

**CITY OF MENASHA
NEW COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
TUESDAY, April 19, 2016
6:30 PM
AGENDA**

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
 - Moment of Silence
 - Oath of Office – Newly Elected Officials
- C. ROLL CALL/EXCUSED ABSENCES
- D. PUBLIC HEARING
- E. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY
(five (5) minute time limit for each person)
- F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS
 - 1. Clerk Galeazzi - the following communications have been received and placed on file:
 - a. [ADS Steeno, 4/12/16; Community Development Director Recruitment Update](#)
 - b. [City of Menasha Police Department 2015 Annual Report](#)
 - c. [Clerk Galeazzi, 4/14/16; League of Wisconsin Municipalities Local Government 101 Seminar](#)
 - d. [Menasha Historical Society Newsletter, April 2016](#)
 - e. [Summary Statement and Certification of the Board of Canvassers for April 5, 2016 Election](#)
 - f. [Veterans of Foreign Wars, 4/4/16; Invitation to Armed Forces Day Celebration](#)
- G. CONSENT AGENDA
- H. ITEMS REMOVED FROM CONSENT AGENDA
- I. ORDINANCES AND RESOLUTIONS
 - 1. [R-13-16 Resolution Providing for the Method of Selecting Certain Council/Committee Officials \(Introduced by Ald. Taylor\)](#)
- J. ACTION ITEMS
- K. APPOINTMENTS
 - 1. Common Council Appointments
 - a. Council President (1 year term effective immediately)
 - b. An Alderman Member to the Plan Commission (1 year term effective immediately)
 - c. An Alternate Alderman Member of the Plan Commission (1 year term effective immediately)
- L. RECESS TO COMMITTEES
Administration Committee, Board of Public Works, Personnel Committee

M. APPOINTMENTS

1. Common Council Appointments

- a. NM Fire Rescue Joint Finance and Personnel Committee:
 - 1) Council President (No action necessary)
 - 2) Personnel Committee Chair (or Administration Committee Chair If necessary)
- b. Information Systems Steering Committee (If necessary)
- c. Ad-Hoc Protocol Committee (4 Aldermen and Mayor)

2. Mayor's Appointments

- a. Approval of Ald. Zelinski to Parks & Recreation Board (1 year term effective immediately)
- b. Approval of Ald. Spencer to the Landmarks Commission (1 year term effective immediately)
- c. Approval of Ald. Krautkramer to the NM Fire Rescue Joint Finance and Personnel Committee (1 year term effective immediately)
- d. Approval of Ald. Collier to the Heckrodt Wetland Reserve Board (1 year term effective immediately)
- e. Appointment of Greg Keil, 1831 Lakeshore Drive, Menasha to Board of Review for the term of April 20, 2016 to July 1, 2020
- i. Appointment of Tom Stoffel, 1041 Garda Court, Menasha as alternate to Board of Review

N. CLAIMS AGAINST THE CITY

O. HELD OVER BUSINESS

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

Q. ADJOURNMENT

MEETING NOTICE
Monday, May 2, 2016
Common Council Meeting – 6:00 pm
Committee Meetings to Follow

Following adjournment there will be a social at 5 O'clock Somewhere, 600 Broad Street, Menasha. The public is invited.



MEMORANDUM

TO: City of Menasha Common Council

From: Peggy Steeno, Administrative Services Director

Date: April 12, 2016

RE: Community Development Director Recruitment Update

With the recent retirement of Community Development Director Keil, on April 8, 2016, after more than twenty one years of service, the recruitment process to search for a new Community Development Director was initiated in early March, and the position posting is attached.

Applications for the position were due back to the City this past Friday, April 8th, and are currently being reviewed.

The next step in the process will be to set-up interviews with the most qualified candidates. As is past practice, we are assembling an interview committee that will be best equipped to evaluate the candidates. It is anticipated that the interview committee will be made up of the following:

- Mayor Merkes,
- City HR Representative,
- City Department Head, and
- Community Development Director from a nearby community.

In regard to the expected timeframe when the new Community Development Director will be on board, the goal is to make an offer and receive a commitment from a well-qualified candidate by the end of May, with a start date in mid-summer.

Please let me know if you have questions or would like additional information on this item.



COMMUNITY DEVELOPMENT DIRECTOR

About the Position

The Community Development Director is responsible for the successful operation of the Community Development Department, and is responsible for economic development, planning, zoning, building inspections, and code enforcement activities. The Community Development Director will lead three employees, inspection contract employees, and department interns. This position reports to the Mayor.

Education

A Bachelors Degree from a four-year college or university in Urban Planning, or related field, is required; a Masters Degree is preferred. A positive track record of continuing involvement in professional development is expected.

Experience

Requires experience in economic development/redevelopment, planning, zoning, and code enforcement. Knowledge of and practical experience in the areas of: planning principles, zoning principles, housing rehabilitation methods and techniques, building inspection methods, grant writing and administration, and municipal law regarding the same is strongly desirable. Must also demonstrate strong management and teambuilding skills.

Required experience includes a minimum of three (3) to five (5) years in the field of urban planning; preferably as a department director, an assistant director, or project lead in a public agency of similar size or larger in comparison to the City of Menasha.

