

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
Tuesday, April 21, 2015
5:00 PM
AGENDA**

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL/EXCUSED ABSENCES
- D. PUBLIC HEARING
- E. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY
(five (5) minute time limit for each person)
- F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS
1. Clerk Galeazzi - the following minutes and communications have been received and placed on file:
Minutes to receive:
 - a. [Board of Health, 03/12/15.](#)
 - b. [Board of Public Works, 04/06/15.](#)
 - c. [Committee on Aging, 03/12/15.](#)
 - d. Plan Commission, [04/07/15](#) and [04/14/15.](#)Communications:
 - e. [Waverly Sanitary District Meeting Minutes, 03/19/15.](#)
 - f. [Mayor Merkes, 04/10/15; Letter to Village of Harrison, Attn: Travis Parish.](#)
 - g. [Mayor Merkes, 04/16/15; Appointment of the Weed Commissioner.](#)
 - h. [DPW Radtke, 04/16/15; Press Release; Public Informational Meeting, City of Menasha, 3rd Street, Lake Winnebago Slough & Approaches, Winnebago County.](#)
 - i. [CDD Keil, 04/16/15; Rezoning of Parcels in the Vicinity of Main and Mill Street from C2 to PUD.](#)
 - j. [CDD Keil, 04/16/15; Schedule of Public Hearings on Zoning Changes.](#)
- 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, 04/06/15.](#)
Board of Public Works, 04/06/15 – Recommends the Approval of:
 2. [Authorization to Execute WisDOT Bridge Operation Agreement for Fiscal Year 2016.](#)
 3. [Authorization to Execute State/Municipal Agreement for STH 441/Midway Road Interchange.](#)
 4. [Authorization to Execute State/Municipal Agreement for USH 10/Oneida Street Interchange.](#)
Plan Commission, 04/07/15 – Recommends the Approval of:
 5. [The relocation of Veterans Memorial from Menasha Public Library to Isle of Valor consistent with the recommendation from Park Board.](#)
Plan Commission, 04/14/15 – Recommends the Approval of:
 6. [The Certified Survey Map on Winnebago Avenue.](#)
- H. ITEMS REMOVED FROM CONSENT AGENDA

I. ACTION ITEMS

1. [Accounts payable and payroll for the term of 04/09/15 to 04/16/15 in the amount of \\$2,168,191.83.](#)
2. [Beverage Operators License Applications for the 2013-2015 licensing period.](#)
3. [Extension Agreement for Assessment and Tax Listing Services for City of Menasha by Associated Appraisal Consultants, Inc.](#)

J. ORDINANCES AND RESOLUTIONS

1. [R-10-15 Resolution Approving a 2014 Budget Adjustment of \\$60,002 for Street Lighting Equipment. \(Introduced by Alderman Nichols\).](#)
2. [R-11-15 Resolution Continuing Appropriations \(2014 Fund Balance Reservations\) \(Introduced by Alderman Nichols\).](#)
3. [R-12-15 Resolution Transferring/Appropriating 2014 Budget Funds.](#)
4. [R-13-14 Resolution Dissolving Tax Incremental Finance District #1 \(Introduced by Mayor Merkes\).](#)
5. [R-14-15 Resolution Opposing the Elimination of Personal Property and Computer Aid Tax \(Introduced by Alderman Nichols\).](#)

K. APPOINTMENTS

L. HELD OVER BUSINESS

1. [Creation of Administrative Services Department/Human Resources Coordinator Position \(Held 04/06/15\).](#)

M. CLAIMS AGAINST THE CITY

N. PRESENTATION TO OUTGOING COMMITTEE/BOARD/COMMISSION MEMBERS

1. Tom Gloede – Board of Appeals
2. Dave Rodriguez – Board of Appeals
3. Ruth Neeck – Board of Health
4. Lee Murphy – Committee on Aging
5. Sue Steffen – Committee on Aging
6. Sue Smith – Redevelopment Authority
7. Paul Van de Sand – Sustainability Board

O. PRESENTATION TO OUTGOING ALDERMEN

1. Alderman Stan Sevenich – District 3
2. Alderman Jim Englebert – District 7

P. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

Q. ADJOURNMENT – Sine Die

MEETING NOTICE

Common Council - Tuesday, April 21, 2015 – 6:00 pm

Committee meetings to follow Common Council

CITY OF MENASHA BOARD OF HEALTH
Minutes
March 12, 2015

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

B. Present: Candyce Rusin, Dr. Teresa Rudolph, Lori Amus, Nancy McKenney, Mary Fritz, Vicki Schultz, Todd Drew, Linda Palmbach, Kathleen Endres

C. MINUTES TO APPROVE

1. Motion to approve February 11, 2015 made by Lori Amus. Seconded by Dr. Teresa Rudolf.
The motion carried.

D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

Administrative: Nancy McKenney noted that she was working on determining carry forward for 2015.

Communications: A 9th grade survey is being conducted by the Department of Health Services and Menasha Health Department. Council meeting memos were reviewed. Nancy McKenney noted that the grand opening went well, with high participation. The Board discussed UWO, Marion College of Nursing, and Fox Valley Technical College affiliation agreements. The Board advised caution in accepting too many students (student to staff ratio).

Employee Safety Program: The City will be offering hearing screening to at-risk employees on April 21, 2015. Todd noted that there was a request for pulmonary function testing. Board requested an update on this topic at the next meeting.

Sealer of Weights and Measures: A new scale was ordered but not received.

Environmental Health Program: Inspections are scheduled and underway.

Public Health Department: The Communicable Disease Report was reviewed and School Health updates provided.

Linda Palmbach discussed meeting with the Director of School Services. Cumin and other spices allergy alert linked to peanuts were discussed. Todd Drew noted he will forward all recall notices to the Director of School Services. Nursing staff reviewed all allergy flags.

Mary Fritz, provided a status report on school absences. Absences remain relatively low across the schools. Parochial school contracts and fees were discussed. The contracts are perpetual and parochial school will be notified that fees remain the same for 2015.

Scoliosis screening will continue through the end of the school year. Nancy will discuss the Board recommendation with the School District for 2015-2016.

The Board reviewed the revised Pediculosis (Head Lice) information sheet and approved it for distribution.

Health Screening 60+ Program: Vicki Schultz discussed Senior Center programs (footcare, wellness screening). The appointment schedules were filled during the Senior Center grand opening. Mary Fritz will generate a waiting list for people who call for an appointment.

Prevention Program: Park and Recreation, Farmers Market, and Health Department (Vicki Schultz lead) are planning a community walk to promote physical activity on Menasha's walking trails on August 13, rain date August 20, 2015. Food and music will be included.

Radon: Todd Drew reported completing education in the middle school. Seven classes were conducted and Radon test kits distributed to students with permission from parents. He noted that some students indicated they had systems in their homes.

Dental Program: Loretta Kjemhus is conducting fluoride varnish programs in the preschools.

Dental Sealant Program: Kathleen Endres is providing school based dental sealants and nearing completion.

Lead Prevention Program: No report

Emergency Preparedness: Nancy McKenney distributed the revised Ebola monitoring and procedure packet.

Senior Center: Todd Drew provided updates. He is working to help finalize the project.

E. Action Items:

Procedures: Confidentiality and Access to Client Records and Blood Pressure Screening for Adults procedures were approved by the Board.

Nancy McKenney asked the Board to review the Draft Emergency Administration of Epinephrine procedure. The Medical Advisory Board will also review this procedure.

Fact Sheets: The Board approved the revised pediculosis (head lice) fact sheet for distribution.

Candyce Rusin adjourned the meeting at 9:20 am.

The next meeting will be on April 8, 2015.

CITY OF MENASHA
Board of Public Works
Third Floor Council Chambers
140 Main Street, Menasha
April 6, 2015
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Sevenich at 6:40 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

EXCUSED: Alderman Englebert

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, DPW Radtke, CDD Keil,
PHD McKenney, FM Sassman, Clerk Galeazzi

C. MINUTES TO APPROVE

1. [March 16, 2015](#)

Moved by Ald. Taylor, seconded by Ald. Benner to approve minutes

Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

1. [Authorization to Execute WisDOT Bridge Operation Agreement for Fiscal Year 2016](#)

DPW Radtke explained the contract is for the operation of the lift bridges. The terms are the same as last year.

Moved by Ald. Taylor seconded by Ald. Keehan to recommend to Common Council
Authorization to Execute WisDOT Bridge Operation Agreement for Fiscal Year 2016.

Motion carried on voice vote.

2. [Authorization to Execute State/Municipal Agreement for STH 441/Midway Road Interchange](#)

DPW Radtke explained the two contracts with WisDOT for the USH 10/STH 441 interchange projects at Midway Road and Oneida Street. Staff is questioning the street lighting component of the projects and what the cost share would be for the City and Town of Menasha. WisDOT has indicated they would like to proceed with the agreements absent the street lighting component at this time. Without the street lighting there is no cost to the City for any of the proposed work at the interchanges. Revised agreements excluding the street lighting component will be available for the next Council meeting.

Moved by Ald. Taylor seconded by Ald. Keehan to recommend to Common Council
Authorization to Execute State/Municipal Agreement for STH 441/Midway Road Interchange.

Motion carried on roll call 7-0.

3. [Authorization to Execute State/Municipal Agreement for USH 10/Oneida Street Interchange](#)

Moved by Ald. Taylor seconded by Ald. Keehan to recommend to Common Council
Authorization to Execute State/Municipal Agreement for USH 10/Oneida Street Interchange.

Motion carried on roll call 7-0.

E. ADJOURNMENT

Moved by Ald. Taylor seconded by Ald. Keehan to adjourn at 6:47 p.m.

Motion carried on voice vote.

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

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

**CITY OF MENASHA
COMMITTEE ON AGING
Menasha Senior Center
116 Main Street, Menasha
March 12, 2015
Minutes**

- A. Meeting called to order at 8:00 am.
- B. Present: Mary Lueke, Joyce Klundt, Tom Stoffel, Brenda Marks, Todd Drew, Nancy McKenney, Jean Wollerman
Absent: John Ruck
- C. MINUTES TO APPROVE

Joyce Klundt moved to approve the February 12, 2015 minutes, seconded by Brenda Marks. Discussion: Tom Stoffel noted the meeting was held on Racine Street, not Main Street and should be amended. Minutes were approved as amended.

- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

Senior Center: Due to the move and re-opening, Jean Wollerman Senior Center Older Adult Director noted that participation numbers would be available at the next meeting. She is in the process of orienting people to the new computers. She noted that routines were being reestablished at the Center.

Public Health: The Committee reviewed the 03-02-15 Memo from Nancy McKenney to Common Council on the Senior Center Update; 03-02-15 Memo from Nancy McKenney to City Council on the Donor Wall; 03-12-15 City Council approval of the Advocap Agreement; and 03-02-15 City Council approval of Senior Center Renovation Change Orders.

- E. NEW BUSINESS:

The Grand Opening was held on Monday, March 9th. It was a great success. There was good attendance from citizens, City and State elected officials. There were many compliments from the participants. Alderman Rebecca Nichols kicked off the event with remarks and ribbon cutting/balloon release at 9:00 AM. Donor Night will be rescheduled since the donor wall is not completed.

- F. HELD OVER BUSINESS

Renovation Project Update: Todd noted that the renovation is not complete including drainage and landscaping. He prepared a punch list of work that needs to be completed (e.g. interior detailing).

Fundraising Update: Fundraising goals have been met for the renovation. One donor will be incrementally donating over a three-year period. The Committee discussed recognizing donations with a donor plaque (wall) and sponsorship of rooms. As an example sponsorship of rooms will read: "Community Room; supported by Bergstrom Automotive."

- G. ADJOURNMENT

Tom Stoffel moved to adjourn the meeting, seconded by Brenda Marks. Motion passed. Meeting adjourned at 8:55 AM.

The next meeting will be held on April 9, 2015 at 116 Main Street, Menasha.

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

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
April 7, 2015
DRAFT MINUTES

A. CALL TO ORDER

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

B. ROLL CALL/EXCUSED ABSENCES

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

PLAN COMMISSION MEMBERS EXCUSED: Comm. Cruickshank

OTHERS PRESENT: CDD Keil, CDC Heim, Jim Stahl, Miron Construction, Steve Borsenik, Gries Architectural, Dave Mix, VFW Post 2126, Carl and Ilene Anderson, 1831 Northridge Court, Steve Radich, Gold Cross Ambulance, Steve Grenell and Lisa Miotke, Menasha Utilities.

3:30 PM - Informal Public Hearing Regarding the Proposed Rezoning of Vacant Parcel Immediately East of 1233 Midway Road – Parcel #6-01635-00

Mayor Merkes opened the public hearing at 3:31 PM.

CDD Keil gave a review of the Kwik Trip development and parcel history. Purpose of the rezoning is to become consistent with the zoning classification with the other parcels purchased by Kwik Trip.

No one else spoke.

The hearing was closed at 3:32 PM.

3:35 PM – Informal Public Hearing Regarding the Proposed Rezoning of Parcel Immediately North of 1737 Racine Road – Parcel #4-00762-03

Mayor Merkes opened the public hearing at 3:33 PM.

CDD Keil gave previous rezoning and parcel history.

Carl Anderson, 1831 Northridge Court, asked for verification of what the lot would be used for.

CDD Keil explained the proposed use by Miron Construction as a storage yard and addressed surfacing of the area, buffer zone and frontage for neighboring properties.

No one else spoke.

The hearing was closed at 3:38 PM.

C. MINUTES TO APPROVE

1. **Minutes of the March 17, 2015 Plan Commission Meeting**

Motion by DPW Radtke, seconded by Ald. Benner to approve the March 17, 2015 Plan Commission meeting minutes. The motion carried.

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

1. No one spoke.

E. DISCUSSION

1. **Lighting Standards for Residential Properties**

CDD Keil explained he has drafted some language for the Police Department to review; will bring it back to Plan Commission once that review has taken place.

2. **April 14, 2015 Meeting Quorum**

Commissioners discussed the agenda items and time sensitivity of the meeting. There was consensus to schedule the meeting pending receiving of all necessary materials in ample time to allow commissioners to review.

F. ACTION ITEMS

1. **Proposed Rezoning of Vacant Parcel Immediately East of 1233 Midway Road – Parcel #6-01635-00**

Motion by Ald. Benner, seconded by Comm. DeCoster to recommend the proposed rezoning of vacant parcel immediately east of 1233 Midway Road, Parcel #6-01635-00 from C-3 Business and Office District to C-4 Business Park District. The motion carried.

2. **Proposed Rezoning of Parcel Immediately North of 1737 Racine Road – Parcel #4-00762-03**

CDD Keil reported that conditional zoning on parcels cannot be done. Rezoning of the parcel would be a continuation of the industrial zoning on surrounding properties and that deed restrictions will be applied to ensure sufficient buffering for the commercial property to the north and the residential properties to the west.

Commissioners discussed the following:

- Timing of the rezoning in relationship to amending the comprehensive plan
- Restrictive covenants to address the buffering of parcels to the north and west was well as taking into account the restrictions of planting material allowed under the high voltage wires and site lines for the driveway access on to CTH P.
- Fencing

Ald. Benner requested that the recommendation of the rezoning be held until the amendment of the comprehensive plan is brought to the commission. This would allow a landscape plan and site plan to be brought to the commission for review. It was recommended that the amendment of the Comprehensive Plan continue. No further action was taken.

3. **Site Plan Amendment – 600 Racine Street, Additional Parking and Stormwater Management Facilities**

CDD Keil reported that the site plan meets requirements relating to the addition of the parking lot to the north, lighting, landscape and fencing on the north side be consistent with the height requirement of 4' 6" within the 20' right-of-way. The stormwater calculations have been submitted to the Public Works department for review.

Commissioners discussed the following:

- Fencing height and materials
- Number of entrances off Racine Street
- Landscape materials
- Lighting

Motion by Ald. Benner, seconded by Comm. Sturm to approve the amended site plan for 600 Racine Street for the additional parking and stormwater management facilities with the following conditions: lighting be brought to compliance, tapering of the fence within the 20' right-of-way, remove some of the maple trees and bring in two additional species of trees and approval of the stormwater calculations by Public Works. The motion carried.

4. **Proposed Street Name Change – Province Link**

Mayor Merkes indicated that a proposed street name change to Province Link would be to promote and honor the first Menasha High School football state championship. School district members along with the football coach and team members were approached with the idea.

The two ideas for the street name change were Korth Pass and Championship Lane.

Commissioners discussed the following:

- Association with school and this location
-
- Other streets that would be closer to school or stadium
- Effect on residents living on a street if a name change occurs
- Honorary street sign instead of changing a street name

The consensus of the commission was to research the topic and bring it back for consideration. No further action was taken.

5. **Relocation of Veterans Memorial from Menasha Public Library to Isle of Valor, Smith Park – Recommendation from Parks and Recreation Board**

Dave Mix, Veterans of Foreign Wars, presented the site plan for the relocation of the Veterans Memorial. Mr. Mix informed commissioners that the VFW Post 2126 has worked with the Library Board as well as the Park Board on this project. The area will be handicapped accessible and allow for veterans bricks to be placed in front of the memorial and purchased bricks to be placed behind the memorial. Mr. Mix also explained that a Historical Marker will be placed on the Isle of Valor by the Wisconsin Historical Society. Once the Letter of Understanding is signed, it will be brought to the city.

Motion by Comm. Sturm, seconded by Ald. Benner to recommend the relocation of Veterans Memorial from Menasha Public Library to Isle of Valor consistent with the recommendation from Park Board. The motion carried.

H. **ADJOURNMENT**

Motion by Ald. Benner, seconded by Comm. DeCoster, to adjourn at 4:40 PM. The motion carried.

Minutes respectfully submitted by CDC Heim.

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
April 14, 2015
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order at 3:39 PM by Mayor Merkes.

B. ROLL CALL/EXCUSED ABSENCES

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

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

OTHERS PRESENT: CDD Keil, CDC Heim, Charles Wees, 108 First Street, George Driessen, 169 Marina Place, Gary Zahringer, Martenson & Eisele, Wil Krautkramer, 1226 Appleton Street, Dan Pamerter, Vertigo, 167 Main Street, Christopher Evenson, 523 Broad Street, Kim Vanderhyden, Bakalor Properties, 334 Park Street, Joe Nemecek, Aspen Maui Adv., 180 Main Street, Sandra Dabill Taylor, 545 Broad Street, Dan Zelinski, 647 Paris Street, Peter Hoelzel, 169 Marina Place, Becky Nichols, 402 Elm Street, Michele Tortelli, 175 Marina Place, Joe Zuehlke, 175 Marina Place, Don Smith, 161 Marina Place, Jeff Thistle, 173 Marina Place, Steve Grenell, Menasha Utilities, Jen Zettel, The Post Crescent, John Hogerty, Menasha Downtown Development, LLC and Todd Hietpas, Performa, 124 N Broadway, DePere.

