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

CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, January 20, 2014
6:00 PM
AGENDA

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE
Moment of Silence for Dr. Martin Luther King, Jr. Day

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. Administrative Committee, 1/6/14
b. Board of Health, 11/13/13
c. City Hall Safety Committee, 11/7/13
d. Committee on Aging, 11/14/13
e. Landmarks Commission, 1/8/14
f. Library Board, 12/19/13
g. NM Sewerage Commission, 12/17/13
h. Parks and Recreation Board, 1/13/14
i. Plan Commission, 1/7/14
j. Public Works/Parks Safety Committee, 10/22/13

Communications:
k. CA/HRD Captain to ASD Steeno, 1/3/14, Margaritaville Lounge LLC
l. PRD Tungate, 1/15/14, Request for Qualifications and Proposal Jefferson Park and Neighborhood Master Plan
m. CDD Keil, 1/16/14, Winnebago County Industrial Development Board Per Capita Funds
n. CDD Keil, 1/16/14, Pending Annexation
o. CA/HRD Captain, 1/16/14, Retirements Announced

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, 1/6/14

Administration Committee, 1/6/14 – Recommends the Approval of:
2. Grant Agreement between Winnebago County and City of Menasha for the term 1/1/14 – 12/31/14 for Menasha Senior Center.
3. Grant Agreement between Winnebago County and City of Menasha for the term 1/1/14 – 12/31/14 for 60 Plus Health and Wellness Program.
4. 2014 Agreement and Contract Among ADVOCAP, Inc and City of Menasha & Neenah-Menasha YMCA with Menasha Senior Center for the term 1/1/14-12/31/14.

Parks and Recreation Board, 1/13/14, Recommends the Approval of:
5. 2014 Parks and Recreation Fee Change.

Plan Commission, 1/7/14, Recommends the Approval of:
6. Relocation of Gilbert Site Trail Access and acceptance of the land donation for the Gilbert Site "Duck Pond" and the trail.

H. ITEMS REMOVED FROM CONSENT AGENDA

I. ACTION ITEMS
1. Accounts payable and payroll for the term of 1/9/14 to 1/16/14 in the amount of $7,628,567.32.
2. Beverage Operators License Applications for the 2013-2015 licensing period.

J. ORDINANCES AND RESOLUTIONS

K. APPOINTMENTS
1. Mayor's reappointment of Christopher Evenson, 523 Broad Street, Menasha to the Board of Appeals for the term of February 1, 2014 - February 1, 2017.
2. Mayor's reappointment of James Koslowski, 729 9th Street, Menasha to the Board of Appeals for the term of February 1, 2014 - February 1, 2017.
3. Mayor's reappointment of John Ruck, 1108 Stardust Drive, Menasha to the Committee on Aging for the term of February 1, 2014 - February 1, 2017.
4. Mayor's reappointment of Thomas Stoffel, 1041 Garda Court, Menasha to the Committee on Aging for the term of February 1, 2014 - February 1, 2017.

L. HELD OVER BUSINESS

M. CLAIMS AGAINST THE CITY

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

O. ADJOURNMENT

MEETING NOTICE
Common Council – Monday, February 3, 2014 – 6:00 pm
Committee meetings to follow Common Council

"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 at least 24-hours in advance of the meeting for the City to arrange special accommodations."

DRAFT

CITY OF MENASHA
ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
January 6, 2014
MINUTES

A. CALL TO ORDER
Meeting called to order by Chairman Nichols at 6:30 p.m.

B. ROLL CALL/EXCUSED ABSENCES
PRESENT: Aldermen Nichols, Taylor, Sevenich, Langdon, Keehan, Zelinski, Englebert, Benner
ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, FC Auxier, DPW Radtke, CDD Keil, ASD Steeno, Clerk Galeazzi.

C. MINUTES TO APPROVE
1. Administration Committee, 12/16/13
Moved by Ald. Englebert, seconded by Ald. Keehan to approve minutes.
Motion carried on voice vote.

D. COMMUNICATIONS
1. CVMIC to CA/HRD Captain, 12/18/13; 2013 Member Worker's Compensation Dividend.

E. DISCUSSION/ACTION ITEMS
1. Appeal of Voiding Operator's License Application – Thomas M. Almendarez.

Mr. Almendarez explained there was miscommunication on some of the questions and therefore did not answer the questions correctly. He asked the Committee to allow him to reapply for an Alcohol Operator's License.
General discussion ensued on the guidelines and application.

Moved by Ald. Taylor, seconded by Ald. Keehan to allow Thomas M. Almendarez to reapply for an Alcohol Operator's License.
Motion carried on roll call 8-0.

2. Grant Agreement between Winnebago County and City of Menasha for the term 1/1/14 – 12/31/14 for Menasha Senior Center.
Moved by Ald. Langdon, seconded by Ald. Englebert to recommend to Common Council Grant Agreement between Winnebago County and City of Menasha for the term 1/1/14 – 12/31/14 for Menasha Senior Center.
Motion carried on roll call 8-0.

3. Grant Agreement between Winnebago County and City of Menasha for the term 1/1/14 – 12/31/14 for 60 Plus Health and Wellness Program.
Moved by Ald. Langdon, seconded by Ald. Englebert to recommend to Common Council Grant Agreement between Winnebago County and City of Menasha for the term 1/1/14 – 12/31/14 for 60 Plus Health and Wellness Program.
Motion carried on roll call 8-0.

DRAFT

4. 2014 Agreement and Contract Among ADVOCAP, Inc and City of Menasha & Neenah-Menasha YMCA with Menasha Senior Center for the term 1/1/14-12/31/14.
Moved by Ald. Langdon, seconded by Ald. Keehan to recommend to Common Council 2014 Agreement and Contract Among ADVOCAP, Inc and City of Menasha & Neenah-Menasha YMCA with Menasha Senior Center for the term 1/1/14-12/31/14. Motion carried on roll call 8-0.

F. ADJOURNMENT
Moved by Ald. Taylor, seconded by Ald. Langdon to adjourn at 6:45 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
Minutes
11-13-2013

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

B. Present: Candyce Rusin, Ruth Neeck, Susan Nett, Dr. Teresa Rudolph (arrived at 8:20 AM)
Others Present: Alderman Becky Nichols, Todd Drew RS
Excused: Lori Asmus

C. MINUTES TO APPROVE
1. Motion to approve minutes from October 9, 2013 meeting made by T. Rudolph and seconded by R. Neeck. Motion carried. (Motion made after Dr. Rudolph arrived)

D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
1. October 2013 Communicable Disease Report distributed. 2 probable pertussis cases were noted along with 1 mycobacterium nontuberculosis.
2. 2014 Budget Review. S. Nett discussed the department budget review with the Common Council on Nov. 6. There were no changes made at this time. S. Nett reported Alderman Nichols commended the department on the services offered to the public.
3. BDM Flu Shot Clinic Update. To date 315 infants and children and 424 adults have received flu shots as part of the BDM mass clinic exercise. The exercise will continue until Nov. 23rd.
4. Update-Consolidated Grants 2014
   a. MCH S. Nett is still in the negotiation process with the state for this program.
   b. Prevention The prevention monies will be used to complete a written community health improvement plan.
   c. Childhood Lead The department will continue the lead prevention program that is currently in place.
   d. Immunization Negotiations with the state have not started yet for this program.
5. Infrastructure Grant S. Nett submitted the grant application for this program.
6. Staff Update A new grant nurse was hired to replace the current grant nurse who is resigning her position. Training has already started.
7. Refugee Health Screening-Update The health department has not officially been notified about the possibility of resettlement of some refugees from Burma to the city. The required health screening will be time consuming. S. Nett did question the state about a contractual arrangement to assist with staff costs. The state has indicated there will not be a contract at this time as they are not aware of any refugees settling in the city.

8. Weight of the Fox Valley – Update from United Way distributed.
9. Petussis Update for Jan. through Oct 2013 distributed. The greatest number of cases statewide have occurred in Winnebago and 3 other counties.

E. ACTION ITEMS

1. Amendment to Public Nuisances Affecting Health Ordinance Title II Chapter 7. Section 11-7-3 (Bed Bug Management in Unlicensed Residential Rental Structures) T. Drew reviewed recommended changes from last meeting. He also discussed changes he felt needed to be made regarding the placing of placards where bedbugs have been identified. As this is not considered a human health hazard but rather a nuisance placing a placard would be inappropriate. He also discussed the issue of charging tenants for pest control costs as a retaliatory act vs. appropriate tenant cost responsibility. If a tenant feels there has been retaliation from the landlord they will be referred to DATCP for assistance. Another item he discussed was the tenant's responsibility to cooperate with the landlord in the control, treatment and eradication if a bedbug infestation is found or suspected to be in the tenant's rental unit. R. Neeck questioned what if the treatment doesn't work. T. Drew responded there would be follow-up until the infestation is gone. Alderman Nichols suggested that a memo to the council be included when this amendment is brought forth to the council explaining why this is a problem and this is meant to be pro-active for both the landlord and the tenant. Motion to forward the amendment regarding bed bug management in unlicensed residential rental structures (Public Nuisances Affecting Health Ordinance Title II Chapter 7) to the common council made by R. Neeck and seconded by T. Rudolph. Motion carried.

F. HELD OVER BUSINESS

1. None

G. Motion to adjourn at 9:40 AM made by R. Neeck and seconded by T. Rudolph. Motion carried. Next Meeting December 11, 2013.

City Hall Safety Committee Meeting

November 7, 2013

Meeting called to order at 1:35 PM.
Present: Kate Clausing, Vicki Lenz, Sue Nett, Sue Seffker, Todd Drew
Excused: Kristi Heim, Pam Captain, Adam Alix

A. Motion to approve minutes from October 4, 2013 meeting made by S. Seffker and seconded by K. Clausing Motion carried.

B. Old Business

1. **Security Assessments.** City Hall assessment reviewed (copy provided prior to meeting) Drew to request A. Zemlock attend the December meeting to further discuss and establish priority items.
2. **CVMIC MSDS Computer Program (update) –** CVMIC will not be purchasing the program directly. Program will be available to members to purchase directly. Program has an annual cost which will be dependent upon the number of members who purchase. Drew contacted another interested CVMIC member who estimated cost could be approximately $3000.00/yr. Discussion regarding an in house program at December meeting.

C. New Business

1. **Monthly Safety Topic** distributed and reviewed. "Doing things the OLD WAY may not be the BEST WAY" safety sheet discusses the importance to follow established safety policies and to not take unnecessary risks on the job.
2. **Injury Review.** No injuries to report.
3. **New items for discussion** – No new items discussed

D. Training

1. **Fire Extinguisher Training –** Training October 17 – 10 employees attended the training held at the FVTC training site in Neenah. Training was well received and realistic involving putting out actual fires set in the training building. Drew suggested that this method of fire extinguisher training be the standard for future sessions.

2. **Security / Safety Training** –training session options to be discussed with A. Zemlock during meeting.
3. **New training issues for discussion** – No new items discussed

E. Motion to adjourn at 2:20 PM made by S. Seffker and seconded by v. Lenz Motion carried.

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
Minutes
11-14-2013

A. Meeting called to order at 7:49 AM by Chairman J. Klundt.

B. Present: Joyce Klundt, Mary Lueke, Sue Steffen, John Ruck, Lee Murphy, Jean Wollerman, Sue Nett
Excused: Tom Stoffel

C. MINUTES TO APPROVE
1. Motion to approve minutes from October 10, 2013 meeting made by M. Lueke and seconded by L. Murphy. Motion carried.

D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
1. Senior Center Older Adult Director J. Wollerman discussed the number of visits to the senior center in October as being considerably higher than in September but down approx by 100 compared to October last year. The annual center Christmas party will be Dec. 3rd at noon. The quilters are making a quilt to donate for a raffle for the fundraising drive for the renovation. There will be new art and craft classes. The Pepsi soda machine will be replaced by a new smaller glass front refrigerator owned by the center so all profits will stay with the center. Currently Pepsi doesn't give any incentive to have the soda machine on the premises. The Meet and Greet for Neenah COA members has been postponed to follow the December meeting.
2. Public Health Director S. Nett discussed the award of the community development block grant for public facilities. Grant funding was awarded at the requested amount of $175,000. S. Nett also discussed the budget review for the senior center with the common council on Nov. 6th. There were no changes made at that time.

E. New Business
1. Community Development Block Grant Award
a. Fundraising J. Wollerman reported on the efforts to raise funds for the renovation. There have been 6 donations to date of varying amounts. Letters have gone out to major donors with a follow-up call being planned. Smaller fundraising efforts are also being held i.e. such as candy bar sales and a raffle is being planned which will be announced at the center's Christmas party. J. Wollerman reported there is currently $10,311 in the legacy account and another $5500 which is currently invested and will become available in July of 2014.
2. 2014 Accreditation Process was discussed by J. Wollerman. The center is due to renew its accreditation and she is requesting assistance from the committee on aging to assist with reviewing and gathering documents for the review. She suggested reviewing a section at each committee meeting to simplify the process. Committee members were in agreement. J. Wollerman will bring the first section for review to the next meeting.

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

F. HELD OVER BUSINESS
   1. None

G. Motion to adjourn at 8:38 AM made by J. Ruck and seconded by S. Steffen. Motion carried.

CITY OF MENASHA
Landmarks Commission
Council Chambers, 3rd Floor, City Hall – 140 Main Street
January 8, 2014
DRAFT MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Grade at 5:01 PM.

B. ROLL CALL/EXCUSED ABSENCES

LANDMARKS MEMBERS PRESENT: Ald. Mike Keehan, Commissioners James Taylor, Tom Grade, Peg Docter, Kristi Lynch and Paul Brunette.

LANDMARKS MEMBERS EXCUSED:

LANDMARKS MEMBERS ABSENT:

OTHERS PRESENT: CDD Keil, PP Homan, Dave Mix, Paul Mix, and Don Carpenter

C. MINUTES TO APPROVE

1. **Minutes of the December 11, 2013 Landmarks Commission Meeting**
Motion by Comm. Taylor, seconded by Ald. Keehan to approve the December 11, 2013 Landmarks Commission meeting minutes. The motion carried.

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

1. No one spoke.

E. COMMUNICATIONS

1. None

F. ACTION ITEMS

1. **Adjustment to Façade Improvement Grant, 206 Club – 64 Racine Street (Increase for Window Finish Color)**
CDD Keil indicated that the Landmarks Commission did not specify the color of the windows to be replaced at the 206 Club. The vendor quoted $160 for a bronze anodized finish, as opposed to the base anodized aluminum. The 206 Club does not have an additional $160 in its budget and has requested that amount be added to the $2,500 grant approved at the 11/19/2013 Landmarks Commission meeting.

Motion by Comm. Docter, seconded by Comm. Lynch to approved the 206 Club's request for an additional $160 in facade grant funds to be used to fund the dark bronze window finish color. The motion carried.

G. DISCUSSION ITEMS

1. **Isle of Valor Historic Site Designation**
VFW representatives discussed their desire to have the Isle of Valor designated as a historic site to honor Menasha's Medal of Honor recipients. They have made contact with the State Historical Society, and are reaching out to seek guidance from the appropriate City committees and commissions to ensure all approvals are in place prior to submitting an application.