Essential Job Duties

- Serves as Economic Development Coordinator, including responsibility for redevelopment, housing/business relocation, and commercial and industrial expansion.
- Oversees building inspection services and code enforcement.
- Maintains records, conducts surveys, and provides data in carrying out City planning functions.
- Works with other City employees, Menasha Utility employees, City officials, Community Partners, and officials from other municipalities in coordinating planning and development activities.
- Prepares applications for State and Federal grants and administers relative grants.
- Develops and carries out housing rehabilitation programs, including coordinating community data and performing acquisition/relocation functions.

- Serves as Zoning Administrator.
- Meets with the public regarding zoning, development, code enforcement, and public works activity and provides recommendations to City officials.
- Acts as advisor to and secretary of the Plan Commission and Executive Director of the Redevelopment Authority.
- Attend meetings of the Plan Commission, Common Council, Boards, and other Committees as required.

Compensation

	Minimum	Midpoint	Maximum
Annual Salary	\$72,011	\$80,047	\$88,082

Ideal Candidate

The ideal candidate will be an excellent communicator, who is outgoing and able to successfully market the Community, with the ability to establish and maintain effective working relationships with citizens, community partners, elected officials, employees, and local, state, and federal agencies.

The Community Development Director will lead and be actively involved in all facets of the Community Development Department. Encouraging strong communications and community outreach will be a priority to deliver streamlined, customer-focused processes that enhance efficiencies and deliver quality service. An individual who has vision, insight, and experience to see the broader picture in terms of the community is desired.

A municipal government professional who is able to develop a high performing team, attract new development, retain and expand existing developments, and lead redevelopment will be successful. The successful candidate must demonstrate strong leadership skills and be able to encourage departmental ownership and accountability as well as organizational collaboration. The ideal candidate should be skilled in and have experience with strategic planning, policy, and decision-making, as well as budgets, tax incremental financing, and redevelopment authorities.

Send Resume, Cover Letter, and City application found on the link below:

http://www.cityofmenasha-wi.gov/content/departments/personnel/Employment_Opportunities.php

City of Menasha
POLICE
Department



2015 Annual Report

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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

As I reflect upon 2015 I really have two words to say, "Thank you". In our 2014 Annual Report I discussed the nationwide stories of police departments having issues of reaching out and communicating with the community they serve. In 2015 we were involved in a few incidents that were difficult and tragic for both the community and the department, most notably the Trestle Trail Shooting. While it would have been easy to cast blame or direct anger, Fox Valley residents stepped up and came together as one to work through the tragedy. I cannot thank you enough for the support you gave one another and the employees of your police department.

You will notice we have a few new items in our report this year. We implemented a system to track use of force incidents. I believe our numbers reflect a very positive relationship between the community and the department. While force is a necessary thing to keep both citizens and the officers safe it is only used when necessary and justified. We currently have half of our officers trained in Crisis Intervention, which can help diffuse a situation without it escalating to using force. We continue to use the concepts of Procedural Justice by taking the LEED in every contact in the community (Listen, Explain, Equity and Dignity). The steps we have taken are reflected in very low use of force numbers and no formal citizen complaints in 2015.