3:30 PM - Informal Public Hearing Regarding the Proposed Amendment to Title 13 of the Menasha Code of Ordinances pertaining to Permitted Uses and Parking Requirements to PUD (Planned Unit Development) District

3:35 PM – Informal Public Hearing on the Proposed Rezoning Regarding the Following Proposed Actions:

- **Rezoning of the properties in proximity to 165 Main Street, which includes Parcel Numbers 3-00818-00, 3-00818-01, 3-00820-00, 3-00816-01, and 3-00817-01 from C-2 Central Business District to Planned Unit Development (PUD)**
- **Amending the Planned Unit Development District (PUD) Plan for Parcel Number 3-00798-00 and 3-00790-00 adjacent to Marina Place**

Mayor Merkes opened the public hearings at 3:40 PM.

Due to related subject matter comments were received relating to both the amendments to the zoning district standards and the proposed rezoning of parcels from C-2 to PUD.

CDD Keil gave an overview of the purpose of the rezoning and how the rezoning relates to the project proposed to parcel numbers 3-00818-00, 3-00818-01, 3-00816-01 and 3-00817-01 as well as the amendment to the PUD for parcel numbers 3-00798-00 and 3-00790-00.

Sandra Dabill Taylor, 545 Broad Street, regarding proper public notice for the scheduled public hearings before the Plan Commission and Common Council and asked that no action be taken.

Dan Pamerter, 167 Main Street , indicated that he had not been given notice or knowledge to the construction plans. He expects more loyalty as a downtown business owner.

CDD Keil explained that the properties proposed for rezoning include the former hotel and bank building and city owned properties in and adjacent to the Marina Place parking lot.

No one else spoke.

The hearings were closed at 3:51 PM.

C. MINUTES TO APPROVE

1. **Minutes of the April 7, 2015 Plan Commission Meeting**

Motion by Comm. Schmidt, seconded by Comm. DeCoster to approve the April 7, 2015 Plan Commission meeting minutes. The motion carried.

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

1. Sandra Dabill Taylor, 545 Broad Street, spoke regarding the proposed Amendment to the PUD District ordinance stating that half of the ordinance has been retracted. Questioned why the C-2 zoning district was not modified so any new buildings in the C-2 district could exceed 6 stories. Feels that we are changing the ordinance to fit the development. She is protesting the amendments to the PUD District as she doesn't feel the public hearings should be taking place.

E. DISCUSSION

1. None.

F. ACTION ITEMS

1. **Certified Survey Map – Winnebago Avenue**

CDD Keil informed the Commission that the land had been purchased, the existing ARC building has been razed and the Certified Survey Map prepared to create four residential lots. Access to Lot 1 is via a recorded easement over a portion of Winnebago Court, which is a private street. The lots proposed do meet the minimum lot size and minimum lot width per the zoning code. Motion by Comm. Sturm, seconded by DPW Radtke to approve the Certified Survey Map on Winnebago Avenue. The motion carried.

2. **Amendment to Planned Unit Development (PUD) Ordinance**

CDD Keil explained the intention of going through the PUD zoning amendment. He also explained that the building has been presented to the Landmarks Commission where they unanimously approved a Certificate of Appropriateness and that the Landmarks Commission agreed that the proposed building is compatible and harmonious with the Upper Main Street Historic District. Motion by DPW Radtke, seconded by Comm. Sturm to approve the amendment to the Planned Use Development (PUD) ordinance to the Common Council as submitted. The motion carried.

3. **Rezoning of Parcels (including Site Plan Review) from C-2 Central Business District to Planned Unit Development (PUD) and Amendment to PUD Plan**

Mr. Hogerty, Menasha Downtown Development, LLC, gave an overview of the project which included the office building development and the parking structure. He stated that the Landmarks Commission found the design of the office building to be harmonious and compatible to the downtown. Pending final approval of the development agreement and site plans, construction is ready to start as soon as possible.

Mr. Hietpas, Performa, gave an overview of the building materials, architectural elements and business entrances.

Discussion ensued with members of the gallery and Commissioners regarding:

- Additional parking
- Grade of the new drive-thru and parking lot to rear of office building
- The location of the building in relationship to Main Street and current Main Street businesses
- Traffic changes
- Tenants of the building and if any retail or restaurants were proposed
- Public hearings and public notification
- Safety of adjacent building at 167 Main St

- Size of the proposed PUD

CDD Keil stated that staff comments had been prepared concerning project details which the developer has not had an opportunity to respond to. The Plan Commission can recommend approval of the rezoning to PUD with the site plan brought back with further detail to the April 28, 2015 Plan Commission meeting.

Motion by Comm. Sturm, seconded by DPW to recommend rezoning of parcels from C-2 Central Business District to Planned Unit Development (PUD) and Amendment to PUD Plan to the Common Council. Motion carried on roll call 5-0.

4. **Sale/Transfer of City Owned Property – Marina Place Parking Lot**

Commissioners discussed the concern brought forward regarding proper notice on sale of city owned property. It was the consensus of the commission that this item be reviewed at the April 28, 2015 Plan Commission meeting. No action was taken on this item.

5. **Ground Lease of City Owned Property – Broad Street Parking Lot (part)**

Consensus by the commission that the ground lease of city owned property in the Broad Street parking lot is vital for the progress of this project and that this item be reviewed at the April 28, 2015 Plan Commission meeting. No action was taken on this item.

6. **Site Plan Review – Broad Street Parking Lot – Multi-level Parking Structure**

Consensus by the commission that the proposed site plan for the parking structure in the Broad Street parking lot be brought back at the next Plan Commission meeting for recommendation. No action was taken on this item.

7. **Temporary Use of City Owned Property for Construction Staging and Contractor Parking**

Commissioners discussed the need for designated areas to be used by the contractors for use staging and laydown areas and contractor parking. Concerns were expressed about the impact on customer parking for the Main Street businesses. Consensus by the commission was to review the materials at the next Plan Commission meeting on April 28, 2015. No action was taken on this item.

H. ADJOURNMENT

Motion by Comm. Sturm, seconded by Comm. DeCoster, to adjourn at 5:17 PM. The motion carried.

Minutes respectfully submitted by CDC Heim.

MEETING MINUTES
WAVERLY SANITARY DISTRICT
March 19, 2015
District Office - N8722 County Rd. LP

1) **MEETING WAS CALLED TO ORDER** at 9:05am by President Bartlein.

2) **PRESENT:**

President Bartlein	(DRB)	Systems Operator Krueger	(RWK)
Commissioner Kasten	(DLK)	Systems Operator Van Zeeland	(TGV)
Commissioner Bartlein	(JJB)	Systems Operator Dornfeld	(DWD)
Consultant Fulcer	(LJF)	Office Manager Girdley	(CMG)
Consultant Sambs	(MLS)	Admin Assistant Weir	(PMW)

Harrison Planner Mark Mommaerts

Commissioner Kasten arrived at 9:10.

3) **APPROVAL/ACCEPTANCE OF 2/19/15 MEETING MINUTES:**

MOTION (JJB¹/DRB²) to approve minutes. Motion carried 2-0.

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

4) **COMMUNITIES/CUSTOMERS/SERVICE CONCERNS**

- Harrison apartments Maintenance Garage Service: MOTION (JJB¹/DRB²) to approve connection for maintenance garage service without a connection fee. Motion carried 2-0. Commissioners viewed the maintenance garage at different times prior to the meeting.
- Manhole Damage by City of Menasha: RWK reported COM has repaired the manhole and WSD will work with COM to help prevent these occurrences in the future.
- Future Lift Station: Harrison Plan Commission will consider Comprehensive Plan update at their April meeting.
- Lakeview Stormwater Pond: Pond construction is completed with plantings and some final grading to be done this spring/summer.

5) **MONTHLY WATER SAMPLE TESTS' RESULTS:** RWK reported five samples taken on 2/9/15 were determined safe by Clean Water Testing. Report on file.

6) **OLD BUSINESS**

- 2013 Wisconsin Act 25-Municipal Customer Privacy Bill and Senate Bill 517 Act 274-Tax Roll Certification of Unpaid Utility Bills: Nothing new to report.

7) **DISTRICT'S REPAIR/MAIN EXTENSION/MODIFICATION PROJECTS**

- Sonny drive Extension: MOTION (DLK¹/JJB²) to extend sanitary sewer and water main on Sonny Dr. Motion carried 3-0.

8) **GENERAL CONSTRUCTION STATUS (INDIVIDUAL DEVELOPER FUNDED PROJECTS)**

- Harrison Apartments: Final walk-thru and punch list will be completed in spring.
- Harrisville Place: Conditions were met. MOTION (DLK¹/JJB²) for final project acceptance for Harrisville Place. Motion carried 3-0.
- Oak Park Place: RWK reported televising and pressure testing being done this week.
- Ponds of Menasha – Phases 2 & 3: Possible final acceptance in April.

9) **NEW BUSINESS**

- Next meeting is Thursday April 16, 2015 (9:00am) at District Office

10) **OFFICE REPORT:** CMG reported one new residential connection in February compared to seven last February. WI DOT plans to place a target 'X' marking on WSD property or on the adjacent road for aerial surveying. Report on file.

11) **FIELD REPORT:** RWK reported meter change-out program is nearly completed. WI Rural Water Assn convention is next week in Green Bay.

12) **OTHER BUSINESS TO LEGALLY COME BEFORE THE COMMISSION**

- Year 2015/2016 Contractors Pre-Qualification: CMG reported 16 of 26 contractor pre-qualifications received as of this meeting and a reminder will go out to those outstanding.

13) **CLOSED SESSION – The Waverly Sanitary District Commission will convene into closed session pursuant to Wis. Stats. 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.**

MOTION (JJB¹/DLK²) to go into closed session. Roll call vote: JJB-aye, DLK-aye, DRB-aye. Motion carried. Commissioner J Bartlein left at 10:10.

14) **ADJOURNMENT:** MOTION (DLK¹/ DRB²) to adjourn. Motion carried 2-0. Meeting was adjourned in closed session at 11:40am.

Submitted by Penny M. Weir
Administrative Assistant



10 April 2015

Village of Harrison
Attn: Travis Parish
W5928 Hwy 114
Menasha, WI 54952

Dear Mr. Parish,

It is disappointing to hear that the Village of Harrison and the Town of Harrison would rather let the courts decide the boundaries of our communities than work together in the best interests of our residents and property owners. It is the City of Menasha's desire to work with our neighbors to find cost effective ways to provide services and enhance the quality of life for the people who live here. The decision by your boards to not continue discussion certainly dampens the spirit of cooperation that people in the Fox Valley expect and are normally eager to engage in.

In 1999 the City of Menasha and Town of Harrison entered into an agreement that defined the growth areas for both communities as well as leaving an undefined area along the lakeshore. This stipulated that areas west of Lake Park Road were in the City's growth area and were expected at some point become part of the City and that areas east of Lake Park Road would remain in the Town. This agreement worked well for over a decade with each community growing in their respective areas. Let us not forget that this original agreement was a compromise for both communities with the City desiring the boundary to be Coop Road and the Town fighting all annexations. The agreement allowed cooperative solutions to be reached for plowing, stormwater, water, sewer, trails, police, and other items that were in the best interest of both communities.

When the Village of Harrison began incorporation proceedings, and even within the incorporation application, they assured the City of Menasha that all preceding agreements would remain in place that the Town of Harrison and City of Menasha had agreed to. The City of Menasha was also assured that discussions about the future of Waverly Sanitary District would ensue. Unfortunately, this has not been the case as the Village of Harrison has annexed parcels including islands in what had been agreed upon as City growth area. The City will continue to vigorously contest all annexations by the Village of Harrison in the agreed upon City growth area. Since 1999 Menasha has not annexed east of Lake Park Road in good faith with our boundary agreement. We expected Harrison to act in good faith to said agreement as well.

The checker-boarded fragmented boundaries that the Village of Harrison is currently creating are not in the best interest of any of our residents. Permanently setting boundaries that are not regular and continuous will result in higher costs for roads & plowing, police, fire, and utilities in both communities. Costly litigation drains resources that could be better used to provide amenities and services to our residents rather than giving that money away to lawyers.

The City of Menasha is asking for the same that was envisioned in 1999.

- That the area designated as the City's growth area become part of the City on a date certain.
- A discussion on the best way to provide service and governance to the lakeshore area west of Lake Park Rd. which was in neither community's growth area.
- A discussion regarding the future governance, structure, and/or service area of Waverly Sanitary

It is my hope that the boards will reconsider and discuss what is truly in the best long term interests of both of our communities to be able to provide cost effective quality services to all of our residents. No one wins in the costly game of litigation. It is our intent to continue to be good neighbors and hope that is your intent as well. Working together on a boundary and the future of the Waverly Sanitary District is the best way to cement a lasting friendship and cooperative spirit.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Merkes', with a horizontal line extending to the right.

Donald Merkes, Mayor

Cc: Jim Salm, Village of Harrison President
Darlene Bartlein, Town of Harrison Chairperson



TO: Members of the Common Council
FROM: Donald Merkes, Mayor
DATE: 16 April 2015

RE: Appointment of the Weed Commissioner

As per City Ordinance SEC. 8-1-6, Destruction of Noxious Weeds, The Weed Commissioner shall be appointed by the Mayor on or before May 15 in each year and shall have the powers and duties enumerated in this SEC. 8-1-6 and in Section 66.0517, Wis. Stats., except that the person shall receive no compensation for his or her services other than his or her regular salary.

I have appointed Jeff Nieland, Public Works Superintendent, as the Weed Commissioner for 2015.

PRESS RELEASE

PUBLIC INFORMATIONAL MEETING
City of Menasha, 3rd Street
Lake Winnebago Slough & Approaches
Winnebago County

A public informational meeting will be held by the City of Menasha for the replacement of the Third Street Bridge over the Lake Winnebago Slough. The purpose of the meeting is to discuss the proposed bridge replacement along Third Street.

Discussion will focus on the staging of the Third Street bridge replacement, the impacts to Jefferson Park and other adjacent properties, and the anticipated construction schedule in 2016 of this project.

The meeting will be held in the Company E Room of the Elisha D. Smith Public Library, located at 440 First Street in the City of Menasha on Monday, April 27, 2015 at 5:00 pm. A short presentation of the proposed bridge replacement will be provided by representatives of the consulting firm of Ayres Associates. Informal discussions will follow the presentation to discuss individual concerns regarding the project. All interested persons are invited to attend.

Mark Radtke, PE, City of Menasha – Director of Public Works



Memorandum

TO: Common Council
From: Greg Keil, CDD *CK*
Date: April 16, 2014
RE: Rezoning of Parcels in the vicinity of Main and Mill Street from C2 to PUD

It has been called to my attention that a procedural error was made in notifying neighboring property owners of the proposed rezoning. Accordingly, the proposed ordinance rezoning the properties is not being advanced at this time. We have scheduled new public hearings for April 28, 2015 before the Plan Commission and May 4, 2015 before the Common Council. Proper notice of these hearings has been sent to neighboring property owners.



Memorandum

To: Common Council
From: Greg Keil, CDD *GK*
Date: April 16, 2014
RE: Schedule of Public Hearings on Zoning Changes

Public hearing notices were published on the proposed zoning changes prior to the meeting time of the current Common Council being changed from 6:00 PM to 5:00 PM. The hearing times were scheduled for 6:00 PM or shortly thereafter. Therefore the public hearings and action items associated therewith are on the new council agenda.

These items include the rezoning of the parcel adjacent to 1233 Midway Road, and the amendment to the PUD Zoning District Standards. The ordinance effecting the rezoning of the parcels in the vicinity of Main and Mill streets is being deferred due to a procedural error in the notification of neighboring properties as described in my other memo accompanying this agenda.

CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, April 6, 2015
MINUTES

A. CALL TO ORDER

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

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL/EXCUSED ABSENCES

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

EXCUSED: Alderman Englebert

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styke, DFC DeLeeuw, DPW Radtke, CDD Keil, PHD McKenney, LD Lenz, FM Sassman, Clerk Galeazzi

D. PUBLIC HEARING

None

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

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

No one spoke.

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

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

Minutes to receive:

a. [Ad-Hoc Column Salvage and Reuse Committee, 03/18/15.](#)

b. [Board of Public Works, 03/16/15.](#)

c. [Landmarks Commission, 03/11/15.](#)

d. [Library Board, 3/19/15.](#)

e. [NMFR Joint Fire Commission, 04/01/15.](#)

f. [Neenah-Menasha Sewerage Commission, 02/24/15.](#)

g. [Personnel Committee, 03/16/15.](#)

h. [Plan Commission, 03/17/15.](#)

i. [Police Commission, 12/18/14.](#)

Communications:

j. [Mayor Merkes, 03/20/15; Proclamation for Arbor Day, April 24, 2015.](#)

k. [PWD Radtke, 03/31/15; Submission of City of Menasha 2014 MS4 Annual Report.](#)

l. [Police Chief Styka, 04/01/15; Drug Drop Box.](#)

m. [ES Montour, 04/01/15; City of Menasha Sewer System Evaluation Survey \(SSES\) – Phase No. 3, Segments 4B & 5a Foundation and Sump Pump Inspections Letter.](#)

n. [PRD Tungate, 04/02/15; 2015 Arbor Day Celebration.](#)

o. [CC Galeazzi, 04/02/15; Polling Place Information.](#)

p. [Ad-Hoc Limestone Column Relocation Committee Press Release, 04/02/15.](#)

q. [PHD McKenney, 04/06/15; County Health Rankings Winnebago County Press Release.](#)

r. [Menasha Historical Society Newsletter, April 2015.](#)

Moved by Ald. Benner seconded by Ald. Keehan to receive Minutes and Communications A-R.

General discussion ensued on Comm. L (PC Styka Memo-Drug Drop Box) and Comm. M (ES Montour Letter-Sewer System Evaluation)

Motion carried on voice vote.

G. CONSENT AGENDA

(Prior to voting on the Consent Agenda, items on the Consent Agenda may be removed at the request of any Alderman and place immediately following action on the Consent Agenda. The procedures to follow for the Consent Agenda are: (a) removal of items from Consent Agenda; and (b) motion to approve the items from Consent Agenda.)

