

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

**CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha**

Monday May 3, 2010

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. [Administration Committee, 4/20/10](#)
- b. [Board of Public Works, 4/20/10](#)
- c. [Board of Health, 3/10/10](#)
- d. [Committee on Aging, 3/11/10](#)
- e. [IT Steering Committee, 4/21/10](#)
- f. [Library Board, 4/15/10](#)
- g. [NM Fire Rescue Joint Finance & Personnel Committee, 4/27/10](#)
- h. [NM Fire Rescue Fire Commission, 4/28/10](#)
- i. [NM Sewerage Commission, 3/23/10](#)
- j. [Parks and Recreation Board, 4/12/10](#)
- k. [Personnel Committee, 4/20/10](#)
- l. [Safety Committee, 3/4/10; City Hall](#)
- m. [Sustainability Board, 4/20/10](#)

Communications:

- n. [Menasha Historical Society newsletter, 5/2010](#)
- o. [Waverly Sanitary District minutes, 3/9/10](#)
- p. [PWD Radtke, 4/29/10; Recycling program evaluation for the city of Menasha, Winnebago County](#)

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, 4/20/10](#)
- 2. [New Common Council, 4/20/10](#)

"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."

G. CONSENT AGENDA, continued

IT Steering Committee, 4/21/10; recommends approval of:

3. Elimination of seven land lines to be replaced with cell phones and “magic jacks”
4. [Proposal from One Communications for telephone services](#)

H. ITEMS REMOVED FROM CONSENT AGENDA

I. ACTION ITEMS

1. [Accounts payable and payroll for the term of 4/21/10 to 4/29/10 in the amount of \\$838,614.72](#)
2. [Petition of Barbara Bisby for special exemption of Section 7-1-6\(e\) of City Code to license and house one more cat than allowed](#)

J. ORDINANCES AND RESOLUTIONS

1. [R-10-10 - A Resolution Appropriating Funds for Steam Utility Shut Down Expenditures](#)

K. APPOINTMENTS

1. Mayor’s Reappointment to the Board of Health
 - a. Dorothy Jankowski, 354 Winnebago Ave, for the term of May 1, 2010 to May 1, 2013
2. Mayor’s Appointment to the Police Commission
 - a. [Tony Gutierrez, 1234 Darlene Drive, for the term of May 1, 2010 to May 1, 2015](#)

L. HELD OVER BUSINESS

M. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

N. RECESS TO ADMINISTRATION COMMITTEE AND BOARD OF PUBLIC WORKS

O. CLAIMS AGAINST THE CITY

1. 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. (Update on LaFayette Life Ins. Co., et al. vs. City of Menasha Case No. 4:09CV0064 and Appleton Papers et al. v. George Whiting et al. Case No. 08-CV-00016-WCG)

P. ADJOURNMENT

MEETING NOTICE

Monday, May 17, 2010 - Council Chambers
Common Council – 6:00 p.m.
Administration Committee – 7:00 p.m.
Board of Public Works – 7:30 p.m.

Wednesday, May 19, 2010 – Menasha Library Company E Room
City of Menasha Waterfront Renewal Forum – 6:30 p.m.
(Includes presentation on Gilbert site redevelopment plans)

CITY OF MENASHA
ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
April 20, 2010
MINUTES

A. CALL TO ORDER

Meeting called to order by Clerk Galeazzi at 7:10 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Alderman Roush, Taylor, Wisneski, Langdon, Hendricks, Zelinski, Englebert, Benner.

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Stanke, DPW Radtke, C/T Stoffel, PRD Tungate, Clerk Galeazzi, and the Press.

C. MINUTES TO APPROVE

1. Administration Committee, 4/5/10

Moved by Alderman Englebert, seconded by Alderman Benner to approve minutes.
Motion carried on voice vote.

D. ACTION ITEMS

1. Election of Chairman

Clerk Galeazzi opened the floor for nominations for the position of Chairman of Administration Committee.

Moved by Alderman Taylor, seconded by Alderman Benner to nominate Alderman Wisneski as Chairman of Administration Committee.

Having no other nominations, Clerk Galeazzi closed the nominations.

Hearing no objection, the Clerk cast a unanimous ballot for Alderman Wisneski as Chairman of the Administration Committee.

Chairman Wisneski took over the meeting.

2. Election of Vice-Chairman

Chairman Wisneski opened the floor for nominations for the position of Vice-Chairman of Administration Committee.

Moved by Alderman Hendricks, seconded by Alderman Taylor to nominate Alderman Roush as Vice-Chairman of Administration Committee.

Having no other nominations, Chairman Wisneski closed the nominations.

Hearing no objection, the Clerk was instructed to cast a unanimous ballot for Alderman Roush as Chairman of the Administration Committee.

3. Appeal of Denial of Operator's License – Chris Fiedler

Chairman Wisneski asked if Mr. Fiedler was present.

Moved by Alderman Taylor, seconded by Alderman Englebert to hold this item.
Alderman Taylor said Mr. Fielder contacted him and said he was not able to attend the meeting.

The item was held.

4. R-10-10 A Resolution Appropriating Funds For Steam Utility Shut Down Expenditures

C/T Stoffel explained the funds earmarked in the 2010 budget for shut down expenditures for the Steam Utility will be used up in April. There is a shortfall of approximately \$650,000. He explained which accounts the funds will be coming from.

CA/HRD Captain explained part of the settlement with U.S. Paper Mills included outstanding invoices for steam acquired during the months of September and October, 2009. This added to the shortfall of funds for shut down expenditures.

Moved by Alderman Hendricks, seconded by Alderman Benner to recommend approval To Common Council.

Motion carried on voice vote.

E. ADJOURNMENT

Moved by Alderman Hendricks, seconded by Alderman Zelinski to adjourn at 7:27 p.m.
Motion carried on voice vote.

Respectfully submitted by
Deborah A. Gaieazzi, WCMC
City Clerk

CITY OF MENASHA
Board of Public Works
Third Floor Council Chambers
140 Main Street, Menasha
April 20, 2010
MINUTES

A. CALL TO ORDER

Meeting called to order by DPW Radtke at 7:28 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Alderman Roush, Taylor, Wisneski, Langdon, Hendricks, Zelinski, Englebert, Benner.

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Stanke, DPW Radtke, C/T Stoffel, PRD Tungate, Clerk Galeazzi, and the Press.

C. MINUTES TO APPROVE

1. April 5, 2010

Moved by Alderman Englebert, seconded by Alderman Hendricks to approve minutes.
Motion carried on voice vote.

D. ACTION ITEMS

1. Election of Chairman

DPW Radtke opened the floor for nominations for the position of Chairman of Board of Public Works.

Moved by Alderman Hendricks, seconded by Alderman Roush to nominate Alderman Taylor as Chairman of Board of Public Works.

Having no other nomination, DPW Radtke closed the nominations.

Hearing no objection DPW Radtke instructed the clerk to cast a unanimous ballot for Alderman Taylor as Chairman of Board of Public Works.

Chairman Taylor took over the meeting.

2. Election of Vice-Chairman

Chairman Taylor opened the floor for nominations for the position of Vice-Chairman of Board of Public Works.

Moved by Alderman Hendricks, seconded by Alderman Zelinski to nominate Alderman Langdon as Vice-Chairman of Board of Public Works.

Having no other nomination, Chairman Taylor closed the nominations.

Hearing no objection Chairman Taylor instructed the clerk to cast a unanimous ballot for Alderman Langdon as Vice-Chairman of Board of Public Works.

E. ADJOURNMENT

Moved by Alderman Wisneski, seconded by Alderman Hendricks to adjourn at 7:30 p.m.
Motion carried on voice vote.

Respectfully submitted by
Deborah A. Galeazzi, WCMC
City Clerk

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

**CITY OF MENASHA
BOARD OF HEALTH
Menasha Health Department
316 Racine Street, Menasha**

03-10-2010

MINUTES

- A. Meeting called to order by Chairman C. Rusin at 8:05 AM.
- B. Present: Candyce Rusin, Dorothy Jankowski, Dr. Teresa Shoberg, Lori Asmus, Susan Nett
Also Present: City Sanitarian Todd Drew RS
- C. MINUTES TO APPROVE
 - 1. Motion to approve February 10, 2010 minutes made by L. Asmus and seconded by D. Jankowski. Motion carried.
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
 - 1. February 2010 Communicable Disease Report distributed and discussed. C. Rusin questioned the number of Hep C cases. S. Nett explained there is an increase in the number of Hep C cases statewide and is being seen locally as well. Most of those diagnosed have a history of IV drug abuse.
 - 2. H1N1 Vaccine Update---To date, the health department has administered 3978 doses of H1N1 vaccine. There is another clinic scheduled for today. S. Nett commended the staff of the health department for their efforts in targeting at risk populations. Vaccines were administered by staff and volunteers. The health department did not need to contract with any agency for vaccinators.
 - 3. I3 Stimulus Finding – S. Nett discussed the projects to be completed using the immunization stimulus funding. The major initiatives will be school based clinics for required vaccines and adult immunizations for disparate populations.
 - 4. Part Time Grant PHN Position—the department recently hired a part time nurse completely funded by grants. The position will only continue if there is grant funding to support it in the future.
 - 5. H1N1 Grant Funds – the grant funds allocated for the public health emergency response efforts need to be expended by July 31, 2010. The department continues to hold H1N1 clinics and will also use the remaining funds to purchase supplies that need to be replaced as well as a portable copier to be used at future mass clinics.
 - 6. Community Needs Assessment – Every 5 years the department is required to update its community needs assessment. This is the end of year five. Planning has begun to do a community needs assessment in conjunction with the Appleton and Neenah Health departments and Affinity and Thedacare health systems. The

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Board of Health Members: Dorothy Jankowski, Lori Asmus, Susan Nett, Candyce Rusin, Theresa Shoberg

results of the needs assessment will become part of the United Way's Life Study for 2011.

7. Seasonal Flu – S. Nett shared the plan for distribution of seasonal flu vaccine for children for this coming fall using a mass clinic setting at one of the schools. This would be free for those through 18 years of age.

E. ACTION ITEMS

1. Review Agent of the State – DHS Fees 2010-11. Sanitarian Drew presented the proposed fees for the license period 7-1-10 to 6-30-11. The fee increase is 2% except for re-inspection fees which will increase \$50 for each category. The increase will set fees comparable to surrounding communities. T. Drew explained the need to raise the re-inspection fees to gain compliance when there are significant violations not being addressed and to be comparable to the state re-inspection fees. L. Asmus questioned how many establishments have issues with noncompliance of critical violations. T. Drew responded 2 or 3 and further related that these are repeat critical violations which may get corrected but then are found again on subsequent routine inspections. C. Rusin questioned why the not for profit temporary fee wasn't increased. T. Drew responded that with the pre-training required, his time has decreased for the inspection and the current cost is adequate. T. Drew also explained the new fees for pre-inspection of new water attractions stating that he now has to do more during the pre-inspection to meet commerce codes and this will cover his costs to review plans and do site inspections. T. Drew also requested a fee structure for hotel/motels etc. citing that even though we don't have those facilities in Menasha, if one were to open here we would have no fee structure in place and these are all part of the agent contract. Motion to recommend for approval to the common council made by T. Shoberg and seconded by D. Jankowski. Motion carried.
2. Review Agent of the State – DATCP Fees 2010-11. Sanitarian Drew presented the proposed fees for the license period 7-1-10 to 6-30-10. The fee increase is 2% except for the re-inspection fees which will increase \$50 for each category B and C. L. Asmus questioned why Category A wasn't also increased. T. Drew responded the current fee is adequate for that size establishment to gain compliance on critical violations. Motion to recommend for approval to the common council made by L. Asmus and seconded by T. Shoberg. Motion carried.
3. Review Tattoo Parlor/Body Piercing Establishment Fees – 2010-11. Sanitarian Drew presented the proposed fees for 7-1-10 to 6-30-10. Proposed fee increase is 2%. T. Drew is also recommending adding a re-inspection fee. Currently there are no operating tattoo parlors in the city. Motion to recommend for approval to the common council made by D. Jankowski and seconded by L. Asmus. Motion carried.
4. Review Manufactured Home Park Fees – Dept. of Commerce 2010-2012. Sanitarian Drew presented the proposed fees for 7-1-10 to 6-30-12. This is a 2 year license. Part of the fee is pass through monies for the Department of Commerce. C. Rusin questioned if there have been critical violations noted during

the inspections. T. Drew responded no. Motion to recommend for approval to the common council made by D. Jankowski and seconded by L. Asmus. Motion carried.

F. HELD OVER BUSINESS

1. None

G. ADJOURNMENT

1. Motion to adjourn at 9:05 made by D. Jankowski and seconded by L. Asmus. Motion carried. Next meeting April 14, 2010.

Submitted by Susan Nett

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

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

**March 11, 2010
7:45 AM**

MINUTES

A. CALL TO ORDER

Meeting called to order at 7:47am

B. ROLL CALL/EXCUSED ABSENCES

Present: Joyce Klundt, Roy Rogers, Bob Jankowski, Sue Nett, Mary Lueke, Sue Steffen, Sylvia Bull, Lee Murphy, Jean Wollerman

C. MINUTES TO APPROVE

1. February 11, 2010

D. REPORT OF DEPT HEADS/STAFF/CONSULTANT

1. Senior Center Supervisor – (A) The N/MYMCA & Menasha Senior Center program directory, published by Women Magazine (Leslie Asare) gratis, is now available. S. Bull asks all committee members to assist in the distribution of this directory. (B) A presentation, "Mary Lincoln's Story", is scheduled at MSC on June 10. It is a story told through the words of her sister, Elizabeth Todd, portrayed by a native of Oshkosh, WI (C) The "Senior Chatter" has 10 advertisers. (D) The Memory Heart Tree project contributed \$87.00 (does not include cost of ornaments). (E) S. Bull presented the information on the WASC Spring one-day workshop scheduled for April 29 in Stevens Point. Those interested in attending should contact Sylvia. (F) March schedule includes: Chair Massage, Urine Screening, and a Luck of Irish Bingo Party (we have two sponsors); April's schedule is filled with presentations and proves to be a busy month.

E. DISCUSSION

1. **2010-2011 Plans** – S. Bull announced her plans to retire in July, 2010. S. Nett said the job description for supervisory position is being rewritten and the ad will be in the newspaper April 25. It is hoped that there will be some time allotted so S. Bull will be able to train the new person.
2. **MSC Brochure** – S. Bull wanted direction from the committee regarding a new brochure for the senior center; purpose, style, time frame, etc. Should the new person take on this project? It was noted that there are many things to discuss before making a decision. Motion made to continue this discussion at the April meeting made by B. Jankowski, seconded by J. Klundt. Carried.
3. **WiFi/Renters** – A renter at MSC has asked if they could use MSC's WiFi capabilities at the center during one of her rental days. She wants to train her leaders and would do so

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by using a Web cast. Currently only seniors who bring in their lap tops during the week day can access WiFi (MSC provides them with a password). S. Bull contacted the City's IT dept manager for his thoughts. His reply was no with the following three reasons: 1) *the credentials for access would have to be changed for each renter for security reasons.* 2) *By offering it as an inclusion in the rental contract there is an expectation of service relating to connectivity. In short, if they cannot connect, who are they going to call?* 3) *The renter would have access to ANY site on the Internet. This could be a liability to the City if illegal activity is conducted by the renter via the Wireless connection.* We made an appeal considering the good experience and reputation of this renter. The IT Depts. decision did not change. The Committee on Aging members felt that this is a topic that needs further study and discussion. S. Bull was asked to invite Jeff Lacey, the City's IT Manager, to next month's committee meeting for further inquiry and discussion.

F. HELD OVER BUSINESS

1. MSC Memorial Account – the committee asked for a clearer understanding of MSC's memorial account and its purpose (just what the monies can be used for). S. Nett said that the funds can be used for an item of substance that would serve all seniors over a long period of time, not necessarily a new building project, for example, but something that would get regular use by many participants over time. Committee members feel that an explanation of the Memorial Account should be publicized in the *Senior Chatter* and directed S. Bull to do so.

G. ADJOURNMENT

Motion made to adjourn made by L. Murphy, seconded by R. Rogers. Carried.

**City of Menasha
Information Technology Steering Committee
Gegan Room
Menasha Public Library
Wednesday April 21, 2010
8:15 A.M.
Minutes**

A. Call to Order

Meeting called to order at 8:17 AM by CHAIRMAN Wisneski.

B. Roll Call/Excused Absences

Present: CHAIRMAN Wisneski, COMP Stoffel, HR Specialist Taubel, ITMgr Lacey, PHA Fritz, PO Zemlock and PP Kester

Also Present: MAYOR Merkes, ALD Roush, ITSupv James, PHD Nett and Mr. Larry Schmitz of Common Sense Solutions LLC.

C. Minutes to Approve – Approval of Minutes of February 17, 2010 IT Steering Committee meeting.

Motion by ITMgr Lacey, seconded by PP Kester to approve the minutes of the February 17, 2010 IT Steering Committee meeting as submitted. HR Specialist Taubel opined that the second paragraph of Section F. was incorrect. If an employee should perform work at home for the City, which was not authorized, using their computer, they must be paid overtime and are subject to discipline. Mr. Schmitz and COMP Stoffel took issue with that statement explaining their reasoning. After further discussion, the original motion was amended to remove the second paragraph from Section F. and approve the remaining minutes. Motion carried.

**D. Public Comments on any matter of concern to this Agenda
(Five (5) minute time limit for each person)**

ALD Roush inquired if hard drives on copiers are destroyed when removed from City service and sent to a recycler. ITSupv James stated that to date none of the City's copiers that were removed from service were equipped with hard drives. When that does happen, the drives will be removed and destroyed before being sent on to the recycler.

E. Report of Department Heads/Staff/Consultants – Committee monthly update on status of projects/operations/costs

ITMgr Lacey reviewed with the Committee the monthly status report for the IT Department. The budget is in line with projections, Office 2007 is being deployed and training is ongoing, although some employees have fallen behind on the training schedule. ITMgr Lacey and Mr. Schmitz are working on the charge-back system for IT and could have it ready for this year's budget discussions.

ITMgr Lacey also displayed an AMAZON KINDLE, which is an e-reader that might be the answer to going paperless for City Council packets. It is in the testing stage now and he hopes to bring it to the Common Council meeting in May for a demonstration.

All patrol officers now have their own logins, moving away from the generic login they used in the past. ITMgr Lacey also spoke to the Committee about the changes coming from HTE in the next few months.

F. ACTION ITEMS – (1) Proposed phone system cost saving measures and contract proposals recommendations

ITSupv James provided the Committee with quotes from three phone service providers bidding on then City telephone contract which runs out this year. ITSupv James explained his reasoning as to why he was recommending One Communications for the new contract extension. He also explained how he could achieve additional savings by using cell phones and "magic jack" to replace existing land lines in some locations. Motion by ITMgr Lacey, seconded by COMP Stoffel to recommend to the Common Council elimination of seven land lines to be replaced with cell phones and "magic jacks" for a savings of approximately \$2,000 per year. HR Specialist Taubel questioned if the savings would compensate for the additional administration necessary for the change. ITSupv James agreed that there will be some additional administrative duties in choosing this path, but it is the right thing to do. It is the Information Technology Department's mission to keep the City in the forefront of technological change. Motion carried.

Motion by ITMgr Lacey, seconded by COMP Stoffel to recommend to the Common Council to accept the proposal from One Communications for telephone services at a savings of \$6,000 annually from the current billed charges. Motion carried.

ACTION ITEMS – (2) Committee update on status of employee INTRANET by Human Resources Department

HR Specialist Taubel reviewed with the Committee her work on creating an INTRANET page on the City's website. This page will become the City Employees home page so that any announcements will be on their screens first thing in the morning. Not all employees use a computer on a daily basis so older computers will be deployed in Public Works and Parks and Recreation for those employees to access. Although there are various forms and documents out there now, the project is still in development and the Committee will receive updates as needed.

ACTION ITEMS – (3) Committee discussion and action of City Departments/employees use of social networking sites such as "Facebook", "MySpace", "Twitter", etc.

ITMgr Lacey opened the discussion noting that the Police Department has a "Facebook" site but that the City should create rules and policy on who can go on "Facebook" during normal business hours. Right now only PO Zemlock should be allowed to go to that site during business hours. A copy of a policy from the State of North Carolina has been passed around as being a starting point. PHD Nett stated that the Public Health Department at Winnebago County had been trained by County IT staff on how to use it and the State Division of Health is encouraging its use because they are seeing positive results from the under thirty population.

The Committee then went on to discuss which Departments could benefit from "Facebook". This is a tool to provide branding and is a gateway to the City. Departments should have specific goals for using this tool such as the Police Department which uses it to focus on crime prevention. And they should have someone committed to maintaining this page. PHD Nett stated that the Senior Center wants to have a "Facebook" page. She was asked to find out why this is important and how it will be maintained and bring that information back to the Committee. MAYOR Merkes also questioned if the IT Steering Committee is the right venue for managing this project. He stated that he and the Community Development Department are really the only people involved in branding for the City and maybe a small sub-committee would be better. Mr. Schmitz responded that it might work out fine at the start when going onto "Facebook" but if something goes wrong, most likely the IT Department staff will have to get involved. It would be more efficient to have them involved at the start, not at the end.

It was the consensus of the Committee that this area still needs a lot of work. ITMgr Lacey will be working on the technical end, MAYOR Merkes and PO

Zemlock will be working on the policy and goals end and hopefully something can be brought back to this Committee in the next couple on meetings.

ACTION ITEMS – (4) Committee discussion and action on next IT Steering Committee meeting date – May 19th, third Wednesday

After discussion, by consensus of the Committee members present, the next Information Technology Steering Committee meeting will be held on Wednesday, May 19th, at 8:15 AM in the Gegan Room of the Menasha Public Library

G. ADJOURNMENT

Motion by HR Specialist Taubel, seconded by ITMgr Lacey to adjourn. Motion carried. Meeting adjourned at 10:10 AM.

Respectfully submitted,

Thomas Stoffel
Committee Secretary

DRAFT
MINUTES OF REGULAR MEETING
ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES
April 15, 2010

Call to order at 4:01 p.m. by President Enos

Present: Carlson, Derouin, Eisen, Enos, Nebel, Werley, Wicihowski, Wisneski

Also present: Director Saecker, K. Seefeldt (Administrative Assistant)

Public Comment

Joyce Schoepel, a Menasha representative on the Winnefox Board, recently expressed concerns regarding the Library Board's response on their Annual Report to the state pertaining to the effectiveness of the services being provided by the Winnefox Library System. She encouraged the Board to limit their comments to the quality of the services in the future and discouraged them from using this venue to express opinions relative to the system's dual director position.