Commissioners discussed location and design of potential signage, and appropriate course of action for indicating support for the effort.

2. **Broad Street Lot / Main Street Pedestrian Link**
PP Homan indicated she would prepare a project management document to identify items that need to be completed to move the project forward.

Comm. Taylor requested that the next Landmarks Commission meeting be utilized to hold a brainstorming session. Neighboring business owners are to be invited for their input. Comm. Taylor also requested that the City Arborist be consulted when selecting trees for the area.

Motion by Comm. Taylor, seconded by Comm. Docter to invite neighboring businesses to the next Landmarks Commission Meeting. The motion carried.

3. **Bridge Tower Museum**
PP Homan reviewed the updated project task list. She indicated she will be meeting with Adam Alix to discuss final on-site improvements that need to be completed prior to opening. Additional items that will be added to the task list include:
   - Weld a pamphlet holder from the remnant sign material
   - Acquire a plaque indicating all organizations and businesses that contributed to the reopening of the museum

4. **On-going Projects into 2014**
Commissioners indicated a desire to conduct the historic photo contest for 2014. Items discussed regarding the contest included marketing the event, gathering prizes, buildings/neighborhoods to feature and selecting photos.

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

1. Comm. Taylor expressed a desire to create contests or events to celebrate structures that are slated for future removal and inquired about restoring and reinstalling the light fixture at the entrance to the Memorial Building.

I. ADJOURNMENT

Motion by Ald. Keehan, seconded by Comm. Lynch to adjourn at 6:00 PM.

The motion carried.

Respectfully submitted by PP Homan.

MINUTES OF REGULAR MEETING

ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES

Elisha D. Smith Public Library

December 19, 2013

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

Present: Eisen, Golz, Kiley, Murray, Nichols, VanderHeyden, Wicihowski, Aaron Harvey (teen rep)
Absent: Crawmer
Also present: Director Lenz, K. Seefeldt (Office Manager), K. Beson (Head of Children's Services)

Authorization of Bills
A motion to authorize payment of the December list of bills from the 2013 budget as presented was made by Golz and seconded by Wicihowski. Motion carried unanimously.

VanderHeyden arrived at 4:08 p.m.

Consent Business
The following Consent Business items were presented for the Board's consideration:
Approve Library Board meeting minutes from November 21, 2013
Accept Policies & Personnel Committee meeting minutes from November 20, 2013

Motion to approve the Library Board meeting minutes of November 21, 2013 and accept the minutes of the Policies & Personnel Committee meeting of November 20, 2013 was made by Nichols and seconded by Wicihowski. Motion carried unanimously.

Director's Report/Information Items

1. November Statistics. Lending of adult materials in November was nearly the same as last year. Lending of children's materials was down slightly at 1.7%. When including digital downloads, overall circulation was up .8%.

2. Current Budget Status. Director Lenz reported that 91.5% of the year had passed and 87.9% of the 2013 budget had been spent. Some line item expenditures for 2013 will not be posted until year end. Nichols questioned the $871.39 expenditure in account 3019 (Office Furnishings) that had not been budgeted for in 2013.

3. Staff Report. Director Lenz reported that staff will soon begin to use a Square Reader at the Reference Desk to accept credit and debit card payments for faxes, photocopies, and Friends merchandise routinely sold at their desk. Patrons will not be able to use this service to pay for lost materials or for fines that are due. Patrons purchasing Friends merchandise normally sold at the Circulation Desk who want to use a credit or debit card will be directed to the Reference Desk. Fees are a 2.75% per swiped transaction or 3.5% plus $.15 for manually entered transactions. Director Lenz has arranged for all of these payments to be deposited in the endowment's checking account at First National Bank. Monthly lists of bills may include small reimbursement payments to the library's city accounts for photocopies or faxes paid for in this manner.

4. Food For Fines. $2,024.26 in fines was forgiven during our November Food for Fines campaign. The food that was collected was donated to the Double Portions Soup Kitchen and St. Joe's Food Pantry.

Discussion/Action Items

6. Cost of Living Adjustment. A 1% cost of living adjustment was included in the library's 2014 budget. This same amount was approved by the Common Council for all non-represented city personnel.

Motion

A motion to approve a 1% cost of living adjustment effective January 5, 2014 for library personnel was made by Nichols and seconded by Golz. Motion carried unanimously.

Motion

A motion to move into closed session pursuant to WI Statute 19.85(1)(c) to discuss the performance and compensation of staff slated to receive a step or merit increase and to discuss the director's annual review and salary increase was made by VanderHeyden and seconded by Wicihowski. Motion passed on a roll call vote with all members voting aye.

Children's Department Head Kathy Beson requested permission to give a report on Children's service patterns from 2005-2012.

Motion

A motion to return to open session was made by VanderHeyden and seconded by Wicihowski. Motion passed unanimously.

A summary of children's programming statistics was reviewed. It was reported that the number of children's programs offered since 2005 had increased by 63% and that attendance at these programs had increased by 90%. These statistics did not include tours or outreach programs conducted by staff in the Children's Department during this time period. Information provided documented a natural fluctuation in programs and attendance from year to year. Beson stated that it was important to note that the Children's Department continues to routinely check out more books than AV materials. Circulation numbers in this report verified that 25% of her department's total circulation came from AV and DVDs while 45% of the Adult Department's circulation came from those same sources. Board members thanked her for her report.

Motion

Motion to move back into closed session pursuant to WI Statute 19.85(1)(c) to discuss the performance and compensation of staff slated to receive a step or merit increase and the director's review and salary increase was made by Nichols and seconded by Wicihowski. Motion passed on a roll call vote with all members voting aye.

K. Seefeldt and Aaron Harvey left the meeting at 4:27 p.m.

7. Step Increases for Eligible Staff Members Effective January 5, 2014.

Kelly Bunnell	Library Aide	step 4 to step 5
Shannon Ely	Library Clerk	step 7 to step 8
Jody Gerdin	Library Aide	step 5 to step 6
Anne Keller	Library Clerk	base to step 2
Sarah Konrad	Library Aide	step 5 to step 6
Kristin Seefeldt	Office Manager	step 8 to step 9
Anita Stadtmueller	Library Aide	base to step 2

Vanessa Taylir	Librarian	step 5 to step 6
Elizabeth Tubman	Assistant Librarian	step 2 to step 3

8. Merit Increases for Eligible Staff Members Effective January 5, 2014.

Kathryn Beson	Library Supervisor	step 11 to step 12
Catherine Brandt	Library Supervisor	step 10 to step 11
Julie Wing	Library Clerk	step 12 to step 13

9. Director's Annual Review. Policies & Personnel Committee members shared information which was collected from Library Board members and library floor supervisors pertaining to the director's annual review. They also reviewed the director's goals for 2014.

Director Lenz left the meeting. Discussion ensued.

Motion
A motion to adjourn closed session and reconvene in open session at 4:57 p.m. was made by VanderHeyden and seconded by Eisen. Motion carried unanimously on a roll call vote.

Director Lenz, K. Seefeldt and Aaron Harvey joined the meeting.

Motion
A motion to approve a 2.5% salary step increase for employees as presented was made by Eisen and seconded by Golz. Motion carried unanimously.

Motion
A motion to approve a 2.5% merit increase for employees as presented was made by VanderHeyden and seconded by Wicihowski. Motion carried unanimously.

Motion
A motion to approve a 1% cost of living adjustment effective January 5, 2014 for Director Lenz was made by Wicihowski and seconded by Eisen. Motion carried unanimously.

Announcements
Teen representative Aaron Harvey acknowledged that he planned to review Trustee Essential chapter 15 *The Library Board and the Public Records Law* at the board's January meeting.

Adjournment
Motion to adjourn the meeting at 5:20 p.m. by Nichols and seconded by Eisen. Motion carried unanimously.

Respectfully submitted,
Kris Seefeldt, Recording Secretary

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday December 17, 2013

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

Present: Commissioners Mike Sambs, Tim Hamblin, Jim Gunz, Gordon Falck, Raymond Zielinski, Dale Youngquist; Manager Randall Much, Attorney John Thiel, Accountant Roger Voigt.

Excused: Commissioner Kathy Bauer.

Also Present: Tom Kispert (McMAHON); Rob Franck, Paul Much (MCO); Steve Coburn (Town Neenah); Chris Reichelt (McClone Agency).

November 26, 2013 Meeting minutes: Motion by Commissioner Zielinski, second by Commissioner Falck to approve the minutes from the November 26, 2013 Regular Meeting. Motion carried unanimously.

Correspondence

The following correspondence was discussed:

December 5, 2013 letter from Neenah Mayor George Scherck to Tim Hamblin.
RE: Reappointment as Commissioner to the NMSC for a 3-year term.

December 12, 2013 letter from Aaron Heintz, Wis. Department of Administration to Kathy Bauer, NMSC.
RE: Reminder of principal payment due May 1, 2014 on Clean Water Fund loan.

Commission President Youngquist announced he received the letter of resignation from Gordon Falck as Commissioner on the NMSC. His resignation will be effective December 31, 2013. President Youngquist thanked Commissioner Falck for his years served and his service to the community.

Old Business

Evaluation of NMSC metering stations. Manager Much reported Taryn Nall (Kaempfer & Associates) is looking at aeration in the channels; Manager Much further discussed the advantages and disadvantages of this option.

Industrial Contract with Sonoco/U.S. Paper Mills. Manager Much discussed his email to Mark Radtke, City of Menasha. The City will discuss this item early next year. Commissioners further discussed this item.

New Business

Operations, Engineering, Planning

Phosphorus Removal – Tom Kispert reported he has not yet received the report from the Pilot testing that was performed.

Construction Progress Update. Tom Kispert reminded the Commission that the final completion date is December 31st. Tom reviewed his memo on the progress and status of the plant modifications. President Youngquist questioned the amount of retainage being held and if any could be used towards liquidated damages; Tom indicated there is the potential of damages related to additional costs incurred from the time extensions for the additional costs paid for the onsite project representative.

After further discussion on the ongoing work, motion by Commissioner Gunz, second by Commissioner Zielinski to approve Certificate for Payment #14 with August Winter & Sons, Inc. in the amount of $567,166.59 for plant modifications. Motion carried unanimously. Motion by Commissioner Gunz, second by Commissioner Sambs to approve change orders #31 for a contract decrease of $(28,632.79); change order #32 for a contract increase of $34,477.00; and change order #33 for a time extension with August Winter & Sons, Inc. for plant modifications. Motion carried unanimously. Tom further reported on proposals that are currently pending for change orders and a proposal received this morning to add an electric unit heater in the south blower building. Tom also reported the Commission will be receiving Focus On Energy grants relating to lighting and VFD's installed.

Tom Kispert reviewed Equipment certificate for payments for Contract A (gas monitoring equipment), Contract D (centrifugal solids handling pumps), and Contract P (Diesel Generator Sets). After discussion on the Equipment Certificate for Payments, motion by Commission Falck, second by Commissioner Hamblin to approve for payment Certificate for Payment #4 for Contract A to LAI Ltd. in the amount of $22,495.50; Certificate for Payment #3 for Contract D to LAI Ltd, in the amount of $4,749.20; and Certificate for Payment #5 for Contract P to Cummins NPower in the amount of $38,902.20. Motion carried unanimously.

Tom Kispert reported on a voice mail he received on December 13 from Steve Welch who is the new project manager for the HSI contract for the High Speed Blowers; this is the 4th project manager assigned to this project. Tom Kispert, Manager Much, and Rob Franck discussed the recommendation on how to proceed with this project. The initial thought was to fix the unit ourselves and not be concerned with the warranty since we are not receiving any service currently on the blowers that are under a warranty and they need to be repaired. The best recommendation they are proposing is to follow the path to a different manufacturer of high speed blower equipment. Further discussion followed on the HSI issues and similar issues that are being found out about at other locations where HSI equipment has been installed. Commissioner Gunz indicated we should go down parallel paths; work with the new project manager as well as work on repairs and/or replacing of units. We need to give HSI all the rope they need. Attorney Thiel provided his history of involvement on this matter from June until the breach of contract letter was sent. Rob Franck reported there are currently two blowers locked out due to faulty lug connections. Attorney Thiel reported he will be meeting with Tom, Rob, and Manager Much later this week.

Motion by Commissioner Gunz, second by Commissioner Zielinski to approve for payment McMahon invoices #46510, #46511, #46512, #46513, #46514, #46515, and #46516 in the amounts of $10,400.00, $10,200.00, $2,200.00, $1,200.00, $16,329.00, $2,400.00, and $55,700.00. Motion carried unanimously.

To accommodate those in attendance, motion by Commissioner Gunz second by Commissioner Zielinski to proceed to Agenda item I – NMSC Property & Liability Insurance Renewal. Motion carried unanimously.

Chris Reichelt, McClone Agency reported the quote received from Cincinnati is the best option; he had contacted Travelers and they did not get back to him. Commissioners discussed removing the Business Income rider; it was a consensus to remove this item. Currently the Commission has a $10,000 deductible on property coverage. Commissioners further discussed increasing the deductible to either $25,000 or $50,000. President Youngquist indicated he would not have a problem with the $50,000 deductible and saving $3,500 in premium cost. Attorney Thiel questioned if we could add a rider for the electronics; Chris responded yes you can, but you would lose half of the savings going to the higher deductible. Commissioners furthered discussed the higher deductible level. After discussion, motion by Commission Gunz, second by Commissioner Falck to accept the quote from Cincinnati Insurance; increase the property deductible to $50,000; remove the Business Income rider; and to remove metering stations and equipment in the metering stations from the list of property values that are under $50,000 in value. Motion carried unanimously.

The Commission returned to the Agenda as published.

Operating Report. Manager Much reported the plant is operating well; there have been significant loading reductions from Neenah and Menasha. Influent mercury testing has been exceedingly low compared to early in 2013; we have temporarily suspended the extra sampling for mercury in the Neenah sewer system until higher mercury levels return. Manager Much discussed the pretreatment limits and EPA required modifications of the pretreatment program. The NMSC needed to do detailed local limit testing of metals; Manager Much further explained the process on how this is determined. The recommended modifications to the NMSC pretreatment program and metal limits are currently being published by the DNR for a public hearing, and if approved, the NMSC will need to adopt the new limits and each of the member communities will also need to adopt the new limits. After discussion, motion by Commissioner Zielinski second by Commissioner Hamblin to approve the Operating Report for November.

