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

CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, May 18, 2015
6:00 PM
AGENDA

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL/EXCUSED ABSENCES

D. PUBLIC HEARING

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

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS
1. PC Styka – Police Officer Recognition.
2. Mayor Merkes - R-17-15; Resolution Saluting the Menasha High School Varsity Football Team.
3. Mayor Merkes - American Cancer Society Relay for Life Proclamation.
4. Clerk Galeazzi - the following minutes and communications have been received and placed on file:

Minutes to receive:
a. Administration Committee, 05/04/15.
b. Board of Health, 04/08/15.
c. Board of Public Works, 05/04/15.
d. Committee on Aging, 04/09/15.
e. Landmarks Commission, 04/02/15.
f. Parks and Recreation Board, 04/13/15 and 05/11/15.
g. Water and Light Commission, 04/22/15.

Communications:
h. April 7, 2015 Election Board of Cavassers Results.
i. RecyclethatStuff.com; Certificate of Recycling, April 25, 2015.
j. League of Wisconsin Municipalities, 05/04/15; Legislative Bulletin-Joint Finance Committee (JFC) Decides Recycling Grant Funding Level this Week.
k. League of Wisconsin Municipalities, 05/05/15; JFC Retains $4 Million Cut to Recycling Grant Program.
l. Clerk Galeazzi, 05/12/15; League of Wisconsin Municipalities Workshop.
m. DPW Radtke, 05/14/15; Gilbert Trail Project Costs.
n. Mayor's Proclamation; National Public Works Week, May 17-23, 2015.

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

Minutes to approve:
1. Common Council, 05/04/15.

Board of Public Works, 05/04/15 – Recommends the Approval of:
2. Street Use Application – Memorial Day Parade; Monday, May 25, 2015; 8:00 AM – 10:00 AM (Twin City Veterans).
3. Street Use Application – Diablo Cycling Criterium; Sunday, June 7, 2015; 7:00 AM – 7 PM (Diablo Cycling).
4. Change Order – Commonwealth Construction; Project PF 13B-14; ADD: $92.74; Change Order No. 2 (Senior Center).

5. Payment – Janke General Contractors; Gilbert Riverfront Trail; Contract No. 2014-03; $68,951.00 (Payment No. 1).
6. Payment – Janke General Contractors; Gilbert Trestle Improvements; Contract No. 2014-04; $98,087.50 (Payment No. 1).
7. Recommendation to Award - Contract Unit No. 2015-02; Library/City Hall Re-Roofing Project; Borsche Roofing Professionals, Inc.; $106,659.78.

H. ITEMS REMOVED FROM CONSENT AGENDA

I. ACTION ITEMS
1. Accounts payable and payroll for the term of 05/07/15 to 05/14/15 in the amount of $1,930,003.97.
2. Beverage Operators License Applications for the 2013-2015 and 2015-2017 licensing period.
3. Development Agreement by and between The City of Menasha, Wisconsin and Menasha Downtown Development, LLC.
4. Amendment to Redevelopment Agreement between City of Menasha, Wisconsin and Developer (McClone Downtown Development LLC) dated April 7, 1997.
5. Motion to remove from the Table - O-8-15; An Ordinance Amending Title 13 By Making Certain Changes to the District (In Proximity to Main and Mill Street). (Introduced by Mayor Merkes). (Recommended by the Plan Commission). (Alderman Nichols).

J. ORDINANCES AND RESOLUTIONS
1. O-10-15 An Ordinance Amending Title 2, Chapter 2 of the Code of Ordinances. (Mayor; Common Council) (Introduced by Ald. Benner).

K. APPOINTMENTS

L. HELD OVER BUSINESS

M. CLAIMS AGAINST THE CITY

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

O. ADJOURNMENT

MEETING NOTICE
Monday, June 1, 2015
6:00 p.m.
Committee Meetings to Follow

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

City of Menasha • Police Department
Police Chief Timothy J. Styka
tstyka@ci.menasha.wi.us

Menasha

To: Members of the Common Council

From: Chief Tim Styka

Date: May 14, 2015

RE: Annual Report and Police Week Recognition Awards

During National Police Week we take the time to reflect upon the past year. As part of the events during the week we recognize officers and community members for their actions. The following awards were given:

HONORARY OFFICER AWARD

This award was presented to Kyla Barge a student at Maplewood Middle School. Based upon Kyla's upbringing she had a fear and mistrust of police officers. Through working with Officer Cook, she developed an appreciation and admiration for what law enforcement does for the community and has become an advocate for work the police do.

TEAMWORK

Officer Thorn, Officer Swenson and Officer Gallagher: The officers utilized a moving roadblock technique to successfully end a pursuit without injuries or damage. They were attempting to stop the vehicle after several 911 calls of the driver almost crashing into other vehicles, going through traffic signals and driving on the wrong side of the road.

Officer Groeschel and Lt. Hanchek: These officers took the idea of a Peer Support Program from concept to becoming operational. This group provides a support network for law enforcement employees and their families in Winnebago County.

INDIVIDUAL ACCOMPLISHMENT

Officer Schrampfer has been working on a Law Enforcement Memorial license plate for the past 5 ½ years. He attended several meetings in Madison and spent countless hours on the phone and sending emails to make this a reality. The plate is now a reality based upon all of his hard work and dedication.

SERVICE AWARDS

Mark Mauthe – 27 Years* Missed getting the award in 2013
Jim Verkuilen – 25 Years
Ann Gollner – 20 Years
Amy Cook – 15 Years

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

NEW OFFICERS
John Abrahamson
Raymond Berna

CHIEF'S AWARD
Ron Bouchard

OFFICER OF THE YEAR NOMINEES
Officer Sara Swenson
Inv. Pete Sawyer

OFFICER OF THE YEAR
Inv. Mark Mauthe

Our Community Liaison Aaron Zemlock has also completed the 2014 Annual Report. I have attached a copy for your review. This report looks back at the previous year and provides the information on programing and statics from the past year.

We would like to thank the community for their support over the past year, especially after the events on May 3rd. The tragedy on the Trestle Trail has been difficult for the community and especially for the families that have lost loved ones. However, the strength, support and caring that people has shown for each other makes us proud to serve such a wonderful community.

City of Menasha

POLICE

Department

2014 Annual Report

TABLE OF CONTENTS

INTRODUCTION

Mission Statement 1
Message from the Chief ..... -
Organizational Chart 3
Staff 4
City Snapshot 6

YEAR-END HIGHLIGHTS

Youth Programs 7
K9 Program 9
Volunteering for a Cause 10
Technology 11
Police Benevolent 12

DEPARTMENT OVERVIEW

Administration 13
Patrol 14
Investigations 15
Community Policing 16
School Liaison 18
A Word, From the Liaisons 19
Support Service 22

STATISTICS

Calls for Service 24
Crimes and Arrests 26
Crime Clock 28

Our mission is to be the model of modern police services, built upon a strong partnership with the community, using respect, creativity, and technology to find solutions and improve the quality of life for all.

CHIEF'S MESSAGE

Welcome and thank you for taking the time to look at our 2014 Annual Report. This is our second year of publishing this report. This is a great opportunity for us to provide information on what we have done to meet the needs of the community, addressing trends in crime and provide some highlights of projects or events from the past year.

2014 has been one of the most challenging years to work in law enforcement. Based upon a number of events which have taken place across the country there is high level of skepticism and mistrust of law enforcement. A look back at history shows similar issues back in the 1960's and 1970's. The solution to the community relations issues was the introduction of community policing. While I agree with the roots and philosophies of community policing, it has not continued to adapt as times have changed. Law enforcement is dealing with threats we thought we never would have seen, such as terrorism and active shooters. These added challenges moved us away from some of the successful strategies in the 1990's and 2000's.

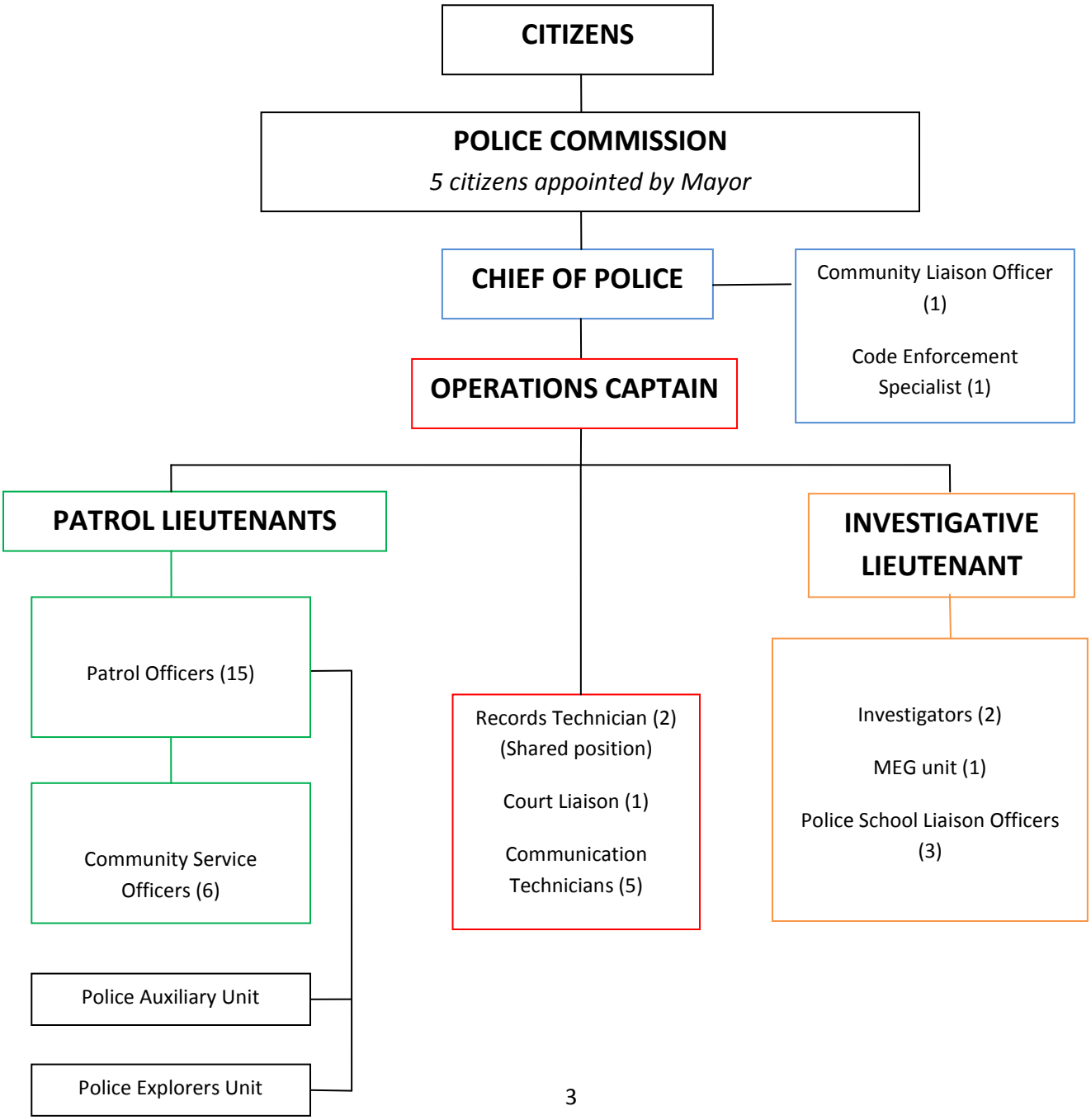
You may be asking, "Thanks for the history lesson Chief, what does this mean to me, a citizen in a safe community in Northeast Wisconsin?" I think this means a lot. I could sense this was coming and we have been working over the past few years to try and avoid the issues that have impacted other communities. It is essential for us to have an open line of communication with the community, provide clear and accurate documentation of activities we are involved in and treat members of the community with dignity and respect. Through initiatives such as social media discussions and Coffee with the Cops we do strive to keep the lines of communication open. We have taken steps to equip our officers with body cameras to ensure there is an unbiased record of events. Finally, for the past few years we have been emphasizing the concepts of "Procedural Justice" which underscores the importance of how we work with the community. The four pillars of procedural justice consist of: 1) fairness and consistency of rule application, 2) impartiality and unbiased decision maker neutrality, 3) voice and representation in process, and 4) transparency and openness in process.

While 2014 has been a challenging year for law enforcement, we are committed to being a model for modern police services. Stay tuned to new and innovative projects that we will be working on in 2015. On behalf of the employees of the Police Department, it is an honor to serve Menasha and as always I welcome your feedback.

Serving our community,

Chief Timothy Styka

ORGANIZATIONAL CHART



STAFF - SWORN

CHIEF OF POLICE
Timothy Styka

OPERATIONS CAPTAIN
Brett Halderson

INVESTIGATIVE LIEUTENANT
Ronald Bouchard (Ret.)

PATROL LIEUTENANTS
Lawrence Bonneville
Charles Sahr
Angela Hanchek
Jamal Kawar
Matthew Albrecht

INVESTIGATORS
Mark Mauthe
Stephanie Gruss

COMMUNITY LIAISON OFFICER
Aaron Zemlock

POLICE – SCHOOL LIAISONS
Ann Gollner
Amy Cook
Jeff Jorgenson

PATROL OFFICERS
Martin Schrampfer
Roger Picard
Nick Oleszak
Sara Swenson
Jim Verkuilen
Chris Groeschel
Matt Lenss
Pete Sawyer
Matt Spiegel
Nick Thorn
Dan Hoernke
Anthony Edwards
Denton Heidemann
Josh Gallagher
Adam Miller
John Gollner

STAFF - CIVILIAN

POLICE COMMISSION

Ron Duuck
Tony Gutierrez
Marshall Spencer
Jason Dionne
Terri Reuss

RECORDS CLERK (SHARED POSITION)

Jenny Groeschel
Ginger Tralongo

COURT/TRAFFIC LIAISON

Bev Sawyer

COMMUNICATIONS TECHNICIAN

Darlene Krause
Sharon Beyer
Amber Olson
Debbie Borchart
Mary Janssen
Sheri Grotto
McKenzie Paul

CODE ENFORCEMENT SPEICALIST

Joe Polzien

CROSSING GUARDS

Robert Piel	Ray Zielinski (relief)
Gary Gallant	Mark Mennen (relief)
Rich Sokel	Sue Biese (relief)
Mickey Mennen	Jill Beining (relief)
Lori Davis	Will Hoerning (relief)

CITY SNAPSHOT

The City of Menasha is situated right in the heart of the Fox Valley on the north shore of Lake Winnebago. The 17,437 residents comprise a diverse and engaged community in which we are proud to serve. Menasha is in a period of economic revival and during this past year, many steps have been taken towards the continued revitalization of our downtown and other key areas of interest in the city.

The City of Menasha encompasses a total of 7.72 miles spanning both Winnebago and Calumet Counties. The various neighborhoods in the city range from a central core of traditional ranch and two-story homes, to large lakefront residences, and newer subdivided neighborhoods to the east. Each neighborhood has its own unique character and charm.

Our officers patrol just over 90 miles of streets within the corporate limits of Menasha. Our patrols cover every road from private streets to main thoroughfares like US Highway 10 and State Highways 47 and 114. The streets wind through our residential neighborhoods, industrial zones, downtown, and parks.

YOUTH PROGRAMS

MENASHA POLICE EXPLORERS – Supporting and interacting with the youth in our community has always been a priority of the Menasha Police Department. We realized there was a gap in our ability to interact with our high school aged students and started looking at programs that would allow us to fulfill this goal. In fall of 2012, we started the Menasha Police Explorers program. Students from the Neenah and Menasha school districts who express an interest in the law enforcement career are sent invitation letters to attend an open house meeting. Since 2012, we have maintained an impressive number of youth interested. We currently have 15 youth actively participating in the program.

The program is supervised by Menasha Officers Nick Thorn and Anthony Edwards, as well as Officer Chad Gruenstern from Neenah Police Department, and Menasha Auxiliary Officer Jim Meyers. Funds for the unit from 2014 were generated through the dedicated fundraising efforts by the youth as well as a small annual membership fee.

Menasha Police Explorers assisted the police department with a variety of events that took place in the city like the Fourth of July fireworks, handing out candy for Halloween, assisting the Menasha Public Library with a children's story walk, and with pedestrian crossing during parades.

Students in the Neenah and Menasha school districts who are 15 ½ years old or older are eligible to join. Contact **Officer Nick Thorn, nthorn@ci.menasha.wi.us, for additional info.**

YOUTH ACADEMY – Our Youth Academy was not held in 2014 due to low registration. Between summer school and the many other activities kids are involved in, we didn't meet our minimum number to hold the program. It will return in 2015. The Youth Emergency Services Academy was created to provide middle school youth an opportunity to explore the fields of law enforcement, fire/rescue, and emergency medical services. Current year 6th, 7th, and 8th grade students apply and the first 15-20 students are selected to participate. Students spend an entire day with the fire department running drills and rappelling. A variety of police related topics are also taught that include: traffic stops, Simunitions, crime prevention, and OWI enforcement.

A large number of officers participate in teaching the various aspects of the job. The City of Menasha Health Department provides the first aid instruction as well as a health and nutrition piece. Neenah/Menasha Fire Rescue has been involved since the first session and provides a great insight into the fire/rescue profession.

Engaging Our Youth

In June of 2014, Officer Matt Lenss, along with others from the department participated in the Free Fishing day event at Jefferson Park. As an informal Cops and Bobbers type event, Officers were there to lend a hand in baiting hooks, casting, removing fish, and any other need that arose with the young fishermen and fisherwomen. Community First is sponsoring the 2015 event with Heckrodt Wetland Reserve and you can bet we will be there again to help out!!

Our Chief and other officers have participated in book readings to our young ones at various schools and when time allows, our officers have been known to play a little catch with the neighborhood kids or shoot a few hoops. A great perk of the job.

K9 PROGRAM

K9 ATHOS - Shortly after the first of the year our new K9 Officer arrived here in Menasha. Officer Spiegel began training immediately with Athos, a black German Shepherd, from the Czech Republic. We are truly fortunate to work for a community that saw the value of having a strong K9 program in the city and are confident that Athos and Officer Spiegel will continue to do great work for our community.

Athos and Officer Spiegel had their first official active duty work day together on March 30, 2014. Although the numbers of vehicles on the road during the night shift have declined, Athos has still been working hard. Of the 53 sniffs conducted, 28 resulted in arrests for various drug related crimes. He has also been involved in tracking two suspects and was able to locate the suspect in both cases. The team of Athos and Officer Spiegel are an incredible asset to our department and to the community.

Narcotics

Total Narcotic Sniffs: 53

Marijuana: 117.51g

Ecstasy: 2 tab

Drug Paraphernalia: 40 items

Total Arrests: 28

Percentage of accuracy: 96%

Tracks

Total Tracks: 2

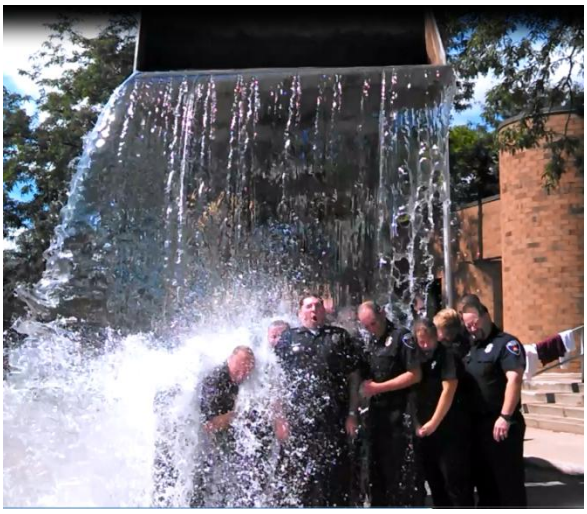
Percentage of accuracy: 100%

Officer Spiegel and Athos have also been able to do several community events where adults and children alike were able to meet our K9. A January 13th event for the Menasha Library was held at Luigi's where Officer Spiegel and Athos read children's books to a large number of kids. Lines were forming outside the door. We believe Officer Spiegel did most of the reading…

VOLUNTEERING FOR A CAUSE

Most officers when asked why they chose to work in this profession will tell you that they wanted to help people. As cliché as it may sound we believe that rings true with our staff. A fantastic thing about our officers and staff is that the desire to help others doesn't stop when the uniform comes off. Throughout the year, members of our department participated in many fundraising events for local, regional, and national causes.

SPECIAL OLYMPICS - Investigator Mark Mauthe has been extensively involved with supporting adults with intellectual disabilities who are striving to realize their dream of becoming Special Olympic athletes. He was voted into the Special Olympics Volunteer Hall of Fame in 2013 and in the past represented the State of Wisconsin as a torch bearer in the national competition in Lincoln, Nebraska. Our officers participate in the Torch Run, the Polar Plunge, Lock-up-a-Cop, Dunk-a-Cop, Bowl-a-Thon, and other fundraising events for Special Olympics. The smile on the athletes' faces is a fantastic reward.



ALS – ICE BUCKET CHALLENGE – After a challenge was thrown down by the Town of Menasha Police Department, our department accepted and decided to participate in the Ice Bucket Challenge in grand fashion. The City of Menasha Public Works Department was more than happy to provide the very large bucket and freezing water for the successful challenge. Nineteen members of our department took part and donations by our Menasha Police Benevolent and individual officers were made.

TECHNOLOGY USAGE

The Menasha Police Department has continually been at the forefront of new uses and designs of technology in the State of Wisconsin. By staying on the cutting edge of law enforcement technology, we are better able to provide higher levels of service to our community.

MOBILE VIDEO CAMERAS

Menasha squad cars have been equipped with video recording systems for some time. Recent upgrades have included cameras which record prisoner activities in the backseat as well. In our efforts to further increase transparency and accountability we are in our third year using wearable body cameras while on patrol. These allow officers the ability to capture evidence while out of view of the squad cameras. They have proven to be an invaluable tool.

FINGERPRINT IDENTIFICATION

Our department was fortunate to be one of the only agencies in the area to have a FastTrack fingerprint scanner which allowed us to quickly check for a person's identity if it was in question. We now have a portable unit in the supervisor's vehicle which brings this technology out onto the street. This allows for even quicker identification of a suspect which greatly increases officer safety and reduces time spent on the call.

DIGITAL RADIO SYSTEM

Every police agency in Winnebago County switched from an analog to an 800 MHz digital radio system. The changeover was required in order to comply with the FCC's new frequency plan for public safety in the United States. A note to those who like to listen to police scanners: You will need to purchase a new digital scanner as the old scanners will not receive the new broadcasts.

TRACS 10

The TRACS or Traffic and Criminal Software system went through a major overhaul this past year. Officer Martin Schrampfer was integral in getting the new system installed in our squads and station computers and provided valuable insight to the state regarding implementation issues. This system allows officers to complete warnings, citations, and accident reports in a digital format and even print out paperwork in the squad. All data is uploaded automatically.

POLICE BENEVOLENT

The Menasha Police Benevolent Association (MPBA) is comprised of current police department employees and retirees. The benevolent exists to support its members by cultivating fellowship among its members and to provide a medium for the exchange of knowledge and experience that fosters high professional standards. A primary function of the MPBA is to conduct charitable, educational, and recreational activities for the benefit of its members and the public. Members pay dues and an annual fundraiser is held to support the benevolent association's activities.

The MPBA strives to support the members and their families by providing events that honor and reward their hard work during the year. A family picnic in the summer and a Christmas party in the winter give members and their families a chance to enjoy one another's company outside of the work environment. During National Police Week, a dinner and awards ceremony is held to honor those officers who went above and beyond their expected call of duty.

A primary function and focus of the MPBA is to give back to our community. Last year we were able to support over a dozen community and/or law enforcement organizations or members by providing money or goods they needed. In 2014 support was provided to the Menasha High School Post Prom, Police Unity Tour, Special Olympics Fox Valley, Suburban Athletics Baseball, Racine College Baseball, Menasha Auxiliary Easter Egg Hunt, Menasha K9 Corps, Brown Family, Pomeroy Family, Menasha Football banner, Victim Crisis Response Team, Menasha Library, and others. We also adopt several families for the Christmas Giving program and this year, rang a few bells for the Salvation Army's Red Kettle Campaign.

Thank you for your continued support of our organization. Save the date, Friday, October 2, 2015 for this year's concert at Waverly Beach. We will have Simply Elton who does an amazing Billy Joel/Elton John tribute performance!

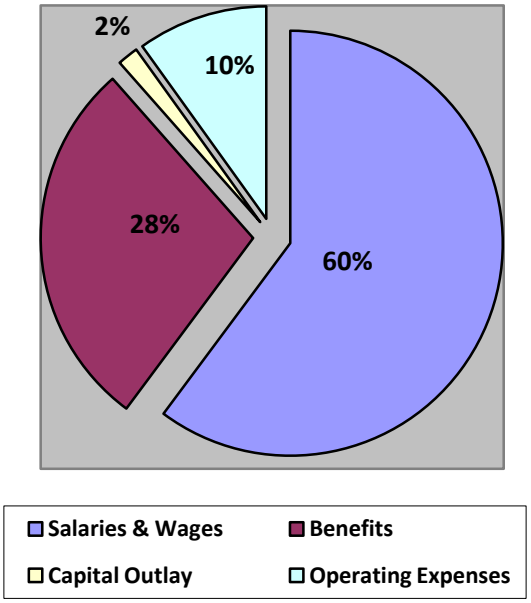
SIMPLY ELTON

POLICE ADMINISTRATION

The administration division of the police department consists of the Chief of Police and our Operations Captain.

Managing the department budget, officer training, and writing procedures and policies are just a few of the tasks taken on by this division. Striving to provide the best and most fiscally responsible level of service is at the forefront of each decision they make.

Police Budget	
Year	Amount
2014	$4,562,226
2013	$4,571,493
2012	$4,518,717



The pie graph illustrates the general breakdown of spending areas within the police department budget. As it is with most organizations, personnel costs make up the largest portion of the budget. The capital outlay and operating expenses provide the officers with the equipment they need to adequately serve the community.

In 2014, the police department continued to work at filling vacancies at the patrol level. The pool of applicants seeking law enforcement careers is getting smaller. Coupled with the rigorous standards for hiring, filling positions with the best possible candidates is an arduous task but one we will not compromise on.

PATROL DIVISION

Patrolling our streets remains a primary function of the department. The term "patrol" often conjures up images of officers driving through neighborhoods, making traffic stops, and running radar. All of those things happen on a daily basis but there is much more that happens with our officers on patrol.

Traffic enforcement is a high priority for our agency and is probably the number one complaint in any city. To address this more efficiently, we established a traffic reporting program where citizens can email or call in a specific complaint regarding a traffic issue in their neighborhood. A designated officer will share that complaint with the appropriate shift and officers are assigned to address it. A follow-up call is made to the citizen filing the complaint to let them know what was found and what enforcement action was taken. You can file a similar report by calling 920-967-3575 or email rpicard@ci.menasha.wi.us.

Responding to the more than 10,000 calls for service annually utilizes a significant portion of time for officers. Patrol officers respond to a multitude of calls for service ranging from citizen assists, disturbances, burglaries, robberies, drug and alcohol complaints, to homicides. In addition to responding to criminal complaints, officers often focus on preventative measures like checking business doors at night, patrolling parks and other public spaces like the trestle trail and school properties.

INVESTIGATIONS

There are currently two full-time investigators on staff with our department. They are supervised by an Investigative Lieutenant. Patrol officers respond to initial complaints and are often able to complete the investigation on their own. There are other circumstances when either the seriousness of the crime or the scope of the incident is too large for patrol follow-up or investigation. These cases are assigned to one or both investigators for follow-up.

There is no such thing as a "typical day" in any law enforcement position. This is especially true for investigators. Contrary to the television portrayal of crime scene investigators, very little time is spent on actual evidence collection. The reality is that our investigators spend a lot of time talking to people. They chase down leads, interview witnesses and suspects, write subpoenas and search warrant requests, log evidence, and write reports. All of which is essential for a successful investigation and prosecution.

Investigators attend specialized training throughout the year to help hone their skills. By attending conferences and trainings for homicide investigations, investigating missing persons, evidence collection techniques they are able to learn about the latest advancements in crime fighting technology and the best practices being utilized for investigations. The ever-changing technology in the field of evidence collection and analysis is exciting and we are fortunate to work in a department that embraces adapting to what is considered the best practice.

As drug trends change, so does the focus of the MEG unit. The current increase in heroin use and distribution has once again changed the landscape of drug enforcement in the Fox Valley and surrounding area.

Our department also provides a full-time investigator to the Lake Winnebago Area Metropolitan Enforcement Group or MEG Unit. The MEG Unit is a 13 officer unit comprised of officers from Winnebago, Outagamie, Calumet and Fon du Lac. Their focus is on the distribution and manufacturing of illegal drugs within the four county area.

COMMUNITY POLICING

2014 was another great year for our Community Liaison Officer, Aaron Zemlock. He had the opportunity to once again go out into the community and present to various groups on a variety of topics. The issue of workplace violence seemed to be of great concern to businesses small and large. In addition to physical security surveys for these business locations, assistance was provided in developing emergency response plans, and training was provided to employees in both the office and manufacturing/warehousing areas. This provides a great opportunity for private and public sector to collaborate on keeping their employees safe.

The implementation of the A.L.I.C.E program in our area schools was started and will continue through this upcoming year. Several of our parochial schools have asked for assistance in implenting the A.L.I.C.E. programs in their schools as well.

Information is power. We have continued to expand our communication and connections with landlords in Menasha. Menasha has a significantly higher percentage of rental properties than surrounding communities. Due to the more transient nature of renters versus home owners, it is essential that landlords have a resource in the police department and in turn the department can look to landlords to assist with problem tenants. An E-lert system has been used to let landlords know of any police calls to their properties. Any rental property owner can sign up to receive the alerts. A new and improved version was put into place in 2014 and is working flawlessly thanks to the efforts of Officer Nick Oleszak.

COMMUNITY POLICING

What about homeowners? How do they know what is going on in their neighborhood? There has been a decline in the traditional Neighborhood Watch Programs nationwide but it is still a viable and recommended way to meet and work with your neighbors to keep your home safe. We have several active neighborhood watch units in Menasha. We also offer a virtual neighborhood watch in which citizens cans sign up to receive a weekly email which alerts them to property crimes happening in Menasha. To sign up: Contact Officer Zemlock at: azemlock@ci.menasha.wi.us.

We conducted several Coffee with the Cops events back in 2013. The idea behind the event is to create a casual atmosphere where citizens and officers can talk about issues in the community. We held one event in 2014 at the Menasha Library and the turnout was fantastic. Locations to hold the event were scarce in 2014, causing us to reflect on how to best go forward with the program. Stay tuned for the return of this valuable program in 2015.

In our continued quest to be as transparent and accessible as we can we have continued to use social media and reach out to traditional media sources to keep Menasha citizens informed.

The police department Facebook page has surpassed 3200 followers. We can't think of another platform that allows us to reach so many people instantaneously. The posts may contain information about frauds or scams hitting the area, a request to help identify a suspect, wanted persons, department or community events, or sometimes something just for fun. Regardless of the post topic, our goal is to interact daily with the members of the community and provide a platform for information and discussion. We also utilize Twitter and Nixle to broadcast information via text.

POLICE SCHOOL LIAISON

Another essential component of our police services are the two Police Liaison Officers that work in our middle and high schools. The job is very different from patrol and other investigative roles within the department and each position differs greatly from one level of school to the other. Our three liaison officers do an outstanding job adapting to the environment they are working in. Working with youth from ages 4 to 18 poses unique challenges when having to address the multitude of issues that arise during a school day.

Liaisons work hand in hand with school administrators to provide a safe learning environment. Interactions with parents, students, social workers, and counselors are part of every day. Establishing connections between the multiple groups is what makes the program so effective.

In addition to the law enforcement related activity that occurs, the liaisons prefer their role as mentors to the students and they work hard to build positive relationships with them. By presenting in classrooms, eating lunch with the students, or even just saying hello in the hallway, liaisons are able to effect a positive change in the school.

The infrastructure and safety upgrades to the high school and the other buildings are providing a safe atmosphere, conducive to learning and creating places for our children to thrive.

MENASHA BLUEJAYS

MENASHA POLICE

A Word, From Our Liaisons

Officer Jeff Jorgenson – Elementary School Liaison

"2014 has brought renewed connections with the youth of our community. Since I am starting my 3rd school year I am already a recognizable part of each of the 5 schools. Thanks to the District's implementation of CHAMPS Classwide Positive Behavior Support program many of our nuisance behaviors have decreased. This program has had great success in the Green Bay School District and I have been able to see that replication occurring in Menasha as well.

Since educational success has always been a key ingredient of breaking the cycle of low socioeconomic status I have been working with social workers and principals to hold students and parents accountable for their timely arrival and unexcused absences. This effort does include a referral to the District Attorney's office which then initiates County services to assist families who struggle. The families on the fringe may receive a summons which will be dismissed providing their student's attendance improves. Making attendance a healthy habit at the elementary level will help children throughout their school years.

I continue to see an upswing on children suffering from mental health issues as well as limited access to psychiatric services and therapy sessions. In addition, we have numerous transiency issues with families arriving and leaving our school district throughout the year. Unfortunately, when children are too overwhelmed with these circumstances they have limited coping mechanisms and their frustration will show in a mental health crisis. My consistent response to these situations has helped me build trust and rapport with the students occasionally causing a de-escalation merely by my presence.

The elementary PSLO position has allowed me to gain a better perspective on our youth and challenged me to find and reinforce the positive in every student as well as challenge students to make sound decisions based on respect, responsibility and safety." - Jeff Jorgenson

Officer Amy Cook – Maplewood Middle School Liaison

"Greetings from Maplewood Middle School! It's hard to believe the 2014-2015 school year is already coming to a close. It has been a busy year with some great things happening, and sadly some not so great things.

On the positive side, I recently spent some time in the classroom teaching our 6th grade students about the dangers of drugs and alcohol. Utilizing displays borrowed from the MEG unit containing actual drugs and paraphernalia, the audience remained captivated while learning about drugs, the dangerous affects on the body, and hearing real life stories. Throughout the year I also teach segments on Internet Safety, Cyber bullying and Sexting, as well as a section on the Bill of Rights. I really enjoy the time I spend in the classroom and the positive interactions I have with students.

Citing many close calls with our crossing guard and concerned for the safety of her and the students crossing Midway Road every day, I wrote a mini grant to AAA of Wisconsin to purchase safety equipment. I received the grant money and was able to purchase an LED lighted safety vest, and two lighted LED STOP paddles for the crossing guard. On darker mornings, foggy days, and even in bright sunshine (which will happen again soon), our crossing guard and students are safer as they make their way to school each day.

Speaking of safety…there are many changes coming to MJSD with respect to how we handle emergency situations. You may or may not have heard about ALICE, which stands for Alert, Lockdown, Inform, Counter, Evacuate. This program has been adopted by MJSD and a group of us were trained in it last August. While it has taken time, we are beginning to introduce the new concept to our staff, then our students. ALICE offers more alternatives to a traditional lockdown when dealing with inside or outside threats to schools. Whenever we are looking at change it can be difficult, but when the end goal is the safety of our students and staff, it is worth it.

On the negative side, I have seen a large increase in the number of violent calls with students, drugs/alcohol, and weapons complaints. Statistically speaking, I have about the same number of arrests to date this year as all of last school year, and we still have two full months of school remaining. In 2013-2014, I had a total of 5 drug/alcohol arrests in the school, and 1 CCW (carrying a concealed weapon) arrest. In 2014-2015 so far, I have had 10 drug/alcohol arrests and 10 CCW arrests. I cannot say what is contributing to the increase, but I can say that overall there has been a decline in the respect shown to all adults in the building, and even from some of the parents of these students. In addition with the new seclusion and restraint laws, students know teachers will not touch them and therefore they push the envelope with their behaviors, often times requiring police to be called in. It is well known that drugs, alcohol, weapons, and violence are not welcome in school, but it continues to be an issue.

To finish on a positive, the Maplewood Music Department held a benefit concert in honor of Frehley Gilmore, a Maplewood student who died of cancer in August 2014. They raised over $4500 for the Make-a-Wish Foundation, which also granted Frehley a wish during her illness. What an amazing tribute. It was an honor and a privilege to be a part of Frehley's life, and something that has impacted my life forever. Being a PSLO is not for everyone, but I can honestly say that it has been the best years of my career.
- Amy Cook

Officer Ann Gollner – Menasha High School Liaison

This year at Menasha High School has been one for the record books, literally. Like any high school, we have our issues we deal with, theft, fights, truancy, etc.. but the staff here is amazing and we are able to work through these issues and provide a safe and healthy learning environment for everyone. This only happens when a school comes together and watches out for one another, reports things that seem "not normal", and support the efforts the school makes to provide a great place to learn.

This year was extra special thanks to an amazing season by our Menasha Bluejay football team. Coach Korth and his staff were able to guide a fantastic team of high school players to an undefeated season. The environment throughout the school this fall season was electric. But, unfinished business still needed to be finished and the Bluejays did just that. A trip to Madison and a well fought battle on the football field yielded the winning trophy for the State Championship. It was amazing to see the support from the students and the community as a whole as signs around the city wished the team good luck in their quest. Business had banners on their walls and the city hung a banner across Racine St to honor their efforts. It was a unique experience to be part of and made us all proud to be Bluejays!

As you are certainly aware, the high school has gone through (and continues to go through) a major transformation. The remodeling/construction project started last year and will be finishing up in the near future. Two major additions to the east and west sides of the building have added much needed classroom space and provide the students with a state-of-the-art learning facility. The improvements to the existing portion of the school are nothing less than extraordinary. The center of the building has become an open, inviting meeting place for students and staff. The construction also provided the opportunity to increase security within and around the school. An effective learning environment depends on many things and feeling safe while at school is one of them. In addition to the many programs designed to help kids through the high school world, there have been many upgrades to the physical security at the school. The main entry was upgraded to make access to the school, controlled, but friendly. Additional technology like cameras and network controlled access points have helped the school administrators and I resolve issues quickly and provide for faster ways to make the school safe if needed. Construction is slated to be completed by the beginning of the 2015-16 school year.

– Ann Gollner

SUPPORT SERVICES

COMMUNICATIONS AND RECORDS

The City of Menasha Police Department is open 24 hours a day, 7 days a week. During that time, our front desk is staffed by one of our communication technicians. The front office staff is responsible for answering incoming calls for service, addressing issues that are brought into the lobby, and typing all reports from officers. They are also responsible for relaying information to officers, confirming warrants, and perform a variety of other tasks. They are an invaluable asset to our agency.

Our records department is staffed by two part-time employees. They assist with issues that are brought into the lobby as well as help answer phones when it is busy. Their primary task is managing the voluminous amount of records produced each year. Abiding to State of Wisconsin records laws, they disperse reports to those who request copies as well as send all of the necessary documents to the District Attorney's office to be used during case prosecutions. The items being requested can consist of paper reports, photos, or videos. In addition, they also issue bartenders' licenses, parking permits, and perform additional tasks.

COURT LIAISON

Another key component to the department is our Court Liaison. Her role is to process all of the citations, municipal summonses, accidents, and parking citations written by officers. In addition, she makes ready all necessary materials needed for municipal court cases. Over **4,000** citations, summonses, accidents, and parking tickets were written by officers in 2014. We are thankful to have such an efficient and dedicated person in this role.

EMERGENCY DISPATCH

The Winnebago County Sheriff's Department provides service for all 911 calls in the county. Typically, there are 5-6 Communication Technicians working in the 911 Communications Center. They work on the second floor of the Winnebago County Sheriff's Office. One technician is responsible for all of the calls in the City of Menasha, City of Neenah, and Town of Menasha, often referred to as the "north end". In addition calls they are also responsible for dispatching officers to calls.

The digital radio system has been fully implemented in Winnebago County. It provides for a larger number of channels to help increase communication.

CODE ENFORCEMENT

Property values, living conditions, vermin, graffiti, junk vehicles are all issues that are of great concern to most residents. We are fortunate to have a highly trained, full-time Code Enforcement Specialist working for our department. Citizens are able to call in a complaint or download a complaint form to report conditions which violate City of Menasha Code. Specialist Joe Polzien works closely with Community Development and the Health Department in ensuring the places people reside are safe, healthy, and abide by city code.

Before

After

COMMUNITY SERVICE OFFICERS

We employ four CSO's who work on a part-time basis assisting officers with calls for service. Typically, our CSO's handle calls for vehicle lockouts, animal complaints, and found property. They also assist officers with traffic direction during accident investigations as well as during major city events. Many of those working as CSO's have an ambition to work in the law enforcement field as a career.

MENASHA AUXILIARY POLICE

Dating back to 1963, the City of Menasha has had an Auxiliary Police unit that provides community service to Menasha. The group is diverse in make-up, having members from 21 to over 50 years old from many different backgrounds. The group elects their own supervisors and has a full-time police officer as an advisor to the unit. They provide traffic control at events, security at public functions, and assist officers when requested. They receive significant training in law enforcement tactics and techniques. They also run a very successful Easter Egg Hunt each year at Smith Park.

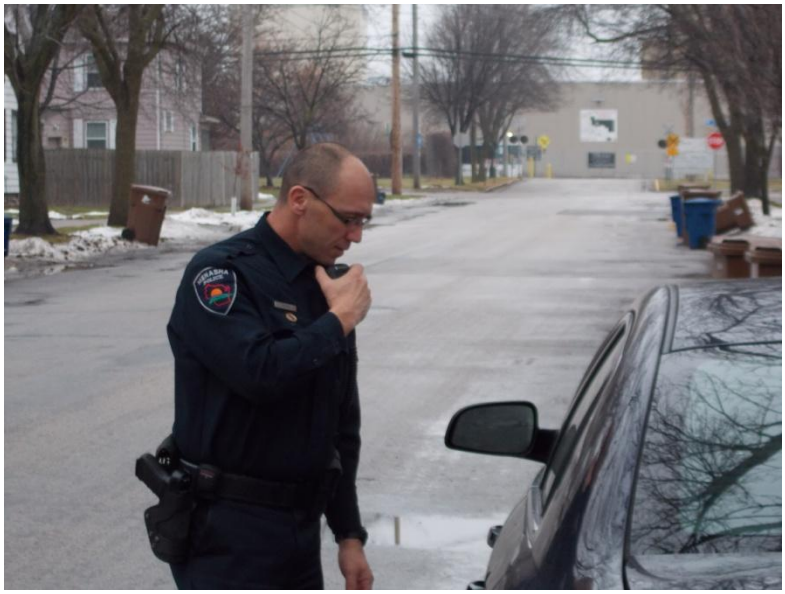
STATISTICS – CALLS FOR SERVICE

ACTIVITY REPORT - 2012-2014

Incident Type	2014	2013	2012
Complaints	7,408	7,763	7,884
Services & Assists	2,904	2,411	2,718
Traffic Stops	2,171	2,700	1,984
Crashes	450	409	410
Total	**12,933**	**13,283**	**12,996**

The charts above compare the total police activity for 2012 – 2014 .

- **Complaints** indicate the number of police reports and investigations done by officers.
- **Services & Assists** indicate the number of times officers have assisted citizens, motorists, other agencies, etc. Many times these incidents do not generate a police report.
- **Traffic Stops** indicates the number of times officers stop a vehicle for a traffic violation. These may result in a citation(s) or warning(s) being issued.
- **Crashes** are those reported to the police department occurring either on roadways, parking lots and/or private property which are both reportable and non-reportable to the State.



STATISTICS – CALLS FOR SERVICE

CALLS FOR SERVICE BREAKDOWN

Incident Type	2014	2013	2012
911 Assist	448	338	282
911 Hang Up	166	186	75
Abandoned Vehicles	34	30	32
Alarm	196	176	189
Animal	613	592	601
Civil	27	50	31
Emergency Committal	57	61	56
Damage to Property	182	158	224
Death	21	18	17
Disturbance	639	601	569
Domestic Disturbance	89	84	70
Drugs	166	196	195
Fraud	92	66	68
Harassment	204	192	205
Juvenile	494	441	425
Lost/Found Property	115	129	132
Missing Person	30	30	32
Noise	208	189	195
Open Door	91	79	45
Runaway	68	41	69
Sex Offenses	42	32	41
Suspicious Sit/Veh/Person	714	727	881
Trespass	18	12	19
Warrant Arrests	202	221	190
Weapon	16	24	18
Welfare Check	646	653	736
TOTAL	5578	5326	5379

The chart above is a breakdown of some of the types of complaints officers have investigated. Certain crimes (theft, burglary, robbery, assault, etc) are compared on the next page.

STATISTICS – CRIMES AND ARRESTS

City of Menasha Unified Crime Report of Index Offenses

	2014	2013	2012
Violent Crime			
Murder	2	2	0
Forcible Rape	4	2	5
Robbery	4	3	2
Assault/Battery/Simple Assault	94	76	65
Total Violent	**104**	**83**	**72**
Clearance Rate	**67%**	**67%**	**72%**
Property Crime			
Burglary	42	55	67
Theft	338	364	355
Motor Vehicle Theft	10	6	7
Arson	2	0	0
Total Property	**392**	**419**	**429**
Clearance Rate	**26%**	**25%**	**31%**
Total Index	**496**	**502**	**532**

The Federal Bureau of Investigation's Uniform Crime Reporting (UCR) Program, which began in 1929, collects information on the following crimes reported to law enforcement: homicide, forcible rape, robbery, aggravated assault, burglary, theft, motor vehicle theft, and arson.

The UCR Program also maintains a database of arrests and clearance rates of law enforcement agencies. Clearance rates reflect the percentage of those cases that are cleared or solved.

The statewide clearance rates for 2012 (most recent available) were: 53% for violent crimes and 27% for property

ARREST REPORT

	2014	2013	2012
Prosecution Requests	301	259	239
Juvenile Referrals	206	123	155
City Summons	579	480	635
TOTAL	**1,086**	**862**	**1,029**

This chart outlines the types of arrests made by officers.

- **Prosecution requests and juvenile referrals** are requests to the district attorney's office for state charges.
- **City summonses** are local ordinance violations.

STATISTICS – TRAFFIC ENFORCEMENT

TRAFFIC CITATIONS

	2014	2013	2012
Traffic Citations	1262	1742	1543
Parking citations	2862	2673	2440
OWI	97	88	95
Total	**4,221**	**4,503**	**4,078**

TRAFFIC WARNINGS

	2014	2013	2012
Traffic Warnings	1533	1693	1289

CRASHES

	2014	2013	2012
Crashes Investigated	367	369	273

The top two charts show the amount of traffic enforcement in the City of Menasha. It compares the number of citations to the number of warnings issued by officers.

The bottom charts shows the traffic crashes that exceed a certain threshold and are reported to the state.

CRIME – HOW DO WE COMPARE

The City of Menasha is slightly above the state average and well below the national average for crime rates. The City of Menasha experienced a crime rate of 29 crimes per 1,000 people in 2013. The state average for 2012 was 27 per 1,000 and the national average was 33 per 1,000. In the Fox Valley, Menasha has a lower violent crime rate than Appleton and is slightly higher than Neenah and the Town of Menasha. The property crime rate is slightly larger than the State average.

Crimes	U.S. One every	WI One every	City of Menasha One every
Homicide	35 min.	2 days	6 months
Rape	6 min.	7 hours	6 months
Aggravated Assault	40 sec.	58 minutes	5 days
Robbery	1 min.	1 hour	4 months
Theft	5 sec.	5 min.	1 days
Burglary	15 sec.	20 min.	6 days
Auto theft	43 sec.	1 hour	61 days

This Page Intentionally Left Blank

RESOLUTION

R-17-15

SALUTING THE MENASHA HIGH SCHOOL VARSITY FOOTBALL TEAM

Introduced by Mayor Merkes and Alderman Langdon.