Authorization of Bills

1. **Motion** to authorize payment of the April bills from the 2010 budget by Carlson, seconded by Werley and carried unanimously.

Consent Business

2. Approve minutes from the Library Board meeting of March 18, 2010.

3. Accept minutes of the Policies and Personnel Committee meeting of March 12, 2010.

Eisen requested that policy manual chapters IV and V be identified as follows in the Committee meeting minutes: Chapter IV Services and Facilities and Chapter V Patron Behavior.

Motion

Motion to approve the minutes of the Library Board meeting of March 18, 2010 as presented and accept the minutes of the Policies and Personnel Committee meeting of March 12, 2010 as amended by Werley, seconded by Wisneski, and carried unanimously.

Director's Report/Information Items

4. Statistics. We saw a reduction of 2.8% overall in lending compared to March 2009. Adult usage increased by 2.4% while children's usage decreased 8.9%. It was noted that children's lending is still well above what it was two years ago before we began our successful *1000 Books Before Kindergarten* program. Director Saecker plans to discuss ideas for increasing circulation with the Children's Department.
5. Retained Earnings in Endowment Report. The retained earnings line in the Endowment Report is generated automatically by the QuickBooks software that is being used and has no impact on our funds. Eisen requested that the report format be discussed further at the next Investment Committee meeting.
6. Battery Bill. The invoice from Interstate Battery that appeared on last month's list of bills was for a battery for the back-up sump pump in the air handler room in the basement.

7. Library Budget Process. Director Saecker created a document as a reference tool for Board members which lists the months of the year where budget steps usually occur. She emphasized that these were approximations. This document will be included in the Board's May meeting packet.
8. Winter Reading Program for Teens and Adults. The adult winter reading program was held in February. Participants completed forms for weekly drawings. A total of 453 entries were counted. This was down from last year's entry total of 578.

Discussion/Action Items

9. Roll Over Funds. The Library has a roll over amount of \$25,068. Director Saecker recommended that we purchase two machines that would eliminate excessive physical strain on staff as materials are desensitized in the checkout process. The cost would be \$10,000 per machine. She proposed that the remaining \$5,068 be put into a capital fund for replacement of a portion of the library's roof. Discussion ensued. There was a consensus to refer the matter of the remaining \$5,068 to the Building and Grounds Committee for their review and consideration. The Board recommended that our building supervisor continue to investigate the availability of grant funds for the roofing project and that he consult with the School District's building supervisor on this. Nebel noted that the Finance Committee planned to discuss the future needs and priorities of the library at their April 26th meeting.

Motion

Motion to approve approximately \$20,000 for the purchase of two scanners for the health and welfare of library employees by Eisen, seconded by Carlson and carried unanimously.

10. Policy Correction, Chapter I. One of the changes recommended by Trustee Eisen at the February Board meeting was found to be referencing the wrong statute. Director Saecker requested that Chapter I Introduction, Section D be changed to read "residents of the county."

Motion

Motion to approve the correction to Policy Manual Chapter I, Section D as presented by Carlson, seconded by Derouin and carried unanimously.

11. Policy Changes, Chapters 4 & 5. Sue Werley reviewed recommended changes to Chapter IV Services and Facilities and Chapter V Patron Behavior.

Motion

Motion to approve changes to Chapter IV Services and Facilities and Chapter V Patron Behavior as presented by Carlson, seconded by Wicichowski and carried unanimously.

12. Trustee Essentials #16. Kathy Wicichowski reviewed Trustee Essential #16 on ethics and conflict of interest laws applying to trustees. Gary Wisneski will review Essential #17 on membership in the library system at the May meeting.

Announcements

Werley recommended extending an invitation to Menasha's Winnefox Board representatives to attend a future Library Board meeting. Werley also requested a copy of Winnefox Library System's by-laws.

Staff recognition during National Library Week was a success. President Enos thanked Kathy Wicichowski for delivering treats to staff each day. A thank-you note from staff was passed around for all to read.

Eisen commended the library for their role in featuring authors during the Fox Cities Book Festival. He noted that he was pleased to have been able to attend the staff training session held on April 13.

Adjournment

Motion to adjourn the meeting at 4:50 p.m. by Carlson, seconded by Wisneski and carried unanimously.

Future meeting dates

The next regular board meeting will be held in the Gegan Room on Thursday, May 20, 2010 at 4:00 p.m.

Respectfully submitted,
Paul Eisen, Secretary
Kris Seefeldt, Recording Secretary

Neenah-Menasha Fire Rescue
Finance & Personnel Committee Meeting Minutes
Tuesday, April 27, 2010 – 5:30 p.m.
3rd Floor Council Chambers – City of Menasha

Present: Ald. Wisneski, Zelinski, Stevenson, Hendricks and Ahles.

Excused: Ald. Ramos

Also Present: Chief Auxier, Director Stoffel and Administrative Assistant Theisen

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

Election of New Chair: **MSC Hendricks/Zelinski to nominate Ald. Stevenson as the Chair of the Joint Finance & Personnel Committee, all unanimously voting aye.**

Ald. Stevenson took over as the Chair of the Committee.

Election of Vice-Chair: **MSC Hendricks/Ahles to nominate Ald. Wisneski as the Vice-Chair of the Joint Finance & Personnel Committee, all unanimously voting aye.**

Approval of Minutes: The Committee reviewed the meeting minutes from March 23, 2010. Ald. Zelinski questioned the reason why the time (open burning) on the weekends couldn't be changed so people can burn earlier. Chief Auxier said he was not around when the ordinance was drafted, however, his preference was that it is calmer at night and he would prefer to keep the hours as they are. He also said if anyone wants to change the hours the ordinance would have to be changed in both Cities. Ald. Zelinski also asked regarding one-time permit fees for residency. Ald. Stevenson noted that it was reviewed, however, it would be a lot of the work for the financial end of it and this would also decrease the revenue for both Cities. *Ald Ahles also mentioned keeping this as an annual fee allows us to give them information every year, when they apply for a permit, on the ordinance and this is one more education piece for the public.* Discussion was held on citations for burning violations. Chief Auxier said we now have a system in place to issue a citation with the help of both Police Departments. **MSC Ahles/Hendricks to approve the meeting minutes from March 23, 2010, all voting aye.**

March 2010 Budget Report: The Committee reviewed the March 2010 budget report. **MSC Wisneski/Hendricks to accept the March 2010 budget report and place on file, all voting aye.**

March 2010 Activity Report: The Committee reviewed the March 2010 activity report. **MSC Hendricks/Wisneski to accept the March 2010 report and place on file, all voting aye.**

Additional Body Work for Quint 32: Chief Auxier passed out a memo regarding the additional body work that is needed for Quint 32. The vehicle is currently out of service with previously scheduled body work. As Pierce started the work, they found additional issues. DC DeLeeuw is recommending the additional body work with the exception of finishing the dents on the compartment doors. His reasoning is there is a chance in the future the dents will re-occur due to the equipment storage and this will not affect the functionality of the vehicle by not fixing it. Chief Auxier said this money would be taken out of the maintenance of motor vehicles budget.

NMFR ISO Rating: Chief Auxier said that we were reviewed by ISO and the rating for both Cities have been changed from a Grade 3 to a Grade 2. This is positive for the Cities, as this will decrease the insurance premiums for the commercial sector.

Buoys for Municipal Beach – City of Menasha: Chief Auxier said there was a discussion with Brian Tungate to help with setting and removing the buoys by the municipal beach in Menasha. Radkte Construction was charging the City of Menasha \$4,000 for doing this. Our Department will help with this year to see if we are able to do this on our own and if it works we will continue to do this in the future. This will also save the City money.

Update on Station 36 Grant: Chief Auxier said the Construction Manager for Station 36 has been awarded to Miron Construction. The environmental assessment has been completed and is published for public review for the next 30 days. Once that is completed then Miron Construction can begin the next phase of the construction grant.

MSC Hendricks/Wisneski to adjourn at 6:15 p.m., all voting aye.

Respectfully Submitted,

Al Auxier
Chief

AA/tt

Neenah-Menasha Fire Rescue
Joint Fire Commission Meeting Minutes
April 28, 2010 – 12:00 p.m.
3rd Floor Council Chambers – City of Menasha

Present: Commissioners Nevitt, Keating, Liebhauser, Dionne, Mattes and Wales-Magners

Also Present: Chief Auxier and Administrative Assistant Theisen

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

Election of Chair: **MSC Nevitt/Liebhauser to nominate Commissioner Dionne as the Chair of NMFR's Joint Fire Commission, all voting aye.**

Election of Vice-Chair: **MSC Nevitt/Mattes to nominate Commissioner Keating as the Vice-Chair of NMFR's Joint Fire Commission, all voting aye.**

Commissioner Dionne took over as the Chair.

March 24, 2010 Meeting Minutes: The Commission reviewed the meeting minutes from March 24, 2010. **MSC Liebhauser/Keating to approve the March 24, 2010 meeting minutes.**

March 2010 Activity Report: The Commission reviewed the March 2010 activity report. This is informational only and no action is required.

March 2010 Budget Report: The Commission reviewed the March 2010 budget report. This is informational only and no action is required.

Hiring Process: Chief Auxier said the Department looked at FVTC's program; however, their program will not be completed until mid-November 2010. Our vacancy will be at the end of June. Therefore, to save the Department over \$40,000 of overtime, he would like to permission to develop our own hiring process. He noted that both Mayors have approved moving forward with establishing the eligibility list. Chief Auxier and AC Sipin have been working together to develop a hiring process that includes requirements for the basic position, written test, physical test and from there candidates will be selected to interview with the NMFR Internal Hiring Committee. After that Committee has interviewed candidates then recommendations will be sent to the Fire Commission to interview candidates to establish the eligibility list. Our Department will do the agility test so we can absorb the costs of this versus having an outside agency do this. The cost for the written test is a base fee of \$300 and \$15 for each test plus a scoring fee of \$50 plus 50 cents for each test. **MSC Mattes/Keating to authorize Chief Auxier to proceed with the hiring process, all voting aye.**

Review of Promotional Process: Chief Auxier discussed the potential promotional process for the impending retirement of Captain Shelley. For the Fire Officer position there is educational requirements with some testing and then an internal interview. Drivers promotion would be education requirements, practical skills test and then an internal interview. Once the candidates have been chosen they will be brought to Fire Commission for approval. The Commission found this process acceptable.

The Fire Commission thanked Chris Wales-Magners for serving on the Commission and wished her luck in her future endeavors.

MSC Mattes/Nevitt to adjourn at 12:35 p.m., all voting aye.

Respectfully Submitted,

Al Auxier
Chief

AA/tt

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday March 23, 2010

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

Present: Commissioners Gordon Falck, William Helein, Raymond Zielinski, Dale Youngquist, Tim Hamblin, Kathy Bauer, William Zielinski; Manager Randall Much, Attorney John Thiel, Accountant Roger Voigt.

Also Present: Paul Much (MCO); Mike Sambs (Waverly); Chad Olsen, Tom Kispert (McMahon).

Motion made by Commissioner Raymond Zielinski, seconded by Commissioner Tim Hamblin to approve the minutes of the Regular Meeting of February 23, 2010 and the minutes for the Closed Session of February 23, 2010. Motion carried unanimously.

Correspondence

There was no correspondence to be discussed.

Budget, Finance, Personnel

Accountant Voigt presented the financial statements for the month of February 2010. Operating Fund income is under budget; operating expenses are also under budget. The 2009 audit should be completed and ready for the April meeting. Commissioner Dale Youngquist questioned the amortization of contributions. After discussion, motion made by Commissioner Dale Youngquist, seconded by Commissioner Raymond Zielinski to accept the financial statements for the month of February and place it on file. Motion carried unanimously.

Accountant Voigt presented MCO Invoices #14349, #14378, and #14376 in the amounts of \$119,150.00, \$576.25 and \$21.18. After discussion, motion by Commissioner Dale Youngquist, seconded by Commissioner Raymond Zielinski to approve for payment MCO Invoices #14349, #14378, and #14376 and to pay the invoices after April 1, 2010. Motion carried unanimously.

Accountant Voigt presented the Accountants Report for the month of February. MCO generated \$2,711 in income to the Commission in February. After discussion; motion by Commissioner Raymond Zielinski, seconded by Commissioner Dale Youngquist to accept the Accountants Report for the month of February 2010. Motion carried unanimously.

Accountant Voigt presented for payment McMAHON invoices #50886 and #50887 in the amounts of \$550.50 and \$5,708.75. After discussion, motion by Commissioner Raymond Zielinski, seconded by Commissioner Gordon Falck to approve for payment invoices #50886 and #50887. Motion carried unanimously.

Operations, Engineering, Planning

Manager Much presented and discussed the operating report for the month of February 2010. The facility is operating well. Staff has begun a phosphorous removal study; current effluent limits are at 1.0 mg/l while proposed limits will change to 0.2 mg/l. In the first two weeks of the trial, we have been able to achieve results slightly below the proposed phosphorous limit. In past years, the effluent phosphorous during the late summer months is higher than current levels. It is not known if the proposed limit can be met during this higher phosphorous discharge period. Commissioner Dale Youngquist reported to the Commission he looked into the issue of higher suspended solids in the Town of Menasha that was discussed in the February meeting. Town staff had no explanation for the increase; they will begin sampling to try to locate the reason for the increase. After discussion, motion by Commissioner Raymond Zielinski, seconded by Commissioner Tim Hamblin to accept the operating report for the month of February 2010. Motion carried unanimously.

Manager Much presented and discussed the Agreement for Professional Services from McMahon to perform a GIS Assessment/Pilot Study for a fee of \$3,500. This service would be a pilot study on the implementation of a GIS system for one piece of equipment or unit process at the NMSC. This pilot study would also be used to develop the model which would be used by the Commission and would also aid in the pricing and the developing of future layout plans. After discussion, motion made by Commissioner Tim Hamblin, seconded by Commissioner Kathy Bauer to approve the Agreement for Professional Services with McMahon to provide a GIS Assessment/Pilot Study at a fee not to exceed \$3,500. Motion carried unanimously.

Tom Kispert from McMahon discussed with the Commission the Proposal Agreement for Professional Services for Wastewater Treatment Facilities Facility Planning. At the February meeting a preliminary outline for facility planning was presented to the Commission. McMahon has now formalized the preliminary outline and has presented it into a Proposal Agreement. Commissioner Tim Hamblin questioned the method to be used to present this to the contract users and to the public. It was also suggested a letter should be sent out today to the contract users explaining why the process is occurring and the timetable for the process. The letter to be sent out should be signed by the Commission President. The contract users will be needed to help provide information to complete the planning; letters will be sent out and required public hearings will be held. The schedule needed to complete the process consists of: completing the facility plan and submitting to the DNR for approval; completing the design phase and submitting to the DNR for approval; and then the construction phase. The goal is to wrap up the planning phase by September; the DNR requires 90-days to review. This would put the facility planning to be completed by the end of this year. After discussion, motion made by Commissioner Dale Youngquist, seconded by Commissioner Raymond Zielinski to approve and authorize the Commission President to execute the Proposal Agreement for Professional Engineering Services for Wastewater Treatment Facilities Facility Planning with McMahon at a time and expense fee not to exceed \$98,000. Motion carried unanimously.

Manager Much reported to the Commission on the 230kW Biogas engine. The engine is running smooth; there is a problem with one heat exchanger. There will be a HVAC person coming to solve the problem.

McMahon Projects. Chad Olsen reported there is no new information to report on the plant evaluation and control system design; these items can be removed from the agenda now with the approval of the Facilities Planning Agreement.

Old Business

Interceptor ownership. Manager Much reported that he has no new information to report at this time.

Biosolids Management. Chad Olsen reported an individual is raising issues about the possibility of a storage building being built on landfill property. We are looking to be pro-active in this situation and sending a letter to this individual. After discussion, motion made by Commissioner Dale Youngquist, seconded by Commissioner Raymond Zielinski to approve sending a joint letter with the City of Oshkosh WWTP addressing the concerns of this individual. Motion carried unanimously. Chad also reported meeting with a hauler west of Neenah and we will be meeting with them again later this week. The Winnebago County solid waste board has expressed interest in what type of financial gain they could be seeing if the storage buildings would be located on the landfill site.

Town of Neenah S.D. #2. There is no new information to report.

Other Business to Legally Come Before the Commission

Commissioner Tim Hamblin questioned if anyone was aware of Senate Bill 442. Chad Olsen and Attorney John Thiel would look further into this Senate Bill.

Motion made by Commissioner Gordon Falck, seconded by Commissioner Raymond 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 the Fox River litigation and pursuant to Wis. Stats 19.85(1)(e) to deliberate concerning negotiation strategy for the purchase of services, real estate or facilities for sludge disposal which may involve the purchasing of public property and competition exists among potential vendors and bargaining reasons require a closed session to best serve the public interest. Motion carried unanimously by Commissioners Raymond Zielinski, Dale Youngquist, William Helein, Kathy Bauer, Gordon Falck, William Zielinski, Tim Hamblin. Meeting entered into closed session at 9:27 am.

After discussions, motion made by Commissioner Dale Youngquist, seconded by Commissioner Kathy Bauer to adjourn the closed session and return in regular open session. Motion carried unanimously by Commissioners William Helein, Raymond Zielinski, Tim Hamblin, William Zielinski, Gordon Falck, Dale Youngquist, Kathy Bauer. The Commission returned to Regular open session at 10:06 am.

Motion made by Commissioner Dale Youngquist, seconded by Commissioner Kathy Bauer to authorize Davis & Kuelthau to release \$450,710.62 from its trust account and return that amount

to the Commission and authorize Davis & Kuelthau to move \$159,359.50 out of its trust account and apply the same to outstanding legal bills. Motion carried unanimously.

Motion made by Commissioner Dale Youngquist, seconded by Commissioner Kathy Bauer to authorize Davis & Kuelthau to take all necessary actions to collect from the insurance carriers as to its outstanding billings and authorize the Commission's legal counsel to assist Davis & Kuelthau as needed. Motion carried unanimously.

Vouchers

Commissioner Gordon Falck questioned who a couple of vendors were that were paid in February. After discussion, motion made by Commissioner Gordon Falck, seconded by Commissioner Dale Youngquist to approve operating and payroll fund vouchers #131502 through #131554 in the amount of \$286,417.95 for the month of February. Motion carried unanimously.

Motion made by Commissioner Dale Youngquist, seconded by Commissioner Gordon Falck to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 10:11 a.m.

President

Secretary

THE NEXT REGULAR MEETING IS SCHEDULED FOR TUESDAY April 27th, 2010.

CITY OF MENASHA
PARKS AND RECREATION BOARD
Memorial Building – 640 Keyes Street, Menasha
April 12, 2010
DRAFT MINUTES

A. CALL TO ORDER

Meeting called to order by Chr. D. Sturm at 6:00 PM.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Chr. Dick Sturm, Ald. Joanne Roush, Ron Suttner, George Korth, Tom Konetzke, Nancy Barker and Lisa Hopwood,

MEMBERS EXCUSED: None

OTHERS PRESENT: PRD Tungate, PS Maas, Mayor Don Merkes, CPO Aaron Zemlock and Kirstyn Kennedy – Youth Liaison to the Board

C. MINUTES TO APPROVE

1. **Minutes of the March 8, 2010 Park Board Meeting**

Moved by G. Korth, seconded by Ald. J. Roush to approve the minutes of the March 8, 2010 Park Board meeting. Motion carried 6-0.

2. **Minutes of the March 29, 2010 Park Board Meeting**

Moved by Ald. J. Roush, seconded by G. Korth to approve the minutes of the March 29, 2010 Park Board meeting. Motion carried 7-0.

D. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

Five (5) minute limit for each person.

1. None

E. REPORT OF DEPARTMENT HEADS/STAFF/ YOUTH LIAISON OR CONSULTANTS

1. **Youth Liaison to Park Board – Introduction of Kirstyn Kennedy**

Kirstyn Kennedy was introduced to the Board. She agreed to be an active member of the Board and will plan to be involved throughout the summer. There is a possibility she may take on specific tasks, but for now she will be an active participant during each Board meeting.

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

PS Maas reported that: new pumpout equipment will soon be installed, restroom water being turned on, gazebo handrails have been repaired, on April 27 the pool will have its final inspection on compliance with the Virginia Graham Baker Act (VGBA), Arbor Day ceremony and planting being planned, handicapped parking stalls and signage will be installed soon. Vandalism on a bench and a broken tree in Jefferson Park, graffiti at Smith Park. \$275.00 estimated total damage.

R. Suttner had some mirrors donated for the Memorial Building; new handrails have already been installed at the Memorial Building. R. Suttner has a lead on donated toilets for the building. He will confer with PS Maas on the type of toilets that are needed. The Memorial Building topic will be placed on the May agenda.

PS Maas mentioned that tree stump removal will be occurring soon. Board members commented on park crew tree trimming techniques.

3. **MHS Fastpitch Club – Batting Cage Report – PRD Tungate**

PRD Tungate reported that the batting cage to be donated by the MHS Fastpitch Club will be installed on the first base side on the West Diamond in Jefferson Park.

4. **JazzFest Representative to Attend May Meeting**

PRD Tungate reported that a JazzFest representative will be at the May Board meeting.

5. **Army Reserve Building Lease and Update– PRD Tungate**
PRD Tungate reported that the Army Corps of Engineers has begun the process of terminating the lease for the Army Reserve Building. However, it was suggested that it still could be a long time before the city is officially contacted.
6. **Regional Park Update – PRD Tungate**
PRD Tungate reported that the offer to purchase land for a regional park was rejected by the landowners. Several questions and options were discussed. Chr. D. Sturm would like a timeline for park acquisition put together. PRD Tungate commented that the consortium of three communities will have to meet to collectively decide the next step. The topic will be placed on the May agenda.

F. DISCUSSION ITEMS

1. **Hart Park Update – CPO Zemlock, PRD Tungate**
CPO Aaron Zemlock distributed a handout outlining steps and ideas for improving user behavior and the Hart Park skatepark and basketball court. For the most part, it seemed a good deal of the problems are not coming from the users themselves, but rather people loitering or just hanging out. A video camera will soon be operational. CPO Zemlock stated that most drug issues center on the basketball court. CPO Zemlock commented that eliminating smoking in the park will be difficult and maybe its best to concentrate on the things we can change or control. CPO Zemlock and PRD Tungate have discussed bringing some park ordinance changes forward.
2. **Parking for Marina Patrons – G. Korth**
G. Korth commented that the Marina parking letter that was recently mailed to all renter. He questioned why changes had to be made along Center Street.
3. **Abby Street Site Update – N. Barker**
PRD Tungate stated that the possibility of WE Energies donating land on Abby Street is off the table at this point. N. Barker mentioned there as a recent discussion at the County level about a possible site for a dog park. This topic will be placed on the May agenda.

