

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

**CITY OF MENASHA  
Special Common Council  
Third Floor Council Chambers  
140 Main Street, Menasha  
August 17, 2015  
5:00 PM**

**AGENDA**

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL/EXCUSED ABSENCES
- D. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA  
(five (5) minutes time limit for each person)
- E. DISCUSSION
  - 1. Presentation by candidates for District 7 Alderman:
    - a. Ted Grade
    - b. Tom Michalkiewicz
    - c. Jim Smolinski
    - d. Marshall Spencer
- F. ACTION ITEMS
  - 1. Appointment of District 7 Alderman
- G. ADJOURNMENT

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha City Clerk at 967-3603 24-hours in advance of the meeting for the City to arrange special accommodations."



**TO:** Common Council  
**FROM:** Donald Merkes, Mayor *DM*  
**DATE:** 13 August 2015

**RE: Selection of District 7 Alderman**

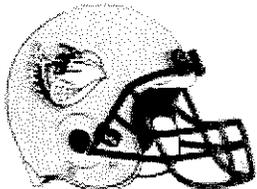
At the Special Common Council meeting on August 17 four candidates will be interviewed for the position of District 7 Alderman. Each candidate will be given approximately five minutes to introduce himself, state why he is interested in being an alderman, and what experience he will bring to the Council.

Then the Common Council will have an opportunity to ask questions of the candidates. Please keep your question to a general nature as each candidate will be given an opportunity to answer the question.

At or before 5:45 p.m. each current Council member will be asked to make a selection. The candidate receiving the majority of votes will be appointed as the District 7 Alderman. In the case of no candidate receiving a majority the votes, the candidate with the least number of votes will be eliminated and an additional round of votes will be taken, until one candidate has a majority.

The Oath of Office will be administrated by the City Clerk at the regular Common Council meeting starting at 6:00 p.m.

Cc: District 7 Alderman Candidates



## 2014 STATE CHAMPS

Dear Menasha / Debbie Galeazzi

I have been a resident of Menasha for over 55 years. I graduated from Menasha High School in 1978. My sons also attend / attended Menasha High School. I'm a proud resident of Menasha and have the best interest in the future of this city.

My resume would include working as a Financial Analyst for Intertape Polymer Group in Menasha. The old Central Paper Plant. I have been with IPG for over 15 years. One part of my job is to control and establish our plants yearly budget. And work closely on ways to reduce cost and improve profit margins.

I would be honored to help serve on the common council of Menasha.

I can be reached by email or phone if you need any other information.

[Tgrade@itape.com](mailto:Tgrade@itape.com)

920-215-7226 (w)

920-428-9055 cell

Thanks again for the opportunity

Ted Grade

924 Woodland Dr. Menasha, WI

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JUL 30 2015

CITY OF MENASHA

BY dg

**TED J. GRADE**  
924 Woodland Drive  
Menasha, Wisconsin 54952  
920-428-9055

**CAREER  
SUMMARY**

A financial professional with over 30 years of progressive experience providing financial expertise to corporate and plant management in a manufacturing environment. Demonstrated accomplishments in cost accounting, financial analysis, budgeting and monthly closings, variance analysis and developing corporate accounting policies.

**EXPERIENCE**

09/00 – Present

**InterTape Polymer Group- Central Products**, Menasha, Wisconsin  
A manufacturer of specialty tapes, a division with annual sales in excess of \$ 100 million.

Financial Analyst

Reporting to Divisional Controller. Responsible for monthly financial statements. Working closely with Plant Manager to analysis operation results. Monitor routings and bills to assure accuracy in standards. Suggest and implement cost saving ideas to management. Monthly Closing process, Inventory control on all plant materials. WP/RM Monthly financial variances to standard in Khalix reporting. Preform monthly forecasting and projected cost runs. Work closing with Product manager to perform various cost quotes. Yearly Budget process to establish rates and standards.

02/82 – 08/00

**Riverside Paper Corporation**, Appleton, Wisconsin  
A manufacturer of specialty paper products with over 400 employees, three plants and annual sales in excess of \$100 million.

01/97 – 08/00

Divisional Accounting Manager/Corporate Analyst  
Reporting to the Chief Financial Officer. Responsible for the accurate and timely reporting of monthly financial statements. Organizes and leads preparation of annual operating budgets. Monitors customer, product and market profitability and makes suggestions to maximize profitability. Analyzes business trends to insure sound financial decisions are made. Assists in internal and external audits as needed. Provides cost and target pricing data for product pricing, and bid business. Managers up to three administrative staff.

