _____ DAY OF _____, 2015.

DAVID L. ERDMANN

STATE OF WISCONSIN)
) SS
WINNEBAGO COUNTY)

PERSONALLY CAME BEFORE ME ON THE _____ DAY OF _____, 2015, THE ABOVE OWNER(S) TO ME KNOWN TO BE THE PERSON(S) WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGE THE SAME.

NOTARY PUBLIC, STATE OF WISCONSIN
MY COMMISSION (IS PERMANENT)
(EXPIRES: _____)

CHABALOWSKI TRUST OWNERS CERTIFICATE:

AS OWNER, I, THE UNDERSIGNED, HEREBY CERTIFY THAT I CAUSED THE LAND ABOVE DESCRIBED TO BE SURVEYED, DIVIDED, MAPPED AND DEDICATED ALL AS SHOWN AND REPRESENTED ON THIS MAP.

DATED THIS _____ DAY OF _____, 2015.

PRINT NAME AND TITLE

SIGNATURE

STATE OF WISCONSIN)
) SS
WINNEBAGO COUNTY)

PERSONALLY CAME BEFORE ME ON THE _____ DAY OF _____, 2015, THE ABOVE OWNER(S) TO ME KNOWN TO BE THE PERSON(S) WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGE THE SAME.

NOTARY PUBLIC, STATE OF WISCONSIN
MY COMMISSION (IS PERMANENT)
(EXPIRES: _____)

REGIONAL FIRE DEPARTMENT HIRING PROCESS AGREEMENT

THIS AGREEMENT ("Agreement") is made as of the 03 day of March, 2015, by and between the NEENAH MENASHA FIRE RESCUE (hereinafter "NMFR") and FOX VALLEY TECHNICAL COLLEGE (hereinafter FVTC).

WHEREAS, NMFR wishes to contract with FVTC for the purpose of acquiring a list of qualified candidates for the position of firefighter; and

WHEREAS, FVTC wishes to provide the NMFR with testing results obtained from the Fox Valley Regional Hiring Process; and

NOW, THEREFORE, in consideration of the mutual promises and other goods and valuable consideration exchanged herein, IT IS AGREED AS FOLLOWS:

- A. NMFR agrees to fulfill the following obligations:
1. Will certify that it has a valid Candidate Physical Ability Test (CPAT) license, and that it agrees to recognize and accept proof of completion of the CPAT from the limited licensee;
 2. Will certify that it will utilize the CPAT only in the context of an overall implementation of the CPAT program that complies with its CPAT license;
 3. Will understand the result of the hiring process will be valid for six (6) months from the date the candidate takes the CPAT and written exam;
 4. Will only use the CPAT for the purpose of candidate preparation and physical ability testing of career firefighters.
- B. NMFR agrees to fulfill the following obligations which are specific to the Fox Valley Regional Hiring Process:
1. Will be responsible for advertising the open position(s) and direct potential candidates to the FVTC website for additional information;
 2. Will establish the minimum hiring requirements for NMFR;
 3. Will accept the Fox Valley Regional Hiring Process Application;
 4. Will reimburse FVTC for services provided at the rate of \$1,000.00 user fee plus \$5.00 per applicant who meets the NMFR's minimum hiring requirements, successfully passes the CPAT and take the written exam.
- C. FVTC agrees to fulfill the following obligations:
1. Will obtain and maintain a limited license and cover the cost of any licensing fees.
 2. Will have the capability, and agree to assist, the fire department in meeting the terms of such compliance, including the pre-test orientation and mentoring requirements;
 3. Will have the capability and staff to validate the CPAT for jurisdictions through a transportability study, assist the fire department in obtaining CPAT licensure, provide consistent CPAT testing administration and legally defend validation and CPAT administration;

4. Will have the capability and agree to provide candidates practice tests and orientations in accordance with The Fire Service Joint Labor Management Wellness-Fitness Initiative Candidate Physical Ability Test Manual, 2nd Edition;
5. Will provide candidates with mentoring programs (i.e. Firefighter Fitness 10-503-135 and Health and Wellness for Firefighter 10-503-134, classes which are offered through FVTC);
6. Will secure CPAT equipment and verify that such equipment and props conform to all specifications in the CPAT manual and that it has the ability to administer the CPAT in conformity with the specifications of CPAT;
7. Will have a mechanism in place to assure that any individual who demonstrates a financial hardship will be provided the CPAT at reduced or no charge;
8. Will provide CPAT certificates for candidate's applying for employment with multiple fire departments;
9. Will notify the IAFF of the CPAT licensed fire departments for which such certification is provided;
10. Will provide CPAT licensed fire departments results from the hiring process and a method for verifying the candidate's results;
11. Will administer the CPAT in compliance with the IAFF's licensing agreement, which include full compliance with the EEOC conciliation agreement and utilization of the CPAT administration.

D. FVTC agrees to fulfill the following obligations which are specific to the Fox Valley Regional Hiring Process:

1. Establish and maintain an Fox Valley Regional Hiring Process website;
2. Collect candidate applications and certifications and determine if the candidate meets the minimum requirements set forth by the NMFR;
3. Maintain a data collection system for all pertinent information relating to the hiring process;
4. Only allow candidates who meet the NMFR minimum hiring requirements to participate in the hiring process;
5. Schedule CPAT orientation, practice session and administer the actual physical ability test in accordance with the guidelines set by Chapter 6, Appendix A and Appendix B of The Fire Service Joint Labor Management Wellness-Fitness Initiative Candidate Physical Ability Test Manual, 2nd Edition;
6. Administer the written exam only to the candidates who meet the NMFR minimum hiring requirements and successfully complete the CPAT;
7. Compile hiring process testing data from the candidates application, CPAT and written exam;
8. Provide the NMFR with a hard copy (paper copy) of the application packet for each candidate who has applied to the NMFR, results of hiring process data for each candidate, whether or not the candidate meets the minimum hiring requirements, or passes CPAT (i.e. as much information as possible for each candidate depending on how far the candidate has progressed through the hiring process);
9. Provide a summary of the entire Fox Valley Regional Hiring Process to the NMFR, this will be statistical data and will not include specific names of candidates;

10. Will receive compensation from the NMFR for services provided at the rate of \$1,000.00 user fee plus \$5.00 per applicant who meets the NMFR's minimum hiring requirements, successfully passes the CPAT and takes the written exam.

E. TERMS OF THIS AGREEMENT, shall expire one year from the date first above written.

IN WITNESS WHERE OF, the parties hereto have caused this Agreement to be executed the date first above written.

NEENAH MENASHA FIRE RESCUE

Al Auxier, Fire Chief

FOX VALLEY TECHNICAL COLLEGE

Christopher K. Fischer, Fire Protection Department Chair

City of Menasha Disbursements

Weekly Accounts Payable	3/19/15-4/2/15 Checks # 49374-49586	\$ 1,048,333.83
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Bi-Weekly Payroll	3/19/15-4/2/15	\$ 334,544.77
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Additional Regular Cycle Accounts Payables -Paid Electronically

Debt Service Payment	3/13/15	\$ 3,177,580.99
Delta Dental	3/18/15	\$ 1,219.20
Community First Credit Union-Payroll Deductions	3/19/15	\$ 7,141.00
Nationwide Retirement	3/20/15	\$ 11,335.00
BMO Harris-Flex Spending	3/20/15	\$ 3,573.27
Advanced Disposal-Broad Street Recycling	3/23/15	\$ 113.00
Delta Dental	3/25/15	\$ 2,377.24
Federal Tax Withholding	3/25/15	\$ 68,267.95
State Sales Tax	3/30/15	\$ 302.51
State Tax Withholding	3/30/15	\$ 25,260.99
Bank Fee	3/31/15	\$ 75.00
Employee Trust Funds	3/31/15	\$ 110,782.47
Delta Dental	4/1/15	\$ 1,864.80
Community First Credit Union-Payroll Deductions	4/2/15	\$ 7,141.00
CVMIC	4/2/15	\$ 42,829.00
		<u>\$ 3,459,863.42</u>

Total	<u>\$ 4,842,742.02</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
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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: 3/19/2015

<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	49374	3/19/2015	14119	100-0703-553.24-03	759.78	Mem Bldg
		3/19/2015	14141	100-0801-521.24-03	46.80	Service Call
				100-0501-522.24-03	31.20	Service Call
		3/19/2015	14142	100-0801-521.24-03	108.89	Shaft Extension
				100-0501-522.24-03	72.59	Shaft Extension
		3/19/2015	14143	100-0801-521.24-03	33.94	Boiler Filters
			100-0501-522.24-03	22.62	Boiler Filters	
			Total for check: 49374		1,075.82	
ACCURATE	49375	3/19/2015	1502633	731-1022-541.38-03	57.28	Stud Jumper
		3/19/2015	1502709	731-1022-541.30-18	96.44	Nuts/Weatherpack/Slugs
		3/19/2015	1502868	731-1022-541.30-18	156.32	Coupler/Plug/Tie/Fuse Drills
			Total for check: 49375		310.04	
APPLETON POLICE DEPARTMENT	49376	3/19/2015	JEREMYHANEY	100-0801-521.34-02	205.00	Registration
			Total for check: 49376		205.00	
ASSESSMENT TECHNOLOGIES LLC	49377	3/19/2015	5572	100-0402-513.21-04	90.00	Programmer Support
			Total for check: 49377		90.00	
BAHCALL RUBBER CO INC	49378	3/19/2015	689616-001	731-1022-541.38-03	239.26	Hose
		3/19/2015	690024-001	731-1022-541.38-03	12.50	PW-Lance 36"
			Total for check: 49378		251.76	
BERGSTROM	49379	3/19/2015	34735	731-1022-541.38-03	369.73	Gasket
		3/19/2015	34793	731-1022-541.38-03	13.61	Indicator Asy
		3/19/2015	34816	731-1022-541.38-03	58.00	Kit
		Total for check: 49379		441.34		
BLUE PRINT SERVICE CO INC	49380	3/19/2015	77326	100-1002-541.30-18	31.74	Rolls