WHEREAS, Menasha has had a football team since 1896; and,

WHEREAS, Jeramie Korth became a coach of Menasha Bluejay Football in 2001, and head coach in 2008 embarking on a journey of building the team at all levels from elementary school to the Varsity team; and,

WHEREAS, Menasha Bluejay Football developed the "Benevolent Bluejay" program focusing on student athletes involvement with the community on a volunteer basis. Through this program athletes have been involved in Communityfest, CN 30 for 30 tree planting, and elementary school visits; and,

WHEREAS, Menasha Bluejay Football initiated a "Big Brother" program where seniors and freshmen mentor each other allowing leadership to go both ways; and,

WHEREAS, the team went from a 0-9 record in 2001 and 2002 to a 8-3 record in 2005 clinching Fox Valley Association Conference, and a 9-2 record in 2010 marking a three way tie championship with powerhouses Kimberly, Appleton North, and Menasha in the Fox Valley Association Conference; and,

WHEREAS, Menasha Bluejay Football has been in the WIAA playoffs every year since 2009; and,

WHEREAS, Menasha Bluejay Football was the undefeated Conference Champion in 2014, their first year in the Bay Conference; and,

WHEREAS, Menasha Bluejay Football achieved their first ever State Championship in 2014 playing against Waukesha West, ending the season with a perfect 14-0 record; and,

WHEREAS, the 2014 Menasha Bluejays received the Time Warner Play of the year award and were named one of the top 50 high school football teams in the nation by Max Preps; and,

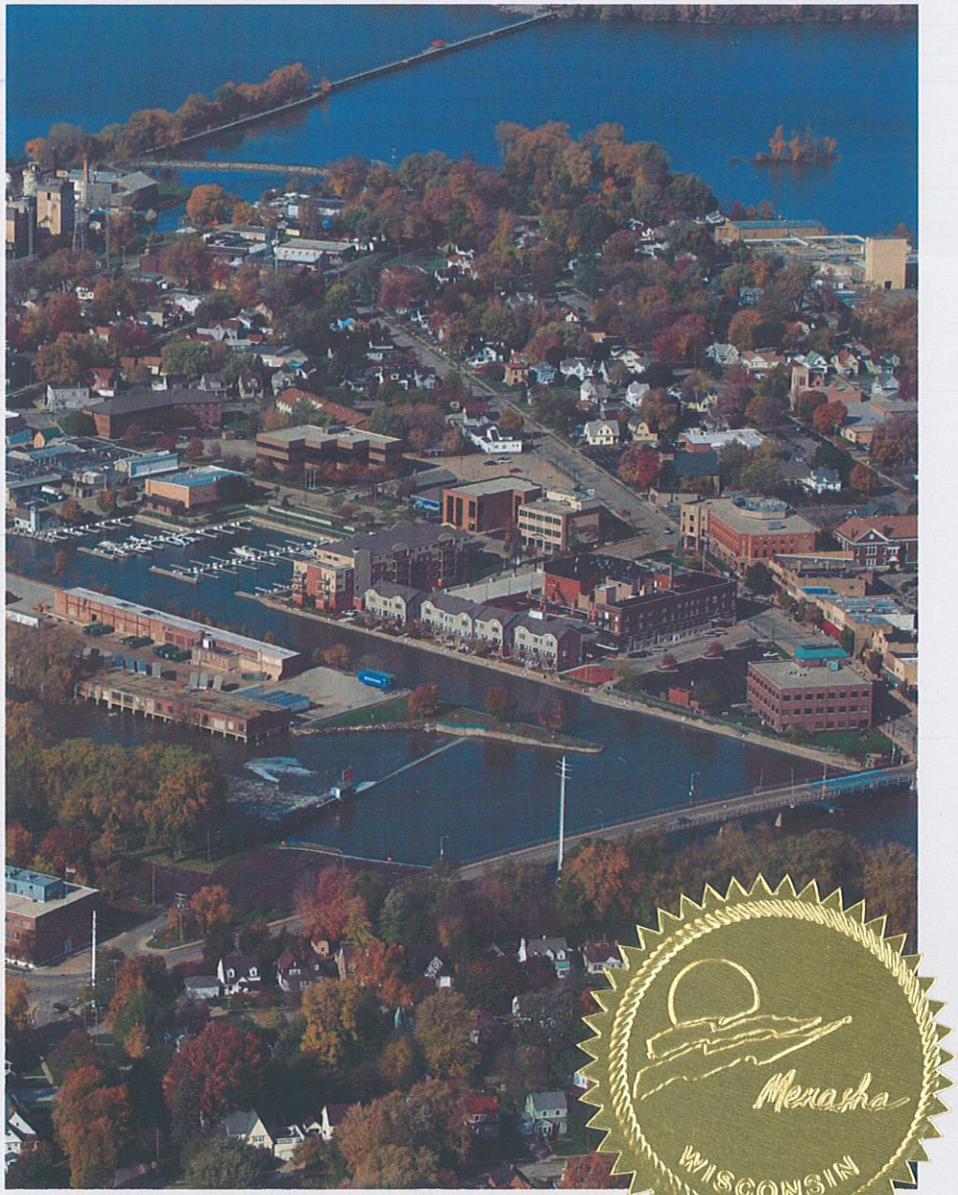
WHEREAS, the 2014 team has five members playing in the WFCA all star game, seven team members received state honors, one member was named 2014 State Co-MVP, two members were named to the WSN all star team, and one member received the Scholar Athlete Award from the National Football Foundation; and,

WHEREAS, graduates of the Menasha Football program have played college football at numerous schools including: University of Minnesota, UM Duluth, UM Mankato, University of Wisconsin, UW Milwaukee, UW Eau Claire, UW Oshkosh, UW Stout, UW Stevens Point, UW Whitewater, UW La Crosse, Wisconsin Lutheran, St Norbert, North Dakota State, and Lakeland College; and,

WHEREAS, the community has rallied around the team and school instilling pride in the program, high school, and City of Menasha.

NOW THEREFORE BE IT RESOLVED, that the City of Menasha recognizes the achievements both on and off the field of Menasha Bluejay Football and its coaches by designating Championship Lane the honorary name of the portion of Appleton Street between 9th Street and 11th Street, and by designating Korth Way the honorary name of 12th Street between Racine Road and De Pere Street.

MENASHA BLUEJAYS



Dated this 18th day of May 2015.

Donald Merkes, Mayor

Menasha

CITY OF NEENAH
CITY OF MENASHA

AMERICAN CANCER SOCIETY RELAY FOR LIFE PROCLAMATION

WHEREAS, the American Cancer Society invests more in cancer research than any other nonprofit, non-governmental organization; and

WHEREAS, Relay For Life began in 1985 in Tacoma, Washington and has become a worldwide movement to end cancer. One out of every 100 Americans participates in Relay For Life; and

WHEREAS, the American Cancer Society funds and conducts groundbreaking research that helps us understand cancer's causes, determine how best to prevent it and discover new ways to cure it; and

WHEREAS, together with millions of supporters, the American Society saves lives and creates more birthdays by helping you stay well, helping you get well, by finding cures and by fighting back; and

WHEREAS, Relay For Life will be held on June 19, 2015 at Calder Stadium in Menasha, Wisconsin.

NOW, THEREFORE, BE IT RESOLVED, that the Mayors of the Cities of Neenah and Menasha do hereby proclaim Friday, June 19, 2015 as

RELAY FOR LIFE DAY

and encourage all residents of our communities to actively participate in this event and help make a difference in the battle against cancer.

Signed this 19th day of June, 2015.

_____

DEAN R. KAUFERT, MAYOR
NEENAH, WISCONSIN

_____

DONALD MERKES, MAYOR
MENASHA, WISCONSIN

DRAFT

CITY OF MENASHA
ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
May 4, 2015
MINUTES

A. CALL TO ORDER
Meeting called to order by Chairman Nichols at 8:39 p.m.

B. ROLL CALL/EXCUSED ABSENCES
PRESENT: Aldermen Taylor, Krautkramer, Langdon, Keehan, Zelinski, Rollins-Jump, Benner, Nichols
ALSO PRESENT: Mayor Merkes, CA Captain, PC Styka, DPW Radtke, CDD Keil, ASD Steeno, PHD McKenney, Clerk Galeazzi

C. MINUTES TO APPROVE
1. Administration Committee, 4/21/15
Moved by Ald. Benner seconded by Ald. Langdon to approve minutes.
Motion carried on voice vote.

2. Special Administration Committee, 4/27/15
Moved by Ald. Benner seconded by Ald. Rollins-Jump to approve minutes.
Motion carried on voice vote.

D. COMMUNICATIONS
1. CA Captain, 4/30/15; Local Government Property Insurance Fund (LGPIF)
No discussion/action.

E. DISCUSSION/ACTION ITEMS
1. O-10-15 An Ordinance Amending Title 2, Chapter 2 of the Code of Ordinances (Mayor; Common Council) (Introduced by Ald. Benner)
Moved by Ald. Zelinski not to recommend O-10-15.

Chairman Nichols ruled the motion was out of order after consulting with CA Captain.

General discussion ensued on Common Council and Committee procedures, Roberts Rules of Order, options instead of holding items, creating Council Rules.

Moved by Ald. Benner seconded by Ald. Rollins-Jump to recommend to Common Council O-10-15 An ordinance Amending Title 2, Chapter 2 of the Code of Ordinances (Mayor; Common Council)
Motion carried on roll call 5-3.
Ald. Nichols, Krautkramer, Keehan, Rollins-Jump, Benner voted yes.
Ald. Taylor, Langdon, Zelinski voted no.

F. ADJOURNMENT
Moved by Ald. Keehan seconded by Ald. Langdon to adjourn at 9:17 p.m.
Motion carried on voice vote.

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

CITY OF MENASHA BOARD OF HEALTH
Minutes
April 8, 2015

A. Meeting called to order at 8:08 AM by Chairman C. Rusin.

B. Present: Candyce Rusin, Lori Amus, Dianne Hotynski, Nancy McKenney, Mary Fritz, Linda Palmbach, Loretta Kjehmus, Kortney Dahm, Liz Rosin

C. MINUTES TO APPROVE
1. Motion to approve March 11, 2015 made by C. Rusin. Seconded by L. Asmus.
The motion carried.

D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
Administrative: Nancy McKenney reported on the Winnebago County Health Rankings. Winnebago County ranks in the middle of the pack for health in the state of Wisconsin. She noted that the Rankings compare counties across the United States. They are based on Health Outcomes (length and quality of life) and Health Factors (health behaviors; clinical care; social and economic; and physical environment). She noted that Winnebago County does well with clinical care, and at or below state average for health behaviors. Physical activity and obesity areas where we share concerns with other health departments and agencies. Nancy McKenney, Kurt Eggebrecht, City of Appleton Health Officer, and Doug Gieryn collaborated on statements in the press release. Nancy McKenney highlighted Menasha assets; incredible parks and trails for walking and biking; business climate that promotes job growth; the Menasha Senior Center; and the Menasha Joint School District partnership with the health department to provide school-based nursing and dental hygiene services. School-based mental health services are offered through a partnership with the United Way (PATH). With Cindy Draws, Winnebago County Health Department and Kurt Eggebrecht, City of Appleton, Nancy McKenney did a phone interview with WOSH Radio. Subjects discussed were Weight of the Fox Valley, poverty levels, vaccines and community assets (parks, biking trails) that if used, have the potential to improve health outcomes.
Candyce Rusin asked if there was a "Share" program, (food supplementation) in Menasha. Dianne Hotynski requested further information about if there were a "Share"program and discussed the possibility of working with organizations to provide resources for recipients of a "Share" program.
Nancy McKenney noted that Chief Tim Styka is working on creating procedures for a drug drop box. He expects the drop box will be up and running May 1.
Linda Palmbach explained that she met with Chief Tim Styka about the feasibility of a needle exchange program. It was decided that the Menasha Health Department would not be the best location for this program. The Aids Resource Center in Appleton provides this service.
Nancy McKenney noted that Menasha Health Department cannot accept Marion College Nursing student this semester because of scheduling conflicts. This affiliation will be re-considered next fall. The Univerity of Wisconsin Oshkosh (UWO) and Univeristy of Wisconsin Green Bay (UWGB) academic affiliations are going very well. Staff (nurses and dental hygienist) reported that the UWO students were involved in such as sexually transmitted disease talks, human growth and development, walking school bus, dental screening and fluorides. The UWGB Intern is managing policy, procedure and protocol development. Students and interns are meeting or exceeding expectations.

Employee Safety Program: The City will be offering hearing screening to at-risk employees on April 21, 2015. Candyce Rusin asked if there was a hearing protection policy for staff. Nancy McKenney will verify and provide a copy of the policy. Nancy McKenney reported that the City will be drafting policy for cell phone use while driving during work hours.
Sealer of Weights and Measures: A new scale was received.
Environmental Health Program: No report.
Public Health Department: The Communicable Disease Report was reviewed and School Health updates provided. Linda Palmbach described her experiences implementing new procedures during monitoring of a case. Mary Fritz, provided a status report on school absences. Absences remain relatively low across the schools. Liz Rosin noted that she is working with the City of Appleton to show "The Invisible Threat" at the Menasha Public Library on May 20th.
Health Screening 60+ Program: Nancy McKenney discussed that there will be blood pressure screenings offered at the Senior Center through out the month of April.
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: Report deferred to May 2015.
Dental Program: Loretta Kjemhus updated on a 9th grade screening being conducted by the Department of Health Serivces and Menasha Health Department. Parent/guardian letters and forms were discussed. It was agreed that letters and forms should be sent out 2 weeks prior to an event.There were 215 9th grade student screened by Loretta Kjemhus and Kathleen Endres.
Dental Sealant Program: No report
Quality Improvement: Nancy McKenney reported that Allison Rietzner is working on a Utility Services Procedure.
Lead Prevention Program: No report
Immunization: Liz Rosin noted there is a new vaccine for Mennigitis Group B called Bexsero. Staff will evaluate.
Emergency Preparedness: Loretta Kjemhus and Kortney Dahm reported on a training that they attended in March with Vicki Schultz. This training took place in Anniston, Alabama at the Center for Domestic Prepareness training center (FEMA). This training involved lectures, table top exercises, facilitator assisted exercises and a full scale functional disaster exercise on the last day. This training will prove invaluable in preparing the health department's role in catastrophic events.
Senior Center: Nancy McKenney noted that the Menasha Senior Center renovation is complete. The Donor wall is not complete; Jean Wollerman will be setting up a donor date when project is complete.

E. ACTION ITEMS:
Procedures: The Radon Procedure was reviewed by the Board. There were no changes or amendments offered.

F. HELD OVER BUSINESS: None

G. ADJOURNMENT:
Dianne Hotynski moved to adjourn the meeting; seconded by Lori Asmus.
Motion passed.
Candyce Rusin adjourned the meeting at 9:20 am.

The next meeting will be on May 13, 2015.

DRAFT

CITY OF MENASHA
Board of Public Works
Third Floor Council Chambers
140 Main Street, Menasha
May 4, 2015
MINUTES

A. CALL TO ORDER
Meeting called to order by Chairman Krautkramer at 9:18 p.m.

B. ROLL CALL/EXCUSED ABSENCES
PRESENT: Aldermen Taylor, Krautkramer, Langdon, Keehan, Zelinski, Rollins-Jump, Benner, Nichols
ALSO PRESENT: Mayor Merkes, CA Captain, PC Styka, DPW Radtke, CDD Keil, ASD Steeno, PHD McKenney, Clerk Galeazzi

C. MINUTES TO APPROVE
1. April 21, 2015
Moved by Ald. Langdon seconded by Ald. Zelinski to approve minutes.
Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS
1. Street Use Application – Memorial Day Parade; Monday, May 25, 2015; 8:00 AM – 10:00 AM (Twin City Veterans)
DPW Radtke reported the application is the same as previous years. Everything is in order and staff recommends approval.

Moved by Ald. Benner seconded by Ald. Nichols to recommend to Common Council Street Use Application for Memorial Day Parade, Monday May 25, 2015, 8:00 a.m.-10:00 a.m. (Twin City Veterans)
Motion carried on roll call 8-0.

2. Street Use Application – Diablo Cycling Criterium; Sunday, June 7, 2015; 7:00 AM – 7 PM (Diablo Cycling)
DPW Radtke reported everything is in order and staff recommends approval.

Moved by Ald. Taylor seconded by Ald. Rollins-Jump to recommend to Common Council Street Use Application for Diablo Cycling Criterium, Sunday June 7, 2015, 7:00 a.m. – 7:00 p.m. (Diablo Cycling).
Motion carried on roll call 8-0.

3. Change Order – Commonwealth Construction; Project PF 13B-14; ADD: $92.74; Change Order No. 2 (Senior Center)
PHD McKenney explained the change order amount of $92.74 is the difference between the additional amount for curb installation and a cost savings for an exhaust fan not required.

Moved by Ald. Nichols seconded by Ald. Keehan to recommend to Common Council Change Order for Commonwealth Construction, Project PF 13B-14, ADD $92.74. Change Order No. 2 (Senior Center).
Motion carried on roll call 8-0.

DRAFT

4. Payment – Janke General Contractors; Gilbert Riverfront Trail; Contract No. 2014-03; $68,951.00 (Payment No. 1)

DPW Radtke explained the payment is for work done on the Gilbert Trail mostly for the excavation of the area by the duck pond. Some staff time was spent on inspection and tree removal.

Moved by Ald. Nichols seconded by Ald. Keehan to recommend to Common Council payment to Janke General Contractors, Gilbert Riverfront Trail, Contract No. 2014-03, $68,951.00 (Payment No. 1).
Motion carried on roll call 8-0.

5. Payment – Janke General Contractors; Gilbert Trestle Improvements; Contract No. 2014-04; $98,087.50 (Payment No. 1)

DPW Radtke explained the payment is for site preparation for the Gilbert Trestle. He also reported staff has recently been informed there is a temporary hold on the work until the consulting engineer can complete a structural investigation of the existing trestle piers that are to be used for this portion of the pedestrian/bike trail.

Moved by Ald. Nichols seconded by Ald. Rollins-Jump to recommend to Common Council payment to Janke General Contractors, Gilbert Trestle Improvements, Contract No. 2014-04, $98,087.50 (Payment No. 1)
Motion carried on roll call 8-0.

6. Recommendation to Award - Contract Unit No. 2015-02; Library/City Hall Re-Roofing Project; Borsche Roofing Professionals, Inc.; $106,659.78

DPW Radtke explained the bid submitted by Borsche Roofing Professionals, including an alternate bid for the use of a single ply TPO roofing system, was the more favorable bid. Staff recommends awarding the project to Borsche Roofing Professionals.

Moved by Ald. Nichols seconded by Ald. Keehan to recommend to Common Council Recommendation to Award, Contract Unit No. 2015-02, Library/City Hall Re-Roofing Project to Bosche Roofing Professionals, Inc, for $106,659.78.
Motion carried on roll call 8-0.

E. ADJOURNMENT

Moved by Ald. Taylor seconded by Ald. Rollins-Jump to adjourn at 9:45 p.m.
Motion carried on voice vote.

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

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

CITY OF MENASHA
COMMITTEE ON AGING
Menasha Senior Center
116 Main Street, Menasha
April 9, 2015
Minutes

A. Meeting called to order at 8:05 am.

B. Present: Joyce Klundt, Mary Lueke, , Tom Stoffel, Brenda Marks, Todd Drew, Nancy McKenney, Jean Wollerman, Vicki Schultz, John Ruck

C. MINUTES TO APPROVE
Mary Lueke moved to approve the March 12, 2015 minutes, seconded by Brenda Marks.

D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
Senior Center: ***Reports -*** Jean Wollerman reviewed January, February, and March participation in Senior Center programs. There are new participants in programs. She noted that the YMCA does not have access to the City networks. Mary Fritz will post items on the Senior Center website. Jean Wollerman will maintain the Facebook page.
Public Health: ***Sixty Plus Grant*** - Vicki Schultz noted that she is planning a Corny Community Walk with Brian Tungate, Director Parks and Recreation and Joanne Walsh, Farmers Market. This is planned for August 13th with a rain date of August 27th. All ages are welcome.

E. NEW BUSINESS:
No Smoking Policy: The Committee discussed policies related to tobacco, including e-cigarettes. City policies will be reviewed.

F. HELD OVER BUSINESS
Renovation Project Update: Todd noted that an exhaust fan was not needed which will result in a savings of approximately $100.00 to the renovation. He noted that the most recent punch list was done. However, the heating was not quite right yet. The blinds are going to be redone. Eaves, gutters, downspout and landscaping will need to be completed. He noted that there had been some vandalism to the adjacent property using a brick from the Senior Center renovation. Motion lights were discussed. Who maintains the sidewalk between the Senior Center and adjacent property? Todd recommended that Jean Wollerman speak with Joanne Walsh regarding the Farmer's Market.
Fundraising Update: Jean Wollerman provided a fundraising update.
Donor Wall: Jean Wollerman is getting quotes and considering different materials for the donor wall. She anticipates the donor wall will cost approximately $1,500.00.
Donor Night: Jean Wollerman will set up the donor night when the donor wall is completed.

G. ADJOURNMENT
Tom Stoffel moved to adjourn the meeting, seconded by Mary Lueke. Motion passed. Meeting adjourned at 8:55 AM.
The next meeting will be held on May 14, 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
Landmarks Commission
Council Chambers, 3rd Floor, City Hall – 140 Main Street
April 2, 2015
DRAFT MINUTES

A. CALL TO ORDER

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

B. ROLL CALL/EXCUSED ABSENCES

LANDMARKS MEMBERS PRESENT: Commissioners Tom Grade, Paul Brunette, Dean Wydeven and Ald. James Taylor.

LANDMARKS MEMBERS EXCUSED: Comm. Alison Mayer

OTHERS PRESENT: CDD Keil, CDD Heim, John Hogerty, Menasha Downtown Development, LLC, Pat Dufrane, Weathervane – 186 Main St, Nicholas Jevne, 1334 Mayer St, and Mayor Don Merkes.

C. MINUTES TO APPROVE

1. **Minutes of the March 11, 2015, 2015 Landmarks Commission Meeting**
   Motion by Ald. Taylor, seconded by Comm. Brunette to approve the March 11, 2015 Landmarks Commission meeting minutes. The motion carried.

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

No one spoke.

E. COMMUNICATIONS

1. **2015 Spring Conference Registration**
   CDD Keil indicated that there are funds in the budget to attend the conference. If interested, Commissioners should contact CDD Keil.

F. ACTION ITEMS

1. **Sign Application – 192 Main Street – Lemon Loves Lime**
   Commissioners discussed the sign materials, colors and size. Motion by Ald. Taylor, seconded by Comm. Wydeven to approve the sign application for 192 Main Street, Lemon Loves Lime. The motion carried.

2. **Application for Building Alterations within the Historic District – 175-177 Main Street – New Office Building**
   John Hogerty with Menasha Downtown Development, LLC, presented to the Commission the design of the proposed office building Discussion ensued regarding the following:
   - Building materials
   - The roof feature
   - Key location and reinvestment into the downtown area
   - Tenants have been secured for the entire building
   - Time constraints for the tenants to be in the building
   - Design tries to tie the historic area of downtown with the new building
   - Tenants desire to have a community meeting room available for use at no cost

   Commissioners discussed the following:
   - Stairwells and if they would be visible at night
   - Timeframe of the project
   - Sidewalks
   - Lighting of the roof feature
   - If changes are made to the building materials or if major changes to the design concept are being considered, Commissioners requested that those changes to be brought back for

review/input

- Parking structure and change in on-street parking on Mill Street

Motion by Ald. Taylor, seconded by Comm. Brunette to approve the Certificate of Appropriateness for 175-177 Main Street, new office building as presented. The motion carried.

G. DISCUSSION ITEMS

1. **Status of Photo Contest**
   Commissioners wish to hold the contest again this year. Changes for the year include expanding the contest to include new pictures and expanding the parameters of the contest as well as Landmarks Commission to be the sole sponsor of the contest. Comm. Grade to work with Nick Jevne on getting the contest form ready for distribution.

2. **Status of Window Display Boards –212 Main Street**
   Comm. Grade spoke with the art teacher at Menasha High School and indicated that due to the time of the request, they would not be able to assist this year. Suggestions on what could be displayed included images from the library, having a pop-up gallery at the site for artists to showcase their work, gargoyle photos to display. Staff will work with Commissioners to assist printing the displays.

3. **Bridge Tower Museum 2015 Opening**
   Cleaning of the tower will be done by city staff. Plans are to place a 3”x11” recognition plaque on the bench. Commissioners discussed the donated plaque for the bridge tower and discussed possible locations to display as well as displaying of the lion head at the museum.

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

No one spoke.

I. ADJOURNMENT

Motion by Comm. Brunette, seconded by Ald. Taylor to adjourn at 6:00 PM. The motion carried.

Respectfully submitted by CDC Heim.

CITY OF MENASHA
Parks and Recreation Board
Council Chambers, City Hall – 140 Main Street
April 13, 2015
MINUTES

A. CALL TO ORDER

The meeting was called to order by Chr. D Sturm at 6:01 pm.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Chr. Dick Sturm, Sue Pawlowski, Lisa Hopwood, Tom Marshall, Cindy Schaefer-Kemps

MEMBERS EXCUSED: Ald. Michael Keehan

OTHERS PRESENT: PRD Tungate, PS Maas, Dick Loehning with the Historical Society.

C. MINUTES TO APPROVE

1. **Minutes of the March 9 and March 30, 2015 Park Board Meetings:** Moved by S. Pawlowkski, seconded by L. Hopwood to approve the minutes of the March 9 and March 30, 2015 Park Board meetings. Motion carried.

D. PUBLIC COMMENT ON ANY MATTER RELATED TO CITY PARKS AND RECREATION

Dick Loehning asked about accent/security lighting on the newly painted caboose. PS Maas stated that a final decision on the type of lighting has not yet been made, but that some type of lighting will be installed this year. Mr. Loehning also asked about when repairs would be made to the roof that covers the caboose. Staff will look into some temporary repairs ahead of budgeting for a complete repair in the 2016 budget.

E. REPORT OF DEPARTMENT HEADS/STAFF/OR CONSULTANTS

1. **Department Report:** PRD Tungate gave an update on summer hiring at the pool and for recreation programs. Considerable time has been spent lately on writing a grant in cooperation with Neenah for the "Twin Trestle" project. Director's time has also been spent on planning for several upcoming summer projects including work at Koslo Park, tennis courts and play equipment.

2. **Park, Pool and Vandalism Report:** PS Maas reported that several park shelter roofs have been replaced. Hart Park, Marina building and the Caboose structure will likely be 2016 budget items. Contracted work has been completed on the Trestle Trail. City crew repaired the entrance monument signs on each end of the trail. A Park Laborer was hired and has started work. Rocks were used to break some windows at the Jefferson Park maintenance garage. Spring tree order has arrived, some of these trees will be planted as part of the April 24 Arbor Day ceremony.

F. DISCUSSION

1. **Arbor Day Celebration:** April 24, 9:00am at Nicolet School. Final details are being worked out, but the ceremony will take place in the parking lot west of the school. Fourteen Nicolet School kids will present an Arbor Day poem or song and then help to plant about 20 trees in the neighborhood.

2. **New Park play equipment – preliminary results of public preferences:** PRD Tungate presented the results of the public equipment preference voting that took place on March 30 at the Heckrodt Nature Center. It was clear that those that voted really liked the rope climbing apparatus and the group swing type play events. The most overall votes were cast for the equipment provided by Landscape Structures. Voters also preferred brighter colors than was shown in some of the top three proposals. The Board asked staff to continue working with the Landscape Structure plan to

incorporate as many of the play features that kids liked as possible. The Board felt that emphasis should be placed on what kids voted for over what the adult preferences were and that adult oriented equipment such as a stair climber should be removed and replaced with more kid oriented features to stay within budget. Staff will provide a full set of voting responses to the Board. Also, design updates will be posted on the city's website and department Facebook page when they become available.

3. **Loop the Little Lake – update on grant application and fundraising:** PRD Tungate has been working with Neenah Park and Recreation Director Eileen McCoy on separate grant applications for this project. Good progress has been made and the grant will be submitted prior to the May 1 deadline.

4. **Gilbert Project update:** Janke General Contractors have begun work on the project, focusing mainly on the trestle structure rehabilitation.

5. **Pillar Committee Update:** Chairman Sturm updated the on Board on the progress made by the committee at their March 18 meeting. The group has started a public outreach campaign to seek ideas on what to do with the pillars. The plan as this point is to display the ideas at the Library.

G. ACTION ITEMS

None

H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

I. ADJOURNMENT

Moved by CS- Kemps, seconded by N. Barker to adjourn at 7:28 pm. Motion carried.

CITY OF MENASHA
Parks and Recreation Board
Council Chambers, City Hall – 140 Main Street
May 11, 2015
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order by Chr. D Sturm at 6:04 pm.

B. ROLL CALL/EXCUSED ABSENCES

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

MEMBERS EXCUSED:

OTHERS PRESENT: PRD Tungate, PS Maas

C. MINUTES TO APPROVE

1. **Minutes of the April 13, 2015 Park Board Meeting:** Moved by N. Barker, seconded by T. Marshall to approve the minutes of the April 13, 2015 Park Board meetings. Motion carried.

D. PUBLIC COMMENT ON ANY MATTER RELATED TO CITY PARKS AND RECREATION

PRD Tungate was asked by the Board to look into who is currently managing the Tayco St. museum and report back on this matter next month. Chr. D. Sturm stated that the column committee met on May 4. 23 ideas for the reuse of the columns have been received and are on display at the Library. The committee hopes to narrow the choices at their June meeting. Summer Board meeting dates/locations were mentioned. Five possible sites include: Gilbert, Jefferson, Smith, Barker and Shepard parks.

E. REPORT OF DEPARTMENT HEADS/STAFF/OR CONSULTANTS

1. **Department Report:** PRD Tungate reported that the Twin Trestle grant has been submitted in cooperation with the city of Neenah. Next month the topic of Winz Park will be on the agenda. There is a futsol group that has interest in using a portion of the park. Coordination and planning for Koslo Park field improvements later this summer has consumed a fair amount of staff time. Hiring for the pool and recreation programs is nearly complete and work has begun to make sure all paperwork and payroll information is completed.

2. **Park, Pool and Vandalism Report:** PS Maas reported that inside of the Hart Park restroom was tagged with graffiti. Softball and baseball diamonds are now being groomed regularly for league play. Arbor Day celebration was held on April 24, 25 trees planted around the Nicolet School area. Jefferson Park shoreline rehabilitation is nearly complete, grass seed fertilizer has been put down. 75 trees coming for Menasha High School, the cost of the trees will be reimbursed.

F. DISCUSSION

1. **Review revised play equipment plans for new park: Two slightly different layouts were presented to the Board**. Both layouts took into consideration the public voting that took place on March 30. The Board preferred to see a second swing set and they liked the option that included some elevated hard decks and a rope bridge that was a feature that scored well in the public voting. Staff will make some minor modifications to the layout, then post the two color options on the city website and Facebook page and will seek some final public input, mainly on the color choices. The Board will be informed when the layouts are placed online.

2. **Park Department duties as they relate to the Trestle Trail shootings:** PRD Tungate informed the Board of the follow up duties performed by the park department following the shootings on the

Trestle trail. The department has been coordinating efforts with the Town of Menasha in the area of trail maintenance, establishing memorial protocol and attempting to keep track of all the follow up memorial events and vigils.

3. **Gilbert Project Update:** PRD Tungate gave a short summary on recent work activity on the project. The pond area has been the center of attention as of late. The pond has been dredged and re-shaped. Work will likely progress from west to east. The condition of the trestle structure is being re-examined to make sure it is sound. City engineering staff have been inspecting work on a daily basis.

4. **Adult Softball begins May 10:** PRD Tungate described the current status of the adult softball leagues. Twenty eight teams have registered for this year's leagues. That total is about the average over the past few years. Adult softball as a sport, while still popular, has dipped somewhat in the area in the past few years.

G. ACTION ITEMS

None

H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

I. ADJOURNMENT

Moved by L. Hopwood, seconded by S. Pawlowski to adjourn at 7:42 pm. Motion carried.

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

April 22, 2015

Draft

Commission **President Allwardt** called the Regular Meeting of the Water and Light Commission to order at 8:00 a.m., with Commissioners **Don Merkes**, **Joanne Roush**, and **Dan Zelinski** present on roll call. Also present were **Melanie Krause**, General Manager; **Steve Grenell**, Engineering Manager; **William Menting**, Electric Manager; **Tim Gosz**, Water Utility Manager; **Kristin Hubertus**, Business Operations Accountant; **Paula Maurer,** Customer Services Manager; and **John Teale**, Technical Services Engineer.

Commissioner Kordus was excused. With the absence of Commission Secretary Kordus, Commission President Allwardt appointed Commissioner Zelinski as Acting Secretary.

Item II. No one from the Gallery was heard on any topic of public concern to the Utility.

Item III. Motion made by Comm. Roush, seconded by Comm. Merkes, was unanimous on roll call to approve the following:

A. Minutes of the Regular Meeting of February 25, 2015
B. Approve and warrant payments summarized by checks dated March 5-25, 2015, which includes Net Payroll Voucher Checks, and Operation and Maintenance Voucher Checks for a total of $702,769.11, and Operation and Maintenance Vouchers and Rebates. Motion approved unanimously on roll call.
C. Approve and warrant payments summarized by checks dated April 2-22, 2015, which include: Net Payroll Voucher Checks and Operation and Maintenance Voucher Checks for a total of $719,802.20: and Operation and Maintenance Vouchers and Rebates to be paid prior to the next Regular Meeting. Motion approved unanimously on roll call.
D. Correspondence March as listed:
   Copy of email dated February 26 from Peggy Jension, Manager of Key Account WPPI Energy RE: SCA Menasha commitment to join the SEM Focus on Energy program .
   Copy of email dated March 13 from Laura Cornwell RE: American Public Power Association's 2014 Safety Awards of Excellence.
   Copy of invitation from Davis & Kuelthau RE: 37th Annual Public Officials Program.
   Copy of Menasha Utilities Newsletter dated March 2015
E. Correspondence April as listed:
   Correspondence Summary for the Meeting of April 22, 2015.
   Copy of letter dated March 31from WPPI Energy RE: Annual Summary of Benefits.
   Copy of letter dated April 6 from John Straw RE: Thank You.
   Copy of letter dated March 14 from Colleen Noffke RE: Thank You.
   Copy of letter dated April 10 from Dan Lambe RE: Tree Line USA Recognition.
   Copy of letter dated March 16 from St. Mary's School RE: Thank You.
   Copy of Menasha Utilities Newsletter dated April 2015.

Item IV. Claims Against The Utility – there were no claims discussed at this meeting.

Item V. Purchase Orders over $10,000.00 issued since the last Commission meeting were presented along with an additional purchase order #8150 to KC Industries.

Motion by Comm. Allwardt, seconded by Comm. Merkes was unanimous on roll call to approve the purchase orders as presented with the addition of PO #8150 to KC Industries in the amount of $18,896.67 for Fluoride.

Item VI. Unfinished Business, Lead & Copper Testing/Lead Water Service Ordinance – The PSC would like to see an ordinance in place prior to considering a deferred payment arrangement. Socialization of costs is the concern with the proposal and consideration of a deferred payment arrangement option. Staff was directed to continue to work on funding options with the PSC and City and bring the findings back to the Commission.

Due to the Business Operations Accountant Hubertus leaving early, Strategic Reports Items B & C were advanced for discussion.

Item VIII. Strategic Reports, February Financial and Project Status Reports – There were no additional questions on the February Financial reports.

March Financial and Project Status Reports – During the first quarter the cost of power was 5% higher than budget resulting in a Net Operating Income lower than budget. Most other operating expenses were under budget which helped offset the higher cost of power.

Water consumption was 12% higher than budget driven mainly by the Industrial class. Staff is monitoring the 12.56% system losses.

The Commission asked to have an estimated completion timeline created for older projects that are on the Project Status reports.

After discussion, the Commission accepted the February and March Financial and Project Status Reports as presented.

Item VII. New Business, 2014 Audit – The Utilities received a clean opinion with no reported instances of non-compliance on its financial statements and ended the year with a positive net position.

On the Statement of Net Position, the most significant change in Assets was the removal of the Steam Plant from Property held for sale under Noncurrent Assets. The largest changes in Liabilities were a decrease in Accrued Interest and General Obligation Notes from the transfer of outstanding debt on the Steam Plant to the City of Menasha.

On the Statement of Revenues Total Operating Income was up from 2013 due mainly from having a full year of new rates in effect. Special Items shows an increase from a combination of Debt assumed by City of Menasha and Loss on Impairment and Disposal of Assets from the Steam Plant.

The motion by Comm. Roush, seconded by Comm. Zelinski was unanimous to accept the 2014 audit.

Quarter Century Club Inductee – Commission President Allwardt recognized Gary Pagel, Water Plant Operator, for his 25 years of service; Gary was unable to attend this meeting.

Professional Services Agreement for Unidirectional Flushing Program – Agreement No. M0032-950001, from McMahon, is for professional services of a Unidirectional Flushing Program. Scope of services includes assisting staff with laying out segments, procedures for flushing, projecting flow rates, simulating conditions during flushing and assisting with evaluating results of the program in the amount of $5,000.

Motion by Comm. Roush, seconded by Comm. Allwardt was unanimously approved to accept the agreement for professional services from McMahon for the Unidirectional Flushing Program project in the amount of $5,000.

Ms. Hubertus departed at 9:00 a.m.

Human Resources Position – A copy of a memo regarding hiring a Human Resources Coordinator for the City of Menasha was included in the packet. Staff is looking into utilizing the City's Human Resources person on a project or time spent basis and would be included in the hiring process.

The Commission asked to have an expected number of hours per month the Utility would like to work with the Human Resources Coordinator created for budgetary purposes.

Motion by Comm. Roush, seconded by Comm. Merkes was unanimously approved to have the Utility Commission endorse the joint creation of the Human Resources Coordinator position in order to provide services to both the City and the Utility.

Lawn Care Services – Staff discussed the cost differences between outsourcing the lawn mower service and continuing to do it in house with the purchase of a new lawnmower.

The motion by Comm. Merkes, seconded by Comm. Zelinski was unanimously approved on roll call to purchase a new lawnmower and use summer help when available otherwise use internal staff to cut grass.

Digger Derrick Truck #42 Replacement – Electric Manager Menting discussed the differences between the two Digger Derrick trucks and recommended the purchase of the Versalift TMD2047T Digger Derrick with the options listed. Staff will look into selling the Digger Derrick Truck #42 outright before trading it in on a new model.

The motion by Comm. Roush, seconded by Comm. Zelinski was unanimous on roll call to approve the purchase of the Versalift TMD2047T from Utility Sales with the options listed.

Fox River Crossing – During approval of construction drawings for the two steel towers and assembled foundation cages the need for two addition structural arms to each structure were identified. In addition, original estimates of the total project cost were inadvertently missing work

that was scheduled to be completed on River Street and Lawson Street. The total cost increase to the project would be $63,990.

The motion by Comm. Allwardt, seconded by Comm. Roush was unanimous on roll call to approve an additional $63,990 for the Fox River Crossing project and re-allocate $63,990 from the rebuild of the distribution system on Garfield Street and the Washington Street Parking Lot Project to the Fox River Crossing project.

Commission President Allwardt left the meeting at 9:50 a.m. Commission Vice-President Roush took over the meeting.

Tuition Reimbursement – Changes to the draft agreement would be the addition of language on page two, item 5, to cover employees who fail to complete the program as a Utility employee within the allotted time period. Language would also be added to the Employee Handbook that references a Tuition Reimbursement Agreement between employees and the Utility.

A motion was made by Comm. Roush, seconded by Comm. Zelinski to approve the Tuition Reimbursement Agreement subject to clarification of page 2, item 5.

General discussion ensued regarding utilizing a tuition reimbursement agreement for other apprentices of the Utility.

A motion was made by Comm. Merkes to amend the previous motion to update the document as appropriate for all apprentice programs of the Utility. Comm. Zelinski seconded the motion for discussion.

Motion to amend carried 4-0.

The motion, as amended, carried on roll call 4-0.

WE Acquisitions – The acquisition of 2 customers off of 10 & 114 located in the City of Menasha is finishing up; more details are needed with the Deerfield project; Valley Road is on hold pending additional planning; 3 customer acquisitions on Rue Reynard are being designed.

Item VIII. Strategic Reports - Monthly Strategic Initiative Update for February & March – The February and March reports were discussed.

Project Reports, Water Plant Projects – The Low Lift project is complete and staff is working on rebates through WPPI and Focus on Energy. There has been discussion with the DNR regarding the Source Water Study, additional information will be sent to them.

Notice of Non-Compliance, Monitoring – Water Utility Manager Gosz explained the water samples submitted to the DNR were required to be collected between 2/5/15 and 2/15/15. Staff collected the samples early on 2/4/15 which triggered a monitoring violation.

Metering Practice & Plan – Meter testing has continued through the month; an issue, which resulted in an undercharge to a customer, is being looked into. A letter from the PSC, included in the packet, explains the Net Coincident Billing which will affect 6 customers. A Rider was filed and approved with the PSC; affected customers are being contacted.

Item IX. No one from the Gallery was heard on any topic of public concern to the Utility.

Item X. The motion by Comm. Zelinski, seconded by Comm. Roush, was unanimously approved on roll call to adjourn at 10:18 a.m.

By:	MARK L. ALLWARDT	JOANNE ROUSH	DAN ZELINSKI
	President	Vice-President	Acting Secretary

NOTE: THESE MINUTES ARE NOT TO BE CONSIDERED OFFICIAL UNTIL ACTED UPON AT THE NEXT REGULAR MEETING, THEREFORE, ARE SUBJECT TO REVISION.

Summary Statement and Certification of the Board of Canvassers
Spring Election – April 7, 2015

We, the undersigned, certify that we are the members of the Board of Canvassers for the City of Menasha, Wisconsin.

We certify that the attached Tabular Statement of Votes Cast and Summary Statement of the Board of Canvassers, canvassed and prepared by us, are correct and true as compiled from the original returns made to the City Clerk.

We further determine and certify that the following persons received the greatest number of votes for the respective office for which each was a candidate on April 7, 2015.

The total number of votes cast for District 1 Alderman was 295, of which

Rebecca Nichols received 178
Chris Klein received 117

Rebecca Nichols, having received the highest number of votes cast, was declared elected District 1 Alderman for the City of Menasha for a two year term expiring April 2017.

The total number of votes cast for District 3 Alderman was 285, of which

Wil H. Krautkramer received 152
Stanley P. Sevenich received 133

Wil H. Krautkramer, having received the highest number of votes cast, was declared elected District 3 Alderman for the City of Menasha for a two year term expiring April 2017.

The total number of votes cast for District 5 Alderman was 283, of which

Michael Keehan received 144
Steve Krueger received 139

Michael Keehan having received the highest number of votes cast, was declared elected District 5 Alderman for the City of Menasha for a two year term expiring April 2017.

The total number of votes cast for District 7 Alderman was 167, of which

Melissa Rollins-Jump received 167

Melissa Rollins-Jump, having received the highest number of votes cast, was declared elected District 7 Alderman for the City of Menasha for a two year term expiring April 2017.

Dated at the office of the City Clerk at City Hall, City of Menasha, Winnebago & Calumet Counties, Wisconsin, this 13rd day of April, 2015

Thomas Stoffel

Greg Keil

Deborah A. Galeazzi

Tabular Statement of Votes Cast
City of Menasha
Spring Election – April 7, 2015

Alderman, District 1

Rebecca Nichols	178
Chris Klein	117
Write-in	0

Total Votes Cast-Office 295

Alderman, District 3

Wil H. Krautkramer	152
Stanley P. Sevenich	133
Write-in	0

Total Votes Cast-Office 285

Alderman, District 5

Steve Krueger	139
Michael Keehan	144
Write-in	0

Total Votes Cast-Office 283

Alderman, District 7

Melissa Rollins-Jump	167
Write-in	0

Total Votes Cast-Office 167

MINUTES OF THE BOARD OF CANVASS
April 8, 2015

Clerk Galeazzi called the meeting to order at 10:15 a.m.

Present: Members Thomas Stoffel, Greg Keil, and City Clerk Deborah A. Galeazzi

The Board compared the ACCU-VOTE Optic Scan (OS) and Touch Screen Extra (TSX) machines print-out with the return sheets filed for the April 7, 2015 Spring Election. The Board verified the election returns.

The Board of Canvass adjourned at 10:47 a.m. and will reconvene on Monday April 13, 2015 at 9:00 a.m. if required to process and count any of the 49 outstanding absentee ballots postmarked on or before Election Day, April 7, 2015 and received in the clerk's office by 4:00 p.m. Friday April 10, 2015. Since no provisional ballots were issued on Election Day it is unnecessary for the Board of Canvass to process provisional ballots

WITNESS OUR HANDS at the office of the City Clerk at City Hall, City of Menasha, Winnebago and Calumet Counties, Wisconsin, this 13th day of April, 2015

Thomas Stoffel
Thomas Stoffel

Greg Keil
Greg Keil

Deborah A. Galeazzi
Deborah A. Galeazzi

MINUTES OF THE BOARD OF CANVASS
April 13, 2015

Present: Members Greg Keil, Tom Stoffel and City Clerk Debbie Galeazzi

Meeting called to order by Clerk Galeazzi at 9:05 a.m.

Clerk Galeazzi reported 9 absentee ballots of the 49 outstanding were received in the Clerk's office by 4:00 p.m. on April 10, 2015. There were zero provisional ballots cast for the April 7, 2015 election.

Absentee ballots were accepted and processed.

The totals from the Board of Canvass of April 7, 2015 were adjusted accordingly:

Absentee ballots were counted and recorded for District 1, District 3, District 5 and District 6.

Moved by Tom Stoffel, seconded by Greg Keil to adjourned at 10:15 a.m.
Motion carried on voice vote.

WITNESS OUR HANDS at the office of the City Clerk at City Hall, City of Menasha, Winnebago County, Wisconsin, this 13rd day of April, 2015.

Thomas Stoffel

Greg Keil

Deborah A. Galeazzi

Summary Statement and Certification of the Board of Canvassers
Spring Election – April 7, 2015
AFTER RECOUNT

We, the undersigned, certify that we are the members of the Board of Canvassers for the City of Menasha, Wisconsin.

We certify that the attached Tabular Statement of Votes Cast and Summary Statement of the Board of Canvassers, canvassed and prepared by us, are correct and true as compiled from the original returns made to the City Clerk.

We further determine and certify that the following persons received the greatest number of votes for the respective office for which each was a candidate on April 7, 2015.

The total number of votes cast for District 1 Alderman was 295, of which

Rebecca Nichols received 178
Chris Klein received 117

Rebecca Nichols, having received the highest number of votes cast, was declared elected District 1 Alderman for the City of Menasha for a two year term expiring April 2017.

The total number of votes cast for District 3 Alderman was 285, of which

Wil H. Krautkramer received 152
Stanley P. Sevenich received 133

Wil H. Krautkramer, having received the highest number of votes cast, was declared elected District 3 Alderman for the City of Menasha for a two year term expiring April 2017.

The total number of votes cast for District 5 Alderman was 283, of which

Michael Keehan received 144
Steve Krueger received 139

Michael Keehan having received the highest number of votes cast, was declared elected District 5 Alderman for the City of Menasha for a two year term expiring April 2017.

The total number of votes cast for District 7 Alderman was 167, of which

Melissa Rollins-Jump received 167

Melissa Rollins-Jump, having received the highest number of votes cast, was declared elected District 7 Alderman for the City of Menasha for a two year term expiring April 2017.

Dated at the office of the City Clerk at City Hall, City of Menasha, Winnebago & Calumet Counties, Wisconsin, this 17th day of April, 2015

Thomas Stoffel
Thomas Stoffel

Michael C. Brunn
Michael Brunn

Deborah A. Galeazzi
Deborah A. Galeazzi

Tabular Statement of Votes Cast
City of Menasha
Spring Election – April 7, 2015
AFTER RECOUNT

Alderman, District 1

Rebecca Nichols	178
Chris Klein	117
Write-in	0

Total Votes Cast-Office 295

Alderman, District 3

Wil H. Krautkramer	152
Stanley P. Sevenich	133
Write-in	0

Total Votes Cast-Office 285

Alderman, District 5

Steve Krueger	139
Michael Keehan	144
Write-in	0

Total Votes Cast-Office 283

Alderman, District 7

Melissa Rollins-Jump	167
Write-in	0

Total Votes Cast-Office 167

CITY OF MENASHA
WINNEBAGO COUNTY
RECOUNT – ALDERMANIC DISTRICT 5
WARDS 12, 13, 20, 22
3rd Floor Council Chambers
140 Main Street, Menasha
Friday, April 17, 2015
MINUTES

Meeting called to order by Clerk Galeazzi at 10:00 a.m.

Original Results for City of Menasha Aldermanic District 5, April 7, 2015:
Steve Krueger – 139 votes
Michael Keehan – 144 votes

Canvass Board Members: Clerk Deborah Galeazzi, Tom Stoffel, and Michael Brunn substituting for Greg Keil, who was not able to be at the meeting because of a previous commitment.

Others Present: Tabulators Larry Gressler, Gary Coopman, and Deputy Clerk Susan Strauss. Winnebago County Clerk Sue Ertmer, City Attorney Pamela Captain, and District 5 Aldermanic Candidate Steve Krueger.

Notifications: Clerk Galeazzi reported that each appropriate candidate received proper notice of the recount which included the place and time of the recount. Both candidates returned a signed statement to the Clerk's Office confirming they received the notice. The recount was properly noticed as a public meeting under Wis. Stat. §19.84.

City of Menasha, Winnebago County, Electronic Voting Equipment Results:
Reporting Unit: District 5 (Wards 12, 13, 20, 22) and District 7 (Wards 10 & 11)
Original Vote Totals for Report Unit: 100(TSX) + 422(OS) = **522**
Number of Voters from Registration List: 522
Number of Absentee Ballot Applications: 58
Number of Absentee Ballots: 58
Recount Vote Totals for Reporting Unit: 100(TSX) + 422(OS) = **522**

District 5 (Wards 12, 13, 20, 22) Original Results:

OS Machine:	Steve Krueger – 117 votes
	Michael Keehan – 117 votes
TSX Machine:	Steve Krueger – 22 votes
	Michael Keehan – 27 votes

Before opening the Ballot Container bag, the security seal bag number was verified with the number on the Inspector's statement.

The ballots were counted and the number of ballots were verified as the correct number.

Absentee Ballots verified by Winnebago County Clerk Ertmer and Deputy Clerk Strauss. Verified 58 absentee ballots, 58 absentee registrations, 58 absentee envelope count equaled 58 absentee ballots,1 remade ballot, 1 rejected absentee ballot because of no signature on envelope. District 5 = 34 absentee ballots District 7 = 24 absentee ballots.

100 TSX machine results were recount by hand. Larry Gressler read the results and Tom Stoffel verified the results. Gary Coopman, Michael Brunn, and Clerk Galeazzi tabulated the results. 49 votes were tabulated for District 5.