- Proposed cost savings of \$300,000 per year by reducing basis weight of construction paper.
- Formulated corporate Buy/Make decision policy, which assisted management in determining viability of new or additional business.

02/82 – 01/97

Plant Accountant

Reported to the Chief Financial Officer. Responsible for establishing and maintaining cost accounting practices and procedures and provides data on timely basis to management. Prepares and reports monthly financial statements. Provide necessary cost and target pricing data enabling decisions to be made on product pricing. Maintains up to date knowledge of cost data such as, routings, standards, furnishes and other components. Review vendor invoices. Audit inventory data receipts.

- Developed format for corporate cost improvement program, which achieved \$ 80,000 to \$ 150,000 annual savings.
- Successfully installed broke reduction program, which reduced broke by 2% saving up to \$ 90,000 per year.
- Directed task team to look at consumption of bill of materials, resulting in an annual savings of \$ 40,000 - \$ 60,000.
- Designed spreadsheets and documents handling company’s bidding policies, which reduced time spent on bidding by 40%.

**EDUCATION**

1998 – 2000

**Lakeland College**, Sheboygan, Wisconsin

B.A. Accounting Minor: Business Administration & Economics

1982

**Fox Valley Technical College**, Appleton, Wisconsin

Associate Degree – Accounting

**TRAINING/  
SKILLS**

1997

Graduate of Fox Valley Chamber of Commerce Leadership Program

Microsoft Excel	Microsoft Word	Data Base	Prism Software
JD Edwards Software	JBA Software	ASA 400	Khalix Software

**Other Boards**

2013 -2014

President of The Menasha High School Football Club

Thomas Michalkiewicz  
1408 Geneva Rd.  
Menasha, WI 54952  
(920)725-1954

Menasha City Council  
140 Main Street  
Menasha, WI 54952

July 27, 2015

Dear Menasha City Council,

Upon hearing about the upcoming vacancy in District 7, I felt compelled to submit my name for the position of Alderman. My passion and dedication to the constituents of Menasha as well as collaborating with the council, has played a big part of my life during my 16 year terms. Upon my February retirement, I am now able to again devote my time and talents to effectively serve the community of Menasha.

Along with my leadership and council experience, I would be a great fit for the District 7 Alderman position. I would provide a common sense approach to issues affecting the city while working together with the City Council to resolve problems.

I believe with my experience and leadership qualities, I would be an effective representative for District 7. I would love to use the voices of the constituents to elicit change in helping make Menasha an envy of the Fox Valley. If you would like to contact me further, I can be reached at (920)725-1954. Thank you for your time and consideration.

Sincerely,

  
Thomas Michalkiewicz

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JUL 28 2015

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BY dg

THOMAS H. MICHALKIEWICZ

1408 Geneva Rd

Menasha, Wisconsin 54952

920-725-1954

CAREER OBJECTIVE

I want to represent the constituents in District 7 by being accessible to listen to the needs and wants of the people, work collaboratively with the council towards the growth of the city, reducing debt, maintain reasonable taxes, and to utilize the cities natural waterfront resources. I also would like to work hand and hand with the law enforcement to ensure the safety of the city. With the support and vision of the Common Council, Menasha can be an envy of the Fox Valley.

Work Experience

**Graphic Packaging Corporation- Menasha Die Center** **1968-2015**

- Manage the diemaking operations and develop new diemaking products for customers
- Supervised all of the inventory so that they are maintained at budget levels
- Developed and executed the relocation of the diemaking manufacturing facility to a new location while maintaining service requirements for the rest of the business
- Maintain plant compliance in all facets of safety, health, and environmental issues
- Establish communication with customers and suppliers while managing the Laser Department
- Provide technical assistance in the maintenance, troubleshooting, and repair of production equipment
- Successful startup of the platemaking operations: hired personnel, purchased equipment, trained personnel, developed department layout, developed operating and quality procedures, developed team building systems, and established plate and graphic supplier relationships

**Menasha District 7 Alderman** **1993-2009**

- Presided on Menasha Common Council as President
- Chaired the Public Works Committee
- Served on the Park and Recreation Committee
- Served on the Neenah/Menasha Fire Department Committee

REFERENCES

Available upon request

July 22, 2015

To: Debbie Galeazzi

Subject: Letter of Interest for Alderman District 7

Dear Common Counsel Representatives,

I am life-long member of the City of Menasha. I was born here and went through my childhood here. All of my schooling was in Menasha where I ultimately graduated from Menasha High School (MHS). I've since attended various technical course work at Fox Valley Technical College (FVTC). My family and friends live here and we all enjoy the local area activities.