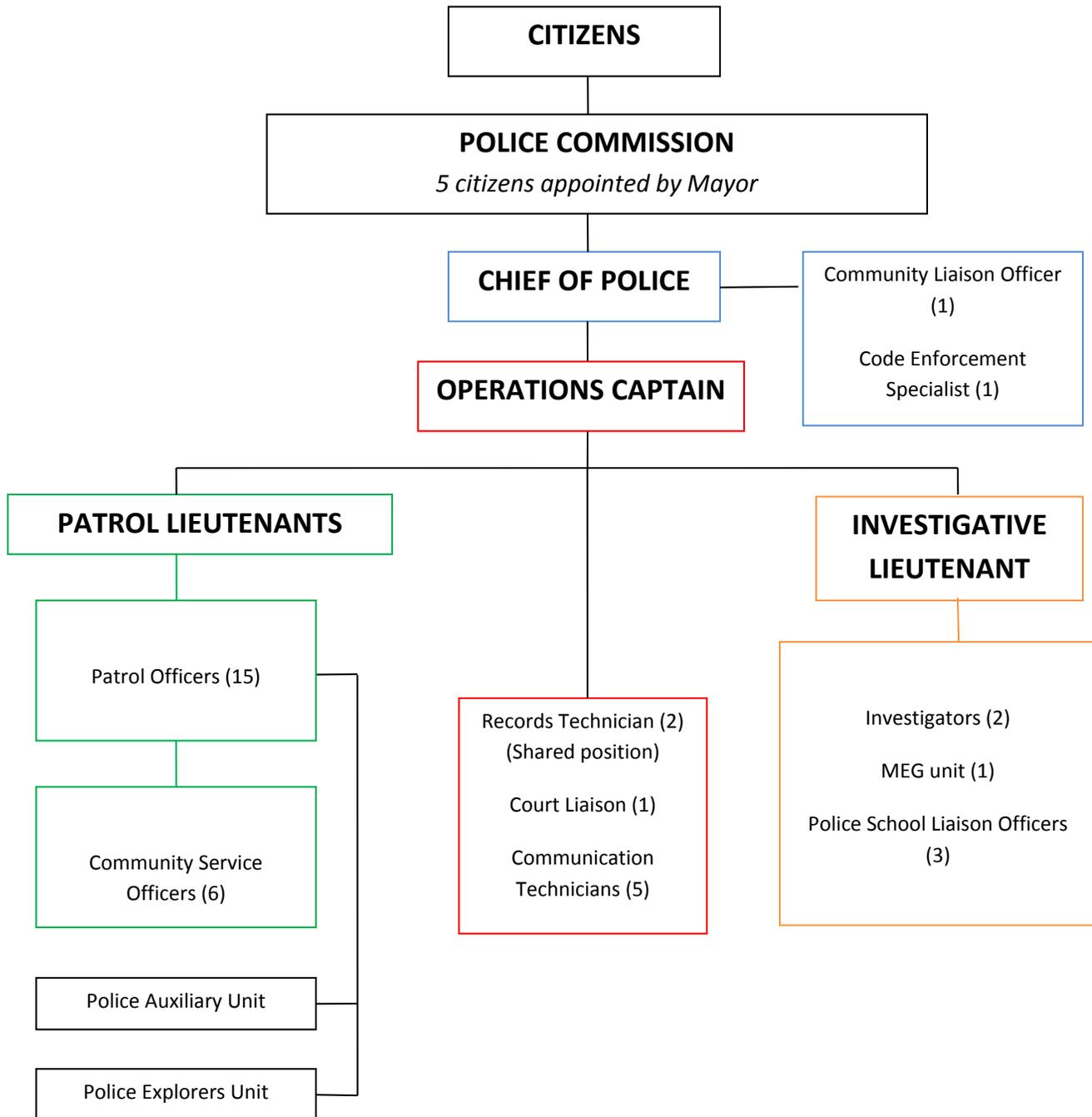
In 2016 one of our goals is to begin an "accreditation" process through WILEAG, Wisconsin Law Enforcement Accreditation Group. There are over 250 standards, or best practices, which have been identified that a professional police agency should follow. To become accredited a department will first do a self-assessment to find and correct any deficiencies. Once complete, a group of outside assessors will come in and confirm these standards are being followed. There are over 300 police departments in Wisconsin and only 10% are accredited. I believe we meet most of the standards to become accredited and look forward to this opportunity to find areas we can improve upon.

2015 has had challenges and I am again thankful for your support and working with us. As always, we are committed to being a model for modern police services. 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

Matthew Albrecht

Nick Thorn

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

Dan Hoernke

Anthony Edwards

Denton Heidemann

Josh Gallagher

Adam Miller

John Abrahamson

Ray Berna

Joel Nelson

STAFF - CIVILIAN

POLICE COMMISSION

Tony Gutierrez
Marshall Spencer
Jason Dionne
Terri Reuss
Fran Ebben

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)
Will Hoerning	Sue Biese (relief)
Barb Talbot	Jill Beining (relief)
Lori Davis	

CITY SNAPSHOT

The City of Menasha is situated right in the heart of the Fox Valley on the north shore of Lake Winnebago. The 17,604 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 – In fall of 2012, the Menasha police Explorer program was started to help youth in our community who are interested in a law-enforcement career. The program allows youth in the community to interact with officers at the Menasha Police Department. The police explorers are exposed to the law enforcement career through training with police officers and post advisors. They utilize scenarios to prepare the Explorers for a law-enforcement career. The police Explorers currently have 12 youth actively participating in the program.

The program is supervised by Menasha Officers Adam Miller and Anthony Edwards, as well as Officer Chad Gruenstern from the Neenah Police Department, and Menasha Community Service Officer Lauren Bucheger. The Menasha Police Explorers were funded by the dedicated police explorers fundraising efforts throughout the year as well as a small membership fee. The Menasha Police Benevolent Association also made a donation to the police explorers.



The Police Explorers assisted the police department with a variety of events that took place in the city. They assisted with traffic and crowd control for the Fourth of July fireworks, handed out candy for Halloween downtown, as well as painted a mural on the Menasha Police Department firing range. In 2016, the Menasha Police Department Explorers are looking forward to competing in their first Explorer competition in April.

Students in the Neenah and Menasha School Districts who are 14 years old or older and have completed eighth grade are eligible to join. Contact Officer Adam Miller, <mailto:amiller@ci.menasha.wi.us>, for additional info.