422 OS machine results. Separated yellow colored District 5 ballots and salmon colored District 7 ballots.
Clerk Galeazzi ran test ballots through OS machine. Ran zero test tape.
Clerk Galeazzi put OS machine into Election Mode and ran a zero tape.
Entered only yellow District 5 (Wards 12 & 13) ballots through OS machine.
246 yellow District 5 ballots were recounted by entering the ballots in the OS machine.
Ballots were entered and verified by Michael Brunn, Tom Stoffel, Larry Gressler, and Gary Coopman.
Ran a short and long tape to get the results of the ballots for the recount.

District 5 (Wards 12, 13, 20, 22) Recount Results:

OS Machine:	Steve Krueger – 117 votes
	Michael Keehan – 117 votes
TSX Machine:	Steve Krueger – 22 votes
	Michael Keehan – 27 votes

Clerk Galeazzi read the results of the April 17, 2015 District 5 (Wards 12, 13, 20, 22) recount of the April 7, 2015 election ballots.

The Board of Canvassers declared Michael Keehan (incumbent) winner of the District 5 Aldermanic race.

Motion to adjourn by Tom Stoffel, seconded by Debbie Galeazzi. Motion carried by voice vote.

Meeting adjourned at 11:56 a.m.

Respectfully submitted by Susan M. Strauss, Deputy Clerk.

April 7, 2015 General Election No Aldermanic Race in Districts 2, 4, 6, 8	District 1+2	District 3+4	District 5+7	District 6	Calumet Cnty District 8	Totals
Total Number of Voters	461	464	522	173	216	1836
Justice of the Supreme Court						
Ann W. Bradley	290	308	341	104	123	1166
James P. Daley	152	144	162	65	92	615
Write-In	0	2	0	0	0	2
Alderperson, District 1						
Rebecca Nichols	178					178
Chris Klein	117					117
Write-In	0					0
Alderperson, District 3						
Wil H. Krautkramer		152				152
Stanley P. Sevenich		133				133
Write-In		0				0
Alderperson, District 5						
Steve Krueger			139			139
Michael Keehan			144			144
Write-In			0			0
Alderperson, District 7						
Melissa Rollins-Jump			167			167
Write-In			0			0
Menasha Joint School District Board						
Steve L. Thompson	280	285	340	100	57	1062
Mark E. Mayer	269	267	316	105	59	1016
Dan Kutschera	242	271	305	92	54	964
Write-In	7	3	8	6	5	29
Appleton Area School District Board						
John E. Mielke					91	91
Kay S. Eggert					76	76
Write-In					0	0
Write-In					0	0
State Referendum Question #1						
Yes	210	204	232	79	109	834
No	236	242	277	90	107	952

City of Menasha
Spring Election - April 7, 2015

	Total residents of voting age	Total Voters	
Total City Percentage	13313	1836	14%

CERTIFICATE OF RECYCLING

•All Computers & Electronics Will Be Recycled For Their Metal, Glass, & Plastic•

Received From: City of Menasha
321 Milwaukee Street
Menasha, WI 54952

Materials Recycled: 1523 lbs Electronics, 4433 lbs TV, 1276 lbs Freon, 5636 lbs Printers/Appliance, 1931 lbs CPU, 481 lbs Batteries , 62 each 4' Fluorescent Bulbs , 10 each Compact Fluorescent Bulbs, 174 lbs Monitors, 150 lbs Wire

Total Weight Recycled: 15,676 lbs

This is to certify that the above items received by **Recycle That Stuff** in **Appleton, WI** will be recycled in accordance with all applicable Federal, State and local Regulations and ***will not be landfilled,*** or otherwise improperly disposed of.

April 25,2015

E-Cycle Wisconsin
Registered Collector
& Recycler

ISO 14001:2004 Certified #A102908
Wis. DNR License 12843

121 N. Linwood Ave. – Appleton, WI 54914

Debbie Galeazzi

From: League of Wisconsin Municipalities [mailto:witynski@lwm-info.ccsend.com] **On Behalf Of** League of Wisconsin Municipalities
Sent: Monday, May 04, 2015 10:00 AM
To: Don Merkes
Subject: Legislative Bulletin - JFC Decides Recycling Grant Funding Level this Week

2015-16, No. 18
May 4, 2015

In this Issue:

JFC Takes up Recycling Grants Tomorrow

Legislative Luncheon May 13

Uber/Lyft Preemption Bill Signed into Law

Hearing on Prevailing Wage Repeal Tomorrow

Recently Introduced Legislation

Hearings on Municipal Bills

League of Wisconsin Municipalities

Ph: (608) 267-2380
(800) 991-5502

witynski@lwm-info.org

www.lwm-info.org

Legislative Bulletin Archive

Joint Finance Committee Takes up Recycling Grants Tomorrow

The funding level of the state's recycling grant program will be decided by the Joint Finance Committee when it meets tomorrow. The Governor recommends in his budget bill, AB 21/SB 21, reducing funding for the program from $19 million to $15 million in the first year of the state budget and restoring it back to $19 million in the second year.

The League opposes the $4 million cut to the recycling program in the first year of the state budget. The proposed cut of nearly 22% falls on top of a 40% reduction in 2011. The result would be a cumulative reduction of over 50% in just 5 years' time. These cuts pose a risk to municipal and county recycling programs across the state. Even at the current funding level, the grants cover only 17.5% of responsible unit recycling program costs statewide. At $15 million the grant program would cover only 15% of municipal and county recycling costs statewide.

Take Action Now. Contact your state legislators and tell them to make sure the Joint Finance Committee rejects the Governor's proposed $4 million cut in the recycling grant program.

We have made it easy for you to do this. **Simply click on the following link** and follow the instructions for sending a pre-written e-mail to your legislators urging them to support full funding of the recycling grant program: http://bit.ly/LWMJFCRecycling

Read the joint League and Counties Association memo to the JFC on the recycling grant program here.

Read the Legislative Fiscal Bureau papers on the recycling grant program here.

Having trouble viewing or printing this email?Click here

League of Wisconsin Municipalities

Capitol Buzz

May 5, 2015

Witynski@lwm-info.org

www.lwm-info.org

Like us on Facebook

Follow us on Twitter

Subscribe to our E-Newsletters

Joint Finance Committee Retains $4 million Cut to Recycling Grant Program

This afternoon, the Joint Finance Committee voted along party lines to reject a motion that would have eliminated the Governor's recommended $4 million cut to the recycling grant program in the first year of the state budget. The vote was 12 against and 4 in support. As a result of today's JFC action, funding for the recycling grant program will be reduced from $19 million to $15 million in the first year of the state budget and restored back to $19 million in the second year.

Our thanks to all municipal officials who communicated with their legislators about this issue. Municipal officials sent over 160 emails to state legislators urging them to reject the $4 million cut to recycling.

Forward email

SafeUnsubscribe

This email was sent to gsumi@lwm-info.org by witynski@lwm-info.org | Update Profile/Email Address | Rapid removal with SafeUnsubscribe™ | Privacy Policy.

Constant Contact

Try it FREE today!

League of Wisconsin Municipalities | 122 W. Washington Ave., Suite 300 | Madison | WI | 53703

MEMO

TO: Common Council

FROM: Debbie Galeazzi, City Clerk

SUBJECT: League of Wisconsin Municipalities Workshop

DATE: May 12, 2015

Attached to this memo is a registration form for Local Government 101 Workshop (formerly New Municipal Officials Workshop) sponsored by the League of Wisconsin Municipalities. Please let me know by May 26 if you are interested in attending this workshop so I can register you. There are funds in the Council's budget for attending this workshop.

Local Government 101:
Basics You Need to Know

The League's one-day workshops (formerly the New Officials Workshops) provide a basic framework for governing to both new city and village officials and those who want to brush up on their knowledge of local governance.

Workshop Locations

Madison
Friday, May 8, 2015
Radisson
517 Grand Canyon Dr.

Wausau
Friday, May 15, 2015
Jefferson Street Inn
201 Jefferson Street

Oconomowoc
Friday, May 29, 2015
Olympia Resort
1350 Royale Mile Road

Green Bay
Friday, June 5, 2015
Tundra Lodge & Conference Center
865 Lombardi Avenue

LEAGUE OF WISCONSIN MUNICIPALITIES

2015

Local Government 101:

At Four Locations

- Madison
- Wausau
- Oconomowoc
- Green Bay

Agenda

8:30 Registration - Coffee

9:00 Welcome
Jerry Deschane, Executive Director, League of Wisconsin Municipalities

Organization & Powers of Cities and Villages
Claire Silverman, Legal Counsel, or Daniel Olson, Assistant Legal Counsel, League of Wisconsin Municipalities

Recognizing and Avoiding Conflicts of Interest
Claire Silverman, Legal Counsel, or Daniel Olson, Assistant Legal Counsel, League of Wisconsin Municipalities

10:45 Break

11:00 Budgeting & Financial Oversight
Staff from Ehlers

Noon — Lunch (included)

1:00 Procedures for Local Government Meetings
Dan Hill, Local Government Specialist, UW-Extension Local Government Center

2:15 Break

2:30 Managing Public Works Activities
Ben Jordan, Transportation Information Center, Department of Engineering Professional Development, UW-Madison

3:45 Adjournment

2015 Local Government 101 Registration

Please make the following reservation for Local Government 101 at

- ❒ Madison, Radisson, May 8, 2015
- ❒ Wausau, Jefferson Street Inn, May 15, 2015
- ❒ Oconomowoc, Olympia Resort, May 29, 2015
- ❒ Green Bay, Tundra Lodge, June 5, 2015

Name (please type or print) _____ Position _____

_____ _____

_____ _____

_____ _____

Contact Person _____ (for questions regarding this registration)

Address _____ Municipality _____

Zip _____ E-mail _____

Payment Method
❒ Credit Card or ❒ Check

Card type _____
(Master Card, Visa, or Discover)

Number _____ Exp _____ Vcode _____

Name on Card _____

Please enclose registration fee of $65 (member) or $90 (non-member) per person. Make checks payable to the League of Wisconsin Municipalities. Return this form no later than five days prior to your chosen seminar. Registration by phone cannot be accepted.

Mail to: League of Wisconsin Municipalities, 131 W. Wilson, Suite 505, Madison, WI 53703
Fax: (608) 267-0645; On-Line: www.lwm-info.org

Registration fees, less the $10 processing fee, are refundable if the League receives the cancellation not later than three days before the institute. Refunds are not available for cancellations made within three days of the institute.

❒ Please check the box if you need an accommodation regarding a disability or dietary restriction. We will contact you to make the necessary arrangements.

Memorandum

DATE: May 14, 2015

TO: Menasha Common Council

FROM: Mark Radtke, Director of Public Works MR

RE: Gilbert Trail Project Costs

At the previous Board of Public Works meeting, Ald. Zelinski asked that a report be prepared estimating the increased cost to relocate the Gilbert Site trail around the duck pond. At this somewhat early stage of the project, a precise final cost difference projection may not be accurate because of possible unforeseen conditions. In addition, there is no separate itemized quantity for the pond excavation, construction staking, site mobilization or site preparation so our best conservative estimate of cost share was used in preparing the report.

The following increased project costs are attributable to the relocation of the trail around the pond.

- Site preparation/staking $ 1,500
- Pond excavation $15,600
- Flex-a-Mat installation $12,000
- Additional trail length $ 6,800
- Additional light pole $ 1,300
- Storm sewer items $ 8,560
- City crews (tree removal) $ 6,200

Total = $51,960

The original fiscal impact estimate provided to the Common Council in 2014 for the trail relocation is $59,796. At this point in construction, our projected cost increase is well within the original estimate.

M:\word\CC memo re Gilbert Trail Project costs_5-14-15.docx

PROCLAMATION

National Public Works Week

May 17-23 2015

WHEREAS, Public Works infrastructure, facilities and services are of vital importance to the health, safety, and well being of the people of this community and the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs ; and

WHEREAS, the efficiency of the qualified and dedicated employees who staff public works departments is materially influenced by the citizens' attitude and understanding of the importance of the work they perform; and

WHEREAS, the quality and effectiveness of these facilities and services, as well as their planning, design, and construction, are vitally dependent upon the efforts and skills of public works employees; and

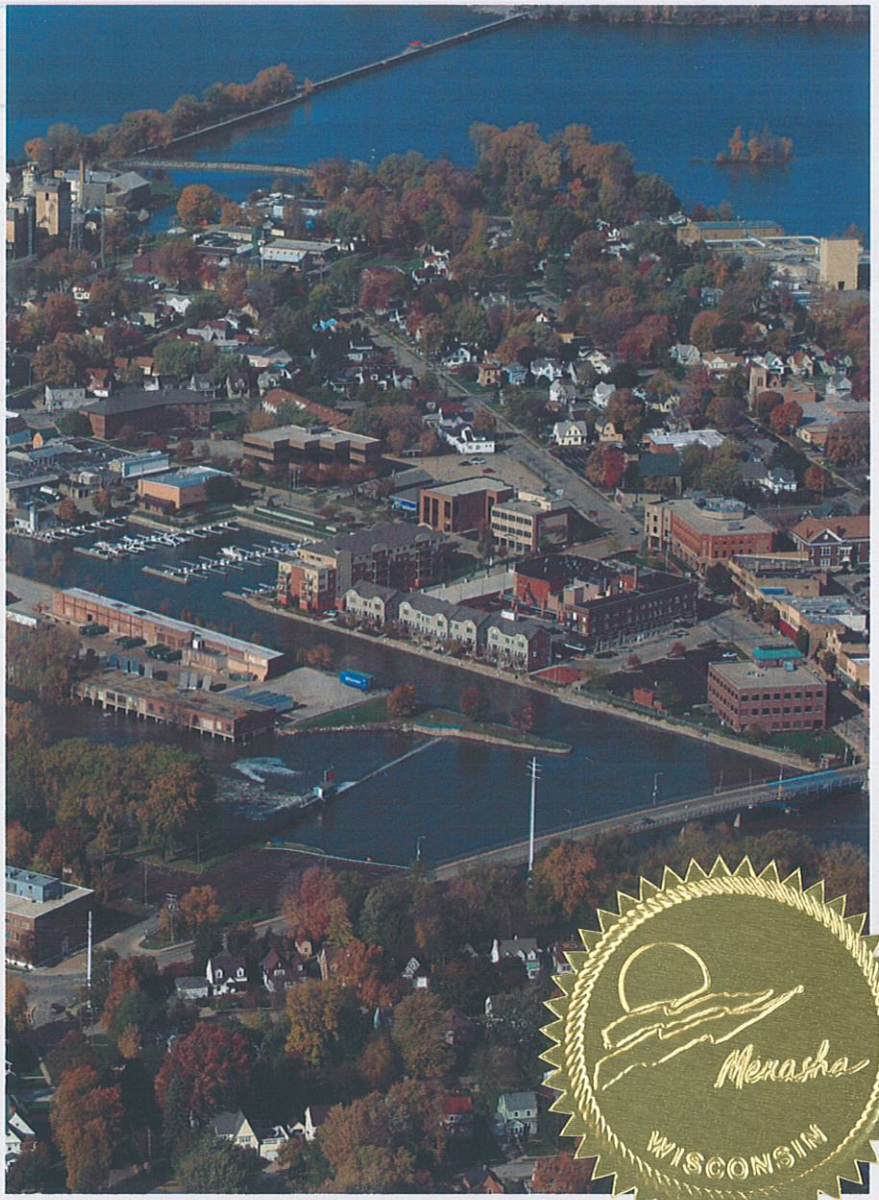
WHEREAS, it is important that our young people know that public works has rewarding careers; from the professionals who envision future communities, to the engineers who design them, to operation and maintenance the facilities, infrastructure, and systems that protect and enhance our quality of life every day; and

WHEREAS, this year's theme "Community Begins Here" recognizes there would be no community without the quality of life public works provides. Public works plays a key role in the planning, building and maintenance of infrastructure projects in their communities that will allow future generations to enjoy a higher quality of life.

NOW, THEREFORE, BE IT PROCLAIMED, that I, Donald Merkes, Mayor of the City of Menasha, do hereby proclaim the week of May 17-23, 2015 to be

National Public Works Week

in the City of Menasha, and call upon all citizens and civic organizations to acquaint themselves with the issues involved in providing public services and to recognize the contributions which public works employees make every day to our health, safety, comfort, and quality of life.



Dated this 18th day of May, 2015

Donald Merkes, Mayor

DRAFT

CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, May 4, 2015
MINUTES

A. CALL TO ORDER
Meeting called to order by Mayor Merkes at 6:03 p.m.

B. PLEDGE OF ALLEGIANCE
Motion of silenced was observed for victims of Trestle Trail incident and for International Firefighter Day.

C. ROLL CALL/EXCUSED ABSENCES
PRESENT: Aldermen Taylor, Krautkramer, Langdon, Keehan, Zelinski, Rollins-Jump, Benner, Nichols
ALSO PRESENT: Mayor Merkes, CA Captain, PC Styka, FC Auxier, DFC DeLeeuw, DPW Radtke, CDD Keil, ASD Steeno, PRD Tungate, PHD McKenney, LD Lenz, Clerk Galeazzi

D. PUBLIC HEARING
1. Proposed amendment of the City of Menasha Year 2030 Comprehensive Plan to rezone a parcel on Racine Road.
CDD Keil explained with the Comprehensive Plan needs to be amended with the recent rezoning of a parcel on Racine Road.

No one spoke.

Mayor Merkes closed the public hearing.

2. Proposed 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) and Amending the Planned Unit Development District (PUD) Plan for Parcel Number 3-00798-00 and 3-00790-00 adjacent to Marina Place.
CDD Keil explained the request for the rezoning to enable the construction of a new office building and parking.

No one spoke.

Mayor Merkes closed the public hearing.

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

Roger and Connie Kanitz, 516 Riverway, Menasha. Spoke on proposed downtown office building.

Mary Nebel, 713 First Street, Menasha. Questions on proposed downtown office building and parking ramp.

Frank Prokash, owner of The Blind Pig, 198 Main Street. Concerned about parking for downtown businesses.

Tom Konetzke, 858 Emily Street, Menasha. Presented a check to PRD Tungate from Menasha Athletic Assoc. (MAC) baseball for improvements to Koslo Park.

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS
1. FC Auxier - Introduction and oath of new Firefighter Zachary Janke.
FC Auxier introduced new Firefighter Zachary Janke and Clerk Galeazzi administered the official oath.

2. FC Auxier – Retirement of Deputy Fire Chief Steve DeLeeuw.
FC Auxier recognized DFC DeLeeuw for over 41 years of service to the Cites of Menasha and Neenah.

DRAFT

3. Clerk Galeazzi - the following minutes and communications have been received and placed on file:
Minutes to receive:
a. Administration Committee, 04/21/15.
b. Administration Committee, Special; 04/27/15.
c. Board of Public Works, 04/21/15.
d. Library Board, 04/16/15.
e. NMFR Joint Finance & Personnel Committee, 04/28/15.
f. Neenah-Menasha Sewerage Commission, 03/24/15 and 04/18/15.
g. Personnel Committee, 04/21/15.
h. Plan Commission, 04/28/15.
Communications:
i. Time Warner Cable to Clerk Galeazzi, 4/22/15; Changes to services Time Warner Cable offers.
j. Proclamation – National Police Week, May 11-15, 2015.
k. Proclamation – All City Track and Field Wellness Event, May 12, 2015.
l. City of Menasha Board of Review – 2015, Notice of Open Book of Assessment and Board of Review Meeting.

Moved by Ald. Taylor seconded by Ald. Langdon to receive Minutes and Communications A-L.
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 Sine Die, 04/21/15.
2. New Common Council, 04/21/15.
Administration Committee, 04/21/15 – Recommends the Approval of:
3. To authorize an amendment to the plan documents and agreements with Precision Retirement Group (Pelion Benefits, Inc.) to include represented employees and confirm the requirement that all eligible city employees are subject to the distribution of accumulated sick leave benefits through the post-employment benefit plan administered by Precision Retirement Group (Pelion Benefits, Inc.).
Board of Public Works, 04/21/15 – Recommends the Approval of:
4. Acceptance of Miron Donation of Concrete Planter at Menasha Library.
NMFR Joint Finance & Personnel Committee, 04/28/15 – Recommends the Approval of:
5. Authorize hiring a replacement for the Deputy Chief of Operations position subject to the departure/retirement of the existing employee with Neenah-Menasha Fire Rescue.

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

H. ITEMS REMOVED FROM CONSENT AGENDA

I. ORDINANCES AND RESOLUTIONS
1. O-8-15; An Ordinance Amending Title 13 By making Certain Changes to the District (In Proximity to Main and Mill Street). (Introduced by Mayor Merkes). (Recommended by the Plan Commission).

Moved by Ald. Benner seconded by Ald. Nichols to adopt O-8-15 An Ordinance Amending Title 13 by Making Certain Changes to the District (In Proximity to Main and Mill Street).
CDD Keil explained the area that will be rezoned and the need for the rezoning.
CA Captain recommended not voting on this ordinance until a development agreement is being considered.
Ald. Benner and Nichols removed their original motion.
Moved by Ald. Benner seconded by Ald. Nichols to table O-8-15.
Motion to table carried on roll call 8-0.

DRAFT

J. APPOINTMENTS

1. Appointment of David Rashid, 310 Elm Street, Menasha, to Board of Appeals, for the term of 05/04/15 to 02/01/18.

Moved by Ald. Benner seconded by Ald. Nichols to approve appointment of David Rashid to Board of Appeals.
Motion carried on voice vote.

2. Appointment of Shelly Caudill, 1075 Brighton Drive, to the Landmarks Commission, for the term of 05/04/15 to 03/01/18.

Moved by Ald. Taylor seconded by Ald. Rollins-Jump to approve appointment of Shelly Caudill to Landmarks Commission.
Motion carried on voice vote.

3. Appointment of Melissa Rollins-Jump, 1016 Stardust Drive, Menasha, to the Ad-Hoc Sustainability Board.

Moved by Ald. Taylor seconded by Ald. Nichols to approve appointment of Melissa Rollins-Jump to Sustainability Board.
Motion carried on voice vote.

4. Approval of Alderman Benner to the NMFR Joint Finance and Personnel Committee (1 year term effective immediately).

Moved by Ald. Taylor seconded by Ald. Langdon to approve appointment of Ald. Benner to the NMFR Joint Finance and Personnel Committee.
Motion carried on voice vote.

K. HELD OVER BUSINESS

1. Approval of Alderman Langdon to the Landmarks Commission (1 year term effective immediately).

Moved by Ald. Taylor seconded by Ald. Benner to approve appointment of Ald. Langdon to the Landmarks Commission.
Motion carried on voice vote.

2. Appointment of City Attorney – Pamela Captain.

Moved by Ald. Benner seconded by Ald. Nichols to approve appointment of Pamela Captain as City Attorney.
General discussion ensued on the appointment and position.
Motion carried on roll call 8-0.

L. CLAIMS AGAINST THE CITY

M. ACTION ITEMS

1. Accounts payable and payroll for the term of 04/21/15 to 04/30/15 in the amount of $987,142.12.

Moved by Ald. Nichols seconded by Ald. Keehan to approve accounts payable and payroll.
Motion carried on roll call 8-0.

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

Moved by Ald. Nichols seconded by Ald. Keehan to approve beverage operator's license applications For the 2013-2015 licensing period as outlined in memo dated 4/28/15.
Motion carried on roll call 8-0.

3. Beverage Operators License Applications for the 2015-2017 licensing period.

Moved by Ald. Nichols seconded by Ald. Keehan to approve beverage operator's license applications For the 2015-2017 licensing period as outlined in memo dated 4/28/15.
Motion carried on roll call 8-0.

DRAFT

4. Class "B" Liquor License Application for Menasha Athletic Association (MAC) to sell fermented malt beverages, Koslo Park Concession, May 5, 2015 to October 31, 2015, Paul S. Johnson, Agent.

Moved by Ald. Taylor seconded by Ald. Langdon to approve Class "B" liquor license application for Menasha Athletic Association (MAC) to sell fermented malt beverage, Koslo Park Concession, May 5, 2015 to October 31, 2015, Paul S. Johnson, Agent.
Motion carried on roll call 8-0.

5. Development Agreement by and between The City of Menasha, Wisconsin and Menasha Downtown Development, LLC.

Staff explained development agreement and timeline for office building and parking ramp project.
John Hogerty, representing the Developers, answered questions from the Council on the development agreement and project.
General discussion ensued on terms of development agreement and project.
Moved by Ald. Nichols seconded by Ald. Rollins-Jump to advise staff to continue their efforts on negotiating a development agreement and bring it back along with its associated parts and documents to Common Council for further review.
Motion carried on roll call 8-0.

6. Redevelopment Agreement between City of Menasha, Wisconsin and Developer (McClone Downtown Development LLC) dated April 7, 1997. (DISCUSSION ONLY)

No discussion.

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

Pat DuFrane, owner of Weathervane Restaurant. Spoke in support of downtown office building project.

Joe Nemecheck, owner of 180 Main Street. Spoke in support of downtown office building project.

O. RECESS TO ADMINISTRATION COMMITTEE AND BOARD OF PUBLIC WORKS.
Not required.

P. CLOSED SESSION

1. If necessary, may Adjourn into Closed Session pursuant to Wis. Stats. §19.85(1)(e): Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reason require a closed session (Development Agreement by and between The City of Menasha, Wisconsin and Menasha Downtown Development, LLC).

Not required.

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

Not required.

Q. ADJOURNMENT
Moved by Ald. Taylor seconded by Ald. Keehan to adjourn at 8:31 p.m.
Motion carried on voice vote.

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

Form B

Menasha

City of Menasha • Department of Public Works

STREET USE APPLICATION

Event: MEMORIAL DAY PARADE

Sponsored by: TWIN City VETERANS

Responsible Person: JIM HOYMAN

Address: 412 8TH ST

NEENAH WI 54956

Email Address:

Phone: 410-6622

Street Route: see attached

Description of Use (attach map)

Street Use Date: MAY 25 2015

Start Time: 8 AM

End Time: 10 AM

Number of Units: 60

(Parades)

Liability Insurance has been secured in the amount of $ 2,000,000 with the City of Menasha named as the additional insured. This is primary insurance. DAM

Insurance Company HUB Int'l Insurance Svcs, Inc (TULIP) Policy No. 50628

(Attached are samples of the certificate of insurance and endorsement; each naming the City of Menasha as additional insured)

Date: 4/21/15 Applicant's Signature:

Permit Fee: Each application for a Street Use Permit shall be accompanied by a fee of $25.00 along with a Special Event Fee of $25.00. Please make checks payable to City of Menasha.

Note to events planning to use City Parks and/or greenspace: Any multi-day event or event which plans to sell beer and/or wine to the public must appear before the Parks and Recreation Board.

TO BE COMPLETED BY CITY STAFF (Revised February 4, 2013)

Scheduled Park & Recreation Board Review Date:

Not Required: X Approved: Denied:

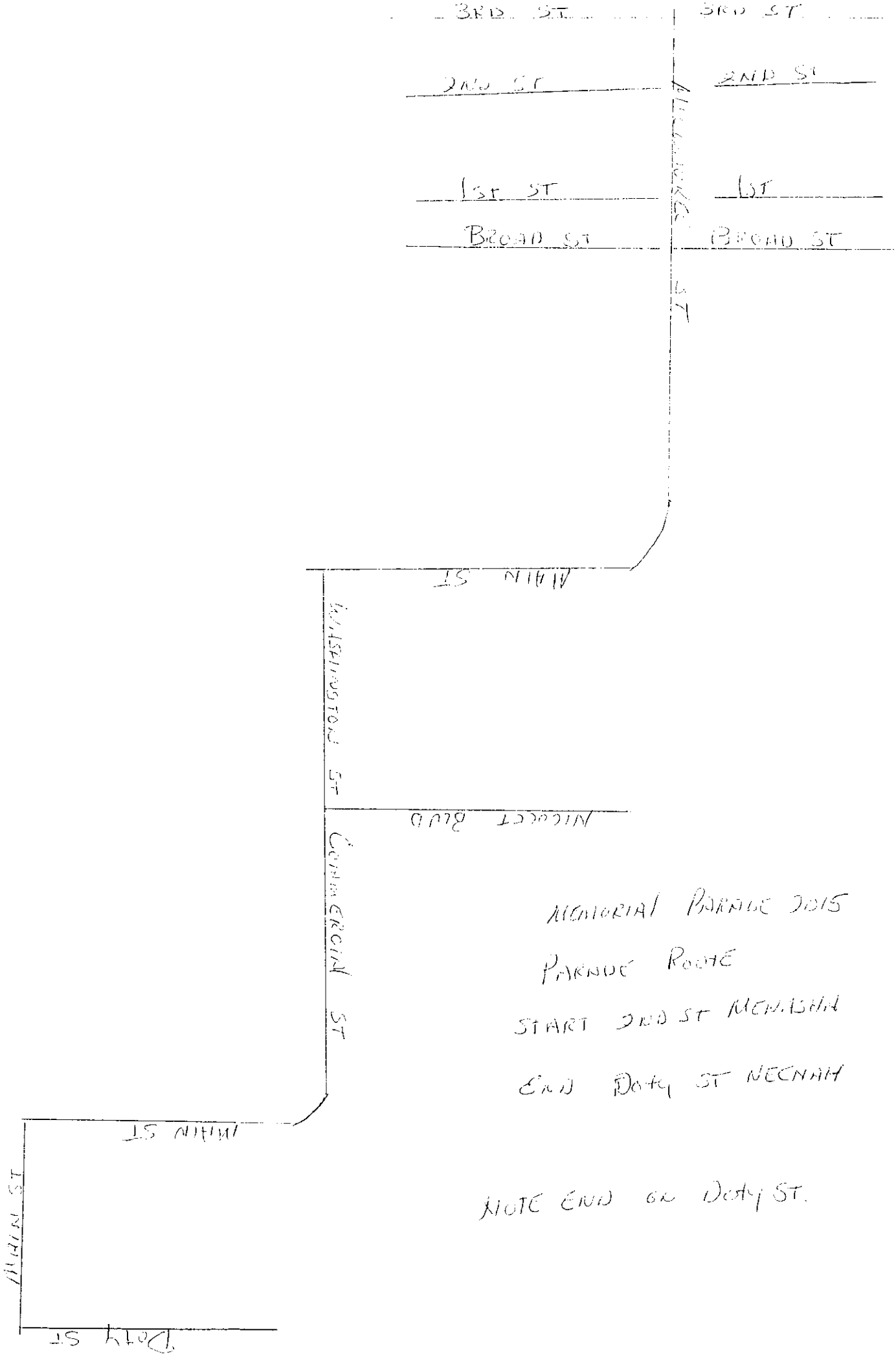
Scheduled Common Council Review Date: May 18, 2015

Approved: Denied:

APPROVAL:

Police Dept. Fire Dept. Public Works Dept. MR City Attorney

140 Main Street • Menasha, Wisconsin 54952-3151 • Phone (920) 967-3610• Fax (920) 967-5272
www.cityofmenasha-wi.gov



MEMORIAL PARADE 2015

PARADE ROUTE

START 2ND ST MENASHA

END DATY ST NEENAH

NOTE END ON DATY ST.

CERTIFICATE OF INSURANCE
SPECIAL EVENT LIABILITY GROUP INSURANCE TRUST, A RISK PURCHASING GROUP

		Certificate #	50628
FACILITY OWNER: (Additional Insured)	**PRODUCER:**	CA License #0757776	
City of Menasha 140 Main Street Menasha, WI 54952	**HUB International Insurance Services Inc.** **P.O. Box 4047** **Concord, CA 94524-4047** PH: 925 609 6500 FX: 925 609 6550 specialevent@hubinternational.us		
EVENT HOLDER: (Named Insured)	**EVENT INFORMATION**		
Twin City Veterans c/o Dave Mix 1427 Baytree Lane Neenah, WI 54956	**TYPE OF EVENT:**	Parade	
	EVENT DATE(S):	5/25/2015	
	EVENT LOCATION:	Starting corner of 3rd and Milwaukee St. to Main St. to Tayco St. (Menasha) to Washington St. to N. Commercial St. to Wisconsin Ave. to Main St. (Neenah)	
	ATTENDANCE: 450	**CLASS:**	II

This is to certify that the policies of insurance listed below have been issued to the insured named above for the event date(s) indicated above. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies.

INSURER A: COLONY INSURANCE COMPANY

INSR LTR	Type of Insurance	Policy Number	Effective	Expiration	Policy Limits	
A	Commercial General Liability	AR6360147	1/1/2015	1/1/2016	Each Occurrence	$1,000,000
					General Aggregate	$2,000,000
					Personal & Advertising Injury	$1,000,000
					Products/Completed Operations Aggregate	$2,000,000
					Damage to Premises Rented to You	$500,000
					Medical Payments	$5,000
					Liquor Liability Each Occurrence	$0
					Liquor Liability Aggregate	

COVERAGE TERMS:

Occurrence Form (CG 0010)

Host Liquor Liability **Included.**

Full Liquor Liability Included **when a separate premium has been charged.**

All participants in athletic activities are required to sign Release and Waiver of Liability forms.

The coverage afforded by this insurance is primary and not contributing with any insurance held by the "ADDITIONAL INSURED", WHEN REQUIRED BY WRITTEN CONTRACT. The limits of insurance apply separately to each event insured by this policy as if a separate policy of insurance has been issued for that event. Who is an insured is amended to include as an additional insured the "Facility Owner – Additional Insured" above and any person or organization shown in the schedule below. This insurance does not apply to: any "occurrence" which takes place after the event holder ceases to be a tenant in that premises. This insurance applies only to: an "occurrence" which takes place during the dates indicated under "Event Information" above.

COVERAGE EXCLUSIONS: (REFER TO POLICY FOR COMPLETE LISTING OF EXCLUSIONS)

-- Sexual Abuse & Molestation	**Specific Events are excluded from coverage. Please see second page for list of excluded events.**
-- Terrorism	**On behalf of the Risk Purchasing Group and each Member, the Trustee has declined coverage for the Terrorism Risk Insurance Act (TRIA).**

OTHER ADDITIONAL INSUREDS:

City of Neenah - 211 Walnut Street, Neenah, WI 54956

City of Menasha - 140 Main Street, Menasha, WI 54952

***CANCELLATION**: Should the above described policy(s) be canceled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the insured event holder and additional insureds listed.*

AUTHORIZED REPRESENTATIVE:		**DATE ISSUED:**	3/26/2015

CERTIFICATE OF INSURANCE
SPECIAL EVENT LIABILITY GROUP INSURANCE TRUST, A RISK PURCHASING GROUP

Second Page of Certificate	Certificate #	50628

SPECIFIC EVENT EXCLUSIONS

The following types of events are specifically excluded and no coverage for them exists on the policies listed on the front page of this Certificate of Insurance:

Aircraft / Aviation
All Terrain Boarding
Ballooning / Balloon Rides
Base Jumping
Bouldering Events
Boxing
Bungee Jumping
Carnival Rides
Circuses
Concerts with performances exceeding 6 hours of performance time
Contact Karate / Martial Arts
Contact Sports
Diving
Dodgeball / Gaga Dodgeball
Football / Flag Football (except passing camps with no contact drills)
Gun Shows / Exhibitions
Hang Gliding
Hockey
Jousting
Kayaking, Rafting or Canoeing in greater than Class 3 rapids
Lacrosse / Rugby
Mechanical Amusement Rides or Services
Motorized Sporting Equipment
Mosh Pits
Mountain Biking
Power Boat Racing
Professional Sporting Activity; Games, Races, Contests of a professional nature
Pyrotechnics / Explosives
Rap or Heavy Metal Concerts
Raves
Rock Climbing
Rodeo / Roping Events (includes practice)
Scuba Diving
Sky Diving
Tattoo Expos / Conventions

Form B

Menasha

City of Menasha • Department of Public Works

STREET USE APPLICATION

Event: Diablo Cycling Criterium

Sponsored by: Diablo Cycling

Responsible Person: Robert Anderson

Address: 1187 W Cecil St
Neenah

Street Use Date: 6/7/15

Start Time: 7AM

End Time: 7PM

Number of Units: _____
(Parades)

Email Address: mwppatroller@AOL.com Phone: _____

Street Route: Broad St to Ice St to First St to Manitowoc
Description of Use (attach map)

Liability Insurance has been secured in the amount of $ 3,000,000 with the City of Menasha named as the additional insured. This is primary insurance.

Insurance Company Willis of Texas, Inc. Policy No. 015375404 RA
(Attached are samples of the certificate of insurance and endorsement; each naming the City of Menasha as additional insured)

Date: 4/20/15 Applicant's Signature: [signature]

Permit Fee: Each application for a Street Use Permit shall be accompanied by a fee of $25.00 along with a Special Event Fee of $25.00. Please make checks payable to City of Menasha. pd $50 cash CS

Note to events planning to use City Parks and/or greenspace: Any multi-day event or event which plans to sell beer and/or wine to the public must appear before the Parks and Recreation Board.

TO BE COMPLETED BY CITY STAFF (Revised February 4, 2013)

Scheduled Park & Recreation Board Review Date: 5/11/15

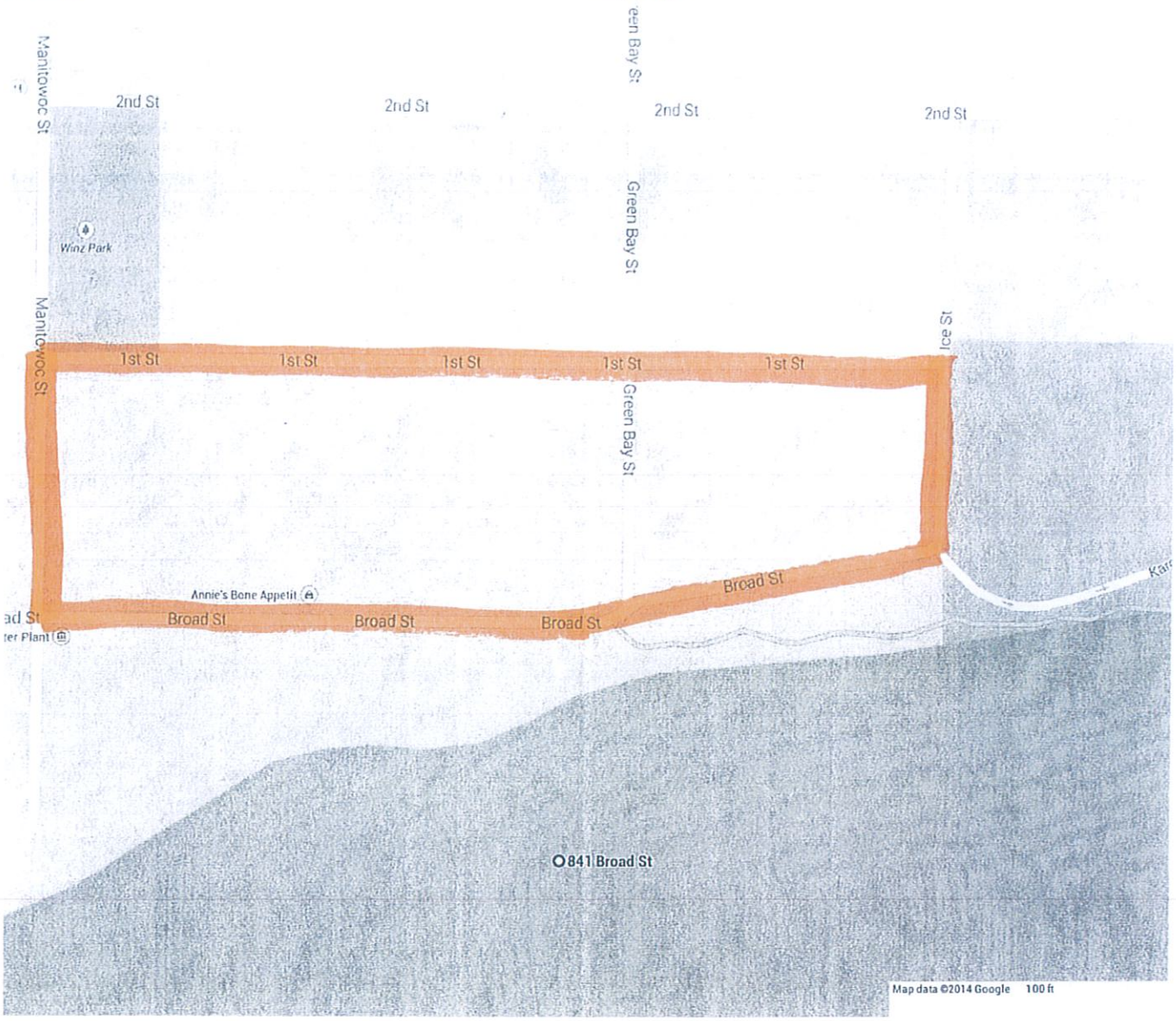
Not Required: _____ Approved: _____ Denied: _____

Scheduled Common Council Review Date: 5/18/15

Approved: _____ Denied: _____

APPROVAL:

Police Dept. [signature] Fire Dept. [signature] Public Works Dept. MR City Attorney [signature]


Manitowoc St
2nd St
2nd St
2nd St
2nd St
Green Bay St
Winz Park
Manitowoc St
1st St
1st St
1st St
1st St
1st St
Green Bay St
Ice St
Broad St
Annie's Bone Appetit
Broad St
Broad St
Broad St
Broad St
841 Broad St
Map data ©2014 Google 100 ft

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 04/24/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies)must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

Willis of Texas, Inc.
c/o 26 Century Blvd.
P.O. Box 305191
Nashville, TN 37230-5191

CONTACT NAME:
PHONE (A/C, NO, EXT): 877-945-7378 FAX (A/C, NO): 888-467-2378
E-MAIL ADDRESS: certificates@willis.com

INSURER(S)AFFORDING COVERAGE	NAIC#
INSURER A: Lexington Insurance Company	19437-001
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED

USA Cycling, Inc.
210 USA Cycling Point
Colorado Springs, CO 80919

COVERAGES **CERTIFICATE NUMBER:** 23105602 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY	Y		015375404	12/31/2014	12/31/2015	EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurence)	$ 1,000,000
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 3,000,000
	POLICY PRO-JECT X LOC						PRODUCTS - COMP/OP AGG	$ 1,000,000
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY(Per person)	$
	ALL OWNED AUTOS / SCHEDULED AUTOS						BODILY INJURY(Per accident)	$
	HIRED AUTOS / NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB / OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB / CLAIMS-MADE						AGGREGATE	$
	DED / RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					PER STATUTE / OTH-ER	
							E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additonal Remarks Schedule, may be attached if more space is required)

Endorsement LX4309 (06/14) AI- DESIGNATED PERSON-ORG: As required by written contract, Certificate holders are named as Additional Insured for USA Cycling sanctioned/permitted events.

Endorsement NAMEINSD (02/94) NAMED INSURED AMENDMENT: Event Organizers and/or Promoters are Named Insureds. It shall be a condition of coverage that all organizers/promoters for whom coverage is afforded under this policy execute a USAC Event Permit Application and coverage will be afforded only for the specific event and date on the permit.

CERTIFICATE HOLDER

City of Menasha
140 Main Street
Menasha, WI 54952-3151

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Jerry

Coll:4675240 Tpl:1915454 Cert:23105602

© 1988-2014 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD

AGENCY CUSTOMER ID: HRH18003

LOC#: _____

ADDITIONAL REMARKS SCHEDULE

AGENCY		NAMED INSURED
Willis of Texas, Inc.		USA Cycling, Inc. 210 USA Cycling Point Colorado Springs, CO 80919
POLICY NUMBER 015375404		
CARRIER Lexington Insurance Company	NAIC CODE 19437-001	EFFECTIVE DATE: 12/31/2014

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

Event #2015-616
Event Name: Diablo Criterium
Event Location: Menasha, WI
Event Date: 06/07/2015

The above event will include Kid's Ride.

Certificate Holder is an Additional Insured with respects to Event #2015-616, Diablo Criterium, in Menasha, WI on 06/07/2015, but only with respect to the liability arising out of the Named Insured's Operations.

© 2008 ACORD CORPORATION. All rights reserved.
The ACORD name and logo are registered marks of ACORD

ENDORSEMENT

This endorsement, effective 12:01 A 12/31/2014

Forms a part of policy no.: 015375404

Issued to: USA CYCLING, INC.

By: LEXINGTON INSURANCE COMPANY

ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION

(Based on CG 2026 04/13)

This endorsement modifies insurance provided by the following:

COMMERCIAL GENERAL LIABILITY POLICY

SCHEDULE

Name of Additional Insured Person(s) or Organization(s)

AS REQUIRED BY WRITTEN CONTRACT

Information required to complete this Schedule, if not shown above, will be shown in the Declarations

A. Section II - Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:
   1. In the performance of your ongoing operations; or
   2. In connection with your premises owned by or rented to you.

   However:
   1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
   2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III - Limits Of Insurance:

   If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:
   1. Required by the contract or agreement; or

CHANGE ORDER

DATE: 4/29/2015 CHANGE ORDER NO: Two (2)

CONTRACTOR: **Commonwealth Construction**
CONTRACT NO: **PF 13B-14**
PROJECT: **Senior Center Renovation**

You are directed to make the changes noted below in the subject contract unit number.

I. See attached.

The changes result in the following adjustments:

	CONTRACT-TOTAL	TIME
Prior to this Change Order	$326,554.50	_____ Days
Adjustments per this Change Order	$92.74	_____ Days
Current Contract Status	$326,647.24	_____ Days

Directed/Authorized
City of Menasha Dept. of Public Works
By: _____

Date: _____

Accepted

By: _____

Date: _____

City of Menasha • Health Department
Nancy McKenney, RDH, MS • Public Health Director
nmckenney@ci.menasha.wi.us

MEMORANDUM

TO: City of Menasha Board of Public Works

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

Date: April 28, 2015

RE: City of Menasha Senior Center Renovation – Change Orders

BACKGROUND
As you know, the Menasha Senior Center was included in the 2014 Budget. The funding for this project, as was laid out in the budget, is as follows:
CDBG Grant: $175,000
City Share (2014 Capital Projects Budget – Borrowing): $87,500
Donations: $87,500
Estimated Total Project Cost: $350,000

Current project costs:
$330,358.50 Commonwealth Construction
$ 92.74 Proposed change order expenses
$330,451.24 Total current project costs

To date current grant obligations are:
$ 165,225.62 Grant Share (50 percent)
$ 82,612.81 City Share (25 percent)
$ 82,612.81Donations (25 percent)

Donations as of January 30th:
$ 82,589.63 Goal
$ 42,753.41 Raised
$ 30,000.00 Pledged (Note: $10,000 pledged in 2016)
$ 9,826.22 Balance to raise

ANALYSIS
Overall Senior Center renovation project costs are under budget. Additional curb installation will be over the contract amount (Commonwealth Construction $335.74). An exhaust fan was not required and resulted in a cost savings (Engebos Heating and Cooling (-$243.00). The total change order is $92.74.

FISCAL IMPACT
Approving the change orders will allow the City of Menasha to leverage block grant funds for items not originally in the specifications.

RECOMMENDATION
Staff recommends that project changes be approved.

DRAFT

316 Racine Street • Menasha, Wisconsin 54952-2337 • Phone (920) 967-3520 • Fax (920) 967-5247
www.cityofmenasha-wi.gov

Senior Center Renovation Budget Adjustment 04-28-15

Change Order Expenses		
$	335.74	Curb installed over Contract Amount
$	**335.74**	**Total Change Order Expenses**

Change Order Budget Adjustment		
$	(243.00)	Engebos Heating and Cooling - Exhaust
$	**(243.00)**	**Total Change Order Budget Adjustment**

Current Additional Expenses		
$	335.74	Total Change Order Expenses
$	(243.00)	Total Change Order Budget Adjustment
$	**92.74**	**Total Budget Adjustment**

Senior Center Renovation Project Costs 4-28-2015

Estimated project costs:

$	330,358.00	Commonwealth Construction
$	**92.74**	**Proposed change order expenses**
$	330,450.74	Total current project costs

To date current grant obligations are:

$	165,225.37	Grant Share (50 percent)
$	82,612.85	City Share (25 percent)
$	82,612.85	Donations (25 percent)

Donations as of January 30th:

$	82,589.63	Goal
$	(42,753.41)	Raised
$	(45,000.00)	Pledged (Approximate - Note: $10,000 pledged in 2016)
$	(5,163.78)	Balance to raise (Goal exceeded)

Certificate of Payment

Date: April 29, 2015 Payment Request: No. 1 (One)

Contractor: Janke General Contractors

Address: 1223 River View Lane, Athens, WI 54411

Contract Unit No.: 2014-03

Project Description: Gilbert Riverfront Trail

Original Contract Amount		$ 478,038.50
Change Order No.:	Amount: $	
Previous Change Order(s): $ -35155		
Total Contract Amount (Including Change Orders)		$ 442,883.50
Total Earned to Date (Summary Attached)		$ 72,580.00
Less Retainage 5%		$ 3,629.00
Amount Due		$ 68,951.00
Previous Payments		$ 0.00
Amount Due this Payment		$ 68,951.00

Estimate Pay Period April 1 - April 29, 2015

I certify that all bills for labor, equipment, materials and services are paid for which previous certificates for payment were issued.

Date: _____ By: _____

Lien Waivers from all subcontractors and suppliers shall accompany each Request for Payment. Affidavit of Compliance with Prevailing Wage Rates shall accompany Request for Final Payment.