G. ACTION ITEMS

1. None

H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

Five (5) minute time limit for each person.

1. The May meeting will be held at Hart Park. Other summer meeting locations will be discussed at the May meeting.

I. ADJOURNMENT

Moved by G. Korth, seconded by T. Konezke to adjourn at 8:11 PM. Motion carried 7-0.

CITY OF MENASHA
PERSONNEL COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
April 20, 2010
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by CA/HRD Captain at 7:31 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Alderman Roush, Taylor, Wisneski, Langdon, Hendricks, Zelinski, Englebert, Benner, Mayor Merkes.

ALSO PRESENT: CA/HRD Captain, PC Stanke, DPW Radtke, C/T Stoffel, PRD Tungate, Clerk Galeazzi, and the Press.

C. MINUTES TO APPROVE

1. [Personnel Committee, 4/5/10](#)

Moved by Alderman Roush, seconded by Alderman Hendricks to approve minutes.
Motion carried on voice vote.

D. ACTION ITEMS

1. Election of Chairman

CA/HRD Captain opened the floor for nominations for the position of Chairman of Personnel.

Moved by Mayor Merkes, seconded by Alderman Zelinski to nominate Alderman Englebert as Chairman of Personnel Committee.

Having no other nomination, CA/HRD Captain closed the nominations.

Hearing no objection CA/HRD Captain instructed the clerk to cast a unanimous ballot for Alderman Englebert as Chairman of Personnel Committee.

Chairman Englebert took over.

2. Election of Vice-Chairman

Chairman Englebert opened the floor for nominations for the position of Vice-Chairman of Personnel

Moved by Alderman Taylor, seconded by Alderman Wisneski to nominate Alderman Zelinski as Vice-Chairman of Personnel Committee.

Moved by Alderman Hendricks, seconded by Alderman Roush to nominate Alderman Benner as Vice-Chairman of Personnel Committee

Having no other nomination, Chairman Englebert closed the nominations.

Motion carried on roll call 5-4.

Alderman Zelinski was declared the Vice-Chairman of Personnel Committee.

E. ADJOURNMENT

Moved by Alderman Roush, seconded by Alderman Hendricks to adjourn at 7:35 p.m.
Motion carried on voice vote.

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



**City Hall Safety Committee Meeting
March 4, 2010
Minutes**

Meeting called to order at 1:20PM.

Present: Tom Stoffel, Kate Clausing, Sylvia Bull, Tasha Saecker, Adam Alix, Sue Nett

Absent: Kristi Heim, Pam Captain, Todd Drew

A. Motion to approve minutes from February 4, 2010 meeting made by T. Stoffel and seconded by T. Saecker. Motion carried.

B. Old Business

1. EOEP update. Maps are in the finishing stages for the public works facility. Memorial Building and Health Department will follow shortly.

2. A summary of findings from the walk-thru at the Memorial Building during the February meeting discussed. A. Alix will continue to work on the areas that still need improvement.

3. The entrance signage is done and just needs to be put in place. A. Alix will do this in the next month.

C. New Business

1. Monthly safety topic distributed. City hall safety topic is on ways to avoid eye strain especially when utilizing a computer all day. Maintenance safety topic for the month is on using respiratory protection when appropriate.

2. No injuries to review. 2009 loss control report from CVMIC reviewed and discussed. Most injuries involve lifting, pushing, pulling and slips and falls. Of the previous five years in the report, 2009 was low in workers comp injuries. S. Nett will bring the 2009 loss control summary report to the next meeting.

3. The majority of committee members did not have time to review the revisions to the safety manual. This item will be held for the next meeting.

4. Committee members discussed scheduling evacuation drills for 2010. A fire drill will be done both at the library and city hall unannounced sometime during the early part of May or during the month of June.

D. Training

1. Difficult Customer/Diversity Training is scheduled for April 8 and 21 with two sessions each day, 8:30 and 10:30. Information on sign up will be coming out soon. T. Saecker mentioned the Company E room needs to be reserved yet for the training.

2. The fire department is willing to do fire extinguisher training again this year if we would like. S. Nett will check with T. Drew to see if the recommendation for this training is yearly or every other year.

E. Motion to adjourn at 1:57 made by S. Bull and seconded by K. Clausing. Motion carried.

**CITY OF MENASHA
SUSTAINABILITY BOARD
1st Floor Conference Room
140 Main Street, Menasha**

DRAFT

Tuesday, April 20, 2010

Minutes

A. CALL TO ORDER

Meeting called to order at 6:35 by Chairperson Linda Stoll

B. ROLL CALL/EXCUSED ABSENCES

Present: Becky Bauer, Roger Kanitz, Sadie Schroeder, Linda Stoll, Kathy Thunes, Chris Bohne,
Mike Dillon

Excused: Trevor Frank, Jill Enos

Also Present: CDD Greg Keil, Earl Gustafson, Ed Kassel

C. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE SUSTAINABILITY BOARD

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

No one spoke.

D. MINUTES TO APPROVE

1. Sustainability Board minutes, 3/16/10

Motion made by Roger Kanitz and seconded by Chris Bohne to approve minutes of 3/16/10

Motion carried.

E. COMMUNICATIONS

1. Global Conservation Act – Linda Stoll Linda reported that she had received an email from Alderman Roush alerting her to the proposed act. Linda did not have time to fully evaluate the proposals contained in the act, and requested that this item be placed on the next Sustainability Board agenda.

2. Kathy Thunes distributed information concerning the availability of the St. John's convent for potential use by a nonprofit housing organization.

F. DISCUSSION ITEMS

1. Open meetings law requirements as related to Board member interactions Greg Keil reviewed the open meetings law summary prepared by the League of Municipalities. Board members had many questions concerning the law's applicability as related to information sharing. There was consensus to invite the City Attorney to the next Board meeting for clarification.

2. Leadership in Energy and Environmental Design (LEED) information - Chris Bohne
Chris presented an overview of the recently upgraded LEED for Existing Buildings and Green Building Operations and Maintenance Reference Guide. Chris stated that the City of Appleton is saving an estimated \$300,000 per year as a result of following these guidelines. Board members discussed potential application of these standards to City of Menasha municipal buildings.

3. 2010 Work Program/Project Planning
 a. Comments from Linda Stoll

Board members discussed priorities including:

- Completion of Baseline Energy Audit
- Continuation of Department Head/Supervisor training on sustainability practices
- Conducting a sustainability review of municipal ordinances, operations and practices
- Incorporating sustainability goals into the Comprehensive Plan
- Creating a means of measuring progress on sustainability initiatives
- Completion of the First Impressions program
- Maintaining/enhancing the Farm Fresh Market

Greg Keil is to compile a preliminary listing of city ordinances and related practices that should be assessed against sustainability goals for improving operations and outcomes.

b. Comments from Jill Enos

This item was held as Jill was not able to attend this meeting.

4. Home and building energy conservation initiatives. (See Discussion Item 7)

5. Sustainability Board input on Comprehensive Plan Review

Roger Kanitz proposed that the Comprehensive Plan be amended to incorporate goals for reduced energy consumption.

Motion made by Roger Kanitz and seconded by Mike Dillon to recommend to the Plan Commission that goals for sustainable municipal practices be incorporated into the comprehensive plan.

The motion carried.

6. "Do not mail" resolution

Sadie Schroeder summarized the Forest Ethics position supporting the adoption of a "Do Not Mail" resolution. Earl Gustafson from the Wisconsin Paper Council commented on the paper industry's interest in this topic as it relates to potential impacts on the industry he represents. Earl offered to provide information supporting the industry's point of view for the Board's consideration at its next meeting.

7. Biggest Loser Energy Conservation Challenge – Roger Kanitz

Roger reported that he had been working with Larry Roth, who originated an effort to promote a residential "Biggest Loser" competition as related to residential energy consumption. A meeting was held with Menasha Utilities to discuss implementing such a program in the city. This effort is to be continued.

G. ACTION ITEMS

1. Resolution supporting "Active Community Transportation Act of 2010" (Rails to Trails campaign)

Greg Keil summarized the provisions of the act that if adopted, will create funding opportunities for enhancing walking/bicycling/transit facilities in communities.

Motion made by Kathy Thunes and seconded by Roger Kanitz to recommend Active Community Conservation Act 2010 to the Common Council.

Motion carried.

2. Set next regular meeting date

Next meeting set for May 18, 2010

H. REPORT OF COMMISSIONERS & STAFF

1. Valley Transit Update (Roger Kanitz)

Roger reported on ongoing efforts as related to the authorization of Regional Transit Authority legislation.

2. Department TNS presentations/Sustainability training

DRAFT

3. Safe Routes to School update

Kathy Thunes stated that bike helmets are to be offered as part of the Bike to Work Week promotion.

4. Rain Garden demonstration project update

Becky Bauer offered to have High School students involved in the planting of the rain garden. The date is to be determined.

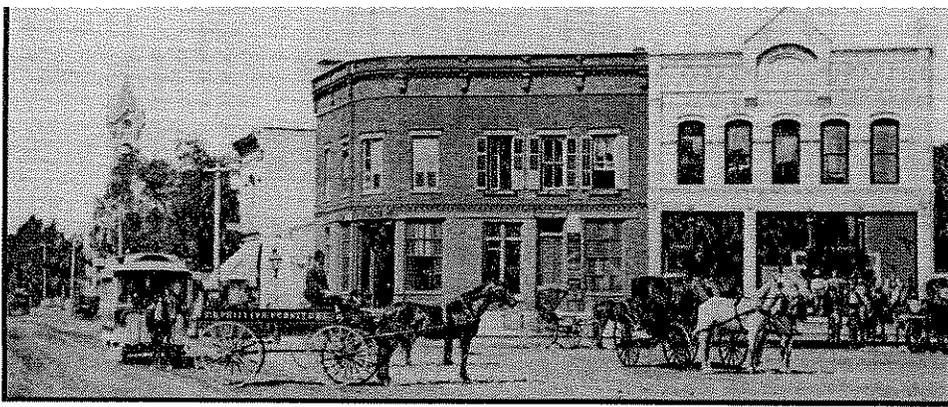
5. Office of Energy Independence Energy Efficiency & Conservation Block Grant update

Greg Keil reported that the City of Menasha was awarded \$208,000 for HVAC upgrades at the Public Protection Facility and for street lighting efficiency upgrades.

I. ADJOURNMENT

Motion made by Mike Dillon, seconded by Roger Kantiz to adjourn at 8:45PM.

Minutes respectfully submitted by Community Development Director Greg Keil



MENASHA CITY SQUARE 1888

MENASHA HISTORICAL SOCIETY
MAY NEWSLETTER
2010

LOOKING BACK

We were delighted to have Peter Anderson, relative of the Weinandt family Waverly Beach owners, speak to us and show us copies of years of advertising for Beach activities. He had researched and copied newspaper notices from the early 1900's up to the end of the Beach era. It was surprising to see the number of "Big Bands" which appeared at Waverly in the past. Thank you, Peter, we all enjoyed reliving our memories of that exciting place.

LOOKING AHEAD

Thursday, May 13, society members will be taking our annual spring tour. We will be heading south to Oshkosh for a guided tour of the county courthouse. Have you ever wondered where to find a birth or death certificate? Where does child support go? What does a courtroom look like? We will tour the sheriff's department in their new building and view the 911 system, view armored vehicles and the inside of a squad car and more. Following this we will gather for lunch at Primos. (This will be "Dutch Treat")

To do all this we will carpool and leave the Memorial Building PROMPTLY at 9:00 AM. Nancy will distribute maps. We will take County Highway A along beautiful Lake Winnebago. We may run into road repair but Nancy will guide us the best way possible with the latest road information. Hope you can join us then.

NEW AND OLD BOARD MEMBERS

It pleases us IMMENSELY to announce that we have three new Board members, all males. Thanks to Paul Brunette, Dick Loehning, and Tom Konetzke for saying "yes" when they were asked to serve on our Board. Congratulations and welcome to you three. We're so happy to have you join us.

We wish to thank retiring Board members who have served us faithfully for a number of years. They are Mary Jane Van Lieshout, Rosalie Terry and Jack Hammett. Their interest, time, and input are appreciated. Thanks, too, to member Bob Beachkofski for all his time and interest. We expect to see all of you in the future as a part of our organization. We need you and your special talents.

MAY IS PRESERVATION MONTH

May is State Preservation Month. Sunday, May 23, the Memorial Building will be open between the hours of 1:00 and 3:00 PM. The caboose will be open for tours. Nancy Barker will give a talk on the history of Menasha at 1:00 and 2:00 PM., Guides will point out the society's acquisitions and displays and there will be tours and history of the Isle of Valor.

DOTY ISLAND RUMMAGE SALE

Our society will again take part in the Doty Island rummage sale on Saturday, June 19 from 8:00 AM to noon. Bring your "goodies" to the Memorial Building any Monday between now and June 19th between the hours of 9:00 AM and 12:00 noon. If you have any questions call Nancy Barker at 725-1441.

SUMMER

This is the last newsletter until late August. We hope you will have a busy, healthy, but restful summertime. Remember the Menasha Historical Society Museum and Resource Center is open every Monday from 9:30 to 12:30. We can always use a helping hand. There will also be summer activities in the park. Watch for newspaper announcements and take part. Watch for your September newsletter to arrive in late August to welcome you back. See you in September.

REMEMBER

During the summer, as you clean up your attic or basement, be on the lookout for treasures from the past which reflect Menasha's history. The Historical Society is a good place to help you save and remember your childhood or that of your grandparents. Why not share them with your community?

DID YOU REMEMBER?

Menasha built its new swimming pool at Jefferson Park?
You couldn't leave your yard because of the polio curfew?
Your family finally got your first black and white television set?
The Recreation Dept. "show wagon" appeared in your park and you appeared on stage?
Music playing on a cart announced the arrival of the "ice cream man"?
Your mom made you take swimming lessons, tennis lessons, and baseball?
Wasn't this supposed to be summer ?
Oh, well. There's always Boys Brigade Camp at Onaway!

- PROPOSED MINUTES -

WAVERLY SANITARY DISTRICT

March 9, 2010

District Office - N8722 County Rd. LP

The meeting was called to order at 8:30 a.m. by Commissioner Helcin.

Present: Commissioner Helcin (WCH)	System Operator Krueger (RWK)
Commissioner Fulcer (LJF)	System Operator VanZceland (TGV)
Commissioner Samb's (MLS)	System Operator Dornfeld (DWD)
Engineer Martenson (SCM)	Office Mgr. Girdley (CMG)
	Admin. Asst. Hallock (SAH)

Approval/acceptance of the 2/09/10 Meeting Minutes was accomplished with LJF's motion and MLS' second. Motion carried 3-0.

Receipt Acknowledgement/Approval of the February 2010 Preliminary Financial and Budget Comparison Reports was accomplished with MLS' motion and LJF's second. Motion carried 3-0.

Invoices were approved for payment and checks were signed prior to the meeting.

COMMUNITIES/CUSTOMERS/SERVICE CONCERNS

Kimberly-Clark Add'l Building Water/Sanitary Service – RWK to report contact with KC re: Meter Station's (#2) operational status

RWK stated Dan Pociask has been notified that WSD is now utilizing Meter Station #2. Pociask has not informed RWK whether additional fire flow testing has been done since K-C's original fire flow tests taken during 2008. WSD's 2nd water connection to COA should increase K-C's fire flows due to the increased water pressure realized because both water connections will be utilized simultaneously.

Rock II, LLC (Waverly Beach Sports Bar) Road Reservation – Utility easement receipt and recording status

CMG reported the utility easement was received from SCM on 2/26/10 and was recorded on 3/2/10. Tracy Flucke (TOH) informed CMG that the Town conditionally approved Waverly Beach Sports Bar's Road Reservation Discontinuance Request based on Waverly Beach funding and installing a fence at the access point.

WAVERLY SANITARY DISTRICT

March 9, 2010

Page 2

COMMUNITIES/CUSTOMERS/SERVICE CONCERNS - CONTINUED

Service Availability – PJ's of De Pere LLC property: 18.9 acres (COM)

Location: North side of Hwy. 10/114 – East of Kwik Trip

CMG reported recent contact was received from a potential buyer questioning service availability for the property stated above. Greg Keil (COM) informed CMG approximately 1/3 of the property is buildable. CMG requested SCM review service feasibility/availability for Meeting Minutes documentation. Due to wetlands located within this 18.9 acre property, obtaining DNR approval to extend water main would be an issue. Water service could only be provided by boring across Hwy. 10/114 and connecting on the south side of the highway. Gravity sewer (preferred) could be utilized for sanitary sewer or a grinder pump with a pressure sewer connection to the force main could be installed. SCM will contact the potential buyer to question how much land is needed, the position/use of proposed building, driveway access, etc. and will provide the service availability information discussed above.

OLD BUSINESS

- **Water Sample Tests' Results**

RWK reported all five tests, two taken 2/8/10 and three taken 2/22/10, were determined as safe by the State of Wisconsin. (Attachment #1, pp. 1-5)

- **Water Metering Station (2nd) – Receipt status of final lien waivers//Final project acceptance**

CMG reported the final lien waivers were received 2/24/10. Final project acceptance can now occur with the exception of the minor grading around the metering station that will be done when weather permits.

LJF motioned/MLS seconded final project acceptance as stated above. Motion carried 3-0.

- **Meter Station Land Purchase**

**** Receipt status of Letter Report required satisfactions from BLC and VHE:**

1) **Assignment of Leases/Rents and Security Interest as disclosed in the financial statement**
CMG stated WSD received copies of the recorded Partial Release of Assignment of Leases and Rents; and, Release of UCC Financing Statements on 3/8/10. The original Documents were mailed to the Bank of Little Chute.

2) **Proof of 2009 property tax payment**

Written documentation of the 2009 property tax payment remains outstanding.

Note: VHE II-5 also was copied with these Documents.

WAVERLY SANITARY DISTRICT

March 9, 2010

Page 3

OLD BUSINESS – CONTINUED

- **Water Metering Station (1st) – Future above-ground building structure discussion**
SCM reviewed the information M&E compiled for the future above-ground water meter station. The water main running thru the building will be approximately 35-40 degrees during the winter and approximately 50 degrees during summer creating high humidity that will cause the pipes to sweat. SCM recommends the pipes be insulated in both meter stations. A minimum of two quotes will be solicited for insulating the water main for both meter stations. Liquid foam insulated 8" block will be utilized for wall construction. Installing furring on the interior walls and utilizing either rigid foam or fiberglass batt insulation is a further insulation option. However, due to the limited space (7' x 15'), this is not the best solution. SCM will investigate whether spraying insulation on the interior brick walls would be an option. Electric heating is planned for meter station #1. However, SCM will inquire whether a gas line is in the vicinity if the Commission would rather heat with gas. SCM reviewed the building layout and stated a foundation will be installed under the door stoop. SCM recommends after cutting holes in the roof of the ceiling to extend the water main above ground, the underground meter station be filled with sand. The COA will approve all piping.

For water meter station #2, SCM suggested insulating the pipes and monitoring the heating costs. If additional insulation is required, the west and south walls of water meter station #2 could be insulated utilizing furring and rigid foam or fiberglass batt insulation because there is nothing installed on the west and south walls, and the size of station #2 would accommodate this insulation method.

Note: SCM reported the COA was impressed the meter station #2 building and COA informed SCM that working with WSD was the best experience the City has had dealing with a utility district for water service connection.

- **Road Access Development Agreement – Final approval/Signature execution by Commission**
CMG reported Tracy Flucke (TOH) provided the original of the revised final agreement to WSD on 3/8/10. WCH's signature is required/was obtained for return to TOH. TOH will secure the remaining required signatures (VHE II-5 and Mr./Mrs. Uitenbroek). All involved parties are in agreement. SCM stated the agreement contains the Waiver of Consent to Special Assessments. This item was verbally discussed, but this is the first time the written document was provided. SCM stated WSD has 128' of front footage that will be used to calculate WSD's assessment amount if/when paved street is installed.

LJF motioned/MLS seconded final Road Access Development Agreement approval as presented. Motion carried 3-0.

WAVERLY SANITARY DISTRICT

March 9, 2010

Page 4

GENERAL CONSTRUCTION STATUS (INDIVIDUAL PROJECTS)

- **Woodland Hills Heights – Project status report**
SCM stated construction, water/sewer testing is complete, and final quantities, record drawings and safe water sample have been received. SCM will contact Bowers to question receipt of the remaining outstanding punch list items to allow for final project acceptance. The executed Waiver of Assessment was received on 2/9/09.

- **Birling Court Extension (Andrysczyk) – Project status report**
SCM/WSD have not received contact/information regarding this project since WSD's 2/9/10 meeting. The executed Waiver of Assessment was received from SCM on 12/13/07.

- **Lake Park Condominiums – Project status report**
SCM/WSD have not received contact/information regarding this project since WSD's 2/9/10 meeting. The executed Waiver of Assessment was received from SCM on 9/12/06.

- **Outagamie LLC Future Development – Project status report (18 acres)**
Location: North of Woodland Terrace and south of Manitowoc Rd.
SCM stated that property owner Ament is in the process of refinancing the property loan and attempting to add a partner before proceeding with development. The signed Waiver of Assessment was received 1/24/06. **Note:** CMG stated this property's 2008 certified water main assessment remains unpaid. (The 2007 and 2009 certified assessments were paid in full.)

NEW BUSINESS

- **Establish the April Meeting Date – Tuesday, April 13, 2010 (8:30 a.m.) District Office**
Tuesday, April 13, 2010 at 8:30 a.m. was established as the April meeting date/time. The meeting will be held at the District's office. MSS will attend in SCM's absence.

OFFICE REPORT (Attachment #2, pp. 1-7)

CMG reviewed the Office Report for those in attendance. All items reviewed are included in the attached Office Report.

- **Annexation/Assessment Payment Status Report: Wendy Bennett – W7096 Plank Rd
Menasha, WI 54952**
CMG reported WSD has not received contact/payment from Wendy Bennett since WSD's 2/9/10 meeting. The assessment will have to be paid in full when Bennett requests connection.