AP Check Register

Check Date: 3/19/2015

<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>
BLUE PRINT SERVICE CO INC...	49380...	3/19/2015...	77326...	625-1002-541.30-18	10.58	Rolls
			Total for check: 49380		42.32	
BOARDMAN & CLARK LAW FIRM LLP	49381	3/19/2015	49325	100-0201-512.21-01	92.50	Telephone Conference
			Total for check: 49381		92.50	
CARGILL INCORPORATED	49382	3/19/2015	2902168036	100-1006-541.30-18	11,348.72	Deicer Salt
		3/19/2015	2902168446	100-1006-541.30-18	9,004.67	Deicer Salt
		3/19/2015	2902170550	100-1006-541.30-18	7,295.84	Deicer Salt
			Total for check: 49382		27,649.23	
CLEAR WATER CAR WASH	49383	3/19/2015	459	100-0801-521.29-04	19.99	February Car Wash
			Total for check: 49383		19.99	
COMMONWEALTH CONSTRUCTION CORP	49384	3/19/2015	COMMONWEALTH	470-0920-531.82-01	75,482.00	Senior Center
			Total for check: 49384		75,482.00	
KORTNEY DAHM	49385	3/19/2015	DAHM	100-0903-531.33-01	40.04	February 2015
			Total for check: 49385		40.04	
UNEMPLOYMENT INSURANCE	49386	3/19/2015	000006711418	100-0703-553.15-09	2,355.14	Benefit Charges
				100-1019-552.15-09	2,736.00	Benefit Charges
			Total for check: 49386		5,091.14	
EARTHLINK BUSINESS	49387	3/19/2015	EARTHLINK	100-0402-513.22-01	7.20	Assessor
				100-0201-512.22-01	7.01	Attorney
				100-0000-123.00-00	15.99	Bld Insp
				100-0203-512.22-01	14.56	Clerk
				100-0304-562.22-01	26.20	Com Dev
				100-1001-514.22-01	79.32	City Hall

AP Check Register

Check Date: 3/19/2015

<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>
EARTHLINK BUSINESS...	49387...	3/19/2015...	EARTHLINK...	100-0401-513.22-01	35.35	Finance
				731-1022-541.22-01	28.45	Garage
				100-0903-531.22-01	53.75	Health
				743-0403-513.22-01	16.81	IT
				100-0601-551.22-01	186.29	Library
				100-0101-511.22-01	11.05	Mayor
				100-0702-552.22-01	29.63	Rec
				100-0703-553.22-01	49.78	Parks
				100-0202-512.22-01	17.70	Personnel
				100-0801-521.22-01	274.69	Police
				100-1002-541.22-01	46.16	Engineering
				100-0920-531.22-01	14.45	Senior
				100-1008-541.22-01	4.17	Sign
				100-0502-522.22-01	43.88	EOC
				207-0000-123.00-00	29.42	Marina
				100-0000-123.00-00	329.32	Menasha Utility
				Total for check: 49387	1,321.18	
FOODMEN 2 INC AND F2R LLC	49388	3/19/2015	FOODMEN	487-0305-562.73-01	250,000.00	Incentive Payment TID #10/WEDC Grant
				Total for check: 49388	250,000.00	
MARY FRITZ	49389	3/19/2015	FRITZ	100-0903-531.33-01	12.01	Jan-Feb 2015
				Total for check: 49389	12.01	
GUNDERSON CLEANERS	49390	3/19/2015	248354	100-0801-521.30-13	34.66	Towels/Mats
				Total for check: 49390	34.66	
GUSTMAN CHEVROLET SALES INC	49391	3/19/2015	35136	731-1022-541.38-03	67.65	Bolt/Housing
				Total for check: 49391	67.65	
HOME DEPOT CREDIT SERVICES	49392	3/19/2015	2594320	100-0703-553.30-15	1,096.00	Tools

AP Check Register
Check Date: 3/19/2015

<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>
HOME DEPOT CREDIT SERVICES...	49392...	3/19/2015	5142097	100-0920-531.24-03	7.92	Hole Covers
		3/19/2015	8033087	100-0601-551.24-03	488.00	Vanity
	Total for check: 49392				1,591.92	
HORST DISTRIBUTING INC	49393	3/19/2015	44815-000	731-1022-541.38-03	36.30	Brake Line
		3/19/2015	44832-000	731-1022-541.38-03	32.36	Wheel-Transport
	Total for check: 49393				68.66	
INDEPENDENT INSPECTIONS LTD	49394	3/19/2015	309475	100-0301-523.21-06	10,003.61	February 2015 Permits
		3/19/2015	309476	100-0301-523.21-06	250.00	February 2015 Permits
	Total for check: 49394				10,253.61	
INFINITY TECHNOLOGY INC	49395	3/19/2015	510826	743-0403-513.30-15	500.00	Replacement Monitors
	Total for check: 49395				500.00	
EDMUND J JELINSKI	49396	3/19/2015	210	100-0201-512.21-01	637.50	Professional Services
	Total for check: 49396				637.50	
JX ENTERPRISES INC	49397	3/19/2015	G-250220006	731-1022-541.38-03	127.37	Piggyback Kit Puck-Bumpstop
	Total for check: 49397				127.37	
LORETTA KJEMHUS	49398	3/19/2015	KJEMHUS	100-0903-531.33-01	6.44	Jan/Feb 2015
				100-0909-531.33-01	13.16	Jan/Feb 2015
	Total for check: 49398				19.60	
KUNDINGER FLUID POWER INC	49399	3/19/2015	50320700	731-1022-541.38-03	147.75	Hose Assy
	Total for check: 49399				147.75	

AP Check Register
Check Date: 3/19/2015

Date: 3/19/2015

<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>
KWIK TRIP INC	49400	3/19/2015	KWIKTRIP	100-0801-521.38-01	109.48	Fuel
			Total for check: 49400			109.48
LEVENHAGEN CORPORATION	49401	3/19/2015	055710A-IN	100-0000-131.00-00	17,577.15	Fuel
			Total for check: 49401			17,577.15
MCCLONE INSURANCE GROUP	49402	3/19/2015	246471	100-0801-521.32-01	30.00	Bond
			Total for check: 49402			30.00
MCMAHON	49403	3/19/2015	69700	100-0920-531.82-01	127.89	Bid & Const Services Sr. Center
			Total for check: 49403			127.89
MENARDS-APPLETON EAST	49404	3/19/2015	67376	100-1001-514.24-03	18.83	City Hall Water Leak
			67652	100-0920-531.24-03	12.49	Spackling
			67745	100-0920-531.82-01	195.33	Bracket/Pan/Panel/Screw
			Total for check: 49404			226.65
MENASHA NEENAH MUNICIPAL COURT	49405	3/19/2015	MNMUNICOURT	100-0000-201.03-00	174.00	Bond Report #15-104
				100-0000-201.03-00	139.00	Bond Report #15-659
			Total for check: 49405			313.00
MENASHA UTILITIES	49406	3/19/2015	MENASHAUTILITY	100-1008-541.22-03	419.05	Electric
				100-1008-541.22-05	34.42	Water
				601-1020-543.22-03	204.66	Electric
				100-0704-552.22-03	255.86	Electric
				100-0704-552.22-05	409.00	Water
				731-1022-541.22-03	1,879.92	Electric
				731-1022-541.22-05	1,025.70	Water
				731-1022-541.22-06	901.88	Storm
				266-1028-543.22-06	73.13	Storm

AP Check Register
Check Date: 3/19/2015

<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>
MENASHA UTILITIES...	49406...	3/19/2015...	MENASHAUTILITY...	100-0801-521.22-03	1,405.74	Electric
				100-0801-521.22-05	325.73	Water
				100-0801-521.22-06	62.72	Storm
				100-0000-123.00-00	1,017.95	Electric
				100-0000-123.00-00	235.87	Water
				100-0000-123.00-00	45.41	Storm
				100-0801-521.22-03	48.85	Electric
				100-0601-551.22-03	3,483.61	Electric
				100-0601-551.22-05	456.32	Water
				100-0601-551.22-06	103.75	Storm
				207-0707-552.22-05	141.00	Water
				100-1019-552.22-03	955.04	Electric
				100-1019-552.22-05	12.38	Water
				100-0000-123.00-00	11.04	Electric
				100-1001-514.22-05	12.38	Water
				100-1001-514.22-06	2.50	Storm
				100-0703-553.22-03	1,424.10	Electric
				100-0703-553.22-06	670.01	Storm
				485-0304-562.22-06	33.13	Storm
				457-0304-562.22-06	2.50	Storm
485-0304-562.22-06	15.00	Storm				
457-0304-562.21-10	31.58	Electric				
100-0305-562.22-06	5.00	Storm				
501-0304-562.22-06	251.26	Storm				
Total for check: 49406					15,956.49	
MIDWEST LAMP RECYCLING INC	49407	3/19/2015	24444	731-1022-541.21-06	155.84	Supplies
				100-1001-514.20-01	75.51	Supplies
				100-0801-521.24-03	21.51	Supplies
				100-0601-551.24-03	87.23	Supplies
				100-0920-531.24-03	4.03	Supplies
Total for check: 49407					344.12	