Recommended for Payment

Director of Public Works: _____ Date: _____

Common Council Approval Date: _____

Finance Department

Account Number	Budget	Charge to Account
	$	
	$	
	$	
	$	

s:\PUBLICWORKS PUBLICWORKS\Contracts\Forms\Certificate of Payment.docx

City of Menasha Contract Unit No. 2014-03
Gilbert Riverfront Trail

PAYMENT No. 1 (ONE)

ITEM	QUANTITY	DESCRIPTION	BASE BID		YTD	
		BASE BID	UNIT PRICE	ITEM TOTAL	QUANTITY	ITEM TOTAL
1	1	Site Mobilization (LS)	$ 22,000.00	$ 22,000.00	1.00	$ 22,000.00
2	1	Construction Staking (LS)	$ 4,500.00	$ 4,500.00	1.00	$ 4,500.00
3	1	Site Preparation (LS)	$ 12,000.00	$ 12,000.00	1.00	$ 12,000.00
4	1	Common Excavation (LS)	$ 39,000.00	$ 39,000.00	0.75	$ 29,250.00
5	14,525	Concrete Trail (5-inch) (SF)	$ 4.70	$ 68,267.50	0.00	$ -
6	1,930	Concrete Paving Tinted (4-inch) (SF)	$ 5.25	$ 10,132.50	0.00	$ -
7	160	Concrete Bench Pad (4-inch) (SF)	$ 10.65	$ 1,704.00	0.00	$ -
8	1	Concrete Steps (LS)	$ 2,600.00	$ 2,600.00	0.00	$ -
9	315	Modular Block Wall (SF)	$ 33.00	$ 10,395.00	0.00	$ -
10	28	Unilock Rivercrest Seat Wall (LF)	$ 84.00	$ 2,352.00	0.00	$ -
11	2	Unilock Rivercrest Pier (EA)	$ 1,500.00	$ 3,000.00	0.00	$ -
12	1	Unilock Rivercrest Shelter Piers (LS)	$ 7,400.00	$ 7,400.00	0.00	$ -
13	1	Park Shelter Installation (LS)	$ 4,000.00	$ 4,000.00	0.00	$ -
14	49	12-inch HDPE Pipe with End Section (LF)	$ 67.00	$ 3,283.00	0.00	$ -
15	65	6-inch HDPE Pipe (LF)	$ 59.00	$ 3,835.00	0.00	$ -
16	1	24-inch Dia. Catchbasin with Grate (EA)	$ 1,445.00	$ 1,445.00	0.00	$ -
17	2	Sanitary Sewer MH Adjustment (EA)	$ 337.00	$ 674.00	0.00	$ -
18	680	Base Aggregate Dense 1 1/4-inch (Ton)	$ 25.00	$ 17,000.00	0.00	$ -
19	150	Heavy Riprap (Ton)	$ 57.00	$ 8,550.00	0.00	$ -
20	50	Select Crushed Material (Ton)	$ 76.00	$ 3,800.00	0.00	$ -
21	200	Limestone Outcrop Stone (Ton)	$ 200.00	$ 40,000.00	0.00	$ -
22	1	Erosion and Sediment Control (LS)	$ 4,830.00	$ 4,830.00	1.00	$ 4,830.00
23	330	Flex-A-Mat (SY)	$ 73.00	$ 24,090.00	0.00	$ -
24	1,625	Topsoil (CY)	$ 23.00	$ 37,375.00	0.00	$ -
25	2,830	Turf Grass Seeding (SY)	$ 1.10	$ 3,113.00	0.00	$ -
26	105	Shredded Hardwood Mulch (CY)	$ 58.00	$ 6,090.00	0.00	$ -
27	1	West Abutment (LS)	$ 27,500.00	$ 27,500.00	0.00	$ -
28	1	East Abutment (LS)	$ 31,000.00	$ 31,000.00	0.00	$ -
29	1,650	Sheet Piling (SF)	$ 39.00	$ 64,350.00	0.00	$ -
30	950	2" PVC Electrical Conduit (LF)	$ 8.25	$ 7,837.50	0.00	$ -
31	50	1" PVC Electrical Conduit (LF)	$ 11.30	$ 565.00	0.00	$ -
32	2	Post Mounted Outlet (EA)	$ 325.00	$ 650.00	0.00	$ -
33	10	Light Pole Base (EA)	$ 460.00	$ 4,600.00	0.00	$ -
		Total Base Bid (Items 1-33)		**$ 477,938.50**		**$ 72,580.00**

CONTINUATION SHEET

REQUEST AND CERTIFICATE FOR PAYMENT -CONTRACTOR'S SIGNED CERTIFICATE IS ATTACHED

PROJECT: Gilbert Riverfront Trail

ENGINEER'S PROJECT # : 1130216

OWNER: City of Menasha
140 Main Street
Menasha, WI 54952

CONTRACTOR: Janke General Contractors
1223 River View Lane
Athens, WI 54411

ENGINEER: R.A. Smith National
16745 W Bluemound Road
Brookfield, WI 53005

REQUEST NO. 1 REQUEST DATE: 4/17/15

Item No. (A)	Description of Work (B)	Unit of Measure	Scheduled Quantity (C)	Unit Price (D)	Item Total (C*D)	Work Completed: Previous Requests (E) Quantity	Previous Requests (E) Amount	This Request (F) Quantity	This Request (F) Amount	Total Completed To Date (E+F) Quantity	Total Completed To Date (E+F) Amount	% Complete
1	Site Mobilization	LS	1	$ 22,000.00	$22,000.00	0	$0.00	1	$22,000.00	1	$22,000.00	100.00%
2	Construction Staking	LS	1	$ 4,500.00	$4,500.00	0	$0.00	1	$4,500.00	1	$4,500.00	100.00%
3	Site Preparation	LS	1	$ 12,000.00	$12,000.00	0	$0.00	1	$12,000.00	1	$12,000.00	100.00%
4	Common Excavation	LS	1	$ 39,000.00	$39,000.00	0	$0.00	0.75	$29,250.00	0.75	$29,250.00	75.00%
5	Concrete Trail (5-inch)	SF	14525	$ 4.70	$68,267.50	0	$0.00	0	$0.00	0	$0.00	0.00%
6	Concrete Paving Tinted (4-inch)	SF	1930	$ 5.25	$10,132.50	0	$0.00	0	$0.00	0	$0.00	0.00%
7	Concrete Bench ad (4-inch)	SF	160	$ 10.65	$1,704.00	0	$0.00	0	$0.00	0	$0.00	0.00%
8	Concrete Steps	LS	1	$ 2,600.00	$2,600.00	0	$0.00	0	$0.00	0	$0.00	0.00%
9	Modular Block Wall	SF	315	$ 33.00	$10,395.00	0	$0.00	0	$0.00	0	$0.00	0.00%
10	Unilock Rivercrest Seat Wall	LF	28	$ 84.00	$2,352.00	0	$0.00	0	$0.00	0	$0.00	0.00%
11	Unilock Rivercrest Pier	EA	2	$ 1,500.00	$3,000.00	0	$0.00	0	$0.00	0	$0.00	0.00%
12	Unilock Rivercrest Shelter Piers	LS	1	$ 7,400.00	$7,400.00	0	$0.00	0	$0.00	0	$0.00	0.00%
13	Park Shelter Installation	LS	1	$ 4,100.00	$4,100.00	0	$0.00	0	$0.00	0	$0.00	0.00%
14	12-inch HDPE Pipe with End Section	LF	49	$ 67.00	$3,283.00	0	$0.00	0	$0.00	0	$0.00	0.00%
15	6-inch HDPE Pipe	LF	65	$ 59.00	$3,835.00	0	$0.00	0	$0.00	0	$0.00	0.00%
16	24-inch Dia. Catchbasin with Grate	EA	1	$ 1,445.00	$1,445.00	0	$0.00	0	$0.00	0	$0.00	0.00%
17	Sanitary Sewer MH Adjustment	EA	2	$ 337.00	$674.00	0	$0.00	0	$0.00	0	$0.00	0.00%
18	Base Aggregate Dense 1-1/4-inch	TN	680	$ 25.00	$17,000.00	0	$0.00	0	$0.00	0	$0.00	0.00%
19	Heavy Riprap	TN	150	$ 57.00	$8,550.00	0	$0.00	0	$0.00	0	$0.00	0.00%
20	Select Crushed Material	TN	50	$ 76.00	$3,800.00	0	$0.00	0	$0.00	0	$0.00	0.00%
21	Limestone Outcrop Stone	TN	200	$ 200.00	$40,000.00	0	$0.00	0	$0.00	0	$0.00	0.00%
22	Erosion and Sediment Control	LS	1	$ 4,830.00	$4,830.00	0	$0.00	1	$4,830.00	1	$4,830.00	100.00%
23	Flex-A-Mat	SY	330	$ 73.00	$24,090.00	0	$0.00	0	$0.00	0	$0.00	0.00%
24	Topsoil	CY	1625	$ 23.00	$37,375.00	0	$0.00	0	$0.00	0	$0.00	0.00%
25	Turf Grass Seeding	SY	2830	$ 1.10	$3,113.00	0	$0.00	0	$0.00	0	$0.00	0.00%
26	Shredded Hardwood Mulch	CY	105	$ 58.00	$6,090.00	0	$0.00	0	$0.00	0	$0.00	0.00%
27	West Abutment	LS	1	$ 27,500.00	$27,500.00	0	$0.00	0	$0.00	0	$0.00	0.00%
28	East Abutment	LS	1	$ 31,000.00	$31,000.00	0	$0.00	0	$0.00	0	$0.00	0.00%
29	Sheet Piling	SF	1650	$ 39.00	$64,350.00	0	$0.00	0	$0.00	0	$0.00	0.00%
30	2" PVC Electrical Conduit	LF	950	$ 8.25	$7,837.50	0	$0.00	0	$0.00	0	$0.00	0.00%
31	1" PVC Electrical Conduit	LF	50	$ 11.30	$565.00	0	$0.00	0	$0.00	0	$0.00	0.00%
32	Post Mounted Outlet	EA	2	$ 325.00	$650.00	0	$0.00	0	$0.00	0	$0.00	0.00%
33	Light Pole Base	EA	10	$ 460.00	$4,600.00	0	$0.00	0	$0.00	0	$0.00	0.00%
	Subtotal - : :				$478,038.50		$0.00		$72,580.00		$72,580.00	
	Original Contract TOTAL:				$478,038.50		$0.00		$72,580.00		$72,580.00	
	Change Orders/Additions											
	Subtotal - Change Orders/Additions: :				$0.00		$0.00		$0.00		$0.00	
	TOTAL:				$478,038.50		$0.00		$72,580.00		$72,580.00	

REQUEST AND CERTIFICATE FOR PAYMENT

PROJECT: Gilbert Riverfront Trail

ENGINEER'S PROJECT # : 1130216

OWNER: City of Menasha
140 Main Street
Menasha, WI 54952

CONTRACTOR: Janke General Contractors
1223 River View Lane
Athens, WI 54411

ENGINEER: R.A. Smith National
16745 W Bluemound Road
Brookfield, WI 53005

REQUEST NO. 1 REQUEST DATE: **4/17/15**

CHANGE ORDER SUMMARY			
Previously Approved Change Orders:		Additions	Deductions
		$0.00	
		$0.00	
Current Change Orders:		Additions	Deductions
		$0.00	
		$0.00	
	Net Change by Change Orders:	$0.00	$0.00

Request is made for payment, as shown below, in connection with the contract. Continuation Sheet is attached.

The present status of the contract is as follows:

ORIGINAL CONTRACT SUM:.....	$478,038.50
NET CHANGE BY CHANGE ORDERS:.....	$0.00
CONTRACT SUM TO DATE:.....	$478,038.50
TOTAL COMPLETED TO DATE:.....	$72,580.00
RETAINAGE: (5% of work completed until 50% complete).....	$3,629.00
TOTAL EARNED LESS RETAINAGE:.....	$68,951.00
LESS PREVIOUS CERTIFICATES FOR PAYMENT:.....	$0.00
CURRENT PAYMENT DUE:.....	$68,951.00

The undersigned CONTRACTOR certifies that (1) all previous progress payments received from OWNER on account of work completed under the contract referred to above have been applied to discharge in full, all obligations of CONTRACTOR incurred in connection with the work covered by prior applications for payment numbered **_1_ through _1_** inclusive (none); and (2) title to all materials and equipment incorporated in said work or otherwise listed in or covered by this application for payment will pass to OWNER at time of payment free and clear of all liens, claims, security interests, and encumbrances (except such as covered by Bond acceptable to OWNER).

Submitted by Contractor: Steve Janke Date: 4/24/15

I herby certify that I have reviewed the work and that to the best of my knowledge and belief, the quantities shown in this estimate are correct. This application is in conformance with the Contract Documents, therefore, I recommend payment of **One hundred twenty-five thousand, four hundred ten dollars and sixty-seven cents.**

Recommended by Engineer: _____ Date: _____

Approved by Owner: _____ Date: _____

Certificate of Payment

Date: April 29, 2015 Payment Request: No. 1 (One)

Contractor: Janke General Contractors

Address: 1223 River View Lane, Athens, WI 54411

Contract Unit No.: 2014-04

Project Description: Gilbert Trestle Improvements

Original Contract Amount		$ 295,525.00
Change Order No.:	Amount: $	
Previous Change Order(s): $ -5,000.00		
Total Contract Amount (Including Change Orders)		$ 290,525.00
Total Earned to Date (Summary Attached)		$ 103,250.00
Less Retainage 5%		$ 5,162.50
Amount Due		$ 98,087.50
Previous Payments		$ 0.00
Amount Due this Payment		$ 98,087.50

Estimate Pay Period 4/1/15 to 4/29/15

I certify that all bills for labor, equipment, materials and services are paid for which previous certificates for payment were issued.

Date: _____ By: _____

Lien Waivers from all subcontractors and suppliers shall accompany each Request for Payment. Affidavit of Compliance with Prevailing Wage Rates shall accompany Request for Final Payment.

Recommended for Payment

Director of Public Works: _____ Date: _____

Common Council Approval Date: _____

Finance Department

Account Number	Budget	Charge to Account
	$	
	$	
	$	
	$	

s:\PUBLICWORKS PUBLICWORKS\Contracts\Forms\Certificate of Payment.docx

Itemized Bid Tabulation
City of Menasha Contract Unit No. 2014-04
Gilbert Trestle Improvements

Payment No. 1 (One)

ITEM	QUANTITY	DESCRIPTION	BASE BID		YTD	
		BASE BID	UNIT PRICE	ITEM TOTAL	QUANTITY	ITEM TOTAL
1	1	Site Preparation/LS	$ 20,000.00	$ 20,000.00	1.00	$ 20,000.00
2	1	Timber Structures/LS	$ 111,000.00	$ 111,000.00	0.75	$ 83,250.00
3	4,000	Composite Decking/SF	$ 14.70	$ 58,800.00	0.00	$ -
4	800	Cable Railing/LF	$ 115.00	$ 92,000.00	0.00	$ -
5	5	Electrical Junction Box/EA	$ 345.00	$ 1,725.00	0.00	$ -
6	325	2" Flexible Liquid Tight Conduit/LF	$ 30.00	$ 9,750.00	0.00	$ -
7	90	1" Flexible Liquid Tight Conduit/LF	$ 25.00	$ 2,250.00	0.00	$ -
		Total Base Bid (Items 1-7)		**$ 295,525.00**		**$ 103,250.00**

CONTINUATION SHEET

REQUEST AND CERTIFICATE FOR PAYMENT -CONTRACTOR'S SIGNED CERTIFICATE IS ATTACHED

PROJECT: Gilbert Trestle Improvements

ENGINEER'S PROJECT # : 1130216

OWNER: City of Menasha
140 Main Street
Menasha, WI 54952

CONTRACTOR: Janke General Contractors
1223 River View Lane
Athens, WI 54411

ENGINEER: R.A. Smith National
16745 W Bluemound Road
Brookfield, WI 53005

REQUEST NO. 1 REQUEST DATE: 4/17/15

Item No. (A)	Description of Work (B)	Unit of Measure	Scheduled Quantity (C)	Unit Price (D)	Item Total (C*D)	Work Completed: Previous Requests (E) Quantity	Work Completed: Previous Requests (E) Amount	Work Completed: This Request (F) Quantity	Work Completed: This Request (F) Amount	Total Completed To Date (E+F) Quantity	Total Completed To Date (E+F) Amount	% Complete
1	Site Preparation	LS	1	$ 20,000.00	$20,000.00	0	$0.00	1	$20,000.00	1	$20,000.00	100.00%
2	Timber Structures	LS	1	$ 111,000.00	$111,000.00	0	$0.00	0.75	$83,250.00	0.75	$83,250.00	75.00%
3	Composite Decking	SF	4000	$ 14.70	$58,800.00	0	$0.00		$0.00	0	$0.00	0.00%
4	Cable Railing	LF	800	$ 115.00	$92,000.00	0	$0.00	0	$0.00	0	$0.00	0.00%
5	Electrical Junction Box	EA	5	$ 345.00	$1,725.00	0	$0.00	0	$0.00	0	$0.00	0.00%
6	2" Flexible Liquid Tight Conduit	LF	325	$ 30.00	$9,750.00	0	$0.00	0	$0.00	0	$0.00	0.00%
7	1" Flexible Liquid Tight Conduit	LF	90	$ 25.00	$2,250.00	0	$0.00	0	$0.00	0	$0.00	0.00%
	Subtotal - :				$295,525.00		$0.00		$103,250.00		$103,250.00	
	Original Contract TOTAL:				$295,525.00		$0.00		$103,250.00		$103,250.00	
Change Orders/Additions:												
	Subtotal - Change Orders/Additions:				$0.00		$0.00		$0.00		$0.00	
	TOTAL:				$295,525.00		$0.00		$103,250.00		$103,250.00	

Server:Jobs:Active Jobs:15-03 Menasha Gilbert Trestle:6 Payment Applications:Gilbert Trestle Imp. Payment No. 1.xlsx

REQUEST AND CERTIFICATE FOR PAYMENT

PROJECT: Gilbert Trestle Improvements

ENGINEER'S PROJECT # : 1130216

OWNER: City of Menasha
140 Main Street
Menasha, WI 54952

CONTRACTOR: Janke General Contractors
1223 River View Lane
Athens, WI 54411

ENGINEER: R.A. Smith National
16745 W Bluemound Road
Brookfield, WI 53005

REQUEST NO. 1 REQUEST DATE: **4/17/15**

CHANGE ORDER SUMMARY			
Previously Approved Change Orders:		Additions	Deductions
		$0.00	
		$0.00	
Current Change Orders:		Additions	Deductions
		$0.00	
		$0.00	
	Net Change by Change Orders:	**$0.00**	**$0.00**

Request is made for payment, as shown below, in connection with the contract. Continuation Sheet is attached.

The present status of the contract is as follows:

ORIGINAL CONTRACT SUM:.....	$295,525.00
NET CHANGE BY CHANGE ORDERS:.....	$0.00
CONTRACT SUM TO DATE:.....	$295,525.00
TOTAL COMPLETED TO DATE:.....	$103,250.00
RETAINAGE: (5% of work completed until 50% complete).....	$5,162.50
TOTAL EARNED LESS RETAINAGE:.....	$98,087.50
LESS PREVIOUS CERTIFICATES FOR PAYMENT:.....	$0.00
CURRENT PAYMENT DUE:.....	$98,087.50

The undersigned CONTRACTOR certifies that (1) all previous progress payments received from OWNER on account of work completed under the contract referred to above have been applied to discharge in full, all obligations of CONTRACTOR incurred in connection with the work covered by prior applications for payment numbered **_1_ through _1_** inclusive (none); and (2) title to all materials and equipment incorporated in said work or otherwise listed in or covered by this application for payment will pass to OWNER at time of payment free and clear of all liens, claims, security interests, and encumbrances (except such as covered by Bond acceptable to OWNER).

Submitted by Contractor: Steve Janke Date: 4/24/15

I herby certify that I have reviewed the work and that to the best of my knowledge and belief, the quantities shown in this estimate are correct. This application is in conformance with the Contract Documents, therefore, I recommend payment of **One hundred twenty-five thousand, four hundred ten dollars and sixty-seven cents.**

Recommended by Engineer: _____ Date: _____

Approved by Owner: _____ Date: _____

Memorandum

DATE: April 29, 2015

TO: Board of Public Works

FROM: Mark Radtke, Director of Public Works MR

RE: Recommendation to Award – Contract Unit No. 2015-02; Library/City Hall Re-roofing Project; Borsche Roofing Professionals, Inc.; $106,659.78

The City of Menasha publicly opened bids on Tuesday, April 28th for Contract Unit No. 2015-02, Menasha Library/City Hall Re-Roofing Project. Two bids were received as indicated on the enclosed itemized bid tabulation.

The project consists of removing the existing roofing and insulation materials and placement of a new roofing system with new roof drains, flashing and appurtenances. The City requested an alternate bid for the use of a single ply TPO roofing system. The TPO roof offers a long life, highly reflective, energy efficient system. Seams are heat welded providing greater reliability and simple, long lasting repairs.

After reviewing the bids and finding them to be accurate and compliant, we recommend Contract Unit No. 2015-02, including Alternate Bid, be awarded to Borsche Roofing Professionals, Inc. of Hortonville, Wisconsin in the amount of $106,659.78. The budgeted amount for this work is $130,000.00 ($85,000 Library and $45,000 City Hall).

Enclosure

C: Adam Alix, Deputy Director of Municipal Operations

M:\word\BPW memo re Award of Contract 2015-02_Borsche Roofing_4-29-15.docx

Itemized Bid Tabulation
City of Menasha Contract Unit No. 2015-02
Menasha Library/City Hall Re-Roofing Project

ITEM	QUANTITY	DESCRIPTION BASE BID	Borsche Roofing Professionals, Inc.		Northeastern Roofing, Inc. (No Bid Submitted)	
			UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL
1	1	Menasha Public Library Re-Roofing Project to include necessary labor & materials to complete the replacement with an adhered single ply PVC roofing system	$ 70,268.86	$ 70,268.86	$ -	$ -
2	1	Menasha City Hall Re-Roofing Project to include necessary labor & materials to complete the replacement with an adhered single ply PVC roofing system	$ 41,599.99	$ 41,599.99	$ -	$ -
		Total Base Bid Price		**$ 111,868.85**		**$ -**

ITEM	QUANTITY	DESCRIPTION ALTERNATE BID	Borsche Roofing Professionals, Inc.		Northeastern Roofing, Inc. (No Bid Submitted for Item 2A)	
			UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL
1A	1	Menasha Public Library Re-Roofing Project to include necessary labor & materials to complete the replacement with an adhered **single ply TPO roofing system**	$ 66,052.01	$ 66,052.01	$ 101,000.00	$ 101,000.00
2A	1	Menasha City Hall Re-Roofing Project to include necessary labor & materials to complete the replacement with an adhered **single ply TPO roofing system**	$ 40,607.77	$ 40,607.77	$ -	$ -
		Total Alternate Bid Price		**$ 106,659.78**		**$ 101,000.00**

Memorandum

Date: May 07, 2015
To: City of Menasha Common Council
From: Brian Haessly, Facilities Technician and Electrician
Re: City of Menasha Public Library Roof Replacement

In light of some questions that were raised regarding the reroofing project at the Library and its scope, attached is a print distinguishing which portion of the roof will be replaced. The roof on the portion of the building built in 2003 is NOT being replaced. On the attached picture the pink outlined area is the original library and is the area that will be replaced.

The present roof on this portion of the library is a built-up asphalt roof, which commonly have a 15 to 20 year life span. As far as we know, there has been no replacement done on the original library roof at least as far back as the mid 1980's, with the roof potentially being original. There may have been a layer added over the top sometime prior to the mid 1980's, but we are unsure and regardless we are definitely at the end of its life expectancy and it is need of replacement to alleviate the leaks that keep occurring.

With a built-up asphalt roof like we have on the library, after aging and wear, common problems start to occur. There will be cracking and lifting at edges, flashings, and seams, therefore allowing water in where it then freezes and creates a chase for it to flow under the rubber and eventually into the building. This is especially prevalent in our area, since we are considered a "freeze-thaw" climate, where the smallest imperfection in the roof after aging can become an opening for the water and potentially causing a leak. It eventually becomes nearly impossible to pinpoint the leaks, as the water can travel in channels and such in the roofing base under the asphalt top coat and flow to any opening where it can enter the building. In addition repairing and "splicing" on an older roof is tricky and is difficult to create a water tight seal. There have been multiple repairs on the roof due to leaks we have experienced.

The TPO roofing we are installing is an energy efficient membrane that is "green", meaning it is eco-friendly and is also reflective, therefore helping drive air conditioning costs down as most of the heat is reflected away from the roof. It is durable, yet lightweight, and has a 30 year warranty. And it also retains its pliability well allowing for easy repairs if the need arises in the future.

1st St
1st St
Google
Racine St
Racine St
Menasha City
Public Library

City of Menasha Disbursements

Weekly Accounts Payable	5/7/15-5/14/15 Checks # 49866-49998			$	428,441.86
Bi-Weekly Payroll	5/14/15			$	174,530.16
Additional Regular Cycle Accounts Payables -Paid Electronically					
Banking Fee	4/30/15	$	75.00		
Nationwide Retirement	4/30/15	$	238.50		
BMO Harris-Flex Spending	4/30/15	$	3,550.19		
Nationwide Retirement	5/1/15	$	11,856.50		
WI Environmental Improvement Fund-City & MU loan payment	5/1/15	$	1,201,506.04		
State Tax Withholding	5/1/15	$	26,342.90		
Delta Dental	5/6/15	$	4,163.76		
Federal Tax Withholding	5/6/15	$	71,606.06		
Delta Dental	5/13/15	$	1,320.00		
Community First Credit Union-Payroll Deductions	5/14/15	$	6,373.00		
				$	1,327,031.95
	Total			$	1,930,003.97

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 5/14/15

Peggy Steeno
Administrative Services Director

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: 5/7/2015

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
AAA PORTABLES	49866	5/7/2015	D-22891	100-0703-553.20-09	115.00	Jefferson Park Rental
			Total for check: 49866		**115.00**	
ACCURATE	49867	5/7/2015	1505022	731-1022-541.38-03	13.04	Halogen Bulb
			Total for check: 49867		**13.04**	
AMERICAN INDUSTRIAL MEDICAL	49868	5/7/2015	16528	100-0901-515.21-05	1,099.00	Audiogram Training
			Total for check: 49868		**1,099.00**	
APPLETON COURT REPORTERS LLC	49869	5/7/2015	APPLETON COURT	100-0801-521.21-06	225.00	Officer Interview
			Total for check: 49869		**225.00**	
CITY OF APPLETON	49870	5/7/2015	224733	100-0302-542.25-01	13,952.00	May 2015 Valley Transit
			Total for check: 49870		**13,952.00**	
AT&T MIDWEST - CWO CENTER	49871	5/7/2015	AT&T	501-0304-562.21-06	6,905.98	RDA
			Total for check: 49871		**6,905.98**	
BAHCALL RUBBER CO INC	49872	5/7/2015	693783-001	731-1022-541.38-03	644.03	Hoses
			Total for check: 49872		**644.03**	
BERGSTROM	49873	5/7/2015	N150699	100-0801-521.80-03	27,769.50	2015 Ford Explorer
			Total for check: 49873		**27,769.50**	
BMO HARRIS BANK NA	49874	5/7/2015	4049429	100-0202-512.21-06	260.00	Monthly Fees
			Total for check: 49874		**260.00**	

AP Check Register
Check Date: 5/7/2015

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
BUCKLIN'S TREE SERVICE	49875	5/7/2015	13653	100-0703-553.30-18	60.17	Screenings/Koslo Park
			Total for check: 49875		**60.17**	
CDW GOVERNMENT INC	49876	5/7/2015	TT20121	731-1022-541.30-10	11.16	Labels
			Total for check: 49876		**11.16**	
CHESTNUT RIDGE NURSERY INC	49877	5/7/2015	323	489-0703-562.82-02	73.00	Trees
				100-0000-201.03-00	1,955.00	Trees
				826-0706-561.30-18	200.00	Trees
				625-0706-561.30-18	5,176.00	Trees
			Total for check: 49877		**7,404.00**	
CLARK COUNTY CLERK OF COURTS	49878	5/7/2015	CLARK	100-0000-201.03-00	135.00	Bond Report #15-1267
			Total for check: 49878		**135.00**	
COUNTY MATERIALS CORPORATION	49879	5/7/2015	2508567-00	625-1010-541.30-18	215.00	Cover
			Total for check: 49879		**215.00**	
FABCO EQUIPMENT INC	49880	5/7/2015	C 129643	731-1022-541.38-03	85.00	Spring AS-GA
			Total for check: 49880		**85.00**	
FACTORY MOTOR PARTS CO	49881	5/7/2015	18-1397650	731-1022-541.30-18	47.76	Cleaner
		5/7/2015	18-Z03740	731-1022-541.38-03	92.33	Supplies
		5/7/2015	18-Z03913	731-1022-541.38-03	194.60	Batteries
			Total for check: 49881		**334.69**	
FBINAA WISCONSIN CHAPTER	49882	5/7/2015	FBI NATIONAL AC	100-0801-521.34-02	85.00	FBINAA Training
			Total for check: 49882		**85.00**	

AP Check Register
Check Date: 5/7/2015

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description	
FBINAA	49883	5/7/2015	FBI NATIONAL	100-0801-521.32-01	85.00	2015 Membership #1454	
			Total for check: 49883		**85.00**		
FERGUSON ENTERPRISES #1020	49884	5/7/2015	2201147	100-0703-553.24-03	218.54	Toilets	
		5/7/2015	2206971	100-0703-553.24-03	47.54	Plumbing Parts	
			Total for check: 49884		**266.08**		
DANIEL FERRIS	49885	5/7/2015	FERRIS	100-0000-441.13-00	37.00	Refuse Cart Downgrade	
			Total for check: 49885		**37.00**		
FIBERLINK	49886	5/7/2015	FIBERLINK	743-0403-513.24-04	466.00	MAASS 360	Maintenance Agreement
			Total for check: 49886		**466.00**		
FOX STAMP SIGN & SPECIALTY	49887	5/7/2015	OE-43305	100-0405-513.30-18	77.90	Council Name Plates	
			Total for check: 49887		**77.90**		
FOX VALLEY TECHNICAL COLLEGE	49888	5/7/2015	11274	100-0000-201.03-00	33.00	11/11/14 Training	
		5/7/2015	11275	100-0000-201.03-00	15.00	11/13/14 Training	
			Total for check: 49888		**48.00**		
MARY FRITZ	49889	5/7/2015	FRITZ	100-0903-531.33-04	1.75	March/April 2015	
				100-0903-531.33-01	11.44	March/April 2015	
			Total for check: 49889		**13.19**		
GOSS AUTO BODY INC	49890	5/7/2015	GOSS	100-0801-521.29-04	130.00	Tow	
			Total for check: 49890		**130.00**		
GRAPHIC COMPOSITION INC	49891	5/7/2015	241131	266-1027-543.29-01	2,679.60	Horizon Newsletter	

AP Check Register
Check Date: 5/7/2015

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description	
GRAPHIC COMPOSITION INC...	49891...	5/7/2015...	241131...	100-0405-513.29-01	2,159.00	Horizon Newsletter	
			Total for check: 49891		**4,838.60**		
HORST DISTRIBUTING INC	49892	5/7/2015	45227-000	100-1002-541.30-18	64.42	Paint	
				625-1002-541.30-18	21.48	Paint	
			Total for check: 49892		**85.90**		
INFINITY TECHNOLOGY INC	49893	5/7/2015	INFINITY	743-0403-513.21-04	33,300.00	300 Hour Block	High-level IT Support
			Total for check: 49893		**33,300.00**		
PATRICK JAMES	49894	5/7/2015	JAMES	743-0403-513.33-01	51.89	April 2015	Mileage
				743-0403-513.30-15	6.99	April 2015	Phone Adapter
			Total for check: 49894		**58.88**		
JX ENTERPRISES INC	49895	5/7/2015	G-250690003	741-0000-193.00-00	106.04	Mount Rear Motor	
		5/7/2015	G-250690033	731-1022-541.38-03	76.26	Clamps	
		5/7/2015	G-250700003	741-0000-193.00-00	31.08	Clamp	
		5/7/2015	G-250700021	741-0000-193.00-00	263.40	Mount	
		5/7/2015	G-250720027	741-0000-193.00-00	8.37	Cap-Oil Fill	
		5/7/2015	G-250750012	731-1022-541.38-03	307.85	Pipe	
		5/7/2015	G-250750013	731-1022-541.38-03	21.36	Strap	
			Total for check: 49895		**814.36**		
L&S TRUCK CENTER	49896	5/7/2015	232975	731-1022-541.38-03	15.12	Caps	
		5/7/2015	233109	731-1022-541.38-03	131.90	Outer Tie Rod End	
		5/7/2015	233159	731-1022-541.38-03	5.62	Plug - Oil Drain	
		5/7/2015	233165	731-1022-541.38-03	291.94	Kit	
		5/7/2015	262377	731-1022-541.29-04	106.05	Vehicle Maintenance	
			Total for check: 49896		**550.63**		

AP Check Register
Check Date: 5/7/2015

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description	
M&M TOWING AND RECOVERY LLC	49897	5/7/2015	2440	100-0801-521.29-04	95.00	Tow	
			Total for check: 49897		**95.00**		
MENARDS-APPLETON EAST	49898	5/7/2015	70543	601-1020-543.30-18	26.18	Couplings	
		5/7/2015	70595	100-1008-541.30-18	50.29	Hardware	
		5/7/2015	70823	207-0707-552.30-18	29.98	Leaf Rake/Lawn Supplies	
				100-0703-553.30-18	48.33	Leaf Rake/Lawn Supplies	
			Total for check: 49898		**154.78**		
MENASHA JOINT SCHOOL DISTRICT	49899	5/7/2015	APRMOBILEHOME	100-0000-412.00-00	6,294.61	April Mobile Home Fee	
			Total for check: 49899		**6,294.61**		
MENASHA MUNICIPAL COURT, TOWN OF	49900	5/7/2015	TOWNMENASHA	100-0000-201.03-00	333.00	Bond	Report #Mp15-1245
			Total for check: 49900		**333.00**		
MENASHA TREASURER	49901	5/7/2015	PWF	100-1008-541.30-18	18.89	Supplies	
				100-0706-561.30-18	22.96	Water/Apples	
				731-1022-541.30-11	21.19	Shipping	
			Total for check: 49901		**63.04**		
MENASHA UTILITIES	49902	5/7/2015	004349	601-0401-513.25-02	18,930.03	March Sewer Charges	
				625-0401-513.25-01	1,582.81	March Storm Water Charges	
		5/7/2015	MENASHA UTILITI	100-1008-541.22-03	199.14	Electric	
				100-0703-553.22-03	274.75	Electric	
				100-0703-553.22-05	205.24	Water/Sewer	
				100-0703-553.22-06	132.51	Storm	
				100-0903-531.22-03	168.44	Electric	
				100-0903-531.22-05	45.42	Water/Sewer	
				100-0000-123.00-00	8.26	Electric	
				100-0305-562.22-06	7.50	Storm	

AP Check Register
Check Date: 5/7/2015

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MENASHA UTILITIES...	49902...	5/7/2015...	MENASHA UTILITI...	601-1020-543.22-03	68.26	Electric
			Total for check: 49902		**21,622.36**	
MORTON SAFETY	49903	5/7/2015	155788-00	731-1022-541.30-18	78.48	Eyewear
			Total for check: 49903		**78.48**	
N&M AUTO SUPPLY	49905	5/7/2015	515442	731-1022-541.38-03	(7.50)	Credit
		5/7/2015	518457	731-1022-541.38-03	(60.50)	Credit
		5/7/2015	518683	731-1022-541.38-03	27.30	Spark Plug/Filter
		5/7/2015	518875	731-1022-541.38-03	37.85	Filter/Clamp/Flasher
		5/7/2015	519507	731-1022-541.38-03	13.18	Black Mesh
		5/7/2015	519583	731-1022-541.38-03	47.70	Filters
		5/7/2015	519643	731-1022-541.38-03	24.42	Filters
		5/7/2015	519939	731-1022-541.38-03	11.15	Parts
		5/7/2015	520022	731-1022-541.38-03	19.03	Filter & Spark Plug
		5/7/2015	520024	731-1022-541.38-03	23.85	Filter
		5/7/2015	520648	731-1022-541.38-03	21.00	Filter
		5/7/2015	520738	731-1022-541.38-03	14.10	Filter
		5/7/2015	520892	731-1022-541.38-03	17.18	Oil & Halogen Capsule
		5/7/2015	521036	731-1022-541.38-03	11.12	Filter
		5/7/2015	521076	731-1022-541.38-03	171.36	Filters
		5/7/2015	521206	731-1022-541.38-03	13.36	Filter
		5/7/2015	521370	731-1022-541.30-18	10.21	Belt Ease/WaterMix
		5/7/2015	521383	731-1022-541.38-03	170.52	Hub Assy
		5/7/2015	521407	731-1022-541.38-03	13.08	Fuse
		5/7/2015	521416	731-1022-541.38-03	13.08	Fuse
		5/7/2015	521435	731-1022-541.38-03	26.70	7 Blade RV Plug
		5/7/2015	521442	731-1022-541.38-03	13.36	Filter
			Total for check: 49905		**631.55**	
NEENAH-MENASHA SEWERAGE COMMISSION	49906	5/7/2015	2015-073	601-1021-543.25-01	60,354.96	May 2015 Wastewater

AP Check Register
Check Date: 5/7/2015

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
NEENAH-MENASHA SEWERAGE COMMISSION...	49906...	5/7/2015	2015-079	601-1021-543.25-01	22,774.00	May Interest/Debt Charges
			Total for check: 49906		**83,128.96**	
NORTHEAST ASPHALT INC	49907	5/7/2015	1338231	100-1003-541.30-18	918.84	Cold Mix
			Total for check: 49907		**918.84**	
NORTHERN PIPE EQUIPMENT INC	49908	5/7/2015	229	601-1020-543.21-02	17,298.08	Sanitary Sewers Cleaned Televise
				625-1010-541.21-02	6,435.12	Sanitary Sewers Cleaned Televise
			Total for check: 49908		**23,733.20**	
PACKER CITY INTL TRUCKS INC	49909	5/7/2015	X103011259:02	731-1022-541.38-03	390.88	Filters
		5/7/2015	X103011719:01	731-1022-541.38-03	31.86	Filters & Lights
		5/7/2015	X103011719:02	731-1022-541.38-03	8.11	Filter
		5/7/2015	X103011919:01	731-1022-541.38-03	12.34	Filter
		5/7/2015	X103012121:01	731-1022-541.38-03	50.50	Filters
			Total for check: 49909		**493.69**	
DENNIS PERSCHBACHER	49910	5/7/2015	PERSCHBACHER	100-0801-521.21-06	300.00	Background Investigation
			Total for check: 49910		**300.00**	
POMP'S TIRE SERVICE INC	49911	5/7/2015	320028814	731-1022-541.38-02	257.00	Tires
		5/7/2015	320028815	731-1022-541.38-02	309.62	Tires
		5/7/2015	320029086	731-1022-541.38-02	802.96	Tires
		5/7/2015	320029158	731-1022-541.38-02	74.95	Alignment & Guide Pins
		5/7/2015	320029170	731-1022-541.38-02	187.15	Carlisle Turf/Mult
		5/7/2015	320029226	731-1022-541.38-02	64.95	Alignment
		5/7/2015	320029230	731-1022-541.38-02	130.78	Tire
		5/7/2015	320029494	731-1022-541.38-02	1,272.00	Tires & Casing

AP Check Register
Check Date: 5/7/2015

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
POMP'S TIRE SERVICE INC...	49911...	5/7/2015	320029495	731-1022-541.38-02	450.35	Tire
			Total for check: 49911		**3,549.76**	
REINDERS INC	49912	5/7/2015	1573944-00	741-0000-193.00-00	50,633.00	Groundmaster 4000
			Total for check: 49912		**50,633.00**	
RIESTERER & SCHNELL INC	49913	5/7/2015	800464	731-1022-541.38-03	58.70	Oil Filters
		5/7/2015	800466	731-1022-541.38-03	167.13	Seals/Gasket/Shoes
			Total for check: 49913		**225.83**	
ROCKET TOWING	49914	5/7/2015	ROCKET	100-0801-521.29-04	95.00	Tow
			Total for check: 49914		**95.00**	
HENRY SCHEIN INC	49915	5/7/2015	17303448	100-0916-531.30-18	(122.43)	CREDIT
		5/7/2015	18778486	100-0916-531.24-04	151.91	Health Supplies
			Total for check: 49915		**29.48**	
VICKI SCHULTZ	49916	5/7/2015	SCHULTZ	100-0905-531.30-18	6.00	Expenses
				100-0905-531.30-18	9.15	Expenses
			Total for check: 49916		**15.15**	
SMT MANUFACTURING & SUPPLY	49917	5/7/2015	0033003-IN	731-1022-541.38-03	9.26	Oil Seal
			Total for check: 49917		**9.26**	
SOMMERVILLE FLAG	49918	5/7/2015	SOMMERVILLE FLA	100-0703-553.30-18	132.00	Flags & Snaps
			Total for check: 49918		**132.00**	
STAPLES ADVANTAGE	49919	5/7/2015	3263039946	731-1022-541.30-10	39.56	Supplies

AP Check Register
Check Date: 5/7/2015

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
STAPLES ADVANTAGE...	49919...	5/7/2015...	3263039946...	100-0703-553.30-10	32.81	Supplies
			Total for check: 49919		**72.37**	
STEFFENS ELECTRIC	49920	5/7/2015	4490	263-0306-562.70-01	469.43	Remodel
			Total for check: 49920		**469.43**	
SUPERIOR CHEMICAL CORP	49921	5/7/2015	89539	100-0000-132.00-00	133.35	Supplies
			Total for check: 49921		**133.35**	
SUPPLYWORKS	49922	5/7/2015	334625845	100-0703-553.30-18	85.00	Key Record Form
		5/7/2015	334625852	100-0703-553.30-18	114.40	Key Blanks & SFIC Pins
		5/7/2015	334734225	731-1022-541.30-18	187.50	Key Blanks
			Total for check: 49922		**386.90**	
TAPCO	49923	5/7/2015	I486125	100-1008-541.30-18	197.42	Ped Push Buttons
			Total for check: 49923		**197.42**	
UNIFIRST CORPORATION	49924	5/7/2015	097 0186033	731-1022-541.20-01	116.61	Supplies/Cleaning
			Total for check: 49924		**116.61**	
US VENTURE	49925	5/7/2015	L52012	731-1022-541.21-06	12.00	Sample
			Total for check: 49925		**12.00**	
VERIZON WIRELESS	49926	5/7/2015	9743291560	100-0304-562.22-01	75.05	Cell
			Total for check: 49926		**75.05**	

AP Check Register
Check Date: 5/7/2015

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
WE ENERGIES	49927	5/7/2015	WE ENERGIES	100-0703-553.22-04	10.56	2170 Plank Road
			Total for check: 49927		**10.56**	
WIL-KIL PEST CONTROL	49928	5/7/2015	2654951	731-1022-541.20-07	66.50	PWF Contract
			Total for check: 49928		**66.50**	
WINNEBAGO COUNTY CLERK OF COURTS	49929	5/7/2015	WINNCOCLERKCT	100-0000-201.03-00	200.00	Bond Report #15-1262
		5/7/2015	WINNEBAGO COUNT	100-0000-201.03-00	350.00	Bond MEPD #15-1135
				100-0000-201.03-00	150.00	Bond MEPD #15-1148
			Total for check: 49929		**700.00**	
WISCONSIN DEPT OF JUSTICE-TIME	49930	5/7/2015	T19052	100-0801-521.22-01	454.50	TIME Support/Charges
			Total for check: 49930		**454.50**	
YP	49931	5/7/2015	YP	100-1001-514.29-03	195.00	Phone Book Listing
			Total for check: 49931		**195.00**	
					295,511.79	

AP Check Register
Check Date: 5/14/2015

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
AAA PORTABLES	49932	5/14/2015	22891	100-0703-553.20-09	115.00	Jefferson Pk Boat Launch
			Total for check: 49932		**115.00**	
ACC PLANNED SERVICE INC	49933	5/14/2015	14390	731-1022-541.24-03	519.71	PFW Overhead Door
			Total for check: 49933		**519.71**	
ACCURATE	49934	5/14/2015	1505678	731-1022-541.30-18	135.41	Primer & Hardware
			Total for check: 49934		**135.41**	
AIRGAS USA LLC	49935	5/14/2015	9038568209	731-1022-541.30-18	131.10	Cylinders
		5/14/2015	9038568210	731-1022-541.30-18	125.32	Cylinders
			Total for check: 49935		**256.42**	
APPLETON RADIATOR AND ATS	49936	5/14/2015	2856	731-1022-541.38-03	109.00	Radiator Repair
			Total for check: 49936		**109.00**	
ASSESSMENT TECHNOLOGIES LLC	49937	5/14/2015	5634	100-0402-513.21-04	15.00	IT Support
			Total for check: 49937		**15.00**	
BLASTER LLC	49938	5/14/2015	13169	731-1022-541.30-15	200.00	Grease Hand Pump
			Total for check: 49938		**200.00**	
BRAZEE ACE HARDWARE	49939	5/14/2015	030172	100-0703-553.30-18	26.97	Trestle/Toilet Repair
		5/14/2015	030217	100-0703-553.30-18	5.98	Swivel Snap
			Total for check: 49939		**32.95**	

AP Check Register
Check Date: 5/14/2015

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
CAREW CONCRETE & SUPPLY CO INC	49940	5/14/2015	994674	489-0703-562.82-02	533.00	Supplies-Gilbert Site
			Total for check: 49940		**533.00**	
KORTNEY DAHM	49941	5/14/2015	DAHM KORTNEY	100-0903-531.34-01	37.02	April Expenses
			Total for check: 49941		**37.02**	
CHARISMA DEYO-SONNTAG	49942	5/14/2015	DEYO-SONNTAG	100-0000-441.23-00	95.24	Event cancelled
				100-0000-201.08-00	4.76	Event cancelled
			Total for check: 49942		**100.00**	
EVANS TITLE COMPANIES	49943	5/14/2015	925-650206704	493-0304-562.21-08	100.00	Letter Reports
		5/14/2015	925-650206797	493-0304-562.21-08	75.00	Letter Report
		5/14/2015	925-650206906	493-0304-562.21-08	75.00	Letter Report
			Total for check: 49943		**250.00**	
FACTORY MOTOR PARTS CO	49944	5/14/2015	18-1402282	731-1022-541.38-03	290.44	Sender Pump Asy
			Total for check: 49944		**290.44**	
FERGUSON WATERWORKS #1476	49945	5/14/2015	0169991	625-1010-541.30-18	437.00	Grate, Drain
			Total for check: 49945		**437.00**	
FERRELLGAS	49946	5/14/2015	1087039059	266-1027-543.30-18	75.84	Liquified Petroleum Gas
			Total for check: 49946		**75.84**	
FORTRESS FENCE	49947	5/14/2015	6633-C	731-1022-541.24-05	7,827.00	Replace Gate
		5/14/2015	6664-C	100-0703-553.24-05	1,590.00	Fence @ Jefferson Park
			Total for check: 49947		**9,417.00**	
FOX COMMUNITIES CREDIT UNION	49948	5/14/2015	ADAMBENTDAHL	824-0810-521.21-06	200.00	Adam Bentdahl Offering

AP Check Register
Check Date: 5/14/2015

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
FOX COMMUNITIES CREDIT UNION...	49948...	5/14/2015	STOFFELFAMILY	824-0810-521.21-06	200.00	Stoffel Family Offering
			Total for check: 49948		**400.00**	
FOX VALLEY TRUCK	49949	5/14/2015	513516	731-1022-541.38-03	237.80	Pump & Seals
			Total for check: 49949		**237.80**	
GRAINGER INC	49950	5/14/2015	9718283477	100-0703-553.24-03	27.84	Parts
			Total for check: 49950		**27.84**	
GREEN BOYZ	49951	5/14/2015	GREEN BOYZ	100-0601-551.24-03	47.50	430 First & 440 First
				100-0801-521.24-03	47.50	430 First & 440 First
			Total for check: 49951		**95.00**	
GRIESBACH READY-MIX LLC	49952	5/14/2015	3194	625-1010-541.30-18	141.00	Concrete
		5/14/2015	3196	625-1010-541.30-18	36.00	Catch Basin/Fieldview & Manitowoc
			Total for check: 49952		**177.00**	
GUNDERSON CLEANERS	49953	5/14/2015	262921	100-0801-521.30-13	34.66	Supplies
			Total for check: 49953		**34.66**	
GUSTMAN CHEVROLET SALES INC	49954	5/14/2015	173281	731-1022-541.29-04	287.51	Vehicle Maintenance
		5/14/2015	35815	731-1022-541.38-03	2.68	Fuses
			Total for check: 49954		**290.19**	
HOEHNE, PATRICIA	49955	5/14/2015	HOEHNE PATRICIA	100-0000-201.10-00	100.00	Excavation Permit 11843
			Total for check: 49955		**100.00**	
HOME DEPOT CREDIT SERVICES	49956	5/14/2015	1031415	100-0704-552.24-05	34.76	Pool Supplies
		5/14/2015	31492	100-1008-541.30-15	61.00	4' FG Step