WAVERLY SANITARY DISTRICT

March 9, 2010

Page 5

FIELD REPORT (Attachment #3A, pp. 1-5 & Attachment #3B)

RWK reported Chuck Isham from Crane Engineering, Mark Schmidt from TOM UD, and RWK reviewed/discussed utilizing stainless steel valves to update the current corroded sewer force main valves. Isham will provide the cost of stainless steel valves to RWK before WSD's 4/13/10 meeting.

Hydro Designs and RWK recently performed 11 commercial cross connection inspections. Hydro Designs will return next month to continue the inspections and check on the minor problems discovered while performing the first inspections. WSD entered into a 2-year contract with Hydro Designs (cost: \$8880) to initially perform WSD's commercial cross connection inspections. The Commission agreed WSD will cover the costs to bring commercial connections into compliance for any problems discovered during the initial inspection. Commercial property owners will then be responsible for the required future bi-annual cross connection inspections and any costs relating to non-compliance situations found during future inspections. Commercial cross connection inspections are required every two years.

TGV reported year 2010 residential meter exchange/cross connection/clear water inspections are approximately 50% complete. Vacuum breakers were installed where required and some toilet overflows have been adjusted. WSD will return in approximately 2 weeks to the 5-6 homes where sump pumps were discovered draining into the sanitary sewer to confirm this violation was corrected. WSD will also keep a file for non-compliant properties and will return in approximately one year for a follow up inspection.

OTHER BUSINESS TO LEGALLY COME BEFORE THE COMMISSION

Since there wasn't any other business to legally come before the Commission, LJF motioned/MLS seconded meeting adjournment.

Meeting adjourned at 9:15 a.m.

Submitted by Susan A. Hallock

CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
TUESDAY April 20, 2010
MINUTES

DRAFT

A. CALL TO ORDER

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

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL/EXCUSED ABSENCES

PRESENT: Alderman Pack, Hendricks, Zelinski, Englebert, Benner, Roush, Taylor, Wisneski
ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Stanke, DPW Radtke, CDD Keil, C/T Stoffel, PHD Nett, PRD Tungate, FD Lt. Schultz, Clerk Galeazzi and the Press.

D. PUBLIC HEARING

E. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY
(five (5) minute time limit for each person)

Stan Sevenich, 645 9th Street. Thanked council for a positive year and their professionalism toward one and other; Thanked outgoing Alderman Pack for his commitment and service on the Council.

James Taylor, 724 Milwaukee Street. Alderman Pack's comments made about Mr. Taylor at a previous meeting; Requested Council to look into obstruction of his campaign by Clerk Galeazzi on posting of campaign signs.

Chris Klein, 730 Keyes Street. Thanked Alderman Pack for his service to the City; encouraged the Council and residents to oppose the Regional Transit Authority the State of Wisconsin is looking at creating for Fox Valley area; marketing of Lake Park Villas lots and downtown businesses, give incentives for people to come to downtown; need to do more to take financial responsibility off taxpayers.

Richard Steidl, 965 London Street. Would like Council to look into speeding/traffic issues on London and Clovis St.

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

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

Minutes to receive:

- a. Administration Committee, 4/5/10
- b. Board of Public Works, 4/5/10
- c. Board of Canvass, 4/7/10
- d. Library Policies and Personnel Committee, 3/12/10
- e. Personnel Committee, 4/5/10
- f. Plan Commission, 4/6/10
- g. Sustainability Board, 3/16/10

Communications:

- h. Citizens First Newsletter, 4/10; The Wire
- i. Clerk Galeazzi, 4/15/10; Business cards
- j. Orientation to WPPI Energy invitation
- k. Public Works Facility, 4/10; Jan/Feb/March 2010 Disposal Violations
- l. Press Release, 4/10; City of Menasha receives \$200,800 Energy Efficiency Block Grant

Alderman Wisneski: Comm. I (Press Release), positive information for City of Menasha.

DRAFT

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, 4/5/10

Administration Committee, 4/5/10 – Recommends Approval of:

2. State of Wisconsin Division of Public Health Contract Agreement ARRA Immunization and Vaccines for Children and Adults, Sept. 1, 2009 to Dec. 31, 2011, and authorize signature.
3. Approval of proposed fees for the licensing period July 1, 2010-June 30, 2011: a) DHS Agent of the State; b) DATCP Agent of the State; c) Tattoo Parlor/Body Piercing Establishments; d) Manufactured Home Park

Board of Public Works, 4/5/10 – Recommends Approval of:

4. Authorization to Execute WisDOT Bridge Operation Agreement for Fiscal Year 2011
5. Award Contract for Construction Manager Services to Miron Construction (Neenah-Menasha Fire Rescue)

Personnel Committee, 4/5/10; Recommends Approval of:

6. Establishment of "Principal Planner" position within the Community Development Department and the salary range as submitted

Plan Commission, 4/6/10; Recommends Approval of:

7. The Lakeshore Manor extraterritorial plat with the condition that Lake Shore Drive be relabeled with Lakeshore as one word, that the City of Menasha be shown as part owner of Outlot 1 of CSM 6409, and that the spelling of Menasha be shown correctly on the plat notations.
8. Revised Menasha Portage Proposal

Alderman Taylor requested item 5 (Award Contract for Construction Manager Service to Miron Const.) be removed from Consent Agenda.

Alderman Zelinski requested item 6 (Establishment of Principal Planner position) and item 8 (Revised Menasha Portage Proposal) be removed from Consent Agenda.

Moved by Alderman Hendricks, seconded by Alderman Benner to approve items 1, 2, 3, 4 & 7 of Consent Agenda Motion carried on roll call 8-0.

H. ITEMS REMOVED FROM CONSENT AGENDA

Moved by Alderman Taylor, seconded by Wisneski to approve item 5, Award Contract for Construction Manager Service to Miron Construction.

Discussion: Ald. Taylor asked if issue with RFP from Badgerland Construction has been resolved.

Lt. Schultz said there have been no additional comments from Badgerland. CA/HRD Captain said they can proceed with awarding the contract.

Motion carried on roll call 8-0.

Moved by Alderman Hendricks, seconded by Alderman Wisneski to approve item 6, Establishment of Principal Planner Position within the Community Development Department and the salary range as submitted.

Discussion: Ald. Zelinski asked if job responsibilities will be expanded. CDD Keil replied this new position will have extra responsibilities.

Motion carried on roll call 8-0.

Moved by Alderman Hendricks, seconded by Alderman Benner to approve item 8, Revised Menasha Portage Proposal.

Discussion: Ald. Zelinski asked who will be responsible for the installation of the portages. CDD Keil replied the Friends of the Fox will be participating financially with the installation. There is no cost to the City.

Motion carried on roll call 8-0.

I. ACTION ITEMS

1. Accounts payable and payroll for the term of 4/8/10 to 4/15/10 in the amount of \$2,282,401.52

Moved by Alderman Wisneski, seconded by Alderman Pack to approve accounts payable and payroll

Discussion: Questions and answers of expenditures.

Motion carried on roll call 8-0.

DRAFT

I. ACTION ITEMS, cont'd.

2. License (6-month): Class "B" application of Menasha Athletic Association (MACs) to sell fermented malt beverages, Koslo Park Concession, May 1, 2010-Oct. 31, 2010, Paul S. Johnson, agent
3. License (6-month): Class "B" application of Menasha Twins Baseball (Legion Team) to sell fermented malt beverages, Koslo Park Concession, May 1, 2010-Oct. 31, 2010, Debbie Chew, Agent
Moved by Alderman Englebert, seconded by Alderman Zelinski to approve 6-month Class "B" license to Menasha Athletic Association and Menasha Twins Baseball.
Motion carried on roll call 8-0.

J. ORDINANCES AND RESOLUTIONS

1. O-5-10 An Ordinance Relating to the Regulation of Dogs, Cats and Ferrets. (Introduced by Alderman Hendricks, recommended by Administration Committee)
Moved by Alderman Hendricks, seconded by Alderman Pack to suspend the rules and take up O-5-10.
Motion carried on roll call 8-0.
Moved by Alderman Hendricks, seconded by Alderman Pack to adopt O-5-10.
Motion carried on roll call 8-0.
2. O-6-10 An Ordinance Relating to Closing Hours of "Class B" Licensed Establishments (Daylight Savings Hours) (Introduced by Mayor Merkes, recommended by Administration Committee)
Moved by Alderman Wisneski, seconded by Alderman Pack to suspend the rules and take up O-6-10.
Motion carried on roll call 8-0.
Moved by Alderman Wisneski, seconded by Alderman Englebert to adopt O-6-10.
Motion carried on roll call 8-0.
3. O-7-10 An Ordinance Relating to Licensing of Restaurants and Retail Food Establishments (Introduced by Alderman Pack, recommended by Administration Committee)
Moved by Alderman Pack, seconded by Alderman Wisneski to suspend the rules and take up O-7-10.
Motion carried on roll call 8-0.
Moved by Alderman Pack, seconded by Alderman Wisneski to adopt O-7-10.
Motion carried on roll call 8-0.
4. O-8-10 An Ordinance Relating to Changes in Parking Ordinance (Introduced by Mayor Merkes, recommended by Parking Committee)
Moved by Alderman Hendricks, seconded by Alderman Englebert to suspend the rules and take up O-8-10.
Motion carried on roll call 8-0.
Moved by Alderman Hendricks, seconded by Alderman Zelinski to adopt O-8-10.
Motion carried on roll call 8-0.
5. R-8-10 Resolution Transferring/Appropriating Funds (Introduced by Alderman Pack, recommended by Administration Committee)
Moved by Alderman Pack, seconded by Alderman Wisneski to adopt R-8-10.
Motion carried on roll call 8-0.
6. R-9-10 Resolution Continuing Appropriations with recommendation to have PRD Tungate prepare a cost analysis of playground surfacing (Introduced by Alderman Pack, recommended by Administration Committee)
Moved by Alderman Hendricks, seconded by Alderman Englebert to adopt R-9-10
Discussion: Council had a concern about the amount being carried over from Parks Dept. for poured in place playground surfacing. PRD Tungate explained because of the hiring of the new Parks Supt. time did not allow for the installation of the playground surfacing in 2009. The poured in place surfacing has been installed in other City parks and are getting good results. PRD Tungate provided a cost analysis comparing poured in place surfacing to woodchips.
Discussion ensued on safety and cost issues on the use of woodchips versus poured in place surfacing in City parks.
Moved by Alderman Pack, seconded by Alderman Zelinski to amend R-9-10 by eliminate \$20,000 from the Parks Dept. poured in place playground surfacing.
Motion on amendment failed on roll call 2-6. Aldermen Pack, Zelinski – yes.
Aldermen Roush, Taylor, Wisneski, Hendricks, Englebert, Benner – no
Motion to adopt R-9-10 carried on roll call 7-1. Alderman Zelinski – no

K. APPOINTMENTS

None

DRAFT

L. HELD OVER BUSINESS
None

M. CLAIMS AGAINST THE CITY
None

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA (five (5) minute time limit for each person)
No one spoke.

O. PRESENTATION TO OUTGOING ALDERMAN and COMMITTEE MEMBERS
Mayor Merkes thanked out-going Committee and Board members for their service to the City.

Mayor Merkes presented a plaque to out-going Alderman Steve Pack and thanked him for his years of service on the

P. ADJOURNMENT – Sine Die
Moved by Alderman Pack, seconded by Alderman Roush to adjourn Sine Die at 7:07 p.m.
Motion carried on voice vote.

Respectfully submitted by
Deborah A. Galeazzi, WCMC
City Clerk

CITY OF MENASHA
NEW COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Tuesday April 20, 2010
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Mayor Merkes at 7:42 p.m.

B. PLEDGE OF ALLEGIANCE

Moment of Silence was observed by the Council.

Oath of Office – Newly Elected Officials. Clerk Galeazzi administered the Oath of Office to Aldermen Michael E. Taylor, Mark Langdon, Dan Zelinski and Kevin Benner

C. ROLL CALL/EXCUSED ABSENCES

PRESENT: Alderman Roush, Taylor, Wisneski, Langdon, Hendricks, Zelinski, Englebert, Benner

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Stanke, DPW Radtke, C/T Stoffel, PRD Tungate, Clerk Galeazzi and the Press.

D. PUBLIC HEARING

None

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

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

No one spoke.

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

None

G. CONSENT AGENDA

None

H. ITEMS REMOVED FROM CONSENT AGENDA

None

I. ORDINANCES AND RESOLUTIONS

1. R-11-10 Resolution Providing for the Method of Selecting Certain City Officers

Moved by Alderman Wisneski, seconded by Alderman Hendricks to adopt R-11-10

Motion carried on voice vote.

J. ACTION ITEMS

None

K. APPOINTMENTS

1. Common Council Appointments

a. Council President (1 year term effective immediately)

Moved by Alderman Taylor, seconded by Alderman Benner to nominate Alderman Hendricks for Council President.

Having no other nominations, Mayor Merkes closed the nominations.

The Clerk was instructed to cast a unanimous ballot for Alderman Hendricks for Council President.

b. An Alderman Member to the Plan Commission (1 year term effective immediately)

Moved by Alderman Hendricks, seconded by Alderman Wisneski to nominate Alderman Benner for Alderman Member to the Plan Commission.

Having no other nominations, nominations were closed.

The Clerk was instructed to cast a unanimous ballot for Alderman Benner for Alderman Member to the Plan Commission.

DRAFT

K. APPOINTMENTS, cont'd.

1. Common Council Appointments, cont'd.

c. An Alternate Alderman Member to the Plan Commission (1 year term effective immediately)
Moved by Alderman Taylor, seconded by Alderman Roush to nominate Alderman Zelinski for Alternate Member to the Plan Commission

Having no other nominations, Mayor Merkes closed the nominations.

The Clerk was instructed to cast a unanimous ballot for Alderman Zelinski for Alternate Member to the Plan Commission.

d. NM Fire Rescue Joint Finance and Personnel Committee:

1) Council President (No action necessary)

2) Administration Committee Chair or Personnel Committee Chair

Moved by Alderman Hendricks, seconded by Alderman Benner to select Administration Committee Chairman (Alderman Wisneski) to NM Fire Rescue Joint Finance and Personnel Committee.

The Clerk was instructed to cast a unanimous ballot for Administration Committee Chairman (Alderman Wisneski) to NM Fire Rescue Joint Finance and Personnel Committee.

e. Information Systems Steering Committee (If necessary)

Moved by Alderman Taylor, seconded by Alderman Hendricks to nominate Alderman Roush as Vice-Chairman of Administration Committee to the Information Systems Steering Committee.

Moved by Alderman Zelinski, seconded by Alderman Wisneski to nominate Alderman Wisneski as Chairman of Administration Committee to the Information Systems Steering Committee.

1st roll call: Motion tied on roll call 4-4.

Voting for Roush: Taylor, Hendricks, Benner, Roush

Voting for Wisneski: Langdon, Zelinski, Englebert, Wisneski

2nd roll call: Motion carried on roll call 5-3.

Voting for Roush: Taylor, Hendricks, Benner

Voting for Wisneski: Langdon, Zelinski, Englebert, Roush, Wisneski.

On a roll call of 5-3 Alderman Wisneski was declared the winner and appointed to Information Systems Steering Committee.

2. Mayor's Committee Appointments

a. Approval of Alderman Langdon to Parks & Recreation Board

b. Approval of Alderman Englebert to Heckrodt Wetland Reserve and Sheila Brucks at large member

c. Approval of Alderman Hendricks to the Landmarks Commission

d. Approval of Alderman Zelinski to the NM Fire Rescue Joint Finance and Personnel Committee

e. Re-appointment to the Plan Commission of Dave Schmidt, 709 Parkview Street for the term May 1, 2010 to May 1, 2013

f. Re-appointment to the NM Joint Fire Commission of Elizabeth Nevitt, 858 6th Street for the term May 1, 2010 to May 1, 2013

Moved by Alderman Roush, seconded by Alderman Benner to approve appointments a-f.

Motion carried on roll call 8-0.

L. CLAIMS AGAINST THE CITY

None

M. HELD OVER BUSINESS

None

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 Alderman Langdon, seconded by Alderman Roush to adjourn at 7:58 p.m.

Motion carried on voice vote.

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



**Request for Common Council approval of the extension of our
Phone Line contract with One Communications.**

Attached are supporting documents that show the price **REDUCTION** of keeping One Communications. The documents and the summary sheet prepared were explained in depth to the IT Steering Committee on 4-21-10 at which time they recommended that the One Communication contract be extended for an additional 3 years.

By the action of Common Council to approve the extending of the contract at the new **LOWER** negotiated rates. The City of Menasha will see a savings of almost \$6,000 per year. In addition to the over \$2,000 the IT department will save from changes in how phone service is delivered to 7 outlying locations. These changes were voted on in Committee and the saving will already have begun by the time of this memo being delivered.

With an annual saving between both measures of **\$8,002.88** over **3 years** giving a Grand Total of **\$24,008.64**

Thank you for your consideration in approving this new One Communications Contract.
(Phone Vendor)

Patrick James

PRO and CONS
 TDS did not break down their Surcharges or local line charges so I can not verify that all the same fees are accounted for in the Surcharges area
 Time Warner has no redundancy or back up capabilities only one point of entry and we could and would be DOWN without phone service during any repair. How often does your cable go out? ... once or twice a year, this could hurt the City.
 Additional changes would have to be made to the City and Utilities Phone systems upfront with an unknown cost at this time to accommodate their infrastructure with one PRI (Time Warner) and one primary PRI and one back up (TDS)
 The TDS and One Communication differences are less than \$100.00 a month and the upfront Labor Costs and possible hardware changes to switch would more than take up that savings. The largest difference in costs is in the analog lines and both the City and the Utilities are planning to eliminate additional analog lines.

The following City lines will be eliminated:
 Current Cost New Majic Jack Cost / YR New Cell Phone Cost
 2 X 12 X \$0.40 = \$9.60
 1 X 12 X \$0.40 = \$4.80
 Hart & Clovis \$59.04 X 12 = \$708.48
 Banker Farm \$23.95 X 12 = \$287.40
 Pool \$51.91 X 12 = \$622.92
 Garage Fax \$20.22 X 12 = \$242.64
 Senior Fax \$24.86 X 12 = \$298.32
TOTALS: \$2,159.76 \$100.00 \$14.40

PRO and CONS
 Con - Increased administration
 Pro - Cost Savings and flexibility of sharing lines during off peak usages with other departments.

Parks and Pool lines do not have any usage so it applies to base line cost and the per minute and per call charge between the current land line and the cell calls that would be made on the cell. 7-cents per land line call vs 6-cents per cell minute. The calls will be short at the parks from history. Little volume of usage.
 Pool lines do not have usage in the cost above either however all local and longdistance calls are included in the Majic Jack price

TOTAL COST SAVINGS to adopt this recommendation and phone changes listed above.
 Land line eliminations:
 \$2,159.76 - \$114.40 = \$2,045.36
 PRI renegotiated contract:
 (\$2,062.97 X 12 = \$24,755.64) - (\$13,859.91 X 12 = \$166,318.92) = \$8,002.88
TOTAL Annual Savings: \$2,045.36 \$5,957.52 \$8,002.88

Service Package	Time Warner Fiber - PRI		TDS Metrocom ISDN - PRI 23B+D		One Communications - T-1 Voice channels - PRI	
	QTY	3 Year Total	QTY	3 Year Total	QTY	3 Year Total
Business Class PRI (23 B Channels, 1 D Channel)	2	\$460.00	2	\$390.00	46	\$598.00
- Unlimited Local Calling						
Block of 20 DID per block of 20 DIDs	17	\$3.00	17	\$3.00	17	\$51.00
per block of 100 DIDs	0	\$15.00	0	\$15.00	0	\$0.00
Long Distance Rates						
Out of State Calls \$.03/min	0	\$0.03	0	\$0.036	0	\$0.03
In State Calls \$.04/min	2251	\$90.04	2251	\$0.036	2251	\$81.04
Extended Community Calling	1000	\$40.00	1000	\$0.036	1000	\$36.00
Surcharges & Federal Taxes:						
EUCL (End User Common Line - Federal Access)	Not disclosed in the proposal					\$110.86
Local Number Portability						
W1 USF						
PILD (Long Distance Pick)						
Local Number Portability						
W1 USF						
PILD (Long Distance Pick)						
Discount						
Monthly Service Total		\$1,040.04				\$1,511.10
Installation Investment based on Agreement Term						
Dedicated Access Installation		\$150.00		\$0.00		\$0.00
One Time Charges Total		\$150.00		\$0.00		\$0.00



Menasha Electric & Water Utilities
321 Milwaukee St, Menesh, WI 54952
John Teale

Tony Smullen
 Time Warner Cable Business
 Solutions
 Office: 920-496-1827
 Mobile: 920-378-1287

Time Warner Fiber Dedicated Access - PRI

Service Package		3 Year		
Business Class PRI (23 B Channels, 1 D Channel)		\$460.00		
- Unlimited Local Calling				
Block of 20 DID				
\$3.00/month per block of 20 DIDs				
\$15.00/month per block of 100 DIDs				
Long Distance Rates				
Out of State Calls \$.03/min				
In State Calls \$.04/min				
Toll Free Rates:				
Out of State Calls \$.03/min				
In State Calls \$.04/min				
Discount		-\$61.00		
Monthly Service Total		\$399.00		

Installation Investment

Installation Investment based on Agreement Term		3 year		
Dedicated Access Installation		\$150.00		
One Time Charges Total		\$150.00		

Additional Information

Technical Support: 24 hours/day -- 7 days/week



Clearly different.

Proposal for Voice Services
City of Menasha/Menasha Utilities

		TDS Metrocom	
Qty	Voices and Data Services	Unit	Monthly
25	Measured Business Lines	\$ 12.92	\$ 323.00
2	ISDN PRI 23B+D Unlimited Local	\$ 390.00	\$ 780.00
Voicemail & Calling Features			
1	PRI Caller ID Name & Number	included	included
15	DID Blocks of 20 Numbers	\$ 3.00	\$ 45.00
Local, Long Distance, International			
1	Local Calls - 7 cents per call	\$ -	\$ -
Calls Placed on Analog Lines			
2	Unlimited Local & ECC Calls on PRIs	included	included
2191	Long Distance Minutes	\$ 0.036	\$ 78.88
1000	Long Distance minutes to Green Bay Area (estimate from supplied call detail)	\$ 0.036	\$ 36.00
Surcharges & Miscellaneous Fees			
71	TDS 911 Charges Winnebago County	\$ 10.16	\$ 11.36
2	TDS ISDN PRI USF Charges	\$ 3.11	\$ 6.22
1	TDS ISDN PRI Administrative Fee	\$ 1.40	\$ 1.40
25	WI State Police & Fire Protection Fee	\$ 0.75	\$ 18.75
1	PRI WI State Police & Fire Protection Fee	\$ 10.20	\$ 10.20
2	TDS TI/PRI FCC Charges	\$ 25.30	\$ 50.60
1	LD Federal USF Charge (12.3%)**	\$ 12.33	\$ 12.33
Subtotal & Taxes			
Month Price Including ALL Government Fees			\$ 1,373.74
ALL GOVERNMENT FEES AND SURCHARGES ARE INCLUDED			
ALL INSTALLATION FEES ARE WAIVED			
April 7, 2010		60 month Agreement	

**Long Distance Federal USF charge applies to interstate and international toll charges, including Toll Free. The amount shown here is an estimate only.
 The above quote provided is a good faith estimate of the actual total monthly cost of the services provided.