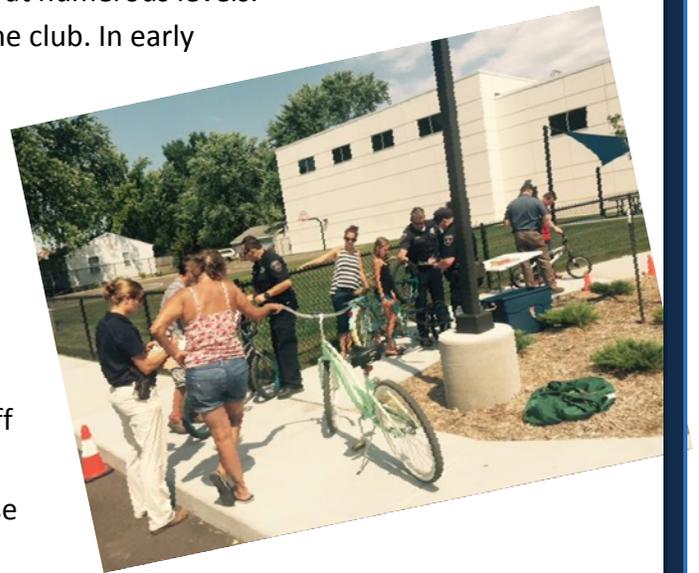
Engaging Our Youth

Investing time in the younger citizens of Menasha is the best investment we can make. We are fortunate to have Liaison Officers in our schools to build those positive relationships early and throughout their school career. All officers are encouraged to interact with the youth of Menasha and this year we were able to do just that, and have some fun while doing it.

Boys and Girls Club – The new Boys and Girls Club in Menasha is a fantastic place for the youth in our community to meet, learn, and grow as young citizens. We have been able to work with club staff from the day it opened to be involved at numerous levels.

We have held a bike rodeo and bike registration at the club. In early summer, we held a mini-CSI class where students were able to learn about investigative techniques used in solving crimes. The students were able to lift latent fingerprints as well as learn about other methods of collecting evidence.

A walking field trip was held at the police department. A tour of the facility was given and the students were provided the opportunity to meet staff at the police department. Lots of questions were asked and answered, which got us thinking. What else could we do with the club??



In fall, we started a Real Talk with MPD series for the middle and high school students at the club. On several Monday nights we tackled some of the tough questions being asked about police and the community. The subject of body cameras, profiling, and individual rights were all discussed at the different sessions. We are continuing to hold these sessions in 2016 and are looking forward to it.

Officers will also stop by when working to chat and hang out with the kids as calls allow.



Engaging Our Youth

Time for a Game! – Officers responded to a 911 hang-up call. Once it was determined that there was no problem, a friendly little game of basketball erupted. Multiple officers and neighborhood kids battled it out on the court. While the officers had the height advantage, they were no match for the sheer talent of the youth they stumbled upon. A rematch may have to happen in 2016. This is why we wear the badge!!



Story Time – Officers Schramper and Abrahamson took some time to share their storytelling skills with some very attentive kids at Trinity Lutheran School. Our officers and the Chief have been able to sit down and read stories to Menasha kids on multiple occasions this year. It is certainly a fantastic way to humanize the badge and uniform and make work a little brighter.



Sledding With the Cops – Officer Edwards had a fantastic idea in March last year to start Sledding with the Cops. Things were looking bright until Mother Nature started spring temperatures a bit early and melted much of the snow on the hill. No worries. Adapt and overcome was the motto and the youngsters that came were still able to slide down the remaining snow with Officer Edwards to give them a shove. A little warm weather sledding will put a smile on anyone’s face.



Engaging Our Youth

Assisting Batman – This was not a call we receive every day. A young lady had her wish granted through the Make-A-Wish Foundation to meet Batman and help him apprehend a Super-Villain. It just so happened that the one of the Joker’s henchmen was reported to be staying nearby. With the help of the fleet-footed Officer Jorgenson, Loren, and Batman, the bad-guy was apprehended and placed where he belongs. It was a great day in Menasha!!



Shop With A Cop – This year also marked our first ever Shop With a Cop event. With a generous check from Shopko, the support of the Menasha Police Benevolent and many community businesses and agencies, we were able to help a dozen Menasha area youth



provide a special Christmas for their families. A breakfast prepared by our officers was eaten at the Boys and Girls Club before they all headed to Shopko to shop. Once finished shopping, they returned to the Club to wrap presents and frost cookies. It was a great event and one we will be looking forward to again in 2016.

NEW PROGRAMS

Drug Drop Box – The proper disposal of prescription drugs is essential in protecting our environment and in keeping drugs out of the hands of the wrong people. The Menasha Police Department joined other Winnebago County Agencies by placing a permanent drop box for prescription drugs in the lobby of our department. The box was



provided free-of-charge from a grant by CVS Pharmacy. Once the box is full the items are collected and removed from their original containers. The containers are recycled and the drugs are disposed of through the State of Wisconsin. On average, we have turned over 3 full boxes of discarded medications each time with a total of over 100 lbs.

Racine Street Safety Effort – In response to the large number of crashes on and around the Racine St corridor and due to its proximity to Menasha High School, the Boys and Girls Club, and many homes and businesses, we embarked on a program to make the street safer. This effort included many hours of added radar enforcement and general patrol. Although we had a major incident occur at the onset of the program that diverted much of our time, we were able to pick it back up a bit later in the summer and believe it had some impact. The numbers below show a 21% reduction in anticipated crashes on Racine. In other words, for every five accidents we would have expected on or around Racine St, we had 4. This will be an ongoing effort in 2016.