AP Check Register
Check Date: 5/14/2015

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
HOME DEPOT CREDIT SERVICES...	49956...	5/14/2015	6032582	100-0703-553.30-18	18.45	Supplies
		5/14/2015	8041481	100-0601-551.24-03	33.25	1X2 Red Oak
			Total for check: 49956		**147.46**	
INDEPENDENT INSPECTIONS LTD	49957	5/14/2015	309680	100-0301-523.21-06	13,454.06	April 2015 Permits
		5/14/2015	309680-155	100-0301-523.21-06	(856.94)	Credit
		5/14/2015	309681	100-0301-523.21-06	608.00	April 2015 Permits
			Total for check: 49957		**13,205.12**	
INFINITY TECHNOLOGY INC	49958	5/14/2015	511817	743-0403-513.30-15	265.20	Netgear Wireless Access
			Total for check: 49958		**265.20**	
JP GRAPHICS INC	49959	5/14/2015	1031563-2	100-0702-552.29-01	34.94	Trail Maps
			Total for check: 49959		**34.94**	
JX ENTERPRISES INC	49960	5/14/2015	G-250770029	731-1022-541.38-03	33.44	Clamps
		5/14/2015	G-250780021	731-1022-541.38-03	122.81	Crank Handle/Straps
		5/14/2015	G-250820016	731-1022-541.38-03	6.45	Cap, Filler
			Total for check: 49960		**162.70**	
KITZ & PFEIL INC	49962	5/14/2015	032309-0005	100-0703-553.30-18	25.99	Diamond Blade/Shop
		5/14/2015	032309-0008	100-0703-553.30-10	5.38	Sandpaper/Trestle Bridge
		5/14/2015	032414-0047	100-0801-521.24-03	8.95	Black Rescue Tape
		5/14/2015	032509-0021	100-0704-552.24-03	41.63	Bulbs/Filter/Adapter
		5/14/2015	032514-0038	100-0703-553.30-18	27.04	Misc Hardware
		5/14/2015	032614-0002	731-1022-541.24-03	11.69	Satellite Splitter
		5/14/2015	032614-0084	207-0707-552.30-18	10.04	Liquid Nails/Marina
		5/14/2015	032714-0056	100-1008-541.30-18	14.53	Supplies for Ladders
		5/14/2015	033009-0005	100-0703-553.24-03	10.79	Valve for Koslo
		5/14/2015	033014-0017	100-0703-553.24-03	13.18	Misc Hardw,/Valve Koslo
		5/14/2015	033014-0026	100-0801-521.24-03	16.08	Exhaust Fan Repairs

AP Check Register
Check Date: 5/14/2015

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
KITZ & PFEIL INC...	49962...	5/14/2015	033114-0051	100-0801-521.24-03	13.28	Misc Hardware
		5/14/2015	033114-0077	100-0704-552.24-05	148.43	Acry Sheet/Glazing Compou
		5/14/2015	040114-0041	731-1022-541.30-18	6.94	Scrubber & Specialty Key
		5/14/2015	040209-0010	100-0703-553.30-18	29.02	Brush & Coupler
		5/14/2015	040214-0019	601-1020-543.30-18	15.78	Misc Hard/Coupling/Cap
		5/14/2015	040214-0193	100-0801-521.29-04	18.43	Cable Ties
		5/14/2015	040314-0001	100-0703-553.30-18	71.99	LP 4 Step Program
		5/14/2015	040714-0008	100-0703-553.30-18	9.16	Brush/V-Groove Srtch
		5/14/2015	041014-0045	100-1017-543.30-18	7.18	Enamel
		5/14/2015	041309-0005	625-1010-541.30-18	11.69	Pist Nozzle
		5/14/2015	041314-0054	731-1022-541.30-18	1.61	Trap Adapter
		5/14/2015	041414-0200	100-0801-521.24-03	8.95	Black Rescue Tape
		5/14/2015	041509-0011	100-0703-553.30-18	13.89	Red Rescue Tape/Putty
		5/14/2015	041514-0076	100-0801-521.24-03	16.71	Domestic Hot Water Repair
		5/14/2015	041709-0026	100-0703-553.30-18	61.56	Slip Tee/Couplings/Connec
			Total for check: 49962		**619.92**	
KJ WASTE SYSTEMS INC	49963	5/14/2015	KJ WASTE SYSTEM	266-1027-543.21-06	1,040.00	April Recycling
			Total for check: 49963		**1,040.00**	
KONE INC	49964	5/14/2015	151198904	100-1001-514.24-03	521.16	City Hall Elevator
		5/14/2015	151200566	100-1001-514.24-03	478.57	City Hall Elevator
			Total for check: 49964		**999.73**	
KROPP CONCRETE PRODUCTS INC	49965	5/14/2015	23052	625-1010-541.30-18	2,229.50	Concrete Supplies
		5/14/2015	23074	625-1010-541.30-18	2,139.00	Concrete Supplies
			Total for check: 49965		**4,368.50**	
LAPPEN SECURITY PRODUCTS INC	49966	5/14/2015	LSPQ30905	100-1001-514.30-18	12.75	Neuter Bow Keys
			Total for check: 49966		**12.75**	

AP Check Register
Check Date: 5/14/2015

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
LEAVES INSPIRED TREE NURSERY LLC	49967	5/14/2015	59	489-0703-562.82-02	66.00	Trees
				826-0706-561.30-18	750.00	Trees
				100-0000-201.03-00	903.00	Trees
				625-0706-561.30-18	1,043.00	Trees
			Total for check: 49967		**2,762.00**	
LEVENHAGEN CORPORATION	49968	5/14/2015	056210A-IN	100-0000-131.00-00	19,180.20	Gasoline
			Total for check: 49968		**19,180.20**	
LEVERANCE, WILLIAM	49969	5/14/2015	LEVERANCE WILLI	601-1020-543.21-02	675.00	538 1st/Sump Pump Reimbur
			Total for check: 49969		**675.00**	
MCC INC	49970	5/14/2015	52463	100-1003-541.30-18	588.00	Concrete
			Total for check: 49970		**588.00**	
MCNEILUS TRUCK & MFG COMPANY	49971	5/14/2015	2845259	731-1022-541.38-03	38.44	Belt
			Total for check: 49971		**38.44**	
MENARDS-APPLETON EAST	49972	5/14/2015	71039	100-0704-552.24-03	96.30	Pea Gravel, Nails, Tape
				731-1022-541.24-03	68.43	Pea Gravel, Nails, Tape
		5/14/2015	71212	100-1008-541.30-18	21.69	Deck Square & Supplies
			Total for check: 49972		**186.42**	
TOWN OF MENASHA FINANCE DEPARTMENT	49973	5/14/2015	8298	625-0000-264.00-00	27,602.70	Tayco Pond-Prin Debt
				625-0410-571.61-02	8,184.82	Tayco Pond-Interest
			Total for check: 49973		**35,787.52**	
POSTMASTER	49974	5/14/2015	PWF	100-1018-543.30-11	49.00	Stamps
				266-1027-543.30-11	49.00	Stamps

AP Check Register
Check Date: 5/14/2015

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
POSTMASTER...	49974...	5/14/2015...	PWF...	266-1028-543.30-11	49.00	Stamps
			Total for check: 49974		**147.00**	
MENASHA UTILITIES	49975	5/14/2015	ST LIGHTS	100-1012-541.22-03	15,827.75	April Street Lighting
			Total for check: 49975		**15,827.75**	
MICHELS MATERIALS	49976	5/14/2015	20896	100-1003-541.30-18	12,306.62	Concrete
			Total for check: 49976		**12,306.62**	
MINNESOTA LIFE INSURANCE COMPANY	49977	5/14/2015	MINNESOTA LIFE	100-0000-204.07-00	2,674.04	June, 2015
			Total for check: 49977		**2,674.04**	
MBM	49978	5/14/2015	IN02520	743-0403-513.29-01	199.45	Monthly Print Care Agreement
		5/14/2015	IN03300	743-0403-513.29-01	243.10	Mthly Printing Agreement
			Total for check: 49978		**442.55**	
N&M AUTO SUPPLY	49979	5/14/2015	521824	731-1022-541.38-03	51.78	Spark Plugs/Thread Kit
		5/14/2015	521908	731-1022-541.38-03	5.31	Spark Plugs
		5/14/2015	521955	731-1022-541.38-03	13.24	Oil Filter
		5/14/2015	522037	731-1022-541.38-03	40.01	Bearing Sets/Protectors
		5/14/2015	522051	731-1022-541.38-03	14.20	Spark Plugs & MP Grease
		5/14/2015	522216	731-1022-541.30-18	4.25	Plastic Weld Syringe
			Total for check: 49979		**128.79**	
OUTAGAMIE COUNTY	49980	5/14/2015	105029	100-0805-521.25-01	110.00	Lodging - March
			Total for check: 49980		**110.00**	
PACKER CITY INTL TRUCKS INC	49981	5/14/2015	X103012334:01	731-1022-541.38-03	63.56	Horn Kit

AP Check Register
Check Date: 5/14/2015

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
PACKER CITY INTL TRUCKS INC...	49981...	5/14/2015	X103012403:01	731-1022-541.38-03	129.60	Filters & Strobe
			Total for check: 49981		**193.16**	
REGISTRATION FEE TRUST	49982	5/14/2015	REGFEETRUST	731-1022-541.32-01	74.50	Fee
				731-1022-541.32-01	74.50	Fee
			Total for check: 49982		**149.00**	
SERVICEMASTER BUILDING MAINTENANCE	49983	5/14/2015	15941	100-1001-514.20-01	1,095.00	City Hall Janitorial
				731-1022-541.20-01	494.00	PWF Janitorial
		5/14/2015	15942	100-0903-531.20-01	490.00	Health Dept Janitorial
		5/14/2015	15950	100-0801-521.20-01	50.00	Janitorial Service Garage
		5/14/2015	15965	100-0801-521.20-01	1,817.00	Janitorial Service Floors
			Total for check: 49983		**3,946.00**	
SHERWIN WILLIAMS CO	49984	5/14/2015	5798-3	100-0703-553.30-18	18.99	Paint
		5/14/2015	6310-6	100-1008-541.30-18	214.67	Supplies
		5/14/2015	6316-3	100-1008-541.30-18	(214.67)	CREDIT
		5/14/2015	6317-1	100-1008-541.30-18	160.09	Supplies
			Total for check: 49984		**179.08**	
SMT MANUFACTURING & SUPPLY	49985	5/14/2015	0033131-IN	731-1022-541.38-03	6.30	Belts
			Total for check: 49985		**6.30**	
SPEEDY METALS LLC	49986	5/14/2015	4160586-AP	731-1022-541.30-18	133.16	Steel Angle
			Total for check: 49986		**133.16**	
STAPLES ADVANTAGE	49987	5/14/2015	8034009551	100-0702-552.30-10	69.81	Supplies
				100-0304-562.30-10	28.82	Supplies
				100-1001-514.30-10	25.26	Supplies

AP Check Register
Check Date: 5/14/2015

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
STAPLES ADVANTAGE...	49987...	5/14/2015...	8034009551...	601-1020-543.30-10	9.49	Supplies
			Total for check: 49987		**133.38**	
UNIFIRST CORPORATION	49988	5/14/2015	097 0186464	731-1022-541.20-01	116.61	Supply Cleaning
			Total for check: 49988		**116.61**	
US CELLULAR	49989	5/14/2015	0081506066	100-0201-512.22-01	28.86	March - Attorney
				100-0202-512.22-01	9.25	March - Brunn
				100-1019-552.22-01	5.95	March - Bridge
				601-1020-543.22-01	0.50	March - Confined Space
				100-0801-521.22-01	76.61	March - Police
				100-0904-531.22-01	59.20	March - Drew
				100-1002-541.22-01	2.10	March - Engineering
				100-0702-552.22-01	51.21	March - Tungate
				100-0703-553.22-01	66.07	March - DPW
				731-1022-541.22-01	49.70	March - Nieland
				100-1008-541.22-01	4.65	March - Bursack
				601-1020-543.22-01	0.50	March - Sewer Truck
			Total for check: 49989		**354.60**	
US LUBRICANTS	49990	5/14/2015	50048933	731-1022-541.30-18	214.60	Supplies
			Total for check: 49990		**214.60**	
WAUKESHA COUNTY TECHNICAL COLLEGE	49991	5/14/2015	S0588877	100-0801-521.34-02	105.00	Tuition
			Total for check: 49991		**105.00**	
WAVERLY SANITARY DISTRICT	49992	5/14/2015	WAVERLY SANITAR	100-0703-553.22-05	47.33	2170 Plank Road
			Total for check: 49992		**47.33**	
WE ENERGIES	49993	5/14/2015	WE ENERGIES	100-1008-541.22-04	57.75	PWF

AP Check Register
Check Date: 5/14/2015

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
WE ENERGIES...	49993...	5/14/2015...	WE ENERGIES...	100-0703-553.22-03	38.71	Menasha Conservancy
				100-0903-531.22-03	17.14	316 Racine
			Total for check: 49993		**113.60**	
WI SCTF	49994	5/14/2015	20150514	100-0000-202.03-00	65.00	PAYROLL SUMMARY
			Total for check: 49994		**65.00**	
WINNEBAGO COUNTY CLERK OF COURTS	49995	5/14/2015	WINNEBAGO COUNT	100-0000-201.03-00	150.00	Bond/MEPD 15-1330
				100-0000-201.03-00	150.00	Bond/MEPD 15-1349
				100-0000-201.03-00	200.00	Bond/MEPD 15-1343
				100-0000-201.03-00	350.00	Bond/MPD 15-1381
			Total for check: 49995		**850.00**	
WISCONSIN HISTORICAL FOUNDATION	49996	5/14/2015	MEMBER 030063	100-0304-562.32-01	65.00	Membership Renewal
			Total for check: 49996		**65.00**	
WISCONSIN SUPPORT COLLECTIONS	49997	5/14/2015	20150514	100-0000-202.03-00	632.88	PAYROLL SUMMARY
			Total for check: 49997		**632.88**	
AARON ZEMLOCK	49998	5/14/2015	ZEMLOCK AARON	100-0801-521.34-03	28.44	April Expenses
			Total for check: 49998		**28.44**	
					132,930.07	

To: Menasha Common Council
From: Jenny Groeschel and Ginger Tralongo, Police Records
RE: Beverage Operator License (Bartender) Applicants
Date: May 13, 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:

Alexus Thomas
Shaina Carlson
Kristi Mattison (for remainder of May and June, 2015)
Guilherme DeOliveira
Suman Rijal

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 **2015-2017** licensing period:

Becky Weber
Kristi Mattison (for 2015-2017)
Kimberley McFarland
Melissa Drawenek
Nancy Vazquez Leon
Michael Smarzinski
Stephanie Feavel
John Rae
Suezete Ebben
Jaclyn Wright
Melanie Fehn
Victor Tello
Todd Laflin
Derek Selle
Kimberly Mattison
Flavio Sanchez
Oscar Sanchez
Keenan, Brace
Debbie Foth
Sandra Wyngaard
Monique Abram
Steven Andrews
Tyler DeBruin
David Schroeder
Tori Francart
Crystal Short
Janice Smarzinski

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:

Ashley Rowsey (Denial Letter attached)

Cc: Chief Styka

Menasha

May 13, 2015

Ashley S. Rowsey
154 N. Main Street
Clintonville, WI 54929

Re: City of Menasha Alcohol Operators License Application

Dear Ms. Rowsey,

Upon conducting a background investigation in relationship to your Alcohol Operators License Application, the following convictions were identified:

On April 1, 2008, you were convicted of Disorderly Conduct and Bail Jumping with additional charges of Possession of Cocaine and Bail Jumping read in. This resulted from an arrest that occurred on March 15, 2008 in Kenosha County, Wisconsin.

On July 24, 2008, you were convicted of Disorderly Conduct for an offense that occurred on June 30, 2008 in Kenosha County, Wisconsin.

On October 28, 2010, you were convicted of Criminal Damage to Property based on an arrest that occurred on September 15, 2009 in Lincoln County, Wisconsin.

On May 14, 2010, you were convicted of Criminal Trespass to a Dwelling and Bail Jumping with additional charges of Battery, Criminal Damage to Property and Bail Jumping dismissed, but read in. This resulted from an arrest on August 20, 2011 in Lincoln County, Wisconsin.

On May 23, 2012, you were convicted of Second Offense O.W.I. as a result of an arrest on March 17, 2011 in Lincoln County, Wisconsin.

On December 6, 2011, you were convicted of Operating While Suspended resulting from an arrest on August 20, 2011 in Lincoln County, Wisconsin.

On May 2013 you were convicted of Bail Jumping as a result of an arrest on February 19, 2012 in Lincoln County.

Based on your background investigation, I will be recommending that the city of Menasha Common Council deny your request for an Alcohol Operators License in the city of Menasha because under Guideline #3 you are considered a Habitual Law Offender.

Engaging in bartending involves the purchase and sale of a closely regulated substance/alcohol. Individuals granted an Alcohol Operators 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 incidents that you have been convicted of substantially relate to the license for which you have applied and arose out of separate incidents which occurred over the last seven (7) years.

The city of Menasha Police Department is recommending to the Common council that they deny your application for an Alcohol Operators License within the city of Menasha. The recommendation will be given to the Common Council at its next meeting on Monday, May 18, 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 Police Department

CITY OF MENASHA
ALCOHOL OPERATORS LICENSE APPLICATION

Establishment of Employment 5 O'Clock Somewhere

TEMPORARY ____ **PROVISIONAL** ____ **REGULAR** X **RENEWAL** ____

Name ROWSEY (Last) ASHLEY (First) SUSAN (Middle)

Address ____ Street ____ City ____ State/Zip Code

Phone ____

Height ____ Weight ____ Eyes ____ Hair ____ Sex ____ Race ____

Birth Date ____ Age ____ Birthplace ____

Scars, Marks, Tattoos ____

Drivers License No. ____ State of Issue ____

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? YES

Have you ever been **convicted** of operating a motor vehicle while under the influence of an intoxicant or drug? YES

Have you ever been **convicted** of any law, statute, or **ordinance** pertaining to the use or sale of alcohol (including drinking alcohol underage? NO

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

Have you ever been **convicted** of a criminal traffic offense? YES

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

SIGNATURE Ashley Rowsey Date 5-7-15

****

Approved ____ Denied X **Expiration Date** ____

Chief of Police [signature] Date 5/12/15

Comments: Habitual Offender

REVOKED FOR VIOLATION: ____

Please answer all yes questions from the front of this form completely! Include correct charges, date of offense, and sentence. Failure to include all information or inaccurate information may result in the denial of your application!

MISDEMEANOR OFFENSES -

Disorderly Conduct & Bail Jumping - 4-1-2008 - probation

Domestic Abuse

Disorderly Conduct - 2008 - time served

Criminal Damage to property - 10-28-2010 - Fine + Court Costs

4-1-2008 - Disorderly Conduct Dismissed

OWI 2ND OFFENSE WAS CRIMINAL TRAFFIC

Sentenced 5-22-2012 for 2nd OWI & Criminal trespassing, bail jumping (2), and driving after Suspension - jail time, court costs, ignition interlock, SR-22 insurance.

Completed - still under SR22 Insurance

Memorandum

To: Common Council
From: Greg Keil, CDD GK
Date: May 15, 2015
RE: Development Agreement with Menasha Downtown Development, LLC

Staff from the Community Development and Administrative Services departments as well as the Mayor have been working in earnest over the last several weeks to create a development agreement that will enable the redevelopment of properties at Main and Mill streets. I have previously communicated what I believe to be transformative effect the multi story office tower and 300 plus new employees will have on the physical, cultural and economic characteristics of our downtown, and the overall uplifting influence this project will have on our community as a whole. You have heard similar commentary at prior Administration and Common Council meetings from many of our Main Street business owners, as well as others who are wanting this project to move our community forward.

I am pleased to report that we have reached consensus on the terms of a development agreement with Menasha Downtown Development, LLC and are now presenting it to you for your consideration. The basic terms of the agreement contemplate the developer paying all of the development costs for the office tower and financing the cost of the parking structure necessary to accommodate employee parking generated thereby. The city is expected to make certain infrastructure improvements to enable the safe access of the office building employees to the parking structure as well as some utility relocations. The parking structure is planned to be turned over to the city at no cost in the year 2043.

The developer has requested assistance to help pay for its land assembly costs and for costs associated with building and maintaining the parking ramp. These costs are anticipated to be supported by the creation of Tax Incremental Finance District, the sharing of tax increment from another TIF district, a Community Development Investment Grant from the Wisconsin Economic Development Corporation and an advance from the city's general fund. The developer will be repaid its costs from the TIF district tax increments, grant sources and the advance of city funds. The city expects to be repaid its expenses for infrastructure improvements, utility relocations and the advance from the general fund from tax increment created by the office tower project.

Staff has taken due care in evaluating the financial projections and are satisfied that the amount of assistance provided to the developer as well as the city expenses can be met within the life of the proposed TID 13 using the financing schedule set forth in the development agreement. We have used the best information available to us in formulating our projections and represent to you that barring unforeseen circumstances the city's investment will be repaid.

Due to the critical timetable for the start of construction, we ask that the Common Council undertake its review of the proposed agreement and direct any questions or concerns to the appropriate city staff and/or the developer prior to Monday's Common Council meeting so we

can address them as effectively as possible. Our contact information is listed below. If outside of office hours, please contact us by email and we will reply either by phone or email.

While we understand that this project requires a substantial investment by the city and that there is a certain level of risk with a project of this nature, there is also the prospect for great reward. I urge you to be mindful of the possibilities the project will bring to Menasha and encourage your support for taking this next big step forward.

Contact Information:

Don Merkes	967-3608	dmerkes@ci.menasha.wi.us
Greg Keil	967-3651	gkeil@ci.menasha.wi.us
Pamela Captain	967-3608	pcaptain@ci.menasha.wi.us
Peggy Steeno	967-3631	psteeno@ci.menasha.wi.us
John Hogerty	725-4444	jhogerty@bergstromauto.com

DEVELOPMENT AGREEMENT

Return to:

City Clerk
140 Main Street
Menasha, WI 54952

See Exhibit A

Parcel Numbers

DEVELOPMENT AGREEMENT

THIS DEVELOPMENT AGREEMENT (the "Agreement") is by and between MENASHA DOWNTOWN DEVELOPMENT, LLC ("Developer") and CITY OF MENASHA, WISCONSIN ("City").

RECITALS

A. Developer owns or has rights to acquire certain real property legally described on Exhibit ___ attached hereto and made a part hereof (the "Property") and located within the City of Menasha (the "City").

B. The City desires to encourage economic development, expand its tax base, create new jobs and attract increased commerce to its downtown.

C. Section 66.1105 of the Wisconsin Statutes (the "Tax Increment Law") provides the authority and establishes procedures by which the City may exercise powers necessary and convenient to carry out the purposes of the Tax Increment Law, cause project plans to be prepared, approve such plans, implement provisions and effectuate the purposes of such plans, and finance such development through the use of Tax Incremental Financing.

D. The City Council of the City of Menasha proposes to, i) adopt resolutions authorizing creation of such district and project plan to include therein certain real property, and ii) ratifying and affirming the City's authority to enter into this Agreement. The district is referred to herein as the "District" and the project plan is referred to herein as the "Project Plan."

E. Developer proposes to develop within the Property a multi-story office building ("Building") as well as a 300 stall parking garage ("Parking Garage") on City-owned property near the Property (the Building, Parking Garage and related improvements to be completed by Developer hereunder are collectively referred to as the "Project"). Developer anticipates that the total cost of constructing the Project will be no less than Sixteen Million Eight Hundred Thousand Dollars ($16,800,000.00), exclusive of land acquisition and development costs of One Million Seven Hundred Fifty Thousand Dollars ($1,750,000.00).

F. All terms capitalized but not defined in this Agreement that are defined in the Tax Increment Law shall have the definitions assigned to those terms by the Tax Increment Law.

NOW THEREFORE, based on the foregoing recitals and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the City and Developer hereby agree as follows:

ARTICLE I

DEVELOPER OBLIGATIONS

1.1 Acquisition of Real Estate. On or before June 1, 2015, Developer shall: (i) acquire the Property, and (ii) enter into a ground lease with the City with respect to the real property upon which the Parking Garage will be constructed. Developer shall grant the City or any public utility such easements as are reasonably necessary for public improvements, infrastructure, ingress or egress, utilities, lighting or

landscaping or any other need necessary to effectuate the Project Plan at no cost to the City.

1.2 Construction of the Project. Developer shall begin construction of the Project no later than June 1, 2015 and such construction shall be completed no later than June 1, 2016. The Project shall be constructed in accordance with the Project Plan reviewed and approved by the City and in a good and workmanlike manner consistent with prevailing industry standards for construction in the Menasha, Wisconsin area. Developer construction shall be done in such a manner so as not interfere or delay the City's obligations hereunder.

1.3 Public Records Compliance. Developer understands and acknowledges that the City is subject to the Public Records Law of the State of Wisconsin. To the extent that Developer retains a record subject to the Public Record Law, Developer agrees to retain such record for a period of not less than seven (7) years. Developer agrees to provide reasonable assistance to the City in complying with any public records request that the City receives pertaining to this Agreement. Developers agrees to indemnify and hold the City, its officers, employees and authorized representatives harmless from and against any liability, including without limitation, reasonable attorney fees, relating to or in any way arising from Developer's breach of its obligations under this Section 1.3 which breach directly results in the City's inability to comply with the Public Records Law. This provision will survive termination of this Agreement.

1.4 Repair of City Property. Developer will repair and/or replace any damaged City-owned infrastructure or other City-owned property that may occur as a result of Developer's construction of the Project, except for those repairs/replacements that are defined as the City's responsibility pursuant to this Agreement in Section 2.7 below, which repair/replacement shall be solely at City's cost and expense.

1.5 Use of CDI Grant Funds. In the event that the City is awarded, accepts and receives a CDI Grant, the Developer agrees that, upon payment of such funds to Developer, such funds shall only be used for purposes of development of the Building and the terms and conditions of acceptance of the grant monies imposed by the Wisconsin Economic Development Corporation will be incorporated herein and made a part of this Agreement.

1.6 Public Use of Parking Garage. So long as Developer owns the Parking Garage, Developer shall allow the ground level of the Parking Garage to be used as public parking outside of its Tenants' normal business hours. City shall cause its insurance to be primary relative to the public use of the parking garage.

1.7 Maintenance of Parking Garage. At all times prior to conveyance to the City as set forth in Section 1.8 below, Developer shall maintain the Parking Garage in accordance with industry standards, which shall include regular maintenance and inspections. Developer shall keep a log of all such maintenance and inspections. The City shall be permitted to inspect the condition of the Parking Garage and review and receive a copy of all maintenance and inspection records of Developer relating to the Parking Garage at any time during the term of the Ground Lease upon reasonable advance notice.

1.8 Conveyance of Parking Garage. Upon the expiration of the ground lease between Developer and the City, Developer shall convey to the City the Parking Garage in exchange for the purchase price of $1.00. Upon such transfer, Developer shall continue to have the right to use 300 stalls in the Parking Garage during normal business hours for a period no less than an additional 20 years thereafter by paying a mutually agreeable annual fee, which fee may be reviewed annually, but shall at all times be consistent with then prevailing rates for parking in the Fox Cities. Developer shall convey the Parking Garage to the City free and clear of all liens and encumbrances and in reasonable condition, including wear and tear, for a used parking garage of similar age and construction. Developer understands and acknowledges that, upon such transfer, the City may create a parking utility to fund maintenance and operation of the Parking Garage. Developer acknowledges that it benefits from the Parking Garage and that it will provide reasonable cooperation to the City in creating such parking utility.

1.9 Value of Building. The Developer and City expect that the initial assessed value of the Building (including land and buildings), commencing on the first full tax year following substantial completion shall be not less than the $12,000,000. Until the the expiration of the statutory life of the District, Developer agrees that it shall not contest any assessment of the Building (including land and buildings) so long as that assessment does not exceed the then current Valuation Threshold. For purposes of this Section 1.9, the "Valuation Threshold" shall initially be an amount equal to

$12,000,000 for the first tax year after substantial completion of the Building and such amount shall be increased by 1.5% for each tax year thereafter.

ARTICLE II

CITY'S OBLIGATIONS

2.1. Payment of Site Acquisition/Development Costs. The City shall pay to Developer site acquisition and development costs in the amount of One Million Seven Hundred Fifty Thousand Dollars ($1,750,000.00) in the following manner: (i) the City shall pay Seven Hundred Fifty Thousand Dollars ($750,000.00) upon approval of the TID #5 project plan amendment which will enable the sharing of increment to TID #13 , and (ii) the City shall pay One Million Dollars ($1,000,000.00) no later than the one (1) year anniversary of commencement of construction of the Project (the "Second Incentive Payment"). In the event that the City receives funds from a CDI grant, the City shall immediately pay over such funds to the Developer as an installment payment towards the Second Incentive Payment and the balance due for such Second Incentive Payment shall be reduced by the amount of such CDI grant funds actually paid to Developer. The Second Incentive Payment shall not bear any interest so long as such amount is paid timely hereunder. In the event the CDI grant payment is conditioned upon completion of construction, then Developer will waive the terms of this section and require that the CDI grant funds are paid within 45 days of completion of the Project.

2.2. Creation of Tax Incremental District. The City finds that financial incentive is necessary to the implementation of the District. The City shall use its best efforts to create the District promptly upon execution of this Agreement. Until the Developer has been paid, in full, all amounts owed to it under this Agreement, the City covenants and agrees to refrain from causing the early termination of the District prior to the District's full statutory life. The District shall at all times comprise at least the properties described in the attached Exhibit C.

2.3. Performance Incentives Terms. The City shall, as a development incentive (collectively the "Performance Incentives"), provide financial assistance to Developer for the development of the Project

by making the payments in the amounts and upon the terms set forth below.

2.4. 2.3.01. General. Performance Incentives up to Seven Million Nine Hundred Forty-Two Thousand Six Hundred Twenty-Eight Dollars ($7,942,628.00), including interest and ramp maintenance incentives, may be paid by the City to the Developer. In the event that the Developer is required to pay any real or personal property tax relating the Parking Garage and not attributed to the value of the Building during any tax year, the total amount of Performance Incentive shall automatically be increased by the amount of such tax paid by the Developer and the Performance Incentive payable to Developer in such tax year shall automatically be increased by such amount.

2.3.02. The Performance Incentive Terms shall take effect upon completion of construction in accordance with approved plans and this Agreement, as demonstrated by the issuance of an occupancy permit with respect to the Building and Parking Garage.

2.304. Payments to Developer shall be made only from ninety-five percent (95%) of the Tax Increment generated from the Project through 2041; and shall be made only from five (5%) of the Tax Increment generated from the Project from 2042 to the close of the District, along with any remaining Tax Increment after all City costs described on the attached Schedule 1 have been paid (the "Available Tax Increment").

2.3.05 Payments. Payments shall be due in annual installments beginning on October 1, 2017 and continuing on each October 1 thereafter through October 1, 2043.. Each October 1 payment date described in this Section is referred to as a "Performance Incentive Payment Date." Prepayment of the amounts evidenced by these Performance Incentive Terms may be made in full or in part at any time without penalty. If, by the final Performance Incentive Payment Date, there has been over the life hereof insufficient Tax Increment to pay all Performance Incentive due to Developer, the City shall have no further obligation to make any payments whatsoever under these Performance Incentive Terms. Notwithstanding anything contained herein to the contrary, in the event that the Developer is required to pay any real or personal property tax relating the Parking Garage and not attributed to the

value of the Building during any tax year, the total amount of Performance Incentive shall automatically be increased by the amount of such tax paid by the Developer and the Performance Incentive payable to Developer in such tax year shall automatically be increased by such amount.

2.3.06. Nature of Obligation. The principal and interest payments to be made on the Performance Incentive Payment Dates shall be payable solely from the Available Tax Increment from the District (a) accrued during the calendar year or years preceding the applicable Performance Incentive Payment Date, and (b) actually received by the City by such Performance Incentive Payment Date. The Performance Incentives shall be a special and limited obligation of the City and not a general obligation.

2.3.07. Subject to Appropriations. The City's obligation to make payments on these Performance Incentive Terms shall be conditioned on the requirements that: (i) the City's Common Council shall appropriate Available Tax Increment to make such payments, (ii) there shall not be an event of default on the part of the Developer under the Agreement, and (iii) all payments then due under any special assessments, if any, have been paid. If the condition described in (i) is not met upon a particular Performance Incentive Payment Date but subsequently is met, then the payment that had otherwise been due on such Performance Incentive Payment Date shall be made within ten (10) days after the date such condition is met.

2.3.08. Miscellaneous. These Performance Incentive Terms are subject to the Tax Increment Law.

2.5. Ground Lease. The City shall, on or before June 1, 2015, enter into a ground lease with Developer, with respect to the property described on Exhibit A for the purpose of allowing the construction and operation of the Parking Garage by Developer. The ground lease shall have a term that expires upon the termination of the District, and such ground lease shall have annual lease payments of no more than $1.00.

2.6. Acquisition of Parking Garage. Upon the expiration of the ground lease between Developer and the City, the City shall purchase the Parking Garage in exchange for the payment of $1.00. Upon such

purchase, Developer shall continue to have the right to use 300 stalls in the Parking Garage during normal business hours for a period no less than an additional 20 years thereafter by paying a mutually agreeable annual fee, which fee may be reviewed annually, but shall at all times be consistent with then prevailing rates for parking in the Fox Cities. Developer shall convey the Parking Garage to the City free and clear of all liens and encumbrances and in reasonable condition, including wear and tear, for a used parking garage of similar age and construction. The City may create a parking utility to fund maintenance and operation of the Parking Garage. In the event the City terminates operation of the Parking Garage, the City may substitute 300 surface parking stalls or other parking stalls within reasonable proximity to the Building for Building tenants' use and any charges for such parking shall be at then prevailing rates for parking in the Fox Cities.

2.7. City Improvements. The City shall perform the following improvements relating to the Project (collectively the "City Improvements") (Reference Exhibit G) all at the City's sole cost and expense:

i) common dumpster removal and/or relocation,
ii) reconstruction of crosswalk over Main Street and walkway link between Main Street and the Parking Garage,
iii) gas line relocates servicing primarily other properties,
iv) electrical service relocates servicing primarily other properties,
v) sanitary connection related to the Building in an amount not to exceed $6,300.00,
vi) storm sewer connection related to the Parking Garage in an amount not to exceed $4,000.00,
vii) storm sewer connection related to the Building in an amount not to exceed $6,150.00,
viii) restoration and/or repair of all streets, sidewalks, gutters and curbs, adjacent to Building on Mill and Main Street and on the south side of Broad Street, necessary as a result of the construction of the Project. In the event that other utilities need to be relocated as a result of the Project, Developer shall pay for those which relocation is necessary to serve the Project and which primarily benefit the Project. The City shall be responsible for any other utility relocations. The City Improvements shall be performed in a good and workmanlike manner and consistent with prevailing industry standard for construction in the area of the City. The City Improvements shall be constructed in such a manner as is consistent

with the Project Plan and shall be done in such a manner so as not to interfere or delay the Developer's obligations hereunder. The City Improvements shall be completed on or before June 1, 2016.

2.8. Conveyance of Surface Parking Area. Within 15 days of execution of this Agreement, the City shall convey to the Developer the vacant land adjacent to the Property described on the attached Exhibit E ("Surface Parking Area") for use as surface parking in conjunction with the Project. The City shall convey the Surface Parking Area to the Developer free and clear of all liens and encumbrances (except utility easements of record, if any and the terms and conditions of this Agreement) with a reservation of rights to public parking and vehicular access as described below and necessary utility easements, if any and the purchase price shall be $1.00. The City shall execute and deliver to the Developer all documents reasonably necessary to effectuate the conveyance of the Surface Parking Area to Developer. The City shall retain public use of six parking stalls at the west end of the Surface Parking Area at no cost to the City, which use shall contain a right of vehicular access to use such stalls along with the vehicular access for delivery vehicles to deliver goods and services to the rear of the buildings located at 163 Main Street, 165 Main Street and 167 Main Street, so long as such delivery vehicles do not block traffic or unreasonably interfere with the Developer's and its Tenants' use of the Surface Parking Area.

2.9. Construction Easement. Within 15 days of execution of this Agreement, the City by way of the Director of Public Works shall grant to Developer and its representatives and agents temporary construction easements over those portions of real property generally described in the attached Exhibit F to allow Developer to utilize such areas for staging, access, egress and related construction purposes for the Project. Such construction easements shall continue until June 1, 2016 and shall be in form and content reasonably agreeable to the parties.

ARTICLE III

GENERAL

3.1 Entire Agreement. This document, all exhibits/schedules and the documents referred to herein contain the entire agreement between City and Developer.

3.2 Assignment. The rights, duties and obligations of the Developer hereunder may not be assigned by Developer without the written consent of the City to the assignment.

3.3 Governing Law. This Agreement shall be governed by, and construed in accordance with, the laws of the State of Wisconsin.

3.4 Modifications. This Agreement may be amended or modified only by written instrument duly executed by both of the parties hereto.

3.5 Notices. Any notice required hereunder shall be given in writing, signed by the party giving notice, personally delivered or mailed by certified or registered mail, return receipt requested, to the parties' respective addresses as set forth below:

To City:	City of Menasha Attention: Mayor 140 Main Street Menasha, WI 54952
Copy to:	City Attorney City of Menasha 140 Main Street Menasha, WI 54952
To Developer:	Menasha Downtown Development, LLC Attn: John J. Hogerty II 1 Neenah Center, Suite 700 Neenah, WI 54956-3053
Copy to:	Mark R. Sewell DeWitt, Ross & Stevens S.C.

2 East Mifflin Street, Suite 600
Madison, WI 53703

Notice shall be deemed delivered (a) in the case of personal delivery, on the date when personally delivered; or (b) in the case of certified or registered mail, on the date when deposited in the United States mail with sufficient postage to effectuate such delivery. Either party may change the address to which notice must be given by delivery of written notice to the other party in accordance with this Section 3.5.

3.6 Severability of Provisions. In case any one or more of the provisions contained in this Agreement shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if the invalid, illegal or unenforceable provision had never been contained herein.

3.7 Time of Essence. Time is of the essence.

3.8 Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original.

3.9 Defaults; Litigation. Neither party shall be deemed to be in default under this Agreement for failure to perform any term or condition of this Agreement unless the other party (the "Non-Defaulting Party") has first given the party alleged to be in default (the "Defaulting Party") written notice describing such failure, and the Defaulting Party does not, within thirty (30) days thereafter, cure such failure (an "Event of Default"). Following an Event of Default, the Non-Defaulting Party shall have all rights and remedies available to it under law or in equity against the Defaulting Party.

3.10 Headings. Descriptive headings are for convenience only and shall not control or affect the meaning or construction of any provision of this Agreement.

3.11 Recording. Either party may record this Agreement.

3.12 Compliance with Laws. In carrying out its obligations under this Agreement, Developer agrees to comply with all laws of all governmental authorities having jurisdiction.

3.13 Contingent Upon Approval. The Developer acknowledges that the undertakings of the City described in this Agreement require approvals from the City's Common Council and/or Planning Commission as well as from governmental bodies external to the City, some of which may require public hearings and other legal proceedings as conditions precedent thereto. The parties' respective obligations hereunder are conditioned upon the City obtaining all such approvals in the manner required by law. The City agrees to use good faith efforts to obtain such approvals on a timely basis.

3.14 In the event that all such approvals necessary for the TID #5 project plan amendment which will enable the sharing of increment to TID #13 and the creation of TID #13 have not been obtained on or before August 1, 2015, either party may terminate this Agreement upon written notice to the other party.

CITY:

CITY OF MENASHA, WISCONSIN

By: _____
Don Merkes, Mayor
Date: _____, 2015

Attest: _____
, City Clerk

Date: _____, 2015

APPROVED AS TO FORM:

_____
, City Attorney
Date: _____, 2015

DEVELOPER:

MENASHA DOWNTOWN
DEVELOPMENT, LLC

By:_____, Manager

By: _____
John J. Hogerty II, Manager

Date: _____

AUTHENTICATION

Signatures of _____, and _____ authenticated this _____ day of _____, 2015.

_____

Member, State Bar of Wisconsin

AUTHENTICATION

Signature of _____ authenticated this _____ day of _____, 2015.

_____

Member, State Bar of Wisconsin

This document was drafted jointly by:
Bradley W. Raaths
Mark R. Sewell
DeWitt Ross & Stevens S.C.
Two E. Mifflin Street, Suite 600
Madison, WI 53703

SCHEDULE 1

PERFORMANCE INCENTIVE PAYMENT SCHEDULE

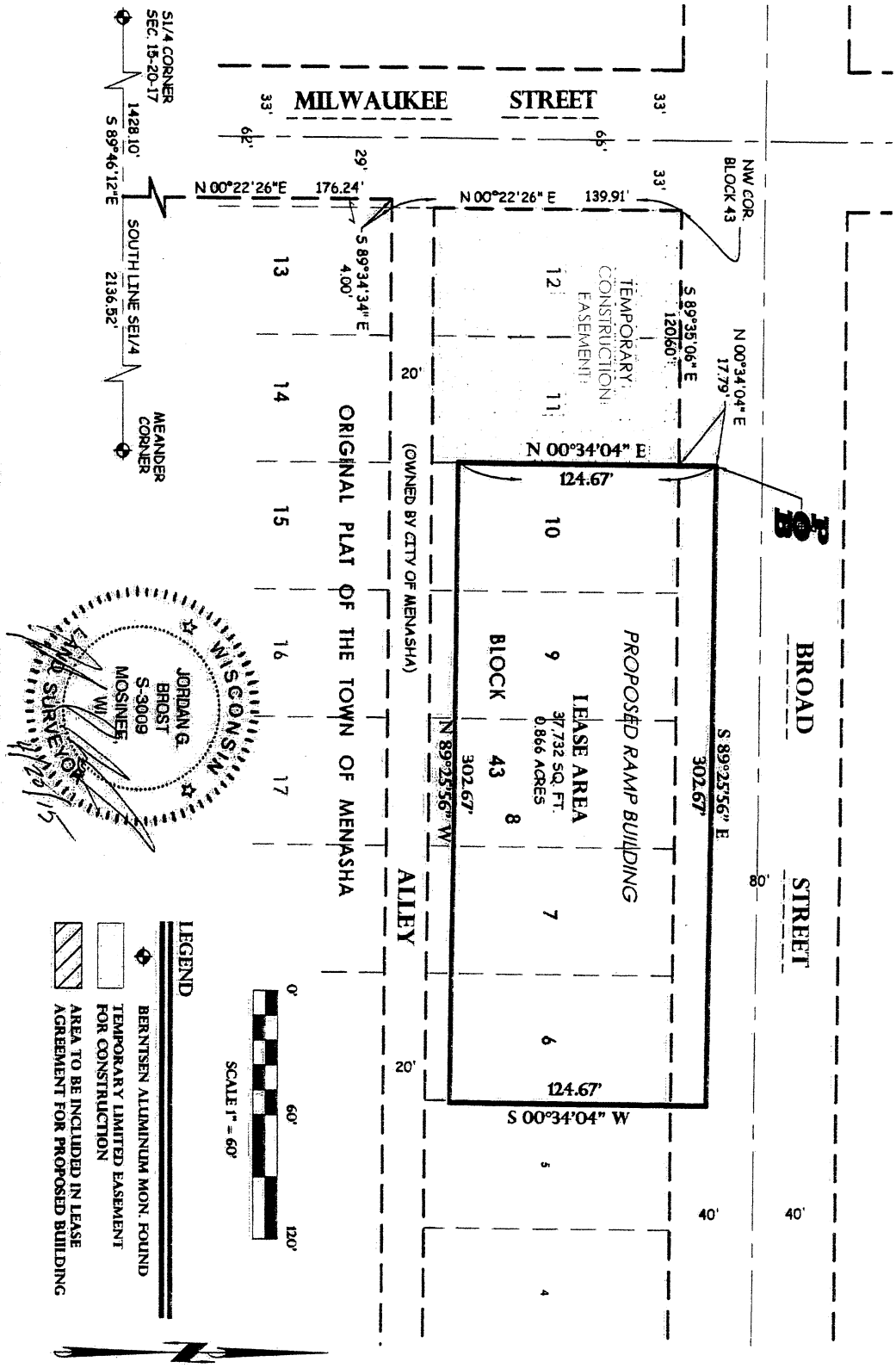
[to be provided]

Exhibit A

Ground Lease for Broad Street Parking Ramp
(To be received, pending future Plan Commission review and Common Council approval)

LEASE EXHIBIT A

BEING PART OF LOTS 5, 6, 7, 8, 9, 10 AND 11, BLOCK 43, ORIGINAL PLAT OF THE TOWN OF MENASHA AND PART OF BROAD STREET RIGHT OF WAY, LOCATED IN PART OF THE SOUTHEAST 1/4 OF SECTION 15, TOWNSHIP 20 NORTH, RANGE 17 EAST, CITY OF MENASHA, WINNEBAGO COUNTY, WISCONSIN.



Point of Beginning

Civil Engineering
Land Surveying
Landscape Architecture
Jordan G. Brost, PLS #3009
5709 Windy Drive, Suite D
Stevens Point, WI 54482
715.344.9999(Ph) 715.344.9922(Fx)

THIS INSTRUMENT WAS DRAFTED BY JORDAN BROST AND DRAWN BY JORDAN BROST

FIELD BOOK GB 2 PAGE 33-36

JOB # 15.401

SHEET 1 OF 1 SHEETS

Point of Beginning

Exhibit A

Ground Lease For Ramp
For: Menasha Downtown Development, LLC

Legal Description

A Ground Lease for Parking Ramp, being a part of lots 5,6,7,8,9,10 and 11, Block 43, Original Plat of the Town of Menasha and a part of Broad Street Right of Way, located in part of the Southeast ¼ of Section 15, Township 20 North, Range 17 East, City of Menasha, Winnebago County, Wisconsin, described as follows:

Commencing at the South ¼ corner of Section 15, Township 20 North, Range 17 East; thence S 89°46'12"E along the South line of the Southeast ¼ of said Section 15, 1428.10 feet; thence N 00°22'26"E along the East Line of Milwaukee Street and the Southerly extension thereof, 176.24 feet; thence S 89°34'34"E along the East line of Milwaukee Street, 4.00 feet; thence N 00°22'26"E along the East line of Milwaukee Street, 139.91 feet to the Northwest corner of Block 43, Original Plat of the Town of Menasha; thence S 89°35'06"E along the North line of said Block 43, also being the South line of Broad Street, 120.60 feet; thence N 00°34'04"E, 17.79 feet to the point of beginning, (POB) of the parcel to be described; thence S 89°25'56"E, 302.67 feet; thence S 00°34'04"W, 124.67 feet; thence N 89°25'56"W, 302.67 feet; thence N 00°34'04"E, 124.67 feet to the point of beginning.

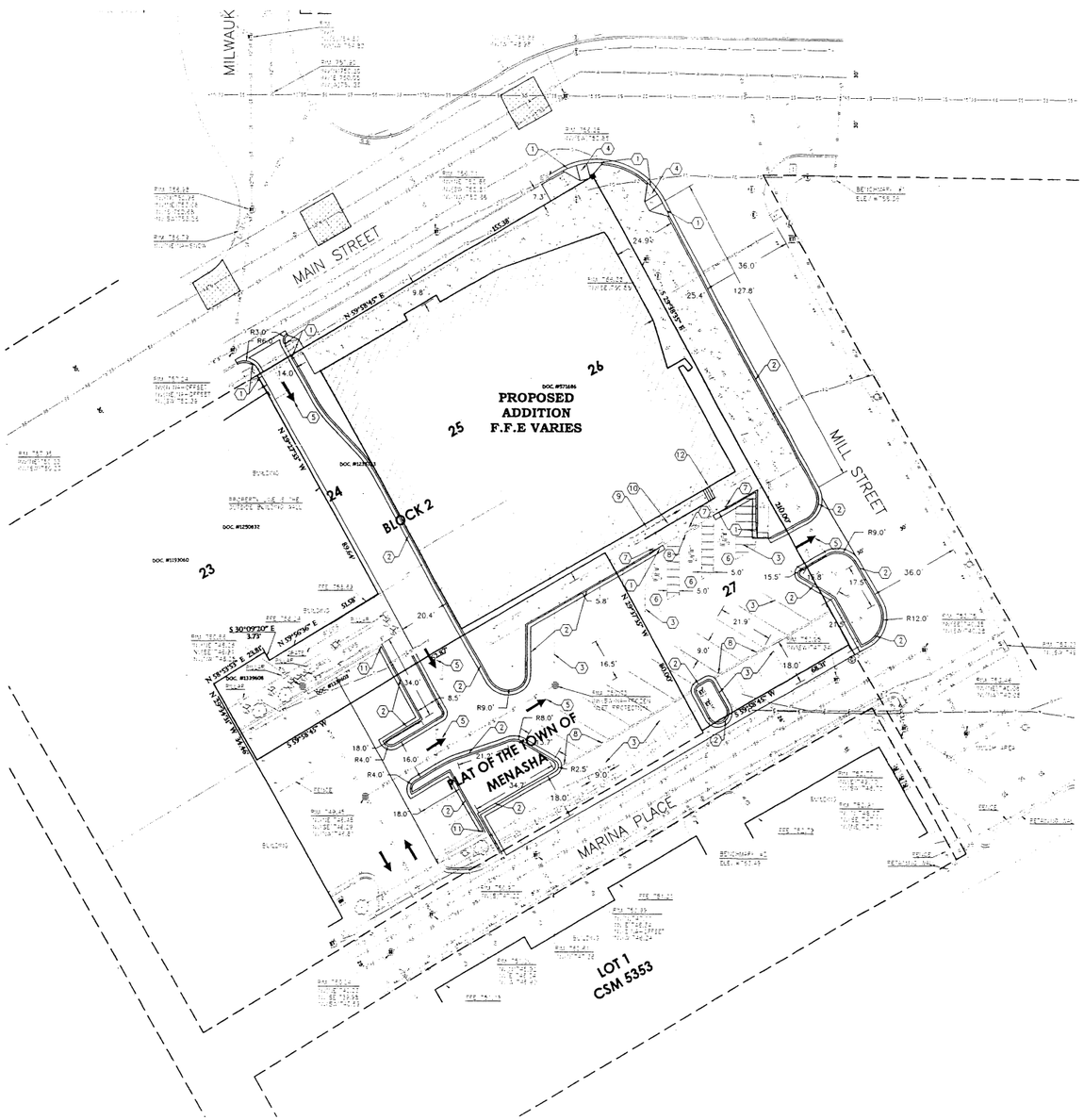
Containing: 37,732 Square Feet, 0.866 Acres.