Budget, Finance, Personnel

MCO Contract. President Youngquist reported all the Commissioners were sent a copy of the negotiated contract with MCO. One item needing further discussion by the Commission is item I.B. – Duration of Contract. Attorney Thiel reported the original request from MCO was for a 20-year duration of the contract; he further explained why he changed the duration to a 10-year contract plus two 5-year extensions. Commissioner Zielinski questioned the 180-day termination clause; this would be to give the Commission time to find a replacement. Commissioner Gunz indicated he strongly supports the current language in the duration of contract; he also indicated an incorrect word usage on page 3 of the contract. Additional word corrections and language

modifications were discussed as well as removing one section under the confidentiality clause. After discussion it was agreed the following corrections need to be made: Page 3, paragraph 2, change tortous to tortious; page 6, paragraph 6, change hearing to hearings; page 6, paragraph 12, change to "any MCO General Manager of the NMSC"; page 10, under insurance, add: MCO will name NMSC as an additional insured; page 11, paragraph C, remove references of "and NMSC's Engineer"; page 11, paragraph E.1., delete in entirety. Commissioners discussed contract duration and the two options: 10-year with two 5-year extensions or 20-year contract. Manager Much indicated MCO's desire for the long-term agreement and the benefit to help keep employees and to attract new employees; there is an extreme shortage of talented and knowledgeable operators and there have been efforts to hire MCO employees away from the company. More communities are looking at longer term contracts with MCO and we currently have a new 15-year agreement with another community. Commissioner Gunz expressed his concern there is nothing to allow NMSC to end the agreement; it is guaranteed if you have a good relationship or not, MCO would be here for the 20-years; MCO has significantly more protection with the new agreement verses the current agreement; it is too long of an agreement with no remedy if the relationship sours, I don't expect it to sour; he has not seen a municipal contract for this length of time; the intent with MCO has been stellar, we just need to protect ourselves. After discussion, motion by Commissioner Gunz, second by Commissioner Zielinski to approve the contract with the changes as discussed and to keep the contract term at 10-years with two 5-year extensions. Further discussion ensued, motion by Commissioner Zielinski, second by Commissioner Falck to amend the motion for the contract term to be 20-years. By roll call vote taken, voting aye to amend the motion: Commissioners Zielinski and Falck. Voting nay: Commissioners Gunz, Hamblin, Sambs. Motion to amend the original motion failed. By roll call vote taken, voting to approve the original motion passed unanimously on a 6-0 vote (with President Youngquist voting).

Accountant Voigt discussed the Financial Statements for the month of November 2013. The Clean Water Fund loan interest was paid on November 1; on December 1 the 2003 Bond Issue interest was paid and the Bond Principal was paid off in its entirety. After discussion, motion by Commissioner Zielinski, second by Commissioner Gunz to accept the financial statements for the month of November, 2013. Motion carried unanimously.

Accountant Voigt discussed the Accountant's Report for November 2013. The interest rates on the checking and money market accounts have not changed. MCO generated $4,400 in income for the Commission in November. The December report will show a substantial decrease in cash from the paying off of the 2003 Bond Issue. Accountant Voigt reported the Cash Flow report was updated to current known information. Motion by Commissioner Zielinski, second by Commissioner Falck to accept the Accountant's Report and Cash Flow Report for the month of November 2013. Motion carried unanimously.

MCO Invoices. Motion by Commissioner Gunz, second by Commissioner Zielinski to approve for payment MCO invoices #17874 in the amount of $121,859.27, #17901 in the amount of $45.00, and #17905 in the amount of $467.15. Motion carried unanimously.

Motion by Commissioner Gunz, second by Commissioner Zielinski to approve Operating and Payroll Vouchers #134087 thru #134143 in the amount of $307,748.05, and Construction

Vouchers #219 thru #221 in the amount of $1,088,981.58 for the month of November 2013. Motion carried unanimously.

Motion made by Commissioner Gunz, seconded by Commissioner Zielinski to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 10:40 a.m.

President

Secretary

CITY OF MENASHA
Parks and Recreation Board
Council Chambers, 3rd Floor City Hall
140 Main Street, Menasha
January 13, 2014
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order by Chr. Dick Sturm at 6:07 p.m.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Chr. Dick Sturm, Lisa Hopwood, Ald. Mark Langdon, Tom Marshall, Cindy Schaefer-Kemps, Nancy Barker and Sue Pawlowski

MEMBERS EXCUSED: PRD Tungate

OTHERS PRESENT: PS Maas

C. MINTUES TO APPROVE

1. **Minutes of the December 9, 2013 Park Board Meeting**
   Moved by Ald. M. Langdon, seconded by S. Pawlowski to approve the December 9, 2013 Park Board minutes. Motion carried.

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

1. No one spoke.

E. REPORT OF DEPARTMENT HEADS/STAFF/ OR CONSULTANTS

1. **Department Report – PRD Tungate**
   No report.

2. **Park, Pool and Vandalism Report – PS Maas**
   PS Maas reported ice rink flooding continues, staff has been working on converting the 5 row bleachers to 3 row units, repairing the benches from Smith Park pressure washing the paint off the frames and installing recycle lumber for the seats and backs, replacing the restroom partitions at Clovis Grove Park and Smith Park, assisting with repairs to the mezzanine in the warehouse at PWF. The arborist position has been approved and the search for a candidate will start soon. The Winter Gala is February 1, 2014.

F. DISCUSSION

1. **Date of Public Meeting for Design of New Neighborhood Park**
   Chr. D. Sturm stated that the Menasha Rotary is interested in becoming a partner with the City to work on a sponsorship plan that would aid in the development of the new park. The first step is to develop a written agreement with the Rotary. A public/neighborhood input meeting is tentatively being planned for March.

G. ACTION ITEMS

1. **RFP-Q for Selecting a Consultant for the Jefferson Park /Neighborhood Master Plan**
   Moved by L. Hopwood, seconded by C. Schaefer-Kemps to approve the RFP-Q for selecting a Consultant for the Jefferson Park/Neighborhood Master Plan with the following changes:
   - Introduction, last sentence change the word (likely) to (may)
   - Background, the board was making some assumptions due the attached aerial photo was not included in the handouts which identifies the boundaries and opportunity sites. Without the aerial photo the board would like to state the area south of the RR tracks

along Third St. should be included in the scope

- Proposal Requirements, section B. Format # 2, the enclosed Proposed Fee Schedule question on (#8) should this be (#7) based on the Content section.
- Consultant Selection Procedures, B. Presentation and Interview, question was who will be conducting the interviews, will these include the Park Board, and will they be open meeting for public input.

Motion carried.

2. **Recommended Department Fee Changes for 2014 to the Common Council**
Moved by S. Pawlowski, seconded by L. Hopwood to recommend department fees changes for 2014 to the Common Council. PS Maas explained the changes. Motion carried.

3. **Election of Officers**
Moved by L. Hopwood, seconded by T. Marshall to nominate Dick Sturm as Chair of the Park and Recreation Board for 2014. Motion carried.

Moved by S. Pawlowski, seconded by C. Schaefer-Kemps, to nominate Lisa Hopwood as Vice-Chair of the Park and Recreation Board for 2014. Motion carried.

I. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

Five (5) minute time limit for each person

No one spoke.

J. ADJOURNMENT

Moved by N. Barker, seconded by S. Pawlowski to adjourn at 7:25 p.m. Motion carried.

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
January 7, 2014
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order at 3:35 PM by Mayor Merkes.

B. ROLL CALL/EXCUSED ABSENCES

PLAN COMMISSION MEMBERS PRESENT: Mayor Merkes, Ald. Benner, DPW Radtke and Commissioners DeCoster and Schmidt.

PLAN COMMISSION MEMBERS EXCUSED: Commissioner Cruickshank

PLAN COMMISSION MEMBERS ABSENT: Commissioner Sturm

OTHERS PRESENT: CDD Keil, PP Homan, Moe Jaber and Gianna Jaber of 332 Ahnaip Street and Jeff Mazanec of RA Smith National, Inc.

C. MINUTES TO APPROVE

1. **Minutes of the December 17, 2013 Plan Commission Meeting**
Motion by Comm. DeCoster, seconded by Ald. Benner to approve the December 17, 2013 Plan Commission meeting minutes. The motion carried.

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

1. No one spoke.

E. DISCUSSION

1. **Special Use Permit – Auto Sales (single vehicle) – S & S Jaber – 332 Ahnaip Street**
CDD Keil stated that the property owner is desirous of obtaining a motor vehicle dealers license that would enable him to purchase vehicles at automobile auctions. The Department of Motor vehicles requires local zoning approval as a prerequisite to issuing such a license. A special Use Permit is required for automobile sales. Moe Jaber stated that his intention is to purchase one vehicle at a time and make it available for sale.

Commissioners discussed:
- The location on the lot where the vehicle would be displayed for sale
- Site lighting and landscaping
- Limiting the number of vehicles for sale to one

The commissioners did not object to moving forward with the Special Use Permit process.

ACTION ITEMS

1. **Relocation of Gilbert Site Trail Access and Acquisition of the Gilbert Site "Duck Pond"**
CDD Keil explained that staff is proposing to relocate the entrance to the waterfront park from its proposed location atop the berm on the west side of the 400 Ahnaip Street parcel to the area between 400 and 430 Ahnaip Street adjacent to the "duck pond". The reasons for the relocation relate to creating a more scenic entry to the park that is more centrally located. The proposed relocation will require filling a small portion of the pond. Deepening the pond and enhancements to its shoreline are also planned. The current property owners are in support of the relocation and will donate the land for the pond and the trail to the city.

Commissioners discussed:

- Grading and handicap accessibility
- Pond depth and water quality considerations
- Trail width and surfacing
- Relationship of the trail to the development sites
- Cost considerations

Motion by Ald. Benner, seconded by DPW Radtke to recommend the relocation of the trail and acceptance of the land donation for the duck pond and the trail.

The motion carried.

G. ADJOURNMENT

Motion by Comm. Schmidt, seconded by Comm. DeCoster to adjourn at 3:57 PM. The motion carried.

Minutes respectfully submitted by CDD Keil.

Public Works / Parks Safety Committee
October 22, 2013
Minutes

Meeting called to order at 8:20 AM.

Present: Randy Losselyong, Tim Jacobson, Jeff Nieland, Adam Alix, Corey Gordon, Brian Tungate, Todd Drew, Sue Nett, Vince Maas, Pamela Captain, Kevin Schmahl, Eric Whitman
Absent: Mark Radtke

Approval of minutes from September 24, 2013 motion by V. Maas second P. Captain - Motion passed

B. **Old Business**

1. **Work Zone Safety/ MPD Enforcement** – Per email sent to Chief Styka City of Menasha already has the Give 'em a Brake language which extends to sanitation works in municipal code 10-1-1.

   T. Jacobson raised an additional question regarding whether regulatory signs (speed limits) in work zones could be temporarily changed under current ordinance. Drew will email T. Styka regarding this question.

   Additional concern regarding work zone safety was brought to the committee where a small detour was set up on Ninth St., law enforcement on site stated signage was incorrect and did not enforce on a witnessed car traveling the wrong way on the Blvd.

   T. Jacobson suggested forming an Ad Hoc committee between Public Works Engineering and Menasha Police Department to discuss work zone issues and attempt to come to a resolution. P. Captain made a motion to form this committee motion seconded by V. Maas – Motion Passed. Drew to address this request at the Police Safety Meeting on October 22, 2013.
2. **Leaf Truck CVMIC Significant Program Award** – Drew reported that the City of Menasha did not receive the significant program award for the submission regarding leaf truck retro-fit.

3. **Microwave issue City Hall Cell Towers –update** – Letter and documentation received from Cell Com regarding safe exposure levels related to workers near the cell towers.
4. **Placing cones in front and behind parked work vehicles** – J. Nieland made the suggestion during October meeting to consider a policy requiring that cones be placed in front and behind vehicles when parked. Intent of the cones is to make driver check for obstructions in front and behind vehicle prior to moving truck. Suggestion made following some incidents of bumping items due to the driver not being fully aware of obstructions in front and behind the vehicle. Committee discussion included circumstances which would require cone placement. Intent of discussion/ proposal is to make sure that the equipment driver was fully aware of surroundings prior to moving.

   C. Gordon made a motion to address this item by providing additional training and discussion with crews, including specific vehicle training for summer help and not to require cone placement at this time. Motion seconded by R. Losselyong - Motion passed.

C. **New Business**
1. **Monthly Safety Topic –** distributed and discussed. Requested to be posted in appropriate departments.
2. **Injury Review**. – No injuries reported
3. **Additional items for discussion** – T. Jacobson cited an observation at the 9th / Elmwood lift station where a contractor working in a wet well was not complying with any confined space entry procedures on a City project. T. Jacobson informed contractor. It was also recommended that T. Jacobson contact the Appleton OSHA office for inform them of the issue.

D. **Training**
1. **Fire Extinguisher Training** – Postponed – Drew will set up an alternate date.
2. **Confined Space Training** – training to be conducted on October 23, 2013 at 8:00am at the Jefferson Park Pool.
3. **Lifting Training** – Lifting Training scheduled for December 10, 2013.
4. **Chain Saw Training** – conducted by the City of Appleton Forester on October 10, 2013. Training included 1.5 hours classroom followed by hands on training practicing various skills. Training was very well received by attendees. 5 Parks and 6 DPW employees attended.

E. Motion to adjourn at 9:45 AM made by P. Captain and seconded by V. Maas.

MEMORANDUM

TO: Peggy Steno, Administrative Services Director

FROM: Pamela A. Captain

SUBJECT: Margaritaville Lounge LLC

DATE: Friday, January 03, 2014

I have received a request from Margaritaville Lounge LLC, 6 Tayco Street, Menasha for a grant of $8,000 as a result of their Reserve Liquor License. I have reviewed the request and find that all is in order.

Please process a check for $8,000 to Margaritaville Lounge LLC.

Cc: Common Council

140 Main Street • Menasha, Wisconsin 54952-3151 • Phone (920) 967-3602 • Fax (920) 967-5273
www.cityofmenasha-wi.gov

Memorandum

To: Common Council
From: Greg Keil, CDD
Date: January 16, 2014
RE: Winnebago County Industrial Development Board Per Capita Funds

For 2014 the Winnebago County Industrial Development Board has increased its per capita funding for economic development and now is $1.00 per capita for a total of $15,108. In most past years funding had been approximately $0.50 per capita. These funds must be spent in accordance with the attached program policies. It is my intention to include in the City of Menasha's funding plan submittal $2,500 for the Fox Cities Regional Partnership. This will bring the city's total 2014 contribution to the regional partnership to $20,000, which is the threshold amount for having a seat on its directing Board of Governors. The seat on the board would be held by Mayor Merkes.

WEBSITE ADDRESS:
www.winnebagobusiness.com

112 OTTER AVE PO BOX 2808
OSHKOSH WI 54903-2808

OSHKOSH 920-232-3340
FOX CITIES 920-727-2880
FAX 920-232-3347

Winnebago County
Industrial Development Board

The Wave of the Future

Winnebago County IDB Per Capita Funding Program Policies & Procedures

Approved by IDB on November 15, 2012

Mission Statement: Provide funding assistance to enhance local economic development efforts, programs, and opportunities that directly foster local job creation, increased income and increases to the tax base which collectively betters the overall economy of Winnebago County.

Policies:

1. Funds allocated annually on a per capita basis to each community in Winnebago County. The level of per capita funding shall be determined on an annual basis by the IDB.

2. Communities may retain all or a portion of its allocated funds provided the community demonstrates to the IDB that it operates a viable economic development program. A viable economic development program shall be defined as:
   a) a community that expends tax levy dollars for programs and professional staffing for economic development purposes.
   b) a community that is a primary employment center in the county providing substantial employment opportunities for county residents.

3. Communities may reallocate all or a portion of their funding shares in the following manner:
   a) to other communities that have demonstrated a viable economic development program as defined in #2 above.
   b) to other economic development entities that benefit their communities and/or the county as a whole.