- **3/25/2014 – 1/27/2015**
 - **Total crashes in Menasha: 384**
 - **Total crashes labeled “Racine”: 76 (19.79%)**
- **3/18/2015 – 1/20/2016**
 - **Total crashes in Menasha: 403**
 - **Total crashes labeled “Racine”: 63 (15.63%)**

TRESTLE TRAIL SHOOTING

On May 3, 2015 at approximately 7:30 PM, on a beautiful spring evening, a tragedy struck our community. A lone gunman made the decision to arm himself and head out to the middle of the Trestle Trail where he stayed for nearly an hour. At one point he turned a gun on an innocent man he had been talking to, killing him instantly. He then turned the weapon on a family that happened to be walking by. He seriously wounded the mother and killed the father and their 11 year old daughter. The gunman then turned a gun on himself.

Within seconds, dozens of officers and first responders rushed to the chaotic scene. Those responding did not know the number or location of the shooter or shooters and were met with frantic, scared citizens who had heard or seen the incident occur. Bystanders rushed to help the wounded mother. Officers arriving on scene assisted as well, created a safe area, and formed a team to go check on the victims still on the bridge. Sadly, the other victims were deceased and the gunman was taken off the bridge by police and paramedics. He was pronounced dead at the hospital a short time later.

Much was yet to be done at the scene to include: searching for additional victims or suspects, preserving evidence, interviewing victims and witnesses, notifying the public of the situation, responding to and addressing the media, and caring for all those involved.

In the following days, counseling was set up for anyone in the city to attend if they wanted to talk. Officers and other first responders involved attended a Critical Stress Debriefing to allow them to talk about and deal with the emotions they were experiencing. We established a connection with victim family members to make sure they had all of the resources they needed.

The investigation was incredibly complex and difficult. Search warrants were conducted, hundreds of documents were reviewed, physical evidence was analyzed, and many people were interviewed. We met privately with family members before our final press release and answered any questions that we could.

This event has changed the lives of everyone involved and left a dark stain on a beautiful community. However, the strength, caring, and resolve the people in this community possess was evident in the outpouring of support for both the first responders and the families involved. We live in a great community filled with amazing people and we are proud to serve in such a place.

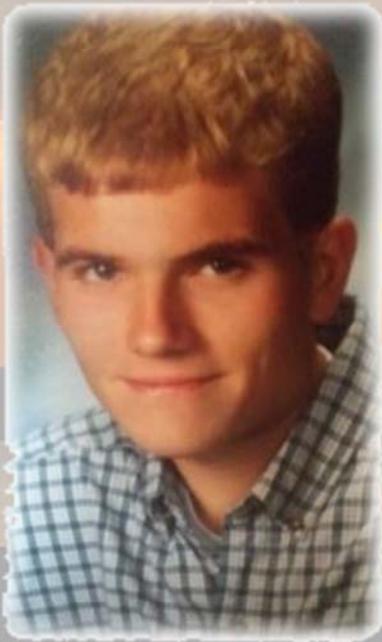
In Memory



Olivia Stoffel



Jonathan Stoffel



Adam Bentsdahl



K9 PROGRAM

K9 ATHOS - Athos and Officer Spiegel had their first official active duty work day together on March 30, 2014. Of the 76 sniffs conducted, 39 resulted in arrests for various drug related crimes. Athos had 8 tracking deployments and located either the suspect or the suspect path in 5 of those incidents. One incident included the tracking of a missing 8 year old boy who was eventually located. 3 of the tracks were unverified. The team of Athos and Officer Spiegel are an incredible asset to our department and to the community.

<u>Narcotics</u>	<u>2014</u>	<u>2015</u>
Total Narcotic Sniffs:	53	76
Total Arrests:	28	39
Accuracy:	96%	96%

Tracks

Total Tracks:	2	8
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A Second K9 – Officer Adam Miller joined the Menasha Police Department on October 1, 2013. He had previously worked as a K9 handler in another community. When he left, his K9 Apollo went along with him. We are currently working on raising funds to bring Apollo on board as our second drug detection and tracking K9. Funds are needed for equipment, a vehicle, and refresher training. The availability of a second dog would allow K9 officers to be working during a wider variety of shifts. We are anxious and hoping to make this a reality in 2016.

K9 Program – Facility Dog

2015 brought the inspiration and eventual reality of adding a facility dog to our department.

Officer Jorgenson has served as the elementary school resource officer (SRO) for the 6 elementary schools since 2012. This year was a significant time in the Fox Valley for education since it started on the heels of WI ACT 125 which outlined restraint and seclusion laws for students in schools. A veteran Appleton teacher with 27 years of experience also faced criminal charges for trying to control a student who was biting and hitting her. Schools were already training the staff on appropriate and sanctioned nonviolent crisis intervention techniques. Staff had varying responses from accepting the new changes and working toward their mastery to refusing to put their hands on a student and calling for police intervention. Officer Jorgenson discovered that he would need to rely strongly on his Crisis Intervention Team training for de-escalating tense situations.

The MJSD staff work with students on building the trust and rapport necessary to encourage the student to think calmly and rationally. Of course, when these occurrences turn violent, the police are called and restraint or seclusion occurs. The SRO arrives to stop the physical encounter and protect the student and staff from injury and the tax payer from property damage. In the beginning of the 2012 school year, many incidents resulted in physical interventions after verbalizations and mere presence failed to gain compliance. Once the students recognized the patterns we saw an upswing in compliance being gained from presence and verbal interventions alone. However, new students and some others continued to struggle with compliance.