Dated this 20th day of April, 2015.

5709 Windy Drive Suite D • STEVENS POINT, WI 54482
PHONE 715-344-9999 • FAX 715-344-9922 • EMAIL INFO@POB.COM

Exhibit B

Project Plan - Office Tower



GENERAL NOTES:

1. CONTACT DIGGER'S HOTLINE 5 WORKING DAYS PRIOR TO THE START OF DEMOLITION/CONSTRUCTION.
2. GRADE, LINE, AND LEVEL TO BE REVIEWED IN THE FIELD BY THE CONSTRUCTION MANAGER.
3. ALL REQUIRED EROSION CONTROL MEASURES ARE TO BE INSTALLED IN ACCORDANCE WITH LOCAL MUNICIPAL AND DEPARTMENT OF NATURAL RESOURCES REGULATIONS.
4. ALL EROSION CONTROL MEASURES SHALL BE MAINTAINED IN ACCORDANCE WITH THE DEPARTMENT OF NATURAL RESOURCES AND LOCAL AUTHORITIES.
5. SEE SHEET C3.0 FOR ALL REQUIRED EROSION CONTROL ELEMENTS.
6. ANY EXISTING UTILITIES NOT SHOWN ON THIS DOCUMENT WHICH NEED TO BE REMOVED, RELOCATED AND OR ADJUSTED SHALL BE THE RESPONSIBILITY OF THE SITE GRADING CONTRACTOR AND INCLUDED IN THE BASE BID CONTRACT.
7. VERIFY THE LOCATION OF ALL EXISTING UTILITIES PRIOR TO THE START OF DEMOLITION/CONSTRUCTION.
8. ALL BIDDERS PLANNING ON SUBMITTING A BID SHALL VISIT THE SITE AND REVIEW THE EXISTING CONDITIONS PRIOR TO THE BID DATE.
9. PRIOR TO THE START OF WORK VERIFY WITH THE LOCAL AUTHORITIES THAT ALL REQUIRED PERMITS HAVE BEEN ACQUIRED.
10. COORDINATE CONSTRUCTION IN THE RIGHT OF WAY WITH THE LOCAL AUTHORITIES.
11. PROVIDE PROPER BARRICADES, SIGNS AND TRAFFIC CONTROL TO MAINTAIN THRU TRAFFIC ALONG ADJACENT STREETS IN ACCORDANCE WITH LOCAL MUNICIPAL REQUIREMENTS.
12. SIDEWALK JOINTS TO BE AS INDICATED OR AS APPROVED BY CONSTRUCTION MANAGER.
13. ALL SAWCUTS SHALL BE AT AN EXISTING JOINT IN THE CURB AND PAVEMENT.
14. ALL GENERAL LANDSCAPE AREAS SHALL BE SEEDED/FERTILIZED/ CRIMP HAY MULCHED IN ACCORDANCE WITH THE PROJECT SPECIFICATIONS.

KEYNOTES:

1. 6" CURB TAPER SECTION
2. 30" CURB & GUTTER — 2/C5.0
3. PARKING LOT STRIPING — 5/C5.0
4. HANDI-CAP RAMP — 6/C5.0
5. DIRECTIONAL ARROW — 4/C5.0
6. HANDICAP PARKING STALL — 5/C5.0
7. HANDICAP PARKING SIGN — 7/C5.0
8. 8' PARKING STOP
9. ADA ACCESS ROUTE
10. PROPOSED RETAINING WALL

PAVEMENT HATCH PATTERNS:

PROPOSED 3" ASPHALTIC CONCRETE PAVEMENT W/ 9" BASE COURSE		1/C5.0
PROPOSED 4" CONCRETE PAVEMENT		3/C5.0
PROPOSED CONCRETE PAVEMENT TO MATCH EXISTING		

BENCH MARK

DESCRIPTION

0' 20' 40' 60'
Scale 1"=20'

Point of Beginning

Land Surveying
Engineering
Landscape Architecture
3700 Windy Drive, Suite D
Stevens Point, WI 54482
715.344.8070 FAX 715.344.8071

TITLE

DRAWN	CHK'D
WFF	JJL

DATE 03/30/15

SCALE

DRAWING NO.

PROJECT NO. 14097 REV

ONE MENASHA CENTER
MENASHA DOWNTOWN DEVELOPMENT, LLC
MENASHA, WISCONSIN

Performa
ARCHITECTS + ENGINEERS
1114 MAIDEN LANE
STEVENS POINT, WISCONSIN 54481
PHONE 715.344.7500 FAX 715.344.7501 www.performainc.com

LAYOUT PLAN

ELEVATION NOTES:

1. C.J. = CONTROL JOINT
2. PROVIDE METAL STUD FRAMING AT ALL METAL PANEL JOINTS (TYPICAL). COORDINATE LOCATIONS WITH METAL PANEL SUPPLIER.
3. SEE DETAIL (24/A6.3) FOR TYPICAL CAST STONE PANEL JOINT
4. SPANDREL GLASS SHOWN SHADED. SEE DETAIL (11/A6.3)

NORTH ELEVATION

SCALE: 1/8" = 1'-0"

PRELIMINARY - NOT FOR CONSTRUCTION

NO	DESCRIPTION	BY	DATE

ONE MENASHA CENTER
MENASHA DOWNTOWN DEVELOPMENT, LLC
MENASHA, WISCONSIN

Performa

EXTERIOR ELEVATIONS

DRAWN	JAN
CHK'D	RB
DATE	MM/DD/YY
SCALE	1/8" = 1'-0"
DRAWING NO.	A3.1
PROJECT NO.	14097

ELEVATION NOTES:

1. C.J. = CONTROL JOINT
2. PROVIDE METAL STUD FRAMING AT ALL METAL PANEL JOINTS (TYPICAL). COORDINATE LOCATIONS WITH METAL PANEL SUPPLIER
3. SEE DETAIL (24/A6.3) FOR TYPICAL CAST STONE PANEL JOINT
4. SPANDREL GLASS SHOWN SHADED. SEE DETAIL (11/A6.3)

SOUTH ELEVATION

SCALE: 1/8" = 1'-0"

PRELIMINARY - NOT FOR CONSTRUCTION

NO.	DESCRIPTION	BY	DATE

ONE MENASHA CENTER
MENASHA DOWNTOWN DEVELOPMENT, LLC
MENASHA, WISCONSIN

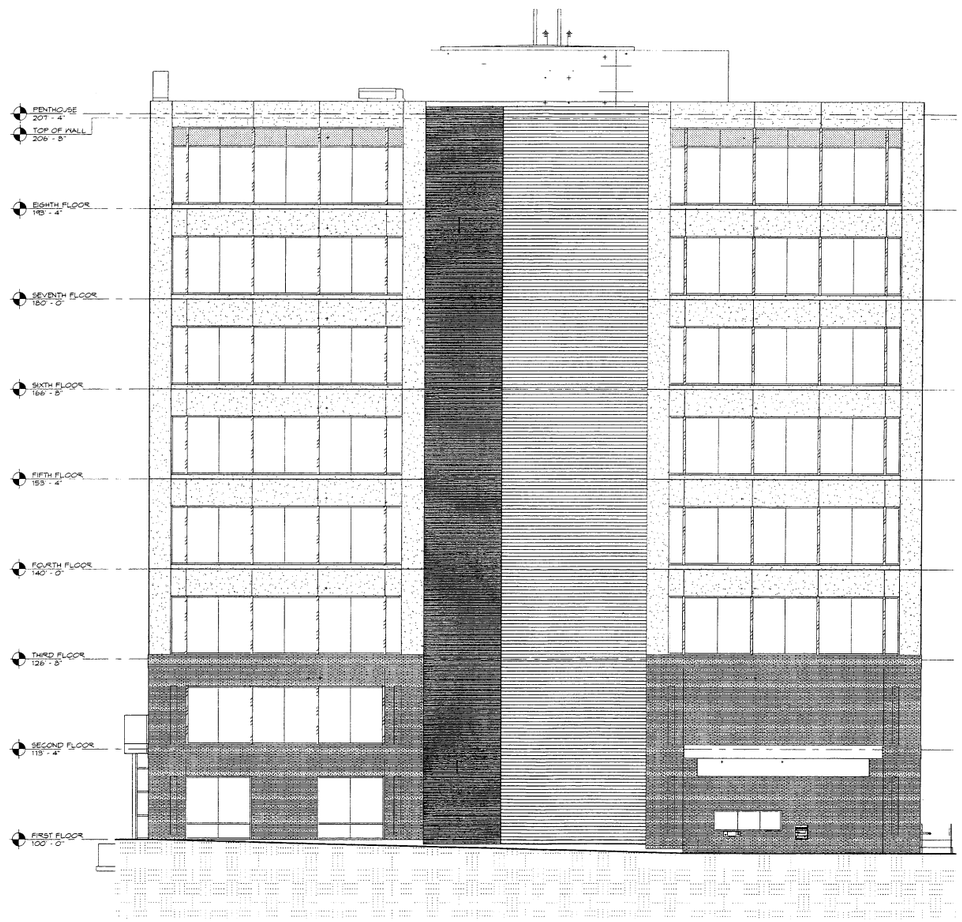
Performa

EXTERIOR ELEVATIONS

DRAWN	JAN
CHKD	RB
DATE	MM/DD/YY
SCALE	1/8" = 1'-0"
DRAWING NO.	A3.2
PROJECT NO.	14097

ELEVATION NOTES:

1. C.J. = CONTROL JOINT
2. PROVIDE METAL STUD FRAMING AT ALL METAL PANEL JOINTS (TYPICAL). COORDINATE LOCATIONS WITH METAL PANEL SUPPLIER.
3. SEE DETAIL (24/A6.3) FOR TYPICAL CAST STONE PANEL JOINT.
4. SPANDREL GLASS SHOWN SHADED. SEE DETAIL (11/A6.3).



WEST ELEVATION

SCALE: 1/8" = 1'-0"

PRELIMINARY - NOT FOR CONSTRUCTION

NO.	DESCRIPTION	BY	DATE

ONE MENASHA CENTER
MENASHA DOWNTOWN DEVELOPMENT, LLC
MENASHA, WISCONSIN

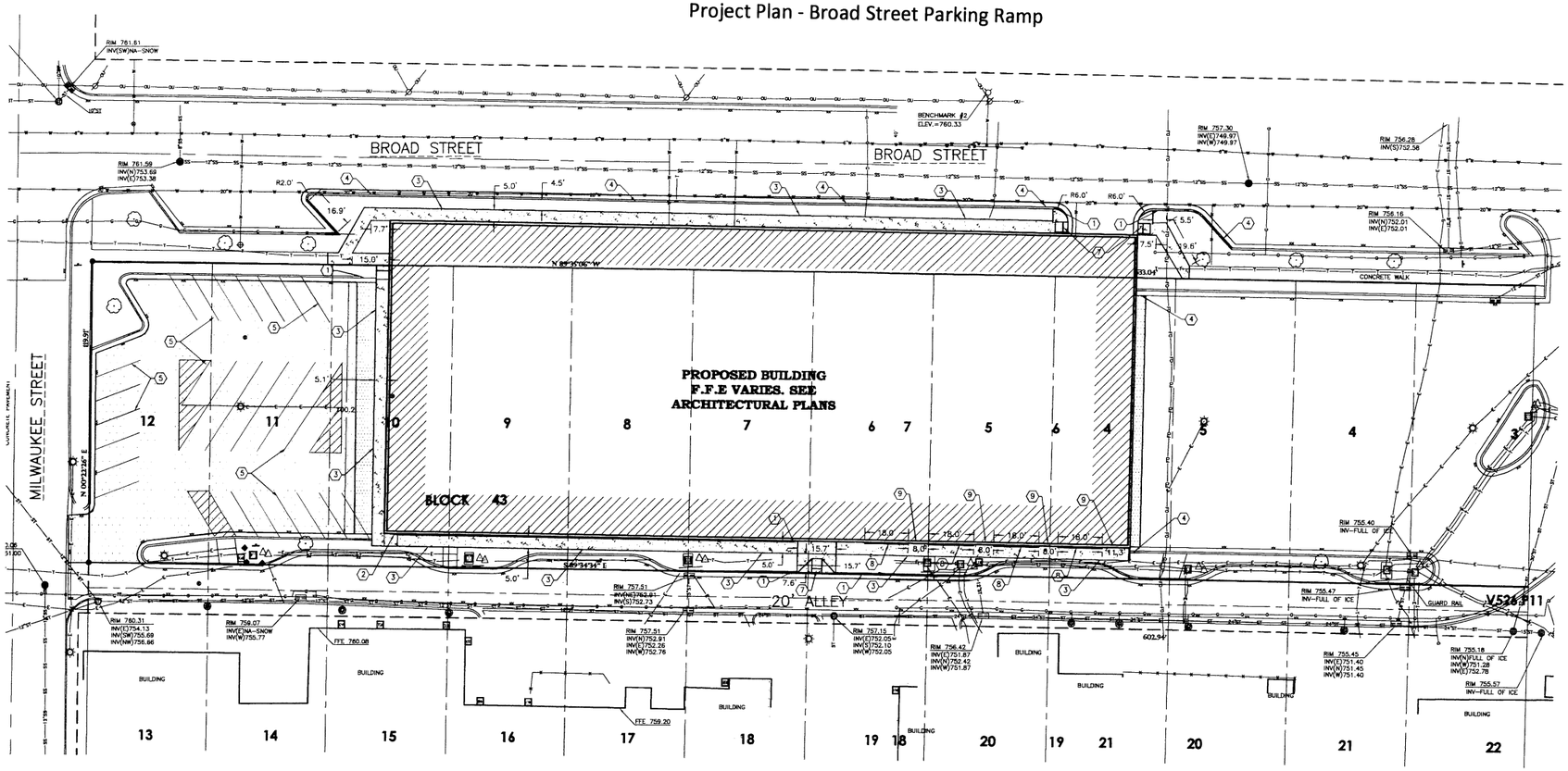
Performa

EXTERIOR ELEVATIONS

DRAWN JAN	CHKD RB
DATE MM/DD/YY	
SCALE 1/8" = 1'-0"	
DRAWING NO. A3.4	
PROJECT NO. 14097	REV.

Exhibit B

Project Plan - Broad Street Parking Ramp



DESCRIPTION

BEING PART OF LOTS 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 & 12 OF BLOCK 43 OF THE ORIGINAL PLAT OF THE TOWN OF MENASHA, LOCATED IN PART OF THE SOUTHEAST 1/ OF SECTION 15, TOWNSHIP 20 NORTH, RANGE 17 EAST, CITY OF MENASHA, WINNEBAGO COUNTY, WISCONSIN.

BENCH MARK

ELEVATIONS ARE REFERENCED TO NAVD 88 DATUM.

BENCHMARK #1
NORTHEAST FLANGE BOLT ON FIRE HYDRANT LOCATED AT THE NORTHWEST QUADRANT OF BROAD STREET AND MILWAUKEE STREET INTERSECTION.
ELEVATION 785.04

BENCHMARK #2
THE TOP NUT OF YELLOW FIRE HYDRANT LOCATED ON THE NORTH SIDE OF BROAD STREET, 60' +/- NORTHEAST OF THE DRIVEWAY ENTRANCE TO THE PARKING LOT.
ELEVATION 760.33

GENERAL NOTES:

1. CONTACT DIGGER'S HOTLINE 5 WORKING DAYS PRIOR TO THE START OF DEMOLITION/CONSTRUCTION.
2. GRADE, LINE, AND LEVEL TO BE REVIEWED IN THE FIELD BY THE CONSTRUCTION MANAGER.
3. ALL REQUIRED EROSION CONTROL MEASURES ARE TO BE INSTALLED IN ACCORDANCE WITH LOCAL MUNICIPAL AND DEPARTMENT OF NATURAL RESOURCES REGULATIONS.
4. ALL EROSION CONTROL MEASURES SHALL BE MAINTAINED IN ACCORDANCE WITH THE DEPARTMENT OF NATURAL RESOURCES AND LOCAL AUTHORITIES.
5. SEE SHEET C3.0 FOR ALL REQUIRED EROSION CONTROL ELEMENTS.
6. ANY EXISTING UTILITIES NOT SHOWN ON THIS DOCUMENT WHICH NEED TO BE REMOVED, RELOCATED AND OR ADJUSTED SHALL BE THE RESPONSIBILITY OF THE SITE GRADING CONTRACTOR AND INCLUDED IN THE BASE BID CONTRACT.
7. VERIFY THE LOCATION OF ALL EXISTING UTILITIES PRIOR TO THE START OF DEMOLITION/CONSTRUCTION.
8. ALL BIDDERS PLANNING ON SUBMITTING A BID SHALL VISIT THE SITE AND REVIEW THE EXISTING CONDITIONS PRIOR TO THE BID DATE.
9. PRIOR TO THE START OF WORK VERIFY WITH THE LOCAL AUTHORITIES THAT ALL REQUIRED PERMITS HAVE BEEN ACQUIRED.
10. COORDINATE CONSTRUCTION IN THE RIGHT OF WAY WITH THE LOCAL AUTHORITIES.
11. PROVIDE PROPER BARRICADES, SIGNS AND TRAFFIC CONTROL TO MAINTAIN THRU TRAFFIC ALONG ADJACENT STREETS IN ACCORDANCE WITH LOCAL MUNICIPAL REQUIREMENTS.
12. SIDEWALK JOINTS TO BE AS INDICATED OR AS APPROVED BY CONSTRUCTION MANAGER.
13. ALL SAWCUTS SHALL BE AT AN EXISTING JOINT IN THE CURB AND PAVEMENT.
14. ALL GENERAL LANDSCAPE AREAS SHALL BE SEEDED/FERTILIZED/ CRIMP HAY MULCHED IN ACCORDANCE WITH THE PROJECT SPECIFICATIONS.

KEYNOTES:

1. 1.5" CURB HEAD TAPER
2. 6.0" CURB TAPER SECTION
3. THICKENED EDGE WALK — 4/C5.0
4. 30" CURB & GUTTER — 2/C5.0
5. RE-STRIPE TO MATCH EXISTING PARKING CONFIGURATION — 5/C5.0
6. PROPOSED DUMPSTER LOCATION
7. ADA CURB RAMP — 6/C5.0
8. 6" CURB HEAD
9. FLUSH TRANSITION

PAVEMENT HATCH PATTERNS:

PROPOSED 3" ASPHALTIC CONCRETE PAVEMENT W/ 9" BASE COURSE — 1/C6.0

PROPOSED 4" CONCRETE PAVEMENT — 3/C6.0

REPAVE EXISTING ASPHALT TO MATCH EXISTING THICKNESS

0' 20' 40' 60'
Scale 1"=20'

Land Surveying
Engineering
Landscape Architecture
Stevens Point, WI 54481
715.344.9922(M)
Point of Beginning

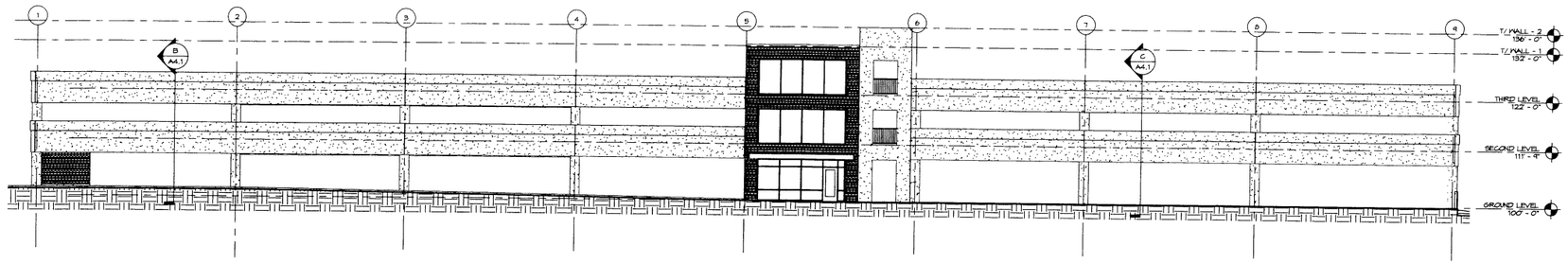
NO.	DESCRIPTION	BY	DATE

BROAD STREET PARKING STRUCTURE
MENASHA DOWNTOWN DEVELOPMENT, LLC
MENASHA, WI

Performa ARCHITECTS | ENGINEERS
1574 N. MORCOMBE CT. STE 100
APPLETON, WI 54914
PHONE: 920.968.0700 FAX: 920.968.0701 www.performaarch.com

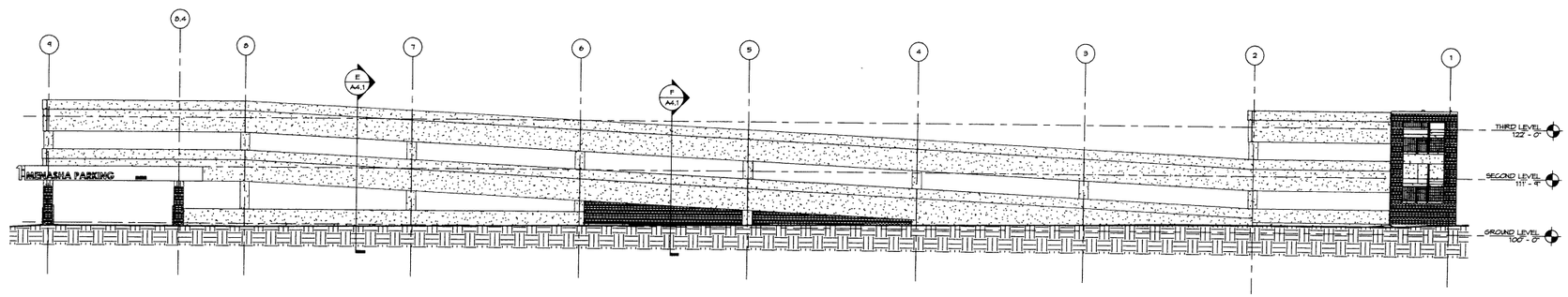
LAYOUT PLAN

DRAWN: WFR	CHKD: JJL
DATE: 3/30/15	
SCALE: 1" = 20'-0"	
DRAWING NO.: C2.0	
PROJECT NO.: 15016	REV.



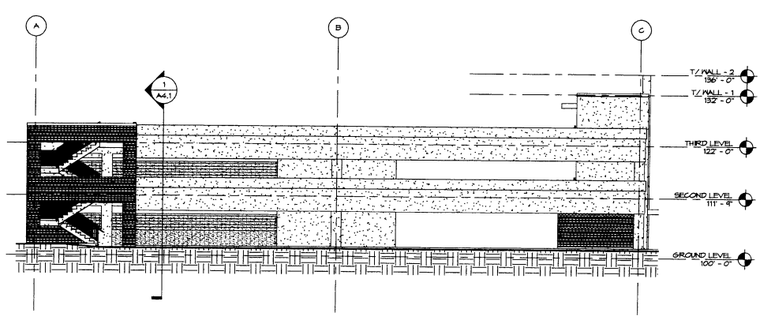
SOUTH ELEVATION

SCALE: 3/32" = 1'-0"



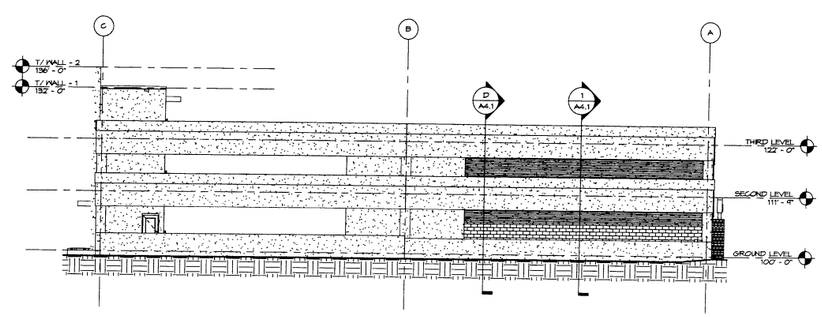
NORTH ELEVATION

SCALE: 3/32" = 1'-0"



WEST ELEVATION

SCALE: 3/32" = 1'-0"



EAST ELEVATION

SCALE: 3/32" = 1'-0"

NO.	DESCRIPTION	BY	DATE

BROAD STREET PARKING STRUCTURE
MENASHA DOWNTOWN DEVELOPMENT, LLC

MENASHA, WI

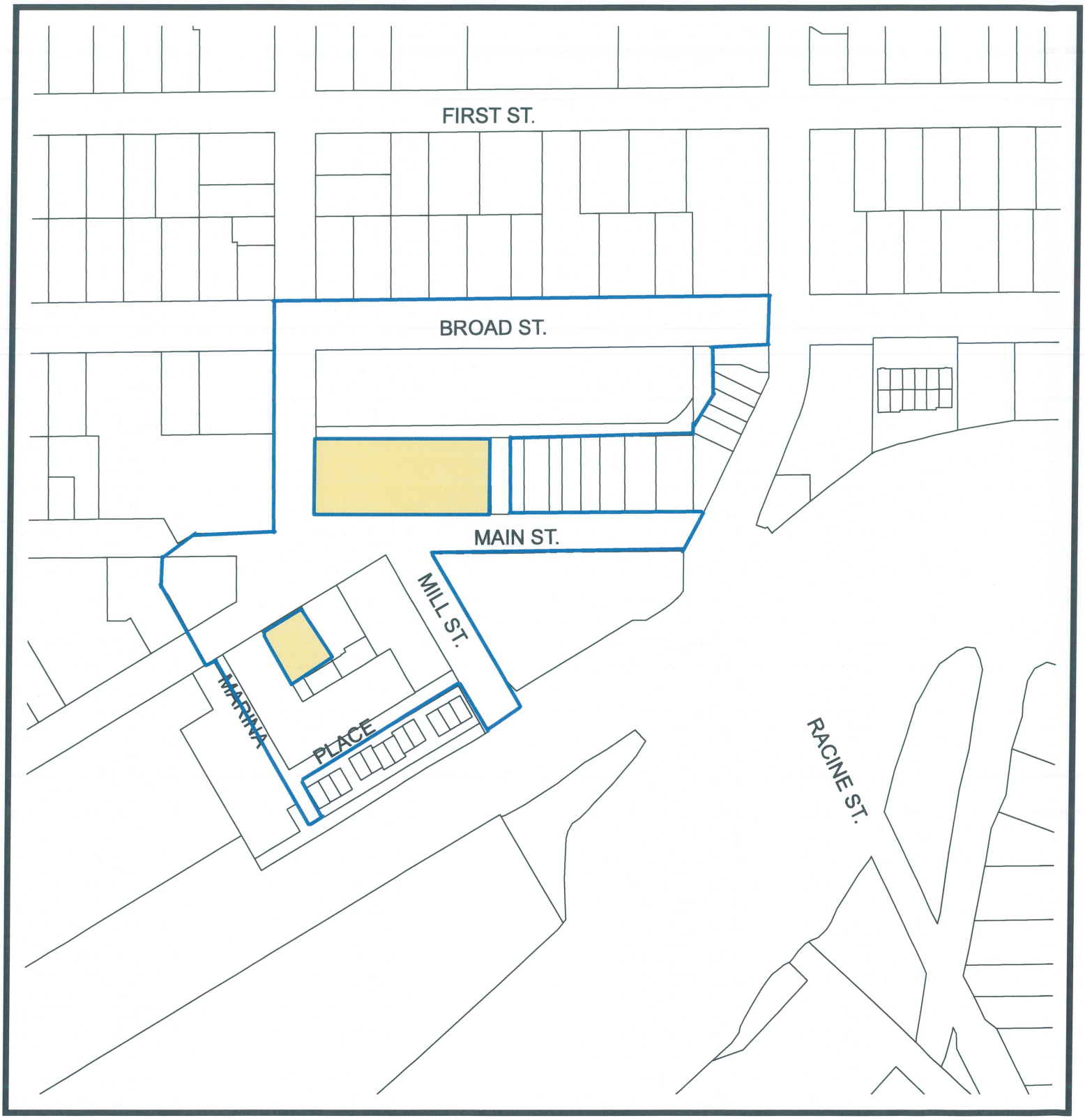
Performa ARCHITECTS + ENGINEERS
124 E. MCDONALD ST. BOX 1104
MENASHA, WISCONSIN 54952
PHONE: (920) 725-1777 FAX: (920) 725-2277 www.performaae.com

EXTERIOR ELEVATIONS

TITLE	
DRAWN	JR
CHK'D	RJB
DATE	MM/DD/YY
SCALE	3/32" = 1'-0"
DRAWING NO.	A3.1
PROJECT NO.	15016
REV.	

Exhibit C

TID 13 Boundary
(To be received, pending future Plan Commission review and Common Council approval)



Legend

Proposed Boundary

Parcels Excluded

N

Exhibit D

Performance Incentives

TID #13

	Sources		USES							
YEAR	ANNUAL TAX INCREMENT	OTHER SOURCES	DEVELOPER BUILDING INCENTIVE	DEVELOPER RAMP INCENTIVE*	DEVELOPER RAMP MAINTENANCE INCENTIVE	WALKWAY/DUMPSTER/ SIDEWALK, CURB, GUTTER /UTILITIES/ ADMIN	ANNUAL	CITY REPAYMENT OF ADVANCE / INFRASTRUCTURE	CUMULATIVE	YEAR
2015	$0	$750,000	$750,000			$357,000	($357,000)		($357,000)	2015
2016	$0	$500,000	$1,000,000			$1,000	($501,000)		($858,000)	2016
2017	$168,338			$159,921		$1,000	$7,417	$8,417	($850,583)	2017
2018	$350,704			$333,169		$1,000	$16,535	$17,535	($834,048)	2018
2019	$350,704			$333,169		$1,000	$16,535	$17,535	($817,513)	2019
2020	$350,704			$333,169		$1,000	$16,535	$17,535	($800,977)	2020
2021	$350,704			$333,169		$1,000	$16,535	$17,535	($784,442)	2021
2022	$350,704			$333,169		$1,000	$16,535	$17,535	($767,907)	2022
2023	$350,704			$333,169		$1,000	$16,535	$17,535	($751,372)	2023
2024	$350,704			$333,169		$1,000	$16,535	$17,535	($734,836)	2024
2025	$350,704			$333,169		$1,000	$16,535	$17,535	($718,301)	2025
2026	$350,704			$333,169		$1,000	$16,535	$17,535	($701,766)	2026
2027	$350,704			$333,169		$1,000	$16,535	$17,535	($685,231)	2027
2028	$350,704			$333,169		$1,000	$16,535	$17,535	($668,695)	2028
2029	$350,704			$333,169		$1,000	$16,535	$17,535	($652,160)	2029
2030	$350,704			$333,169		$1,000	$16,535	$17,535	($635,625)	2030
2031	$350,704			$333,169		$1,000	$16,535	$17,535	($619,090)	2031
2032	$350,704			$333,169		$1,000	$16,535	$17,535	($602,554)	2032
2033	$350,704			$333,169		$1,000	$16,535	$17,535	($586,019)	2033
2034	$350,704			$333,169		$1,000	$16,535	$17,535	($569,484)	2034
2035	$350,704			$333,169		$1,000	$16,535	$17,535	($552,949)	2035
2036	$350,704			$333,169		$1,000	$16,535	$17,535	($536,413)	2036
2037	$350,704			$333,169		$1,000	$16,535	$17,535	($519,878)	2037
2038	$350,704			$333,169			$17,535	$17,535	($502,343)	2038
2039	$350,704			$333,169			$17,535	$17,535	($484,808)	2039
2040	$350,704			$70,001	$263,168		$17,535	$17,535	($467,273)	2040
2041	$350,704				$119,831		$230,873	$230,873	($236,400)	2041
2042	$350,704						$350,704	$236,401	$114,303	2042
2043	$350,704						$350,704		$465,007	2043
TOTAL	$9,286,635	$1,250,000	$1,750,000	$7,559,629	$382,999	$379,000		$878,996		TOTAL

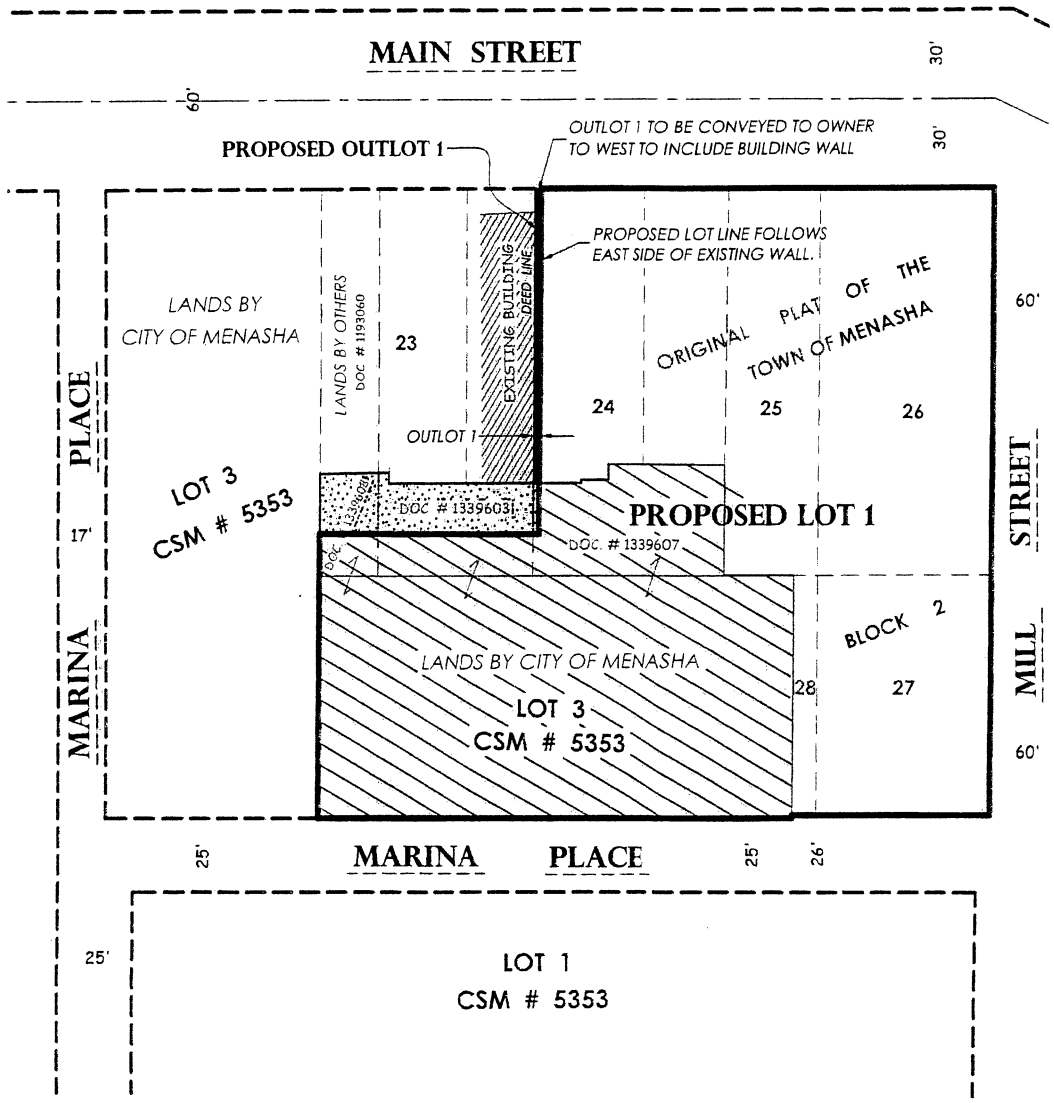
* Ramp Incentive is calculated on $4,800,000, with interest beginning upon ramp completion; interest rate = 3.5% for 10 years / 5% remaining years

Exhibit E

Conveyance of Surface Parking Area
(To be received, pending future Plan Commission review and Common Council approval)

PROPERTY EXHIBIT E

BEING A PART OF LOT 3, CERTIFIED SURVEY MAP #5353, ALL OF LOTS 26 AND 25 AND A PART OF LOTS 24. 27 AND 28, BLOCK 2, ORIGINAL PLAT OF THE TOWN OF MENASHA, LOCATED IN SECTION 22, TOWNSHIP 20 NORTH, RANGE 17 EAST, CITY OF MENASHA, WINNEBAGO COUNTY, WISCOINSIN.



0' 50' 100'

SCALE 1" = 50'

LEGEND

AREA TO BE RETAINED BY CITY OF MENASHA

AREA TO BE CONVEYED FROM CITY OF MENASHA

WISCONSIN
JORDAN G. BROST
S-3009
MOSINEE, WI
LAND SURVEYOR

4/10/15

Point of Beginning

Civil Engineering
Land Surveying
Landscape Architecture
Jordan G. Brost, RLS #3009
5709 Windy Drive, Suite D
Stevens Point, WI 54482
715.344.9999(Ph) 715.344.9922(Fx)

THIS INSTRUMENT WAS DRAFTED BY JORDAN BROST AND DRAWN BY JORDAN BROST

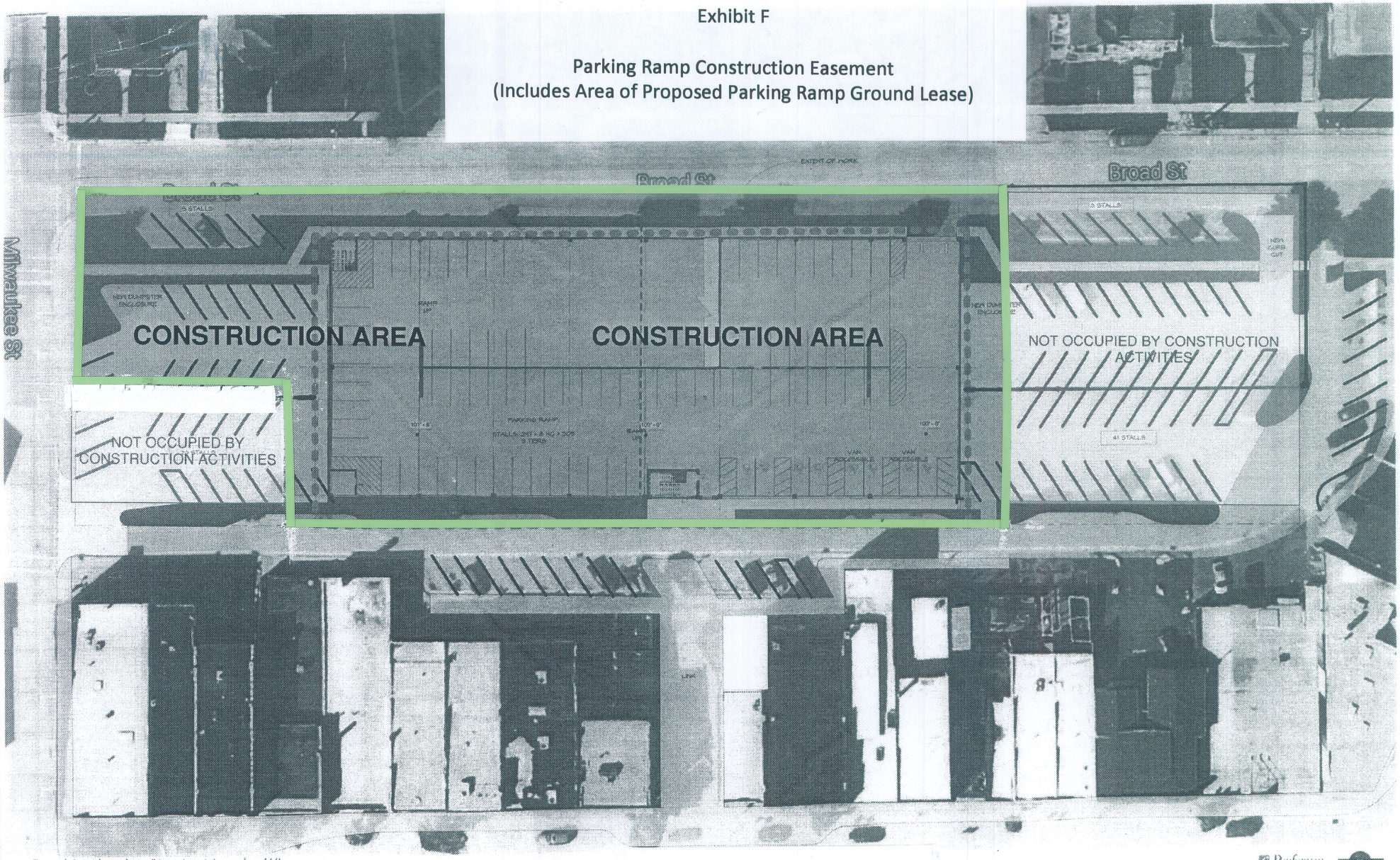
FIELD BOOK GB 2 PAGE 33-36

JOB # 15.401

SHEET 1 OF 1 SHEETS

Exhibit F

Parking Ramp Construction Easement
(Includes Area of Proposed Parking Ramp Ground Lease)



Broad & Milwaukee Streets - Menasha, WI
ONE MENASHA - BROAD STREET RAMP

Performa

March 10, 2015

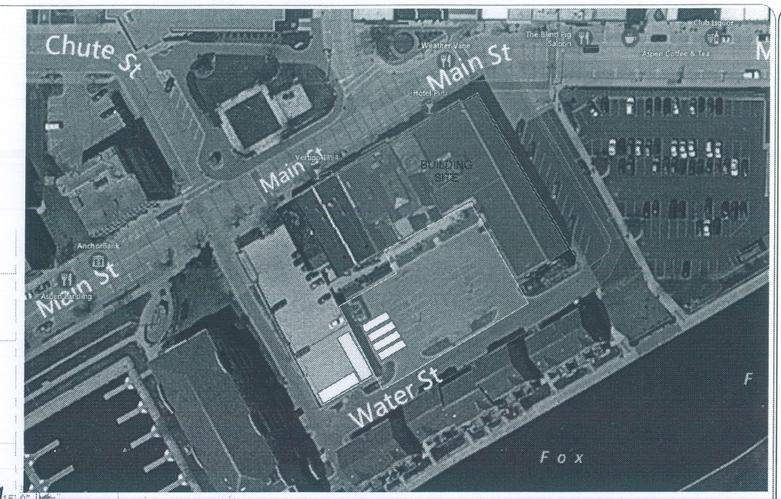
Construction Easement

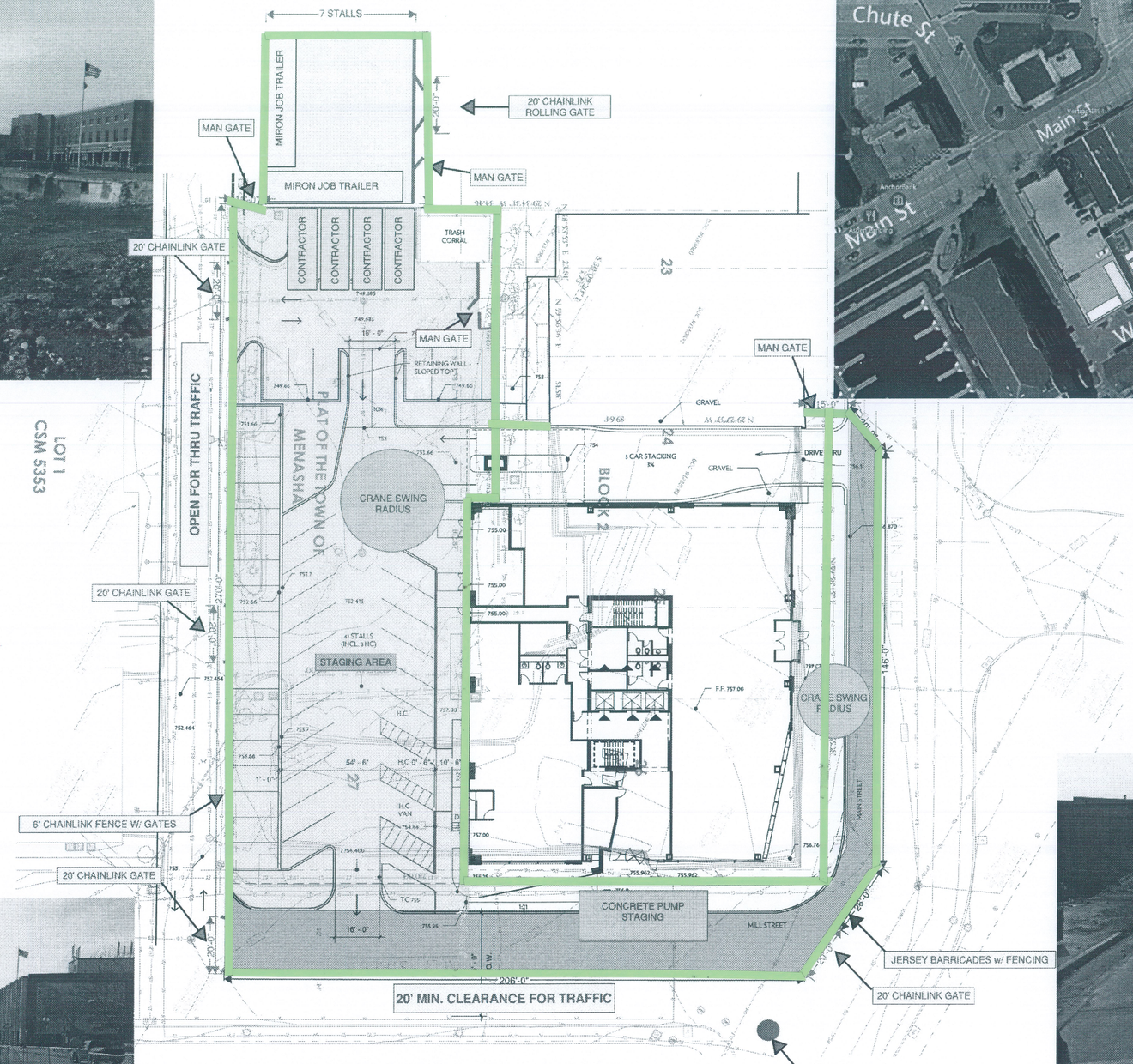
Exhibit F

Office Tower Construction Easement

(Includes Portions of the Site Proposed to be Transferred to Developer)

Construction Easement





CHAINLINK FENCE W/ GATES TOTAL - 376'
20' CHAINLINK GATES - 5
MAN GATES - 3
JERSEY BARRICADES W/ FENCING TOTAL - 398'

SITE PLAN
SCALE: 1" = 20'-0"

One Menasha

One Menasha

Performa ARCHITECTS + ENGINEERS

ONE MENASHA

DRAWN	Author
CHKD	Checker
DATE	02/19/15
SCALE	1" = 20'-0"
DRAWING NO	C001
PROJECT NO	14097
REV	

Exhibit G

One Menasha Center Utilities

Description	Contractor	Cost	Cost Responsibility
Gas Line Relocate	WE Energies	N/A	N/A
Electrical Relocate	Menasha Utilities	$ 37,503.00	City of Menasha
Electrical New Service	Menasha Utilities	$ 10,159.00	Menasha Downtown Development
New Transformer for Neighbors	Menasha Utilities	$ 32,000.00	City of Menasha
Transformer for New Building	Menasha Utilities	$ 30,000.00	Menasha Downtown Development
New Water Lines	August Winters	$ 39,600.00	Menasha Downtown Development
Sanitary Connection	August Winters	$ 8,400.00	75% City of Menasha/25% MDD, LLC
Storm Connection	August Winters	$ 8,200.00	75% City of Menasha/25% MDD, LLC
Cable COAX Relocate	TWC	$ 2,250.00	Menasha Downtown Development
Total		**$ 168,112.00**	

Broad Street Parking Ramp Utilities

Description	Contractor	Cost	Cost Responsibility
Gas Line Relocate	WE Energies	$ 14,900.00	City of Menasha
Electrical Relocate	Menasha Utilities	$ 25,000.00	City of Menasha
Electrical New Service	Menasha Utilities	$ 4,000.00	Menasha Downtown Development
New Water Lines	August Winters	$ 3,000.00	Menasha Downtown Development
Sanitary Connection	August Winters	$ 12,000.00	Menasha Downtown Development
Storm Connection	August Winters	$ 16,000.00	25% City of Menasha/75% MDD, LLC
Fiber/Phone Relocate	AT&T	$ 9,700.00	Menasha Downtown Development
Total		**$ 84,600.00**	

FIRST AMENDMENT TO REDEVELOPMENT AGREEMENT BETWEEN
CITY OF MENASHA, WISCONSIN AND DEVELOPER
DATED APRIL 7, 1997

THIS FIRST AMENDMENT TO REDEVELOPMENT AGREEMENT, executed in Menasha, Wisconsin on this __ day of May, 2015, is made effective between the City of Menasha and McClone Downtown Development LLC and is made with reference to the Redevelopment Agreement dated April 7, 1997:

As to paragraph 11. **PARKING**, delete "One hundred twenty spaces of the Broad Street parking lot. . ." and add "One hundred twenty spaces in the Chute Street, Germania Hall and/or Broad Street parking lots, or at any other location as may be mutually agreeable to CITY and DEVELOPER. . . "

IN WITNESS WHEREOF, the undersigned have executed this First Amendment as of the date first written above:

City of Menasha

By: _____

Donald Merkes, Mayor

By: _____

Deborah A. Galeazzi, City Clerk

McClone Downtown Development LLC

By: _____

, Member

366-8181
Jim Olson

REDEVELOPMENT AGREEMENT
BETWEEN
CITY OF MENASHA, WISCONSIN
AND
DEVELOPER

THIS AGREEMENT is entered into on this 7th day of April, 1997, between the City of Menasha, a Wisconsin municipal corporation, (hereinafter the "CITY") and McClone Downtown Development LLC (hereafter the "Developer"):

WITNESSETH:

WHEREAS, the CITY has determined that the development of office and commercial property in the Central Business District would be desirable for the City of Menasha; and,

WHEREAS, the DEVELOPER has contacted the CITY to express interest in investing in the redevelopment of this neighborhood, and the CITY has determined that the DEVELOPER is qualified to conduct this redevelopment project.