AP Check Register

Check Date: 3/19/2015

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MORTON SAFETY	49408	3/19/2015	153463-00	731-1022-541.30-18	708.20	Vehicle Kit Complete
		3/19/2015	154279-00	731-1022-541.30-18	127.44	First Aid Kits
		3/19/2015	154336-00	731-1022-541.30-18	100.00	Ear Plugs/Resp
				100-0703-553.30-18	20.90	Ear Plugs/Resp
			Total for check: 49408		956.54	
NEENAH-MENASHA SEWERAGE COMMISSION	49409	3/19/2015	2015-042	601-1021-543.21-01	151.25	Legal Reimbursement Fox River Insurance
			Total for check: 49409		151.25	
LINDA PALMBACH	49410	3/19/2015	PALMBACH	100-0903-531.33-01	17.73	February 2015
			Total for check: 49410		17.73	
REGISTRATION FEE TRUST TVRP	49411	3/19/2015	70ME	100-0000-454.00-00	750.00	Parking Ticket Process Fee
			Total for check: 49411		750.00	
LIZ ROSIN	49412	3/19/2015	ROSIN	100-0903-531.33-01	11.96	February 2015
			Total for check: 49412		11.96	
SAFEGUARD BUSINESS SYTEMS	49413	3/19/2015	030544118	100-0401-513.29-01	436.52	A/P Checks
			Total for check: 49413		436.52	
SANOFI PASTEUR INC	49414	3/19/2015	904236135	100-0903-531.30-18	83.05	Tubersol
			Total for check: 49414		83.05	
HENRY SCHEIN INC	49415	3/19/2015	17130490	100-0909-531.24-04	181.62	Gloves/Shields/Gowns
			Total for check: 49415		181.62	
SCHENCK SC	49416	3/19/2015	SC10057687	100-0401-513.21-03	410.00	2014 Audit
				100-0601-551.21-03	540.00	2014 Audit

AP Check Register
Check Date: 3/19/2015

Date: 3/19/2015

<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>
SCHENCK SC...	49416...	3/19/2015...	SC10057687...	601-0401-513.21-03	1,250.00	2014 Audit
				625-0401-513.21-03	1,300.00	2014 Audit
			Total for check: 49416			
VICKI SCHULTZ	49417	3/19/2015	SCHULTZ	100-0903-531.30-18	12.11	Supplies
				100-0905-531.30-18	19.68	Reimbursement
			Total for check: 49417			
SERVICEMASTER BUILDING MAINTENANCE	49418	3/19/2015	15399	100-0903-531.20-01	490.00	Janitorial Service
				100-1001-514.20-01	1,095.00	Janitorial Service
			15432	731-1022-541.20-01	494.00	Janitorial Service
				15433	731-1022-541.20-01	494.00
Total for check: 49418				2,079.00		
J A SEXAUER	49419	3/19/2015	330619073	100-0920-531.24-03	420.68	Key Blanks/Cores
				330731654	731-1022-541.82-01	846.06
			Total for check: 49419			
SHRM	49420	3/19/2015	01533462	100-0202-512.32-01	190.00	Membership
				Total for check: 49420		
STAPLES ADVANTAGE	49421	3/19/2015	3257942149	731-1022-541.30-10	40.59	Supplies
				3257942150	731-1022-541.30-10	9.97
			Total for check: 49421			
SUPERIOR VISION INSURANCE PLAN	49422	3/19/2015	IA392766	100-0000-204.10-00	1,088.21	March 2015
				Total for check: 49422		

AP Check Register

Check Date: 3/19/2015

<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>
UNIFIRST CORPORATION	49423	3/19/2015	097 0182930	731-1022-541.20-01	257.25	Mat/Mop/Clothing Service
			Total for check: 49423		257.25	
UNITEL INC	49424	3/19/2015	39687	743-0403-513.24-04	417.00	Phone System Maintenance
			Total for check: 49424		417.00	
VERIZON WIRELESS	49425	3/19/2015	9741594005	731-1022-541.22-01	108.33	Phone
		3/19/2015	9741594006	100-0919-531.22-01	136.00	Phone
			Total for check: 49425		244.33	
VIKING ELECTRIC SUPPLY INC	49426	3/19/2015	9110887	100-0703-553.30-18	9.74	Freight Charge
			Total for check: 49426		9.74	
WAUSAU EQUIPMENT COMPANY INC	49427	3/19/2015	163893	731-1022-541.38-03	431.75	Spring
			Total for check: 49427		431.75	
WAVERLY SANITARY DISTRICT	49428	3/19/2015	WAVERLY	100-0703-553.22-05	44.62	2170 Plank Road
			Total for check: 49428		44.62	
WE ENERGIES	49429	3/19/2015	WEENERGIES	100-0701-533.22-03	15.71	North Street
				100-0701-533.22-03	15.71	North Street
				100-0920-531.22-04	70.65	316 Racine Street
			Total for check: 49429		102.07	
WIL-KIL PEST CONTROL	49430	3/19/2015	2623721	731-1022-541.20-07	66.50	Contract
			Total for check: 49430		66.50	
WINNEBAGO COUNTY TREASURER	49431	3/19/2015	LF121917	100-1016-543.25-01	10,829.16	February 2015 Direct Haul
				100-1017-543.25-01	2,197.06	February 2015 Direct Haul

AP Check Register
Check Date: 3/19/2015

Date: 3/19/2015

<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>
WINNEBAGO COUNTY TREASURER...	49431...	3/19/2015...	LF121917...	266-1027-543.25-01	477.15	February 2015 Direct Haul
			Total for check: 49431		13,503.37	
WISCONSIN SUPPORT COLLECTIONS	49432	3/19/2015	20150319	100-0000-202.03-00	632.88	PAYROLL SUMMARY
			Total for check: 49432		632.88	
YP	49433	3/19/2015	YP	100-1001-514.29-03	39.00	Phone Book Listing
			Total for check: 49433		39.00	
					436,801.35	

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BAKER & TAYLOR INC	49435	3/24/2015	2030286561	100-0601-551.30-14	146.03	Library Materials
		3/24/2015	2030288224	100-0601-551.30-14	289.90	Library Materials
		3/24/2015	2030292760	100-0601-551.30-14	339.53	Library Materials
		3/24/2015	2030301096	100-0601-551.30-14	341.46	Library Materials
		3/24/2015	2030316476	100-0601-551.30-14	479.72	Library Materials
		3/24/2015	2030317995	100-0601-551.30-14	177.65	Library Materials
		3/24/2015	2030333700	100-0601-551.30-14	470.51	Library Materials
		3/24/2015	2030340942	100-0601-551.30-14	472.73	Library Materials
		3/24/2015	2030345778	100-0601-551.30-14	367.46	Library Materials
		3/24/2015	2030357236	100-0601-551.30-14	161.24	Library Materials
		3/24/2015	2030371844	100-0601-551.30-14	279.51	Library Materials
		3/24/2015	5013516634	100-0601-551.30-14	20.99	Library Materials
		3/24/2015	K36358750	100-0601-551.30-14	13.67	Library Materials
		3/24/2015	M65873070	100-0601-551.30-14	64.77	Library Materials
		3/24/2015	M66413670	100-0601-551.30-14	258.99	Library Materials
	3/24/2015	M67070620	100-0601-551.30-14	64.77	Library Materials	
			Total for check: 49435		3,948.93	
BLACKSTONE AUDIO INC	49436	3/24/2015	752186	100-0601-551.30-14	147.99	Library Materials
		3/24/2015	762187	100-0601-551.30-14	493.97	Library Materials
			Total for check: 49436		641.96	
JOE BONGERS	49437	3/24/2015	BONGERS	100-0601-551.33-01	43.68	Reimbursement
				100-0601-551.33-04	4.50	Reimbursement
				100-0601-551.33-03	10.00	Reimbursement
			Total for check: 49437		58.18	
BOOK FARM INC	49438	3/24/2015	MTB4195	100-0601-551.30-14	3,500.12	Library Materials
		Total for check: 49438		3,500.12		

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CAPSTONE PRESS INC	49439	3/24/2015	CI10428662	100-0601-551.30-14	3,145.09	Library Materials
	Total for check: 49439				3,145.09	
CENTER POINT LARGE PRINT	49440	3/24/2015	1263958	100-0601-551.30-14	43.14	Library Materials
		3/24/2015	1266916	100-0601-551.30-14	176.16	Library Materials
	Total for check: 49440				219.30	
CLARKSON MAP	49441	3/24/2015	55922	100-0601-551.30-14	234.88	Plat Books
	Total for check: 49441				234.88	
CRESCENT ELECTRIC SUPPLY COMPANY	49442	3/24/2015	S500261737.001	100-0601-551.30-13	298.56	Lamp
	Total for check: 49442				298.56	
JOAN EK	49443	3/24/2015	EK	100-0601-551.20-01	100.00	Program
	Total for check: 49443				100.00	
FIRST BOOK NATIONAL OFFICE	49444	3/24/2015	625-68596	100-0601-551.30-14	31.20	Library Materials
		3/24/2015	626-68722	100-0601-551.30-14	72.80	Library Materials
	Total for check: 49444				104.00	
FIRST SUPPLY LLC - APPLETON	49445	3/24/2015	2966861-00	100-0601-551.24-03	167.89	Supplies
		3/24/2015	30715-99	100-0601-551.24-03	5.00	Service Charge
	Total for check: 49445				172.89	
FOX STAMP SIGN & SPECIALTY	49446	3/24/2015	OE-41519	100-0601-551.30-10	49.50	Sign
	Total for check: 49446				49.50	
GALE	49447	3/24/2015	54607741	100-0601-551.30-14	38.92	Library Materials
		3/24/2015	54671218	100-0601-551.30-14	66.39	Library Materials