COMMUNICATIONS™

Proposal For:
 Patrick James
 City of Menasha / Menasha
 Utilities
 140 Main Street
 Menasha, WI 54952

Prepared By:
 Tom Prosser
 One Communications
 3100 N Ballard Rd
 Appleton, WI 54911
 Direct 800-267-3002

Current

Renewal

Re-rate existing service				Current		Renewal	
		Current Provider	Qty	Each	Total	Each	Total
36 Month	T-1 Voice Channel w/Unlimited Local Calling*	One	46	\$ 19.00	\$ 874.00	\$ 13.00	\$ 598.00
	PRI T-1 Option	One	2	\$ 75.00	\$ 150.00	-	inc
	DID 20-Number Blocks	One	17	\$ 1.40	\$ 23.80	-	inc
	1+ Long Distance Inter/Intra Lata	One	2251	\$ 0.04	\$ 90.04	\$ 0.03	\$ 67.53
	EUCL (End User Common Line - Federal Access)	One	2	\$ 40.40	\$ 80.80	\$ 40.40	\$ 80.80
	Local Number Portability	One	2	\$ 1.40	\$ 2.80	\$ 1.40	\$ 2.80
	WI USF	One	46	\$ 0.49	\$ 22.54	\$ 0.49	\$ 22.54
	PILD (Long Distance Pick)	One	2	\$ 21.55	\$ 43.10	\$ 21.55	\$ 43.10
	Total				\$ 1,287.08		\$ 814.77
	Analog Line Loyalty Bonus						
	Telephone Lines	One	35	\$ 8.25	\$ 288.75	\$ 7.56	\$ 264.60
	Local Calls Per Call	One	591	\$ 0.04	\$ 23.64	\$ 0.04	\$ 23.64
	Caller ID	One	3	\$ 2.10	\$ 6.30	\$ 2.10	\$ 6.30
	Call FWD Remote Access	One	8	\$ 2.00	\$ 16.00	\$ 2.00	\$ 16.00
	EUCL (End User Common Line - Federal Access)	One	35	\$ 8.08	\$ 282.80	\$ 8.08	\$ 282.80
	Local Number Portability	One	35	\$ 0.28	\$ 9.80	\$ 0.28	\$ 9.80
	WI USF	One	35	\$ 0.49	\$ 17.15	\$ 0.49	\$ 17.15
	PILD (Long Distance Pick)	One	35	\$ 4.31	\$ 150.85	\$ 4.31	\$ 150.85
	Total				\$ 795.29		\$ 771.14
	Grand Total				\$ 2,082.37		\$ 1,585.91

Terms and 36 month term and rate guarantee

*Local Calling is Expanded outside the Fox River Valley to Green Bay and Oshkosh. Maps are attached

Conditions Loyalty bonus is applied to per line in service at time of credit. Credit is paid out in the 3rd, 25th and 37th month of renewal term.

Bonus calculates out to \$.069 per line each month. Using the City - Line rate $8.25 \times 14(\text{qnt}) / 12(\text{months}) / 14(\text{qnt}) = \0.69 (per line discount over the term

No physical line work is required - billing changes only

Current Tax is additional, approximately \$120 per month at current rate and will decrease slightly with revised rates

Service Agreement

	Presubscribed Interexchange Carrier Long Distance (PILD) Charge							
	Instate Access Recovery Fee (IARF)							
	Administrative Support Charge							
						Total NRC	Total MRC	
RCRF of 3.5% will apply to all interstate charges. <i>A \$9.95 billing and collections fee applied to monthly invoice for each customer location that receives a paper invoice.</i>								
	OneSolutions Mobile:*							
*One Solutions Mobile will be billed separately.						TOTAL:		

By signing this Service Agreement (this "**Agreement**"), the Customer identified below ("**Customer**") hereby orders from One Communications the products/services listed above (each a "**Service**" and collectively, the "**Services**"). For purposes of this Agreement, "**One Communications**" means one or more subsidiaries of One Communications Corp. that is/are certified to provide the Service(s) in the applicable state(s).

The term with respect to each Service shall begin on the earlier of the date the Service is available for use by Customer or Customer's commencement of use of the Service (the "**Billing Activation Date**") and shall continue for a period of months thereafter as set forth above (the "**Service Term**"), unless earlier terminated in accordance with the terms of this Agreement. One Communications makes no representation or warranty as to when Service will commence. One Communications will use its commercially reasonable efforts to initiate Service as soon as possible, but Customer understands and acknowledges that Service initiation is dependent upon the actions of third parties not under the control of One Communications. If Customer orally orders additional Services or features from One Communications at one or more of the locations covered by this Agreement, this Agreement shall also apply to any such additional Services and/or features unless a new agreement is executed by Customer specifically covering such services and/or features. Services ordered by Customer may not be resold without the prior written approval of One Communications.

Unless Customer has provided One Communications with written notice of its intention to terminate the Service(s) at least thirty (30) days prior to the end of the Service Term, the Service Term shall automatically renew on a month-to-month basis, at the rate(s) specified above, until either party terminates the Service(s) by giving the other party not less than thirty (30) days prior written notice of termination.

All invoices are due and payable within thirty (30) days from the date of invoice. Should Customer fail to pay any undisputed amount when due, Customer shall pay interest on such unpaid amount at the rate of one percent (1.0%) per month until such sum is paid in full. Customer shall notify One Communications in writing of any charge or amount disputed, in good faith, within thirty (30) days of Customer's receipt of the applicable invoice. In no event shall Customer's notice of a good faith dispute relieve Customer from its obligation to pay, in full, all undisputed charges and amounts. Customer shall bear the risk of loss arising from any unauthorized or fraudulent use of the Services unless such fraud resulted from the gross negligence or willful misconduct of One Communications.



Service Agreement

Customer shall be responsible for ensuring compliance with any and all applicable laws and regulations concerning the delivery of its Calling Party Identifying Information, including but not limited to calling party name and calling party number. Customer agrees that it will not use the services furnished hereunder to engage in fraudulent activities such as Caller ID spoofing, phishing, or in any unlawful manner. Customer will be liable and indemnify One Communications for any violations of this Agreement.

In addition to the monthly recurring charge(s) and nonrecurring charges, if any, set forth in this Agreement, Customer also agrees to pay (i) unless and until Customer provides One Communications with satisfactory evidence of its exemption from such impositions, all applicable federal, state and local taxes (other than taxes on One Communications net income), imposed on, or with respect to, the Services, any equipment (e.g., routers, phone systems and switches) purchased by Customer from One Communications, and any customer premise equipment of One Communications that is provided by One Communications to deliver the Services ("CPE"), (ii) all governmental fees and/or surcharges in effect from time to time including, but not limited to, Universal Service Fund (USF), E-911, state TRS and payphone surcharges, required or permitted by applicable law, rule or regulation, to be charged to Customer, (iii) fees for special features or services requested by the Customer such as hunting, directory listing, 800 service, inside wiring/cabling and DMARC extension, and (iv) any originating access charges or fees that are actually charged by the incumbent local exchange carrier to One Communications as a result of the unique configuration of the Service.

In the event this Agreement is terminated following its execution by both parties but prior to the Billing Activation Date, certain cancellation fees may apply. Details regarding One Communication's cancellation policy can be found on its website at <http://www.onecommunications.com/legal/terms.aspx>. If Customer disconnects all or any portion of a Service prior to the end of the applicable Service Term (or if One Communications disconnects the Service as a result of a default by Customer), Customer is obligated to pay One Communications an early termination fee calculated in accordance with the applicable One Communications tariff or as specified in the special terms and conditions and/or service addendum for the specific Service, as applicable. In the case of OneSolutions Complete, OneSolutions Dedicated Internet, OneSolutions Ethernet Dedicated Internet, OneSolutions Digital Voice, OneSolutions Enhanced, OneSolutions MPLS VPN, OneSolutions IP PBX and One Solutions Managed Router services, the early termination liability is an amount equal to the applicable monthly fixed charges for such service **multiplied by** the number of months remaining in the Service Term or renewal term, as the case may be, **plus** any expenses incurred by One Communications to discontinue any third party services or circuits used in providing the Service. In the case of One Solutions Basic Business Lines and One Solutions Essential services, the applicable early termination liability also includes any non-recurring charge waived by One Communications to establish such Service(s). The specific termination liability associated with other services offered by One Communications can be located on its web site at <http://www.onecommunications.com/legal/terms.aspx>.

EXCEPT AS PROVIDED IN THE SERVICE LEVEL AGREEMENT, IF ANY, APPLICABLE TO THE SERVICE, ONE COMMUNICATIONS MAKES NO WARRANTY, EITHER EXPRESS OR IMPLIED, AS TO ITS FACILITIES, THE SERVICE, OR ANY EQUIPMENT, INCLUDING WITHOUT LIMITATION, WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR USE OR PURPOSE, OR THAT ANY SERVICE WILL BE UNINTERRUPTED OR ERROR-FREE. ONE COMMUNICATIONS DOES NOT AUTHORIZE ANYONE TO MAKE A WARRANTY ON ITS BEHALF AND CUSTOMER MAY NOT RELY ON ANY SUCH STATEMENT OR WARRANTY AS A WARRANTY OF ONE COMMUNICATIONS.

One Communication's liability to Customer for any cause of action arising out of this Agreement or the Services shall in no event exceed a credit equal to the Service charge to Customer for the affected Service for the period during which such Service was interrupted or unavailable. Under no circumstance shall One Communications be liable to Customer or any third party for damages arising from delays in commencement of Service, loss of information, numbering or directory listing errors, or loss of business. Without limiting the foregoing, in no event shall either party (or its affiliates, employees, officers, directors or agents) be liable to the other party for any incidental, indirect, special, punitive, or consequential damages (including, but not limited to, lost revenue, goodwill, lost profits or lost customers) of any kind whatsoever, regardless of cause or the foreseeability thereof and whether the affected party had reason to know of the possibility of such losses.

One Communications reserves the right to deliver the Services using such delivery technology and/or facilities as it chooses from time to time and Customer acknowledges that the delivery of the Services over certain technologies may require the installation of CPE provided and owned by One Communications. All CPE provided and owned by One Communications will, at all times, remain the property of One Communications. In the event that Customer fails to return such CPE to One Communications (or, at One Communications' option, to permit recovery of CPE by One Communications) in good working order, reasonable wear and tear excepted, within thirty (30) days after termination of the Service(s), Customer shall be responsible for the full replacement cost of the CPE and shall pay One Communications all charges associated with the recovery of that equipment. For avoidance of doubt, the foregoing CPE conditions do not apply with respect to routers or IP PBX systems purchased by Customer from One Communications.



Service Agreement

One Communications may cooperate with law enforcement organizations that have lawfully requested pursuant to a valid subpoena or court order (i) trap and traces, pen registers, wire taps and similar call intercept methods, and (ii) information regarding Customer or any end user of Customer and provide such organizations with any information requested, including, but not limited to, names, email addresses, mailing or contact addresses, IP addresses, telephone numbers, call detail records, or call content.

To the extent that the Services ordered hereby are voice services, converged service consisting of both voice and Internet or data services such Services are also subject to the terms and conditions of One Communications' federal and/or state tariffs or rate sheets, as applicable. Alternatively, to the extent that the Services ordered hereby are managed services (e.g. managed router, managed IP-PBX), exclusively Internet, MPLS, collocation, off-net DSL or voicemail, such Services are also subject to (i) One Communications' Basic Terms and Conditions of Service (the "T&C's"), and (ii) any specific terms and conditions that may apply to such Services, each of which are available on One Communications' web site at <http://www.onecommunications.com/legal/terms.aspx>. One Communications' reserves the right to modify its tariffs, rate sheets, the T&C's and any special terms and conditions at any time and from time-to-time provided, however, that no such amendment or modification shall increase the monthly access charges associated with the Service(s) during the Service Term. The applicable portions of One Communications' tariffs, rates sheets, the T&C's and the special terms and conditions are hereby expressly incorporated herein by this reference. In the event of any conflict between the tariffs and this Agreement, the tariffs shall prevail and in the event of any conflict between the T&C's or any special terms and conditions and this Agreement, this Agreement shall prevail.

The obligation of One Communications to provide the Services to Customer is subject to approval by One Communications of this Agreement and Customer's credit status. Customer's signature below constitutes authorization for One Communications to obtain credit information from any credit bureau or other investigative agency pertaining to the credit and financial condition of Customer. Customer understands that, as a result of this credit review, it may be required to submit a cash deposit or guaranty in order to receive the Services. In addition, in the event that One Communications determines, in good faith, that the credit worthiness of Customer has materially deteriorated following the commencement of the Service Term, One Communications' reserves the right to require from Customer a cash deposit or such other security as One Communications may reasonably require.

This Agreement, together with (i) (x) in the case of a Service that is voice, converged voice and Internet or data, the applicable tariffs and rate sheets, or (y) in the case of a Service that is a managed service, Internet, MPLS, collocation, off-net DSL or voicemail, the T&C's and any applicable special terms and conditions, (ii) any service level agreement for the Service(s), (iii) the quality assurance program document, (iv) the One Communications 90-day service guarantee, and (v) any addendum hereto mutually agreed by the parties, sets forth the entire understanding of the parties and supersedes any and all prior agreements, arrangements and understandings relating to the subject matter of this Agreement. A copy of the quality assurance program document and the 90-day service guarantee are available on One Communications' web site at <http://www.onecommunications.com/legal/terms.aspx>. This Agreement may only be amended, modified or supplemented by an instrument in writing executed by an authorized representative of each party and specifically stating that the parties intend to modify, amend or supplement this Agreement. This Agreement may not be assigned by Customer without the prior written consent of One Communications, which consent may not be unreasonably withheld, conditioned or delayed. The allocation of a billing telephone number to Customer does not create a property right therein and Customer has no right to assign, sell or otherwise transfer any telephone number to another person or entity. The foregoing restriction does not, however, restrict the ability of Customer to port an assigned number to another service provider of its choice. This Agreement may be executed in one or more counterparts, all of which taken together shall constitute one and the same instrument.

Any legal notice to be sent by Customer to One Communications shall be sent to the attention of the General Counsel of One Communications at the following address: 5 Wall Street, Burlington, MA 01803, (F) 781-362-1430. Any legal notice to be sent by One Communications to Customer shall be sent to the address set forth on the signature page to this Agreement.

This Agreement shall be governed by, and construed in accordance with, the laws of the State of New York, without regard to its conflict of law principles. EACH OF THE PARTIES HERETO HEREBY VOLUNTARILY AND IRREVOCABLY WAIVES TRIAL BY JURY IN ANY ACTION OR OTHER PROCEEDING BROUGHT IN CONNECTION WITH THIS AGREEMENT.

There are _____ addendums applicable to this Agreement. By signing this Agreement below, Customer certifies as to the accuracy of the number of Addendums referenced in this paragraph.

[Remainder of Page Intentionally Left Blank]



Service Agreement

Customer Proprietary Network Information Notice and Authorization

One Communications, its affiliates and its successors-in-interest are committed to protecting the confidentiality of your telecommunications service information that we have because you have selected us as your service provider. This information is known as Customer Proprietary Network Information ("CPNI"). Under federal law, you have a right, and we have a duty, to protect the confidentiality of your CPNI and to provide this notice.

CPNI is information that relates to the quantity, technical configuration, type, destination, location, and amount of use of a telecommunications service subscribed to by you, and that is made available to us solely by virtue of our carrier-customer relationship. It includes information contained in your bills pertaining to the telecommunications services we provide to you but does not include information derived from non-telecommunications services we provide to you.

In order to better serve your communications needs and to develop, identify, offer, and provide you with advanced products and services, including some that may be different than the class of service we already provide to you, we may access and use your CPNI and share it with our affiliates, agents, partners and vendors and their subsidiaries.

By signing this Agreement either manually or by e-signature, you consent to our access, use and sharing of CPNI as described above. This consent is valid until revoked by you.

You may elect to decline consent now by checking this box.

To limit or revoke consent at any other time, you must notify us in writing at One Communications, 5 Wall Street, Burlington, MA 01803, Attention Regulatory Compliance, or by fax to (781) 362-1307, or by e-mail at exemption@onecommunications.com. You must provide the following information (i) your name; (ii) service billing address, (iii) ten-digit telephone number(s), and (iv) service account number. Your decision will not affect the provision of services you already receive from One Communications.

[Remainder of Page Intentionally Left Blank]



Service Agreement

ONE COMMUNICATIONS

By: _____
(Signature of Authorized One Communications Representative)

Name (please print): _____

Title: _____

Date: _____

Customer: _____
(Insert Full Legal Business Name of Customer)

By: _____
(Signature of Authorized Representative of Customer)

Name (please print): _____

Title: _____

Address for Legal Notices: _____

Attention: _____
Fax Number for Legal Notices: _____

Billing Address: _____
(if different from legal address specified above)

Billing Contact email address: _____

Billing Telephone No.: _____

Date: _____

To the extent that Internet Services are ordered hereunder, the terms of One Communications' Acceptable Use Policy, applies.

The OneSolutionsSM Essential, OneSolutionsSM Enhanced, OneSolutionsSM Digital Voice, OneSolutionsSM Complete, RealBusiness \$ense Unlimited Local and Toll Service; RealBusiness \$ense Unlimited Local, Toll and Long Distance Service; CustomizerSM Service; Unlimited UltraT Service; Advantage Unlimited Service; Unlimited Local Business Line; and Unlimited Business Line; are not available for purchase by auto dialers, telemarketers, dial-up internet service providers, call centers and similar type of businesses. In the event that One Communications determines that the above-noted Customer is such a company, One Communications shall be entitled to either (i) terminate any such Service in which case Customer shall be obligated to pay any applicable termination liability associated with a breach of contract by Customer, or (ii) charge the Customer measured service rates, or (iii) charge an additional fee of \$.015 per call, that are equal to or less than, six (6) seconds in length ("Short Duration Calls"). For all Short Duration Calls, One Communications reserves the right to charge such additional fee retroactive to the Billing Activation Date.

To the extent that the Services purchased by Customer hereunder are off-net Services purchased under a 1, 2 or 3 year term plan, the discount associated with such Services, not the price quoted, is guaranteed for the applicable Service Term.

This quote is firm for thirty (30) days from the date specified above unless indicated differently herein. Alterations or changes after thirty (30) days may be made at the discretion of One Communications without notice.



Customer Authorization

Preferred Carrier Selection

This is to confirm that Customer has selected **One Communications****, as its primary provider of (choose from the following):

- local exchange service
- intraLATA toll service
- long distance service.

This is also to confirm that Customer has designated One Communications as its agent to effectuate the above change(s) in conjunction with each of the phone numbers associated with those Billing Telephone Numbers ("**BTN's**") identified in the chart below or in the Letter of Authorization submitted with this form, including changing its current Local Exchange Carrier ("**LEC**")/Primary Inter-exchange Carrier ("**PIC**"), if any, from its current provider(s) to One Communications. This authorization shall remain in effect until cancelled by Customer in writing.

Customer understands that only one carrier can be selected as the primary carrier for each of the services selected above and that by signing below, its current service provider for the checked services, if any, will be changed to One Communications.

Customer also understands that the selection of a new intraLATA toll or interLATA service provider may result in the imposition of a charge by Customer's LEC/PIC for changing service providers.

Preferred Carrier Freeze

This is to advise that Customer has elected to impose a preferred carrier freeze for each of the following services (choose from the following):

- local exchange service
- intraLATA toll service
- long distance service.

This is also to confirm that Customer has designated One Communications as its agent to effectuate the above preferred carrier freeze with respect to each of the phone numbers associated with those BTN's identified in the chart below or in the Letter of Authorization submitted with this form.

Customer understands that Customer will be unable to make a change in its carrier selection unless it lifts this preferred carrier freeze and that One Communications will not process any request received from a third party on behalf of Customer to lift the preferred carrier freeze.

Customer also understands that implementation of the preferred carrier freeze may result in the imposition of a charge.

This authorization shall remain in effect until cancelled by Customer in writing.

BTNs or BANs

(Check if additional pages are attached)

Customer:

(Insert Full Legal Business Name of Customer)

By:

(Signature of Authorized Representative)

Name (please print):

Title:

Date:

**** For purposes of this form, One Communications means the subsidiary of One Communications Corp. that is licensed to do business in the state in which the services are to be provided to Customer.**

CITY OF MENASHA DISBURSEMENTS

Accounts Payable for 4/21/10-4/29/10 Checks # 25201-25383	\$ 675,314.54
--	---------------

Payroll Checks for 4/22/10-4/29/10	<u>163,300.18</u>
------------------------------------	-------------------

Total	\$ 838,614.72
-------	---------------

Medical Expense Reimbursement Trust-Retirement Pay Out

Menasha Employees Credit Union-Employee Deductions

Menasha Employees Local 1035-Union Dues

Menasha Employees Local 1035B-Union Dues

Wisconsin Support Collections-Child/Spousal Support

United Way-Employee Donations

**A gap in check numbers is due to more invoices being paid than fits on one check stub. In that case the last check stub used for that vendor is the check number that will show on the check register.