Minutes to approve:

1. [Common Council, 03/16/15.](#)
2. [Joint Common Council of the Cities of Neenah and Menasha, 03/17/15.](#)

Board of Public Works, 03/16/15 – Recommends the Approval of:

3. [Change Order – J.F. Ahern Co., Water Treatment Facility Low Lift Pump Modifications; Project M0002-930724; DEDUCT: \\$2,908.22; Change Order No. 4 \(Menasha Utilities\).](#)
4. [Recommendation to Award – Contract Unit 2015-01; New Street Construction and Reconstruction, Concrete Curb and Gutter, Asphalt Pavement, Storm Sewer – Southfield West/Natures Way Subdivision Streets, Barker Farm VI Subdivision Streets, River Lea Court, Broad Street, Ida Street, Manitowoc Street and Lincoln Street; Northeast Asphalt, Inc.; \\$1,084,323.12.](#)

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

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

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

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

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

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

Ald. Benner requested to removed from Consent Agenda item 5.

Moved by Ald. Benner seconded by Ald. Keehan to approve Consent Agenda items 1, 2,3,4,6,7,
Motion carried on roll call 7-0.

H. ITEMS REMOVED FROM CONSENT AGENDA

Moved by Ald. Benner seconded by Ald. Langdon to approve Consent Agenda item 5, Creation of Administrative Services Department/Human Resources Coordinator Position with a proposed salary beginning at \$55,550 for Human Resources Coordinator, with a midpoint of \$61,711 and a maximum after 25 years of \$67,872.

Moved by Ald. Taylor seconded by Ald. Zelinski to table.

General discussion ensued on sharing HR Coordinator position with Menasha Utilities; changing the HR Specialist position to HR Coordinator with additional responsibilities; timing issue of filling position;
Motion to table failed on roll call 2-5

Ald. Taylor, Zelinski voted yes. Ald. Nichols, Sevenich, Langdon, Keehan, Benner voted no.

Moved by Ald. Taylor seconded by Ald. Zelinski to hold.

Item is held.

I. ACTION ITEMS

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

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

General discussion on expenditures.

Motion carried on roll call 7-0.

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

Moved by Ald. Nichols seconded by Ald. Keehan to approve Beverage Operators License Applications for the 2013-2015 licensing year as listed in memo dated 4/1/15.

Motion carried on roll call 7-0.

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

Moved by Ald. Nichols seconded by Ald. Keehan to approve Amendment to Fee Schedule for Beverage Operator License.

Motion carried on roll call 7-0.

J. ORDINANCES AND RESOLUTIONS

None

K. APPOINTMENTS

None

L. HELD OVER BUSINESS

None

M. CLAIMS AGAINST THE CITY

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

CA/HRD Captain explained the notice is informing the Ralph R. Ribble & Ruth L. Ribble Revocable Living Trust the claim filed by Brendon Ribble, Successor Trustee on behalf of trust is being disallowed and informs them of a timeframe in which to file any legal action.

Moved by Ald. Benner seconded by Ald. Keehan to approve Notice of Disallowance of Claim of Brendon Ribble, Successor Trustee on behalf of Ralph R. Ribble & Ruth L. Ribble Revocable Living Trust dated 01/30/15.

Motion carried on roll call 7-0.

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

No one spoke.

O. RECESS TO BOARD OF PUBLIC WORKS

Moved by Ald. Benner seconded by Ald. Nichols to recess to Board of Public Works at 6:35 p.m.

Motion carried on voice vote.

Reconvened at 6:49 p.m.

P. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

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

CA/HRD Captain explained the appellate case with Waverly Sanitary District is currently on a Court order stay to allow all parties involved an opportunity to discuss an agreement. The Town/Village of Harrison has notified the City they are no longer interested in negotiating a settlement. CA/HRD Captain has informed the Court of Appeals the parties wish to continue on with the case and the Courts will lift the stay.

2. Adjourn into Closed Session pursuant to Wis. Stats. §19.85(1)(g): Conferring with legal counsel for the governmental body who is rendering oral or written advise concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. (City of Menasha vs. Waverly Sanitary District et al. Circuit Court Case Number 2013CV00189, Appellate case number 2014AP001576; and Intermunicipal Agreement dated October 28, 1999, between City of Menasha, Town of Harrison and Waverly Sanitary District and Village of Harrison November 11, 2014 annexations). Not Required to go into Closed Session.

3. Reconvene into open session immediately following any closed session in order to take action on the closed session items. Wis. Stat. 19.85(2).

Not Required.

Q. ADJOURNMENT

Moved by Ald. Benner seconded by Ald. Nichols to adjourn at 6:35 p.m.

Motion carried on voice vote.

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

BRIDGE OPERATION AGREEMENT
TAYCO STREET BRIDGE, (B-70-97)
RACINE STREET BRIDGE, (B-70-01)
WINNEBAGO COUNTY – WISCONSIN
0070-01-52
FISCAL 2016

MEMORANDUM OF AGREEMENT, made this _____ day of _____, 20____, by and between the State of Wisconsin, Department of Transportation, party of the first part, hereinafter called the State, and the City of Menasha, Winnebago County, Wisconsin represented by the Mayor and City Clerk, party of the second part, hereinafter called the City.

WITNESSETH: That for and in consideration of payments covering the operating costs of the Tayco Street Bridge and the Racine Street Bridge to be made by the State to the City as permitted under the provisions of Section 84.10 Statutes, said City agrees as follows:

- (1) To operate the bridges during the period of July 1, 2015, thru June 30, 2016, in accordance with the pertinent laws, rules and regulations governing navigation, pedestrian and vehicular traffic.
- (2) To provide operating personnel as described in subparagraphs (2a) through (2g) and as may be otherwise affected herein, all in accordance with existing City policies, procedures and the provisions of applicable labor agreements.
 - (2a) To employ the services of sufficient regular and substitute operators during the navigation season. The State will notify the City each year of the start and ending days of the navigation season. The hours and dates of navigation will be defined by the Commander, Ninth Coast Guard District.
 - (2b) To employ the services of a substitute operators if needed, as determined by the City, who shall serve on both bridges during vacation periods, periods of illness, and for other periods as may be deemed appropriate, and to minimize the need for premium overtime pay.
 - (2c) To establish the monthly or hourly salaries and bonus payment, if any, to be paid to the operators subject to the review and approval of the State. A certified copy of the action by the governing body establishing such salaries and bonus payments, if any, shall be filed with the State at the time the agreement is returned for execution by the State. The City may alter the salaries and provide for or alter bonus payments during the life of this agreement in the event it is necessary to make adjustments on account of changing economic conditions. A certified copy of the action to alter salaries or to provide for or alter bonus payments shall be filed with the State and will be subject to the approval of the State.
 - (2d) To notify the State, as to the name, address and telephone number, if any, of each of the operators. The City Public Works Superintendent shall be in charge of all operators and he shall receive and carry out such orders or instructions as received pertaining to the proper operation and

care of the bridge. The State shall reimburse the City for that portion of time that the Public Works Superintendent spends checking the operators and the bridges.

- (2e) The Public Works Superintendent shall review each bridge operator's building weekly after the navigation season is closed to check for appropriate heat.
- (2f) To grant such vacation and sick leave with pay to each operator as may be due in accordance with applicable rules and regulations governing the matter of vacation and sick leave for other employees of the City.
- (2g) To terminate the service of any operator when it can be shown that the operator is negligent in his/her duty or is otherwise conducting himself in a manner detrimental to the best interest of the State and/or the City.
- (3) To assume the cost of roadway lighting system and snow and ice removal and control.
- (4) To make such reports and records as may be required by the City and/or the State.
- (5) To furnish the necessary supplies subject to reimbursement by the State except for such items as may be furnished directly by the State.
- (6) To immediately notify the State in case of any emergency.
- (7) To submit a monthly signed statement, in duplicate, on official invoice or letterhead form for reimbursement of operation costs to the Transportation Region Office, State of Wisconsin, at Green Bay, Wisconsin. Statements are to be submitted no later than fifteenth (15) of the following month and are to include all the costs for the preceding calendar month, together with a copy of electric bills on utility company forms. Each bridge should be listed separately but may be submitted on one (1) sheet. Statements will include the cost of premiums on worker's compensation insurance, liability insurance, and contributions made by the City to its unemployment reserve account in the event that the City is operating under the provisions of Chapter 108, Wisconsin Statutes. Statements may include contributions made to employee retirement or made to employee retirement under the provisions of Chapter 66, Wisconsin Statutes.
- (8) The amount of this agreement is estimated at **\$136,000**.

In connection with the performance of work under this contract the City agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, developmental disability as defined in Statute 51.01 (5), sexual orientation as defined in Statute 111.32 (13m) or national origin. Employees must meet qualifications and requirements as specified by the Wisconsin Department of Transportation. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of

compensation; and selection for training including apprenticeship. Except with respect to sexual orientation, the City further agrees to take affirmative action to ensure equal employment opportunities. The City agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause.

And the said State, in consideration of the faithful performance by the City of the conditions as outlined, agrees to reimburse the said City upon submission of invoice covering said operating costs. The State reserves the right, if necessary, to make inquiries to verify the items in the invoice.

IN WITNESS WHEREOF, the parties have hereunto affixed their signatures, the City on the day and year above written and the State on the _____ day of _____, 20_____.

STATE OF WISCONSIN
DEPARTMENT OF TRANSPORTATION

CITY OF MENASHA
WINNEBAGO COUNTY
WISCONSIN

By _____
Northeast Region Transportation Director

By _____
Mayor

By _____
DIV. Of Transportation Systems Development
Director, Bureau Highway Operations

By _____
City Clerk

From: Degrave, Chad - DOT [<mailto:Chad.Degrave@dot.wi.gov>]

Sent: Tuesday, April 07, 2015 4:00 PM

To: Mark Radtke

Cc: Kara Homan; Ebel, Scott - DOT; Slattery, Kathleen - DOT; Schuurmans, Robert - DOT; Talcott, Matthew J - DOT; DOT DTSD NE Region WIS 441 File; Buchholz, Tom - DOT; Slezak, Kimberly A - DOT

Subject: RE: WIS 441 SMA's - Midway Road & Oneida Street Interchanges

1517-75-77 SMA

Hey Mark,

Per our discussion attached is a revised Midway Interchange SMA removing the municipal lighting. Lighting can be added to a future revision when we finalize the lighting limits and cost share.

Please review and approve. Disregard the first versions sent on March 16th. Since municipal lighting was removed there is no need for an Oneida Street SMA at this time.

Summary of changes:

1. Removed municipal lighting
2. Reduced construction delivery from 15% to 10% and updated cost share values accordingly.

Any questions let me know.

Thanks,

Chad DeGrave, P.E.

US 41& WIS 441 Design Supervisor

WISDOT NE REGION

920-492-2235 - Office

920-360-1085 - Cell

www.us41wisconsin.gov



[#] REVISION
STATE/MUNICIPAL AGREEMENT
FOR A STATE- LET HIGHWAY
PROJECT

[This agreement supersedes the agreement signed by the Municipality on , 20 and signed by DOT on 20 .]

Revised Date: N/A

Date: April 7, 2015

I.D.: 1517-75-77

Road Name: CTH AP/Midway Road Interchange

Limits: CTH P/Racine Road to Mission Street

County: Winnebago

Roadway Length: 0.5 Miles

The signatory city, village, town or county, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and effect the highway or street improvement hereinafter described.

The authority for the Municipality to enter into this agreement with the State is provided by Section 86.25(1), (2), and (3) of the Statutes.

NEEDS AND ESTIMATE SUMMARY:

Existing Facility - Describe and give reason for request: County AP/Racine Road is a four lane Urban Collector with 12' lanes, concrete pavement, and curb and gutter. The existing interchange ramp terminal is stop controlled. There is also stop control at the Racine Road intersection. The 441 corridor expansion project influences the major side roads and interchanges. Midway Road and the adjacent intersections will be reconstructed to accommodate the corridor improvements. There is also a railroad crossing within the project limits.

Proposed Improvement - Nature of work: Construct a four lane urban section from Racine Road to Mission Street as well as reconstruction of Racine Road from Olde Midway Road to 500' north of Midway Road. The proposed roadway consists of two 12' lanes in each direction with integral curb and gutter. Work includes construction of a new railroad crossing. Bicycle and pedestrian accommodations are incorporated into the design. Lighting will be installed along Racine Road. Ramp terminals will remain stop controlled.

Describe non-participating work included in the project and other work necessary to finish the project completely which will be undertaken independently by the municipality: The Municipality is responsible for costs and labor associated with the adjustment of sanitary manholes and water valves. If any of this work is completed by the State, the Municipality will be responsible for 10% of the costs of these items.

PHASE Construction (Participating):	Total Estimated Cost	ESTIMATED COST			
		Federal / State Funds	%	Municipal Funds	%
Project ID 1517-75-77					
Category 1000 – Roadway Items	\$3,500,000	\$3,500,000	100	\$0	0
Category 1100 – Lighting	\$125,000	\$125,000	100	\$0	0
Category 1400 - Community Sensitive Solutions – Landscaping Priority 1 capped at \$250,000	\$200,000	\$200,000	100	\$0	0
Priority 2	\$0	\$0	0	\$0	100
50% city of Menasha 50% town of Menasha					50% 50%
Category 1700 – Sanitary & Water Valve Adjustments– town of Menasha	\$2,700	\$2,430	90	\$270	10
TOTAL COST DISTRIBUTION (without Delivery)	\$3,827,700	\$3,827,430		\$270	
Construction Delivery (10% of Total)	\$382,770	\$382,743		\$27	
TOTAL COST DISTRIBUTION (includes Delivery)	\$4,210,470	\$4,210,173		\$297*	

This request is subject to the terms and conditions that follow (pages 3 – 7) and is made by the undersigned under proper authority to make such request for the designated Municipality and upon signature by the State and delivery to the Municipality shall constitute agreement between the Municipality and the State. No term or provision of neither the State/Municipal Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Agreement.

Signed for and in behalf of the City of Menasha (please sign in blue ink)		
Name	Title	Date
Signed for and in behalf of the State (please sign in blue ink)		
Name	Title	Date

TERMS AND CONDITIONS:

1. The initiation and accomplishment of the improvement will be subject to the applicable Federal and State regulations.
2. The Municipality shall pay to the State all costs incurred by the State in connection with the improvement that exceed Federal/State financing commitments or are ineligible for Federal/State financing. Local participation shall be limited to the items and percentages set forth in the Summary of Costs table, which shows Municipal funding participation. In order to guarantee the Municipality’s foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from any moneys otherwise due and payable by the State to the Municipality.
3. Funding of each project Phase is subject to inclusion in an approved program and per the State’s Facility Development Manual (FDM) standards. Federal aid and/or state transportation fund financing will be limited to participation in the costs of the following items as specified in the Summary of Costs:
 - (a) Design engineering and state review services.
 - (b) Real Estate necessitated for the improvement.
 - (c) Compensable utility adjustment and railroad force work necessitated for the project.
 - (d) The grading, base, pavement, curb and gutter, and bridge costs to State standards, excluding the cost of parking areas.
 - (e) Storm sewer mains (not including additional upsizing of storm sewer main requested by Municipality or needed to carry additional municipal storm water), culverts, laterals, manholes, inlets, catch basins, and connections for surface water drainage of the improvement; including replacement and/or adjustments of existing storm sewer manhole covers and inlet grates as needed.
 - (f) Construction engineering incidental to inspection and supervision of actual construction work, except for inspection, staking, and testing of sanitary sewer and water main.
 - (g) Signing and pavement marking necessitated for the safe and efficient flow of traffic, including detour routes.
 - (h) Conditioning, if required, and maintenance of detour routes.
 - (i) Replacement of existing sidewalks necessitated by construction and construction of new sidewalk within the project limits at the time of construction. Sidewalk is considered to be new if it’s constructed in a location where it has not existed before.

- (j) Replacement of existing driveways, in kind, necessitated by the project.
 - (k) New installations or alteration resulting from roadway construction of standard State street lighting and traffic signals or devices. Alteration may include salvaging and replacement of existing components.
4. Work necessary to complete the improvement to be financed entirely by the Municipality or other utility or Facility Owner includes the following items:
- (a) New installation or alteration of signs not necessary for the safe and efficient flow of traffic.
 - (b) Roadway and bridge width in excess of standards.
 - (c) Construction inspection, staking, and material testing and acceptance for construction of sanitary sewer and water main.
 - (d) Parking lane costs.
 - (e) Coordinate, clean up, and fund any hazardous materials encountered for city utility construction. All hazardous material cleanup work shall be performed in accordance to state and federal regulations.
 - (f) Coordinate, clean up, and fund any hazardous materials encountered outside of State right of way.
5. As the work progresses, the Municipality will be billed for work completed which is not chargeable to federal/state funds. Upon completion of the project, a final audit will be made to determine the final division of costs.
6. If the Municipality should withdraw the project, it shall reimburse the State for any costs incurred by the State in behalf of the project.
7. The work will be administered by the State and may include items not eligible for federal/state participation.
8. The Municipality shall at its own cost and expense:
- (a) Prohibit angle parking.
 - (b) Regulate parking along the highway. The Municipality will file a parking declaration with the State.
 - (c) Regulate or prohibit all parking at locations where and when the pavement area usually occupied by parked vehicles will be needed to carry active traffic in the street.
 - (d) Use the WisDOT Utility Accommodation Policy unless the Municipality adopts a policy which has equal or more restrictive controls.
 - (e) Coordinate with the responsible party regarding remediation, including locating a suitable local site for storage of contaminated soils from the sanitary sewer and water main excavation which cannot be replaced in the project trenches or roadway excavations and coordinate with the responsible party regarding the disposal of such soils.
 - (f) Coordinate with the Wisconsin Department of Natural Resources regarding the discharge into sanitary sewers of contaminated groundwater originating from dewatering of trench excavations for sanitary sewer and water main.
 - (g) Coordinate with the State on changes to highway access within the project limits.
 - (h) In cooperation with the State, assist with public relations for the project and announcements to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the project.

9. The Municipality agrees to waive any noise ordinances/restrictions pertaining to the construction of the WIS 441 Project, for the duration of the WIS 441 Project.
10. All costs contained in this agreement are estimated costs and include 10% for delivery. Actual construction costs will be based upon as-let bid prices and the final contract quantities required to complete the work.
11. Once the maintenance responsibility of the project has been transferred to the Municipality, the State is released from any and all costs associated with the future maintenance and/or removals of improvements included in the project on right-of-way under local jurisdiction.