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GALE...	49447...	3/24/2015	54701577	100-0601-551.30-14	83.97	Library Materials
		3/24/2015	54720786	100-0601-551.30-14	55.18	Library Materials
		3/24/2015	54731639	100-0601-551.30-14	27.99	Library Materials
		3/24/2015	54731978	100-0601-551.30-14	85.57	Library Materials
			Total for check: 49447		358.02	
GANNETT WISCONSIN MEDIA	49448	3/24/2015	GANNETT	100-0601-551.30-14	375.69	Subscription
			Total for check: 49448		375.69	
KITZ & PFEIL INC	49449	3/24/2015	01-28-140086	100-0601-551.24-03	12.13	Supplies
		3/24/2015	02-08-140034	100-0601-551.30-13	35.80	Supplies
		3/24/2015	02-09-140029	100-0601-551.30-13	4.57	Supplies
			Total for check: 49449		52.50	
LERNER PUBLISHING GROUP	49450	3/24/2015	1166141	100-0601-551.30-14	1,215.31	Library Materials
		3/24/2015	1167673	100-0601-551.30-14	20.95	Library Materials
			Total for check: 49450		1,236.26	
MADER NEWS AGENCY INC	49451	3/24/2015	44728	100-0601-551.30-14	129.56	Subscriptions
			Total for check: 49451		129.56	
MANDERFIELD BAKERY	49452	3/24/2015	464485	100-0601-551.30-16	55.00	Cupcakes
		3/24/2015	465962	100-0601-551.30-16	31.00	Cookies
			Total for check: 49452		86.00	
MENARDS-APPLETON EAST	49453	3/24/2015	66763	100-0601-551.24-03	36.02	Plumbing Supplies
			Total for check: 49453		36.02	
MIDWEST TAPE	49454	3/24/2015	0092544280	100-0601-551.30-14	136.91	Library Materials
		3/24/2015	0092556731	100-0601-551.30-14	94.95	Library Materials

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MIDWEST TAPE...	49454...	3/24/2015	0092580002	100-0601-551.30-14	255.88	Library Materials
		3/24/2015	0092596497	100-0601-551.30-14	165.91	Library Materials
		3/24/2015	0092622293	100-0601-551.30-14	20.97	Library Materials
	Total for check: 49454				674.62	
OFFICE DEPOT BUSINESS ACCOUNT	49455	3/24/2015	10465630	100-0601-551.30-10	63.98	Labels
	Total for check: 49455				63.98	
PENGUIN RANDOM HOUSE INC	49456	3/24/2015	1082932022	100-0601-551.30-14	262.50	Library Materials
		3/24/2015	1082946556	100-0601-551.30-14	63.75	Library Materials
		3/24/2015	1082947921	100-0601-551.30-14	30.00	Library Materials
		3/24/2015	1082960003	100-0601-551.30-14	30.00	Library Materials
	Total for check: 49456				386.25	
RECORDED BOOKS LLC	49457	3/24/2015	75085414	100-0601-551.30-14	53.99	Library Materials
		3/24/2015	75086992	100-0601-551.30-14	26.99	Library Materials
		3/24/2015	75087117	100-0601-551.30-14	26.99	Library Materials
		3/24/2015	75089579	100-0601-551.30-14	31.45	Library Materials
		3/24/2015	75094080	100-0601-551.30-14	30.00	Library Materials
		3/24/2015	75096141	100-0601-551.30-14	32.39	Library Materials
	Total for check: 49457				201.81	
SERVICEMASTER BUILDING MAINTENANCE	49458	3/24/2015	15430	100-0601-551.20-01	1,425.00	Janitorial Service
Total for check: 49458				1,425.00		
SHOWCASES	49459	3/24/2015	284130	100-0601-551.30-18	896.90	CD's
Total for check: 49459				896.90		

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KATHY SLESAR	49460	3/24/2015	SLESAR	100-0601-551.30-14	19.95	Reimbursement
			Total for check: 49460		19.95	
STAPLES ADVANTAGE	49461	3/24/2015	8033199054	100-0601-551.30-10	675.29	Supplies
		3/24/2015	8033282218	100-0601-551.30-10	61.39	Supplies
			Total for check: 49461		736.68	
SYNCB/AMAZON	49466	3/24/2015	027348843774	100-0601-551.30-14	44.97	Library Materials
		3/24/2015	046111388730	100-0601-551.30-14	(1.52)	Library Materials
		3/24/2015	046111978252	100-0601-551.30-14	257.75	Library Materials
		3/24/2015	046113227323	100-0601-551.30-14	204.79	Library Materials
		3/24/2015	046114650104	100-0601-551.30-14	95.82	Library Materials
		3/24/2015	046119662920	100-0601-551.30-14	44.88	Library Materials
		3/24/2015	050214569066	100-0601-551.30-14	38.88	Library Materials
		3/24/2015	073501312566	100-0601-551.30-14	(1.89)	Library Materials
		3/24/2015	073501316540	100-0601-551.30-14	19.95	Library Materials
		3/24/2015	073503728960	100-0601-551.30-14	35.75	Library Materials
		3/24/2015	073509725477	100-0601-551.30-14	36.37	Library Materials
		3/24/2015	102850638885	100-0601-551.30-14	16.64	Library Materials
		3/24/2015	114980287277	100-0601-551.30-14	29.95	Library Materials
		3/24/2015	114981288325	100-0601-551.30-14	67.08	Library Materials
		3/24/2015	114981494484	100-0601-551.30-14	29.95	Library Materials
		3/24/2015	114981508652	100-0601-551.30-14	24.49	Library Materials
		3/24/2015	114981924156	100-0601-551.30-14	65.78	Library Materials
		3/24/2015	114982219432	100-0601-551.30-14	41.97	Library Materials
		3/24/2015	114982321030	100-0601-551.30-14	28.00	Library Materials
		3/24/2015	114983313026	100-0601-551.30-14	64.36	Library Materials
		3/24/2015	114984034005	100-0601-551.30-14	30.00	Library Materials
		3/24/2015	114984074875	100-0601-551.30-14	26.00	Library Materials
		3/24/2015	114984775291	100-0601-551.30-14	302.43	Library Materials
		3/24/2015	114985002506	100-0601-551.30-14	105.62	Library Materials
		3/24/2015	114985211164	100-0601-551.30-14	19.96	Library Materials
		3/24/2015	114985357476	100-0601-551.30-14	63.90	Library Materials

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SYNCB/AMAZON...	49466...	3/24/2015	114985696715	100-0601-551.30-14	119.77	Library Materials
		3/24/2015	114986279037	100-0601-551.30-14	29.99	Library Materials
		3/24/2015	114987425083	100-0601-551.30-14	27.98	Library Materials
		3/24/2015	114988190315	100-0601-551.30-14	42.95	Library Materials
		3/24/2015	114988458269	100-0601-551.30-14	25.19	Library Materials
		3/24/2015	114989090745	100-0601-551.30-14	13.99	Library Materials
		3/24/2015	114989719342	100-0601-551.30-14	54.39	Library Materials
		3/24/2015	121831631263	100-0601-551.30-14	35.92	Library Materials
		3/24/2015	121832857216	100-0601-551.30-14	83.51	Library Materials
		3/24/2015	121833903122	100-0601-551.30-14	(2.67)	Library Materials
		3/24/2015	121838733701	100-0601-551.30-14	(0.06)	Library Materials
		3/24/2015	121839129170	100-0601-551.30-14	44.97	Library Materials
		3/24/2015	129600326011	100-0601-551.30-14	26.96	Library Materials
		3/24/2015	129600351491	100-0601-551.30-14	19.49	Library Materials
		3/24/2015	129600763110	100-0601-551.30-14	25.98	Library Materials
		3/24/2015	129601213931	100-0601-551.30-14	(2.03)	Library Materials
		3/24/2015	129601225501	100-0601-551.30-14	(0.03)	Library Materials
		3/24/2015	129601968857	100-0601-551.30-14	39.71	Library Materials
		3/24/2015	129602625901	100-0601-551.30-14	119.82	Library Materials
		3/24/2015	129602835163	100-0601-551.30-14	331.82	Library Materials
		3/24/2015	129603618480	100-0601-551.30-14	39.98	Library Materials
		3/24/2015	129604214312	100-0601-551.30-14	(0.34)	Library Materials
		3/24/2015	129604484981	100-0601-551.30-14	83.82	Library Materials
		3/24/2015	129604887906	100-0601-551.30-14	(0.68)	Library Materials
		3/24/2015	129605208189	100-0601-551.30-14	44.88	Library Materials
		3/24/2015	129606076854	100-0601-551.30-14	33.77	Library Materials
		3/24/2015	129606189789	100-0601-551.30-14	22.99	Library Materials
		3/24/2015	129606219340	100-0601-551.30-14	69.60	Library Materials
		3/24/2015	129606915482	100-0601-551.30-14	12.99	Library Materials
		3/24/2015	129607164373	100-0601-551.30-14	25.98	Library Materials
		3/24/2015	136180363866	100-0601-551.30-14	9.09	Library Materials
		3/24/2015	136180413781	100-0601-551.30-14	31.72	Library Materials
		3/24/2015	136180541682	100-0601-551.30-14	(2.39)	Library Materials
		3/24/2015	136182314179	100-0601-551.30-14	164.01	Library Materials