The police department started documenting these occurrences. We were all concerned. Officer Jorgenson began to review his responses these calls in order to determine what was working to prevent physical intervention and what was limiting his interventions. Jorgenson predicted most students needed a nonjudgmental, nonverbal distraction, to alter their behavior without physical intervention. He recognized that he was limited by the student's opinion of police officers in general and of him personally. In other words, some families raise their children to trust police while others instill fear of police through negative experiences or threats. We continued to explore our responses and look for positive ways outside of physical restraint to slow down the crisis. Working with therapists in the school we learned about the benefits of pressure, movement, and other sensory strategies for cooperative students. In conversations with school administrative staff there was also a discussion of the use of facility dogs. Facility dogs met the nonjudgmental, nonverbal distraction criteria perfectly. This lead to research and

proposals to Chief Styka, Superintendent VanderHeyden, the Menasha Common Council and the Board of Education.

Thanks to the generous introduction from Hawthorne, CA Police Department, we developed a relationship with the non-profit organization, Canine Companions for Independence (CCI), to explore the need for a fully trained facility dog. Current facility dogs have been placed by CCI to work with professional caregivers that work in a variety of environments and organizations including: visitation programs, rehabilitation programs, educational programs, and to assist special crime victims going through the justice process. Menasha Police Department plans to implement this service dog to specialize in assisting children in crisis, community relations, public education, police and community interaction, special victim assistance, our own internal employee relations, and for mutual aid to our surrounding agencies that may need our assistance during their most difficult moments.

A facility dog from CCI would be fully trained with 40-60 commands and a tested temperament conducive to reducing fear and anxiety and anger. These canine companions are trained under severe distraction and are considered extremely obedient. After a thorough interview and placement investigation, CCI determined the Menasha Police Department qualifies for the commitment of working with one of their canine companions. The handler commitment is 10-12 years with a working life of 8-10years. The primary handler and caretaker of the dog would enroll in the CCI training program when the canine companion is ready. We are excited for this opportunity and look forward to their call to report to training when they have our facility K9 Officer ready.



**Photo Credit:
Canine
Companions for
Independence**

VOLUNTEERING FOR A CAUSE

In a turbulent year for law enforcement, our officers have really embraced the opportunities given to us to serve in a capacity outside of work. A majority of officers in our department yearn for chances to give back to the community that wholeheartedly supports our day to day work.



SPECIAL OLYMPICS – Once again, Investigator Mark Mauthe has continued to drive our efforts to support Special Olympics. Our officers participate in the Torch Run, the Polar Plunge, Run-With-The-Cops, Bowl-a-Thon, and other fundraising events for Special Olympics. The interaction between officers, the athletes, and the community supporters is

such a great thing to see and be part of. The monies raised from these events support the athletes in their endeavors to rise to the top of their sport and it feels good to be part of that process. Thank you to all that donate on our behalf for these events.



SALVATION ARMY BELL RINGING – Our crew was once again able to ring the bells to raise funds for those less fortunate during the Christmas season. Many laughs, smiles, and holiday greetings were shared with the friendly shoppers at Shopko in Menasha. Officers, Com-tech's, and even the Chief got into the spirit.



Many times throughout the year we see first-hand how devastating poverty can be for families. While we can't make everyone's situation better, we hope that our small contribution of time ringing bells is enough to help the Salvation Army with their mission.

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 fourth 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 continue 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 placed a mobile unit in the supervisor's vehicle last year which brings this technology out onto the street. This allows for 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. The new frequencies can be found at www.radioreference.com.

CAD SEARCH

Officer Nick Oleszak has created numerous programs which have made our jobs easier and more efficient. His most recent addition, CAD Search, allows us to do many things. We have the capability of real-time monitoring of calls for both our agency and surrounding agencies. It provides call look-up and keyword search abilities. We can also use a geo-web feature to determine the number and types of calls in a particular area. These are just a few of the many features provided with this amazing software.



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 2015 support was provided to the Menasha High School Post Prom, Police Unity Tour, Special Olympics Fox Valley, Menasha Auxiliary Easter Egg Hunt, Victim Crisis Response Team, Menasha Rotary Scholarships, and others. We also adopt several families for the Christmas Giving program and for the first time hosted a Shop-With-A-Cop event.

Thank you for your continued support of our organization. Stay tuned for this year's concert announcement to be held at Waverly Beach in the fall.