For 25 years I enjoyed a wonderful career at Kimberly-Clark Corporation. Eventually I advanced to a Senior Management position overseeing the department's budget and a variety of technical scientists and technicians.

I raised my family here in Menasha, and as I watched my children grow I appreciated what this area and the city offered them.

The city continues to improve with the revitalization of our downtown and introduction of new businesses. Further progress has been made with the upgrades at MHS and the new Boys & Girls Center, to name a few.

I am excited to join the Common Counsel and share my skills & support *for* current projects, as well as contributing to the continued energy around future developments in Menasha.

Please find my resume attached. Feel free to contact me with questions or clarification.

Sincere Regards,



James E. Smolinski  
1220 Airport Road  
jsmolinski6@gmail.com

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JUL 22 2015

CITY OF MENASHA  
BY dg

## Work Experience

AZCO Construction Inc.

Menasha, WI

*Quality Coordinator/Lead Auditor*

*April 2008- Present*

- Review/approve supplier and subcontractor prequalification's to manage the Approved Subcontractor/Supplier List (ASL) for AZCO. Perform internal audits of AZCO against core procedures. Schedule and plan external supplier and subcontractor audits. Serve as customer liaison to help customers with understanding their scope of work. Address and resolve ASME Code related or general issues that arise from customers and subcontractors. Write, edit and approve procedures, Inspection and Test Plans (ITPs) and manuals. Serve as AZCO document control coordinator.

AZCO Construction Inc.

Menasha, WI

*Project Coordinator*

*November 2006-April 2008*

- Ordered and controlled drawings, all material and tools at job sites. Oversaw Job work assignments and tracked daily activities against job codes and phase codes, estimated and tracked change order activities, timecards and payroll for job site union employees. Created document turnover packages for customers. Met with customer to address any construction issues.

Kimberly-Clark Corporation

Neenah, Wisconsin

*Team Leader*

*January 1997-October 2005*

- Over see the day-to-day operation of 30 technicians and 17 scientists in the production testing of all consumer based sector product lines and raw materials for product, process and material improvements. This team supports routine work, specialized work, test development as well as intellectual properties testing.
  - Served as the Department budget coordinator of \$6M.
  - Schedule work orders and determine based on skills required, resources, timing and cost if work is directed to in-house work queue or if work is to be outsourced.
  - Conduct weekly meetings directing and reviewing workload.
  - Hold annual reviews for all team members and monthly one-on-one discussions.
  - Coach team members for growth and keep team motivated.
  - Salary planning
  - Completed an effort to reorganize personnel away from sector teams into technology teams to increase technical testing skills and overall data understanding.
  - Regular interactions with research, manufacturing, quality, finance and Safety.
  - Improve system and procedures to exceed customer delight.

Kimberly-Clark Corporation

Neenah, Wisconsin

*Senior Quality/Technical Specialist*

*January 1993- January 1997*

- Collected and analyzed test data, identified critical material characteristics for raw material specifications for K-C research and raw material suppliers. Audited supplier's locations for control of materials. Qualified new raw material suppliers and external test facilities.
- Worked with research, manufacturing facilities and suppliers to determine raw material characteristics, and how they are to be measured. Document why these characteristics are important to control (using statistical process control charts) and how to control them at both the supplier locations and manufacturing facilities for product, cost or process improvement.

Kimberly-Clark Corporation

Neenah, Wisconsin

*Quality Specialist III*

*January 1991-January 1993*

- Developed in-house specialized test equipment to meet testing requirements when research found that commercial equipment was not available. Composed technical letters and operation manuals for the test devices.
- Created and approved mechanical drawings.

Kimberly-Clark Corporation

Neenah, Wisconsin

- Wrote new and updated Standard Test Methods, Instrument Calibration Procedures and Personal Protective Equipment manuals.

Kimberly-Clark Corporation

Neenah, Wisconsin

Computer Operator

January 1979 June 1988

- Conducted operation of main frame computer, printed reports and distributed work assignments to shift team members.

Other Experience

Department budget coordinator of \$6M.

Budget involved estimating and forecasting annual operations costs for the department based on personnel, space allocation, equipment depreciation and procurements using expense and capital dollars.

Internal/Supplier audits creating corporate Approved Supplier List (ASL)

Procedure/manual creation/review

Procedure training documentation

ASME Code Stamp Review

MTR Material Specification Review

Project Turnover Documentation

Crane Critical Lift forms

**Education**

Fox Valley Technical College

(3) Technical math, (3) Technical drafting, CADAM, Strength of Materials, Static's Forces/Movements

Certificates

Lead Auditor Examination NQA-1 – LMJ International

Lead Auditor Examination – Excel Partnership

ELEMENT seminars and welding, welding procedures and qualifying welders

Statistics for Non-Statisticians – UW-Madison

Good Laboratory Practices ISO 9000 – American Chemical Society Chicago

Targeted Selection – Development Dimension International

Kepner-Tregoe Project Management - KT

**Relevant Skills**

Proven skills in leading a team or working as an individual contributor.