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SYNCB/AMAZON...	49466...	3/24/2015	136183579318	100-0601-551.30-14	111.37	Library Materials
		3/24/2015	136184361075	100-0601-551.30-14	11.09	Library Materials
		3/24/2015	136185306613	100-0601-551.30-14	11.08	Library Materials
		3/24/2015	136185599583	100-0601-551.30-14	12.63	Library Materials
		3/24/2015	136186448252	100-0601-551.30-14	(3.16)	Library Materials
		3/24/2015	136188099089	100-0601-551.30-14	38.11	Library Materials
		3/24/2015	136188222418	100-0601-551.30-14	33.12	Library Materials
		3/24/2015	231783915490	100-0601-551.30-14	13.64	Library Materials
		3/24/2015	231789653879	100-0601-551.30-14	(13.64)	Library Materials
			Total for check: 49466		3,479.19	
UNIQUE MANAGEMENT SERVICES INC	49467	3/24/2015	302899	100-0000-441.19-00	134.25	Collection Agency Fees
			Total for check: 49467		134.25	
US BANK EQUIPMENT FINANCE	49468	3/24/2015	273981936	100-0601-551.24-04	142.03	Copier Contract
			Total for check: 49468		142.03	
USA FIRE PROTECTION INC	49469	3/24/2015	236732	100-0601-551.24-03	716.80	Inspection Fee
			Total for check: 49469		716.80	
WISCONSIN DEPT OF JUSTICE	49470	3/24/2015	WDOJ	100-0601-551.21-06	14.00	Name Searches
			Total for check: 49470		14.00	
					23,638.92	

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ACCURATE	49471	3/26/2015	1502201	731-1022-541.38-03	45.51	Cable
		3/26/2015	1503051	731-1022-541.30-18	(7.30)	Credit
	Total for check: 49471				38.21	
AIRGAS USA LLC	49472	3/26/2015	9925539273	731-1022-541.21-06	163.98	Acetylene/Argon/Oxygen
		3/26/2015	9925539680	100-0703-553.21-06	16.90	Acetylene/Oxygen
	Total for check: 49472				180.88	
ASSOCIATED APPRAISAL CONSULTANTS	49473	3/26/2015	20132	100-0402-513.21-09	4,991.67	Assessment Services
				100-0402-513.30-11	10.08	Postage
		3/26/2015	20133	100-0402-513.21-09	59.76	Internet Postings
Total for check: 49473				5,061.51		
AT&T	49474	3/26/2015	920R09453003	100-1001-514.22-01	110.90	Alarms
				601-1020-543.22-01	290.50	Alarms
	Total for check: 49474				401.40	
BAHCALL RUBBER CO INC	49475	3/26/2015	690268-001	731-1022-541.38-03	291.43	Nozzle/Nip
	Total for check: 49475				291.43	
BECK ELECTRIC INC	49476	3/26/2015	MAR2315-COM-ED3	100-1008-541.24-04	146.20	LED Replacements
		3/26/2015	MAR2315-COM-ED4	100-1012-541.24-04	68.00	Locates
	Total for check: 49476				214.20	
BERGSTROM	49477	3/26/2015	34845	731-1022-541.38-03	116.01	Sensor Asy/Cover
	Total for check: 49477				116.01	

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CARTEGRAPH SYSTEMS INC	49478	3/26/2015	R-0911615	743-0403-513.24-04	1,248.00	Annual Maintenance Subscription
			Total for check: 49478		1,248.00	
CASCADE ENGINEERING	49479	3/26/2015	49206	100-1016-543.30-15	1,795.00	4 Yd Blue Frt Load
			Total for check: 49479		1,795.00	
CONTRX INDUSTRIES INC	49480	3/26/2015	126272	731-1022-541.24-04	286.98	Chain/Ring/Hook
		3/26/2015	126347	100-1006-541.30-15	95.66	Chain/Ring/Hook
			Total for check: 49480		382.64	
CRESCENT ELECTRIC SUPPLY COMPANY	49481	3/26/2015	S500243555.001	100-0801-521.24-03	49.91	Lamp/Blst
		3/26/2015	S500245709.001	100-0801-521.24-03	141.17	Lamp
		3/26/2015	S500248008.001	100-0920-531.82-01	247.34	Box/Bracket/Cable Tie
		3/26/2015	S500254567.001	100-0920-531.82-01	114.82	Hook/Drywall/Detector
		3/26/2015	S500254648.001	100-1001-514.24-03	34.56	Tape/Cvr
		3/26/2015	S500261778.001	100-0920-531.82-01	(80.21)	Credit
		3/26/2015	S500274093.001	100-0704-552.24-03	70.63	Conduit/Hangers/Clamp
		3/26/2015	S500274116.001	100-0801-521.24-03	45.94	Conduit/Strap/Cover
				100-0501-522.24-03	45.93	Conduit/Strap/Cover
		3/26/2015	S500282591.001	100-0920-531.82-01	166.86	Conduit/Terminator
		3/26/2015	S500293375.001	100-0920-531.82-01	18.40	Wall & Switch Plates
		3/26/2015	S500303495.001	731-1022-541.24-03	31.00	Square/Cover/Duplex
			Total for check: 49481		886.35	
DUMKE & ASSOCIATES &	49482	3/26/2015	316 RACINE ST	100-0903-531.29-06	2,077.50	316 Racine Street
			Total for check: 49482		2,077.50	
ENVIRO SCIENCES/ALPHA ENERGY INC	49483	3/26/2015	00011528	100-0907-531.30-18	615.00	Radon Kits
			Total for check: 49483		615.00	

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GRAPHIC COMPOSITION INC	49484	3/26/2015	240957	100-0801-521.29-01	95.00	Business Cards
		3/26/2015	240989	100-0801-521.29-01	95.00	Business Cards
	Total for check: 49484				190.00	
GUNDERSON CLEANERS 6	49485	3/26/2015	92610	100-0801-521.19-04	11.79	Socks/Pants
		3/26/2015	96445	100-0801-521.19-04	20.94	Pants/Shirt
	Total for check: 49485				32.73	
KAEMPFER & ASSOCIATES INC	49486	3/26/2015	17822	601-1020-543.21-02	934.83	Project E145-01.07
		3/26/2015	17823	601-1020-543.21-02	768.30	Project E145-01.10
		3/26/2015	17824	601-1020-543.21-02	255.09	Project E145-01.11
		3/26/2015	17825	601-1020-543.21-02	892.82	Project E145-01.13
	Total for check: 49486				2,851.04	
LEADSONLINE LLC	49487	3/26/2015	230748	100-0801-521.32-01	2,148.00	Service Package
Total for check: 49487				2,148.00		
MENARDS-APPLETON EAST	49488	3/26/2015	67868	100-0703-553.30-18	347.62	2 X 10's/Ladder
				100-1008-541.30-18	198.00	2 X 10's/Ladder
		3/26/2015	68112	100-1008-541.30-18	19.56	Socket/Knife/Blade
		3/26/2015	68196	100-0920-531.82-01	436.94	Toughstuff/Bracket Washers/Screws
	Total for check: 49488				1,002.12	
MENASHA JOINT SCHOOL DISTRICT	49489	3/26/2015		100-0000-201.03-00	(174.00)	Reverse
		3/26/2015	MARCHMOBILEHOME	100-0000-412.00-00	6,285.49	March Mobile Home
		3/26/2015	MNMUNICT	100-0000-201.03-00	174.00	Bond Report #MP15-040
	Total for check: 49489				6,285.49	

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MENASHA NEENAH MUNICIPAL COURT	49490	3/26/2015		100-0000-201.03-00	174.00	Report #mp15-040
			Total for check: 49490		174.00	
MILLER, ADAM	49491	3/26/2015	MILLER	100-0801-521.34-03	16.80	March 2015
			Total for check: 49491		16.80	
MODERN BUSINESS MACHINES	49492	3/26/2015	26369210	743-0403-513.29-01	243.10	Monthly Print Care Agreement
			Total for check: 49492		243.10	
CITY OF NEENAH	49493	3/26/2015	NMFIRESVCS	100-0501-522.25-01	261,779.00	2015 Fire/Rescue Services
			Total for check: 49493		261,779.00	
NETWORK HEALTH SYSTEM INC	49494	3/26/2015	330324	100-0202-512.21-05	56.00	Drug Screen
		3/26/2015	330995	100-0202-512.21-05	690.00	EAP Standard Service
			Total for check: 49494		746.00	
NOVER ENGELSTEIN & ASSOCIATES INC	49495	3/26/2015	M2015	743-0403-513.24-04	600.00	Software Maintenance
			Total for check: 49495		600.00	
PERSONNEL EVALUATION INC	49496	3/26/2015	12872	100-0801-521.21-06	140.00	Pep Billing
			Total for check: 49496		140.00	
POLYGRAPH SERVICES OF WISCONSIN LLC	49497	3/26/2015	20150225	100-0801-521.21-06	150.00	Exams
			Total for check: 49497		150.00	
PREMIER MATERIALS TECHNOLOGY INC	49498	3/26/2015	42640	100-0703-553.30-18	400.74	Dock Corner
			Total for check: 49498		400.74	