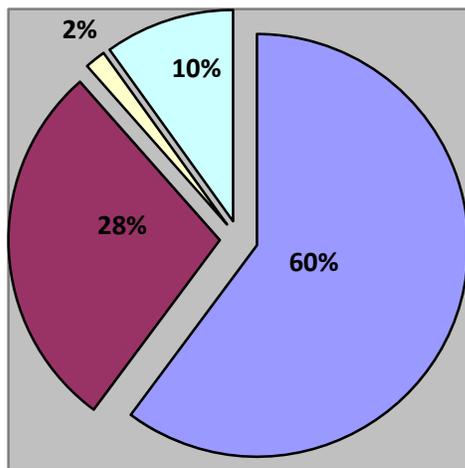


POLICE ADMINISTRATION

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
2015	\$4,517,559
2014	\$4,562,226
2013	\$4,571,493



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 2015, the police department continued to work at filling vacancies at the patrol level. For the first time in many years we were able to fill all approved staff positions. Having a fully-staffed agency allows for us to specialize and focus on problem areas through added patrols and programs. We are anticipating several retirements in 2016 and have continued to work on building a qualified pool of candidates to minimize the time we are short on staff.

This year we hired Officers John Abrahamson, Raymond Berna, and Joel Nelson. All three completed their field-training and are currently in their 18-month probationary period. We are glad to have them on the team.

Officer Training

Officer Training

Officers attended a total of 1923.5 hours of training. This averages 62.05 hours per Officer.

PATROL DIVISION

Patrolling our streets remains a primary function of the department.

Traffic enforcement continues to be 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 14,000 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. Often times, residents will report specific concerns in their neighborhoods and we will specify added patrol time to address those concerns in that area. It is imperative that as citizens of a strong community that if something looks “not normal”, it needs to be checked out. We help create a stronger community when we work together.



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.

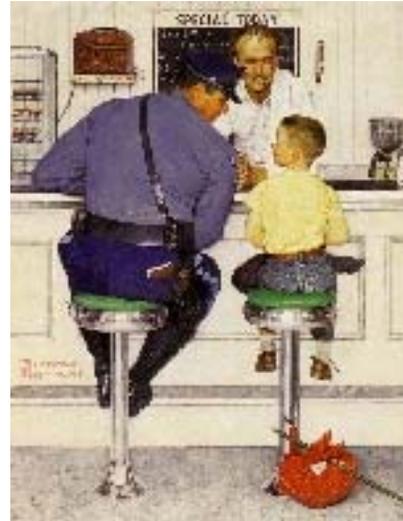
As drug trends change, so does the focus of the MEG unit. The current increase in heroin use and distribution has once again changed the landscape of drug enforcement in the Fox Valley and surrounding area.

Our department 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 counties. Their focus is on the distribution and manufacturing of illegal drugs within the four county area.



COMMUNITY POLICING

The department has worked hard this year to increase engagement with the community both in-person and through technology. Our experiences this year have taught us how important it is for our citizens to have a voice and be heard. Whether it is a landlord/tenant issue, a traffic issue, a safety concern, or a public nuisance, we strive to make sure that the issue is addressed in a timely and thorough fashion.



Last year we had approximately 3200 followers on our department Facebook page. As we write this report, we have over 6000. That is 6000 engaged citizens who are watching, listening, sharing, and responding to the information that we post. The information posted is often law enforcement related but we try to mix in a little humor and a little fun when we can. We often post traffic incidents and road closures as well as weather reports and road condition reports. Many find this to be a valuable resource.



The department also has a Twitter feed. This is a newer platform for us and we are working on finding what the most effective use is going to be for it. To date we have used it to push out “need to know” information that directly affects our

residents. We are open to suggestion from the community as to what they would like from our tweets.

We continue to operate our E-lert program allowing landlords with property in Menasha to be made aware of issues at their rentals. Landlords contact the PD with a list of their property addresses and their contact information which gets entered into the program. Within a short time of police being dispatched to a property, the landlord receives a brief email notification of the call. The landlord can then address the issue directly with the tenant or contact us for more information and assistance. It has become a “must-have” system in a city with a very high rental property percentage.

COMMUNITY POLICING

NEIGHBORHOOD WATCH

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. The mantra “see something, say something” has been widely discussed during the past year as a way to make people aware of their surroundings. Tips from citizens who have a “hunch” that something isn’t right are often the launching pad for larger investigations.

We also offer a virtual neighborhood watch in which citizens can sign up to receive a weekly email which alerts them to property crimes happening in Menasha. To sign up: Contact Officer Aaron Zemlock at: azemlock@ci.menasha.wi.us.



ACTIVE SHOOTER RESPONSE

In the wake of our tragic shooting and others around the country, the demand for training in how to respond during an active shooter event has drastically increased.

We have been providing this training to local businesses for several years. It often times involves a physical site survey to assess the vulnerabilities of the location itself. This is followed by a review of current policies regarding the procedures for dealing with agitated customers up to an active shooter. In addition, we go in and train staff on how to respond during an active shooter event.

We utilize the Run, Hide, Fight philosophy which provides choices to those involved in an active shooter situation. It gives them permission to survive and do what is necessary to get to safety.



If you would like additional information on having this training at your place of business, church, or other location, please contact Officer Aaron Zemlock at: azemlock@ci.menasha.wi.us or at 920-967-3550.

POLICE SCHOOL LIAISONS

Another essential component of our police services are the three Police Liaison Officers that work in our elementary, 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 implementation of ALICE and 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.



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 **5,000** citations, summonses, accidents, and parking tickets were written by officers in 2015. 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.