Project Specific Terms and Conditions

The Municipality shall at its own cost and expense:

1. General

- a) Maintain all portions of the project that lie within its jurisdiction for such maintenance through statutory requirements, in a manner satisfactory to the State and shall make ample provision for such maintenance each year. This agreement does not remove the current municipal maintenance responsibility.
- b) Maintain all features outside or under the traveled way within the project limits, to include but not limited to parking lanes, curb and gutter, drainage facilities (including all storm sewers, inlets, related manholes and structures, local lighting, sidewalks, multi-use paths, retaining walls, pedestrian refuge islands, medians, and landscaping features and amenities funded by Community Sensitive Solutions (CSS).
- c) Maintain all sidewalks and multi-use paths constructed with the project. Maintenance includes, but is not limited to, sidewalk repair, snow removal, ice control, repainting/staining of the colored portions and future replacement (other than future highway projects) of the sidewalk, mowing of the grass in the terrace between any roadway and the sidewalk, and between the sidewalk and right-of-way. Maintenance will include all sidewalks around the intersections and on the approaches. Snow removal and ice control will be completed based on municipal policies.

2. Signing and Pavement Marking

- a) Maintain the pavement markings associated with the crosswalks within the project limits, which includes, but is not limited to, any necessary repainting or replacement except those caused by future highway projects. If the crosswalks are to be delineated, the Municipality is responsible for obtaining any required pedestrian crosswalk marking permits for each crosswalk.
- b) Maintain signs and pavement markings not necessary for the safe and efficient movement of traffic (no parking signs, crosswalk pavement markings not at signalized intersections, etc).
- c) Maintain all local road designation (local road name) signs.
- d) Overhead sign structures at ramp terminals will be maintained by the Department.

4. Municipal Utilities

- i. Work necessary to complete improvements required by freeway reconstruction to be financed by 90% Federal/State, 10% Municipality cost share per State Statute 84.295 include the following items:
 - i. New installations of, or alteration of, municipal facilities including sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
- ii. Provide complete plans, specifications, and estimates for sanitary sewer and water main work. The Municipality assumes full responsibility for the design, installation, inspection, testing, and

operation of the sanitary sewer and water system. This relieves the State and all of its employees from the liability for all suits, actions, or claims resulting from the sanitary sewer and water system construction.

- i. Municipality has sanitary and water facilities within the project limits and have requested that WisDOT's contractor make sanitary manhole and water valve adjustments.

5. Community Sensitive Solutions

- a) Maintain all Community Sensitive Solutions and/or enhancement funded items including but not limited to:
 - i. Landscaping within the project limits, including trees along the sidewalk, as well as median plantings.
 - ii. Bus Shelters, supporting concrete pads, and other locally-owned facilities such as lighting for the bus shelters.
 - iii. Trash receptacles at bus shelters
 - iv. Bike racks at bus shelters
- b) The Municipality will be responsible for all non-structural repairs resulting from graffiti, surface deformation, and/or other cosmetic imperfections. The Department will be responsible for all structural repairs. The Department will provide five (5) gallons of each color of stain and two (2) formliner panels for each architectural pattern to the Municipality to facilitate participation in maintaining aesthetic treatments for any repairs on decorative facades within project limits. Decorative facades include bridge abutments, piers, retaining walls, noisewalls, and other structures with aesthetic treatments.

7. Work outside project limits

- a) None requested

Public Convenience and Safety

While performing any maintenance activities associated with this agreement, the Municipality shall comply with the following conditions.

- (a) Maintain the safety of the traveling public and control traffic using warnings signs, cones, drums and flaggers consistent with the Manual on Uniform Traffic Control Devices.
- (b) Materials and equipment cannot be stored on the right-of-way.
- (c) The Department shall be notified 7 days prior to erecting any lane closures or lane restrictions.
- (d) Avoid maintenance or lane closures during the peak hours of 6:00-9:00am or 3:00-600pm.

Basis for local participation:

Town of Menasha

- Adjust 2 Sanitary Manholes: 2 Sanitary MH Adjustments @ \$325/Each = \$650
- Replace 2 Sanitary Manhole Seals: 2 Sanitary MH Seals @ \$350/Each= \$700
- Adjust 3 Water Valves: 3 Water Valve Adjustments @ \$300/Each= \$900
- Adjust 3 Water Curb Stops: 3 Water Curb Stop Adjustments @ \$150/Each= \$450

○ Total Cost = \$2,700 * 0.10 (Town of Menasha Cost Share 90/10) = \$270

Town of Menasha total cost share = \$270*1.10 = \$297

[END]

From: Degrave, Chad - DOT [<mailto:Chad.Degrave@dot.wi.gov>]

Sent: Tuesday, April 07, 2015 4:00 PM

To: Mark Radtke

Cc: Kara Homan; Ebel, Scott - DOT; Slattery, Kathleen - DOT; Schuurmans, Robert - DOT; Talcott, Matthew J - DOT; DOT DTSD NE Region WIS 441 File; Buchholz, Tom - DOT; Slezak, Kimberly A - DOT

Subject: RE: WIS 441 SMA's - Midway Road & Oneida Street Interchanges

1517-75-77 SMA

Hey Mark,

Per our discussion attached is a revised Midway Interchange SMA removing the municipal lighting. Lighting can be added to a future revision when we finalize the lighting limits and cost share.

Please review and approve. Disregard the first versions sent on March 16th. Since municipal lighting was removed there is no need for an Oneida Street SMA at this time.

Summary of changes:

1. Removed municipal lighting
2. Reduced construction delivery from 15% to 10% and updated cost share values accordingly.

Any questions let me know.

Thanks,

Chad DeGrave, P.E.

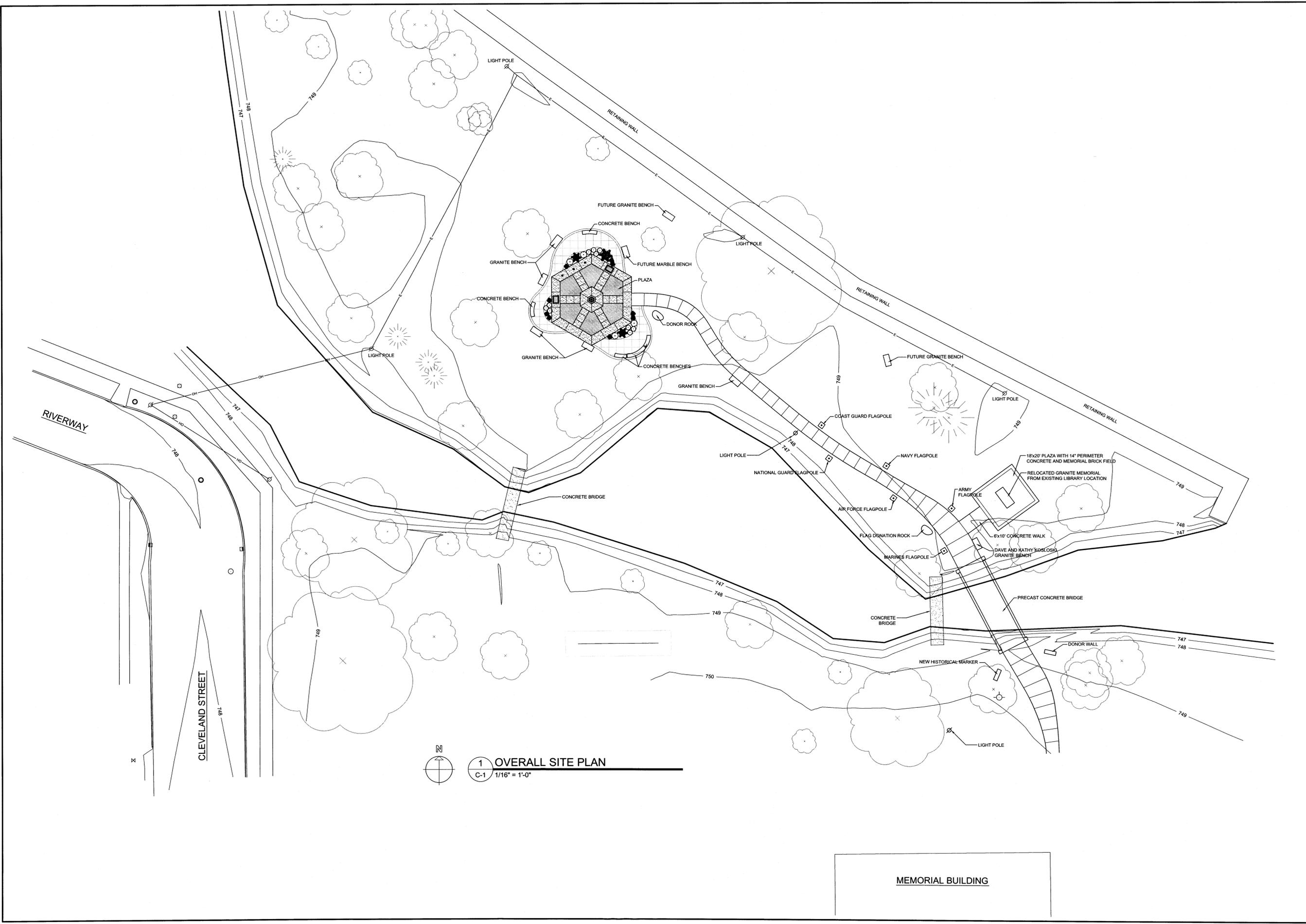
US 41& WIS 441 Design Supervisor

WISDOT NE REGION

920-492-2235 - Office

920-360-1085 - Cell

www.us41wisconsin.gov



1 OVERALL SITE PLAN
C-1 1/16" = 1'-0"

MEMORIAL BUILDING

Martenson & Eisele, Inc.
 Planning
 Environmental
 Surveying
 Engineering
 Architecture
 1377 Midway Road
 Menasha, WI 54952
 www.martenson-eisele.com
 info@martenson-eisele.com
 920.731.0381 1.800.236.0381

NO.	DATE	DRAWN BY TGC	CHECKED TGC	APPROVED	
				DWK	REVISION

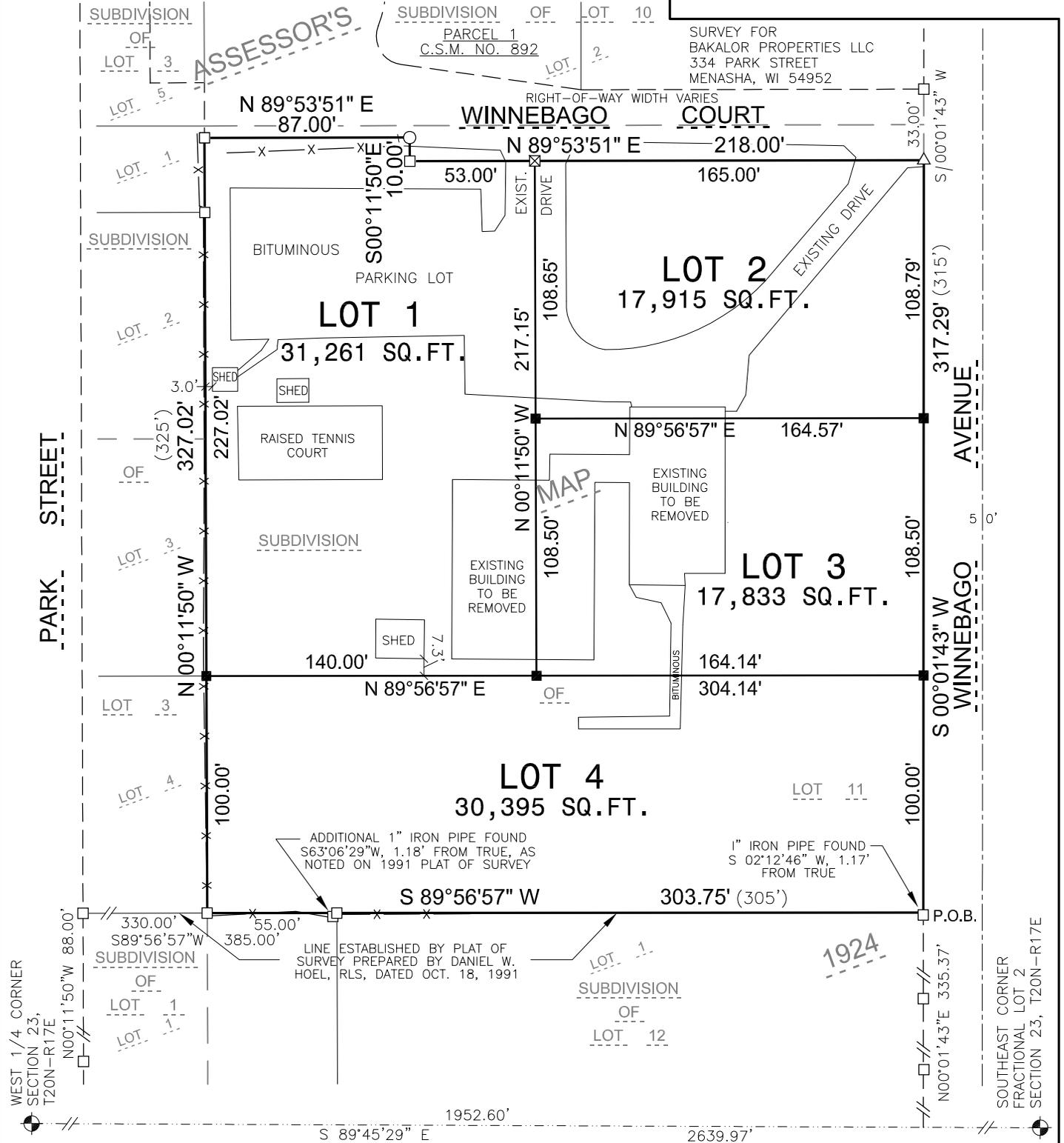
PROPOSED PLANS FOR
 ISLE OF VALOR
MEMORIAL PLAZA AND BRIDGE
 MENASHA, WISCONSIN

SCALE 1/16" = 1'-0"	DATE 07 NOV 2014
PROJECT NUMBER 1-0575-001	

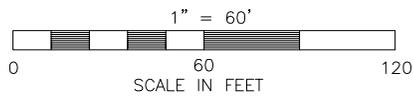
OVERALL
 SITE PLAN
 DRAWING NO.
C-1

CERTIFIED SURVEY MAP NO. _____

PART OF LOT 11 OF SUBDIVISION OF FRACTIONAL LOT 2 PER CITY OF MENASHA ASSESSOR'S MAP 1924, LOCATED IN FRACTIONAL LOT 2 OF SECTION 23, TOWNSHIP 20 NORTH, RANGE 17 EAST, IN THE THIRD WARD, CITY OF MENASHA, WINNEBAGO COUNTY, WISCONSIN.



BEARINGS ARE REFERENCED TO THE WINNEBAGO COUNTY COORDINATE SYSTEM, IN WHICH THE SOUTH LINE OF FRACTIONAL LOTS 2 AND 3, SECTION 23, BEARS S 89°45'29" E



LEGEND

- 1" O.D. IRON PIPE SET, 18" LONG, WEIGHING 1.130 LBS. PER LIN. FOOT
- ⊠ P.K. NAIL SET
- 1" O.D. IRON PIPE FOUND
- △ RAILROAD SPIKE FOUND
- 3/4" O.D. REBAR FOUND
- ⊕ GOVERNMENT CORNER ALUMINUM COUNTY MONUMENT FOUND
- P.O.B. POINT OF BEGINNING

Martenson & Eisele, Inc.



1377 Midway Road
Menasha, WI 54952
www.martenson-eisele.com
info@martenson-eisele.com
920.731.0381 1.800.236.0381

Planning
Environmental
Surveying
Engineering
Architecture

PROJECT NO. 1-0530-002
FILE 1-0530-002 SHEET 1 OF 3
THIS INSTRUMENT WAS DRAFTED BY: A.Sedlar

CERTIFIED SURVEY MAP NO. _____

SURVEYOR'S CERTIFICATE:

I, GARY A. ZHRINGER, LAND SURVEYOR, DO HEREBY CERTIFY:

THAT I HAVE SURVEYED, MAPPED AND DIVIDED AT THE DIRECTION OF THE BAKALOR PROPERTIES, LLC, PART OF LOT 11 OF SUBDIVISION OF FRACTIONAL LOT 2 PER CITY OF MENASHA ASSESSOR'S MAP 1924, LOCATED IN FRACTIONAL LOT 2 OF SECTION 23, TOWNSHIP 20 NORTH, RANGE 17 EAST, IN THE THIRD WARD, CITY OF MENASHA, WINNEBAGO COUNTY, WISCONSIN, MORE FULLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE WEST 1/4 CORNER OF SAID SECTION 23; SOUTH 89 DEGREES 45 MINUTES 29 SECONDS EAST, ALONG THE SOUTH LINE OF FRACTIONAL LOTS 2 AND 3 OF SAID SECTION, A DISTANCE OF 1952.60 FEET; THENCE NORTH 00 DEGREES 01 MINUTES 43 SECONDS EAST, A DISTANCE OF 335.37 FEET TO THE POINT OF BEGINNING; THENCE SOUTH 89 DEGREES 56 MINUTES 57 SECONDS WEST, ALONG THE SOUTH LINE OF SAID SUBDIVISION OF LOT 11, A DISTANCE OF 303.75 FEET; THENCE NORTH 00 DEGREES 11 MINUTES 50 SECONDS WEST, ALONG THE WEST LINE OF SAID SUBDIVISION OF LOT 11, A DISTANCE OF 327.02 FEET; THENCE NORTH 89 DEGREES 53 MINUTES 51 SECONDS EAST, ALONG THE SOUTH RIGHT-OF-WAY LINE OF WINNEBAGO COURT, A DISTANCE OF 87.00 FEET; THENCE SOUTH 00 DEGREES 11 MINUTES 50 SECONDS EAST, CONTINUING ALONG THE SOUTH RIGHT-OF-WAY LINE OF WINNEBAGO COURT, A DISTANCE OF 10.00 FEET; THENCE NORTH 89 DEGREES 53 MINUTES 51 SECONDS EAST, CONTINUING ALONG THE SOUTH RIGHT-OF-WAY LINE OF WINNEBAGO COURT, A DISTANCE OF 218.00 FEET; THENCE SOUTH 00 DEGREES 01 MINUTES 43 SECONDS WEST, ALONG THE WEST RIGHT-OF-WAY LINE OF WINNEBAGO AVENUE, A DISTANCE OF 317.29 FEET TO THE POINT OF BEGINNING. CONTAINING 97,404 SQUARE FEET [2.236 ACRES]. SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.