4. All allocations and reallocations of funds shall be approved by the IDB and meet the mission, policies, and eligibility requirements of the per capita funding program.

5. Regional Economic Development Activities. The IDB shall have the discretion to allocate a portion of per capita funding dollars to County and/or regional level economic development entities or activities.

Eligible Projects/ Programs:

1. Brochures/Marketing Materials to promote economic development.
2. Seed money for economic development financing programs.
3. Studies directly related to economic development programs or projects.
4. Other Promotional activities such as booths at trade shows.
5. Interaction with business prospects through visitation.
6. Funding of administrative activities and positions specifically related to economic development. Detailed documentation shall be included indicating how the activities or position(s) are directly linked to economic development and the per capita funding program mission statement.
8. Membership dues for participation in recognized economic development organizations.
9. Other marketing and economic development efforts designed to enhance business and tourism growth.

Ineligible Projects/ Programs:

1. Residential projects and programs.
2. Accessory (incidental) projects, such as signage, parking lots, maintenance, landscaping and other general site improvements.
3. Websites, unless specifically designed for economic development purposes.

Note: All allocations of per capita funds are at the discretion of, and approved by, the Winnebago County Industrial Development Board.

PROCEDURES:

1. The County will mail out a Statement of Intent form (see attached copy) to all local communities in Winnebago County. This form describes whether your community intends to apply for the per capita funds **or** whether your community wishes to allocate your share to one or more nearby community(s) which operate a viable economic development program or to one or more economic development entities that benefit your community or the county as a whole.

2. Following the due date for submittal of the Statement of Intent, **the County will mail out a plan submittal request letter** to the communities indicating a desire to apply for per capita funds. This letter will include:
    - Any Communities that indicate a desire to allocate their funding share to your community via the Statement of Intent.
    - Total proposed eligible funding share.
    - Due date for plan submittal. The due date will be at least one (1) week prior to the next IDB meeting to allow the Board ample opportunity to review all plan submittals.

3. Communities that are viable economic development entities shall then **submit an expenditure plan** for the upcoming year which shall contain the following:
   - Plan shall describe intended use of funds, including any proposed reallocations to other economic development entities.
   - Plan shall outline your strategy and objectives.
   - Plan shall outline your budget for the proposed project/ programs.
   - Plan shall also describe prior year's use of funds and documentation of tangible results.
   - Additional supporting information/ documentation may be attached.

   - Any plan submittal received after the designated due date, as outlined in the plan submittal request letter, may become ineligible for funding.
   - Plans shall be submitted by hand, mailed, faxed, or emailed to:

Jerry Bougie, IDB Coordinator
Winnebago County Planning Department
112 Otter Ave
Oshkosh WI 54903-2808
FAX: 920-232-3347
EMAIL: jbougie@co.winnebago.wi.us

4. Following receipt of expenditure plan submittals, the County will notify all eligible applicants of the next scheduled meeting of the Winnebago County Industrial Development Board where the plan submittals will be addressed for approval. *A representative from your community should be present at the IDB meeting to answer any questions by the Board regarding your community's proposal.*

5. Following IDB approval, communities are required to **submit an invoice** to Winnebago County for payment of the approved dollar amount. The invoice **MUST** indicate that the funds are for ***"IDB per capita funding allocations"***.

Memorandum

To: Common Council
From: Greg Keil, CDD
Date: January 16, 2014
RE: Pending Annexation

On January 9, 2014, Gemelli Real Estate Wisconsin, LLC filed the attached Notice of Intent to circulate an annexation petition. This corporation owns three parcels adjacent to the Menasha Piggly Wiggly labeled on the drawing as parcels A, B and C. The proposed annexation is a "majority" annexation whereby at least half of the territory or half of the property value within the annexation area must be owned by parties consenting to the annexation. An annexation petition is to be circulated not less than ten nor more than twenty days after the Notice of intent is published. Publication is scheduled for January 17, 2014.

This annexation is being carried out in conformance with the boundary agreement between the City and Town of Menasha. It is expected that an annexation ordinance will be forwarded to the Common Council in the month of March together with annexation impact reports prepared by department heads and review comments, if any, from the Wisconsin Department of Administration.

NOTICE OF INTENT TO CIRCULATE A PETITION FOR
ANNEXATION OF TERRITORY TO THE CITY OF MENASHA

PLEASE TAKE NOTICE that not less than ten (10) nor more than twenty (20) days after publication of this Notice, the undersigned hereby intends to circulate a petition in accordance with §66.0217 of the Wisconsin Statutes for annexation of the lands legally described below and shown on the scaled map attached hereto as Exhibit A from the Town of Menasha, Winnebago County, Wisconsin, to the City of Menasha, Winnebago County, Wisconsin.

A copy of the scaled map of the territory proposed for annexation may be inspected at the office of the Clerk of the Town of Menasha, 2000 Municipal Drive, Neenah, Wisconsin and at the office of the Clerk of the City of Menasha, 140 Main Street, Menasha, Wisconsin.

Parcel "A"

All that part of the North 27 acres of the Northeast 1/4 of the Northeast 1/4 of Section 11, Township 20 North, Range 17 East, in the Town of Menasha, Winnebago County, Wisconsin, described as follows:

Commencing at the Northeast corner of said Section 11; thence South 89°40' West along the north line of Section 60 feet; thence South 01°39' East, 643.5 feet; thence South 89°40' West, 150 feet; thence South 1°39' East, 22.6 feet to a point of curvature of a 1,700.08 foot radius curve to the right; thence Southwesterly along the line of the 1,700.08 foot radius curve to the right, 145.8 feet to the point of beginning; thence continuing Southwesterly along the line of said 1,700.08 foot radius curve about 84.2 feet to the South line of the North 27 acres of the Northeast 1/4 of the Northeast 1/4 of said Section 11; thence Easterly along the said South line of the North 27 acres, 150.8 feet to the Westerly right-of-way line of State Trunk Highway No. 47; thence Northeasterly along the 1,850.08 foot radius curve in said Westerly highway right-of-way line to a point which is North 89°40' East of the point of beginning; thence South 89°40' West to the point of beginning, containing 0.30 acres.

Parcel No. 008-0337-02

Parcel "B"

All that part of the North 27 acres of the Northeast 1/4 of the Northeast 1/4 of Section 11, Township 20 North, Range 17 East, in the Town of Menasha, Winnebago County, Wisconsin, described as follows:

Commencing at the Northeast corner of said Section 11, thence South 89°40' West along the North line of said Section 60 feet; thence South 01°39' East 643.5 feet, thence South 89°40' West, 150 feet; thence South 1°39' East, 22.6 feet to a point of curvature of a 1,700.08 foot radius curve to the right; thence Southwesterly along the line of the 1,700.08 foot radius curve to the right, 145.8 feet to the point of beginning; thence South 89°40' West, 151 feet; thence Southwesterly 24.42 feet along the arc of a 50 foot radius curve to the right ; thence South 1°39'East, 80 feet to the South line of the North 27 acres of the Northeast 1/4 of the Northeast 1/4 of said Section 11; thence Easterly along the said South line of the North 27 acres, 165 feet, thence Northeasterly along the 1,700.08 radius curve, 84.2 feet to the point of beginning containing 0.30 acres.

Parcel No. 00833704

Parcel "C"

All that part of the North 27 acres of the Northeast 1/4 of the Northeast 1/4 of Section 11, Township 20 North, Range 17 East, in the Town of Menasha, Winnebago County, Wisconsin, described as follows:

Commencing at the Northeast corner of said Section 11, thence West along the North line of said Section 60 feet to the Westerly right-of-way line of State Trunk Highway No. 47; thence South 01°39' East along the Westerly line of said Highway, 643.5 feet, the place of beginning; thence West parallel with the North line of said Section, 150 feet; thence South 1°39' East, 22.6 feet to a point of curvature of a 1,700.08 foot radius curve to the right; thence Southwesterly along the line of the 1,700.08 foot radius curve to the right, 145.8 feet; thence East parallel with the North line of said

Section to the Westerly line of said Highway; thence Northerly along the Westerly line of said Highway to the place of beginning containing 0.57 acres.

Parcel No. 008033703

Parcel "D"

The South seventy-five (75) feet except the West one hundred seventy-six and eight tenths (176.8) feet of the following described land, beginning at a point 377 feet North and 660 feet West of the Southeast corner of Section 10; thence North 307 feet; thence East 407 feet; thence North 75 feet; thence East to the West line of County Trunk Highway P; thence Southwesterly along the West Line of said highway to a point which is 363.2 feet West and 373 feet North of the Southeast corner of said Section 10; thence West 296.8 feet to the place of beginning , being a part of the Southeast one-quarter of the Southeast one-quarter of Section 10, Township 20 North, of Range 17 East in the Town of Menasha, Winnebago County, Wisconsin containing 0.34 acres.

Parcel No. 008032901

Parcel "E"

All that part of the West one half (W1/2) of the Southwest 1/4 (SW1/4), Section Eleven (11) Township Twenty (20) North, Range 17 East, Town of Menasha, County of Winnebago, State of Wisconsin described as follows:

Beginning at a point on the West Line on the West half of the Southwest Quarter of said Section 1, 183 feet South of the Northwest corner thereof, thence East 153 Feet, thence South 81.75 feet, thence West 153 feet, thence North 81.75 feet to the place of beginning, excepting the westerly 33 feet thereof, containing 0.228 acres.

Parcel No. 008034505

Parcel "F"

All that part of the Northwest 1/4 of the Southwest 1/4 of Section 11, Township 20 North of Range 17 East in the Town of Menasha, Winnebago County, Wisconsin described as follows:

Commencing at a point on the West line of said Section 11 at a point 1,853 feet north of the Southwest corner, running thence East at right angles to the said West line 168 feet; thence North parallel with the west line 120 feet; thence West 168 feet to the West line; thence south along the West line 120 feet to the place of beginning, excepting the westerly 33 feet thereof, containing 0.372 acres.

Parcel No. 008035404 and 008035406

Parcel "G"

The West one hundred sixty-eight (168) feet of the North sixty (60) feet, front and rear excepting the Westerly 33 feet thereof, of the south one thousand eight hundred fifty-three (1853) feet, front and rear, of the West ½ of the Southwest ¼ of Section Eleven (11), Township Twenty (20) North, of Range Seventeen (17) East, in the Town of Menasha, Winnebago County, Wisconsin, containing 0.186 acres.

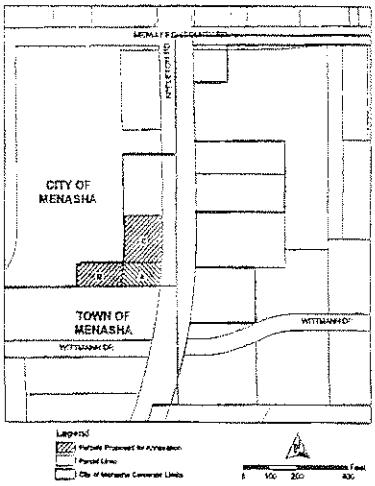
Parcel No. 008035411

Dated this ____ day of January, 2014.

_____

Paul A. Butera
Gemelli Real Estate Wisconsin, LLC
2215 Union Avenue
Sheboygan, WI 53081

Exhibit A


CITY OF
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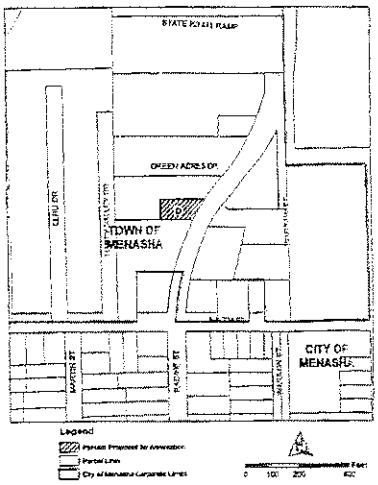
TOWN OF
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MENASHA
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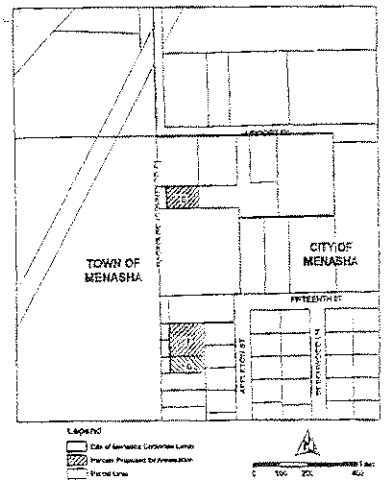

TOWN OF
MENASHA
CITY OF
MENASHA
Legend

MEMORANDUM

DATE: January 16, 2014

TO: Common Council

FROM: Pamela A. Captain, City Attorney/HR Director PAC

Re: Retirements Announced

The City has received notice of two upcoming retirements of persons in critical positions. Director of Health, Sue Nett has announced plans to retire effective May 15, 2014 and Public Works Superintendent, Tim Jabcobson, indicated he will retire February 4th.

These employees have provided dedicated service to the people of Menasha for almost 29 and 37 years, respectively. Director Nett began employment with the City of Menasha on July 8, 1985 and Superintendent Jacobson started February 1, 1977.

The Mayor along with staff is in the process of analyzing the City's options with respect to succession. Recommendations will be forthcoming to the Personnel Committee in the upcoming months.

DRAFT

CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, January 6, 2014
MINUTES

A. CALL TO ORDER
Meeting called to order by Mayor Merkes at 6:00 p.m.

B. PLEDGE OF ALLEGIANCE

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

D. PUBLIC HEARING

E. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY
(five (5) minute time limit for each person)
No one spoke.

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS
1. Presentation to K-9 Corp from Kim Central Credit Union.

Employees of Kim Central Credit Union raised $1,000 for the K-9 Corp. PC Styka accepted on behalf of the K-9 Corp. PC Styka reported over $25,000 has been raised through fundraising and generous donations from the community. The Police Department is in the process of purchasing a new K-9.

2. Clerk Galeazzi - the following minutes and communications have been received and placed on file:
Minutes to receive:
a. Administrative Committee, 12/16/13
b. Board of Public Works, 12/16/13
c. NM Sewerage Commission, 11/26/13
d. Parks and Recreation Board, 12/9/13
e. Personnel Committee, 12/16/13
f. Plan Commission, 12/17/13
g. Police Commission, 10/17/13
Communications:
h. PC Styka and CDD Keil, 12/18/13, Ordinance Violations Responsibility Sheet.
i. Rasmussen College, 12/20/13, Community Information Session.
Moved by Ald. Benner, seconded by Ald. Langdon to approve Minutes and Communications A-I.
General discussion ensued.
Motion carried on voice vote.

G. CONSENT AGENDA
(Prior to voting on the Consent Agenda, items on the Consent Agenda may be removed at the request of any Alderman and place immediately following action on the Consent Agenda. The procedures to follow for the Consent Agenda are: (a) removal of items from Consent Agenda; and (b) motion to approve the items from Consent Agenda.)
Minutes to approve:
1. Common Council, 12/16/13
Administration Committee, 12/16/13 – Recommends the Approval of:
2. City of Menasha and Neenah-Menasha YMCA Senior Center Collaboration Contract for the term January 1, 2014 to December 31, 2014.