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JOHN QUELLA	49499	3/26/2015	QUELLA	731-1022-541.32-01	141.00	Reimbursement Recertification
			Total for check: 49499		141.00	
REDI-WELDING CO	49500	3/26/2015	14824	731-1022-541.30-15	229.25	Shelf/Step Parts
			Total for check: 49500		229.25	
RIECKMANN CREATIONS & FABRICATIONS	49501	3/26/2015	137	100-0801-521.29-04	170.00	Fabricate 3 Battery Shelves
			Total for check: 49501		170.00	
JOANNE ROUSH	49502	3/26/2015	ROUSH	100-0000-201.15-00	30.73	Reimbursement/Postage
			Total for check: 49502		30.73	
DR TERESA RUDOLPH	49503	3/26/2015	RUDOLPH	100-0903-531.21-05	150.00	City Physician
			Total for check: 49503		150.00	
HENRY SCHEIN INC	49504	3/26/2015	17476984	100-0916-531.30-18	162.53	Masks/Towelettes/Cotton
			Total for check: 49504		162.53	
J A SEXAUER	49505	3/26/2015	331151282	100-0920-531.24-03	379.98	Lever
		3/26/2015	331252759	100-0920-531.24-03	187.50	Key Blanks
			Total for check: 49505		567.48	
STAPLES ADVANTAGE	49506	3/26/2015	8033364597	100-0702-552.30-10	123.22	Supplies
				100-0304-562.30-10	78.14	Supplies
				100-1002-541.30-10	31.56	Supplies
				625-1002-541.30-10	10.52	Supplies
			Total for check: 49506		243.44	

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SUNGARD PUBLIC SECTOR INC	49507	3/26/2015	96971	743-0403-513.24-04	2,806.00	Monthly Accounting SystemMaintenance
			Total for check: 49507		2,806.00	
SUPERIOR VISION INSURANCE PLAN	49508	3/26/2015	IA399560	100-0000-204.10-00	1,049.49	Vision Insurance
			Total for check: 49508		1,049.49	
TAPCO	49509	3/26/2015	I481637	100-1008-541.30-18	455.48	Traffic Signal Bases
			Total for check: 49509		455.48	
UNIFIRST CORPORATION	49510	3/26/2015	097 0183352	731-1022-541.20-01	116.61	Coveralls/Shirts/Mops
			Total for check: 49510		116.61	
UR WASHINSTUFF INC	49511	3/26/2015	10080	100-0801-521.29-04	165.59	January Car Washes
		3/26/2015	10081	100-0801-521.29-04	125.62	February Car Washes
			Total for check: 49511		291.21	
US POSTMASTER	49512	3/26/2015	USPOSTMASTER	266-1027-543.30-11	1,222.42	Horizon Newsletter
			Total for check: 49512		1,222.42	
VARITECH INDUSTRIES INC	49513	3/26/2015	IN060-1004728	731-1022-541.38-03	56.88	Nylon
			Total for check: 49513		56.88	
VERIZON WIRELESS	49514	3/26/2015	9741594003	100-0703-553.22-01	21.13	Cell
				100-0801-521.22-01	9.82	Cell
				100-1001-514.22-01	9.82	Cell
				100-0601-551.22-01	17.81	Cell
		3/26/2015	9741594004	100-1002-541.22-01	106.83	Phone
				625-1002-541.22-01	35.61	Phone
				601-1020-543.22-01	22.44	Phone
		3/26/2015	9741594007	743-0403-513.22-01	67.87	Cell Phone Service

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VERIZON WIRELESS...	49514...	3/26/2015	9741594008	100-0801-521.22-01	528.84	PD Cell
		3/26/2015	9741594009	100-0304-562.22-01	76.84	Cell
	Total for check: 49514				897.01	
VIEVU	49515	3/26/2015	12266	100-0801-521.30-18	200.00	Body Video Camera
					Total for check: 49515	
WACPD	49516	3/26/2015	WACPD	100-0202-512.34-03	80.00	Spring Conference
					Total for check: 49516	
WCA GROUP HEALTH TRUST	49517	3/26/2015	WCA	100-0000-204.08-00	126,204.00	April 2015 Employees
				100-0000-201.11-00	3,595.00	April 2015 Retirees
				Total for check: 49517		
WE ENERGIES	49518	3/26/2015	WEENERGIES	100-1012-541.22-03	1,205.73	Street Lights
					Total for check: 49518	
JOE WEIDERT	49519	3/26/2015	MEN-266	209-0703-553.21-02	635.00	River Park Brochure Website
					Total for check: 49519	
WINNEBAGO COUNTY CLERK OF COURTS	49520	3/26/2015	WINNCTY	100-0000-201.03-00	350.00	Bond Report #15-0824
					Total for check: 49520	
WINNEBAGO COUNTY TREASURER	49521	3/26/2015	6893	263-0306-562.70-01	120.00	Recording Fees
		3/26/2015	6922	743-0403-513.24-04	7,471.20	LRMS Charges
	Total for check: 49521				7,591.20	
WISCONSIN DEPT OF REVENUE	49522	3/26/2015	WDOR	100-0402-513.25-01	4,903.38	Manufacturing AssessmentsWinnebago County

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WISCONSIN DEPT OF REVENUE...	49522...	3/26/2015...	WDOR...	100-0402-513.25-01	4.89	Manufacturing AssessmentsCalumet County
			Total for check: 49522		4,908.27	
WISCONSIN DEPT OF REVENUE	49523	3/26/2015	WDOR	100-0402-513.25-01	27.00	Man Assessments Winn Cty
			Total for check: 49523		27.00	
					443,452.88	

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ACC PLANNED SERVICE INC	49524	4/2/2015	14225	731-1022-541.82-01	3,088.00	Furnace
		4/2/2015	14226	731-1022-541.82-01	3,175.00	Furnace
	Total for check: 49524				6,263.00	
ACCENT BUSINESS SOLUTIONS INC	49525	4/2/2015	65101	743-0403-513.29-01	399.02	Copier Agreement
Total for check: 49525				399.02		
ACCURATE	49526	4/2/2015	1503038	731-1022-541.30-18	280.61	Paint/Washer/Pellets Pins
		4/2/2015	1503387	731-1022-541.30-18	68.23	Drills/Tape
		4/2/2015	1503543	731-1022-541.38-03	71.80	Belts
		4/2/2015	1503610	731-1022-541.30-18	55.24	Bands
Total for check: 49526				475.88		
APPLETON ELECTRONICS SUPPLY LLC	49527	4/2/2015	14629	731-1022-541.38-03	395.00	Schneider Electric
Total for check: 49527				395.00		
CITY OF APPLETON	49528	4/2/2015	224159	100-0918-531.21-06	500.00	Preparedness Agreement
Total for check: 49528				500.00		
BADGER LAB & ENGINEERING INC	49529	4/2/2015	INV000060788	601-1020-543.21-02	832.00	Coveris Wastewaters
		4/2/2015	INV000060789	601-1020-543.21-02	832.00	Graphics Packaging Wastewaters
		4/2/2015	INV000060790	601-1020-543.21-02	1,052.00	Intertape Polymer Wastewaters
		4/2/2015	INV000060791	601-1020-543.21-02	322.00	Menasha Utilities Wastewaters
Total for check: 49529				3,038.00		
BMO HARRIS BANK NA	49530	4/2/2015	4048629	100-0202-512.21-06	260.00	Monthly Fees
Total for check: 49530				260.00		

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BOARDMAN & CLARK LAW FIRM LLP	49531	4/2/2015	50326	100-0201-512.21-01	148.00	Professional Services
			Total for check: 49531		148.00	
BRAUER SUPPLY & EQUIPMENT	49532	4/2/2015	20150316	100-1006-541.30-15	1,334.22	Plow Guard
			Total for check: 49532		1,334.22	
BRAZEE ACE HARDWARE	49533	4/2/2015	029807	100-0703-553.30-18	57.70	Fasteners/Screws/Washers
			Total for check: 49533		57.70	
CARDMEMBER SERVICE	49537	4/2/2015	0025	743-0403-513.24-04	300.00	Katana Forensics
		4/2/2015	0027	100-0903-531.30-18	50.27	Amazon Desk Organizer
		4/2/2015	0041	100-0601-551.34-02	229.00	Bureau of Ed
		4/2/2015	0053	100-0703-553.30-18	572.27	Dock Boxes
		4/2/2015	0079	100-0801-521.34-02	350.00	NWTC GB Registration
		4/2/2015	0111	100-0801-521.34-02	190.00	NWTC GB Registration
		4/2/2015	0126	824-0807-521.30-15	103.79	Menards
		4/2/2015	0129	100-0801-521.34-02	400.00	NWTC GB Registration
		4/2/2015	0147	100-0801-521.34-02	900.00	NWTC GB Registration
		4/2/2015	0167	743-0403-513.29-01	58.49	Toner Cartridge
		4/2/2015	0206	100-0801-521.29-04	145.06	Amazon
		4/2/2015	0212	625-1002-541.33-02	30.00	Seminar Reg
		4/2/2015	0254	100-0903-531.24-04	36.25	School Health Corp
		4/2/2015	0267	100-0801-521.34-03	6.11	McDonald's
		4/2/2015	0292	100-0601-551.30-16	88.90	Positive Promotions
		4/2/2015	0433	100-0801-521.29-04	18.99	Autozone #1951
		4/2/2015	0988	743-0403-513.30-10	18.84	Office Supplies
		4/2/2015	1596	100-0801-521.34-02	420.00	John Reid
		4/2/2015	1739	100-0801-521.24-03	20.13	Sallyport Ballast
		4/2/2015	1904	731-1022-541.30-18	194.25	File Cabinet
		4/2/2015	2174	100-0801-521.34-03	17.41	Subway
		4/2/2015	2218	100-0801-521.34-03	70.00	Kalahari Resorts
		4/2/2015	2341	100-0801-521.30-18	12.08	Amazon