Good technical knowledge of equipment and equipment operation.

Worked with multiple processes for raw materials as well as consumer-finished products.

Proven ability to work successfully with a diverse group of outside suppliers and various agencies.

**Project Management**

Lead the certification/implementation of Post Weld Heat Treat (PWHT) furnace located in shop.

Project Coordinator Fibromin Bio-Mass Power Plant, Benson, MN

Project Coordinator Tyssen Krupp foundry line swap, Tell City, IN

Project Coordinator GE 2 New Gas Turbines, Cannon Falls, MN

Analytical & Measurement Science Safety Steering Committee chair person

In 2003, designed layout and ambient conditions for the new KCPX Aging Facility and ultimately awarded the contract to construct the aging chambers. Aggregate investment was \$1.2 M

As the 2002 Laboratory Information Management System steering committee lead, coordinated the review of multiple vendor systems and selected best software with favored capabilities. Overall investment in this project was \$400K.

Lead project of improving lab layout for efficiency and combining labs from two buildings that included managing a project budget of \$550K.

Date: July 23, 2015

From: Marshall W Spencer

1237 Apple Court, Menasha Wisconsin

To: City of Menasha Common Council

I would like to be considered for the District 7 Alderman Position. I have been a city of Menasha resident for forty-seven years and my wife, Paula, is a lifelong resident. We have deep roots within this community and are concerned about the community's future. As you likely know I have been a member of the City of Menasha Police Commission for the last six years. I retired from the combined Banta / RR Donnelley Corporation in 2012 after forty-four years of service.

Paula and I have three adult children and six grandsons. We volunteer at the Thompson Center Grampa's Grill fund raiser several times per year. We also volunteer for roadside pickup several times per year. We are Salvation Army holiday bell ringers. We enjoy hiking and biking. You may have seen us on one of our daily walks or bike rides. I enjoy fishing, target shooting and acrylic painting.

I believe my business management experience would be of value to the Common Council.

Thank-you for your consideration.

  
Sincerely, Marshall W Spencer

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**CITY OF MENASHA**

BY 

## **Professional Experience**

### **January 2013-present: occasional business consultant**

#### **Responsibilities:**

- ◆ New product launch
- ◆ Business to business customer relationship management
- ◆ Newly acquired company integration

### **2009-present: Member of City of Menasha Police Commission**

#### **Responsibilities:**

- ◆ Currently Vice President
- ◆ Formerly Secretary

### **January 2007-August 2012 RR Donnelley Global Strategic Sourcing Director**

#### **Responsibilities:**

- ◆ Responsible for establishing and overseeing printing paper supply chain for RRD's eleven North American book plants
- ◆ Participated in printing paper contract and pricing negotiations
- ◆ Assisted with integration of newly acquired companies into RRD organization
- ◆ Responsible for managing paper portion of all federal government bids
- ◆ Functioned as facilitator between RRD research team and paper mills during development of substrates for proprietary RRD variable inkjet printing platform
- ◆ Primary GSS representative on RRD Lacey compliance team
- ◆ Acted as facilitator between RRD sales team and RRD plants in China on printing paper environmental compliance

### **January 2006-January 2007: Banta Publishing Services Group Marketing Director**

#### **Responsibilities:**

- ◆ Worked with other Marketing Dept team members to articulate Banta Publishing Services Group's value proposition
- ◆ Coordinated printing paper sales with Banta Publishing Services Group's sales team

### **January 1991- January 2006: Banta Book Group's Director of Purchasing**

#### **Responsibilities:**

- ◆ Responsible for overseeing raw materials, office supplies and MRO purchasing activities for five book plants
- ◆ Managed direct staff of seven people and indirect staff of eight people
- ◆ Played a lead role on corporate purchasing council
- ◆ Had lead role in printing paper contract and pricing negotiations
- ◆ Member of Menasha division Management Committee

### **April 1969-April 1973: In the Air Force**

#### **Responsibilities:**

- ◆ Security Policeman
- ◆ At various times worked in law enforcement, base security and military intelligence/ security service
- ◆ Highest rank achieved; Staff Sergeant

### **September 1968- January 1991 (excluding time spent in Air force) Banta employee**

#### **Responsibilities:**

- ◆ Various manufacturing, quality control, management and purchasing positions