AP Check Register
Check Date: 4/21/2010

Date: 4/22/2010

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
AMAZON	25201	4/21/2010	080952241213	100-0601-551.30-14	(2.00)	CREDIT
		4/21/2010	080952313957	100-0601-551.30-14	26.99	LIBRARY MATERIALS
		4/21/2010	080952610318	100-0601-551.30-14	44.98	LIBRARY MATERIALS
		4/21/2010	080954030131	100-0601-551.30-14	631.16	LIBRARY MATERIALS
		4/21/2010	080954034716	100-0601-551.30-14	22.99	LIBRARY MATERIALS
		4/21/2010	080956634518	100-0601-551.30-14	31.96	LIBRARY MATERIALS
		4/21/2010	179244057397	100-0601-551.30-14	12.99	LIBRARY MATERIALS
		4/21/2010	288460017707	100-0601-551.30-14	195.90	LIBRARY MATERIALS
		4/21/2010	288462182684	100-0601-551.30-14	(3.00)	CREDIT
		4/21/2010	288463837398	100-0601-551.30-14	19.98	LIBRARY MATERIALS
		4/21/2010	2884656591080	100-0601-551.30-14	(3.00)	CREDIT
		4/21/2010	288467251981	100-0601-551.30-14	29.98	LIBRARY MATERIALS
		4/21/2010	288467342325	100-0601-551.30-14	161.92	LIBRARY MATERIALS
		4/21/2010	288467643636	100-0601-551.30-14	56.97	LIBRARY MATERIALS
		4/21/2010	288468865815	100-0601-551.30-14	(6.00)	CREDIT
			Total for check: 25201		1,221.82	
BAKER & TAYLOR INC	25205	4/21/2010	0001988618	100-0601-551.30-14	(29.45)	CREDIT
		4/21/2010	0001991587	100-0601-551.30-14	(19.59)	CREDIT
		4/21/2010	2024362294	100-0601-551.30-14	275.22	LIBRARY MATERIALS
		4/21/2010	2024364176	100-0601-551.30-14	16.32	LIBRARY MATERIALS
		4/21/2010	2024368961	100-0601-551.30-14	254.39	LIBRARY MATERIALS
		4/21/2010	2024374897	100-0601-551.30-14	491.85	LIBRARY MATERIALS
		4/21/2010	2024379136	100-0601-551.30-14	593.98	LIBRARY MATERIALS
		4/21/2010	2024383891	100-0601-551.30-14	510.45	LIBRARY MATERIALS
		4/21/2010	2024386132	100-0601-551.30-14	26.11	LIBRARY MATERIALS
		4/21/2010	2024390324	100-0601-551.30-14	245.97	LIBRARY MATERIALS
		4/21/2010	2024396361	100-0601-551.30-14	284.84	LIBRARY MATERIALS
		4/21/2010	2024401216	100-0601-551.30-14	271.91	LIBRARY MATERIALS
		4/21/2010	2024405598	100-0601-551.30-14	347.77	LIBRARY MATERIALS
		4/21/2010	2024406007	100-0601-551.30-14	33.07	LIBRARY MATERIALS
		4/21/2010	2024410134	100-0601-551.30-14	210.09	LIBRARY MATERIALS
		4/21/2010	2024419209	100-0601-551.30-14	327.34	LIBRARY MATERIALS
		4/21/2010	2024422443	100-0601-551.30-14	262.37	LIBRARY MATERIALS

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BAKER & TAYLOR INC...	25205...	4/21/2010	2024425146	100-0601-551.30-14	16.95	LIBRARY MATERIALS
		4/21/2010	2024427881	100-0601-551.30-14	407.67	LIBRARY MATERIALS
		4/21/2010	2024433074	100-0601-551.30-14	389.33	LIBRARY MATERIALS
		4/21/2010	2024437896	100-0601-551.30-14	153.58	LIBRARY MATERIALS
		4/21/2010	2024444239	100-0601-551.30-14	350.11	LIBRARY MATERIALS
		4/21/2010	2024445926	100-0601-551.30-14	18.50	LIBRARY MATERIALS
		4/21/2010	2024446674	100-0601-551.30-14	218.75	LIBRARY MATERIALS
		4/21/2010	2024449849	100-0601-551.30-14	347.57	LIBRARY MATERIALS
		4/21/2010	2024455459	100-0601-551.30-14	641.87	LIBRARY MATERIALS
		4/21/2010	2024464445	100-0601-551.30-14	429.73	LIBRARY MATERIALS
		4/21/2010	2024471938	100-0601-551.30-14	56.10	LIBRARY MATERIALS
		4/21/2010	2024472648	100-0601-551.30-14	359.05	LIBRARY MATERIALS
		4/21/2010	2024473380	100-0601-551.30-14	26.84	LIBRARY MATERIALS
		4/21/2010	2024483591	100-0601-551.30-14	371.26	LIBRARY MATERIALS
		4/21/2010	5010675328	100-0601-551.30-14	100.06	LIBRARY MATERIALS
		4/21/2010	50107277512	100-0601-551.30-14	27.73	LIBRARY MATERIALS
		4/21/2010	115222110	100-0601-551.30-14	14.39	LIBRARY MATERIALS
	4/21/2010	115222111	100-0601-551.30-14	52.53	LIBRARY MATERIALS	
	4/21/2010	115802220	100-0601-551.30-14	100.75	LIBRARY MATERIALS	
	4/21/2010	115802221	100-0601-551.30-14	14.39	LIBRARY MATERIALS	
	4/21/2010	116081660	100-0601-551.30-14	21.56	LIBRARY MATERIALS	
	4/21/2010	116509881	100-0601-551.30-14	140.31	LIBRARY MATERIALS	
	4/21/2010	116509980	100-0601-551.30-14	21.56	LIBRARY MATERIALS	
	4/21/2010	117016490	100-0601-551.30-14	21.59	LIBRARY MATERIALS	
	4/21/2010	117016491	100-0601-551.30-14	21.59	LIBRARY MATERIALS	
	4/21/2010	117192260	100-0601-551.30-14	335.21	LIBRARY MATERIALS	
	4/21/2010	117192261	100-0601-551.30-14	158.73	LIBRARY MATERIALS	
	4/21/2010	117192270	100-0601-551.30-14	150.36	LIBRARY MATERIALS	
	4/21/2010	117192271	100-0601-551.30-14	12.71	LIBRARY MATERIALS	
	4/21/2010	117496120	100-0601-551.30-14	17.99	LIBRARY MATERIALS	
	4/21/2010	117496121	100-0601-551.30-14	50.39	LIBRARY MATERIALS	
	4/21/2010	117544970	100-0601-551.30-14	62.21	LIBRARY MATERIALS	

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BAKER & TAYLOR INC...	25205	4/21/2010	V04116580	100-0601-551.30-14	21.59	LIBRARY MATERIALS
			Total for check: 25205		9,235.60	
SYDNEY BERG	25206	4/21/2010	04142010	100-0601-551.30-14	36.25	LIBRARY MATERIALS
			Total for check: 25206		36.25	
KATHRYN BESON	25207	4/21/2010	04142010	100-0601-551.30-16	19.94	PROGRAM SUPPLIES
			Total for check: 25207		19.94	
BOOK FARM INC	25208	4/21/2010	0018348	100-0601-551.30-14	29.36	LIBRARY MATERIALS
			Total for check: 25208		29.36	
BRILLIANCE AUDIO INC	25209	4/21/2010	IN0540641	100-0601-551.30-14	358.46	LIBRARY MATERIALS
			Total for check: 25209		358.46	
CENTER POINT LARGE PRINT	25210	4/21/2010	826772	100-0601-551.30-14	261.81	LIBRARY MATERIALS
			831738	100-0601-551.30-14	102.45	LIBRARY MATERIALS
			Total for check: 25210		364.26	
COALITION OF W/AGING GROUPS	25211	4/21/2010	04142010	100-0601-551.30-14	40.00	LIBRARY MATERIALS
			Total for check: 25211		40.00	
DEMCO INC	25212	4/21/2010	3823027	100-0601-551.30-18	196.64	DEPT SUPPLIES
			Total for check: 25212		196.64	
ELISHA D SMITH PUBLIC LIBRARY	25213	4/21/2010	04142010	100-0601-551.20-05	100.00	PROGRAM ACCT REIMBURSE
			04152010	100-0601-551.20-05	100.00	PROGRAM ACCT REIMBURSE
			Total for check: 25213		200.00	

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FOX RIVER NEWS DISTRIBUTORS	25214	4/21/2010	04142010	100-0601-551.30-14	162.50	LIBRARY MATERIALS	
	Total for check: 25214				162.50		
	GALE	25215	4/21/2010	16700993	100-0601-551.30-14	14.39	LIBRARY MATERIALS
			4/21/2010	16706588	100-0601-551.30-14	41.52	LIBRARY MATERIALS
		4/21/2010	16708590	100-0601-551.30-14	38.93	LIBRARY MATERIALS	
		4/21/2010	16714406	100-0601-551.30-14	14.39	LIBRARY MATERIALS	
		4/21/2010	16715820	100-0601-551.30-14	141.40	LIBRARY MATERIALS	
		4/21/2010	16722786	100-0601-551.30-14	27.16	LIBRARY MATERIALS	
	Total for check: 25215				277.79		
TOM HANNAH	25216	4/21/2010	04142010	100-0601-551.30-14	15.00	LIBRARY MATERIALS	
	Total for check: 25216				15.00		
ANN HARDGINSKI	25217	4/21/2010	04142010	100-0601-551.30-16	18.90	PROGRAM SUPPLIES	
		4/21/2010	04152010	100-0601-551.33-01	15.75	MILEAGE REIMBURSEMENT	
		4/21/2010	04162010	100-0601-551.30-14	18.89	LIBRARY MATERIALS	
	Total for check: 25217				53.54		
DENNIS HAWK	25218	4/21/2010	04152010	100-0601-551.30-14	15.00	LIBRARY MATERIALS	
	Total for check: 25218				15.00		
HIGHSMITH	25219	4/21/2010	1015094689	100-0601-551.30-18	224.71	DEPT SUPPLIES	
		4/21/2010	1015094692	100-0601-551.30-18	84.68	DEPT SUPPLIES	
	Total for check: 25219				309.39		
INGRAM LIBRARY SERVICES	25221	4/21/2010	50068154	100-0601-551.30-14	16.53	LIBRARY MATERIALS	
		4/21/2010	50068155	100-0601-551.30-14	16.40	LIBRARY MATERIALS	
		4/21/2010	50068156	100-0601-551.30-14	32.97	LIBRARY MATERIALS	
		4/21/2010	50068157	100-0601-551.30-14	52.74	LIBRARY MATERIALS	
		4/21/2010	50227329	100-0601-551.30-14	32.46	LIBRARY MATERIALS	
	Total for check: 25221				131.10		

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INGRAM LIBRARY SERVICES...	25221...	4/21/2010	50227330	100-0601-551.30-14	32.64	LIBRARY MATERIALS
		4/21/2010	50227331	100-0601-551.30-14	35.50	LIBRARY MATERIALS
		4/21/2010	50227332	100-0601-551.30-14	16.44	LIBRARY MATERIALS
		4/21/2010	50227333	100-0601-551.30-14	15.83	LIBRARY MATERIALS
		4/21/2010	50401721	100-0601-551.30-14	36.31	LIBRARY MATERIALS
		4/21/2010	50401722	100-0601-551.30-14	35.24	LIBRARY MATERIALS
		4/21/2010	50401723	100-0601-551.30-14	15.81	LIBRARY MATERIALS
		4/21/2010	50401724	100-0601-551.30-14	16.51	LIBRARY MATERIALS
		4/21/2010	50535053	100-0601-551.30-14	32.60	LIBRARY MATERIALS
		4/21/2010	50535054	100-0601-551.30-14	48.20	LIBRARY MATERIALS
KITZ & PFEIL INC	25222	4/21/2010	0222140163	100-0601-551.24-03	4.02	REPAIRS/MAINTENANCE
		4/21/2010	0316140036	100-0601-551.30-13	23.65	HOUSEKEEPING SUPPLIES
			Total for check: 25222		27.67	
			Total for check: 25223		381.75	
KONE INC	25223	4/21/2010	220355569	100-0601-551.24-03	381.75	REPAIR/MAINTENANCE
			Total for check: 25224		18.50	
MANDERFIELD BAKERY	25224	4/21/2010	04142010	100-0601-551.34-03	18.50	TRAINING - MEALS
			Total for check: 25225		90.00	
MATAS MUSIC STUDIO	25225	4/21/2010	048553	100-0601-551.24-04	90.00	REPAIRS/MAINT-SPEC EQUIP
			Total for check: 25226		177.92	
MIDWEST TAPE	25226	4/21/2010	2128663	100-0601-551.30-14	177.92	LIBRARY MATERIALS
		4/21/2010	2133865	100-0601-551.30-14	358.74	LIBRARY MATERIALS
		4/21/2010	2140089	100-0601-551.30-14	8.99	LIBRARY MATERIALS
		4/21/2010	2140090	100-0601-551.30-14	27.98	LIBRARY MATERIALS

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MIDWEST TAPE...	25226...	4/21/2010	2140091	100-0601-551.30-14	418.72	LIBRARY MATERIALS
		4/21/2010	2147020	100-0601-551.30-14	178.89	LIBRARY MATERIALS
		4/21/2010	2152965	100-0601-551.30-14	162.91	LIBRARY MATERIALS
	Total for check: 25226				1,394.15	
MINITEX	25227	4/21/2010	65534	100-0601-551.30-18	1,155.00	DEPT SUPPLIES
	Total for check: 25227				1,155.00	
MARINA NELESSEN	25228	4/21/2010	04142010	100-0601-551.33-01	16.50	MILEAGE REIMBURSEMENT
				100-0601-551.33-01	11.00	MILEAGE REIMBURSEMENT
	Total for check: 25228				27.50	
RANDOM HOUSE INC	25229	4/21/2010	108839972	100-0601-551.30-14	38.25	LIBRARY MATERIALS
		4/21/2010	1088502394	100-0601-551.30-14	40.00	LIBRARY MATERIALS
		4/21/2010	1088548329	100-0601-551.30-14	75.00	LIBRARY MATERIALS
		4/21/2010	1188399972	100-0601-551.30-14	180.00	LIBRARY MATERIALS
		4/21/2010	1188502394	100-0601-551.30-14	97.50	LIBRARY MATERIALS
		4/21/2010	1288399972	100-0601-551.30-14	247.50	LIBRARY MATERIALS
Total for check: 25229				678.25		
RAYNOR MEMORIAL LIBRARY	25230	4/21/2010	160829-10	100-0601-551.30-14	55.00	LIBRARY MATERIALS
	Total for check: 25230				55.00	
RECORDED BOOKS LLC	25231	4/21/2010	4792292	100-0601-551.30-14	181.20	LIBRARY MATERIALS
		4/21/2010	4810902	100-0601-551.30-14	6.95	LIBRARY MATERIALS
	Total for check: 25231				188.15	
TASHA SAECKER	25232	4/21/2010	04142010	100-0601-551.33-01	451.00	MILEAGE REIMBURSEMENT
	Total for check: 25232				451.00	

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KRISTIN SEEFELDT	25233	4/21/2010	04142010	100-0601-551.34-03	5.98	TRAINING - MEALS
	Total for check: 25233				5.98	
SHOWCASES	25234	4/21/2010	252291	100-0601-551.30-18	386.10	DEPT SUPPLIES
	Total for check: 25234				386.10	
TENACIOUS QUILL PRESS LTD	25235	4/21/2010	165	100-0601-551.30-14	40.00	LIBRARY MATERIALS
	Total for check: 25235				40.00	
TESCH CHEMICAL CO INC	25236	4/21/2010	0316140036	100-0601-551.30-13	11.94	HOUSEKEEPING SUPPLIES
	Total for check: 25236				11.94	
UNIQUE MANAGEMENT SERVICES INC	25237	4/21/2010	04142010	100-0000-441.19-00	259.55	COLLECTION AGENCY FEE
	Total for check: 25237				259.55	
KAY WEEDEN	25238	4/21/2010	04142010	100-0601-551.20-05	205.00	PROGRAM
	Total for check: 25238				205.00	
WINNEFOX LIBRARY SYSTEM	25239	4/21/2010	3682	100-0601-551.30-14	43.75	LIBRARY MATERIALS
	Total for check: 25239				43.75	
WISCONSIN LIBRARY ASSOCIATION	25240	4/21/2010	04142010	100-0601-551.33-02	130.00	REGISTRATION FEES
	Total for check: 25240				130.00	
					18,540.32	

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ADVANTIDGE INC	25241	4/22/2010	220137	100-0801-521.30-10	88.05	88.05 50 CARD/50 RIBBON	
	Total for check: 25241 88.05						
	AIRGAS NORTH CENTRAL	25242	4/22/2010	105544862	731-1022-541.30-18	69.01	HYP NOZZLE HY ELECTRODE SHIELD
			4/22/2010	105554082	100-0703-553.30-18	69.81	ARGON CYL
		4/22/2010	105578360	731-1022-541.21-06	59.52	ACETYLENE/ARGON/OXYGEN CYLINDERS	
Total for check: 25242 198.34							
AMERICAN RED CROSS NEENAH-MENASHA	25243	4/22/2010	2783	100-0901-515.30-18	21.25	FIRST AID TRAINING PACK	
	Total for check: 25243 21.25						
ANGELA KERSTEN	25244	4/22/2010	KERSTEN	100-0000-422.01-00	68.40	REFUND PERMIT FEES 948 MARQUETTE ST	
				100-0000-422.02-00	54.90	REFUND PERMIT FEES 948 MARQUETTE ST	
				100-0000-422.03-00	54.90	REFUND PERMIT FEES 948 MARQUETTE ST	
				100-0000-422.05-00	49.25	REFUND PERMIT FEES 948 MARQUETTE ST	
				100-0000-422.07-00	40.00	REFUND PERMIT FEES 948 MARQUETTE ST	
				100-0000-422.11-00	75.00	REFUND PERMIT FEES 948 MARQUETTE ST	
	Total for check: 25244 342.45						
	CITY OF APPLETON	25245	4/22/2010	190620	100-0302-542.25-01	15,578.00	VALLEY TRANSIT APRIL 2010 SERVICES
		Total for check: 25245 15,578.00					
	ASSOCIATED APPRAISAL CONSULTANTS	25246	4/22/2010	8895	100-0402-513.21-09	4,841.67	PROFESSIONAL SERVICES MARCH 2010
				100-0402-513.30-11	162.06	POSTAGE	
		4/22/2010	8896	100-0402-513.21-04	59.76	PROFESSIONAL SERVICES INTERNET POSTING	
Total for check: 25246 5,063.49							
AT&T	25247	4/22/2010	920R09453004	601-1020-543.22-01	292.50	MONTHLY SERVICE APR 4 THRU MAY 3	

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AT&T...	25247...	4/22/2010...	920R09453004...	100-1001-514.22-01	113.90	MONTHLY SERVICE
			Total for check: 25247		406.40	APR 4 THRU MAY 3
BADGER HIGHWAYS CO INC	25248	4/22/2010	149007	100-0703-553.30-18	60.67	MASON SAND
			149024	100-0703-553.30-18	64.60	MASON SAND
			Total for check: 25248		125.27	BARBER PARK
BAHCALL RUBBER CO INC	25249	4/22/2010	497548-001	731-1022-541.38-03	169.67	DYNAMIC BMRS
			Total for check: 25249		169.67	
BERGSTROM	25250	4/22/2010	110378FOR	731-1022-541.38-03	120.47	MIRROR
			Total for check: 25250		120.47	
BRAZEE ACE HARDWARE	25251	4/22/2010	008543	100-0703-553.30-18	9.98	KILZ PRIMER
			Total for check: 25251		9.98	SMITH PARK GRAFFITI
BUBBRICKS	25252	4/22/2010	322109	100-0801-521.30-10	265.41	OFFICE SUPPLIES
			Total for check: 25252		265.41	
CASCADE ENGINEERING	25253	4/22/2010	10172569	100-1016-543.30-15	2,170.00	CARTS
			Total for check: 25253		2,170.00	
CULLIGAN WATERCARE SERVICES	25254	4/22/2010	033110	100-1001-514.20-01	17.85	WATER COOLER RENTAL
				731-1022-541.30-13	5.95	WATER COOLER RENTAL
			Total for check: 25254		23.80	
CUMMINS NPOWER LLC	25255	4/22/2010	802-98060	731-1022-541.38-03	18.60	FILLER CAP
			Total for check: 25255		18.60	

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DIGICORPORATION	25256	4/22/2010	101431	100-0000-134.00-00	(48.40)	LETTERHEAD
				100-0702-552.29-01	63.20	LETTERHEAD
				100-0703-553.29-01	63.20	LETTERHEAD
				100-0401-513.29-01	487.60	2010 OPERATING BUDGET
Total for check: 25256				565.60		
DISCOUNT TREE SERVICES	25257	4/22/2010	PO5633	100-0706-561.20-06	1,181.25	TREE REMOVAL/TRIMMING
				Total for check: 25257		
EVANS TITLE COMPANIES	25258	4/22/2010	MR Refund	100-0000-123.00-00	55.00	MARKERT, CHUCK
				Total for check: 25258		
FAST N EASY PAWN AND PAYDAY LOANS	25259	4/22/2010	FASTNEASY	100-0000-421.09-00	179.00	REFUND WTS/MEASURES
				Total for check: 25259		
FERGUSON ENTERPRISES INC #448	25260	4/22/2010	0533115-2	100-0703-553.24-03	267.30	STOCK SUPPLIES
				0533115-3	115.92	HDL REP KIT
				0536024	31.20	LCK/ORINGS
				0538722	37.06	CLST REP KIT
				0539921	289.15	STOCK SUPPLIES
Total for check: 25260				740.63		
FOREST COUNTY CLERK OF COURTS	25261	4/22/2010	FOREST	100-0000-201.03-00	453.60	BOND
				Total for check: 25261		
GALLS	25262	4/22/2010	510512117	100-0803-521.29-05	260.80	LED CONES/FLASHLIGHT
				Total for check: 25262		

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GREAT LAKES UNDERGROUND EQUIPMENT	25263	4/22/2010	15550	731-1022-541.38-03	444.67	MOTOR HYD
			Total for check: 25263		444.67	
GREEN LAKE CO CLERK OF COURTS	25264	4/22/2010	GREEN	100-0000-201.03-00	150.00	BOND
			Total for check: 25264		150.00	
GUNDERSON UNIFORM & LINEN RENTAL	25265	4/22/2010	1351872	100-0801-521.30-13	33.21	TOWELMATS SERVICE
			Total for check: 25265		33.21	
HAWKINS INC	25266	4/22/2010	3103570	100-0704-552.30-18	7.30	ELBOW/NIPPLES
			Total for check: 25266		7.30	
DENTON HEIDEMANN	25267	4/22/2010	040810	100-0803-521.30-18	46.18	CSO UNIFORM PANTS
			Total for check: 25267		46.18	
HORST DISTRIBUTING INC	25268	4/22/2010	821-000	100-0703-553.30-15	1,095.00	EDGE R RITE
				100-0703-553.30-18	837.40	PRO'S CHOICE 50#
				731-1022-541.38-03	66.26	GAS CAP/ADJ SLEEVE
			Total for check: 25268		1,998.66	
KRUEGER TRUE VALUE	25269	4/22/2010	924697	100-0703-553.30-18	38.83	NUTS/BOLTS/SCREWS
			Total for check: 25269		38.83	
LEAGUE OF WISCONSIN MUNICIPALITIES	25270	4/22/2010	042010	100-0405-513.30-18	60.00	TRAINING SEMINAR
			Total for check: 25270		60.00	
LUNIAK PAINT & SUPPLY INC	25271	4/22/2010	1533	731-1022-541.29-04	95.00	SANDBLAST FLOOR
			Total for check: 25271		95.00	