THAT I HAVE FULLY COMPLIED WITH CHAPTER 236.34 OF THE WISCONSIN STATUTES AND WITH THE CITY OF MENASHA SUBDIVISION ORDINANCE IN SURVEYING, DIVIDING, AND MAPPING THE SAME.

THAT THIS MAP IS A CORRECT REPRESENTATION OF ALL EXTERIOR BOUNDARIES OF THE LAND SURVEYED AND THE DIVISION THEREOF.

GIVEN UNDER MY HAND THIS 7TH DAY OF APRIL, 2015.

GARY A. ZHRINGER, PROFESSIONAL WI LAND SURVEYOR S-2098

THIS CERTIFIED SURVEY MAP IS CONTAINED WHOLLY WITHIN THE PROPERTY DESCRIBED IN THE FOLLOWING RECORDED INSTRUMENTS

OWNERS OF RECORD:	RECORDING INFORMATION:	PARCEL NUMBER:
BAKALOR PROPERTIES, LLC	DOCUMENT NO. 1670810	3-00070-00

COMMON COUNCIL RESOLUTION:

RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MENASHA, THAT THIS CERTIFIED SURVEY MAP IS HEREBY APPROVED.

DATED THIS _____ DAY OF _____, 2015.

MAYOR

CITY CLERK

TREASURER'S CERTIFICATE:

I HEREBY CERTIFY THAT THERE ARE NO UNPAID TAXES OR UNPAID SPECIAL ASSESSMENTS ON ANY OF THE LANDS SHOWN HEREON.

CITY TREASURER

DATE

City of Menasha Disbursements

Weekly Accounts Payable	4/9/15-4/16/15 Checks # 49587-49717	\$ 1,893,046.77
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Bi-Weekly Payroll	4/16/15	\$ 179,321.90
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Additional Regular Cycle Accounts Payables -Paid Electronically

Nationwide Retirement	4/3/15	\$ 11,695.00
BMO Harris-Flex Spending	4/3/15	\$ 3,573.27
Delta Dental	4/8/15	\$ 2,090.62
Federal Tax Withholding	4/8/05	\$ 66,786.87
Pitney Bowes-Postage Machine Refill	4/11/15	\$ 1,500.00
Delta Dental	4/15/15	\$ 3,802.40
Community First Credit Union-Payroll Deductions	4/16/15	\$ 6,375.00
		<u>\$ 95,823.16</u>

Total	<u>\$ 2,168,191.83</u>
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Items included on this list have been properly audited and certified by the City Comptroller and are being presented for approval by the Common Council.

Peggy Steeno
Peggy Steeno
Administrative Services Director

4/16/15
Date

Notes:

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

AP Check Register

Check Date: 4/9/2015

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
ACCURATE	49587	4/9/2015	1503755	731-1022-541.38-03	11.88	Band Clam
		4/9/2015	1503843	731-1022-541.38-03	41.92	Weatherpak/Pins/Nuts
		4/9/2015	1503875	731-1022-541.38-03	(29.77)	Credit
		4/9/2015	1503881	731-1022-541.30-18	13.22	Masking Tape
		4/9/2015	1503884	731-1022-541.30-18	69.00	Tape/Bulb/Tie
			Total for check: 49587		106.25	
AGCS MARINE INSURANCE COMPANY	49588	4/9/2015		733-0206-512.51-06	4,342.00	Insurance Renewal
				Total for check: 49588	4,342.00	
APPLETON SCHOOL DISTRICT	49589	4/9/2015	APPLETON	100-0000-203.05-00	78,856.19	Tax Collection Payment
				Total for check: 49589	78,856.19	
CITY OF APPLETON	49590	4/9/2015	224164	100-0302-542.25-01	13,952.00	Valley Transit March 2015
				Total for check: 49590	13,952.00	
BADGER LAB & ENGINEERING INC	49591	4/9/2015	INV000060836	601-1020-543.21-02	453.00	Whiting Paper Wastewaters
				Total for check: 49591	453.00	
BAHCALL RUBBER CO INC	49592	4/9/2015	690268-002	731-1022-541.38-03	36.90	Stainless Steel Nip
				Total for check: 49592	36.90	
BAYCOM INC	49593	4/9/2015	93999	100-0801-521.29-04	38.00	Power Cords
				Total for check: 49593	38.00	
BERGSTROM	49594	4/9/2015	260294	100-0801-521.29-04	266.71	Oil Pan Gasket
				Total for check: 49594	266.71	

AP Check Register

Check Date: 4/9/2015

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
BRAZEE ACE HARDWARE	49595	4/9/2015	029875	207-0707-552.24-03	8.49	Switch
			Total for check: 49595		8.49	
MICHAEL BRUNN	49596	4/9/2015	BRUNN	100-0202-512.34-02	19.76	March/April 2015
				100-0202-512.30-16	14.95	March/April 2015
			Total for check: 49596		34.71	
CALUMET COUNTY TREASURER	49597	4/9/2015	CALUMET	100-0000-203.01-00	52,664.64	Tax Collection Payments
				100-0000-203.08-00	2,277.96	Tax Collection Payments
			Total for check: 49597		54,942.60	
CASCADE ENGINEERING	49598	4/9/2015	30159126	100-1016-543.30-15	6,651.38	Carts, Wheels, Axles
				100-1016-543.30-18	265.12	Carts, Wheels, Axles
			Total for check: 49598		6,916.50	
CASPERS TRUCK EQUIPMENT INC	49599	4/9/2015	0006736-IN	731-1022-541.38-03	187.96	LED Minibar
			Total for check: 49599		187.96	
COMMONWEALTH CONSTRUCTION CORP	49600	4/9/2015		470-0920-531.82-01	19,243.00	Senior Center
			Total for check: 49600		19,243.00	
KORTNEY DAHM	49601	4/9/2015		100-0903-531.34-01	28.80	March Travel Expense
			Total for check: 49601		28.80	
DHS	49602	4/9/2015		100-0904-531.32-01	175.00	Asbestos Inspect Training
			Total for check: 49602		175.00	

AP Check Register
Check Date: 4/9/2015

Date: 4/16/2015

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
DISCOUNTID	49603	4/9/2015	SI-244833	100-0801-521.30-10	319.90	PVC Cards
			Total for check: 49603		319.90	
DUMKE & ASSOCIATES &	49604	4/9/2015	223	100-0903-531.29-06	775.80	Maintenance 316 Racine
			Total for check: 49604		775.80	
EEOC MILWAUKEE AREA OFFICE	49605	4/9/2015	EEOC	100-0202-512.34-02	2,750.00	Training
			Total for check: 49605		2,750.00	
FACTORY MOTOR PARTS CO	49606	4/9/2015	18-Z03414	731-1022-541.38-03	325.60	Battery Core
			Total for check: 49606		325.60	
FERGUSON ENTERPRISES #448	49607	4/9/2015	2119302	100-0703-553.24-03	724.24	Sleeve Carriers/Batry Op
			Total for check: 49607		724.24	
FERGUSON WATERWORKS #1476	49608	4/9/2015	0168192	625-1010-541.30-18	660.00	Seal
				601-1020-543.30-18	220.00	Seal
			Total for check: 49608		880.00	
FERRELLGAS	49609	4/9/2015	1086672215	266-1027-543.30-18	76.16	Fuel
			Total for check: 49609		76.16	
FOX VALLEY TECHNICAL COLLEGE	49610	4/9/2015	FVTC	100-0000-203.04-00	91,764.67	Tax Collection Payments Winnebago
				100-0000-203.04-00	12,923.45	Tax Collection Payments Calumet
			Total for check: 49610		104,688.12	

AP Check Register
Check Date: 4/9/2015

Date: 4/16/2015

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
FOX VALLEY TECHNICAL COLLEGE	49611	4/9/2015	260096/FY14-15	100-0801-521.34-02	2,010.00	Classes
			Total for check: 49611		2,010.00	
GUSTMAN CHEVROLET SALES INC	49612	4/9/2015	35378	731-1022-541.38-03	56.69	Sensor
			Total for check: 49612		56.69	
KRISTINE HEIM	49613	4/9/2015		100-0304-562.30-11	8.95	Feb - March Expenses
				100-0304-562.34-01	15.60	Feb - March Expenses
			Total for check: 49613		24.55	
HOME DEPOT CREDIT SERVICES	49614	4/9/2015	2035438	731-1022-541.24-03	147.93	Supplies
		4/9/2015	3092164	100-0601-551.24-03	3.10	Supplies
		4/9/2015	3092165	100-0920-531.24-03	80.67	Mailbox & Supplies
		4/9/2015	7560242	100-0703-553.30-15	188.94	Belt Sander & Supplies
		4/9/2015	9030796	100-0703-553.30-15	99.00	Safety Kit
				100-1001-514.30-15	99.00	Safety Kit
			Total for check: 49614		618.64	
INDEPENDENT INSPECTIONS LTD	49615	4/9/2015	309574	100-0301-523.21-06	2,249.73	March 2015 Permits
		4/9/2015	309575	100-0301-523.21-06	285.00	March 2015 Permits
			Total for check: 49615		2,534.73	
INDUSTRIAL NAMEPLATE INCORPORATED	49616	4/9/2015	71618	100-0704-552.30-10	58.00	Shirts
			Total for check: 49616		58.00	
INFINITY TECHNOLOGY INC	49617	4/9/2015	510919	743-0403-513.24-04	99.16	Antivirus Licenses
			Total for check: 49617		99.16	

AP Check Register
Check Date: 4/9/2015

Date: 4/16/2015

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
IPMA-HR	49618	4/9/2015	INV04253Y7N2FS	100-0202-512.32-01	149.00	Membership
			Total for check: 49618		149.00	
JX ENTERPRISES INC	49619	4/9/2015	AS250580238	731-1022-541.38-03	7.74	Service Charge
			Total for check: 49619		7.74	
KJ WASTE SYSTEMS INC	49620	4/9/2015	KJ	266-1027-543.21-06	715.00	Cardboard
			Total for check: 49620		715.00	
LORETTA KJEMHUS	49621	4/9/2015		100-0909-531.30-18	13.32	Expenses
			Total for check: 49621		13.32	
L&S TRUCK CENTER	49622	4/9/2015	232825	731-1022-541.38-03	64.25	Cylinder Ignition
			Total for check: 49622		64.25	
MENARDS-APPLETON EAST	49623	4/9/2015	68851	100-0703-553.24-03	1,485.48	Duration/Barrier/Strip
		4/9/2015	68865	731-1022-541.24-03	196.52	Green Treated/Studs
				484-0305-562.21-10	41.66	Green Treated/Studs
				485-0304-562.21-10	41.66	Green Treated/Studs
				457-0304-562.21-10	41.66	Green Treated/Studs
				501-0304-562.21-10	41.66	Green Treated/Studs
		4/9/2015	69100	100-0703-553.24-03	27.72	Caulk/Trim Nails
		4/9/2015	69117	100-1001-514.24-03	31.68	2 X 2's
		4/9/2015	69118	100-1001-514.30-15	79.98	Tool Set
		4/9/2015	69119	100-0703-553.24-03	35.81	PVC Pipe/Couplings
		4/9/2015	69188	100-0703-553.24-03	595.10	Duration/Shingle Starter
		4/9/2015	69190	100-0703-553.24-03	(595.10)	Duration/Shingle Starter
		4/9/2015	69192	100-0703-553.24-03	482.50	Duration/Shingle Starter
			Total for check: 49623		2,506.33	

AP Check Register
Check Date: 4/9/2015

Date: 4/16/2015

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
MENASHA JOINT SCHOOL DISTRICT	49624	4/9/2015	MJSD	100-0000-203.03-00	913,350.00	Tax Collection Payment Winnebago
				100-0000-203.03-00	36,199.37	Tax Collection Payment Calumet
				Total for check: 49624		949,549.37
MENASHA NEENAH MUNICIPAL COURT	49625	4/9/2015		100-0000-201.03-00	237.00	BOND MEPD 15-0868
			Total for check: 49625		237.00	
POSTMASTER	49626	4/9/2015		100-1018-543.30-11	49.00	Stamps
				100-1006-541.30-11	49.00	Stamps
			Total for check: 49626		98.00	
MENASHA UTILITIES	49627	4/9/2015	MENASHAUTILITY	100-1008-541.22-03	208.96	Electric
				100-0703-553.22-03	573.36	Electric
				100-0703-553.22-05	205.24	Water
				100-0703-553.22-06	132.51	Storm
				100-0903-531.22-03	158.73	Electric
				100-0903-531.22-05	56.42	Water
				100-0000-123.00-00	8.31	Electric
				100-0305-562.22-06	7.50	Storm
				601-1020-543.22-03	59.72	Electric
				Total for check: 49627		1,410.75
MIDWEST DIVE TRAINING LLC	49628	4/9/2015	201503	100-0804-521.34-02	150.00	Certifications
			201510	100-0801-521.34-02	315.00	CPR Certifications
			Total for check: 49628		465.00	
MINNESOTA LIFE INSURANCE COMPANY	49629	4/9/2015		100-0000-204.07-00	2,730.80	May Insurance Renewal
			Total for check: 49629		2,730.80	

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NEENAH-MENASHA SEWERAGE COMMISSION	49630	4/9/2015	2015-062	601-1021-543.25-01	19,273.00	April 2015 Int & Debt Fee
			Total for check: 49630		19,273.00	
OFFICE DEPOT	49631	4/9/2015	5346904	100-0903-531.30-18	57.29	Supplies
			Total for check: 49631		57.29	
PACKER CITY INTL TRUCKS INC	49632	4/9/2015	X103011259:01	731-1022-541.38-03	71.85	Filters
			Total for check: 49632		71.85	
SCHMIDT BOAT LIFTS & DOCKS INC	49633	4/9/2015	1606	100-0703-553.30-18	150.00	Galvanized Steel Cleat
			Total for check: 49633		150.00	
VICKI SCHULTZ	49634	4/9/2015		100-0918-531.33-04	84.00	Parking Expense
				100-0905-531.30-18	14.53	Memory Cafe Supplies
			Total for check: 49634		98.53	
SERVICEMASTER BUILDING MAINTENANCE	49635	4/9/2015	15625	100-0801-521.20-01	50.00	Janitorial - PD Garage
		4/9/2015	15637	100-0801-521.20-01	1,460.00	Janitorial - PD
			Total for check: 49635		1,510.00	
SPEEDY CLEAN DRAIN & SEWER INC	49636	4/9/2015	58336	100-0703-553.24-03	148.50	Auger Mop Sink
			Total for check: 49636		148.50	
SPOEHR, DON	49637	4/9/2015		100-0000-201.15-00	37.90	Overpayment FFM Space
			Total for check: 49637		37.90	

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SPORT-O-MOTIVE	49638	4/9/2015	13174	731-1022-541.38-03	107.26	Spark Plugs/Filters
			Total for check: 49638		107.26	
STAPLES ADVANTAGE	49639	4/9/2015	3260179371	100-0702-552.30-10	8.99	P & R
				100-1001-514.30-10	45.96	2nd Floor Paper
			Total for check: 49639		54.95	
TRADER PLUMBING INC	49640	4/9/2015	37132	100-0704-552.20-04	1,267.44	Plumbing Service
			Total for check: 49640		1,267.44	
UNIFIRST CORPORATION	49641	4/9/2015	097 0184243	731-1022-541.20-01	117.21	Coveralls/Shirts/Towels
			Total for check: 49641		117.21	
UNIFORM SHOPPE	49642	4/9/2015	241394	100-0801-521.19-03	64.45	Uniforms
			Total for check: 49642		64.45	
US CELLULAR	49643	4/9/2015	0077374818	100-0201-512.22-01	38.73	Attorney
				100-0202-512.22-01	3.50	Brunn
				100-1019-552.22-01	0.50	Racine Street Bridge
				100-1019-552.22-01	0.50	Tayco Street Bridge
				601-1020-543.22-01	0.50	Confined Space
				100-0801-521.22-01	81.79	PD
				100-0904-531.22-01	58.75	Drew
				100-1002-541.22-01	0.75	Eng
				100-0702-552.22-01	46.54	Tungate
				100-0703-553.22-01	59.00	Parks
				731-1022-541.22-01	44.14	PWF
				100-1008-541.22-01	1.50	Bursack

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US CELLULAR...	49643...	4/9/2015...	0077374818...	601-1020-543.22-01	0.50	Sewer Truck
			Total for check: 49643		336.70	
VALLEY GASKET INC	49644	4/9/2015	117115	100-0704-552.24-03	43.70	Gasket for Pool Filters
			Total for check: 49644		43.70	
WAVERLY SANITARY DISTRICT	49645	4/9/2015	WAVERLY	100-0000-203.07-00	8,567.43	Tax Collection Payment
			Total for check: 49645		8,567.43	
WE ENERGIES	49646	4/9/2015	WEENERGIES	100-1008-541.22-04	135.59	455 Baldwin Street Gas
			Total for check: 49646		135.59	
WIL-KIL PEST CONTROL	49647	4/9/2015	2635089	731-1022-541.20-07	66.50	Pest Control
			Total for check: 49647		66.50	
WINNEBAGO COUNTY TREASURER	49648	4/9/2015	6975	100-0805-521.25-01	51.46	Stay
			Total for check: 49648		51.46	
WINNEBAGO COUNTY TREASURER	49649	4/9/2015	WINN	100-0000-203.02-00	442,596.68	Tax Collection Payment Winnebago County
				100-0000-203.08-00	14,662.60	Tax Collection Payment State of Wisconsin
			Total for check: 49649		457,259.28	
					1,742,895.30	