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CARDMEMBER SERVICE...	49537...	4/2/2015	2402	100-0801-521.34-02	300.00	Humintell LLC
		4/2/2015	2651	824-0807-521.30-15	34.58	Pet Supplies
		4/2/2015	2664	100-0801-521.34-02	490.00	Paypal
		4/2/2015	2771	731-1022-541.38-03	(260.97)	Slides Credit
		4/2/2015	2914	100-0601-551.24-03	113.94	Display Case LED
		4/2/2015	2925	100-0801-521.34-03	140.00	Kalahari Resorts
		4/2/2015	2945	100-0903-531.24-04	(2.87)	Emergency Med Prod
		4/2/2015	3018	824-0807-521.21-05	319.24	Appanasha Pet Clinic
		4/2/2015	3293	100-0801-521.32-01	8.00	TLO Transunion
		4/2/2015	3323	100-0801-521.29-04	73.95	Bissell Homecare
		4/2/2015	3765	100-1002-541.33-02	35.00	Seminar
		4/2/2015	3934	100-0801-521.34-02	275.00	Paypal
		4/2/2015	4310	100-0401-513.30-11	10.68	Postage - STFL Mailing
		4/2/2015	5150	100-0703-553.24-03	78.60	All Partitions
		4/2/2015	5495	100-0401-513.30-11	10.60	Postage - STFL Mailing
		4/2/2015	5887	100-0801-521.29-01	148.70	Lynn Card Company
		4/2/2015	6007	743-0403-513.30-15	52.00	Backup Conference Phone
		4/2/2015	6280	100-0801-521.29-04	15.98	Amazon
		4/2/2015	6616	100-0601-551.30-16	35.70	Subway
		4/2/2015	6719	741-0000-193.00-00	5,991.00	Engine
		4/2/2015	7357	100-0703-553.30-18	75.06	Fleet Farm
		4/2/2015	7593	100-0801-521.30-15	26.95	Amazon
		4/2/2015	7794	100-1003-541.33-02	35.00	Concrete Joint
		4/2/2015	7802	100-1003-541.33-02	35.00	Concrete Joint
		4/2/2015	7811	743-0403-513.24-04	550.00	Magnetforen USA
		4/2/2015	7868	100-0801-521.30-15	262.00	Ray O'Herron
		4/2/2015	8019	100-0601-551.32-01	183.00	Wisconsin Library
		4/2/2015	8508	100-0304-562.34-02	250.00	Seminar
		4/2/2015	9084	100-0917-531.34-03	70.00	Kalahari Resorts
		4/2/2015	9525	731-1022-541.38-03	171.48	A and H Turf
		4/2/2015	9634	100-0801-521.34-03	11.22	Dunkin
			Total for check: 49537		13,770.68	

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CDW GOVERNMENT INC	49538	4/2/2015	TB81870	625-1002-541.30-18	355.85	Adobe Acrobat Pro License
		4/2/2015	TC09249	100-0801-521.30-12	250.00	Advanced Authentication Tokens
	Total for check: 49538				605.85	
COMPLETE OFFICE OF WISCONSIN	49539	4/2/2015	56993	100-0801-521.30-10	22.34	Tape/Organizer
	Total for check: 49539				22.34	
CRI RECYCLING SERVICE INC	49540	4/2/2015	38581	731-1022-541.21-06	306.00	Granular
	Total for check: 49540				306.00	
CULLIGAN WATER CONDITIONING	49541	4/2/2015	CULLIGAN	100-1001-514.20-01	18.90	Rental
	Total for check: 49541				18.90	
EJ ARENA SPORTS	49542	4/2/2015	EJARENA	100-0000-441.25-00	262.09	Skate Rental Revenue
	Total for check: 49542				262.09	
ENVIRONMENTAL MGT & TESTING SERVICE	49543	4/2/2015	1378	100-0000-123.00-00	135.00	Lab Analysis
	Total for check: 49543				135.00	
FABCO EQUIPMENT INC	49544	4/2/2015	C234431	741-0000-193.00-00	1,239.80	Gasket/Seals/Plate/Plug
		4/2/2015	C234473	731-1022-541.38-03	134.96	Pinion
		4/2/2015	C235178	741-0000-193.00-00	12.15	Gaskets/Seals
		4/2/2015	C248396	731-1022-541.29-04	(1,452.66)	Credit
		4/2/2015	W12840	731-1022-541.29-04	2,851.32	Repairs
	Total for check: 49544				2,785.57	
FACTORY MOTOR PARTS CO	49545	4/2/2015	18-1389850	731-1022-541.30-18	167.16	Cleaner
		4/2/2015	18-1391142	731-1022-541.30-18	104.99	Drum
		4/2/2015	18-1391224	731-1022-541.38-03	23.89	FVP ES7-12
		4/2/2015	18-Z03677	731-1022-541.38-03	(23.89)	Return
	Total for check: 49545				271.15	

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FACTORY MOTOR PARTS CO...	49545...	4/2/2015	18-Z03678	731-1022-541.38-03	92.33	Battery Core
			Total for check: 49545			
FERGUSON WATERWORKS #1476	49546	4/2/2015	0167451	601-1020-543.30-18	286.16	Coup/Pipe
			0167473	601-1020-543.30-18	103.60	Pipe
			Total for check: 49546			
FLEETSOFTE LLC	49547	4/2/2015	102391	743-0403-513.24-04	1,704.60	Truck Tracker Software Annual Maint
Total for check: 49547				1,704.60		
FOX CITIES REGIONAL PARTNERSHIP	49548	4/2/2015	45534	471-0304-562.21-10	8,750.00	2015 Economic Development Pledge
				100-0304-562.21-10	11,250.00	2015 Economic Development Pledge
			Total for check: 49548			
FOX VALLEY OVERHEAD DOOR INC	49549	4/2/2015	00048683	731-1022-541.24-03	114.00	Cables on Door
Total for check: 49549				114.00		
GRAINGER INC	49550	4/2/2015	9684087647	100-0703-553.30-18	89.80	Key Control Cabinet
				731-1022-541.30-18	89.80	Key Control Cabinet
			Total for check: 49550			
GUNDERSON CLEANERS	49551	4/2/2015	251901	100-0801-521.30-13	34.66	Mats/Towels
Total for check: 49551				34.66		
GUSTMAN CHEVROLET SALES INC	49552	4/2/2015	35294	731-1022-541.38-03	21.68	Seal/Bearing
			35301	731-1022-541.38-03	149.04	Regulator
			Total for check: 49552			
JX ENTERPRISES INC	49553	4/2/2015	G-250350008	731-1022-541.38-03	193.24	Dipstick/Engine Oil

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JX ENTERPRISES INC...	49553...	4/2/2015	G-250350009	731-1022-541.38-03	265.10	Strap-Door/Fender
			Total for check: 49553		458.34	
L&S TRUCK CENTER	49554	4/2/2015	232496	731-1022-541.38-03	49.21	Cover
		4/2/2015	232537	731-1022-541.38-03	49.21	Cover - Wheel
		4/2/2015	232721	731-1022-541.38-03	265.12	Sender and Pump
		4/2/2015	262151	731-1022-541.29-04	435.21	Wheel Bearing
			Total for check: 49554		798.75	
LEVENHAGEN CORPORATION	49555	4/2/2015	055820A-IN	100-0000-131.00-00	2,221.65	Fuel
			Total for check: 49555		2,221.65	
KEN MADER CONSTRUCTION	49556	4/2/2015	MADER	100-0703-553.30-18	100.00	Straw
			Total for check: 49556		100.00	
MARTENSON & EISELE INC	49557	4/2/2015	52622	100-1002-541.21-02	2,103.60	Property Research New CSM
			Total for check: 49557		2,103.60	
MCPMAHON	49558	4/2/2015	42162	625-1010-541.21-02	3,631.30	UNPS Stormwater Planning
			Total for check: 49558		3,631.30	
MENARDS-APPLETON EAST	49559	4/2/2015	68403	100-0703-553.30-18	58.82	Supplies
		4/2/2015	68572	100-0920-531.82-01	(45.96)	Credit
		4/2/2015	68588	100-0920-531.82-01	89.87	Supplies
		4/2/2015	68598	100-0703-553.30-18	39.98	Wire
		4/2/2015	68637	100-0703-553.30-18	41.30	Bold/Screws
		4/2/2015	68668	100-0704-552.24-03	39.97	Wrench Set/Wire
		4/2/2015	68707	100-1003-541.30-18	96.42	Screws/Shank
			Total for check: 49559		320.40	

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MENASHA JOINT SCHOOL DISTRICT	49560	4/2/2015	LOTTERYCREDIT	100-0000-412.00-00	9,880.58	Mobile Home Lottery Credit
			Total for check: 49560		9,880.58	
MENASHA NEENAH MUNICIPAL COURT	49561	4/2/2015	MENNEENMUNI	100-0000-201.03-00	174.00	Bond Report #15-51
			Total for check: 49561		174.00	
MENASHA UTILITIES	49562	4/2/2015	MENASHAUTILITY	100-1008-541.22-03	303.86	Electric
				100-0000-123.00-00	21.06	Electric
				100-1012-541.22-03	99.28	Electric
				100-0304-562.22-03	26.91	Electric
				625-0304-562.22-03	8.24	Electric
				100-1013-541.22-03	26.23	Electric
				100-1013-541.22-06	277.51	Storm
				207-0707-552.22-03	270.26	Electric
				207-0707-552.22-05	34.42	Water
				207-0707-552.22-06	48.76	Storm
				100-0703-553.22-03	456.81	Electric
				100-0703-553.22-05	121.02	Water
				100-0703-553.22-06	336.89	Storm
				100-1001-514.22-03	1,363.53	Electric
				100-1001-514.22-05	473.60	Water
				743-0403-513.21-04	167.75	Internet Charge
				743-0403-513.21-04	2,310.40	Dark Fiber Charge
				100-0305-562.22-06	2.50	Storm
				100-1014-543.22-06	53.13	Storm
				100-1019-552.22-03	334.64	Electric
				100-1019-552.22-05	48.00	Water
				601-1020-543.22-03	112.79	Electric
			Total for check: 49562		6,897.59	