DRAFT

Board of Public Works, 12/16/13 – Recommends the Approval of:

3. Change Order – PTS Contractors, Inc.; Ninth Street Lift Station Improvements Project; Contract E145-13-01A; Revise Completion Date to December 20, 2013 (Change Order No. 4).
4. Change Order – Roger Bowers Construction, Inc.; Ninth Street Lift Station Improvements Project; Contract E145-13-01B; Revise Completion Date to December 20, 2013 (Change Order No. 2).

Personnel Committee 12/16/13 – Recommends the Approval of:

5. Organizational Structure Changes:
   a) Finance Department – Changes to the organizational structure of the Finance Department removing the position of Staff Accountant and adding the position of Finance Manager at Grade 25 on the non-represented salary range.
   b) Parks Department – Changes to the organizational structure of the Parks & Recreation Department removing the park laborer/custodian position and adding the position of arborist/park caretaker at the wage scale of park caretaker.
   c) Community Development – Changes to the organizational structure of the Community Development Department adding the position of Community Development Coordinator at the wage scale beginning at $20.84 per hour.

Plan Commission 12/17/13 – Recommends the Approval of:

6. The Special Use Permit for the Menasha High School subject to the following conditions:
   - That a lighting plan be submitted for review and approval by Community Development Department staff.
   - That the parking lot landscaping as shown on the site plan be installed when the parking lot is resurfaced.
   - That the City Forester reviews and approves the selection of canopy trees shown on the landscaping plan.

Ald. Sevenich requested to remove from Consent Agenda item 6, Special Use Permit for Menasha High School.

Moved by Ald. Benner, seconded by Ald. Keehan to approve Consent Agenda items 1-5.
Motion carried on roll call 8-0.

H. ITEMS REMOVED FROM CONSENT AGENDA

Moved by Ald. Benner, seconded by Ald. Keehan to approve Consent Agenda item 6, Special Use Permit for Menasha High School subject to the conditions listed.
General discussion ensued on the project and the conditions recommended by the Plan Commission.
Abie Khatchadourian, project architect, addressed the Council on some of their concerns.
Motion carried on roll call 8-0.

I. ACTION ITEMS

1. Accounts payable and payroll for the term of 12/19/13 to 1/2/14 in the amount of $969,851.13.

Moved by Ald. Nichols, seconded by Ald. Langdon to approve accounts payable and payroll.
General discussion ensued on expenditures.
Motion carried on roll call 8-0.

2. Change of Agent for Kwik Trip Inc. 1870 USH 10/STH 114, Menasha from Jessica A. Harties to Lori Dui.

Moved by Ald. Nichols, seconded by Ald. Englebert to approve Change of Agent for Kwik Trip Inc.
Motion carried on roll call 8-0.

3. Beverage Operators License Applications for the 2013-2015 licensing period.

Moved by Ald. Nichols, seconded by Ald. Keehan to approve Beverage Operators License applications as submitted.
Motion carried on voice vote.

DRAFT

J. ORDINANCES AND RESOLUTIONS

1. R-1-14 Resolution Authorizing the Redemption of General Obligation Promissory Notes, Dated June 15, 2005 and General Obligation Promissory Notes, Series 2006C, Dated August 1, 2006.

Moved by Ald. Benner, seconded by Ald. Englebert to adopt R-1-14.
Motion carried on roll call 8-0.

2. R-2-14 Resolution Approving a Partial Property Tax Rescission/Refund.

Moved by Ald. Benner, seconded by Ald. Keehan to adopt R-2-14.
Motion carried on roll call 8-0.

K. APPOINTMENTS

L. HELD OVER BUSINESS

M. CLAIMS AGAINST THE CITY

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

O. ADJOURNMENT
Moved by Ald. Englebert, seconded by Ald. Langdon to adjourn at 6:25 p.m.
Motion carried on voice vote.

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

City of Menasha • Department of Parks, Recreation, Forestry and Cemeteries

Menasha

MEMORANDUM

To: Mayor and Common Council

From: PRD Tungate BT

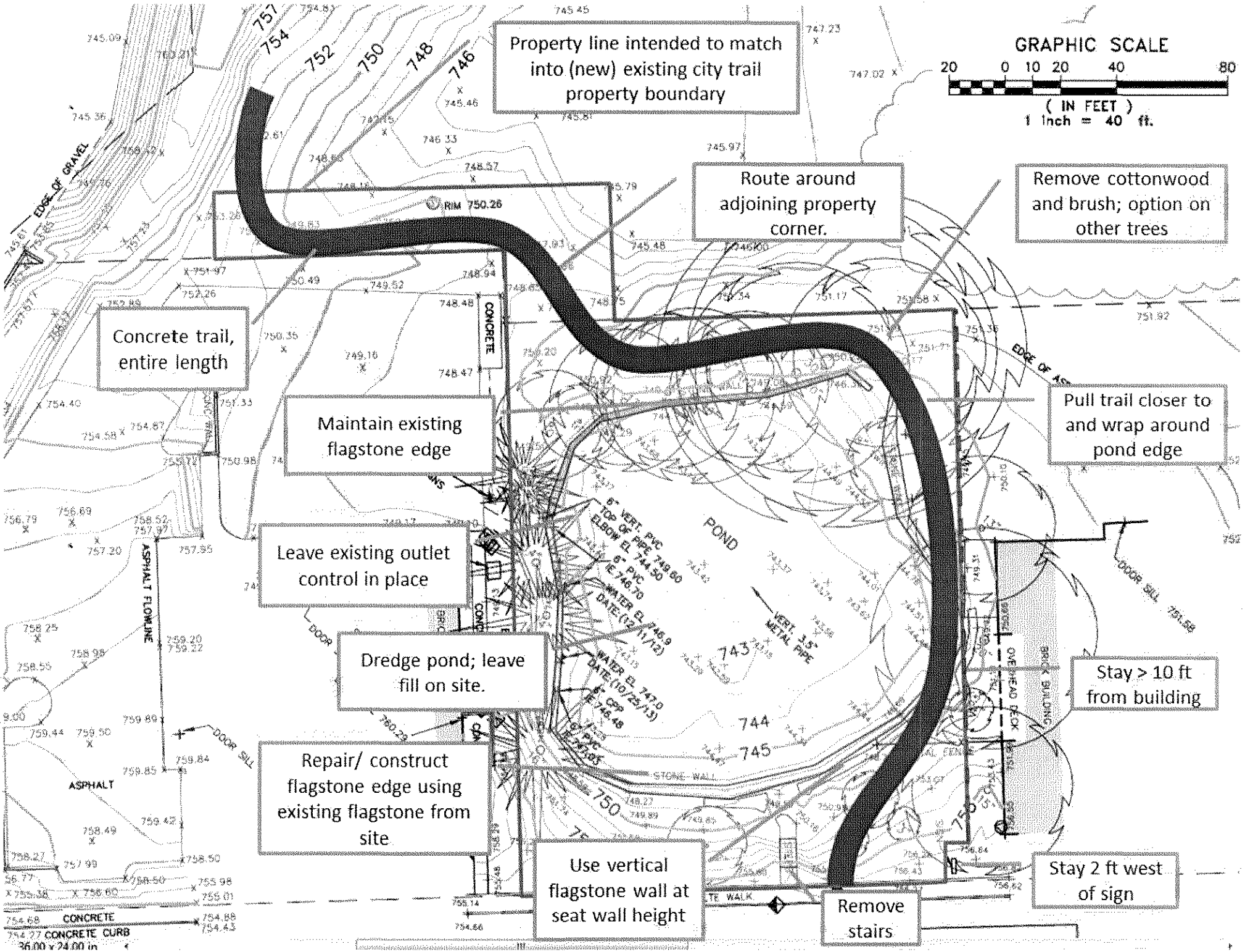
Date: January 15, 2014

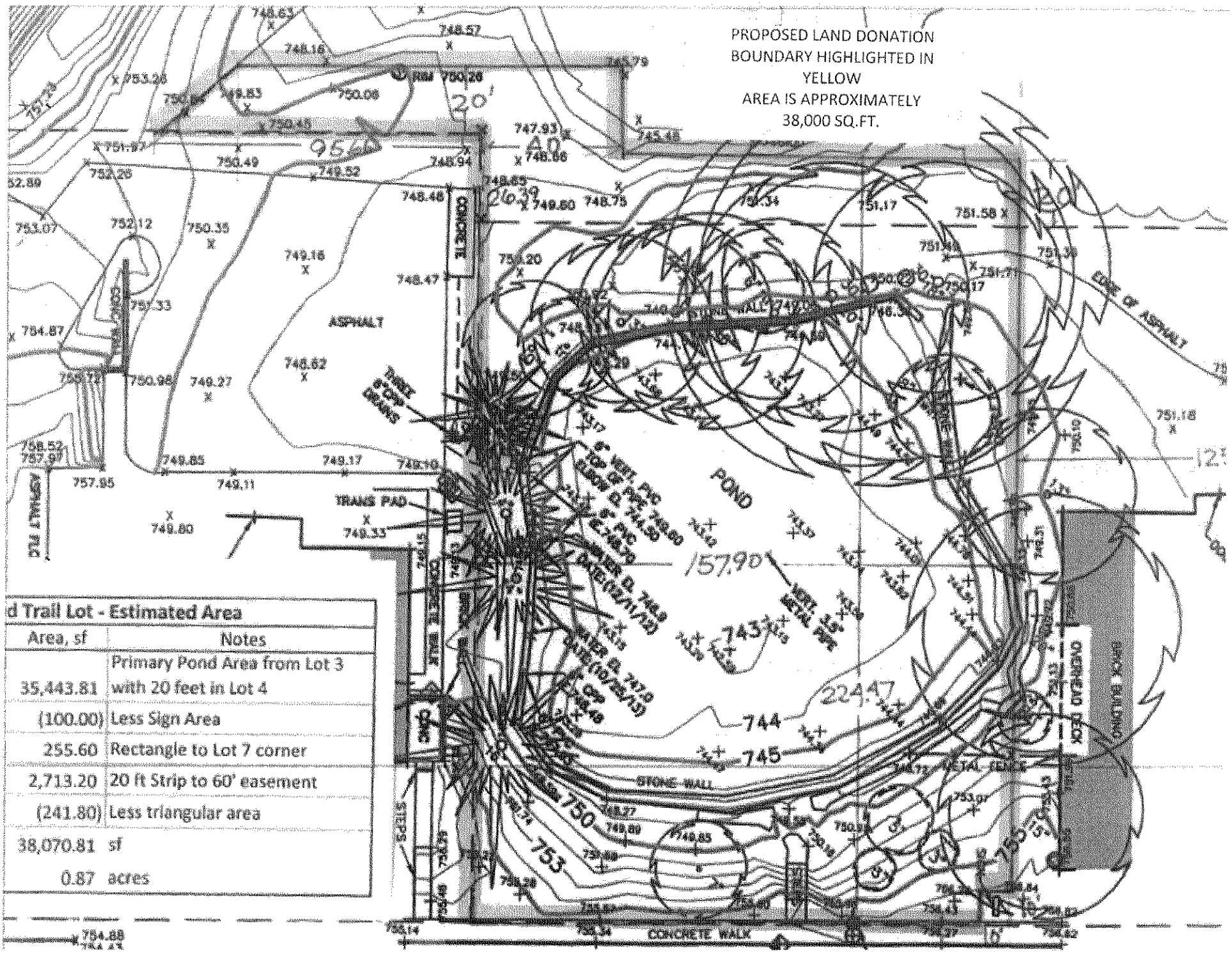
RE: 2014 Parks and Recreation Fee Change Recommendation

On January 13, 2014 the Park Board took action to recommend the following fee changes for 2014. Most of the changes deal with several revisions to charges for park equipment during special evetns.

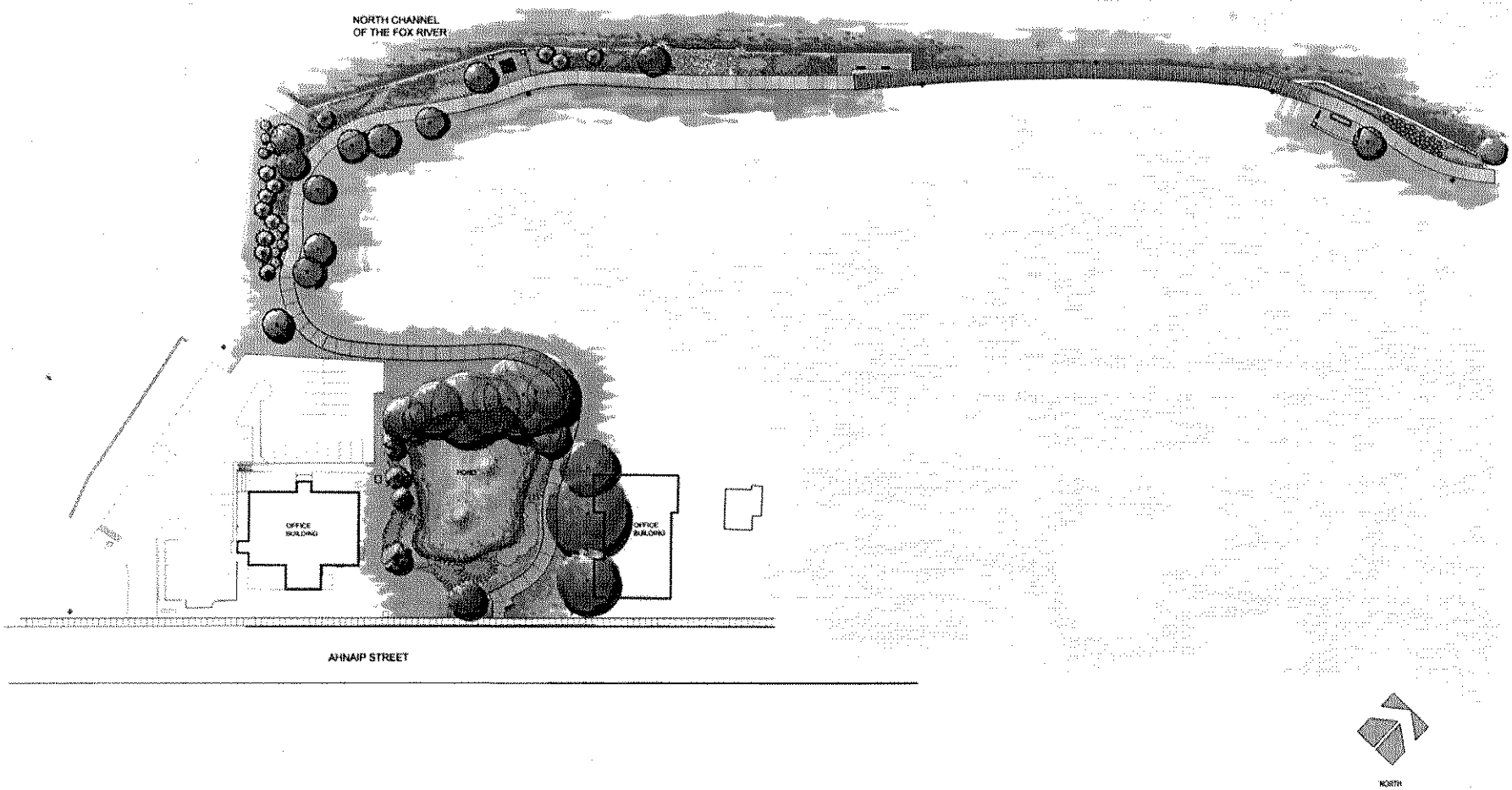
1.	200 AMP Panel	from	$ 10	to	$ 15
2.	Heavy Duty Extension Cord	from	NEW	to	$ 5
3.	Stage (trail only)	from	$100	to	$125
4.	Stage with 2 rows	from	$200	to	$225
5.	Stage Walls	from	NEW	to	$125
6.	3 Row Bleachers (in park)	from	$ 15	to	$ 25
7.	3 Row Bleachers (out of park)	from	$ 20	to	$ 35
8.	Picnic Table	from	$ 4	to	$ 7
9.	Bench	from	$ 3	to	$ 4
10.	Garbage Can	from	$ 3	to	$ 4
11.	Recycling Cart	from	$ 2	to	$ 4
12.	Boat Slip – Jefferson (resident)	from	$100	to	$125
13.	Boat Slip – Jefferson (non-resident)	from	$115	to	$120
14.	Boat Slip #49/50 – Jefferson (resident)	from	$130	to	$135
15.	Boat Slip #49/50 – Jefferson (non-resident)	from	$145	to	$150