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MARSH ELECTRONICS INC	25272	4/22/2010	228316701	731-1022-541.38-03	339.00	SWITCHES
			Total for check: 25272		339.00	
MATTHEWS TIRE & SERVICE CENTER	25273	4/22/2010	359654	731-1022-541.38-02	253.48	TIRE SERVICE
			Total for check: 25273		253.48	
MCNEILUS TRUCK & MFG COMPANY	25274	4/22/2010	1274945	731-1022-541.38-03	1,515.53	WIPERS/GLIDES
			Total for check: 25274		1,515.53	
MENARDS-APPLETON EAST	25275	4/22/2010	70406	731-1022-541.24-03	98.91	SHEETING
			Total for check: 25275		98.91	
MENASHA EMPLOYEES CREDIT UNION	25276	4/22/2010	20100422	100-0000-202.05-00	19,070.00	PAYROLL SUMMARY
			Total for check: 25276		19,070.00	
MENASHA EMPLOYEES LOCAL 1035	25277	4/22/2010	20100422	100-0000-202.06-00	270.00	PAYROLL SUMMARY
			Total for check: 25277		270.00	
MENASHA EMPLOYEES LOCAL 1035B	25278	4/22/2010	20100422	100-0000-202.07-00	286.40	PAYROLL SUMMARY
			Total for check: 25278		286.40	
MENASHA JOINT SCHOOL DISTRICT	25279	4/22/2010	APRMOBHOME	100-0000-412.00-00	6,409.10	APRIL MOBILE HOME
			Total for check: 25279		6,409.10	
MENASHA PUBLIC WORKS FACILITY	25280	4/22/2010	YARD	100-0000-103.08-00	50.00	YARD ATTENDANT
			Total for check: 25280		50.00	PETTY CASH
MENASHA UTILITIES	25281	4/22/2010	041610	100-1012-541.22-03	16,443.77	PUBLIC STREET LIGHTING
			BILLING#3	100-1008-541.22-03	661.76	ELEC OR WATER OR STORM

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MENASHA UTILITIES...	25281...	4/22/2010...	BILLING#3...	100-1008-541.22-05	37.86	ELEC OR WATER OR STORM
				601-1020-543.22-03	91.16	ELEC OR WATER OR STORM
				100-0704-552.22-03	217.94	ELEC OR WATER OR STORM
				731-1022-541.22-03	1,323.40	ELEC OR WATER OR STORM
				731-1022-541.22-05	522.10	ELEC OR WATER OR STORM
				731-1022-541.22-06	767.50	ELEC OR WATER OR STORM
				266-1028-543.22-06	1,535.00	ELEC OR WATER OR STORM
				100-0801-521.22-03	1,102.50	ELEC OR WATER OR STORM
				100-0801-521.22-05	259.67	ELEC OR WATER OR STORM
				100-0801-521.22-06	62.71	ELEC OR WATER OR STORM
				100-0000-123.00-00	798.36	ELEC OR WATER OR STORM
				100-0000-123.00-00	188.04	ELEC OR WATER OR STORM
				100-0000-123.00-00	45.41	ELEC OR WATER OR STORM
				100-0601-551.22-03	2,716.41	ELEC OR WATER OR STORM
				100-0601-551.22-05	448.13	ELEC OR WATER OR STORM
				100-0601-551.22-06	103.75	ELEC OR WATER OR STORM
				100-1019-552.22-03	220.94	ELEC OR WATER OR STORM
				100-1019-552.22-05	3.47	ELEC OR WATER OR STORM
				100-0000-123.00-00	6.60	ELEC OR WATER OR STORM
				100-0703-553.22-03	1,298.94	ELEC OR WATER OR STORM
100-0703-553.22-06	280.61	ELEC OR WATER OR STORM				
100-0704-552.22-05	344.25	ELEC OR WATER OR STORM				
100-0305-562.22-06	7.44	ELEC OR WATER OR STORM				
Total for check: 25281					29,487.72	
MILLER & ASSOCIATES	25282	4/22/2010	20151	826-0703-553.30-18	1,266.00	BENCH
				Total for check: 25282		
MORTON SAFETY	25283	4/22/2010	474773	601-1020-543.30-15	114.48	MONKEY GRIP GLOVES
				Total for check: 25283		

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NATASHA FRIESTROM	25284	4/22/2010	FRIESTROM	100-0000-441.23-00	35.00	WEDDING CANCELLATION REFUND
Total for check: 25284					35.00	
NEENAH-MENASHA MUNICIPAL COURT	25285	4/22/2010	BOND	100-0000-201.03-00	139.00	BOND
Total for check: 25285					139.00	
NETWORK HEALTH PLAN	25286	4/22/2010	00424054	100-0000-204.08-00 100-0000-204.11-00	133,610.52 8,067.22	EMPLOYEES RETIREES/COBRA
Total for check: 25286					141,677.74	
RAY O'HERRON CO INC	25287	4/22/2010	1007271-IN 1007478-IN	100-0801-521.30-18 100-0801-521.30-18	610.22 886.12	RIFLE ROUNDS LIVE RIFLED ROUNDS
Total for check: 25287					1,496.34	
OFFICE DEPOT	25288	4/22/2010	735199	100-0920-531.30-10 100-0201-512.30-10 100-0202-512.30-10 100-0405-513.30-10 100-0101-511.30-10 100-0203-512.30-10 100-0204-512.30-10	71.02 3.52 194.64 15.48 3.52 3.53 3.34	OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES
Total for check: 25288					295.05	
RADIOSHACK CORPORATION	25289	4/22/2010	274119 274820	100-0703-553.24-03 100-0703-553.24-03	26.99 22.97	KOSLO
Total for check: 25289					49.96	
REDI-WELDING CO	25290	4/22/2010	14009	731-1022-541.30-18	995.50	FLOOR FOR TRUCK
Total for check: 25290					995.50	

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RIESTERER & SCHNELL INC	25291	4/22/2010	405297	731-1022-541.38-03	286.77	OIL FILTER/TIRE WHEEL
	Total for check: 25291				286.77	
SHIFFLER EQUIPMENT SALES INC	25292	4/22/2010	1009005800	731-1022-541.30-18	134.13	FELT SLED BASE GLIDE
		4/22/2010	1009005800C1	731-1022-541.30-18	(122.40)	FELT SLED BASE GLIDE RETURN
	Total for check: 25292				11.73	
SKID & PALLET	25293	4/22/2010	025518	100-0703-553.30-18	34.00	LANDSCAPE MULCH
	Total for check: 25293				34.00	
SMALL QUANTITY BOXES	25294	4/22/2010	35780	100-0801-521.30-18	14.75	STOCK BOXES
	Total for check: 25294				14.75	
SUPERIOR CHEMICAL CORP	25295	4/22/2010	22198	100-0000-132.00-00	2,007.34	HOUSEKEEPING SUPPLIES
		4/22/2010	22215	601-1020-543.30-18	273.60	DEGREASER
	Total for check: 25295				2,280.94	
UNIFIRST CORPORATION	25296	4/22/2010	097 0063357	731-1022-541.20-01	102.08	MAT/MOP/CLOTHING SERVICE
	Total for check: 25296				102.08	
UNITED PAPER CORPORATION	25297	4/22/2010	26089	100-0000-132.00-00	310.48	CLEANING SUPPLIES
	Total for check: 25297				310.48	
UNITED WAY FOX CITIES	25298	4/22/2010	20100422	100-0000-202.09-00	72.75	PAYROLL SUMMARY
	Total for check: 25298				72.75	
UR WASHINSTUFF INC	25299	4/22/2010	10028	100-0801-521.29-05	119.91	CAR WASHES
	Total for check: 25299				119.91	

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UW-MADISON SCHOOL OF NURSING	25300	4/22/2010	UWMADISON	100-0903-531.34-02	5.00	NEWLEAP REGISTRATION P ANDERSON
			Total for check: 25300		5.00	
VEOLIA ES SOLID WASTE MIDWEST	25301	4/22/2010	B40000259112	100-0000-123.00-00	84.92	BROAD ST RECYCLING
			Total for check: 25301		84.92	
VEOLIA ES TECHNICAL SOLUTIONS LLC	25302	4/22/2010	VEOLIA	100-1016-543.20-09	1,720.00	2010 CLEAN SWEEP
			Total for check: 25302		1,720.00	
VISION INSURANCE PLAN OF AMERICA	25303	4/22/2010	84089	100-0000-204.10-00	1,107.10	EMPLOYEES
			Total for check: 25303		1,107.10	
WE ENERGIES	25304	4/22/2010	033110	100-0701-533.22-03	8.91	NORTH ST
			040410	100-0701-533.22-03	8.54	NORTH ST
			040410	100-0903-531.22-04	26.12	316 RACINE ST
			Total for check: 25304		43.57	
WERNER ELECTRIC SUPPLY CO	25305	4/22/2010	S2933688.001	100-0703-553.24-03	1,904.56	POWER PACK/SENSOR PROTECTIVE CAGE
			S2933688.004	100-0703-553.24-03	6.21	FLOUR BULBS
			S2933688.005	100-0703-553.24-03	62.13	FLOUR BULBS
			Total for check: 25305		1,972.90	
WINNEBAGO COUNTY CLERK OF COURTS	25306	4/22/2010	BOND	100-0000-201.03-00	563.00	BOND
			Total for check: 25306		563.00	
WISCONSIN DEPT OF JUSTICE	25307	4/22/2010	L7101T	100-0801-521.21-06	70.00	NAME SEARCHES
			Total for check: 25307		70.00	

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WISCONSIN SUPPORT COLLECTIONS	25308	4/22/2010	20100422	100-0000-202.03-00	1,152.15	PAYROLL SUMMARY
			Total for check: 25308		<u>1,152.15</u>	
ZEP MANUFACTURING CO	25309	4/22/2010	30416884	731-1022-541.30-18	232.58	CLEANING SUPPLIES
			Total for check: 25309		<u>232.58</u>	
					<u>244,944.75</u>	

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ARGAS NORTH CENTRAL	25310	4/29/2010	105606261	731-1022-541.30-18	165.02	ACETYLENE CYLCUTTING TIP/IG WIRE
	Total for check: 25310				165.02	
APPLETON AWNING SHOP	25311	4/29/2010	21158	100-0703-553.30-18	356.40	CURTAIN
	Total for check: 25311				356.40	
BRAZEE ACE HARDWARE	25312	4/29/2010	008554	100-0703-553.30-18	8.16	INSERT PWR RECESS
		4/29/2010	008578	100-1001-514.30-13	10.78	UTIL KNIFE
	Total for check: 25312				18.94	
CAREW CONCRETE & SUPPLY CO INC	25313	4/29/2010	833731	100-0801-521.24-03	29.63	CONCRETE CURB WORK
				100-0501-522.24-03	29.62	CONCRETE CURB WORK
	Total for check: 25313				59.25	
DEPARTMENT OF WORKFORCE DEVELOPMENT	25314	4/29/2010	042710	267-0102-581.15-09	903.00	UNEMPLOYMENT COMP
		4/29/2010	833731	267-0102-581.15-09	2,218.00	UNEMPLOYMENT INSURANCE
	Total for check: 25314				3,121.00	
DUMKE & ASSOCIATES &	25315	4/29/2010	316RACINE	100-0903-531.29-06	2,977.75	316 RACINE ST RENT
	Total for check: 25315				2,977.75	
CARDMEMBER SERVICE	25318	4/29/2010	0053	100-0403-513.34-02	14.72	DAVID BLUE
		4/29/2010	0107	100-0601-551.33-02	60.00	WIS LIBRARY ASSN
				100-0601-551.33-03	50.00	WIS LIBRARY ASSN
		4/29/2010	0109	100-0703-553.34-03	13.66	RIVER WALK REST WIS DELLS
		4/29/2010	0165	100-0920-531.24-03	319.73	CRESCENT ELECTRIC
		4/29/2010	0168	100-0703-553.34-03	13.66	CHULA VISTA WIS DELLS
		4/29/2010	0173	731-1022-541.24-03	300.00	CRESCENT ELECTRIC
		4/29/2010	0185	100-0102-581.33-03	31.90	PERKINS
		4/29/2010	0397	100-0801-521.30-18	40.94	MAGNA MATTIC
		4/29/2010	0501	100-0910-531.30-15	437.00	DICKSON COMPANY

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CARDMEMBER SERVICE...	25318...	4/29/2010		100-0703-553.24-03	68.65	DISPLAYS 2 GO
		4/29/2010		100-1001-514.24-03	94.34	ATLANTA LIGHT BULBS
		4/29/2010		100-0801-521.29-05	23.01	AMBULANCE PARTS
		4/29/2010		100-0703-553.34-03	78.05	CHULA VISTA WIS DELLS
		4/29/2010		100-0601-551.30-14	10.50	PAYPAL
		4/29/2010		100-0703-553.34-02	90.00	WIS PARK & REC
		4/29/2010		100-0803-521.29-05	180.18	MILLS FLEET FARM
		4/29/2010		100-0801-521.32-02	30.00	PAYPAL ALMONTERR
		4/29/2010		100-0801-521.34-02	1,897.00	FOX VALLEY TECH
		4/29/2010		100-1002-541.34-03	89.99	COMFORT INN MADISON
		4/29/2010		100-0403-513.34-04	12.95	EXPERTS EXCHANGE
		4/29/2010		100-0601-551.30-14	10.00	PAYPAL
		4/29/2010		100-0801-521.34-02	125.00	TENANT RESOURCE CENTER
		4/29/2010		100-0801-521.30-18	93.60	PEAVEY CORP
		4/29/2010		827-0920-531.30-18	17.47	ORIENTAL TRADING
		4/29/2010		100-0403-513.34-02	51.22	DAVID BLUE
		4/29/2010		100-0801-521.30-15	53.96	HOME DEPOT
	4/29/2010		100-0703-553.30-18	84.89	LOWE'S	
	4/29/2010		100-0801-521.30-18	262.00	TAC MED SOLUTIONS	
	4/29/2010		100-1001-514.30-15	3.59	RADIOSHACK	
	4/29/2010		100-0801-521.34-02	135.00	VAN METER ASSOC	
	4/29/2010		100-0102-581.33-04	150.00	CORK N CLEAVER	
	4/29/2010		731-1022-541.30-13	22.50	WATER RIGHT SERVICES	
	4/29/2010		100-0801-521.30-13	22.50	WATER RIGHT SERVICES	
	4/29/2010		100-1001-514.20-01	45.00	WATER RIGHT SERVICES	
	4/29/2010		100-0403-513.30-12	69.78	EORDERPROC.COM	
			Total for check: 25318		5,002.79	
FASTENAL COMPANY	25319	4/29/2010	WINEES2414	100-1003-541.30-15	544.00	WHEEL KIT
				266-1028-543.30-15	544.00	WHEEL KIT
				601-1020-543.30-15	543.99	WHEEL KIT
			Total for check: 25319		1,631.99	

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FOX STAMP SIGN & SPECIALTY	25320	4/29/2010	183307	100-0405-513.30-18	47.45	ENGRAVED SIGNS M LANGDON
				100-0304-562.30-18	11.75	ENGRAVED SIGNS K HOMAN
	Total for check: 25320				59.20	
FOX VALLEY HUMANE ASSOCIATION	25321	4/29/2010	MARCH2010	100-0806-532.25-01	1,693.14	21 ANIMALS HANDLED MARCH 2010
	Total for check: 25321				1,693.14	
FOX VALLEY TRUCK	25322	4/29/2010	487755	731-1022-541.38-03	94.75	LOCK ASSM
	Total for check: 25322				94.75	
DEBBIE GALEAZZI	25323	4/29/2010	042810	100-0000-441.23-00	47.00	RESERVATION CANCELLATION REFUND
	Total for check: 25323				47.00	
GE CHEMICAL	25324	4/29/2010	4252	731-1022-541.30-18	320.00	PARTS/FLUID FOR WASHER
	Total for check: 25324				320.00	
GRAINGER INC	25325	4/29/2010	921927/9362	100-0703-553.24-03	167.86	BALLAST
			922164/2318	625-1010-541.30-18	29.66	CAL PACK
	Total for check: 25325				197.52	
GUNDERSON CLEANERS	25326	4/29/2010	817763	100-0920-531.30-13	250.84	CLEAN DRAPES SENIOR CENTER
	Total for check: 25326				250.84	
BRETT HALDERSON	25327	4/29/2010	041610	100-0801-521.34-03	112.22	CVMIC CLASS/HOTEL & MEALS
	Total for check: 25327				112.22	
HUNTON & WILLIAMS LLP	25328	4/29/2010	G906685	267-0102-581.21-01	28,545.08	PROFESSIONAL SERVICES STEAM UTILITY
	Total for check: 25328				28,545.08	

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HUNTON & WILLIAMS LLP...	25328...	4/29/2010	GR906686	267-0102-581.21-01	36,660.84	PROFESSIONAL SERVICES STEAM UTILITY
	Total for check: 25328				65,205.92	
JX ENTERPRISES INC	25329	4/29/2010	G200960001	731-1022-541.38-03	177.16	PARTS
	Total for check: 25329				177.16	
KEIL ENTERPRISES	25330	4/29/2010	041510	100-0801-521.34-02	380.00	CLASS REGISTRATION
	Total for check: 25330				380.00	
KUNDINGER FLUID POWER INC	25331	4/29/2010	50088875	731-1022-541.38-03	3.72	COMPRESSION SLEEVE
		4/29/2010	50088876	731-1022-541.38-03	8.88	COMPRESSION BUSHING
	Total for check: 25331				12.60	
LAUREL'S CREATIONS	25332	4/29/2010	45879	100-0801-521.19-03	121.00	KNIT HATS & SHIRT
	Total for check: 25332				121.00	
LOWE'S BUSINESS ACCOUNT	25333	4/29/2010	01446	731-1022-541.30-18	14.10	STAR CONSTRUCTION LAG
		4/29/2010	01447	100-0703-553.30-18	52.48	SUPPLIES
		4/29/2010	02227	100-0703-553.30-18	27.49	PLIER/WRENCH
		4/29/2010	041310	100-0703-553.30-18	33.29	LATE FEE/FINANCE CHARGES
	Total for check: 25333				127.36	
M&M TOWING AND RECOVERY LLC	25334	4/29/2010	0937	100-0801-521.29-05	95.00	TOWING/COMPLAINT 10-1135
	Total for check: 25334				95.00	
MANITOWOC CO SHERIFFS DEPT	25335	4/29/2010	MANITOWOC	100-0000-201.03-00	208.40	BOND
	Total for check: 25335				208.40	

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MATTHEWS TIRE & SERVICE CENTER	25336	4/29/2010	33247	731-1022-541.38-02	176.50	TIRES
			Total for check: 25336		176.50	
MCNEILLUS TRUCK & MFG COMPANY	25337	4/29/2010	1278237	731-1022-541.38-03	46.01	SPR LOAD WPR PNL WEAR
			Total for check: 25337		46.01	
MENARDS-APPLETON EAST	25338	4/29/2010	78266	100-1008-541.30-18	157.43	SUPPLIES
			79861	100-1003-541.30-15	59.43	RECIP BLADES/WOOD SAW
			Total for check: 25338		216.86	
MENASHA EMPLOYEES CREDIT UNION	25339	4/29/2010	20100429	100-0000-202.05-00	2,133.00	PAYROLL SUMMARY
			Total for check: 25339		2,133.00	
MENASHA EMPLOYEES LOCAL 1035	25340	4/29/2010	20100429	100-0000-202.06-00	270.00	PAYROLL SUMMARY
			Total for check: 25340		270.00	
TOWN OF MENASHA POLICE DEPARTMENT	25341	4/29/2010	BOND	100-0000-201.03-00	220.90	BOND
				100-0000-201.03-00	139.00	BOND
			Total for check: 25341		359.90	
POSTMASTER	25342	4/29/2010	042110	100-0920-531.30-11	52.00	NEWSLETTER POSTAGE JUNE
			Total for check: 25342		52.00	
MENASHA UTILITIES	25343	4/29/2010	BILLING#1	100-1008-541.22-03	278.54	ELEC OR WATER OR STORM
				100-0000-123.00-00	12.72	ELEC OR WATER OR STORM
				100-0305-562.22-03	20.82	ELEC OR WATER OR STORM
				100-0305-562.22-06	15.00	ELEC OR WATER OR STORM
				100-1012-541.22-03	72.32	ELEC OR WATER OR STORM
				100-0403-513.21-04	3,061.36	ELEC OR WATER OR STORM
				207-0707-552.22-03	256.86	ELEC OR WATER OR STORM

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MENASHA UTILITIES...	25343...	4/29/2010...	BILLING#1...	207-0707-552.22-05	19.27	ELEC OR WATER OR STORM
				207-0707-552.22-06	31.87	ELEC OR WATER OR STORM
				100-0703-553.22-03	551.20	ELEC OR WATER OR STORM
				100-0703-553.22-05	82.42	ELEC OR WATER OR STORM
				100-0703-553.22-06	200.61	ELEC OR WATER OR STORM
				100-1001-514.22-03	1,256.40	ELEC OR WATER OR STORM
				100-1001-514.22-05	252.66	ELEC OR WATER OR STORM
				100-1019-552.22-03	164.89	ELEC OR WATER OR STORM
				100-0920-531.22-03	231.45	ELEC OR WATER OR STORM
				100-0920-531.22-05	69.97	ELEC OR WATER OR STORM
				100-0408-552.22-03	20.00	ELEC OR WATER OR STORM
				100-1013-541.22-03	47.76	ELEC OR WATER OR STORM
				100-1013-541.22-06	246.86	ELEC OR WATER OR STORM
				100-1014-543.22-06	12.50	ELEC OR WATER OR STORM
				601-1020-543.22-03	29.07	ELEC OR WATER OR STORM
Total for check: 25343					6,934.55	
MODERN BUSINESS MACHINES	25344	4/29/2010		100-1001-514.24-04	280.50	CONTRACT
				100-1001-514.24-04	51.85	CONTRACT
				100-1001-514.24-04	34.63	CONTRACT
				100-1001-514.24-04	146.52	CONTRACT
				Total for check: 25344		
MORTON SAFETY	25345	4/29/2010		731-1022-541.21-05	39.29	MEDICAL SUPPLIES
				731-1022-541.21-05	335.91	MEDICAL SUPPLIES
				Total for check: 25345		
N&M AUTO SUPPLY	25346	4/29/2010		731-1022-541.30-18	23.38	SHOP SUPPLIES
				731-1022-541.38-03	39.04	STOCK
				731-1022-541.38-03	24.06	LAMP/BULBS
				Total for check: 25346		