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ACCURATE	49650	4/16/2015	1504300	731-1022-541.30-18	26.80	Ties/Washers
		4/16/2015	1504343	731-1022-541.30-15	287.40	Service Jack
		4/16/2015	1504366	731-1022-541.30-18	68.09	Tubes/Tape/Ties
		4/16/2015	1504371	731-1022-541.29-04	48.65	Struts
			Total for check: 49650		430.94	
ADVANCED ASBESTOS REMOVAL INC	49651	4/16/2015	15048	100-0000-201.03-00	2,475.00	Steam Plant Escrow
			Total for check: 49651		2,475.00	
AMERICAN INDUSTRIAL MEDICAL	49652	4/16/2015	15442	100-0901-515.21-05	95.00	Audiologist Evaluation
			Total for check: 49652		95.00	
AMERICAN TRAFFIC SAFETY MATERIALS	49653	4/16/2015	77435	100-1008-541.30-18	233.49	Premask/Tape
			Total for check: 49653		233.49	
CITY OF APPLETON	49654	4/16/2015	224274	100-0302-542.25-01	13,952.00	April Transit Services
			Total for check: 49654		13,952.00	
BADGER LAB & ENGINEERING INC	49655	4/16/2015	INV000060887	601-1020-543.21-02	645.00	Gunderson Wastewaters
			Total for check: 49655		645.00	
BAHCALL RUBBER CO INC	49656	4/16/2015	666511-001	731-1022-541.38-03	852.13	Crimp
		4/16/2015	692943-001	731-1022-541.38-03	47.92	Hose
			Total for check: 49656		900.05	
BATTERIES PLUS LLC	49657	4/16/2015	508-222998	100-1008-541.30-15	33.95	Sine Wave Invert
			Total for check: 49657		33.95	

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BAYCOM INC	49658	4/16/2015	162977	100-0801-521.29-05	458.18	Police Radio Service
			Total for check: 49658		458.18	
BERGSTROM	49659	4/16/2015	35260	731-1022-541.38-03	349.10	Shock Absorber Nut/Bolts
			Total for check: 49659		349.10	
CALUMET COUNTY REGISTER OF DEEDS	49660	4/16/2015	4022258	100-0203-512.21-08	30.00	Record Corp Limit Doc
			Total for check: 49660		30.00	
CARGILL INCORPORATED	49661	4/16/2015	2902219391	100-1006-541.30-18	3,042.25	Deicer
		4/16/2015	2902223652	100-1006-541.30-18	21,295.18	Deicer
			Total for check: 49661		24,337.43	
CASPERS TRUCK EQUIPMENT INC	49662	4/16/2015	0006812-IN	731-1022-541.38-03	12.69	Lights
		4/16/2015	0006922-IN	731-1022-541.38-03	103.19	Cylinder
			Total for check: 49662		115.88	
CONTRX INDUSTRIES INC	49663	4/16/2015	11095	731-1022-541.21-06	288.00	Crane Inspection
			Total for check: 49663		288.00	
UNEMPLOYMENT INSURANCE	49664	4/16/2015	000006782644	100-0703-553.15-09	3,495.60	March Benefits
				100-1019-552.15-09	1,667.00	March Benefits
			Total for check: 49664		5,162.60	
EAGLE SUPPLY & PLASTICS INC	49665	4/16/2015	2146759-IN	100-0703-553.24-03	82.68	Supplies
			Total for check: 49665		82.68	
EARTHLINK BUSINESS	49666	4/16/2015	EARTHLINK	100-0402-513.22-01	7.31	Assessor
				100-0201-512.22-01	7.11	Attorney

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EARTHLINK BUSINESS...	49666...	4/16/2015...	EARTHLINK...	100-0000-123.00-00	16.24	Building Inspection
				100-0203-512.22-01	14.79	Clerk
				100-0304-562.22-01	26.61	Community Development
				100-1001-514.22-01	80.60	City Hall
				100-0401-513.22-01	35.90	Finance
				731-1022-541.22-01	28.89	Garage
				100-0903-531.22-01	54.59	Health
				743-0403-513.22-01	17.07	IT
				100-0601-551.22-01	189.20	Library
				100-0101-511.22-01	11.22	Mayor
				100-0702-552.22-01	30.09	Recreation
				100-0703-553.22-01	50.56	Parks
				100-0202-512.22-01	17.98	Personnel
				100-0801-521.22-01	278.98	Police
				100-1002-541.22-01	46.88	Engineering
				100-0920-531.22-01	14.68	Senior Center
				100-1008-541.22-01	4.24	Sign Shop
100-0502-522.22-01	44.56	EOC				
207-0000-123.00-00	29.88	Marina				
100-0000-123.00-00	334.46	Menasha Utilities				
Total for check: 49666					1,341.84	
FABCO EQUIPMENT INC	49667	4/16/2015	C-248396	731-1022-541.29-04	27.00	Correct Credit Memo
				Total for check: 49667		
FOX VALLEY HUMANE ASSOCIATION	49668	4/16/2015	FVHA	100-0806-532.25-01	1,298.45	January Contract
				100-0806-532.25-01	1,123.80	February Contract
				Total for check: 49668		
GANNETT WISCONSIN MEDIA	49669	4/16/2015	0008823956	100-0405-513.29-02	1,004.09	Council Legals

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GANNETT WISCONSIN MEDIA...	49669...	4/16/2015...	0008823956...	100-0203-512.29-02	53.49	Clerk Legals
			Total for check: 49669		1,057.58	
GRAINGER INC	49670	4/16/2015	9699421401	100-0704-552.24-03	152.15	Float Ball
			Total for check: 49670		152.15	
GUNDERSON CLEANERS	49671	4/16/2015	255498	100-0801-521.30-13	34.66	Mats/Towels
			Total for check: 49671		34.66	
GUSTMAN CHEVROLET SALES INC	49672	4/16/2015	35454	731-1022-541.38-03	274.41	Drum/Shoe Set/Nuts
		4/16/2015	35476	731-1022-541.38-03	216.57	Actuator/Cylinder
			Total for check: 49672		490.98	
HEITING, NICK	49673	4/16/2015	HEITING	100-0000-441.25-00	46.00	Class Reimbursement
			Total for check: 49673		46.00	
PATRICK JAMES	49674	4/16/2015	JAMES, PATRICK	743-0403-513.33-01	32.82	March Travel Expenses
			Total for check: 49674		32.82	
JOHN'S SAW SERVICE	49675	4/16/2015	10042	731-1022-541.38-03	230.68	Air Filter Kits Wiring Conversion Kit
			Total for check: 49675		230.68	
JX ENTERPRISES INC	49676	4/16/2015	G-250500015	731-1022-541.38-03	17.40	Mirror
			Total for check: 49676		17.40	
KITZ & PFEIL INC	49679	4/16/2015	022309-0023	100-0920-531.82-01	38.03	Health Office Door
		4/16/2015	022514-0006	731-1022-541.30-18	2.98	Key
		4/16/2015	022609-0021	100-1001-514.30-18	6.29	Glove
		4/16/2015	022609-0026	100-0920-531.24-03	22.74	Cable/Strip/Connector

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KITZ & PFEIL INC...	49679...	4/16/2015	022614-0044	731-1022-541.30-18	5.39	Paint
		4/16/2015	022714-0003	100-0920-531.24-03	12.58	Cable/Strip
		4/16/2015	022714-0038	731-1022-541.24-03	18.70	Trowel/Adhesive
		4/16/2015	030203-0004	100-0703-553.24-02	6.44	Wing Nut
		4/16/2015	030314-0047	731-1022-541.38-03	6.60	Hardware Misc
		4/16/2015	030414-0004	731-1022-541.38-03	2.04	Hardware Misc
		4/16/2015	030414-0075	731-1022-541.30-18	5.39	Adhesive
		4/16/2015	030509-0015	731-1022-541.38-03	28.55	Clock/Edge/Hook/Bit
		4/16/2015	030514-0036	100-1008-541.30-15	5.39	Bit Socket
		4/16/2015	030514-0040	100-0920-531.24-03	21.20	Bits/Spackling Hardware Misc
		4/16/2015	030609-0004	100-0703-553.24-03	6.46	Lock Ease/Fluid
		4/16/2015	030914-0081	100-0920-531.30-13	8.99	Ice Melter
		4/16/2015	031014-0022	100-1008-541.30-18	10.34	Screws
		4/16/2015	031014-0059	100-0703-553.30-18	48.88	Washers/Bolts Hardware Misc
		4/16/2015	031114-0099	601-1020-543.30-18	40.96	Flashlight/Batteries
		4/16/2015	031114-0102	601-1020-543.30-18	8.10	Flashlights
		4/16/2015	031214-0040	100-0703-553.30-18	43.78	Bolts/Hardware Misc
		4/16/2015	031214-0045	100-0801-521.24-03	3.77	Elbows
				100-0501-522.24-03	3.76	Elbows
		4/16/2015	031303-0003	731-1022-541.38-03	9.46	Element
		4/16/2015	031314-0062	100-1008-541.30-18	9.88	Brush
		4/16/2015	031614-0014	100-0703-553.30-18	48.58	Covers
		4/16/2015	031614-0029	100-0703-553.24-03	24.70	Staples
		4/16/2015	031614-0127	100-0703-553.24-03	17.90	Tape
		4/16/2015	031614-0132	100-0801-521.29-04	19.68	Hardware Misc
		4/16/2015	031714-0006	100-0703-553.30-18	29.99	Hardware Misc
		4/16/2015	031714-0034	731-1022-541.30-18	2.31	Hardware Misc
		4/16/2015	031714-0055	100-0703-553.30-18	23.64	Oil/Blade/Knife
		4/16/2015	031814-0014	100-0703-553.30-18	19.68	Bolts/Link/Enamel
		4/16/2015	031814-0015	100-0703-553.30-18	12.56	Spring Snaps/Links
		4/16/2015	031814-0055	100-0703-553.30-18	3.41	Enamel/Turnbuckle
		4/16/2015	031914-0063	100-0801-521.30-13	4.48	Dish Soap
		4/16/2015	031914-0081	100-0703-553.30-18	23.89	Blade/Knife

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KITZ & PFEIL INC...	49679...	4/16/2015	031914-0086	100-0703-553.30-18	4.94	Knife
			Total for check: 49679		612.46	
LORETTA KJEMHUS	49680	4/16/2015	KJEMHUS	100-0909-531.33-01	24.39	March 2015 Expenses
			Total for check: 49680		24.39	
KWIK TRIP INC	49681	4/16/2015	2529009/2556686	100-0801-521.38-01	46.32	Fuel
			Total for check: 49681		46.32	
L&S TRUCK CENTER	49682	4/16/2015	262229	731-1022-541.29-04	106.05	Parts/Diagnostics Check
			Total for check: 49682		106.05	
LANDLORD SERVICES LLC	49683	4/16/2015	20812	100-0801-521.21-06	18.00	Credit Report
			Total for check: 49683		18.00	
MANDERFIELD BAKERY	49684	4/16/2015	465953	100-0702-552.30-18	38.75	Meeting
			Total for check: 49684		38.75	
MEDICAL EXPENSE REIMBURSEMENT TRUST	49685	4/16/2015	20150416	100-0000-202.08-00	17,445.60	PAYROLL SUMMARY
			Total for check: 49685		17,445.60	
MENARDS-APPLETON EAST	49686	4/16/2015	69247	100-1003-541.30-18	29.93	Nutset/Screw
		4/16/2015	69322	100-0703-553.30-18	104.56	Paint/Stain/Brushes
		4/16/2015	69499	100-1003-541.30-18	67.30	Studs
		4/16/2015	69557	731-1022-541.24-03	13.78	Screws
		4/16/2015	69634	100-1003-541.30-18	347.69	Cold Mix/Dirt Strg Shed
		4/16/2015	69638	100-0703-553.30-18	25.95	Stain
			Total for check: 49686		589.21	

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MENASHA NEENAH MUNICIPAL COURT	49687	4/16/2015	MNMC	100-0000-201.03-00	149.00	Bond/MEPD 14-0210
			Total for check: 49687		149.00	
POSTMASTER	49688	4/16/2015	MENASHA POSTMAS	100-1018-543.30-11	49.00	Postage
				100-1006-541.30-11	49.00	Postage
				100-0703-553.30-11	49.00	Postage
			Total for check: 49688		147.00	
MENASHA UTILITIES	49689	4/16/2015	4346	625-0401-513.25-01	1,633.20	February 2015 Storm Water
				601-0401-513.25-02	21,049.72	February 2015 Sewer Charge
		4/16/2015	MENASHA UTILITI	100-1012-541.22-03	17,019.50	March Street Lights
		4/16/2015	MU	100-1008-541.22-03	310.77	Electric
				100-1008-541.22-05	45.42	Water
				601-1020-543.22-03	135.48	Electric
				100-0704-552.22-03	230.05	Electric
				100-0704-552.22-05	409.00	Water/Sewer
				731-1022-541.22-03	1,383.74	Electric
				731-1022-541.22-05	602.00	Water/Sewer
				731-1022-541.22-06	901.88	Storm
				266-1028-543.22-06	73.13	Storm
				100-0801-521.22-03	1,259.53	Electric
				100-0801-521.22-05	319.35	Water/Sewer
				100-0801-521.22-06	62.72	Storm
				100-0000-123.00-00	912.07	Electric
				100-0000-123.00-00	231.25	Water/Sewer
				100-0000-123.00-00	45.41	Storm
				100-0801-521.22-03	72.51	Electric
				100-0601-551.22-03	3,192.16	Electric
				100-0601-551.22-05	445.32	Water/Sewer
				100-0601-551.22-06	103.75	Storm
				207-0707-552.22-05	141.00	Water/Sewer
				100-1019-552.22-03	732.84	Electric
				100-1019-552.22-05	12.38	Water/Sewer

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MENASHA UTILITIES...	49689...	4/16/2015...	MU...	100-0000-123.00-00	9.60	Electric
				100-1001-514.22-05	12.38	Water/Sewer
				100-1001-514.22-06	2.50	Storm
				100-0703-553.22-03	1,398.37	Electric
				100-0703-553.22-05	15.26	Water/Sewer
				100-0703-553.22-06	667.51	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	30.78	Electric
				100-0305-562.22-06	5.00	Storm
				501-0304-562.22-06	251.26	Storm
Total for check: 49689					53,767.47	
TOWN OF MENASHA UTILITY DISTRICT	49690	4/16/2015	1963	100-0703-553.22-05	9.60	1521 Brighton Beach Rd
			1964	100-0703-553.22-05	9.60	1300 Wittmann Dr
			Total for check: 49690			
MID-AMERICAN RESEARCH CHEMICAL	49691	4/16/2015	0547896-IN	731-1022-541.30-18	93.41	Glass Cleaner
Total for check: 49691					93.41	
MORTON SAFETY	49692	4/16/2015	154847-00	100-0801-521.30-18	330.00	Gloves
Total for check: 49692					330.00	
NEENAH-MENASHA SEWERAGE COMMISSION	49693	4/16/2015	2015-049	601-1021-543.21-01	1,228.25	Legal Reimbursement
Total for check: 49693					1,228.25	
NORTHERN MUSICAST INC	49694	4/16/2015	0401065-IN	100-0920-531.24-03	145.26	Customized Controls
Total for check: 49694					145.26	

AP Check Register

Check Date: 4/16/2015

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
OUTAGAMIE COUNTY	49695	4/16/2015	104747	100-0805-521.25-01	385.00	February Lodging
			Total for check: 49695		385.00	
LINDA PALMBACH	49696	4/16/2015	PALMBACH	100-0903-531.33-01	26.96	March 2015 Expenses
			Total for check: 49696		26.96	
PARAMOUNT INSTALLERS LLC	49697	4/16/2015	1485	100-1006-541.30-15	1,439.17	Salt Shed
			Total for check: 49697		1,439.17	
SERVICEMASTER BUILDING MAINTENANCE	49698	4/16/2015	15612	100-1001-514.20-01	1,095.00	Janitorial - City Hall
		4/16/2015	15613	731-1022-541.20-01	494.00	Janitorial - PWF
		4/16/2015	15627	100-0903-531.20-01	490.00	Janitorial - Health Dept
			Total for check: 49698		2,079.00	
SHERWIN INDUSTRIES INC	49699	4/16/2015	SS059303	100-1003-541.30-18	66.00	Concrete Cold Patch
			Total for check: 49699		66.00	
SHERWIN WILLIAMS CO	49700	4/16/2015	4649-9	100-1008-541.30-15	55.25	Repair Kit Paint Machine
		4/16/2015	5121-B	100-1008-541.30-18	134.27	Tube/Valve/Strainer
			Total for check: 49700		189.52	
SHOPKO STORES OPERATING CO LLC	49701	4/16/2015	90000014390018	100-0702-552.30-18	28.99	Answering Machine
				100-0702-552.30-18	12.48	Candy
			Total for check: 49701		41.47	
SPORTS GRAPHICS	49702	4/16/2015	0315-101	100-0803-521.19-03	48.00	Caps
			Total for check: 49702		48.00	
STAPLES ADVANTAGE	49703	4/16/2015	3260762553	100-0702-552.30-10	11.39	Supplies

AP Check Register
Check Date: 4/16/2015

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
STAPLES ADVANTAGE...	49703...	4/16/2015...	3260762553...	100-1001-514.30-10	13.66	Supplies
				100-1002-541.30-10	27.46	Supplies
				625-1002-541.30-10	9.16	Supplies
	Total for check: 49703				61.67	
TAPCO	49704	4/16/2015	I483740	100-1008-541.30-18	2,442.50	Sheeting/Film
				I483821	1,540.00	Sheeting/Film
	Total for check: 49704				3,982.50	
TESCH CHEMICAL CO INC	49705	4/16/2015	2159	100-0601-551.30-13	8.42	Bottle/Sprayer
				Total for check: 49705		
THEDACARE	49706	4/16/2015	THEDACARE	100-0801-521.21-05	58.90	Blood Draw
				Total for check: 49706		
TKK ELECTRONICS LLC	49707	4/16/2015	10104	100-0801-521.30-12	7,186.00	Toughbook 31
				Total for check: 49707		
TRAFFIC PARTS	49708	4/16/2015	402369	100-1008-541.30-18	813.00	Equipment
				Total for check: 49708		
UNIFIRST CORPORATION	49709	4/16/2015	097 0184701	731-1022-541.20-01	256.65	Mat/Mop/Clothing Service
				Total for check: 49709		
UNITED HEALTHCARE COMMUNITY PLAN	49710	4/16/2015	LETTER 5024362	100-0000-441.18-00	103.97	Vaccination Overpayment
				Total for check: 49710		

AP Check Register
Check Date: 4/16/2015

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
US PETROLEUM EQUIPMENT	49711	4/16/2015	216449	731-1022-541.24-06	125.10	Service
			Total for check: 49711		125.10	
VALLEY MUFFLER & BRAKE	49712	4/16/2015	37693	731-1022-541.38-03	34.98	Tubing
			Total for check: 49712		34.98	
WAVERLY SANITARY DISTRICT	49713	4/16/2015	WAVERLY	100-0703-553.22-05	44.62	Sewer & Water 2170 Plank
			Total for check: 49713		44.62	
WE ENERGIES	49714	4/16/2015	WEENERGIES	100-0703-553.22-03	38.71	Menasha Conservancy
				100-0903-531.22-03	34.72	316 Racine St
			Total for check: 49714		73.43	
WINNEBAGO COUNTY TREASURER	49715	4/16/2015	6997	100-1003-541.30-18	1,874.20	Highway Charges
			Total for check: 49715		1,874.20	
WISCONSIN SUPPORT COLLECTIONS	49716	4/16/2015	20150416	100-0000-202.03-00	632.88	PAYROLL SUMMARY
			Total for check: 49716		632.88	
ZARNOTH BRUSH WORKS INC	49717	4/16/2015	0154040-IN	731-1022-541.38-03	417.00	Cablewrap Broom Refill
			Total for check: 49717		417.00	
					150,151.47	



To: Menasha Common Council
From: Jenny Groeschel and Ginger Tralongo, Police Records
RE: Beverage Operator License (Bartender) Applicants
Date: **April 15, 2015**

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

Terry Byrum
Heidi Ciske
Brenda Heinritz
Erik Pohlman
Amy Sanger

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:

Andrea L. Smith

Cc: Chief Styka



COPY

April 03, 2015

Andrea L. Smith
734 E. Washington St.
Appleton, WI 54911

Re: City of Menasha Alcohol Operator's License Application

Dear Ms. Smith,

Upon conducting a background investigation in relationship to your Alcohol Operator's License application, the following information was determined: On June 12, 2013 you were convicted of an Underage Alcohol violation in the Town of Grand Chute Municipal Court. On January 3, 2014 you were convicted of an Underage Alcohol violation in Outagamie County Circuit Court. The latter was the result of an arrest that took place on October 5, 2013 in the city of Appleton.