140 Main Street • Menasha, Wisconsin 54952-3151 • Phone (920) 967-3640• Fax (920) 967-5272
www.cityofmenasha-wi.gov


Property line intended to match into (new) existing city trail property boundary
GRAPHIC SCALE
20 0 10 20 40 80
(IN FEET)
1 inch = 40 ft.
Route around adjoining property corner.
Remove cottonwood and brush; option on other trees
Concrete trail, entire length
Maintain existing flagstone edge
Pull trail closer to and wrap around pond edge
Leave existing outlet control in place
Dredge pond; leave fill on site.
Stay > 10 ft from building
Repair/ construct flagstone edge using existing flagstone from site
Use vertical flagstone wall at seat wall height
Stay 2 ft west of sign
Remove stairs
POND
RIM 750.26
EDGE OF GRAVEL
CONCRETE
ASPHALT FLOWLINE
ASPHALT
DOOR SILL
STONE WALL
BRICK BUILDING
OVERHEAD DECK
CONCRETE CURB



d Trail Lot - Estimated Area	
Area, sf	Notes
35,443.81	Primary Pond Area from Lot 3 with 20 feet in Lot 4
(100.00)	Less Sign Area
255.60	Rectangle to Lot 7 corner
2,713.20	20 ft Strip to 60' easement
(241.80)	Less triangular area
38,070.81	sf
0.87	acres



DATE	DESCRIPTION

R.A. Smith National

Beyond Surveying and Engineering

16745 W. Bluemound Road, Brookfield, WI 53005-5938
262-781-1650 Fax 262-781-1846 www.rasmithnational.com
Appleton, WI Orange County, CA Pittsburgh, PA

MENASHA RIVER PARK
MENASHA, WI

OVERALL
LANDSCAPE PLAN

© COPYRIGHT 2013
R.A. Smith National, Inc.

DATE: 12/3/2013

SCALE: 1" = 40'

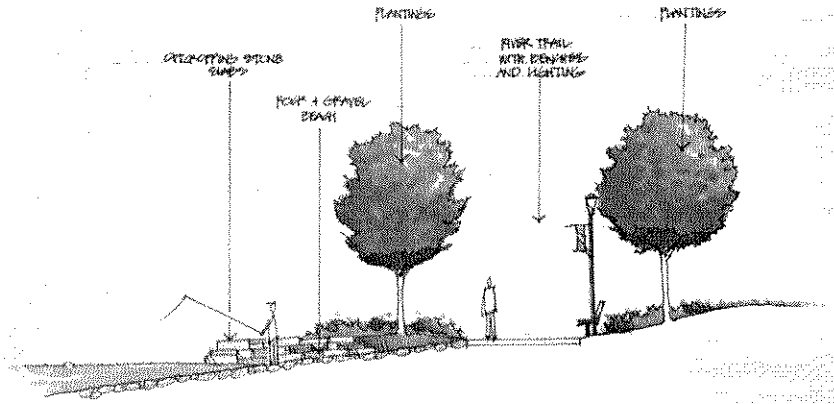
JOB NO: 1100015

PROJECT MANAGER:
JEFF M. MAZAMEC, P.E.

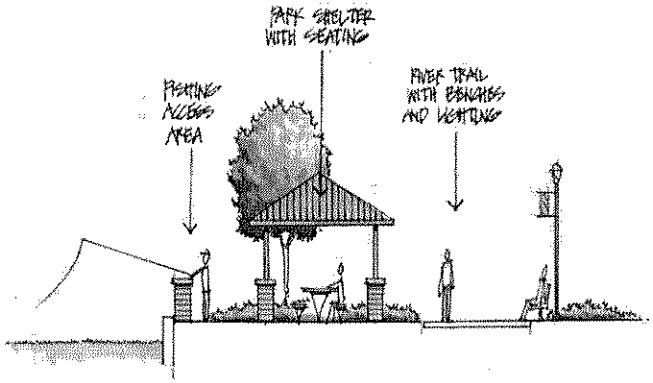
DESIGNED BY: TM

CHECKED BY: TM

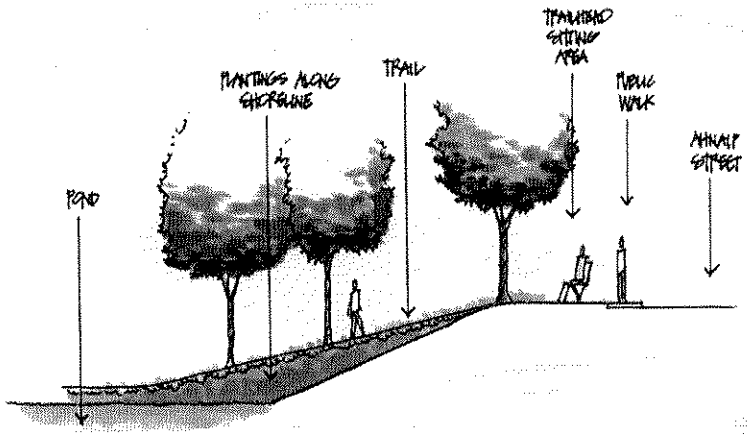
SHEET NUMBER



CROSS SECTION AT RIVER ACCESS AREA



CROSS SECTION AT FISHING ACCESS AREA WITH SHELTER



CROSS SECTION AT POND AREA

R.A. Smith National

Beyond Surveying and Engineering

GILBERT RIVERFRONT TRAIL
MENASHA, WISCONSIN

LANDSCAPE
CROSS SECTIONS

© COPYRIGHT 2013
R.A. Smith National, Inc.

DATE: 12/02/2013
SCALE: NOT TO SCALE
JOB NO. 1100015
PROJECT MANAGER: JEFF M. MAZANEC, P.E.
DESIGNED BY: TM
CHECKED BY: TM

SHEET NUMBER
L 7.0

City of Menasha Disbursements

Accounts Payable	1/9/14-1/16/14 Checks # 44855-44979	$ 7,450,994.95
Payroll	1/9/14	$ 177,572.37
	Total	$ 7,628,567.32

Medical Expense Reimbursement Trust-Retirement Pay Out

Community First Credit Union-Employee Deductions

United Way-Employee Donations

Wisconsin Support Collections-Child/Spousal Support

WI SCTF-Child Support Annual Fee

**A gap in check numbers is due to more invoices being paid than fit on the check stub.
The last check stub used is the check number that will appear on the check register.

Date: 1/16/2014

AP Check Register
Check Date: 1/9/2014

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ACCURATE	44855	1/9/2014	1314776	731-1022-541.30-18	101.91	Washers/Parts
		1/9/2014	1318018	731-1022-541.30-18	101.73	Drill Bits/Parts Cleaner
			Total for check: 44855		**203.64**	
JF AHERN CO	44856	1/9/2014	192074	100-1001-514.20-01	45.00	Training Use
				100-1008-541.24-03	45.00	Training Use
				100-0801-521.24-03	45.00	Training Use
				100-0703-553.24-03	45.00	Training Use
				100-0903-531.24-03	45.00	Training Use
		1/9/2014	194074	731-1022-541.21-06	50.00	Training Use
				100-0920-531.24-03	45.00	Training Use
		1/9/2014	194272	100-1001-514.20-01	240.95	Maint Fire Extingishers
			Total for check: 44856		**560.95**	
ALLIED GLOVE & SAFETY PRODUCTS	44857	1/9/2014	1/016051	731-1022-541.30-18	27.79	Raincoat
		1/9/2014	1/019191	731-1022-541.30-18	46.25	Gloves
			Total for check: 44857		**74.04**	
APPLETON SCHOOL DISTRICT	44858	1/9/2014		100-0000-203.05-00	736,350.74	Tax Collection Payments
			Total for check: 44858		**736,350.74**	
CITY OF APPLETON	44859	1/9/2014	216572	100-0302-542.25-01	12,917.00	Valley Transit December 2013
			Total for check: 44859		**12,917.00**	
BECK ELECTRIC INC	44860	1/9/2014	D1913-COM-CG-SS	100-1008-541.24-03	206.00	Sign Shop Maintenance
			Total for check: 44860		**206.00**	
BMO HARRIS BANK NA	44861	1/9/2014	4039154	100-0202-512.21-06	260.00	Monthly Fees
			Total for check: 44861		**260.00**	

AP Check Register
Check Date: 1/9/2014

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description	
BRUCE MUNICIPAL EQUIPMENT INC	44862	1/9/2014	5140229	731-1022-541.38-03	96.62	Spring	
		1/9/2014	5140250	731-1022-541.38-03	96.62	Spring	
			Total for check: 44862		**193.24**		
CALUMET COUNTY TREASURER	44863	1/9/2014		100-0000-203.01-00	502,915.16	Calumet County	
				100-0000-203.08-00	20,989.92	State of Wisconsin	
			Total for check: 44863		**523,905.08**		
CASPERS TRUCK EQUIPMENT INC	44864	1/9/2014	71153	100-1016-543.30-18	197.76	Holder, Shovel	
			Total for check: 44864		**197.76**		
COMMUNITY FIRST CREDIT UNION	44865	1/9/2014	20140109	100-0000-202.05-00	10,674.00	PAYROLL SUMMARY	
			Total for check: 44865		**10,674.00**		
COMMUNITY FIRST CREDIT UNION	44866	1/9/2014	20140109	100-0000-202.10-00	122.59	PAYROLL SUMMARY	
			Total for check: 44866		**122.59**		
D&M INTERIORS	44867	1/9/2014	CG301994	100-0801-521.24-03	1,068.60	Carpet	Patrol Room
			Total for check: 44867		**1,068.60**		
DIGICORPORATION	44868	1/9/2014	137750	100-0000-134.00-00	(31.40)	Marina Letterhead	
				207-0707-552.29-01	70.40	Marina Letterhead	
			Total for check: 44868		**39.00**		
EJB PROPERTIES LLC	44869	1/9/2014		203-0306-562.70-01	7,500.00	Facade Improvement	
			Total for check: 44869		**7,500.00**		

AP Check Register
Check Date: 1/9/2014

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
FACTORY MOTOR PARTS CO	44870	1/9/2014	18-1282309	731-1022-541.38-03	182.60	Pro Batts
			Total for check: 44870		**182.60**	
FBINAA	44871	1/9/2014		100-0801-521.32-01	85.00	Dues
			Total for check: 44871		**85.00**	
FORCE AMERICA INC	44872	1/9/2014	02122429	731-1022-541.38-03	443.93	Joystick
			Total for check: 44872		**443.93**	
FOX VALLEY TECHNICAL COLLEGE	44873	1/9/2014		100-0000-203.04-00	578,361.84	Winnebago County Taxes
				100-0000-203.04-00	215,534.95	Calumet County Taxes
			Total for check: 44873		**793,896.79**	
FOX VALLEY TRUCK	44874	1/9/2014	506445	731-1022-541.38-03	326.96	Hose/Gasket/Rod/Nut
			Total for check: 44874		**326.96**	
GANNETT WISCONSIN MEDIA	44875	1/9/2014	0007724626	100-0405-513.29-02	396.89	December Publications
				100-0202-512.29-03	556.20	December Publications
			Total for check: 44875		**953.09**	
GOODING, DAWN	44876	1/9/2014	GOODING, DAWN	100-0406-513.73-01	73.37	Tax Recission-1-549
			Total for check: 44876		**73.37**	
GUNDERSON CLEANERS	44877	1/9/2014	142497	100-0801-521.30-13	35.38	Towels
			Total for check: 44877		**35.38**	
GUSTMAN CHEVROLET SALES INC	44878	1/9/2014	30159	731-1022-541.38-03	1,042.51	Seal/Sensor/Cable

AP Check Register
Check Date: 1/9/2014

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
GUSTMAN CHEVROLET SALES INC...	44878...	1/9/2014	CM30159	731-1022-541.38-03	(30.00)	Core Return/CREDIT
			Total for check: 44878		**1,012.51**	
HOME DEPOT CREDIT SERVICES	44879	1/9/2014	3071986	100-0601-551.30-13	5.00	Library
				731-1022-541.30-18	18.92	PWF
			Total for check: 44879		**23.92**	
KAEMPFER & ASSOCIATES INC	44880	1/9/2014	17221	601-1020-543.21-02	121.44	Project E145-01.06
		1/9/2014	17222	601-1020-543.21-02	202.40	Project E145-01.07
		1/9/2014	17223	601-1020-543.21-02	148.51	Project E145-01.08
		1/9/2014	17224	601-1020-543.21-02	1,052.91	Project #E145-01.10
		1/9/2014	17225	601-1020-543.21-02	2,413.20	Project #145-01.12
		1/9/2014	17226	601-1020-543.21-02	3,707.56	Project E145-08.07
		1/9/2014	17227	601-1020-543.21-02	476.07	Project E145-08.08
		1/9/2014	17228	601-1020-543.21-02	122.90	Project e145-11.01
			Total for check: 44880		**8,244.99**	
LAMP RECYCLERS INC	44881	1/9/2014	69033	100-0903-531.21-05	68.51	Medical Waste
			Total for check: 44881		**68.51**	
MARGARITAVILLE LOUNGE LLC	44882	1/9/2014	MARGARITAVILLE	100-0000-421.01-00	8,000.00	Reserve Liquor License
			Total for check: 44882		**8,000.00**	
MATTHEWS TIRE & SERVICE CENTER	44883	1/9/2014	49774	731-1022-541.38-02	39.37	Flat Repair
			Total for check: 44883		**39.37**	
MENARDS-APPLETON EAST	44884	1/9/2014	36601	100-0703-553.30-18	27.42	Cedar
			Total for check: 44884		**27.42**	
MENASHA JOINT SCHOOL DISTRICT	44885	1/9/2014		100-0000-203.03-00	3,037,111.19	Winnebago County Taxes