NOW, THEREFORE, the parties mutually agree as follows:

1. **PROJECT DESCRIPTION**. The Developer agrees to finance and construct an office and commercial building (hereafter the "Project") of not less than 50,000 square feet of masonry and brick construction on the property described as follows:

SITE 1: That property now occupied by Household Rentals, Harder's Barbershop, and So' Cleaners more particularly described as:

SITE 2: That property now occupied by Firstar Bank more particularly described as:

SITE 3: That property which includes the Chute Street right-of-way more particularly described as:

SITE 4: That property now owned by the City of Menasha which comprises Curtis Reed Square more particularly described as:

SITE 5: That property now owned by the City which is a part of the current parking lot for the Menasha City Hall more particularly described as:

SITE 6: That property now occupied by Randall's Auto Haus more particularly described as:

which site shall consist of not less than _____ square feet, (the "Site"). Dimensions and legal descriptions will appear on Attachment "A" as they become available.

2. **PLAN APPROVAL.** The Developer, prior to commencing construction, shall obtain the CITY'S approval of the plans for the redevelopment project which shall be in compliance with all codes and requirements of the City of Menasha, which shall be done not later than May 19, 1997. The City will cause all the Project parcels to be zoned for the intended uses of the Project and will expedite and facilitate all other necessary required plan approvals.

DEVELOPER agrees that it will not transfer the PROJECT or any of the property to any tax-exempt entity without prior approval of the CITY; however the City's approval shall not be required in connection with the granting of any mortgagees to finance the Project so long as that action does not cause the Project to be tax-exempt. The DEVELOPER will be responsible for any fees for zoning or building permits required under CITY ordinance or STATE law.

3. **TIME OF CONSTRUCTION.** Following timely acquisition of the Site by the CITY, the Developer agrees to complete construction of the Project not later than March 1, 1998. The City shall cooperate with the Developer to facilitate the Developer's performance. The City shall proceed with due diligence to construct and install all required public improvements and roadway modifications not later than March 1, 1998 or earlier as needed by the Developer, provided that any such requests shall be reasonable.

4. **SITE.** The DEVELOPER agrees at its sole expense to acquire the properties needed for the Project described in paragraph 1 as SITES 1 and 2, subject to the contribution of the City to such acquisition costs as may be required by the developer and further subject to the condition that all City contribution to the project not exceed $1,100,000. The CITY agrees at its sole expense to acquire the properties need for the Project described in paragraph 1 as SITE 6 of this Agreement, utilizing its powers of eminent domain, if necessary, including the relocation of existing occupants, if required, agreed upon required infrastructure enhancements, and the clearance from the Site of existing improvements as set forth in demolition specifications to be prepared by the DEVELOPER and approved by the CITY. Any statutory imposed relocation cost sought or obtained by any relocated owner or tenant on any Project site shall be borne by the City. Such Site assembly shall be completed on or before March 1, 1998, or as soon thereafter as mutually agreed to by the parties.

The CITY agrees to sell to the DEVELOPER SITES 3, 5 and whatever portion of SITE 4 is necessary to complete the PROJECT. Whatever cost the CITY expends in purchasing SITE 6, including the demolition and removal of existing structures, backfilling with appropriate fill so as to support proposed parking lot, phase I, II, or III environmental assessments, any costs of environmental remediation not reimbursed through PECFA or other grants, and any cost to relocate existing utilities necessary for SITE 6 so as to comply with PROJECT shall be paid by the CITY, provided that such costs will be limited by a total contribution of the CITY to the PROJECT not to exceed $1,100,000. The CITY shall provide street removal and replacement, curb and gutter removal and replacement, and backfilling appropriate to make SITES 3, 5 and that part of SITE 4 as has been transferred so as to support proposed structures and parking lots.

Any expense incurred by the CITY for these items shall not cause the total CITY contribution for the PROJECT to exceed $1,100,000. Any cost to reconstruct the Broad Street Lot so as to provide the parking stalls included in the PROJECT plan will be borne by the CITY provided that the CITY'S entire contribution to the PROJECT does not exceed $1,100,000. The City's total contribution of $1,100,000 shall include only costs for outsourced services and amounts paid to third parties associated with the construction of the project. The City shall include in the eligible TIF expenses anything allowed under state law.

5. **PRICE.** The CITY shall sell SITES 3, 5 and whatever portion of SITE 4 as shall be necessary for the PROJECT to the DEVELOPER for $5,000 at a closing to be held on or before June 10, 1997 at 10:00 a.m. at City Hall or such other place as the parties shall mutually agree. Should the PROJECT be not completed at any time for any reason, title to SITES ,3, 5 and the part of SITE 4 which has been sold shall revert to the CITY. The CITY shall reimburse the DEVELOPER for any cost associated with DEVELOPER'S acquisition, structure demolition and removal, or site preparation for SITES 1 and 2 so long as CITY'S total PROJECT contribution does not exceed $1,100,000.

6. **SITE PREPARATION.** The DEVELOPER shall demolish and remove any existing structures and foundations and shall backfill with appropriate fill to support proposed structures and parking lots for SITES 1 and 2.

7. **CLEAR TITLE.** For any property assembled by the CITY, the CITY shall provide clear title to the DEVELOPER upon closing, as evidenced by a commitment for title insurance consistent with comparable transactions containing only such standard exceptions as cannot be reasonably be waived under the circumstances.

8. **CERTIFIED SURVEY MAP.** DEVELOPER shall provide a Certified Survey Map of the site. If the CITY is asked to pay for the CSM, that cost shall not cause the CITY'S total contribution to the PROJECT to exceed $1,100,000.

9. **PUBLIC PLAZA.** The CITY will develop a public plaza area as designated on the PROJECT description. The CITY has the right to incorporate a portion of the DEVELOPER'S property into the design of the public plaza upon the consent of Developer which consent shall not be unreasonably withheld. Any such property so used will be maintained by the CITY. The Developer shall prepare a conceptual design for the public plaza.

10. **SEWER.** The CITY will provide sanitary sewer, storm sewer, and water laterals to the property boundary or curb stop. The costs for all other utilities will be considered by separate agreement, if necessary. It is agreed that total CITY contribution to the PROJECT will not exceed $1,100,000. DEVELOPER shall provide necessary easements for the portions of the relocated sanitary sewer, storm sewer and water main which may be located on DEVELOPER'S property.

11. **PARKING.** The CITY shall acquire the property now known as Randall's Auto Haus and reconfigure the Broad Street parking lot. One hundred twenty spaces of the Broad

Street parking lot shall be assigned to DEVELOPER'S tenants at a cost of $1.00 per space per year for a term not to exceed 99 years. Such assignment shall be limited to the hours of 7:00 a.m. to 5:00 p.m. Monday through Friday. The City will assist Developer in policing the 120 spaces to prevent them from being occupied by the general public. The City will also provide all snow removal and maintenance services consistent with other City parking lots. At CITY'S option, the CITY will sell such portion of the Broad Street Lot as constitute 100 spaces to the DEVELOPER at a price to be agreed to in the future. The CITY shall have the ability to select the spaces which shall be so designated.

12. **SIGNAGE**. Any signage for such PROJECT buildings shall conform to applicable CITY ordinances.

13. **STAGING AREA**. The DEVELOPER may use existing CITY property as a staging area during PROJECT construction consistent with continued CITY operations.

14. **PROJECT SCOPE**. Any change in PROJECT scope shall be consistent with this agreement and any subsequent agreements of the parties.

15. **EQUAL OPPORTUNITY**. DEVELOPER hereby agrees on behalf of himself and his heirs and assigns that he will not permit the sale, lease or use of the property or facilities within the Project by any party who would act or permit discrimination or restriction on the basis of race, creed, color, sex, religion, national origin, or any other protected category under State or Federal law.

16. **CHANGES**. The parties agree that this agreement may require changes, from time to time. Such changes, which are mutually agreed upon between the Developer and the CITY, shall be incorporated in written amendment to this agreement.

17. **MATTERS TO BE DISREGARDED**. The titles of the several sections, subsections, and paragraphs of this agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of the provisions of this agreement.

18. **COMPLETENESS OF AGREEMENT**. This agreement and any additional or supplementary documents incorporated by specific reference contain all the terms and conditions of this agreement, and no other agreements, oral or otherwise, regarding this subject matter or any part shall have any validity or bind any of the parties hereto.

19. **NOTICES**. Any notices, bills, invoices, or reports required by this agreement shall be sufficient if sent by the parties in the United States mail, postage paid, to the addresses below:

DEVELOPER Name & Address McClone Downtown Development LLC
P. O. Box 389, Menasha, WI 54952

CITY Name and Address:

City of Menasha
140 Main Street
Menasha, Wisconsin 54952

20. **TERMINATION RIGHTS**. The CITY and the Developer recognize the development will require substantial financial resources, the commitments for which may not be available before the parties begin to perform under the terms of this agreement. The parties are nonetheless willing to proceed with the activities and undertaking described herein with full appreciation that the costs and risks of so doing are their own, respectively, and that a closing may not occur, unless otherwise specifically required by this agreement. If the CITY shall fail to acquire the Site and perform its other obligations or if the developer does not generate the required financing and perform its other obligations, the aggrieved party may terminate this agreement upon giving the other party thirty (30) days' written notice, and this agreement shall then automatically terminate. As evidence of the parties' confidence in each other, the parties are willing to begin performance under this agreement without absolute assurance the other party will be able or willing to raise and commit the necessary funds.

21. **PERSONAL LIABILITY**. Under no circumstance shall any alderman, officer, official, director, member, limited partner, or employee of the City or the Developer have any personal liability arising out of this agreement, and no party shall seek or claim any such personal liability.

22. **CITY CONTRIBUTION**. The Developer recognizes that the total City contribution is limited to $1,100,000 toward the entire project subject to the following exceptions:

a. the cost attributed toward the $1,100,000 to be used for the development of the Plaza and the reconfiguration of the Broad Street Parking Lot is $112,000.

b. the City contribution is based on the estimates provided by the Hoffman Corporation in a document attached as Exhibit . Any reductions in those costs for any reason shall be shared with the City in a manner to be agreed to at a later date.

DEVELOPER:

McClone Downtown Development LLC

Michael J. McClone, Member

CITY OF MENASHA, by:

Joseph F. Laux, Mayor

Joan Smogoleski, City Clerk

Exhibit B

Building for:

McClone

Main and Milwaukee Streets

Menasha, WI

Project No. 96938

HOFFMAN CORP.

321 NICOLET ROAD

APPLETON WI 54914

SITE ISSUES

Item	Line Est.	Cost Est.	Notes
Clear Title to Property		722,301.00	
Purchase 150 Main St. and 348/352 Chute St. (First Star)	300,000		
Phase I environmental audit and written report	667		
Environmental remediation of; Hazardous substances, Toxic materials, Pollutants, Other Contaminants	5,000		Allowance (cost limit)
Demolition and removal of existing structures and foundations; including Backfill excavations with appropriate fill to support proposed structures or parking lots	20,335		
Tenant relocation costs	0		
326,002 sub total	–		
Purchase 358 Chute St. ()	45,000		
Phase I environmental audit and written report	667		
Environmental remediation of; Hazardous substances, Toxic materials, Pollutants, Other Contaminants	2,500		Allowance (cost limit)
Demolition and removal of existing structures and foundations; including Backfill excavations with appropriate fill to support proposed structures or parking lots	13,665		
Tenant relocation costs	0		
61,832 sub total	–		
Purchase 360 Chute St. (Household Rental)	140,000		
Phase I environmental audit and written report	667		
Environmental remediation of; Hazardous substances, Toxic materials, Pollutants, Other Contaminants	5,000		Allowance (cost limit)
Demolition and removal of existing structures and foundations; including Backfill excavations with appropriate fill to support proposed structures or parking lots	20,335		
Tenant relocation costs	0		None per City 3-13-97
166,002 sub total	–		
Purchase 67 Milwaukee St. (Autohaus)	100,000		
Phase II environmental audit and written report	1,800		
Environmental remediation of; Hazardous substances, Toxic materials, Pollutants, Other Contaminants	10,000		Allowance (cost liability limit)
Demolition and removal of existing structures and foundations; including Backfill excavations with appropriate fill to support proposed structures or parking lots	6,665		
Tenant relocation costs	50,000		
168,465 sub total	–		
Develop a City plaza area; including planters		50,000.00	Lump sum cost allowance
Special construction requirements:Foundation due to soil conditions		0.00	
Provide to the property; Sanitary sewer, Storm sewer and Water laterals		40,000.00	includes relocation of vacated street utl.
Telephone		0.00	
Electric service		5,000.00	relocate existing transformers
Natural Gas		0.00	
Cable TV		0.00	
City Street Modifications (dead end Chute street) Cul De Sac		166,225.00	Items within public right of way only
Existing Street pavement, Curb & Gutter and Public Sidewalk removal	10,000		Lump sum cost allowance
Street pavement replacement	30,000		est. 6,000 sf @ 5.00/sf
Curb & Gutter replacement	7,950		est. 530 lf @ 15.00/lf
Public Sidewalk replacement	6,625		est. 530 lf of 7' walk @ 12.50/sf
New Parking lot at Milwaukee and Broad streets, including lot lighting	53,650		est. 7,200 sf @ 7.45/sf
Seal and restripe existing city parking lot	42,000		est. 140 spaces @ 300.00/per space
Street lighting (4 fixtures)	16,000		
Parking agreement; Variance to number of minimum required spaces		120.00	Use of 120 parking stalls in Broad street lot
			$1 per stall per year (1st year only shown)
71 On site (property owned) parking spaces, including lot lighting at	2,000	142,000.00	
Location and size of site signage		0.00	May be at variance with City ordinance
Permission to use City property if needed for site access		0.00	
Change in Project scope		0.00	Option on adjacent properties
TOTAL ESTIMATE		$1,125,646.00	
City TIF allowance		$1,100,000.00	
Ballance to project		$25,646.00	

3/26/97

ORDINANCE 0-8-15

AN ORDINANCE AMENDING TITLE 13 BY MAKING CERTAIN CHANGES TO THE DISTRICT (IN PROXIMITY TO MAIN AND MILL STREET)

Introduced by Mayor Merkes at the recommendation of the Plan Commission.

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

SECTION 1: The Zoning Ordinance Title 13 and Zoning District made a part thereof is hereby amended by changing the zoning of properties: Parcel Numbers 3-00818-00 and 3-00820-00, 3-00818-01, 3-00816-01, and 3-00817-01 from C-2 Central Business District to Planned Unit Development (PUD) including the site plan attached thereto, and amending the PUD Plan for Parcel Numbers 3-00798-00 and 3-00790-00 including the site plan attached thereto described as follows:

Main Street Parcel #3-00818-00 ORIGINAL PLAT OF MENASHA E 37' OF LOT 24 & W 28.25' OF LOT 25 OF BLOCK 2 EXCL THAT LAND DESC IN DOC #1339607 WINNEBAGO COUNTY R.O.D.

Main Street Parcel #3-00820-00 ORIGINAL PLAT OF MENASHA E 31.75' OF LOTS 25 & 26, N 80' OF LOT 27 & N 80' OF THE E 8' OF LOT 28 OF BLOCK 2

Marina Place Parcel #3-00818-01 ORIGINAL PLAT OF MENASHA PART OF LOT 24 & LOT 25 OF BLOCK 2 AS DESC IN DOC #1339607 WINNEBAGO CO R.O.D.

Marina Place Parcel #3-00816-01 ORIGINAL PLAT OF MENASHA PART OF LOT 23 OF BLOCK 2 AS DESC IN DOC #1339608 WINNEBAGO COUNTY R.O.D.

Marina Place Parcel #3-00817-01 ORIGINAL PLAT OF MENASHA PART OF LOT 23 & LOT 24 OF BLOCK 2 AS DESC IN DOC #1339603 WINNEBAGO COUNTY R.O.D.

Marina Place Parcel #3-00798-00 Lot 3 of Certified Survey Map No. 5353 AS DESC IN DOC #1283917 WINNEBAGO COUNTY R.O.D.

Marina Place Parcel #3-00790-00 Marina Place ROW as dedicated in Certified Survey Map No. 5353 AS DESC IN DOC #1283917 WINNEBAGO COUNTY R.O.D.

SECTION 2: All Ordinances and parts of Ordinances in conflict with this Ordinance are hereby repealed.

SECTION 3: This Ordinance shall become effective upon its passage and publication as provided by law.

Passed and approved this _____ day of May, 2015.

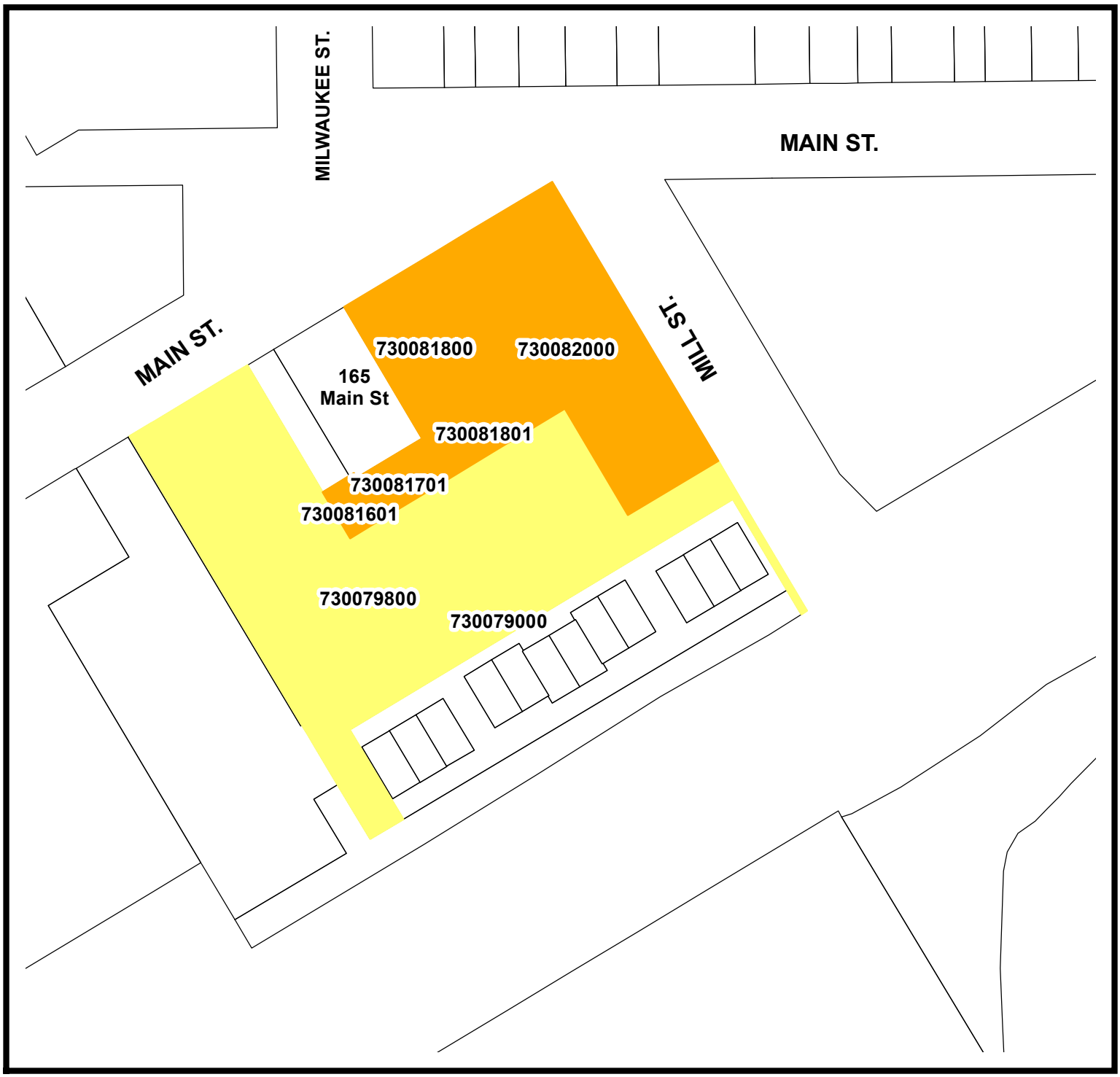
_____
Donald Merkes, Mayor

ATTEST: _____
Deborah A. Galeazzi, City Clerk

Proposed Rezonings

C-2 to Planned Unit Development
Parcel #3-00818-00, 3-00818-01
3-00820-00, 3-00816-01
and 3-00817-01

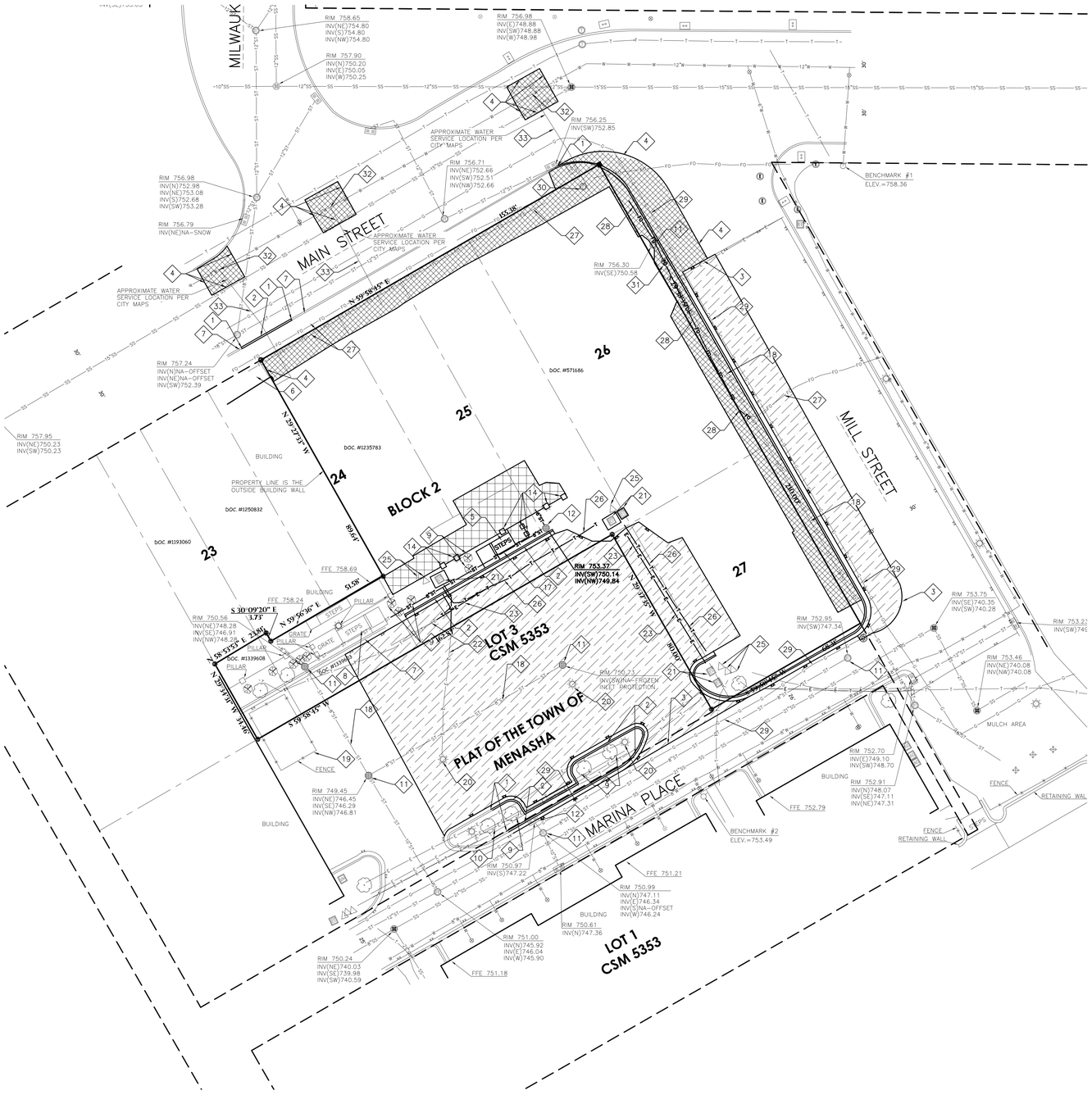
Amend Planned Unit Development
Parcel #3-00798-00 and 3-00790-00



Legend

- C-2 Central Business Distirct to Planned Unit Development
- Amend Planned Unit Development

N



GENERAL NOTES:

1. CONTACT DIGGER'S HOTLINE 5 WORKING DAYS PRIOR TO THE START OF DEMOLITION/CONSTRUCTION.
2. ALL DEMOLITION MATERIALS SHALL BE REMOVED FROM THE SITE AND DISPOSED OF IN A LEGAL MANNER EXCEPT FOR THOSE ITEMS NOTED TO BE SALVAGED, WHICH SHOULD BE TURNED OVER TO THE OWNER.
3. INSTALL ALL REQUIRED EROSION CONTROL MEASURES FOR PERIMETER PROTECTION PRIOR TO THE START OF DEMOLITION/CONSTRUCTION.
4. ALL BIDDERS PLANNING ON SUBMITTING A BID SHALL VISIT THE SITE AND REVIEW THE EXISTING CONDITIONS PRIOR TO THE BID DATE.
5. COORDINATE WITH THE OWNER AND LOCAL UTILITY COMPANIES TO LOCATE ANY EXISTING PRIVATE UTILITIES ON SITE PRIOR TO THE START OF WORK.
6. ANY EXISTING UTILITIES NOT SHOWN ON THIS DOCUMENT WHICH NEED TO BE REMOVED, RELOCATED AND OR ADJUSTED SHALL BE THE RESPONSIBILITY OF THE SITE GRADING CONTRACTOR AND INCLUDED IN THE BASE BID CONTRACT.
7. VERIFY THE LOCATION OF ALL EXISTING UTILITIES PRIOR TO THE START OF WORK.
8. ALL EROSION CONTROL MEASURES INSTALLED SHALL BE MAINTAINED IN ACCORDANCE WITH THE LOCAL AND STATE GOVERNING AUTHORITIES.
9. STRIP TOPSOIL WITHIN THE PROJECT LIMITS IN ACCORDANCE WITH THE PROJECT MANUAL SPECIFICATIONS.
10. PRIOR TO PERFORMING WORK WITHIN PUBLIC RIGHT OF WAYS, NOTIFY AND COORDINATE WORK WITH THE LOCAL MUNICIPALITY.
11. MAINTAIN TRAFFIC CIRCULATION TO ALL RETAIL AND COMMERCIAL BUILDINGS SHOWN ON THIS DOCUMENT. COORDINATE ALL WORK WITH SAID BUSINESSES.

KEYNOTES:

1. SAWCUT EXISTING CONCRETE CURBING
2. REMOVE EXISTING CONCRETE CURBING
3. SAWCUT EXISTING BITUMINOUS PAVEMENT
4. SAWCUT EXISTING CONCRETE
5. REMOVE EXISTING CONCRETE STEPS
6. MAINTAIN EXISTING CONCRETE WALK
7. MAINTAIN EXISTING CONCRETE CURBING
8. MAINTAIN EXISTING CONCRETE STEPS
9. REMOVE EXISTING TREE
10. MAINTAIN EXISTING TREE
11. MAINTAIN EXISTING STORM SEWER STRUCTURE
12. REMOVE EXISTING STORM SEWER STRUCTURE
13. ABANDON EXISTING STORM PIPE
14. REMOVE EXISTING PILLAR
15. MAINTAIN EXISTING WATER VALVES
16. MAINTAIN EXISTING STORM SEWER PIPE
17. REMOVE EXISTING STORM SEWER PIPE
18. MAINTAIN EXISTING STORM SEWER PIPE
19. MAINTAIN EXISTING FENCE
20. REMOVE EXISTING POWER/LIGHT POLE
21. COORDINATE REMOVAL/RELOCATION OF ELECTRICAL TRANSFORMER WITH ELECTRIC COMPANY
22. MAINTAIN AND PROTECT EXISTING ELECTRICAL LINE
23. REMOVE EXISTING ELECTRICAL LINE
24. MAINTAIN AND PROTECT EXISTING TELEPHONE LINE
25. COORDINATE RELOCATION OF EXISTING TELEPHONE BOX WITH TELEPHONE COMPANY
26. REMOVE/RELOCATE EXISTING UNDERGROUND TELEPHONE LINE
27. MAINTAIN EXISTING FIBER OPTIC LINE
28. REMOVE/RELOCATE EXISTING FIBER OPTIC LINE
29. MAINTAIN EXISTING GAS LINE
30. MAINTAIN EXISTING TELEPHONE/ FIBER OPTIC MANHOLE
31. RELOCATE EXISTING ELECTRIC MANHOLE
32. DISCONNECT WATER SERVICE AT MAIN. SHUT OFF CORPORATION. COORDINATE WITH CITY.
33. ABANDON EXISTING WATER SERVICE

DEMOLITION HATCH PATTERNS:

BITUMINOUS REMOVAL

CONCRETE REMOVAL

REMOVAL OF ELEVATED CONCRETE WALK

BENCH MARK

ELEVATIONS ARE REFERENCED TO NAVD 88 DATUM.

BENCHMARK #1
BURY BOLT ON FIRE HYDRANT LOCATED ON THE SOUTH SIDE OF MARINA PLACE, 100' +/- WEST OF MILL STREET
ELEVATION 753.50

BENCHMARK #2
BURY BOLT OF FIRE HYDRANT LOCATED IN THE SOUTHEAST QUADRANT OF MAIN STREET AND MILL STREET INTERSECTION.
ELEVATION 758.36

DESCRIPTION

BEING ALL OF LOTS 25 AND 26, AND BEING PART OF LOTS 23, 24, 27 AND 28 OF BLOCK 2 OF THE ORIGINAL PLAT OF THE TOWN OF MENASHA, LOCATED IN PART OF THE NORTHEAST ¼ OF SECTION 22, TOWNSHIP 20 NORTH, RANGE 17 EAST, CITY OF MENASHA, WINNEBAGO COUNTY, WISCONSIN.

0' 20' 40' 60'
Scale 1"=20'

Land Surveying
Engineering
Landscape Architecture
5709 Windy Drive, Suite D
Stevens Point, WI 54482
Tel: 715.344.8707 (Fax): 715.344.8722(Fax)
AON
Point of Beginning

NO. | DESCRIPTION | BY | DATE

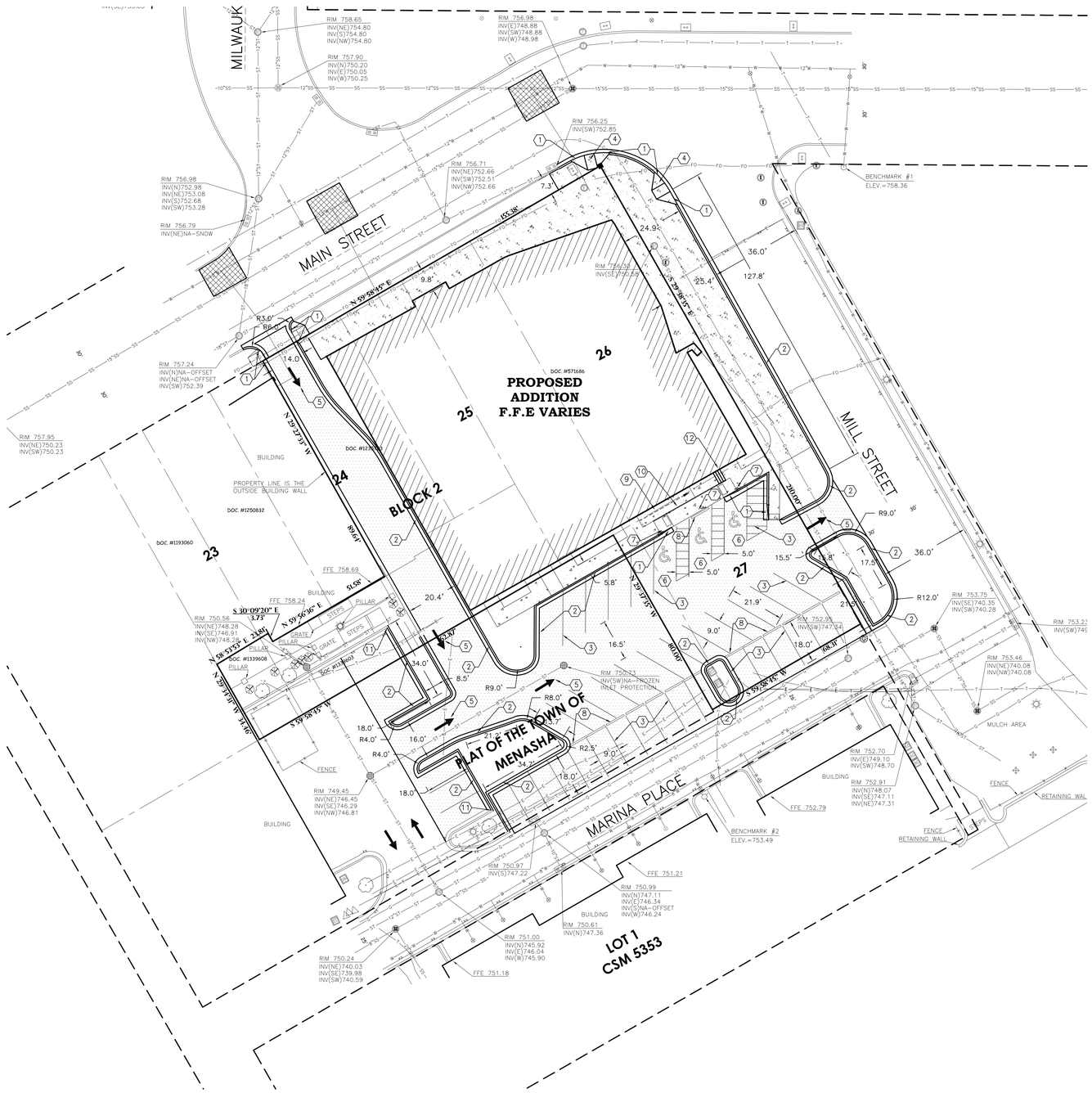
ONE MENASHA CENTER
MENASHA DOWNTOWN DEVELOPMENT, LLC

MENASHA, WISCONSIN

Performa ARCHITECTS + ENGINEERS
124 N. BROADWAY, P.O. BOX 516
GREEN BAY, WI 54305-0516
PHONE: 920.336.9929 FAX: 920.336.2899 www.performaarc.com

TITLE: DEMOLITION PLAN

DRAWN: WFF	CHK'D: JJL
DATE: 03/30/15	
SCALE	
DRAWING NO.: C1.0	
PROJECT NO.: 14097	REV.



GENERAL NOTES:

1. CONTACT DIGGER'S HOTLINE 5 WORKING DAYS PRIOR TO THE START OF DEMOLITION/CONSTRUCTION.
2. GRADE, LINE, AND LEVEL TO BE REVIEWED IN THE FIELD BY THE CONSTRUCTION MANAGER.
3. ALL REQUIRED EROSION CONTROL MEASURES ARE TO BE INSTALLED IN ACCORDANCE WITH LOCAL MUNICIPAL AND DEPARTMENT OF NATURAL RESOURCES REGULATIONS.
4. ALL EROSION CONTROL MEASURES SHALL BE MAINTAINED IN ACCORDANCE WITH THE DEPARTMENT OF NATURAL RESOURCES AND LOCAL AUTHORITIES.
5. SEE SHEET C3.0 FOR ALL REQUIRED EROSION CONTROL ELEMENTS.
6. ANY EXISTING UTILITIES NOT SHOWN ON THIS DOCUMENT WHICH NEED TO BE REMOVED, RELOCATED AND OR ADJUSTED SHALL BE THE RESPONSIBILITY OF THE SITE GRADING CONTRACTOR AND INCLUDED IN THE BASE BID CONTRACT.
7. VERIFY THE LOCATION OF ALL EXISTING UTILITIES PRIOR TO THE START OF DEMOLITION/CONSTRUCTION.
8. ALL BIDDERS PLANNING ON SUBMITTING A BID SHALL VISIT THE SITE AND REVIEW THE EXISTING CONDITIONS PRIOR TO THE BID DATE.
9. PRIOR TO THE START OF WORK VERIFY WITH THE LOCAL AUTHORITIES THAT ALL REQUIRED PERMITS HAVE BEEN ACQUIRED.
10. COORDINATE CONSTRUCTION IN THE RIGHT OF WAY WITH THE LOCAL AUTHORITIES.
11. PROVIDE PROPER BARRICADES, SIGNS AND TRAFFIC CONTROL TO MAINTAIN THRU TRAFFIC ALONG ADJACENT STREETS IN ACCORDANCE WITH LOCAL MUNICIPAL REQUIREMENTS.
12. SIDEWALK JOINTS TO BE AS INDICATED OR AS APPROVED BY CONSTRUCTION MANAGER.
13. ALL SAWCUTS SHALL BE AT AN EXISTING JOINT IN THE CURB AND PAVEMENT.
14. ALL GENERAL LANDSCAPE AREAS SHALL BE SEEDED/FERTILIZED/ CRIMP HAY MULCHED IN ACCORDANCE WITH THE PROJECT SPECIFICATIONS.

KEYNOTES:

1. 6" CURB TAPER SECTION
2. 30" CURB & GUTTER — 2 / C5.0
3. PARKING LOT STRIPING — 5 / C5.0
4. HANDI-CAP RAMP — 6 / C5.0
5. DIRECTIONAL ARROW — 4 / C5.0
6. HANDICAP PARKING STALL — 5 / C5.0
7. HANDICAP PARKING SIGN — 7 / C5.0
8. 8' PARKING STOP
9. ADA ACCESS ROUTE
10. PROPOSED RETAINING WALL

PAVEMENT HATCH PATTERNS:

- PROPOSED 3" ASPHALTIC CONCRETE PAVEMENT W/ 9" BASE COURSE — 1 / C5.0
- PROPOSED 4" CONCRETE PAVEMENT — 3 / C5.0
- PROPOSED CONCRETE PAVEMENT TO MATCH EXISTING

BENCH MARK

ELEVATIONS ARE REFERENCED TO NAVD 88 DATUM.

BENCHMARK#1
BURY BOLT ON FIRE HYDRANT LOCATED ON THE SOUTH SIDE OF MARINA PLACE, 100' +/- WEST OF MILL STREET.
ELEVATION 753.50

BENCHMARK #2
BURY BOLT OF FIRE HYDRANT LOCATED IN THE SOUTHEAST QUADRANT OF MAIN STREET AND MILL STREET INTERSECTION.
ELEVATION 758.36

DESCRIPTION

BEING ALL OF LOTS 25 AND 26, AND BEING PART OF LOTS 23, 24, 27 AND 28 OF BLOCK 2 OF THE ORIGINAL PLAT OF THE TOWN OF MENASHA, LOCATED IN PART OF THE NORTHEAST ¼ OF SECTION 22, TOWNSHIP 20 NORTH, RANGE 17 EAST, CITY OF MENASHA, WINNEBAGO COUNTY, WISCONSIN.

0' 20' 40' 60'
Scale 1"=20'

Land Surveying
Engineering
Landscape Architecture
5709 Windy Drive, Suite D
Stevens Point, WI 54482
Tel: 715-344-2777 Fax: (715) 344-9922(FAX)
Point of Beginning

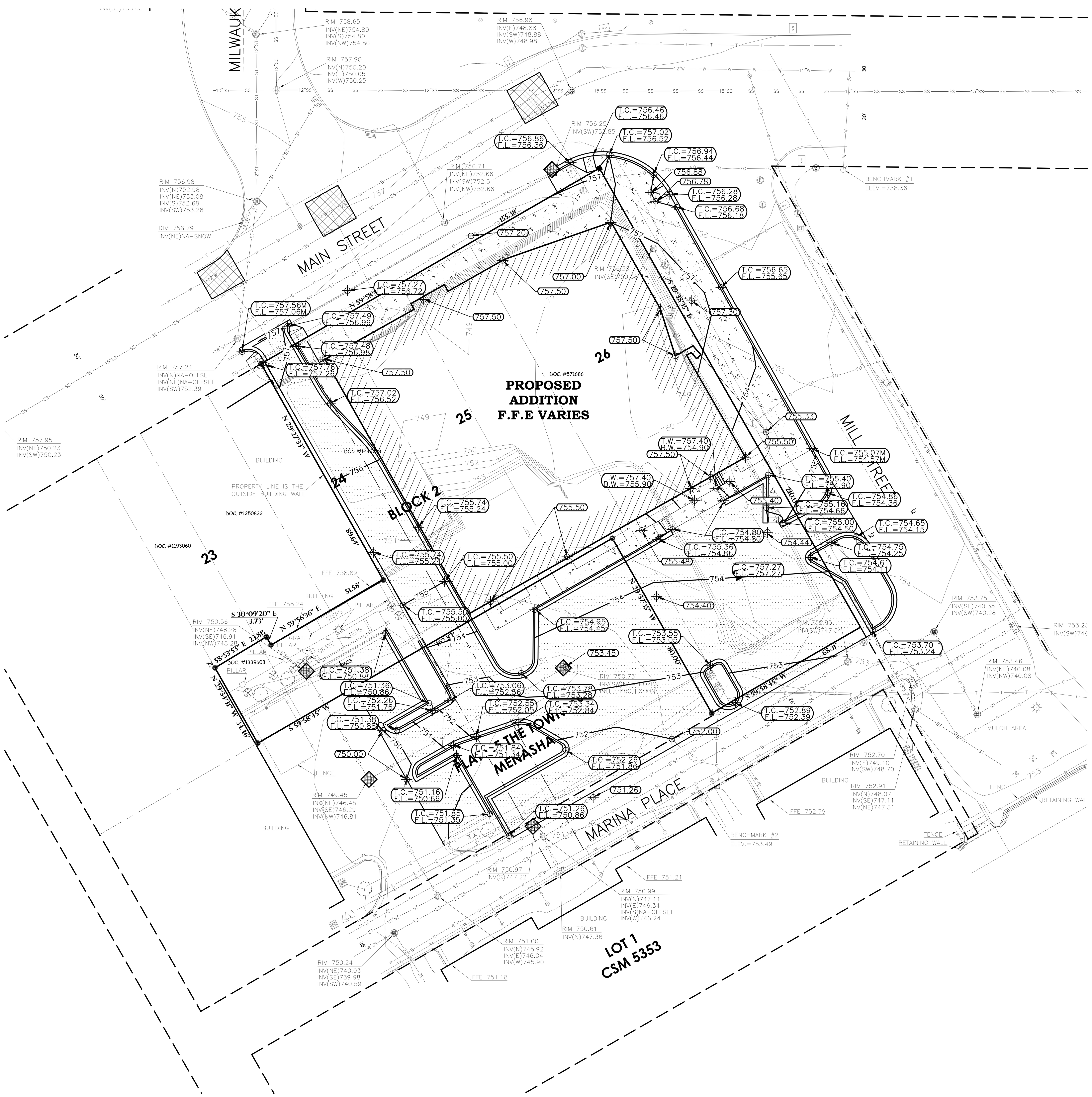
NO.	DESCRIPTION	BY	DATE

ONE MENASHA CENTER
MENASHA DOWNTOWN DEVELOPMENT, LLC
MENASHA, WISCONSIN

Performa ARCHITECTS + ENGINEERS
124 N. BROADWAY P.O. BOX 1156
DE PERE, WISCONSIN 54115
PHONE 920-336-9909 FAX 920-336-2899 www.performainc.com

LAYOUT PLAN

DRAWN	WFF
CHK'D	JJL
DATE	03/30/15
SCALE	
DRAWING NO.	C2.0
PROJECT NO.	14097
REV.	



GENERAL NOTES:

1. CONTACT DIGGER'S HOTLINE 5 WORKING DAYS PRIOR TO THE START OF DEMOLITION/CONSTRUCTION.
2. THE PROPOSED SITE PLAN FINISH FLOOR ELEVATION OF 757.50' EQUALS THE PROPOSED BUILDING ARCHITECTURAL FINISH FLOOR ELEVATION OF 100.00'.
3. GRADE, LINE, AND LEVEL TO BE REVIEWED IN THE FIELD BY THE CONSTRUCTION MANAGER.
4. INSTALL ALL REQUIRED EROSION CONTROL MEASURES IN ACCORDANCE WITH LOCAL AUTHORITIES AND THE DEPARTMENT OF NATURAL RESOURCES REGULATIONS.
5. ALL EROSION CONTROL MEASURES SHALL BE MAINTAINED IN ACCORDANCE WITH THE DEPARTMENT OF NATURAL RESOURCES, LOCAL AUTHORITIES REGULATIONS.
6. 6" OF TOPSOIL SHALL BE PROVIDED IN ALL GENERAL LAWN AREAS AND 12" SHALL BE PROVIDED IN ALL PLANTING BED AREAS.
7. ANY EXISTING UTILITIES NOT SHOWN ON THIS DOCUMENT WHICH NEED TO BE REMOVED, RELOCATED AND OR ADJUSTED SHALL BE THE RESPONSIBILITY OF THE SITE GRADING CONTRACTOR AND INCLUDED IN THE BASE BID CONTRACT.
8. COORDINATE ALL EARTHWORK ACTIVITIES WITH GAS, ELECTRIC, (INCLUDING MAIN SERVICE, SITE LIGHTING, CONDUITS AND SIGNAGE) CABLE AND TELEPHONE CONSTRUCTION AND RESPECTIVE TRADES FOR THE INSTALLATION OF SAID UTILITIES.
9. RIP RAP SHALL HAVE FILTER FABRIC PLACED BENEATH.
10. ALL TESTING AND INSPECTION SHALL BE DONE IN ACCORDANCE WITH SPS 382.21.
11. THE LOCAL MUNICIPALITY SHALL BE CONTACTED PRIOR TO ANY EXCAVATION IN THE PUBLIC RIGHT-OF-WAY. THE CONTRACTOR SHALL HAVE HIS TRAFFIC CONTROL PLAN APPROVED PRIOR TO WORK COMMENCING. THE LOCAL MUNICIPALITY SHALL OPERATE ALL EXISTING WATER VALVES IF NEEDED.
12. GRADES AT BUILDING EDGE SHALL BE 6" BELOW FINISHED FLOOR ELEVATION EXCEPT AT DOOR WAY ENTRANCES OR UNLESS OTHERWISE NOTED.
13. INSTALL ALL TEMPORARY EROSION CONTROL ELEMENTS PRIOR TO THE START OF DEMOLITION/CONSTRUCTION.
14. ALL ACTIVITIES SHALL BE CONDUCTED IN A LOGICAL SEQUENCE AS TO MINIMIZE THE AMOUNT OF BARE SOIL EXPOSED AT ANY ONE TIME. MAINTAIN EXISTING VEGETATION AS LONG AS POSSIBLE.
15. OFF SITE SEDIMENT DEPOSITS OCCURRING AS A RESULT OF A STORM EVENT SHALL BE CLEANED UP BY THE END OF THE NEXT WORK DAY. ALL OFF SITE SEDIMENT DEPOSITS OCCURRING AS A RESULT OF CONSTRUCTION ACTIVITIES, INCLUDING SOIL TRACKED BY CONSTRUCTION TRAFFIC, SHALL AT A MINIMUM BE CLEANED BY THE END OF EACH WORK DAY. EXCESSIVE AMOUNTS OF SEDIMENT OR OTHER DEBRIS TRACKED ONTO ADJACENT STREETS SHALL BE CLEANED BY THE END OF EACH WORK DAY. EXCESSIVE AMOUNTS OF SEDIMENT OR OTHER DEBRIS TRACKED ONTO ADJACENT STREETS SHALL BE CLEANED IMMEDIATELY. FINE SEDIMENT ACCUMULATIONS SHALL BE CLEANED FROM ADJACENT STREETS BY THE USE OF MECHANICAL OR MANUAL SWEEPING OPERATIONS ONCE A WEEK AT A MINIMUM AND BEFORE IMMINENT RAIN EVENTS.
16. DISTURBED GROUND OUTSIDE OF THE EVERYDAY CONSTRUCTION AREAS, INCLUDING SOIL STOCKPILES, THAT ARE LEFT INACTIVE FOR MORE THAN 7 DAYS SHALL BE TEMPORARILY STABILIZED BY SEEDING/MULCHING OR OTHER APPROVED METHODS.
17. WASTE MATERIAL THAT IS GENERATED ON THE CONSTRUCTION SITE SHALL BE PROPERLY DISPOSED OF AND NOT ALLOWED TO RUN INTO RECEIVING WATERS.
18. EROSION CONTROL DEVICES DESTROYED AS A RESULT OF CONSTRUCTION ACTIVITIES SHALL BE REPAIRED BY THE END OF EACH WORK DAY.
19. INSPECT ALL EROSION CONTROL MEASURES AT LEAST ONCE A WEEK AND AFTER ANY RAINFALL OF 0.5" OR MORE. MAKE NEEDED REPAIRS AND DOCUMENT ALL ACTIVITIES AS PER THE REQUIREMENTS OF THE NOTICE OF INTENT SUBMITTED BY THE PROJECT CIVIL ENGINEER.
20. ALL TEMPORARY EROSION CONTROL ELEMENTS SHALL REMAIN IN PLACE UNTIL A SUFFICIENT GROWTH OF VEGETATION IF ESTABLISHED AND THEN BE REMOVED AS PART OF THE BASE BID.
21. IF SEDIMENT LADEN WATER NEEDS TO BE REMOVED FROM THE SITE, FILTER BAGS OR SCREENING SHALL BE USED IN ACCORDANCE WITH THE WI DNR TECHNICAL STANDARDS 1061 TO PREVENT THE DISCHARGE OF SEDIMENT TO THE MAXIMUM EXTENT PRACTICABLE.
22. IF BARE SOIL IS EXPOSED DURING THE WINTER MONTHS, STABILIZATION BY MULCHING OR ANIONIC POLYACRYLAMIDE SHALL OCCUR PRIOR TO SNOW OR FROZEN GROUND.
23. THE CONTRACTOR SHALL ONLY USE PHOSPHORUS FREE FERTILIZER FOR ALL LANDSCAPE APPLICATIONS.
24. THE CONTRACTOR SHALL PERFORM INSPECTIONS AND MONITORING OF EROSION CONTROL PRACTICES IN ACCORDANCE WITH THE WI DNR "CONSTRUCTION SITE INSPECTION REPORT" FORM 3400-187. THIS FORM CAN BE FOUND IN THE CONSTRUCTION SPECIFICATIONS.