Based on this background investigation, I will be recommending the city of Menasha Common Council deny your request for an Alcohol Operator's License in the city of Menasha, because under Guideline #3 you have been convicted of two or more offenses arising out of separate incidents within the last three years.

Engaging in bartending involves the purchase and sale of a closely regulated substance/alcohol. Individuals granted an Alcohol Operator's 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 two incidents that you have been convicted of substantially relate to the license for which you have applied and as indicated arose out separate incidents which occurred within a short period of time within the last three years.

The city of Menasha Police Department is recommending to the city of Menasha Common Council that they deny your application for an Alcohol Operator's License within the city of Menasha. That recommendation will be given to the Common Council at its next meeting on Monday, April 20, 2015 at 6:00 p.m. or shortly thereafter. Should you wish to provide comment to the Common Council on your application you may do so during the public participation portion of the meeting.

Sincerely,

Lt. Ronald Bouchard
Investigative Services

CITY OF MENASHA
ALCOHOL OPERATORS LICENSE APPLICATION

Establishment of Employment 5 O'CLOCK Somewhere
TEMPORARY _____ PROVISIONAL _____ REGULAR RENEWAL _____

Name SMITH Andrea L
Last First Middle

Address 734 E. Washington St Appleton WI 54911
Street City State/Zip Code

Phone _____

Height _____ Weight _____ Eyes _____ Hair _____ Sex _____ Race _____

Birth Date _____ Age _____ Birthplace Appleton, WI

Scars, Marks, Tattoos _____
Drivers License No. _____ State of Issue WI
Expiration Date _____

NOTE: A license may be denied if applicant fails to provide accurate information or if the information is incomplete! Please read this section carefully.

Please explain all yes answers completely on the back of this form!

Do you currently have any criminal charges pending against you? NO

Have you ever been convicted of a felony? NO

Have you ever been convicted of a misdemeanor? NO

Have you ever been convicted of operating a motor vehicle while under the influence of an intoxicant or drug? NO

Have you ever been convicted of any law, statute, or ordinance pertaining to the use or sale of alcohol (including drinking alcohol underage)? YES - got dismissed outagamie

Have you ever been convicted of any law, statute, or ordinance pertaining to the possession, use, or sale of illegal drugs? NO - Grandchute

Have you ever been convicted of a criminal traffic offense? NO

I UNDERSTAND THAT THE APPLICATION FEE WILL NOT BE RETURNED IF LICENSE IS DENIED.

SIGNATURE Andrea Smith Date 4/2/15

Approved _____ Denied Expiration Date _____

Chief of Police W. B. J. Date 04/03/15

Comments: (2) WAL W/m last 3 yrs.

REVOKED FOR VIOLATION: _____



MEMORANDUM

To: City of Menasha Common Council

From: Peggy Steeno, Administrative Services Director

Date: April 21, 2015

RE: Extension of Assessor Agreement

As reported in my March 16, 2015 Communication to the Council, the City's current agreement with Associated Appraisal expires on April 30, 2015. Because the 2015 assessment year work will not be completed at that time per normal course of business for assessment activities, staff is requesting that the Council approve an extension of the current agreement at the April 21, 2015 Council Meeting. The attached extended agreement, if approved, will continue through July 31, 2015, which will allow Associated Appraisal ample time to complete the 2015 assessment year work.

In addition, staff is planning for a RFQ (Request for Qualifications) process in advance of the July 31, 2015, extended contract end date so that we can receive proposals from assessment companies to complete the City's assessment work in the future. As discussed in December of 2014, staff will include specific requirements in the RFQ to ensure that there is not a repeat of the issues that have occurred recently.

Please let me know if you have questions or would like additional information in advance of Tuesday's meeting. Otherwise, I look forward to discussing this with you at the meeting.

**EXTENSION AGREEMENT
FOR
ASSESSMENT AND TAX LISTING
SERVICES**

**Prepared for the City of Menasha
Winnebago & Calumet Counties**

By

Associated Appraisal Consultants, Inc.

1314 W. College Avenue

P.O. Box 2111, Appleton, WI 54912-2111

Phone 920-749-1995

Fax (920) 731-4158

***Associated Appraisal
Consultants, Inc.***

Appleton ■ Hurley ■ Lake Geneva



Lake Geneva Office
Walworth County
P.O. Box 1114
Lake Geneva, WI 53147-1114

Ironwood, Michigan Office
N10257 Lake Road
Ironwood, MI 49938

Hurley Office
Iron County
P.O. Box 342
Hurley, WI 54534-0342

EXTENTION AGREEMENT FOR ASSESSMENT AND TAX LISTING SERVICES

This Agreement is by and between the **City of Menasha, Winnebago & Calumet Counties, State of Wisconsin**, a municipal corporation (hereafter "Municipality") and ASSOCIATED APPRAISAL CONSULTANTS, INC., with its principal office at 1314 W. College Avenue, Appleton, WI 54914 (hereafter "Assessor") as follows:

SCOPE OF SERVICES. All services rendered shall be completed in full accordance and compliance with Wisconsin Statutes, the *Wisconsin Property Assessment Manual* and all rules and regulations officially adopted and promulgated by the Wisconsin Department of Revenue as of the date of this agreement.

The Assessor will perform the remaining Property Assessment and Tax Listing Services for the 2015 Assessment Year. This extension agreement between the Municipality and Assessor shall be for the three months (May – July) of the 2015 assessment year. Office hours conducted between May and July shall be Tuesday 8 am – 12 pm and Thursday 12 pm – 4 pm weekly with the last office day scheduled for Thursday, July 30, 2015.

1. Assessor shall appraise all newly constructed buildings and verify major remodeling of real property as reported through building permits pertinent for the above mentioned assessment year.
2. Assessor shall reappraise land values where property has been divided, combined or where significant changes are indicated by recent sales of property.
3. Assessor shall prepare and mail personal property blotters from a list supplied by the Municipality of the accounts to be appraised. Assessor shall analyze returned personal property blotters from the merchants in order to establish the proper assessment.
4. Assessor shall enter real estate and personal property assessments in the current assessment roll so that it may be submitted to the Board of Review.
5. Assessor shall complete and file any Assessor's reports to the Department of Revenue as required by Wisconsin State Statutes that are due within the agreement timeframe.
6. Items to be mailed such as, but not limited to, assessment notices, assessor's annual report and personal property blotters will be the responsibility of the Assessor. Postage is at the Municipality's expense.
7. Assessor shall attend up to (2) Open Book sessions and the Board of Review for a two (2) day period, if necessary, the days to be consecutive if needed, to provide testimony in defense of assessed values and assist the Board with its proceedings.
8. The Municipality shall hold harmless the Assessor from all claims and liabilities relating to the assessment or taxation of property, including but not limited to claims made under Statutes 74.35, 74.37 and circuit court claims, unless otherwise specified in this agreement.
9. Assessor shall have completed all work under this agreement on or before July 31, 2015, excluding appearances beyond the Board of Review. The date of completion may be extended, if necessary, under the terms of this contract and by mutual consent.

10. The Assessor shall maintain during the term of this agreement full coverage insurance to protect and hold harmless the Municipality which insurance is to include:

(a) Workers Compensation State of Wisconsin requirements

(b) General Liability

General Aggregate	\$ 2,000,000
Products/Completed Operations	\$ 1,000,000
Each Occurrence	\$ 1,000,000
Personal & Advertising	\$ 1,000,000
Fire Damage	\$ 200,000
Medical Expense	\$ 10,000

(c) Comprehensive Auto Liability

Combined Single Limit	\$ 1,000,000
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COMPENSATION:

The Municipality shall pay the Assessor **Fifteen Thousand Dollars (\$15,000.00)** for the three months (May – July) of the 2015 assessment year. The compensation due the Assessor shall be paid in equal monthly installments of Five Thousand Dollars (\$5,000.00).

SIGNATURES



Mark A. Brown
President
Associated Appraisal Consultants, Inc.

March 11, 2015
Date

Authorized Signature
City of Menasha

Date

Resolution R-10-15

RESOLUTION APPROVING A 2014 BUDGET ADJUSTMENT OF \$60,002 FOR STREET LIGHTING EQUIPMENT

Introduced by Alderman Rebecca Nichols

WHEREAS, The City of Menasha received a \$60,002 check refunding street lighting overbilling from WE Energies in 2014; and

WHEREAS, The City of Menasha has secured focus on energy grants to replace inefficient HPS street lighting; and

WHEREAS, The funds received do not need to be expended on any specific purpose; and

WHEREAS, It is advantageous to encumber the \$60,002 received for the purpose of purchasing the new energy efficient LED lighting enable the City to better serve our citizens in a more cost effective manor.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Common Council that staff is hereby authorized and directed, per section 3-1-4 of the City of Menasha Municipal Code, to deposit received funds into account 100-1012-541.24-04 and utilize the funds to obtain needed street lighting equipment.

BE IT FURTHER RESOLVED that the project be brought to the Common Council for approval before funds are expended.

Passed and approved this 21th day of April, 2015.

ATTEST:

Donald Merkes, Mayor

Deborah A. Galeazzi, Clerk



MEMORANDUM

To: City of Menasha Common Council

From: Peggy Steeno, ^{PS} Administrative Services Director

Date: April 21, 2015

RE: R-11-15 - Resolution Continuing Appropriations (2014 Fund Balance Reservations)

BACKGROUND

A 'Fund Balance Reservation' preserves funds from the prior year budget, before closing the year, for items that were budgeted, but not able to be spent during the fiscal year. This is part of the year-end evaluation process, and it accomplishes two things: it allows funds from the previous year to be carried forward to fund items that were budgeted and needed, and it gives a truer picture of the year-end Fund Balance for 2014. In addition, it keeps Fiscal Year 2015 clean with respect to budgeted items and spending.

ANALYSIS

Below is a list of the items included in the requested Continuing Appropriations / Fund Balance Reservations, along with the cost and reason for each request:

- *City Wide EEOC Training (\$1,235) – Personnel* – These funds were used for the training that was conducted on April 7, 2015. The training was originally scheduled for 2014, however it need to be rescheduled to a later date which ended up being in 2015.
- *Voting Equipment (\$36,000) – Elections* – In regard to the Voting Equipment, although this is a needed item, it has been temporarily on hold while we await the required certification of the new equipment by the State of Wisconsin.
- *Marketing Materials / Business Recruitment Initiative (\$3,780) – Community Development* – These funds will be utilized to continue on with Marketing Initiative for the City as well as business retention initiatives including printed communications and social media/public relations tool development to be used for business recruitment and promotion of the City of Menasha as a desirable location for persons to live, work and recreate.

- *IT Hardware Update (\$1,746) – Neenah-Menasha Fire Rescue* – These funds will be used to update IT hardware that will be used to house the Firehouse Software upgrade.
- *Library (\$29,000) – Library* – These funds were encumbered by the Library Board to complete needed capital repairs at the library.
- *Replacement Fireplace for Hart Park (\$2,357) – Parks* – This item was ordered in 2014, however, the lead time for the product was longer than expected, and delivery occurred in 2015.
- *Koslo Park Rehab (\$10,000) – Parks* – These funds were earmarked by the Council in late 2014, and will be used in 2015 to complete the needed work.
- *Water Slide Renovation (\$10,000) – Pool* – These funds were earmarked by the Council in late 2014, and will be used in 2015 to complete the needed work.
- *Coplogic Online Reporting and Briefing Program (\$11,000) – Police* – The implementation for this project began in 2014; however, there is still work to be done, so the funds have not yet been released.
- *Vehicle Replacement (\$12,081) – Police* – This item is being included to level out the purchasing and maintain the appropriate rotation of needed police vehicles.
- *Weights and Measures Scale and Case (\$2,713) – Health* – The majority of these funds were earmarked by the Council in late 2014, due to additional funds being received in 2014, and will be used in 2015 to purchase the identified items.
- *Document Imaging Project (\$15,000) – Health (Various)/IT* – This project was initiated in 2013, however, was put on hold until verification could be obtained for the required length of record storage for certain. Then, in 2014, there was a turnover in the Health Director position, so the project was temporarily put on hold. The project will be resumed in 2015.
- *Audiometer and Blood Pressure Cuffs (\$1,286) – Health* - These funds were earmarked by the Council in late 2014, due to additional funds being received in 2014, and will be used in 2015 to purchase the identified items.
- *Miscellaneous Equipment Purchases (\$1,764) – Health* - These funds were earmarked by the Council in late 2014, due to additional funds being received in 2014, and will be used in 2015 to purchase a number of tools and supplies for the Environmental Health Program.

- *State Fee Collected in 2014/Payable in 2015 (\$185) – Health* – This is in regard to the Environmental Health Program.
- *Emergency Preparedness Supplies (\$3,132) - Health* – Monies authorized by the Common Council are being carried over to be available in the event of a disaster.
- *Fluoride Varnish Program (\$32,149) - Health* – These are 2014 Medical Assistance funds and are being carried over as they need to be used for the 2015 programs. This will make the program self-sufficient.
- *Community Needs Assessment (\$4,667) - Health* – These are Medical Assistance funds and are being carried over as they need to be used for this specific purpose.
- *Supplies/Staff-Time – Flu Shot Clinic (\$1,042) - Health* – These are 2014 Medical Assistance funds and are being carried over as they need to be used for the 2015 annual Flu-Shot Clinic.
- *Supplies/Staff-Time – Dental Sealants (\$6,006) - Health* – These are 2014 Medical Assistance funds and are being carried over as they need to be used for the 2015 program as required by the grant.
- *Emergency Preparedness (\$3,956) – Health* – These are grant monies that were paid to the City in advance by the State, and they need to fund the program in 2015.
- *24/7 Emergency Coverage & Cell Phones (\$45,918) – Health* – These are grant monies that are being carried over as required by the grant.
- *Construction Admin. Services for the Senior Center Renovation Project – (\$128) – Senior Center* - These funds are being carried over due to a small carryover invoice with service dates of 2015.
- *City Hall Roof Replacement (\$30,000) – Municipal Buildings* – These funds are being carried over to be added to the 2015 budgeted funds to complete the needed roof replacement.
- *Landscaping Materials for London & Plank (\$5,000) – Street Construction* – These funds are being carried over as this part of the project was not able to be completed in 2014.
- *Traffic Signal Supplies (\$4,560) – Marking & Sign* – These items were ordered in 2014, however, the lead time for the products was longer than expected, and delivery occurred in 2015.
- *Countdown Walk Signal (\$2,100) - Marking & Sign* – This item was moved move to 2015 to take advantage of an opportunity for a joint purchase with the City of Neenah at a discounted price. This item has been ordered.

- *Streetlights (\$60,002) – Street Lighting* – These funds will be used to purchase streetlights that are needed and will be more energy efficient than the existing ones. This opportunity exists due to the refund of monies from WE Energies in late 2014.
- *Generator & Transfer Switch (\$27,650) – Public Works Facility Fund* - This item was ordered in 2014, however, the lead time for these products make it necessary to complete the purchase in 2015.
- *Gate & Gate Opener (\$3,950) – Public Works Facility Fund* - These funds are being carried over to be added to the 2015 budgeted funds to complete the project.
- *Citywide Parcel Management Program (\$3,750) – IT* – These funds are being carried over to be added to the 2015 budgeted funds to complete the project; and, so that multiple departments can select the most appropriate parcel management software for all to use.
- *Email Archiver (\$2,300) – IT* - This item is being requested for carry over due to the current archiver being out of warranty and exhibiting signs of failure. We are running a new solution in tandem with this archiver at this time, and hope to convert to the new solution in the near future.
- *Network Storage Device (\$3,225) – IT* - This item was ordered in 2014, however, delivery occurred in 2015.
- *Website Renovation (\$20,000) – IT* – This project was initiated in 2014; however no funds were released until 2015. The project is expected to be completed in early fall of 2015.

FISCAL IMPACT

By doing Fund Balance Reservations for items that were budgeted in the previous year, we will not negatively impact the current year's budget. Rather, the \$397,682 is set aside from the budgeted funds of the previous year as intended in the 2014 budget. This will allow the City to better evaluate the previous year, as well as the current year, as to overall performance.

RECOMMENDATION

Staff recommends that Council adopt this resolution.