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MODERN BUSINESS MACHINES	49563	4/2/2015	26370391	743-0403-513.29-01	149.71	Monthly Print Care Agmt
			Total for check: 49563		149.71	
N&M AUTO SUPPLY	49565	4/2/2015	515289	731-1022-541.38-03	2.80	Plug
		4/2/2015	515362	731-1022-541.38-03	42.49	Battery/Core Deposit
		4/2/2015	515806	731-1022-541.38-03	66.23	Driveshaft/Core Deposit
		4/2/2015	515834	731-1022-541.38-03	(6.50)	Credit
		4/2/2015	515916	731-1022-541.38-03	13.61	Filter
		4/2/2015	515930	731-1022-541.38-03	13.61	Filter
		4/2/2015	515938	731-1022-541.38-03	11.96	Filter
		4/2/2015	516205	731-1022-541.30-18	4.84	Gasket Material
		4/2/2015	516377	731-1022-541.38-03	246.02	Brake Rotor & Pad Kit
		4/2/2015	516381	731-1022-541.38-03	8.96	Oil Filter
		4/2/2015	516404	731-1022-541.38-03	19.60	Clamp
		4/2/2015	516420	731-1022-541.38-03	5.14	Oil Filter
		4/2/2015	516450	731-1022-541.38-03	4.76	Spark Plug
		4/2/2015	516502	731-1022-541.38-03	5.14	Oil filter
		4/2/2015	516663	731-1022-541.38-03	2.22	Hose Clamp
		4/2/2015	516681	731-1022-541.38-03	10.40	Oil Filter
		4/2/2015	516707	731-1022-541.38-03	5.31	Spark Plug
		4/2/2015	517214	731-1022-541.38-03	8.94	Spark Plugs
		4/2/2015	517216	731-1022-541.38-03	25.59	Air Filter
		4/2/2015	517257	731-1022-541.38-03	10.20	Casters
		4/2/2015	517313	731-1022-541.38-03	31.95	Clamp
		4/2/2015	517358	731-1022-541.38-03	51.08	Filters
		4/2/2015	517361	731-1022-541.38-03	22.74	Spark Plug
		4/2/2015	517413	731-1022-541.38-03	101.69	Filters/Plugs
		4/2/2015	517786	731-1022-541.38-03	205.11	Reman Starter/Core Dep
		4/2/2015	518232	731-1022-541.38-03	46.40	Oil Filter
		4/2/2015	518322	731-1022-541.38-03	26.78	Filter
		4/2/2015	518325	731-1022-541.38-03	24.82	Fuel Filter

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N&M AUTO SUPPLY...	49565...	4/2/2015	518326	731-1022-541.38-03	53.56	Filter
			Total for check: 49565		1,065.45	
NEENAH-MENASHA SEWERAGE COMMISSION	49566	4/2/2015	2015-056	601-1021-543.25-01	37,019.14	April 2015 Wastewater
			Total for check: 49566		37,019.14	
NORTHEAST ASPHALT INC	49567	4/2/2015	1333141	100-1003-541.30-18	532.28	Cold Mix
			Total for check: 49567		532.28	
OSI ENVIRONMENTAL INC	49568	4/2/2015	409528	731-1022-541.21-06	50.00	Filters
			Total for check: 49568		50.00	
PACKER CITY INTL TRUCKS INC	49569	4/2/2015	X103010451:01	731-1022-541.38-03	148.65	Filters
		4/2/2015	X103010451:02	731-1022-541.38-03	8.20	Filters
		4/2/2015	X103010634:01	731-1022-541.38-03	14.56	Unloader Kit
		4/2/2015	X103010734:01	731-1022-541.38-03	103.77	Filters/Lube Oil
		4/2/2015	X103010734:02	731-1022-541.38-03	18.70	Filters
		4/2/2015	X103010815:01	731-1022-541.38-03	139.43	Def Fluid
			Total for check: 49569		433.31	
PITNEY BOWES	49570	4/2/2015	4842044-MR15	100-1001-514.24-04	277.65	Postage Machine Rental
			Total for check: 49570		277.65	
POMP'S TIRE SERVICE INC	49571	4/2/2015	320027813	731-1022-541.38-02	466.00	Dismount & Mount
		4/2/2015	320028211	731-1022-541.38-02	378.60	Precision Tour
		4/2/2015	320028236	731-1022-541.38-02	501.00	Section/Spot Repair
		4/2/2015	320028343	731-1022-541.38-02	435.00	Tires
		4/2/2015	320028565	731-1022-541.38-02	250.38	Tire
			Total for check: 49571		2,030.98	

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PRO ELECTRIC INC	49572	4/2/2015	3091	100-1008-541.30-18	1,311.48	Traffic Signal Modules
			Total for check: 49572		1,311.48	
JOHN QUELLA	49573	4/2/2015	QUELLA	731-1022-541.32-01	40.00	Reimbursement
			Total for check: 49573		40.00	
JOANNE ROUSH	49574	4/2/2015	ROUSH	100-0000-201.15-00	30.00	Renewal
			Total for check: 49574		30.00	
STAPLES ADVANTAGE	49575	4/2/2015	3259670641	731-1022-541.30-10	66.70	Supplies
		4/2/2015	3259670645	100-0801-521.30-10	53.57	Supplies
			Total for check: 49575		120.27	
WASTEQUIP LLC	49576	4/2/2015	65361234	100-1016-543.30-18	1,188.85	Lid/Strap/Fastener
			Total for check: 49576		1,188.85	
TRUCK EQUIPMENT INC	49577	4/2/2015	626814-00	731-1022-541.38-03	474.44	Rod/Wiper/Chrome
			Total for check: 49577		474.44	
UNIFIRST CORPORATION	49578	4/2/2015	097 0183781	731-1022-541.20-01	117.21	Coveralls/Shirts/Mops
			Total for check: 49578		117.21	
VERIZON WIRELESS	49579	4/2/2015	9741960473	100-0801-521.22-01	39.54	Phones
			Total for check: 49579		39.54	
WE ENERGIES	49580	4/2/2015	WEENERGIES	100-0703-553.22-04	9.57	2170 Plank Road
				100-0000-123.00-00	1,045.29	Bill N-M Fire
				100-1001-514.22-04	1,117.22	City Hall
				100-0801-521.22-04	1,443.49	PD

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WE ENERGIES...	49580...	4/2/2015...	WEENERGIES...	100-0920-531.22-04	536.94	Senior Center
				100-0601-551.22-04	3,015.19	Library
				100-0703-553.22-04	843.28	Parks
				100-0704-552.22-04	371.39	Pool
				207-0707-552.22-04	64.41	Marina
				731-1022-541.22-04	6,135.63	Garage
			Total for check: 49580		14,582.41	
WE ENERGIES	49581	4/2/2015	WEENERGIES	100-0000-123.00-00	553.00	Remove Gas Facilities
			Total for check: 49581		553.00	
WINNEBAGO COUNTY CLERK OF COURTS	49582	4/2/2015	WINNCTY	100-0000-201.03-00	1,000.00	Bond Report #15-0865
			Total for check: 49582		1,000.00	
WINNEBAGO COUNTY TREASURER	49583	4/2/2015	WINNCTY	100-0000-201.03-00	1,122.50	Dog Licenses 2015
			Total for check: 49583		1,122.50	
WISNET	49584	4/2/2015	4826	743-0403-513.21-04	750.00	Quarterly Network Access
			Total for check: 49584		750.00	
WISCONSIN EMERGENCY MANAGEMENT	49585	4/2/2015	190124	731-1022-541.21-06	582.00	Tier II Fee
			Total for check: 49585		582.00	
WISCONSIN SUPPORT COLLECTIONS	49586	4/2/2015	20150402	100-0000-202.03-00	649.18	PAYROLL SUMMARY
			Total for check: 49586		649.18	
					144,440.68	



To: Menasha Common Council
From: Jenny Groeschel and Ginger Tralongo, Police Records
RE: Beverage Operator License (Bartender) Applicants
Date: **April 01, 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:

Kathryn Scherg
Stephanie Lardinois
Andrea Gerarden
Kathryn Ports
Abbie Rosendahl
Katelyn Streeter
Hunter Wolf
Nicholl Green

Cc: Chief Styka (via email)



To: Members of the Common Council

From: Police Chief Tim Styka 

RE: Amendment to Fee Schedule

Date: March 30, 2015

Upon reviewing the City Fee Schedule, it was determined the Operator License Fees have not been included in the master schedule. Therefore, it is recommended that the following fees are added to the schedule.

- \$50 Operator License
- \$25 Operator License (within 6 months of expiration)
- \$15 Provisional License
- \$25 Special Event License
- \$15 Replacement License

It should be noted these are the fees currently being charged for the services:

Please contact me if you have any questions.



NOTICE OF DISALLOWANCE OF CLAIM

Registered Mail No.
Return Receipt Requested

April 7, 2015

Brendon Ribble, Successor Trustee
Ralph R. Ribble & Ruth L. Ribble Revocable Living Trust
1308 Oneida Street
Menasha, WI 54952

RE: Claim Against City of Menasha
Incident Date: 2000, 2002 & 2003
Claim Received: 1/30/2015

At its regular meeting on Monday, April 6, 2015 – the Common Council of the City of Menasha formally disallowed your claim that you filed against the City of Menasha.

Section 893.80 Wisconsin Statutes provides that no action may be brought against the City of Menasha, its officials, officers, agents or employees after six (6) months from the date of service of this notice upon you.

Sincerely,

Pamela A. Captain
City Attorney

PAC/ss