EROSION CONTROL SEQUENCING

1. INSTALL PERIMETER EROSION CONTROL.
2. BEGIN DEMOLITION
3. BEGIN ROUGH GRADING AND UTILITY INSTALLATION
4. DURING GRADING ACTIVITIES EXISTING GRASS AND VEGETATION, TO BE REMOVED, SHALL REMAIN IN PLACE FOR AS LONG AS POSSIBLE, TO AVOID SEDIMENT TRANSPORT.
5. ALL DISTURBED AREAS SHALL BE STABILIZED, TEMPORARILY AND/OR PERMANENT, WITHIN 30 DAYS OF DISTURBANCE, OR PERMANENTLY STABILIZED WITHIN 7 DAYS OF ACHIEVING FINISHED GRADE.
6. ALL DISTURBED AREAS SHALL BE FULLY STABILIZED PRIOR TO COMMENCEMENT OF PHASE 2.
7. IF DISTURBED AREAS MUST BE LEFT OVER WINTER, AN ANIONIC POLYACRYLAMIDE SHALL BE APPLIED TO ALL DISTURBED AREAS PRIOR TO GROUND FREEZE. SEE SPECIFICATIONS FOR DETAILS.

GRADING LEGEND:

EXISTING CONTOUR	712
PROPOSED CONTOUR	712
PROPOSED SPOT ELEVATION	892.26
PROPOSED RIM ELEVATION	RIM=893.56
PROPOSED TOP OF CURB ELEVATION	TC=893.56
PROPOSED FLOW LINE ELEVATION	FL=893.56
PROPOSED TOP OF WALL ELEVATION	TW=893.56
PROPOSED BOTTOM OF WALL ELEVATION	BW=893.56
PROPOSED MATCH ELEVATION (CONTRACTOR TO VERIFY)	892.05M
PROPOSED INLET PROTECTION	8 / C5.0

BENCH MARK

ELEVATIONS ARE REFERENCED TO NAVD 88 DATUM.

BENCHMARK#1
BURY BOLT ON FIRE HYDRANT LOCATED ON THE SOUTH SIDE OF MARINA PLACE, 100' +/- WEST OF MILL STREET.
ELEVATION 753.50

BENCHMARK #2
BURY BOLT OF FIRE HYDRANT LOCATED IN THE SOUTHEAST QUADRANT OF MAIN STREET AND MILL STREET INTERSECTION.
ELEVATION 758.36

DESCRIPTION

BEING ALL OF LOTS 25 AND 26, AND BEING PART OF LOTS 23, 24, 27 AND 28 OF BLOCK 2 OF THE ORIGINAL PLAT OF THE TOWN OF MENASHA, LOCATED IN PART OF THE NORTHEAST ¼ OF SECTION 22, TOWNSHIP 20 NORTH, RANGE 17 EAST, CITY OF MENASHA, WINNEBAGO COUNTY, WISCONSIN.

0' 20' 40' 60'
Scale 1"=20'

Point of Beginning
Land Surveying
Engineering
Landscape Architecture
5709 Windy Drive, Suite D
Stevens Point, WI 54482
715.344.9999(Ph)715.344.9922(Fx)

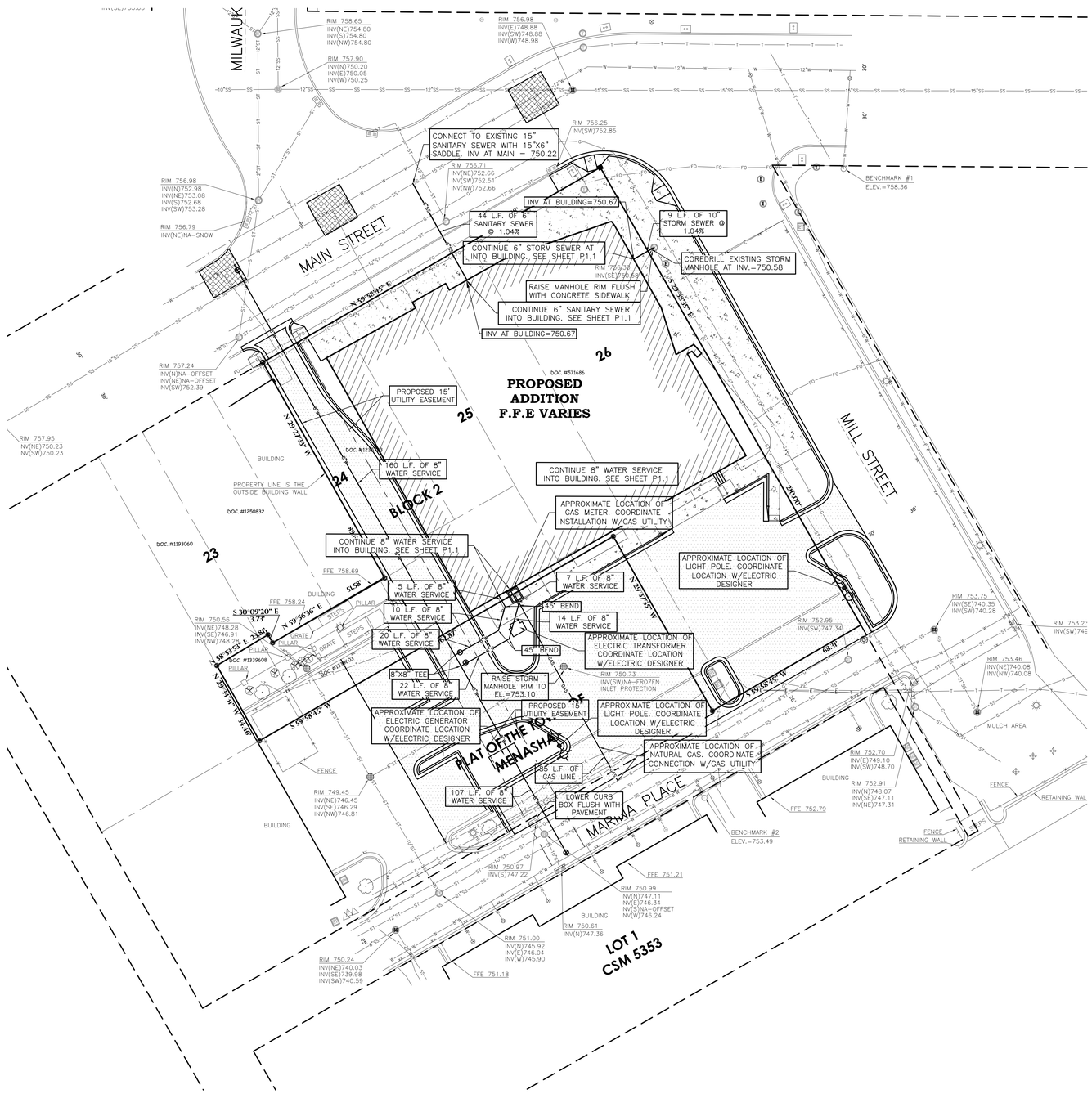
NO. | DESCRIPTION | BY | DATE

ONE MENASHA CENTER
MENASHA DOWNTOWN DEVELOPMENT, LLC
MENASHA, WISCONSIN

Performa®
ARCHITECTS + ENGINEERS
124 N. BROADWAY, P.O. BOX 5156
DE PERE, WISCONSIN 54115
PHONE: 920-336-9929 FAX: 920-336-2899 www.performainc.com

TITLE: GRADING PLAN

DRAWN	CHK'D
WFR	JJL
DATE: 03/30/15	
SCALE	
DRAWING NO.: C3.0	
PROJECT NO.: 14097	REV.



GENERAL NOTES:

1. CONTACT DIGGER'S HOTLINE 5 WORKING DAYS PRIOR TO THE START OF CONSTRUCTION.
2. GRADE, LINE, AND LEVEL TO BE REVIEWED IN THE FIELD BY THE CONSTRUCTION MANAGER.
3. ANY EXISTING UTILITIES NOT SHOWN ON THIS DOCUMENT WHICH NEED TO BE REMOVED, RELOCATED AND OR ADJUSTED SHALL BE THE RESPONSIBILITY OF THE SITE GRADING CONTRACTOR.
4. REFER TO THE PROPOSED BUILDING MECHANICAL/PLUMBING PLANS FOR EXACT CONNECTION LOCATIONS AND VERIFY SANITARY SEWER LATERAL.
5. COORDINATE ALL UTILITY WORK WITH GAS, ELECTRICAL, (INCLUDING MAIN SERVICE, SITE LIGHTING, CONDUITS AND SIGNAGE) CABLE AND TELEPHONE CONSTRUCTION AND RESPECTIVE TRADES RESPONSIBLE FOR INSTALLATION OF SAID UTILITIES.
6. COORDINATE ALL WORK WITHIN THE PUBLIC RIGHT OF WAY WITH THE LOCAL MUNICIPALITY.
7. ALL TESTING AND INSPECTION SHALL BE DONE IN ACCORDANCE WITH SPS 382.21.
8. THE PROPOSED WATER MAIN SHALL HAVE A MINIMUM COVER OF 7'-6" TO THE TOP OF PIPE FROM THE PROPOSED FINISHED GRADES, SEE SHEET C3.0 FOR PROPOSED GRADES.
9. THE MUNICIPALITY SHALL BE CONTACTED PRIOR TO ANY EXCAVATION IN THE PUBLIC RIGHT-OF-WAY. THE CONTRACTOR SHALL HAVE HIS TRAFFIC CONTROL PLAN APPROVED PRIOR TO WORK COMMENCING. THE MUNICIPALITY SHALL OPERATE ALL EXISTING WATER VALVES IF NEEDED.
10. FIELD VERIFY THE SANITARY LATERAL CONNECTION INVERT ELEVATION PRIOR TO THE START OF WORK.

UTILITY LEGEND:

PROPOSED STORM SEWER	X"ST
PROPOSED SANITARY SEWER	X"SS
PROPOSED WATER MAIN	X"W
PROPOSED 8" WATER MAIN VALVE	9 / C5.0

BENCH MARK

ELEVATIONS ARE REFERENCED TO NAVD 88 DATUM.

BENCHMARK#1
BURY BOLT ON FIRE HYDRANT LOCATED ON THE SOUTH SIDE OF MARINA PLACE, 100' +/- WEST OF MILL STREET.
ELEVATION 753.50

BENCHMARK #2
BURY BOLT OF FIRE HYDRANT LOCATED IN THE SOUTHEAST QUADRANT OF MAIN STREET AND MILL STREET INTERSECTION.
ELEVATION 758.36

DESCRIPTION

BEING ALL OF LOTS 25 AND 26, AND BEING PART OF LOTS 23, 24, 27 AND 28 OF BLOCK 2 OF THE ORIGINAL PLAT OF THE TOWN OF MENASHA, LOCATED IN PART OF THE NORTHEAST ¼ OF SECTION 22, TOWNSHIP 20 NORTH, RANGE 17 EAST, CITY OF MENASHA, WINNEBAGO COUNTY, WISCONSIN.

0' 20' 40' 60'
Scale 1"=20'

Point of Beginning
Land Surveying
Engineering
Landscape Architecture
5709 Windy Drive, Suite D
Stevens Point, WI 54482
PHONE (715)344-9222 FAX (715)344-9223

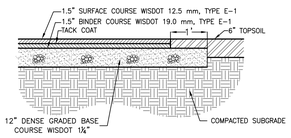
NO.	DESCRIPTION	BY	DATE

ONE MENASHA CENTER
MENASHA DOWNTOWN DEVELOPMENT, LLC
MENASHA, WISCONSIN

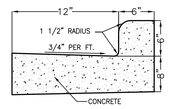
Performa ARCHITECTS + ENGINEERS
124 N. BROADWAY, P.O. BOX 1156
DE PERE, WISCONSIN 54115
PHONE 920.336.9797 FAX 920.336.2899 www.performainc.com

UTILITY PLAN

DRAWN	WFR
CHK'D	JJL
DATE	03/30/15
SCALE	
DRAWING NO.	C4.0
PROJECT NO.	14097
REV.	

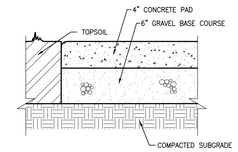


3" ASPHALT PAVEMENT 1 / C5.0

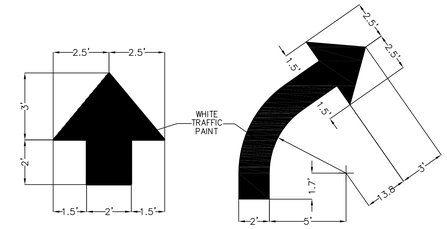


STANDARD CURB

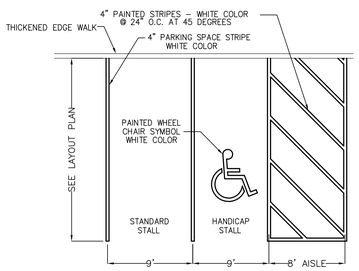
30" CURB AND GUTTER 2 / C5.0



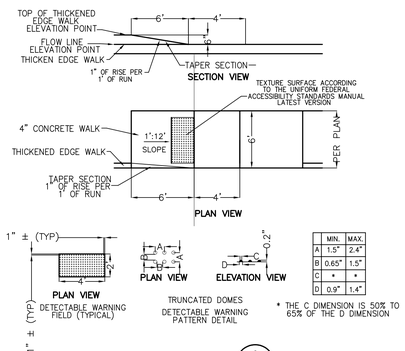
4" CONCRETE PAVEMENT 3 / C5.0



DIRECTIONAL ARROWS 4 / C5.0



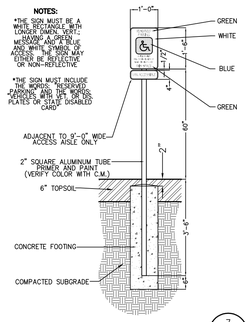
PARKING LOT STRIPING 5 / C5.0



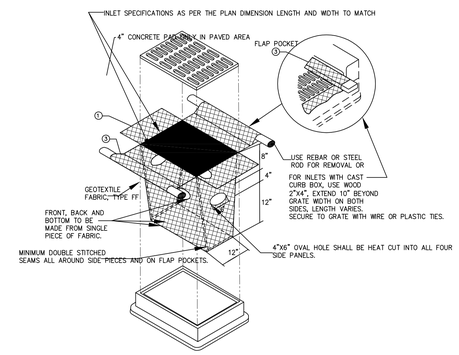
	MIN.	MAX.
A	1.5"	2.4"
B	0.65"	1.5"
C	*	*
D	0.9"	1.4"

* THE C DIMENSION IS 50% TO 65% OF THE D DIMENSION

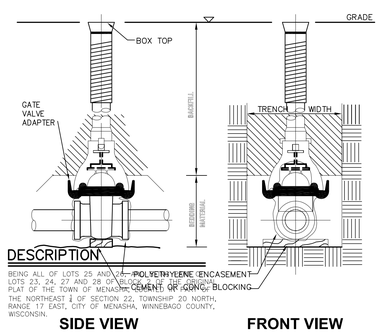
A.D.A. CURB RAMP 6 / C5.0



HANDICAP SIGN 7 / C5.0



INLET PROTECTION 8 / C5.0



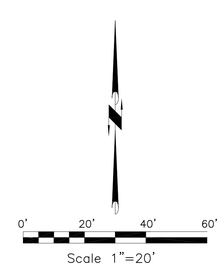
WATER VALVE 9 / C5.0

BENCH MARK

ELEVATIONS ARE REFERENCED TO NAVD 88 DATUM.

BENCHMARK #1
BURY BOLT ON FIRE HYDRANT LOCATED ON THE SOUTH SIDE OF MARINA PLACE, 100' +/- WEST OF MILL STREET.
ELEVATION 753.50

BENCHMARK #2
BURY BOLT OF FIRE HYDRANT LOCATED IN THE SOUTHEAST QUADRANT OF MAIN STREET AND MILL STREET INTERSECTION.
ELEVATION 758.36



Land Surveying
Engineering
Landscape Architecture
5709 Windy Drive, Suite D
Stevens Point, WI 54482
(715) 344-8707(Tel) (715) 344-8922(Fax)
Point of Beginning

NO.	DESCRIPTION	BY	DATE

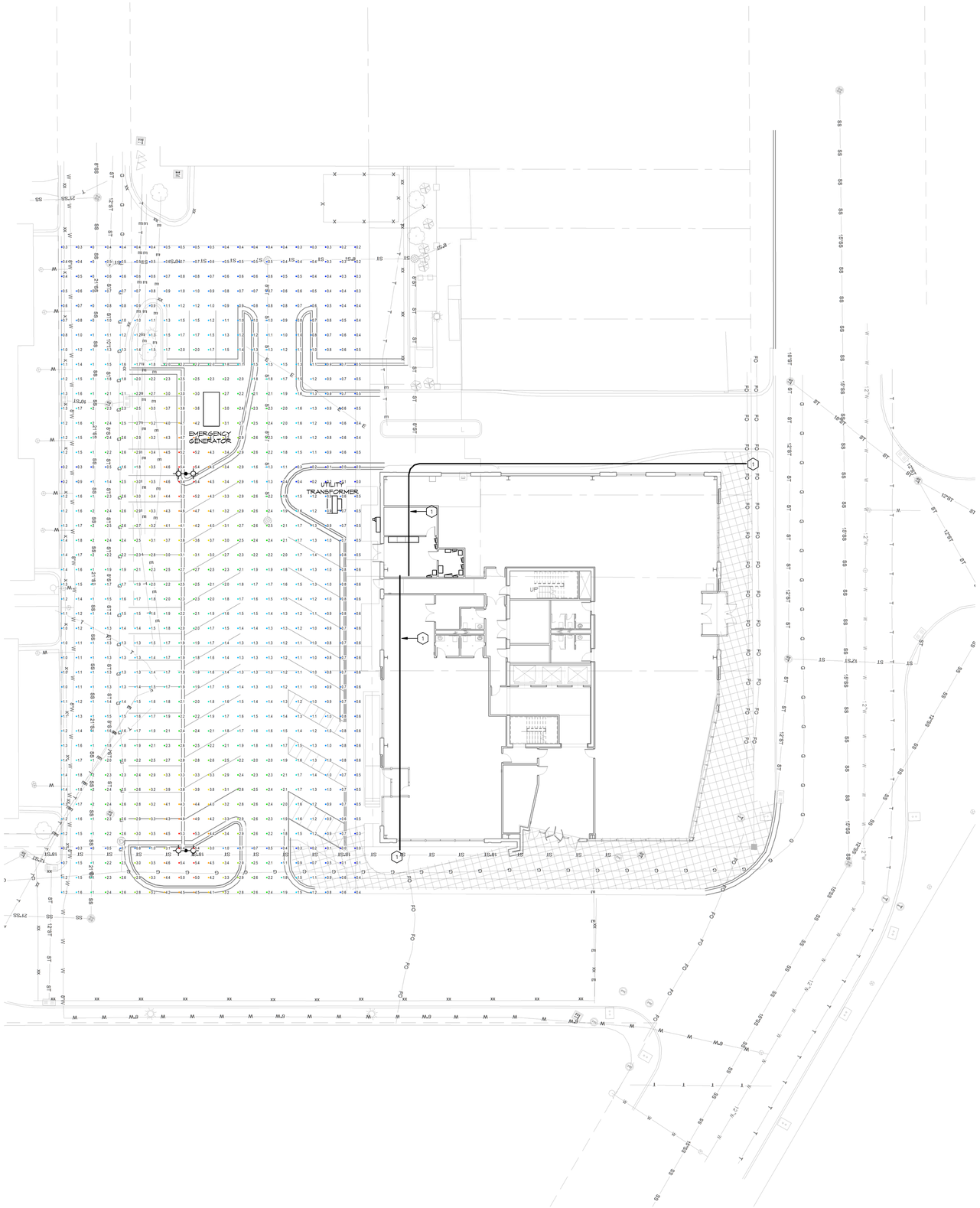
ONE MENASHA CENTER
MENASHA DOWNTOWN DEVELOPMENT, LLC
MENASHA, WISCONSIN

Performa ARCHITECTS + ENGINEERS
124 N. BROADWAY, P.O. BOX 1314
STEVENS POINT, WI 54481-1314
PHONE: 715-344-9797 FAX: 715-344-2899 www.performainc.com

DETAIL SHEET

TITLE

DRAWN: WFR	CHK'D: JJL
DATE: 03/30/15	
SCALE	
DRAWING NO.: C5.0	
PROJECT NO.: 14097	REV.



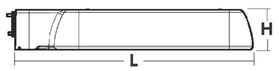
SITE ELECTRICAL NOTES:

1. FURNISH (2) 4" BURIED PVC CONDUIT WITH SWEEPING BENDS TO STREET FOR COMMUNICATIONS/FIBER.

CSX2 LED
LED Area Luminaire

Specifications

EPA:	1.2 ft² (0.11 m²)
Length:	34-1/3" (87.1 cm)
Width:	18-1/2" (46.9cm)
Height:	5-3/4" (14.6 cm)
Weight (max):	59 lbs (26.8 kg)



PARKING LOT LUMINAIRE

SITE ELECTRICAL PLAN
SCALE: 1/16" = 1'-0"

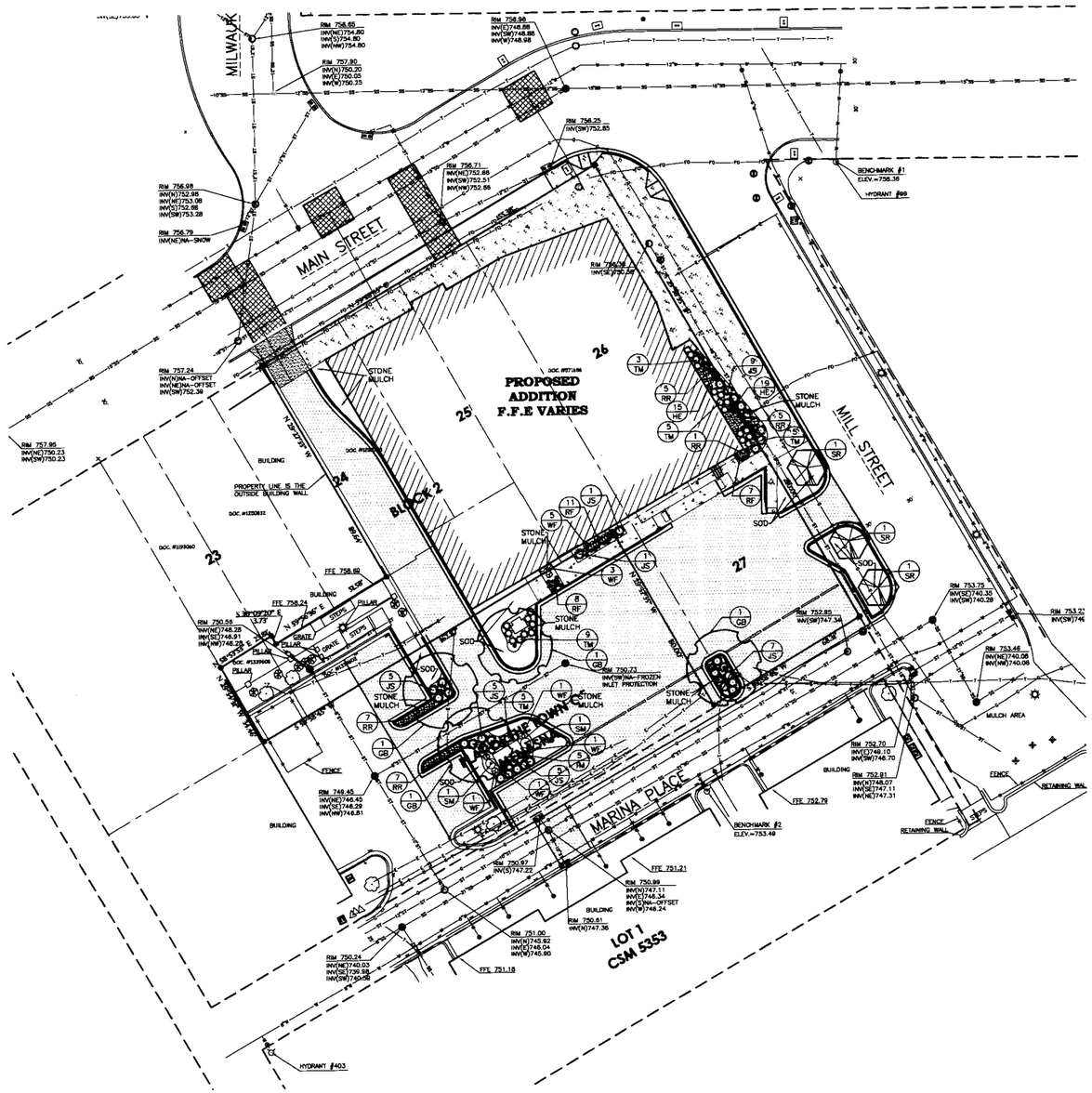
NO.	DESCRIPTION	BY	DATE

ONE MENASHA CENTER
MENASHA DOWNTOWN DEVELOPMENT, LLC
MENASHA, WISCONSIN

Performa ARCHITECTS + ENGINEERS
12 N. BROADWAY P.O. BOX 1556
DE PERE, WISCONSIN 54115
PHONE: 800-336-9800 FAX: 800-336-2899 www.performainc.com

SITE ELECTRICAL PLAN

DRAWN: MPM	CHK'D: MPM
DATE: 03/30/15	
SCALE: As indicated	
DRAWING NO.: E1.0	
PROJECT NO.: 14097	REV.



GENERAL NOTES:

1. CONTACT DIGGER'S HOTLINE 5 WORKING DAYS PRIOR TO THE START OF DEMOLITION/CONSTRUCTION.
2. 6" OF TOPSOIL SHALL BE PROVIDED IN ALL GENERAL LANDSCAPE AREAS. LANDSCAPE CONTRACTOR SHALL VERIFY THAT SPECIFIED PLANTING SOIL DEPTH IS PRESENT PRIOR TO PLANTING.
3. SEED/FERTILIZE/CRIMP HAY MULCH ALL GENERAL LANDSCAPE AREAS DISTURBED DURING CONSTRUCTION, EXCEPT AREAS NOTED ON THIS DOCUMENT TO BE SODDED.
4. ALL PLANT MATERIALS LISTED SHALL MEET THE STANDARDS OF THE AMERICAN NURSERY & LANDSCAPE ASSOCIATION FOR THE SIZES GIVEN.
5. ALL TREES SHALL BE STAKED WITH A MINIMUM OF THREE STAKES.
6. ALL TREES IN THE TURF AREA SHALL HAVE A 4' DIAMETER CIRCLE OF 3" DEPTH SHREDDED HARDWOOD BARK MULCH. COLOR TO BE CHOSEN BY OWNER.
7. EDG-KING LANDSCAPE EDGING OR APPROVED EQUAL SHALL BE PLACED AROUND ALL LANDSCAPE BEDS.
8. 3" DEPTH OF 1-1/2" DIAMETER STONE MULCH SHALL BE PLACED IN ALL SHRUB PLANTING BEDS & AS INDICATED ON THIS SHEET. STONE FOR LANDSCAPE BEDS TO BE NATURALLY ROUNDED AND WASHED, GRADUATION FROM 1" TO 1-1/2" MAXIMUM, RIVER STONE OR MISSISSIPPI PEBBLE. COLOR TO BE CHOSEN BY OWNER.
9. FILTER FABRIC SHALL BE PLACED BENEATH ALL LANDSCAPE STONE.
10. COORDINATE ALL LANDSCAPE WORK WITH GAS, ELECTRIC, (INCLUDING MAIN SERVICE, SITE LIGHTING, CONDUITS AND SIGNAGE) CABLE AND TELEPHONE CONSTRUCTION AND RESPECTIVE TRADES FOR THE INSTALLATION OF SAID UTILITIES.

PLANTING SCHEDULE:

TREES SYMBOLS	BOTANICAL NAME	COMMON NAME	INSTALLATION SIZE	SIZE AT MATURITY	QUANTITY
GB	GINKGO BILOBA 'AUTUMN GOLD'	AUTUMN GOLD GINKGO	2" CAL.	50"TX35"W	4
SR	SYRINGA RETICULATA 'IVORY SILK'	IVORY SILK LILAC TREE	1 1/2" CAL.	25"TX15"W	3

SHRUBS SYMBOLS	BOTANICAL NAME	COMMON NAME	INSTALLATION SIZE	SIZE AT MATURITY	QUANTITY
JS	JUNIPERUS SABINA 'MINI ARCADE'	MINI ARCADE JUNIPER	5 GAL.	12"TX4"W	33
RR	ROSA RUGOSA 'PURPLE PAVEMENT'	PURPLE PAVEMENT ROSE	5 GAL.	3"TX3"W	25
SM	SYRINGA MEYERI 'PALIBIN'	DWARF KOREAN LILAC	5 GAL.	5"TX5"W	2
TM	TAXUS X MEDIA 'DARK GREEN SPREADER'	DARK GREEN SPREADER	5 GAL.	3"TX5"W	32
WF	WEIGELA FLORIDA 'MINUET'	MINUET WEIGELA	5 GAL.	3"TX5"W	12

PERENNIALS SYMBOLS	BOTANICAL NAME	COMMON NAME	INSTALLATION SIZE	SIZE AT MATURITY	QUANTITY
HE	HEMEROCALLIS 'HAPPY RETURNS'	HAPPY RETURNS DAYLILY	1 GAL.	18"TX18"W	34
RF	RUDBECKIA FULGIDA 'LITTLE GOLDSTAR'	LITTLE GOLDSTAR BLACK EYED SUSAN	1 GAL.	18"TX18"W	28

GREEN SPACE CALCULATION

GREEN SPACE:
TOTAL LOT = 39,937 S.F.

PROPOSED: 3,110 S.F. OR 7.8% GREEN SPACE OUT OF TOTAL LOT

BENCH MARK

ELEVATIONS ARE REFERENCED TO NAVD 88 DATUM.

BENCHMARK #1
BURY BOLT ON FIRE HYDRANT LOCATED ON THE SOUTH SIDE OF MARINA PLACE, 100' +/- WEST OF MILL STREET.
ELEVATION 753.50

BENCHMARK #2
BURY BOLT OF FIRE HYDRANT LOCATED IN THE SOUTHEAST QUADRANT OF MAIN STREET AND MILL STREET INTERSECTION.
ELEVATION 756.36

DESCRIPTION

BEING ALL OF LOTS 25 AND 26, AND BEING PART OF LOTS 23, 24, 27 AND 28 OF BLOCK 2 OF THE ORIGINAL PLAT OF THE TOWN OF MENASHA, LOCATED IN PART OF THE NORTHEAST ¼ OF SECTION 22, TOWNSHIP 20 NORTH, RANGE 17 EAST, CITY OF MENASHA, WINNEBAGO COUNTY, WISCONSIN.

0' 20' 40' 60'
Scale 1"=20'

Land Surveying
Engineering
Landscape Architecture
3700 Windy Drive, Suite D
Appleton, WI 54914
715.344.9999(P)/715.344.9922(FX)
Field of Beginning

ONE MENASHA CENTER
MENASHA DOWNTOWN DEVELOPMENT, LLC
MENASHA, WISCONSIN

Performa ARCHITECTS — ENGINEERS
1556 APPLETON ROAD
P.O. BOX 1182 OSHKOSH, WI 54903-1182
(920) 235-5000 www.performa-inc.com

LANDSCAPE PLAN

DRAWN	WFR
CHKD	JAL
DATE	03/30/15
SCALE	
DRAWING NO.	C6.0
PROJECT NO.	14097
REV.	

ELEVATION NOTES:

1. C.J. = CONTROL JOINT
2. PROVIDE METAL STUD FRAMING AT ALL METAL PANEL JOINTS (TYPICAL) COORDINATE LOCATIONS WITH METAL PANEL SUPPLIER.
3. SEE DETAIL (24/A6.3) FOR TYPICAL CAST STONE PANEL JOINT.
4. SPANDREL GLASS SHOWN SHADED. SEE DETAIL (11/A6.3).

NORTH ELEVATION

SCALE: 1/8" = 1'-0"

PRELIMINARY - NOT FOR CONSTRUCTION

NO.	DESCRIPTION	BY	DATE

ONE MENASHA CENTER
MENASHA DOWNTOWN DEVELOPMENT, LLC
MENASHA, WISCONSIN

Performa ARCHITECTS + ENGINEERS
124 N. BROADWAY, P.O. BOX 1556
DE PERE, WISCONSIN 54115
PHONE: 920-336-9920 FAX: 920-336-2899 www.performainc.com

EXTERIOR ELEVATIONS

DRAWN: JAN	CHK'D: RB
DATE: MM/DD/YY	
SCALE: 1/8" = 1'-0"	
DRAWING NO.: A3.1	
PROJECT NO.: 14097	REV.:

ELEVATION NOTES:

1. C.J. = CONTROL JOINT
2. PROVIDE METAL STUD FRAMING AT ALL METAL PANEL JOINTS (TYPICAL) COORDINATE LOCATIONS WITH METAL PANEL SUPPLIER.
3. SEE DETAIL (24/A6.3) FOR TYPICAL CAST STONE PANEL JOINT.
4. SPANDREL GLASS SHOWN SHADED. SEE DETAIL (11/A6.3).

SOUTH ELEVATION

SCALE: 1/8" = 1'-0"

PRELIMINARY - NOT FOR CONSTRUCTION

NO.	DESCRIPTION	BY	DATE

ONE MENASHA CENTER
MENASHA DOWNTOWN DEVELOPMENT, LLC
MENASHA, WISCONSIN

Performa ARCHITECTS + ENGINEERS
124 N. BROADWAY P.O. BOX 1556
DE PERE, WISCONSIN 54115
PHONE: 920-336-9920 FAX: 920-336-2899 www.performaarc.com

TITLE: EXTERIOR ELEVATIONS

DRAWN	CHK'D
JAN	RB

DATE: MM/DD/YY

SCALE: 1/8" = 1'-0"

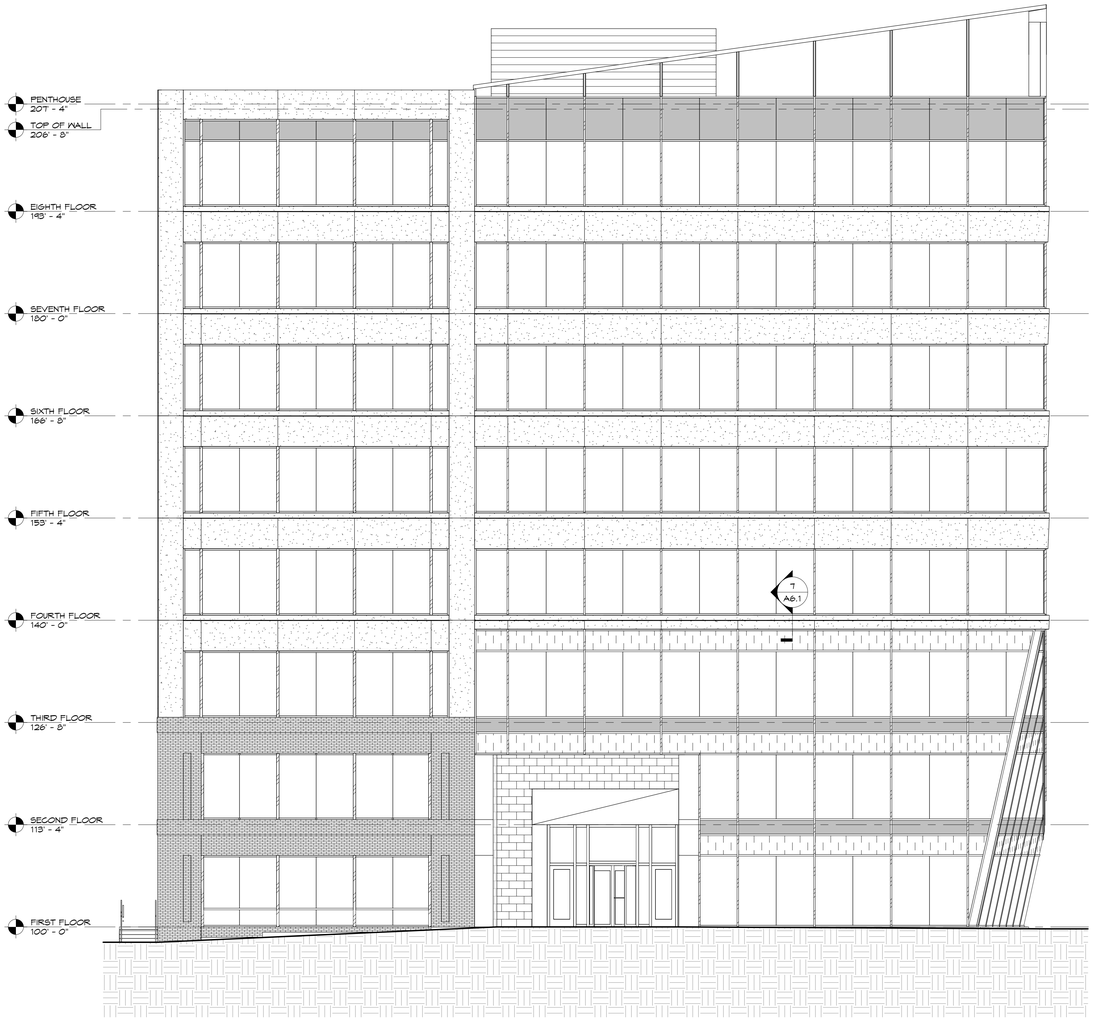
DRAWING NO.: A3.2

PROJECT NO.: 14097

REV.:

ELEVATION NOTES:

1. C.J. = CONTROL JOINT
2. PROVIDE METAL STUD FRAMING AT ALL METAL PANEL JOINTS (TYPICAL) COORDINATE LOCATIONS WITH METAL PANEL SUPPLIER.
3. SEE DETAIL (24/A6.3) FOR TYPICAL CAST STONE PANEL JOINT.
4. SPANDREL GLASS SHOWN SHADED. SEE DETAIL (11/A6.3).



EAST ELEVATION

SCALE: 1/8" = 1'-0"

PRELIMINARY - NOT FOR CONSTRUCTION

NO.	DESCRIPTION	BY	DATE

ONE MENASHA CENTER
MENASHA DOWNTOWN DEVELOPMENT, LLC
MENASHA, WISCONSIN

Performa ARCHITECTS + ENGINEERS
124 N. BROADWAY P.O. BOX 1556
DE PERE, WISCONSIN 54115
PHONE: 920-336-9920 FAX: 920-336-2899 www.performaarc.com

TITLE: EXTERIOR ELEVATIONS

DRAWN	CHK'D
JAN	RB

DATE: MM/DD/YY

SCALE: 1/8" = 1'-0"

DRAWING NO.: A3.3

PROJECT NO.: 14097

REV.:

ELEVATION NOTES:

1. C.J. = CONTROL JOINT
2. PROVIDE METAL STUD FRAMING AT ALL METAL PANEL JOINTS (TYPICAL) COORDINATE LOCATIONS WITH METAL PANEL SUPPLIER.
3. SEE DETAIL (24/A6.3) FOR TYPICAL CAST STONE PANEL JOINT.
4. SPANDREL GLASS SHOWN SHADED. SEE DETAIL (11/A6.3).

WEST ELEVATION

SCALE: 1/8" = 1'-0"

PRELIMINARY - NOT FOR CONSTRUCTION

NO.	DESCRIPTION	BY	DATE

ONE MENASHA CENTER
MENASHA DOWNTOWN DEVELOPMENT, LLC
MENASHA, WISCONSIN

Performa ARCHITECTS + ENGINEERS
124 N. BROADWAY P.O. BOX 1556
DE PERE, WISCONSIN 54115
PHONE: 920-336-9929 FAX: 920-336-2899 www.performaarc.com

TITLE: EXTERIOR ELEVATIONS

DRAWN	CHK'D
JAN	RB

DATE: MM/DD/YY

SCALE: 1/8" = 1'-0"

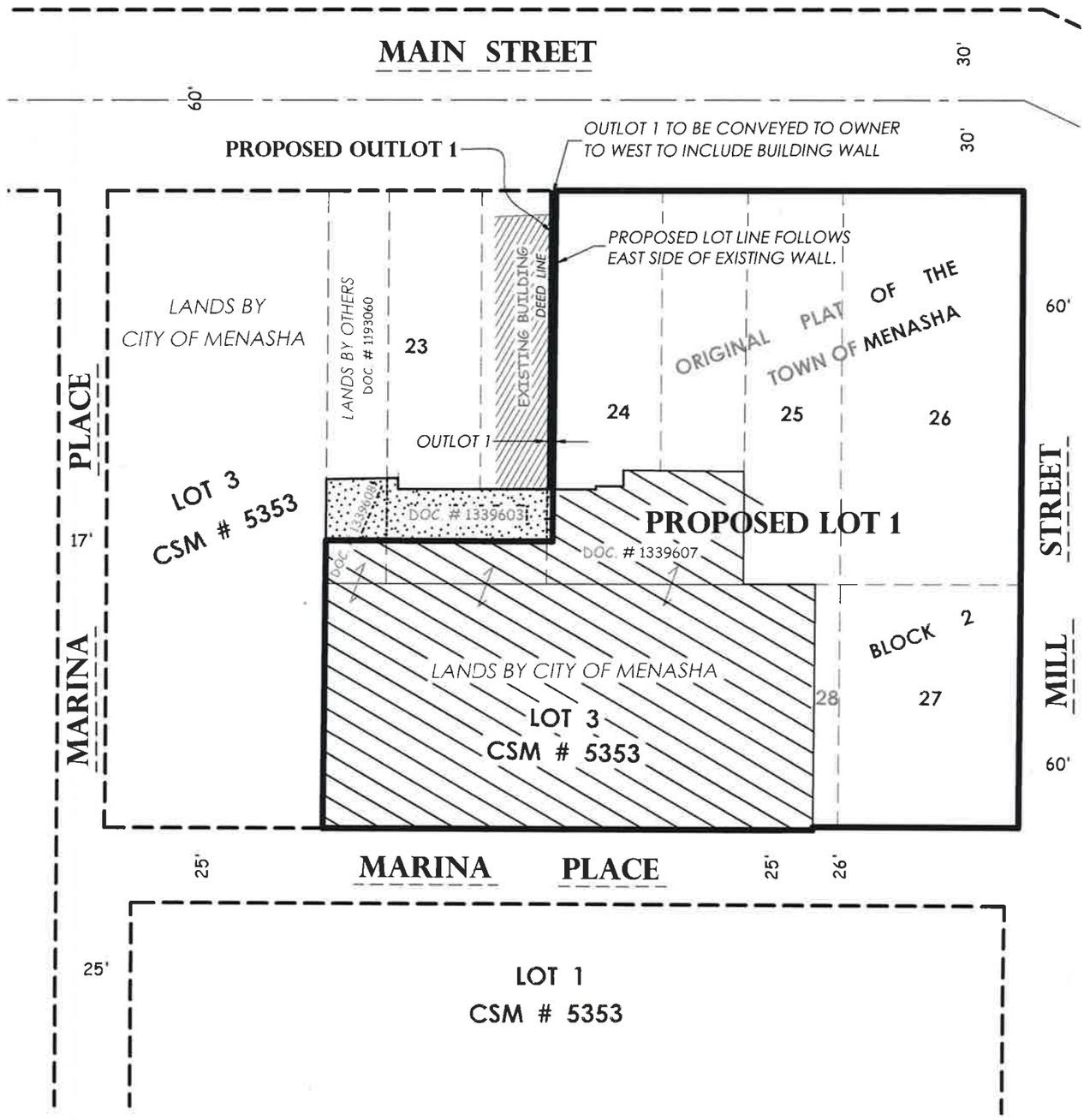
DRAWING NO.: A3.4

PROJECT NO.: 14097

REV.:

PROPERTY EXHIBIT

BEING A PART OF LOT 3, CERTIFIED SURVEY MAP #5353, ALL OF LOTS 26 AND 25 AND A PART OF LOTS 24. 27 AND 28, BLOCK 2, ORIGINAL PLAT OF THE TOWN OF MENASHA, LOCATED IN SECTION 22, TOWNSHIP 20 NORTH, RANGE 17 EAST, CITY OF MENASHA, WINNEBAGO COUNTY, WISCOINSIN.



0' 50' 100'

SCALE 1" = 50'

LEGEND

AREA TO BE RETAINED BY CITY OF MENASHA

AREA TO BE CONVEYED FROM CITY OF MENASHA

WISCONSIN
JORDAN G. BROST
S-3009
MOSINEE, WI
LAND SURVEYOR

4/15/15

POB Point of Beginning

Civil Engineering
Land Surveying
Landscape Architecture
Jordan G. Brost, RLS #3009
5709 Windy Drive, Suite D
Stevens Point, WI 54482
715.344.9999(Ph) 715.344.9922(Fx)

THIS INSTRUMENT WAS DRAFTED BY JORDAN BROST AND DRAWN BY JORDAN BROST

FIELD BOOK GB 2 PAGE 33-36

JOB # 15.401

SHEET 1 OF 1 SHEETS

Main & Mill Streets - Menasha, WI
ONE MENASHA CENTER

Aerial

Performa

Miron

March 24, 2015

Milwaukee Street

River Walk

Main Street East

Main Street West

Main & Mill Streets - Menasha, WI
ONE MENASHA CENTER

Rendered Views

Performa

March 24, 2015

ORDINANCE O-10-15

AN ORDINANCE AMENDING TITLE 2, CHAPTER 2
OF THE CODE OF ORDINANCES
(Mayor; Common Council)

Introduced by Alderman Benner.

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

SECTION 1: Amend Title 2, Chapter 2, SEC. 2-2-16(d)(2) of the Code of Ordinances of the City of Menasha, Wisconsin repealing paragraphs b., c. and d. as follows:

Title 2 – Government and Administration

CHAPTER 2

Mayor; Common Council

SEC. 2-2-16 INTRODUCTION OF BUSINESS, RESOLUTIONS AND ORDINANCES; DISPOSITION OF COMMUNICATIONS.

…

(d) **NOTICE.**

…

(2) a. No ordinance may be passed by the Common Council until the next Council meeting following its introduction at either a Committee or Council level. When said ordinance on its face does not adequately advise the public of its contents, the City Attorney shall add a brief note of explanation.

~~b. Any Alderman may request that any issue be held for two weeks in addition to the requirements of Sec. 2-2-16 (d)(2)a. When so requested, the Mayor shall inquire as to whether another Alderman also wished the hold. If another Alderman does so request, the issue shall be placed on the agenda of the next regularly scheduled meeting. Once invoked, no other Alderman may attempt to use this procedure to delay any action. Any further delay requires a majority vote of the Common Council or Committee. An issue held in Committee may not be held in the Common Council, an item held in the Common Council may not be held in Committee. Once the motion to hold is made and seconded it is no longer debatable.~~

~~c. This Section shall not apply if such holding results in the item being moot because of any other deadline imposed by some other party or organization outside the control of the City.~~

~~d. Any resolution may be acted upon at the meeting at which it is introduced unless one alderman holds such resolution until the succeeding Council meeting. This delay may only be used one time for any resolution.~~

…

SECTION 2: This ordinance shall become effective upon its passage and publication as provided by law.

Passed and approved this day of 2015.

_____
Donald Merkes, Mayor

ATTEST:

_____
Deborah A. Galeazzi, City Clerk