RESOLUTION CONTINUING APPROPRIATIONS

Introduced by Alderman Nichols

WHEREAS, it is desirous and necessary for the City of Menasha to continue some 2014 Appropriations into 2015 to finance ongoing projects,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the Common Council concurring that the following appropriations be continued:

<u>Account Number</u>	<u>Account Name</u>	<u>Amount</u>
100-0202-513	Personnel	\$1,235
100-0204-512	Elections	\$36,000
100-0304-562	Community Development	\$3,780
100-0501-522	Fire - Menasha Share	\$1,746
100-0601-551	Library	\$29,000
100-0703-553	Parks	\$2,357
100-0703-553	Parks	\$10,000
100-0704-552	Pool	\$10,000
100-0801-521	Police	\$11,000
100-0801-521	Police	\$12,081
100-0902-524	Sealer of Weights & Measures	\$763
100-0902-524	Sealer of Weights & Measures	\$197
100-0902-524	Sealer of Weights & Measures	\$1,950
100-0903-531	Health	\$6,895
100-0903-531	Health	\$1,286
100-0904-531	Environmental Health	\$788
100-0904-531	Environmental Health	\$1,764
100-0904-531	Environmental Health	\$185
100-0904-531	Environmental Health	\$3,132
100-0909-531	Dental Program	\$32,149
100-0909-531	Dental Program	\$4,667
100-0914-513	Immunization Grant	\$1,042
100-0916-531	Dental Sealants	\$6,006
100-0918-531	Bio-Terrorism	\$3,956
100-0919-531	Twenty-Four/Seven Coverage	\$45,918
100-0920-531	Senior Center	\$128
100-1001-514	Municipal Buildings	\$30,000
100-1003-541	Street Construction	\$5,000
100-1008-541	Marking & Sign	\$4,560
100-1008-541	Marking & Sign	\$2,100
100-1012-541	Street Lighting	\$60,002
731-1022-541	Public Works Facility	\$27,650
731-1022-541	Public Works Facility	\$3,950
743-0403-513	IT	\$3,750
743-0403-513	IT	\$2,300
743-0403-513	IT	\$3,225
743-0403-513	IT	\$20,000
743-0403-513	IT	\$7,120
Total		<u>\$ 397,682</u>

Passed and approved this ___ day of _____, 2015

Donald Merkes, Mayor

Deborah A. Galeazzi, City Clerk

Attest:



MEMORANDUM

To: City of Menasha Common Council

From: Peggy Steeno, Administrative Services Director

Date: April 21, 2015

RE: R-12-15 - Resolution Transferring / Appropriating 2014 Budget Funds

BACKGROUND

One of the regular steps in the year end process requires an evaluation of the overall spending from the year (2014). In doing so, all accounts are evaluated by the amounts over or under against the respective budget. The transfer process includes utilizing funds from accounts that were under spent, as well as revenues and fund equity when necessary, to support the accounts that were over spent. Because this effectively alters the previous year's budget, Council approval is required.

ANALYSIS

Per the accompanying resolution and attached schedule, all transfers are outlined. The top section of the resolution includes all divisional budgets that had spending in excess of the original budget, and the second section includes divisional budgets that spent less than their original budget allocation and can be used to cover the section one overages.

FISCAL IMPACT

Aside from the spending, in the top section, and the savings, in the bottom section, for 2014, there is no direct financial impact related to the Fund Transfer Action. Rather, it is an accounting function that reconciles the budget to the actual numbers for the 2014 Fiscal Year.

RECOMMENDATION

Staff recommends that Council adopt this resolution.

RESOLUTION R-12-15

RESOLUTION TRANSFERRING/APPROPRIATING FUNDS

Introduced by Alderman Nichols

WHEREAS, it is necessary for the City of Menasha to transfer funds to cover 2014 Budget overdrafts.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the Common Council concurring that the following budget transfers/appropriations be made:

<u>Account Number</u>	<u>Account Name</u>	<u>Amount</u>	<u>Amount</u>
To:			
100-0101-511.XX-XX	Office of the Mayor	\$1,192	
100-0203-512.XX-XX	City Clerk	\$435	
100-0301-523.XX-XX	Inspector	\$43,758	
100-0305-562.XX-XX	Urban Redevelopment	\$23	
100-0405-513.XX-XX	Common Council	\$1,835	
100-0406-513.XX-XX	Illegal Tax/Tax Refund	\$36,445	
100-0706-561.XX-XX	Forestry	\$25,517	
100-0803-521.XX-XX	Community Service Officer	\$1,186	
100-0902-524.XX-XX	Sealer Weights & Measures	\$1,977	
100-0903-531.XX-XX	Health	\$18,654	
100-0904-531.XX-XX	Environmental Health	\$3,933	
100-0905-531.XX-XX	Health Screenings/60 Plus	\$998	
100-0906-531.XX-XX	Prevention Program	\$606	
100-0913-531.XX-XX	Lead Prevention Grant	\$131	
100-0914-531.XX-XX	Immunization Grant	\$1,219	
100-0917-531.XX-XX	Quality Improvement Grant	\$194	
100-0918-531.XX-XX	Bio-Terrorism	\$17,444	
100-1001-514.XX-XX	Buildings Maintenance	\$1,586	
100-1004-541.XX-XX	Street Excavation	\$49,536	
100-1006-541.XX-XX	Snow & Ice Removal	\$88,939	
100-1008-541.XX-XX	Street Signs - Markings	\$11,765	
100-1011-541.XX-XX	Sidewalk Excavations	\$2,716	
100-1012-541.XX-XX	Street Lighting	\$47,244	
100-1013-541.XX-XX	Parking Lots	\$190	
100-1014-543.XX-XX	Canal Maint.-Construction	\$138	
100-1017-543.XX-XX	Refuse	\$68,962	
100-1018-543.XX-XX	Weed Cutting	\$1,058	
		\$ 427,681	
From:			
100-0202-512.XX-XX	Personnel		\$29,217
100-0204-512.XX-XX	Elections		\$435
100-0304-562.XX-XX	Community Development		\$24,986
100-0401-513.XX-XX	Comptroller/Treasurer		\$51,858
100-0702-552.XX-XX	Recreation		\$21,666
100-0703-553.XX-XX	Parks		\$25,192
100-0801-521.XX-XX	Police		\$162,609
100-0908-531.XX-XX	School Health Aides		\$2,527
100-0909-531.XX-XX	Dental Program		\$4,626
100-0916-531.XX-XX	Dental Sealant Program		\$1,436
100-0919-531.XX-XX	Twenty-Four/Seven		\$1,394
100-0920-531.XX-XX	Senior Center		\$1,403
100-1002-541.XX-XX	Engineering		\$28,899
100-1003-541.XX-XX	Street Construction		\$45,658
100-1009-541.XX-XX	Sidewalks and Crosswalks		\$24,628
100-1019-552.XX-XX	Lift Bridges		\$1,147
			\$427,681

Passed and approved this ___ day of _____, 2015

Donald Merkes, Mayor

Attest:

Deborah A. Galeazzi, City Clerk

FISCAL NOTE: This resolution is to cover those individual divisions which exceeded their budgeted amount.

Peggy Steeno, Administrative Services Director



MEMORANDUM

To: City of Menasha Common Council

From: Peggy Steeno, Director of Administrative Services

Date: April 21, 2015

RE: RESOLUTION R-13-15 – Resolution Dissolving Tax Incremental Finance District #1

BACKGROUND

On December 3, 1985, the Council approved a Tax Incremental Financing Project Plan (TIF) for a new Tax Incremental District (TID) identified as TID #1. The purpose for creating the TID was to support the development of the Menasha Marina and Harbor Place Office Building.

ANALYSIS

TID #1, after being designated as Distressed Tax Incremental Finance District in 2012, has generated enough tax increment to pay off all of its debt service obligations and must now be closed.

As a distressed district, it is likely that there will be little to no excess funds upon closure; however, any remaining funds will be distributed back to the affected taxing entities.

After termination, staff will complete the following:

- Engage Schenck, SC, the City's independent auditor, to complete the required close-out audit,
- Distribute any remaining funds to all affected taxing entities, and
- Notify the Wisconsin Department of Revenue of the termination, as well as forward the final audit of the district to them.

FISCAL IMPACT

Upon dissolution, the tax increment for this district will be converted to general tax revenue for all subsequent tax years, and any remaining funds in the account will be divided among all of the taxing entities according to Wisconsin Department of Revenue regulations.

RECOMMENDATION

Staff recommends adoption of the above noted resolution.

Resolution R-13-15

A RESOLUTION DISSOLVING TAX INCREMENTAL FINANCE DISTRICT #1

Introduced by Mayor Merkes

WHEREAS, on December 3, 1985, the City of Menasha Common Council adopted R-41-85, creating Tax Incremental Finance District #1 (TID #1), with an effective date of January 1, 1986, to support the development of the Menasha Marina Harbor Place Office Building; and

WHEREAS, on August 6, 2012, the City of Menasha Common Council adopted Resolution R-31-12, designating TID #1 as a Distressed Tax Incremental Finance District pursuant to Wisconsin Statute 66.1105(4e)(1); and

WHEREAS, on September 4, 2012, the City of Menasha Common Council adopted Resolution R-33-12, amending the Project Plan for Tax Incremental Finance District #1 pursuant to Wisconsin Statute 66.1105(4)(h)(1); and

WHEREAS, on September 6, 2012, the Winnebago County Joint Review Board adopted Resolution 1-12, approving Project Plan Amendment #2 to TID #1, designating TID #1 as a Distressed Tax Incremental Finance District; and

WHEREAS, Wisconsin Statutes require that when a municipality recovers its cost incurred in a district, the district shall be dissolved.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Common Council of the City of Menasha that Tax Increment Finance District #1 is dissolved.

Passed and approved this 21st day of April, 2015.

ATTEST:

Donald Merkes, Mayor

Deborah A. Galeazzi, Clerk

RESOLUTION R-14-15

RESOLUTION OPPOSING THE ELIMINATION OF PERSONAL PROPERTY AND
COMPUTER AID TAX

Introduced by Alderman Nichols.

Whereas, Representative Bob Kulp (R-Stratford) and Senator Tom Tiffany (R-Hazelhurst) plan to introduce legislation that would eliminate both the personal property tax and the computer aid payments made to local governments; and

Whereas, the total statewide personal property tax levy in 2013 (collected in 2014) was \$290 million; and

Whereas, the State has been making computer aid payments to local governments since 2001 to offset the personal property tax exemption for computer equipment that was created that year, with the total payment for 2015 set at \$83.8 million; and

Whereas, elimination of the personal property tax on businesses will result in even more of the property tax burden shifting to residential homeowners, who, on average already pay 70% of the statewide property tax levy; and

Whereas, the impact of eliminating the personal property tax will be greatest in the cities and villages where most of the personal property tax base is located, and

Whereas, fully exempting all personal property from the property tax will likely result in a reduction in the incremental levy for many tax incremental finance districts; and

WHEREAS, in the City of Menasha, the loss of computer aid payment for exempt computers would mean \$14,881 less for the City's General Fund and \$335,059 less for the City's TIDs, for a total decrease in state aid payments of \$349,940; and

WHEREAS, in the City of Menasha, the shift to residential homeowners would be \$753,695 of tax levy for current personal property taxes; and

WHEREAS, the resulting tax rate increase from the elimination of Personal Property and Computer Aid Tax will be \$1.1293 per \$1,000 valuation, or \$141.16 on a \$125,000 home.

NOW THEREFORE BE IT RESOLVED, that the City of Menasha opposes any attempt by the State Legislature to eliminate the personal property tax and the computer aid payments local governments receive for tax-exempt computer and related equipment; and at a minimum, the loss in local tax base and resulting tax shift must be addressed before moving forward with the legislation.

BE IT FURTHER RESOLVED that the City Clerk be instructed to send a copy of this resolution be sent to Governor Walker, Senator Roth, Senator Tiffany, Representative Stuck and Representative Kulp.

Passed and approved this day of , 2015.

Donald Merkes, Mayor

Attest:

Deborah A. Galeazzi, Clerk



MEMORANDUM

To: City of Menasha Personnel Committee

From: Peggy Steeno, Director of Administrative Services

Date: March 16, 2015

RE: Formal Creation of the Administrative Services Department / Transition of Human Resources to the Administrative Services Department / Authorization of a Human Resources Coordinator Position

BACKGROUND

As a result of the Springsted Study/Report that was completed in early 2013, and the Council/Mayoral decision to hire an Administrative Services Director in mid-2013, the process to create an Administrative Services Department was initiated.

Since that decision was made, the City has completed a number of the steps in the process, some with slight variations, as noted in the attached 'How to create an Administrative Services Department' Memo from the City Attorney to the Personnel committee in April of 2013, including the following:

- An Administrative Services Director was hired and began employment with the City on 9/30/2013;
- The duties of the Staff Accountant position were adjusted and the Financial Manager position was created in January of 2014;
- The Administrative Services Director assumed responsibility for the payroll function over the course of the 2014 calendar year, including payroll budgeting; and
- The Administrative Services Director, in conjunction with the IT Steering Committee and the Common Council, created an Information Technology (IT) Plan that was implemented in early 2014, and continues in 2015.

With the above steps completed, and operating successfully, there are a few additional elements of the plan that still need to be executed, including the following:

- The formal creation of the Administrative Services Department;
- The transition of the human resources function to the Administrative Services Department; and
- The replacement of the Human Resources Specialist position with a Human Resources Coordinator position in the table of organization.

ANALYSIS

Formal Creation of the Administrative Services Department: This action would formally create the Administrative Services Department that was initiated in mid-2013, and continues to evolve over time. The attached draft organizational chart of the proposed department details the four (4) functions of the department: Information Technology, Finance, Human Resources, and Assessor, and illustrates the existing and requested staffing/resources in each area.

Hiring of a Human Resources Coordinator: With the upcoming retirement of the temporary Human Resource Specialist, in June of 2015, a replacement position, Human Resources Coordinator, is being requested at this time. The change of position is needed to assist the department in achieving many new goals, as well as completing the existing duties, as outlined below:

- Existing – Recruitment/hiring function;
- Existing – Benefit management;
- Existing – Wellness initiative;
- Existing – City training programs;
- New – Human resource planning for the future including professional development planning, performance management, and succession planning;
- New – Maintaining the City’s Personnel Policy Handbook, which covers all non-represented employees;
- New – Citywide personnel related communications;
- New - Payroll oversight and back-up;
- New - Maintaining position descriptions of all authorized City positions; and
- New – assisting with strategic planning, contract negotiations, and discipline.

The education, experience, and necessary skills for the proposed position include:

- Bachelor’s degree in Human Resources or a related field;
- Three to five years’ experience in human resources management;
- Government human resources experience preferred;
- Knowledge of human resources and payroll laws;
- Possess numbers/accounting insight;
- Effective communicator / strong interpersonal skills;
- Excellent organizational skills & ability to prioritize;
- Discrete / confidentiality required;
- Excellent computer skills;
- Problem solver; and
- Initiative / do what it takes attitude.

In analyzing the proposed position, and the appropriate salary for this exempt, non-represented position, consideration was given to both external equity, how the position relates to similar positions in comparable Wisconsin communities, taking into account both size and geographic comparables, and internal equity, where the position fits within the organization. As a result of the analysis, the HR Coordinator position and paygrade are being recommended as detailed below:

	<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum (25 Yrs.)</u>
(Existing) HR Specialist	21	\$45,349	\$50,399	\$55,449
<i>(Proposed) HR Coordinator</i>	<i>15</i>	<i>\$55,550</i>	<i>\$61,711</i>	<i>\$67,872</i>

Also, in conjunction with the Springsted Study/Report, the combination of City HR functions and Utility HR functions is currently being evaluated. There is interest on the part of the Utility Commission as well as the Mayor to work together on this endeavor; however the details have not been worked out as of this time. Updates will be provided as they are available, and Utility staff will be invited to participate in the hiring process.

FISCAL IMPACT

The fiscal impact of the requested actions includes the following: the difference in salary between the new and existing positions, as noted above; the difference in benefits, as will be determined when the hiring takes place; and the remodeling that will occur in the Finance Office to accommodate the two additional positions being housed in this area. Overall, the increased costs in 2015 for this initiative are currently estimated at \$6,687 to \$10,220, and the annual increase in 2016 is estimated at \$9,375 to \$16,440. The 2015 increased costs are able to be absorbed into the Personnel Division Budget due to expected positive variances in the following accounts: legal services, medical services, and management services; a short staffing vacancy; and a delayed start of benefits for the newly hired employee. In addition, any potential contribution from the Utility for shared services is not yet factored in.

RECOMMENDATION

Staff recommends approval of the creation of the Administrative Services Department, the transfer of the human resources function to the Administrative Services Department, and the replacement of the HR Specialist position with the Human Resource Coordinator position at the salary range listed above.



MEMORANDUM

April 11, 2013

TO: PERSONNEL COMMITTEE

FROM: PAMELA A. CAPTAIN, City Attorney/Personnel Director

RE: HOW TO CREATE AN ADMINISTRATIVE SERVICES DEPARTMENT

PURPOSE OF THE CHANGE: To create a higher level of integration between financial and administrative services within the City of Menasha.

Moving towards creating an administrative services department will take time. One of the first steps is to hire an administrative services director. This person will fill the mission critical comptroller/treasurer position. It is not an additional position. Over time, various duties will be shifted and positions restructured. When the Administrative Services Department is finished being put together, it is anticipated that approximately 50% of the comptroller/treasurer duties will be performed by the Administrative Services Director with the remaining 50% of the position duties focused on management (of finance, IT and human resources), forecasting and financial planning. This will require that approximately 50% of the remaining comptroller/treasurer duties will have to move to the remaining members of the department.

The city has a staff accountant position which position will need to be adjusted to take on additional higher level accounting/treasurer duties. The position level will likely be that of treasurer/deputy comptroller. Work will need to flow out to other employees in the administrative services department. There are currently two account clerk positions. With the addition of the payroll clerk position moving from personnel to finance, there will be three positions under the treasurer/deputy comptroller position. With the shifting of these positions a third person moves to the finance end of the administrative services department allowing the work to be better distributed. Additional training for current employees will be necessary and will be offered.

Once the administrative services director is in place and the finance part of the department is functioning to the satisfaction of the director, Information Technology will be the next area on which to focus. Springsted informs us that changes are necessary as it relates to the city's IT structure. An overall IT strategy is lacking. The Administrative Services Director will fill a current void as it relates to developing an overall IT strategy. The Administrative Services Director will further discussion and planning to determine what, if any, additional changes should occur as it relates to IT services.

The final piece in creating an Administrative Services Department is to move human resources functions. In order to complete this piece, Springsted suggests working with the utilities to share some of the human resources functions, including the creation of a Human Resources Manager. This will require discussion and planning by and between the city and the utility to determine the best way to meet both our needs.

The recommendation from Springsted Incorporated to create an Administrative Services Department represents a plan for the future for the City of Menasha. This is a change to the way the City of Menasha has been doing business. As with any change there are steps that need to be taken before the change is completely effectuated. Change is a process that occurs over time. We determine the time over which this change process occurs. There will be questions that come up as we move through the process of change. That is expected and it is also a necessary element to making a change. We may decide to make an adjustment to our plan along the way. There is no requirement that once we start heading towards making a change that we must continue on the same path towards it.