AP Check Register
Check Date: 1/9/2014

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MENASHA JOINT SCHOOL DISTRICT...	44885...	1/9/2014...	...	100-0000-203.03-00	319,851.84	Calumet County Taxes
			Total for check: 44885		**3,356,963.03**	
MENASHA NEENAH MUNICIPAL COURT	44886	1/9/2014		100-0000-201.03-00	139.00	Bond/MEPD 13-261
			Total for check: 44886		**139.00**	
ELISHA D SMITH PUBLIC LIBRARY	44887	1/9/2014		100-0601-551.30-16	58.59	Replenish Petty Cash
				100-0601-551.30-10	3.54	Replenish Petty Cash
			Total for check: 44887		**62.13**	
MENASHA TREASURER	44888	1/9/2014	POLICE DEPT	100-0801-521.34-03	11.40	PD Petty Cash Reimburse
				100-0801-521.38-01	45.93	PD Petty Cash Reimburse
			Total for check: 44888		**57.33**	
MENASHA UTILITIES	44889	1/9/2014		501-0304-562.22-03	21.08	3031 Whisper Falls
				501-0304-562.22-06	43.13	3031 Whisper Falls
				100-1008-541.22-03	208.48	Electric
				100-0703-553.22-03	498.75	Electric
				100-0703-553.22-05	205.25	Water/Sewer
				100-0703-553.22-06	35.63	Storm
				100-0903-531.22-03	142.69	Electric
				100-0903-531.22-05	45.42	Water/Sewer
				100-0000-123.00-00	7.61	Electric
				100-0305-562.22-06	7.50	Storm
				601-1020-543.22-03	60.21	Electric
				100-0703-553.22-06	96.88	Walbrun Street
			Total for check: 44889		**1,372.63**	
MORTON SAFETY	44890	1/9/2014	845800	100-0703-553.30-13	102.00	Giv Vinyl Utiltiy PFs
			Total for check: 44890		**102.00**	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
NORTHEAST WISCONSIN TECHNICAL	44891	1/9/2014	SFT0000086539	100-0801-521.34-02	30.00	Class
			Total for check: 44891		**30.00**	
RAY O'HERRON CO INC	44892	1/9/2014	1338487-IN	100-0801-521.19-03	131.95	Jacket
			Total for check: 44892		**131.95**	
OSHKOSH FIRE & POLICE EQUIPMENT INC	44893	1/9/2014	154369	100-0801-521.29-04	880.00	Traffic Advisor/PD
			Total for check: 44893		**880.00**	
PACKER CITY INTERNATIONAL	44894	1/9/2014	3-233530051	731-1022-541.24-06	31.00	Filters
			Total for check: 44894		**31.00**	
PETERSEN PLUMBING &	44895	1/9/2014	11199	263-0306-562.70-01	2,590.00	CDBG Program
			Total for check: 44895		**2,590.00**	
PM SUPPLY - WRIGHT INDUSTRIAL	44896	1/9/2014	41880	100-0000-132.00-00	399.40	Cornerstone Floor Finish Scotch Guard & Cleaners
			Total for check: 44896		**399.40**	
DIGICORPORATION	44897	1/9/2014	204745	100-0401-513.30-11	10.39	Postage
		1/9/2014	204983	100-0801-521.30-11	13.36	Postage
		1/9/2014	205307	601-1020-543.30-11	29.37	Postage
		1/9/2014	205728	100-0801-521.30-11	9.29	Postage
		1/9/2014	205738	100-0801-521.30-11	9.29	Postage
			Total for check: 44897		**71.70**	
DAVE POWELL	44898	1/9/2014		100-1001-514.33-01	38.15	June-Dec 2013 Expenses
			Total for check: 44898		**38.15**	

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PRIORITY 1 POLICE & FIRE	44899	1/9/2014		100-0801-521.29-04	817.00	Impala - Equipment/PD
			Total for check: 44899		**817.00**	
REINDERS INC	44900	1/9/2014	1467808-00	731-1022-541.38-02	666.60	Turf Trac
			Total for check: 44900		**666.60**	
ROAD EQUIPMENT	44901	1/9/2014	WA570155	731-1022-541.38-03	319.88	Brake Drum
			Total for check: 44901		**319.88**	
SMITH, JOE	44902	1/9/2014	JOE SMITH	100-0000-441.08-00	108.72	Refund Overpayment
			Total for check: 44902		**108.72**	
SYN-TECH SYSTEMS	44903	1/9/2014	90717	731-1022-541.24-06	468.00	Single Tank Kits/Modules Fill Rings/Cable Assy
			Total for check: 44903		**468.00**	
TAPCO	44904	1/9/2014	SO425165	100-0801-521.29-04	939.48	Cones
			Total for check: 44904		**939.48**	
TRADER PLUMBING INC	44905	1/9/2014	36489	100-0920-531.82-01	1,700.00	Senior Center Plumbing
			Total for check: 44905		**1,700.00**	
TRADER, HEATHER	44906	1/9/2014	TRADER	100-0000-441.25-00	119.00	Refund P&R Program
			Total for check: 44906		**119.00**	
UNIFIRST CORPORATION	44907	1/9/2014	097 0153338	731-1022-541.20-01	112.65	Coveralls/Shirts
			Total for check: 44907		**112.65**	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
UNITED WAY FOX CITIES	44908	1/9/2014	20140109	100-0000-202.09-00	51.75	PAYROLL SUMMARY
			Total for check: 44908		**51.75**	
VARITECH INDUSTRIES INC	44909	1/9/2014	IN060-1001301	731-1022-541.38-03	67.90	Male Pig/Fem Half
			Total for check: 44909		**67.90**	
VOICE DATE & ELEC SERVICES LLC	44910	1/9/2014	2079	743-0403-513.21-04	370.00	
			Total for check: 44910		**370.00**	
WAVERLY SANITARY DISTRICT	44911	1/9/2014		100-0000-203.07-00	81,379.31	Tax Collection Payments
			Total for check: 44911		**81,379.31**	
WE ENERGIES	44912	1/9/2014		100-0703-553.22-03	38.80	Hwy 10 & 114
			Total for check: 44912		**38.80**	
WE ENERGIES	44913	1/9/2014		267-0102-581.22-04	3,565.84	Power Plant
			Total for check: 44913		**3,565.84**	
WFFVC	44914	1/9/2014		100-0000-201.15-00	75.00	WI Fresh Fruit & Veg Conf
			Total for check: 44914		**75.00**	
WIL-KIL PEST CONTROL	44915	1/9/2014	2385810	731-1022-541.20-07	66.50	Contract
			Total for check: 44915		**66.50**	
WINNEBAGO COUNTY TREASURER	44916	1/9/2014	5134	100-0805-521.25-01	308.76	Inmate Charges
			Total for check: 44916		**308.76**	
WINNEBAGO COUNTY TREASURER	44917	1/9/2014		100-0000-203.02-00	1,588,172.80	Winnebago County Taxes

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WINNEBAGO COUNTY TREASURER...	44917...	1/9/2014...	...	100-0000-203.08-00	52,218.94	State of Wisconsin Taxes
			Total for check: 44917		**1,640,391.74**	
WISCONSIN DEPT OF ADMINISTRATION	44918	1/9/2014	WDA	100-0304-562.34-02	80.00	CDBG Training
			Total for check: 44918		**80.00**	
WISCONSIN DEPT OF TRANSPORTATION	44919	1/9/2014	L28372	100-1003-541.21-02	(89.98)	Correct Duplicate Entry
				100-1003-541.21-02	89.98	Project #4065-1221
				100-1003-541.21-02	89.98	Project #4065-1221
		1/9/2014	L28373	100-1003-541.21-02	201.11	Project #4065-13-21
		1/9/2014	L28460	485-0304-562.21-02	42.56	Province Terrace Trail State Proj 4992-02-00
			Total for check: 44919		**333.65**	
WISCONSIN FASTENER SUPPLY INC	44920	1/9/2014	144179	100-1008-541.30-18	325.00	Clamp/Paint Strainer
			Total for check: 44920		**325.00**	
WISCONSIN SUPPORT COLLECTIONS	44921	1/9/2014	20140109	100-0000-202.03-00	955.49	PAYROLL SUMMARY
			Total for check: 44921		**955.49**	
WMCA	44922	1/9/2014		100-0203-512.32-01	100.00	2014 Membership Clerk & Deputy Clerk
			Total for check: 44922		**100.00**	
WPERLA	44923	1/9/2014		100-0201-512.34-02	100.00	2014 Annual Conference
			Total for check: 44923		**100.00**	

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ZARNOTH BRUSH WORKS INC	44924	1/9/2014	0147238-IN	100-0703-553.30-15	395.00	Cablewrap broom refill
			Total for check: 44924		**395.00**	

7,204,410.87

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ACCURATE	44925	1/16/2014	1317672	731-1022-541.30-18	128.61	Nylon Ties
		1/16/2014	1318244	731-1022-541.30-18	335.72	Washers/Nuts
		1/16/2014	1318382	731-1022-541.38-03	17.80	Light Bulbs
			Total for check: 44925		**482.13**	
ALLIED GLOVE & SAFETY PRODUCTS	44926	1/16/2014	1/019192	731-1022-541.30-18	114.00	Work Gloves
		1/16/2014	1/021570	731-1022-541.30-18	42.73	Rain Pants & Coats
			Total for check: 44926		**156.73**	
APPLETON CRANKSHAFT SERVICE INC	44927	1/16/2014	53357	731-1022-541.29-04	661.00	Engine Kit/Hot Tank BlockHot Tank Piston & Rods
				731-1022-541.38-03	696.50	Engine Kit/Hot Tank BlockHot Tank Piston & Rods
			Total for check: 44927		**1,357.50**	
ASSESSMENT TECHNOLOGIES LLC	44928	1/16/2014	4708	743-0403-513.24-04	120.00	Programmer Support
			Total for check: 44928		**120.00**	
BADGER LAB & ENGINEERING INC	44929	1/16/2014	INV000055792	601-1020-543.21-02	950.00	Dura-Fibre Wastewaters Dec 2-9, 2013
			Total for check: 44929		**950.00**	
BECK ELECTRIC INC	44930	1/16/2014	D3113COM-ED14	100-1012-541.20-04	1,232.40	Downtown Street Lights
			Total for check: 44930		**1,232.40**	
BERGSTROM	44931	1/16/2014	131580	731-1022-541.38-03	100.49	Test
			Total for check: 44931		**100.49**	
ROGER BOWERS CONSTRUCTION INC	44932	1/16/2014		601-1020-543.24-05	8,291.60	9th St Lift Station Proj.
			Total for check: 44932		**8,291.60**	

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BUBRICK'S	44933	1/16/2014	838113	100-0801-521.30-15	206.64	Mats
			Total for check: 44933		**206.64**	
COMMUNITY HOUSING COORDINATOR	44934	1/16/2014	183	100-0304-562.21-06	1,800.00	Nov 2013 Housing Plan
		1/16/2014	184	263-0306-562.70-01	1,012.00	2013-14 Rehab Program
			Total for check: 44934		**2,812.00**	
COPLOGIC	44935	1/16/2014	2013-404	100-0801-521.30-12	2,000.00	Software
			Total for check: 44935		**2,000.00**	
EARTHLINK BUSINESS	44937	1/16/2014		100-0402-513.22-01	6.97	Assessor Telephone
				100-0201-512.22-01	6.78	Attorney Telephone
				100-0000-123.00-00	15.47	Bldg Insp Telephone
				100-0203-512.22-01	14.08	Clerk Telephone
				100-0304-562.22-01	25.34	Com Dev Telephone
				100-1001-514.22-01	76.73	City Hall Telephone
				100-0401-513.22-01	34.20	Finance Telephone
				731-1022-541.22-01	27.52	Garage Telephone
				100-0903-531.22-01	51.99	Health Telephone
				743-0403-513.22-01	16.26	I.T. Telephone
				100-0601-551.22-01	180.21	Library Telephone
				100-0101-511.22-01	10.69	Mayor Telephone
				100-0702-552.22-01	28.66	Recreation Telephone
				100-0703-553.22-01	48.16	Parks Telephone
				100-0202-512.22-01	17.12	Personnel Telephone
				100-0801-521.22-01	265.72	Police Telephone
				100-1002-541.22-01	44.66	Engineering Telephone
				100-0920-531.22-01	13.98	Senior Center Telephone
				100-1008-541.22-01	4.04	Sign Shop Telephone
				100-0502-522.22-01	42.45	EOC Telephone
				207-0000-123.00-00	28.46	Marina Telephone

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EARTHLINK BUSINESS...	44937...	1/16/2014...	...	100-0000-123.00-00	318.58	Utilities Telephone
			Total for check: 44937		**1,278.07**	
EASY FUNDRAISING IDEAS	44938	1/16/2014	231838	824-0810-521.30-18	111.00	Menasha Explorers
			Total for check: 44938		**111.00**	
FACTORY MOTOR PARTS CO	44939	1/16/2014	18-1283780	731-1022-541.38-03	109.77	Pro Battery
			Total for check: 44939		**109.77**	
GAT SUPPLY INC	44940	1/16/2014	00024339	601-1020-543.30-15	135.66	Shovel
			Total for check: 44940		**135.66**	
GUSTMAN CHEVROLET SALES INC	44941	1/16/2014	30294	731-1022-541.38-03	99.35	Lifter & Sensor
		1/16/2014	30310	731-1022-541.38-03	7.50	Plugs
			Total for check: 44941		**106.85**	
INDEPENDENT INSPECTIONS LTD	44942	1/16/2014	307971	100-0301-523.21-06	5,090.26	December Permits
		1/16/2014	307972	100-0301-523.21-06	87.50	December Permits
			Total for check: 44942		**5,177.76**	
PATRICK JAMES	44943	1/16/2014		743-0403-513.33-01	10.90	October Expenses
				743-0403-513.33-01	14.90	November Expenses
				743-0403-513.33-01	16.45	December Expenses
			Total for check: 44943		**42.25**	
KITZ & PFEIL INC	44945	1/16/2014	112214-0054	100-1001-514.30-13	12.59	Ice Melter
				100-0801-521.30-13	12.58	Ice Melter
				100-0601-551.30-13	12.58	Ice Melter
				100-0920-531.30-13	12.58	Ice Melter
		1/16/2014	112514-0013	100-0703-553.30-18	16.99	Oil