AP Check Register

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
CITY OF NEEHAH	25347	4/29/2010	MAY2010	100-0501-522.25-01	248,393.00	N-M FIRE RESCUE SERVICES
	Total for check: 25347				248,393.00	
NETWORK HEALTH SYSTEM INC	25348	4/29/2010	252577	100-0801-521.21-05	108.00	DRUG SCREENING
		4/29/2010	252875	100-0801-521.21-05	60.00	PREPLACEMENT PHYSICAL
	Total for check: 25348				168.00	
RAY O'HERRON CO INC	25349	4/29/2010	0020949-JN	100-0801-521.30-18	2,162.36	AMMO
	Total for check: 25349				2,162.36	
OGDEN PLUMBING & HEATING INC	25350	4/29/2010	60648	100-1001-514.24-03	1,465.26	PVC PIPE REPLACEMENT
	Total for check: 25350				1,465.26	
OSHKOSH FIRE & POLICE EQUIPMENT INC	25351	4/29/2010	136251	100-0801-521.29-05	130.00	FLASHBACK FLASHER
		4/29/2010	136345	100-0801-521.29-05	60.50	HEADLIGHT FLASHER
	Total for check: 25351				190.50	
PACKER CITY INTERNATIONAL	25352	4/29/2010	3200950063	731-1022-541.38-03	388.84	AIR FILTER STOCK
	Total for check: 25352				388.84	
PICKN SAVE	25353	4/29/2010	009524	827-0920-531.30-18	29.30	DOOR PRIZES/COFFEE
	Total for check: 25353				29.30	
PITNEY BOWES	25354	4/29/2010	4842044-AP10	100-1001-514.24-04	375.00	RENTAL INVOICE
	Total for check: 25354				375.00	
JOSEPH A POLZIEN	25355	4/29/2010	041610	100-0801-521.34-02	24.66	TRAINING MEALS
	Total for check: 25355				24.66	

AP Check Register
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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description	
QUARLES & BRADY	25356	4/29/2010	1573196	267-0102-581.21-01	656.00	PROFESSIONAL SERVICES STEAM UTILITY	
	Total for check: 25356					656.00	
	REINDERS INC	25357	4/29/2010	1289370-00	731-1022-541.38-03	95.29	BRAKE CABLE ASM
		4/29/2010	863985-00	100-0701-533.30-18	29.50	LAWN SEED MIX/RESTHAVEN	
		4/29/2010	864111-00	100-1006-541.30-18	154.35	STRAW BLANKETS METAL STAPLES	
Total for check: 25357					279.14		
RIESTERER & SCHNELL INC	25358	4/29/2010	405538	731-1022-541.38-03	310.93	STOCK SUPPLIES	
	Total for check: 25358					310.93	
PAUL SCHEPPF	25359	4/29/2010	042410	824-0801-521.21-05	94.95	K-9 UNIT SHOTS	
	Total for check: 25359					94.95	
SHERWIN-WILLIAMS CO	25360	4/29/2010	7770-0	100-0920-531.24-03	21.89	PAINT	
		4/29/2010	7871-6	100-0920-531.24-03	29.87	PAINT	
	Total for check: 25360					51.76	
DR TERESA SHOBERG	25361	4/29/2010	MAY2010	100-0903-531.21-05	150.00	CITY PHYSICIAN	
	Total for check: 25361					150.00	
SHOPKO STORES INC	25362	4/29/2010	50628	827-0920-531.30-18	32.96	PARTY SUPPLIES	
	Total for check: 25362					32.96	
SPX SERVICE SOLUTIONS	25363	4/29/2010	SIN-96989608	100-0403-513.30-15	642.77	TRAK DIAGNOSTICS SOFTWARE	
	Total for check: 25363					642.77	

AP Check Register

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
STANLEY SECURITY SOLUTIONS INC	25364	4/29/2010	CH-532084	100-0703-553.24-03	48.78	PUSH PLATE
			Total for check: 25364		48.78	
STEEP EQUIPMENT COMPANY	25365	4/29/2010	297525	731-1022-541.38-03	183.06	RUBBER PADS
			Total for check: 25365		183.06	
STRECHERS PROFESSIONAL POLICE EQPT	25366	4/29/2010	1728927	100-0801-521.30-18	1,600.00	.45 ACP PRACTICE
			Total for check: 25366		1,600.00	
SUNGARD PUBLIC SECTOR INC	25367	4/29/2010	18721	100-0403-513.21-04	2,438.00	MAINTENANCE MAY 1-31, 2010
			18721ADJ	100-0403-513.21-04	(585.12)	VALUED CUSTOMER CREDIT
			Total for check: 25367		1,852.88	
TESCH CHEMICAL CO INC	25368	4/29/2010	TC113616	100-1001-514.30-13	7.30	HAND PADS
			Total for check: 25368		7.30	
THEDACARE	25369	4/29/2010	9200199701	100-0801-521.21-05	392.00	VENIPUNCTURE
			Total for check: 25369		392.00	
UNIFIRST CORPORATION	25370	4/29/2010	097 0063756	731-1022-541.20-01	102.08	MAT/MOP/CLOTHING SERVICE
			Total for check: 25370		102.08	
US OIL CO INC	25371	4/29/2010	275785	100-0000-131.00-00	15,974.24	FUEL OIL
			275786	100-0000-131.00-00	3,996.11	FUEL OIL
			Total for check: 25371		19,970.35	
US OIL CO INC	25372	4/29/2010	L38894	731-1022-541.21-06	24.00	SAMPLES
			Total for check: 25372		24.00	

AP Check Register
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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description				
US PETROLEUM EQUIPMENT	25373	4/29/2010	177829	731-1022-541.24-04	85.50	ALARM CHECK				
	Total for check: 25373				85.50					
UW FOX VALLEY	25374	4/29/2010	10-22113	100-0405-513.21-04	728.40	AT&T EQPT/STARTUP				
		4/29/2010	10-22117	100-0405-513.21-08	740.00	VIDEOTAPING CITY COUNCIL				
	Total for check: 25374				1,468.40					
UW-EXTENSION	25375	4/29/2010	042210	100-0403-513.34-04	25.00	TRAINING MATERIAL BOARD OF REVIEW				
	Total for check: 25375				25.00					
WE ENERGIES	25376	4/29/2010		100-0000-123.00-00	974.04	NM FIRE				
				100-1001-514.22-04	721.31	CITY HALL				
				100-0801-521.22-04	1,345.10	POLICE				
				100-0920-531.22-04	99.41	SENIOR CENTER				
				100-0601-551.22-04	1,849.28	LIBRARY				
				100-0703-553.22-04	505.39	PARKS				
				100-0704-552.22-04	159.23	POOL				
				207-0707-552.22-04	40.68	MARINA				
				731-1022-541.22-04	3,344.15	PWF				
				100-0703-553.22-03	9,282.17	PLANK RD				
				Total for check: 25376				9,047.87		
				WERNER ELECTRIC SUPPLY CO	25377	4/29/2010	S2961430.001	100-0704-552.30-18	640.39	SAFETY SWITCH
						4/29/2010	S2977713.001	100-0000-132.00-00	33.34	BALLAST
					Total for check: 25377				673.73	
WINNEBAGO COUNTY TREASURER	25378	4/29/2010	LF115842	266-1027-543.25-01	1,333.05	SINGLE STREAM RECYCLING				
	Total for check: 25378				1,333.05					

AP Check Register
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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
WISCONSIN DEPT OF ADMINISTRATION	25379	4/29/2010	042310	100-0401-513.32-02	20.00	ADMIN CODE RENEWAL
	Total for check: 25379				20.00	
WISCONSIN PUBLIC FINANCE	25380	4/29/2010	012110	267-0102-581.21-03	25,050.00	FINANCIAL ADVISORY SERV
	Total for check: 25380				25,050.00	
WISCONSIN SUPPORT COLLECTIONS	25381	4/29/2010	20100429	100-0000-202.03-00	440.23	PAYROLL SUMMARY
	Total for check: 25381				440.23	
WPHA	25382	4/29/2010	042710	100-0910-531.33-02	225.00	REGISTRATION
	Total for check: 25382				225.00	
WRIGHT INDUSTRIAL INC	25383	4/29/2010	0596281-IN	100-0000-132.00-00	265.56	FLOOR FINISH
	Total for check: 25383				265.56	
					411,829.47	

I AM A NEIGHBOR OF BOB AND BARBARA BISBY. I AM AWARE THAT THEY HAVE BRED HIMALAYAN CATS FOR THE PAST 18 YEARS AND HAVE NO PROBLEM WITH THEM CONTINUING IN THEIR BREEDING PROGRAM.

I AM AWARE THAT ~~EIGHT~~^{FIVE} CATS RESIDE AT 613 11TH STREET, MENASHA, WISCONSIN, NAMELY: FROSTY, A BLUE-POINT FEMALE, 7 YEARS; TOOTSIE POP, A SEAL-TORTIE-LYNX POINT FEMALE, AGE 6 YEARS; TIGRE LILY, A SEAL-TORTIE POINT FEMALE, AGE 1 ½ YEARS; MAXX, A CREAM POINT MALE, AGE 7 MONTHS, AND DAISY, A BLUE-POINT FEMALE, AGE 1 YEAR.

SIGNED	ADDRESS	DATE
<u>Dolores Gries</u>	<u>617-11th St</u>	<u>4-12-10</u>
<u>Justine A. Deland</u>	<u>621 11th St</u>	<u>4-12-10</u>
<u>Erwin Becker</u>	<u>604 10th St</u>	<u>4-12-10</u>
<u>Doreen J. Wenz</u>	<u>613 10th St</u>	<u>4-12-10</u>
<u>Juan Caraballo</u>	<u>609 11th St</u>	<u>4-26-10</u>
<u>Dolores W. Anderson</u>	<u>608-10th</u>	<u>4-26-10</u>
<u>Carol Rosella</u>	<u>617 10th</u>	<u>4-26-10</u>
<u>Karla Vanfun</u>	<u>619 10th</u>	<u>4-26-10</u>
<u>Tracy Singneski</u>	<u>620 10th</u>	<u>4-26-10</u>
<u>Olga Hildebrand</u>	<u>616 10th</u>	<u>4-26-10</u>

American Cat fanciers Association

Kitten Britches Cattery, Menasha, Wisconsin

Owners: Barbara and Bob Bisby

Kitten Britches cattery has been inspected by a licensed facility inspector, and has been found to meet the standards of

ACFA's Facility Inspection Program.

This Cattery is hereby designated an

ACFA Cattery of Distinction



Carol Barber

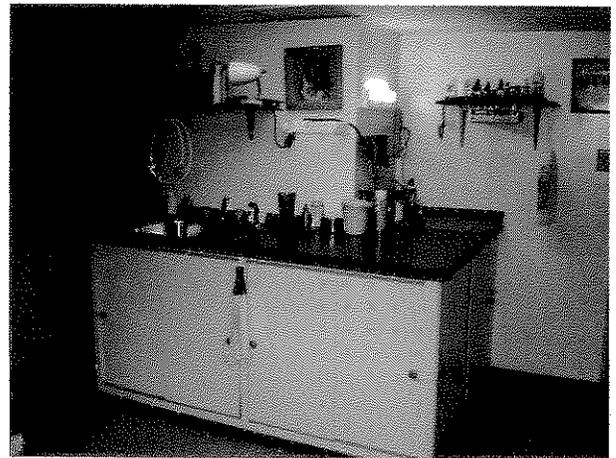
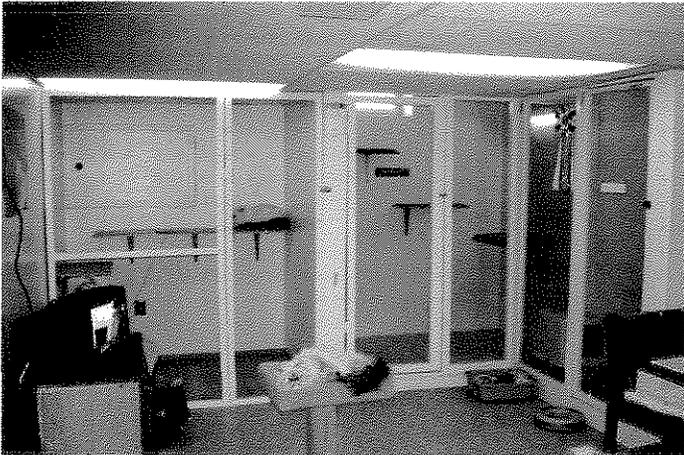
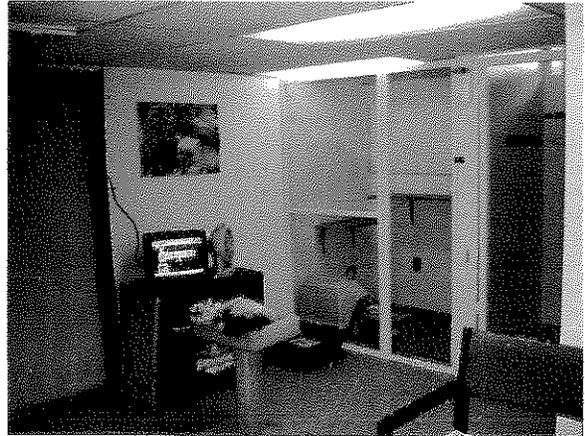
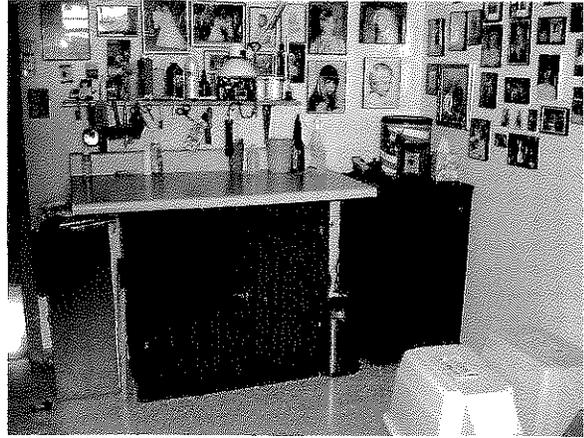
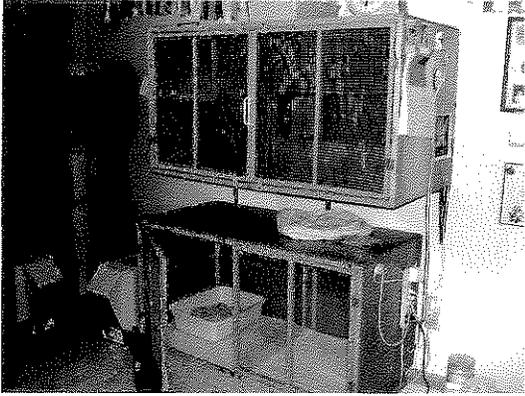
President, American Cat fanciers Association

Nanna Anderson

Administrator, ACFA Facility Inspection Program

Feb 1 2007 to Feb 1 2008

Date Effective - Expiration Date



Tony Gutierrez
1234 Darlene Drive
Menasha, WI 54952

Mayor Donald Merkes
140 Main St,
Menasha, WI 54952

Re: Police Commission

April 27, 2010

Dear Mr. Mayor;

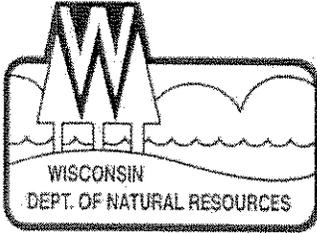
I am honored at the invitation to serve the residents of Menasha on the Menasha Police Commission. I would offer the following summary of my experience and background for your consideration:

- 28 year resident of the Fox Cities area, with more than 25 of those years as a resident and property owner in the of the City of Menasha.
- Successful entrepreneur and small business owner—Rising Son Web Design, founded in 2005, following 23 years in the local printing industry.
- Experience living in the inner city of Chicago as a teenager and young adult, where exposure to issues of poverty, crime and gang activity formed understanding and insight to how these issues endanger our youth and community.
- Desire to build bridges of communication, understanding and unity within the American and Hispanic cultures in an effort to build a stronger community. Willingness to stand against the issues that divide and threaten healthy families and cities.
- Active relationships of mutual respect within the American and Hispanic business and faith communities.
- Facilitator of Puerta Hermosa (Beautiful Gate) Outreach Center, 304 De Pere St. Menasha, founded in 2007. Our mission is to connect Americans and Latinos relationally, spiritually, socially and economically into the Fox Cities business and faith communities.

Thank you for your consideration. I look forward to serving in this capacity. If you have any questions regarding this information, please feel free to contact me at (920) 722-5038 or (920) 540-5038.

Sincerely,

Tony Gutierrez



State of Wisconsin \ DEPARTMENT OF NATURAL RESOURCES

Jim Doyle, Governor
Matthew J. Frank, Secretary
Ronald W. Kazmierczak, Regional Director

RECEIVED Oshkosh Service Center
625 E. County Rd. Y
Oshkosh, Wisconsin 54901
Telephone 920-424-2104
FAX 920-424-4404
APR 14 2010

April 13, 2010

Mr. Mark Radtke, Dir. Public Works
City of Menasha
140 Main St.
Menasha, WI 54952

Subject: Recycling Program Evaluation for the City of Menasha,
Winnebago County

Dear Mr. Radtke:

Thanks to Tim Jacobson and Jeff Nieland for meeting with us on March 11, 2010, as part of the Winnebago County Annual Group Recycling Meeting. I waited for the return of your completed recycling program questionnaire to send this reply. Jennifer Semrau, Winnebago County Recycling Director, Kurt Pernsteiner and I presented valuable information regarding Winnebago County waste and recycling operations, single stream recycling, administrative code updates, DNR recycling annual report updates and a home compost demonstration. As part of the workshop activities, Jennifer and Kurt provided updates on Winnebago County's recycling program. Following their presentations I was able to have a group discussion with all of the Responsible Unit (RU) representatives present to discuss recycling successes, problems and possible solutions. This letter will summarize our discussions and include a review of your recycling program. Please provide a copy of this letter to appropriate City staff and City Council for their information.

I received your completed individual recycling program questionnaire and an updated copy of your Compliance Assurance Plan. I used the questionnaire as well as your most recent Recycling Annual Report to the DNR to review the City of Menasha's recycling program. I noted that the City's overall recycling program appears to be well run. You continue to have a recyclables collection volume that is above the state standard. The latest annual report (2008) from the City showed the value of 112.64 pounds of recyclables collected per person per year. This figure is above the collection standard for an urban community of 106.55 pounds per person in Table I of NR 544. I believe that the curbside collection of recyclables and single stream recycling is a contributing factor in this success. The added convenience of curbside and single stream collection, your coordination with Winnebago County, and your efforts to promote recycling appear to contribute to additional recycling activity by your residents. I commend you, the City staff and the City Council for making the effort to maintain a successful recycling program. The City of Menasha should continue to seek ways to increase recycling to reduce municipal waste disposal expenses and benefit the environment.

During the group discussion we briefly discussed the communities' continuing efforts at coordinating with Winnebago County on recycling education and outreach. Jennifer and I provided two information tables of recycling educational factsheets and publications regarding Winnebago County recycling and solid waste programs, open burning, recycling guidance, composting and other recycling topics for your use. As part of your recycling outreach activities, you continue to provide recycling educational materials to your residents by sending guidance to your residents, providing recycling guidance through your City's website and to those that inquire at City offices. I stress the importance of recycling education in promoting the continued increase in recycling efforts within the City. Continued reminders for long term residents, outreach to new residents and concentrated efforts at youth education are always needed to encourage more ways to "Reduce, Reuse and Recycle". We provided many examples of recycling publications to give you additional possible references for educational materials on recycling. The DNR recycling publications web address is

<http://www.dnr.state.wi.us/org/aw/wm/publications/>

Many of these publications may be downloaded directly from the web site. In addition, our recycling home web page address is noted at the end of this letter for added information.

In addition, I encourage the City to use the additional copies of the DVD on open burning and recycling that was available on the information table at the meeting. It may be loaned as an educational tool to interested groups, schools, etc. in the City. If you need additional copies, just contact me. Please feel free to also use our open burning fact sheets as part of your ongoing outreach efforts. In addition, our Open Burning Web Site may be found at

<http://dnr.wi.gov/environmentprotect/ob/>

Please consider posting open burning guidance or a link to the above website on your City website.

I discussed recent proposed changes to state statutes that may impact solid waste or recycling operations throughout the state. Among the proposed or final changes are:

- New electronics recycling legislation
- New oil filter/absorbents legislation
- Proposed open burning citation legislation
- Proposed increase in fines for littering
- Proposed repeal of single family disposal exemption
- Proposed elimination of lead wheel weights

And finally, I had a few minutes to discuss future efforts to increase the recycling of organics. I stressed the importance of reducing organics in landfills and thus reducing the input of methane gas into our atmosphere. Methane is 20 to 100 times more serious than CO₂ as a green house gas and landfills are the largest source of methane in the US. Recycling organics can decrease the financial burden of waste disposal for a community and produce an excellent soil amendment through composting of organics such as kitchen fruit and vegetable trimmings, coffee grounds and other non meat or nondairy food waste. I demonstrated the ease of recycling organics in the home by operating a home compost bin in your back yard. Please use the compost guidance

available on the information table or on the web at:
<http://dnr.wi.gov/org/aw/wm/recycle/issues/compost.htm>.

Thanks again to Tim Jacobson and Jeff Nieland for their cooperation and time to attend the Winnebago County Annual Group Recycling Meeting and discuss and evaluate the City of Menasha's recycling program with us. I encourage you, City staff and the City Council to continue with your efforts. Additional recycling information is available for your reference. Please see our web page at <http://www.dnr.state.wi.us/org/aw/wm/recycle>. If you have any questions or if we can be of further assistance to you, please contact me at (920) 424-2104 or email at David.Misterec@wisconsin.gov

Sincerely,



David L. Misterec
Waste Management Specialist

cc: Jennifer Semrau, Winnebago County
Len Polczynski, NER
Jennie Easterly, OSH