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KITZ & PFEIL INC...	44945...	1/16/2014	112514-0090	100-0703-553.30-18	26.99	Rule Tape
		1/16/2014	112603-0006	100-0703-553.24-02	19.79	Fan Housing & Spring
		1/16/2014	112714-0117	100-1008-541.30-18	5.39	Christmas Lights
		1/16/2014	112914-0201	100-0801-521.30-18	11.48	Batteries
		1/16/2014	120214-0028	100-0801-521.24-03	6.74	Sink Spr Head
		1/16/2014	120314-0079	100-0801-521.24-03	12.20	Sink Spr Hose/Clamps
		1/16/2014	120514-0119	731-1022-541.30-18	10.36	Misc Hardware
		1/16/2014	120609-0028	100-0702-552.30-18	17.09	Hand/Toe Warmers Supplies
		1/16/2014	120614-0116	100-0703-553.30-18	8.54	Halo Bulb
		1/16/2014	120914-0046	100-0801-521.30-18	3.59	Staples
		1/16/2014	120914-0132	100-0801-521.29-04	10.21	Battery
		1/16/2014	121014-0042	100-1001-514.30-15	6.10	Allen Wrench Set
		1/16/2014	121014-0100	100-1006-541.30-18	4.94	Coupling for Brine Tank
		1/16/2014	121014-0120	100-1006-541.30-18	4.94	Coupling for Brine Tank
		1/16/2014	121114-0014	100-0703-553.30-18	17.24	Zinc Utility Pulls Stage at Mem Bldg
		1/16/2014	121214-0011	100-1001-514.30-13	12.58	Ice Melter
				100-0801-521.30-13	12.58	Ice Melter
				100-0601-551.30-13	12.59	Ice Melter
		1/16/2014	121214-0110	100-0801-521.24-03	19.67	Misc Hardware/Threadlock Parole Room Monitors
		1/16/2014	121314-0013	100-0801-521.24-03	26.98	Surge Strips
		1/16/2014	121614-0002	100-0703-553.24-02	1.04	Misc Hardware/Snowmobile
		1/16/2014	121709-0002	100-0703-553.24-03	15.07	Duct Tape/Tape Clamp
		1/16/2014	121709-0010	100-1006-541.30-18	9.52	Scoops for Salt Barrels
		1/16/2014	121714-0015	731-1022-541.30-18	2.06	Gasoline Antifreeze Fuel Pumps
		1/16/2014	121714-0016	731-1022-541.38-03	4.46	Couplings & Hose Barbs
		1/16/2014	121914-0038	731-1022-541.38-03	11.23	Coupling & Barbs Insert
		1/16/2014	122014-0043	100-1001-514.30-13	12.58	Ice Melter
				100-0601-551.30-13	12.58	Ice Melter
			Total for check: 44945		**385.86**	
KUNDINGER FLUID POWER INC	44946	1/16/2014	50265082	731-1022-541.38-03	78.75	Hose
			Total for check: 44946		**78.75**	

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LAKE PARK VILLAS HOMEOWNERS ASSN	44947	1/16/2014		501-0304-562.32-01	2,203.91	Invoices
			Total for check: 44947		**2,203.91**	
MATTHEWS TIRE & SERVICE CENTER	44948	1/16/2014	49794	731-1022-541.38-02	102.56	Flat Repair
		1/16/2014	49810	731-1022-541.38-02	291.28	Tire, Valve, & Hardware
			Total for check: 44948		**393.84**	
MCMAHON	44949	1/16/2014	45316	731-1022-541.21-02	1,400.00	August 2013 Services
			Total for check: 44949		**1,400.00**	
MENARDS-APPLETON EAST	44950	1/16/2014	36806	100-0703-553.24-03	182.38	Trim
		1/16/2014	36809	100-0703-553.24-03	10.78	Trim
		1/16/2014	37633	100-0703-553.30-18	(35.40)	Flashing/CREDIT
			Total for check: 44950		**157.76**	
MENASHA HEALTH DEPARTMENT	44951	1/16/2014		100-0903-531.33-02	28.00	Expenses
				100-0903-531.33-02	53.80	Expenses
			Total for check: 44951		**81.80**	
MENASHA NEENAH MUNICIPAL COURT	44952	1/16/2014		100-0000-201.03-00	126.40	Bond/MEPD 13372
			Total for check: 44952		**126.40**	
MENASHA UTILITIES	44955	1/16/2014		100-1008-541.22-03	287.96	Electric
				100-1008-541.22-05	45.42	Water/Sewer
				601-1020-543.22-03	23.97	Electric
				100-0704-552.22-03	274.73	Electric
				100-0704-552.22-05	694.50	Water/Sewer
				731-1022-541.22-03	1,676.59	Electric
				731-1022-541.22-05	818.80	Water/Sewer
				731-1022-541.22-06	901.88	Storm
				266-1028-543.22-06	73.13	Storm

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MENASHA UTILITIES...	44955...	1/16/2014...	...	100-0801-521.22-03	2,133.96	Electric
				100-0801-521.22-05	319.35	Water/Sewer
				100-0801-521.22-06	62.72	Storm
				100-0000-123.00-00	1,545.29	Electric
				100-0000-123.00-00	231.25	Water/Sewer
				100-0000-123.00-00	45.41	Storm
				100-0801-521.22-03	51.04	Electric
				100-0601-551.22-03	3,304.76	Electric
				100-0601-551.22-05	412.32	Water/Sewer
				100-0601-551.22-06	103.75	Storm
				100-1019-552.22-03	387.77	Electric
				100-1019-552.22-05	12.38	Water/Sewer
				100-0000-123.00-00	9.59	Electric
				100-1001-514.22-05	12.38	Water/Sewer
				100-1001-514.22-06	2.50	Storm
				100-0703-553.22-03	1,326.67	Electric
				100-0703-553.22-05	34.42	Water/Sewer
				100-0703-553.22-06	700.63	Storm
				485-0304-562.22-06	33.13	Storm
				457-0304-562.22-06	2.50	Storm
				485-0304-562.22-06	15.00	Storm
				457-0304-562.21-10	30.21	Electric
				100-0305-562.22-06	5.00	Storm
				501-0304-562.22-06	96.88	Storm
				501-0304-562.22-06	183.13	Redevelopment Authority
			Total for check: 44955		**15,859.02**	
TOWN OF MENASHA UTILITY DISTRICT	44956	1/16/2014		457-0304-562.22-05	9.60	1300 Wittmann Dr
		1/16/2014	1926	100-0703-553.22-05	9.60	1521 Brighton Beach Rd
			Total for check: 44956		**19.20**	

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MINNESOTA LIFE INSURANCE COMPANY	44957	1/16/2014		100-0000-204.07-00	2,431.15	Policy Renewal #2832L-G February Premium
			Total for check: 44957		**2,431.15**	
MONOPRICE INC	44958	1/16/2014	9554103	743-0403-513.30-15	252.55	Desktop Ethernet Switch
			Total for check: 44958		**252.55**	
MOTION INDUSTRIES INC	44959	1/16/2014	WI02-692262	731-1022-541.38-03	314.12	Cones/Cup Assemblies
			Total for check: 44959		**314.12**	
NEENAH-MENASHA SEWERAGE COMMISSION	44960	1/16/2014	2014-002	601-1021-543.25-01	48,902.55	Wastewater Measurements
		1/16/2014	2014-008	601-1021-543.25-01	22,106.00	Interest & Debt Charges
			Total for check: 44960		**71,008.55**	
PACKER CITY INTERNATIONAL	44961	1/16/2014	3-233650113	731-1022-541.38-03	109.99	Filters
				731-1022-541.24-06	35.60	Filters
		1/16/2014	3-240060054	731-1022-541.38-03	(13.83)	Filter/CREDIT
			Total for check: 44961		**131.76**	
REDI-WELDING CO	44962	1/16/2014	14627	731-1022-541.30-18	153.75	Box/Pan/Tubing/Angle
			Total for check: 44962		**153.75**	
REINDERS INC	44963	1/16/2014	1468128-00	731-1022-541.38-03	19.39	Breather
			Total for check: 44963		**19.39**	
ROCK GARDEN	44964	1/16/2014		100-1002-541.33-02	20.00	2014 Utility Conference
			Total for check: 44964		**20.00**	

AP Check Register
Check Date: 1/16/2014

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
SCHENCK BUSINESS SOLUTIONS	44965	1/16/2014	SC10013657	100-0401-513.21-03	3,500.00	Audit Services
			Total for check: 44965		**3,500.00**	
SCHILLER'S TREE SERVICE INC	44966	1/16/2014	19702	100-0706-561.20-06	125.00	1 Tree Removal
			Total for check: 44966		**125.00**	
SERVICEMASTER BUILDING MAINTENANCE	44967	1/16/2014	10928	100-0801-521.20-01	50.00	PD Garage Janitorial
		1/16/2014	10931	100-0903-531.20-01	490.00	Health Dept Janitorial
		1/16/2014	10935	100-0801-521.20-01	1,395.00	PD Janitorial Services
		1/16/2014	10958	100-1001-514.20-01	1,095.00	City Hall Janitorial
		1/16/2014	10959	731-1022-541.20-01	494.00	PWF Janitorial Service
			Total for check: 44967		**3,524.00**	
SHERWIN INDUSTRIES INC	44968	1/16/2014	SS053619	100-1008-541.30-18	125.00	Straight Arrow Stencil
			Total for check: 44968		**125.00**	
SHERWIN WILLIAMS CO	44969	1/16/2014	0460-5	100-0801-521.24-03	120.22	Paint & Supplies/PD
			Total for check: 44969		**120.22**	
UNIFIRST CORPORATION	44970	1/16/2014	097 0153840	731-1022-541.20-01	112.65	Mat/Mop/Clothing Service
			Total for check: 44970		**112.65**	
US CELLULAR	44971	1/16/2014		100-0201-512.22-01	30.67	Captain
				100-0202-512.22-01	8.62	Brunn
				100-1019-552.22-01	4.36	Racine St Bridge
				743-0403-513.22-01	44.50	IT
				601-1020-543.22-01	2.18	Confined Space
				100-1001-514.22-01	44.48	Alix
				100-0801-521.22-01	103.36	Police
				100-0919-531.22-01	13.06	Nett
				100-0904-531.22-01	38.11	Drew

AP Check Register
Check Date: 1/16/2014

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
US CELLULAR...	44971...	1/16/2014...	...	100-1002-541.22-01	3.34	Engineering
				100-0702-552.22-01	50.58	Recreation
				100-0703-553.22-01	95.84	Parks Department
				731-1022-541.22-01	68.99	DPW
				100-1008-541.22-01	3.44	Bursack
				601-1020-543.22-01	2.18	Sewer Truck
			Total for check: 44971		**513.71**	
VERIZON WIRELESS	44972	1/16/2014	9717692819	743-0403-513.30-15	40.01	Engineering Phones
				100-1002-541.22-01	151.12	Engineering Phones
				625-1002-541.22-01	50.37	Engineering Phones
			Total for check: 44972		**241.50**	
WAVERLY SANITARY DISTRICT	44973	1/16/2014		100-0703-553.22-05	44.62	2170 Plank Road
			Total for check: 44973		**44.62**	
WE ENERGIES	44974	1/16/2014		100-1008-541.22-04	241.72	PWF
			Total for check: 44974		**241.72**	
WEA INSURANCE TRUST	44975	1/16/2014		100-0000-204.08-00	110,190.04	February Insurance Group 32104
				100-0000-204.11-00	7,085.76	February Insurance Group 32104
			Total for check: 44975		**117,275.80**	
WINNEBAGO COUNTY CLERK OF COURTS	44976	1/16/2014		100-0000-201.03-00	150.00	Bond/MEPD 14-0066
		1/16/2014	FLANAGAN	100-0000-201.03-00	150.00	Bond
			Total for check: 44976		**300.00**	
WINNEBAGO COUNTY REGISTER OF DEEDS	44977	1/16/2014		263-0306-562.70-01	30.00	Recording Fees
				263-0306-562.70-01	30.00	Recording Fees

AP Check Register
Check Date: 1/16/2014

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
WINNEBAGO COUNTY REGISTER OF DEEDS...	44977...	1/16/2014...	...	263-0306-562.70-01	30.00	Recording Fees
			Total for check: 44977		**90.00**	
WINNEBAGO COUNTY TREASURER	44978	1/16/2014		100-0000-201.03-00	150.00	Bond/MEPD 14-0035
				100-0000-201.03-00	(150.00)	Correct
		1/16/2014	LF120542	266-1027-543.25-01	541.20	December Recycling
			Total for check: 44978		**541.20**	
WISCONSIN CONCRETE PAVEMENT ASSOC	44979	1/16/2014	WI CONCRETE	100-1002-541.33-02	120.00	WCPA 2014 Conc Workshop
			Total for check: 44979		**120.00**	
					246,584.08	

Menasha

To: Menasha Common Council

From: Jenny Groeschel and Ginger Tralongo, Police Records

RE: Beverage Operator License (Bartender) Applicants

Date: **January 15, 2014**

The below individuals have applied for a bartender license to serve, dispense and/or sell alcohol at a licensed establishment within the City. They have all met the criteria under the "Guidelines for Operator Licenses" approved by the Common Council. Therefore, staff is recommending the following people be **APPROVED** for an Operator's License for the 2013-2015 licensing period:

Nancy Vazquez Leon
Nicole Wachuta
Tyler Becker
Crystal Thiemer
Tenisha Belanger
Anthony Belling
Jessica Moderson
Tara Spilski
Eileen Dudash
Thomas Almendarez
Amanda Fondie

The following individual has applied for a bartender license to serve, dispense and/or sell alcohol at a licensed establishment in the City. They have not met the criteria under the "Guidelines for Operator Licenses" approved by the Common Council. Therefore, staff is recommending the following person be **DENIED** an Operator's License:

Kashmir Gill

Cc: Chief Styka via email

Entered GT

Menasha

City of Menasha • Police Department

December 19, 2013

Kashmir Gill
1200 Plank Rd
Menasha, WI 54952

Re: City of Menasha Alcohol Operators License Application

Dear Mr. Gill,

In reviewing your application for an Alcohol Operators License with the City of Menasha and conducting a background investigation in relationship to this application, the following information was determined. As a result of an arrest on October 25, 2012 for Possession with Intent to Deliver Analog of a Non-Narcotic Drug (Class H Felony), you entered a plea of No Contest on April 5, 2013. Furthermore, you agreed to a Deferred Prosecution or Sentence Agreement with the courts at that time, thus admitting to guilt regarding these specific charges and deferring your sentence until after a 24 month period when the Agreement comes to a conclusion.

In addition to the above mentioned Felony Conviction, I would like to add that your application has not been completed accurately in its entirety and very well could be considered void under the City of Menasha Ordinance. Also, I would like to point out that under Question #2, 'Have you ever been convicted of a felony?' you responded no, when in fact your conviction of the above mentioned felony charge indicates you have been.

Based on your background investigation, I will be recommending that the Menasha Common Council deny your request for a City of Menasha Alcohol Operators License, because under Guideline #1 you are considered a Felony Offender.

Engaging in bartending involves the purchase and sale of a closely regulated substance/alcohol. Individuals granted an Operator License must act in cooperation with Law Enforcement to enforce the alcohol beverage laws, drunk driving laws and assist with minimizing disturbances of the peace and maintaining the safety of the community. The incident that you have been convicted of does substantially relate to the license for which you have applied and arose out an incident that occurred on October 25, 2012.

The city of Menasha Police Department is recommending to the Common Council that they deny your application for an Alcohol Operators License within the City of Menasha. The recommendation would be given to the Common council at its next meeting on January 20, 2014 at 6:00 p.m. or shortly thereafter. Should you wish to provide comment

430 First Street • Menasha, Wisconsin 54952-3143 • Phone (920) 967-3500 • Fax (920) 967-5145
www.menashapolice.org

to the Common Council on your application, you may do so during the public participation portion of the meeting.

Sincerely,

Lt. Ron Bouchard
Investigative Services
City of Menasha Police Department