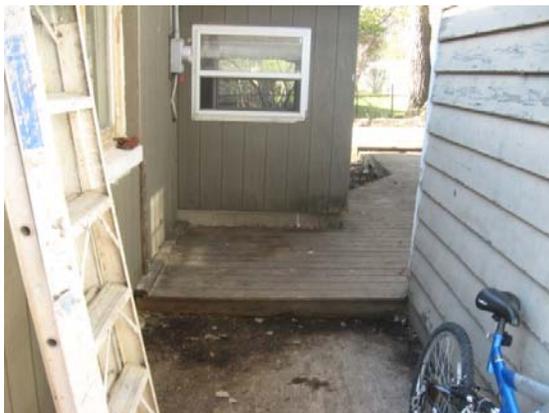
The digital radio system has been fully implemented in Winnebago County. It provides for a larger number of channels to help increase communication.

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, the Health Department, and community volunteers 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 training in law enforcement tactics and techniques. They also run a very successful Easter Egg Hunt each year at Smith Park.



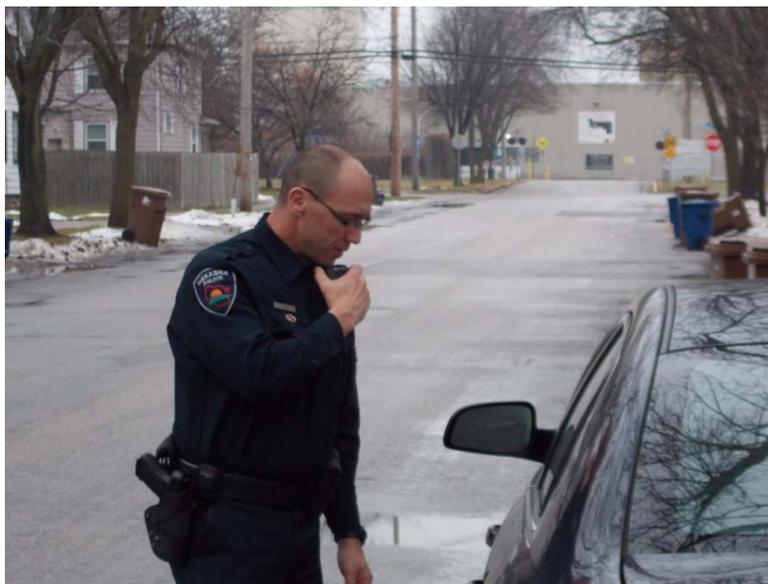
STATISTICS – CALLS FOR SERVICE

ACTIVITY REPORT - 2013-2015

Incident Type	2015	2014	2013
Complaints	7,521	7,408	7,763
Services & Assists	3,096	2,904	2,411
Traffic Stops	3,093	2,171	2,700
Crashes	445	450	409
Total	14,155	12,933	13,283

The charts above compare the total police activity for 2013 – 2015.

- **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	2015	2014	2013
911 Assist	510	448	338
911 Hang Up	247	166	186
Abandoned Vehicles	49	34	30
Alarm	216	196	176
Animal	525	613	592
Civil	32	27	50
Emergency Committal	56	57	61
Damage to Property	167	182	158
Death	16	21	18
Disturbance	636	639	601
Domestic Disturbance	94	89	84
Drugs	146	166	196
Fraud	76	92	66
Harassment	166	204	192
Juvenile	417	494	441
Lost/Found Property	134	115	129
Missing Person	31	30	30
Noise	223	208	189
Open Door	93	91	79
Runaway	82	68	41
Sex Offenses	25	42	32
Suspicious Sit/Veh/Person	723	714	727
Trespass	25	18	12
Warrant Arrests	228	202	221
Weapon	19	16	24
Welfare Check	688	646	653
TOTAL	5624	5578	5326

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

	2015	2014	2013
Violent Crime			
Homicide	3	2	2
Forcible Rape	3	4	2
Robbery	8	4	3
Assault/Battery/Simple Assault	83	94	76
Total Violent	97	104	83
Clearance Rate	76%	67%	67%
Property Crime			
Burglary	39	42	55
Theft	295	338	364
Motor Vehicle Theft	9	10	6
Arson	0	2	0
Total Property	343	392	419
Clearance Rate	21%	26%	25%
Total Index	440	496	502

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

	2015	2014	2013
Prosecution Requests	317	301	259
Juvenile Referrals	158	206	123
City Summons	461	579	480
TOTAL	936	1,086	862

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

	2015	2014	2013
Traffic Citations	1,387	1,262	1,742
Parking citations	2,778	2,862	2,673
OWI	63	97	88
Total	4,228	4,221	4,503

TRAFFIC WARNINGS

	2015	2014	2013
Traffic Warnings	2,513	1533	1693

CRASHES

	2015	2014	2013
Crashes Investigated	396	367	369

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.

Use of Force

Police use of force has always been a topic of discussion and debate in any arena of law enforcement. This past year has brought considerable attention to when and how an officer applies the decision to use force in a situation. The policies and procedures established by an agency, along with officer training and experience are relied upon so that officers make sound decisions in regard to using force.

Officers are often forced to make split-second decisions about the amount of force that reasonably appears necessary in a particular situation, with limited information and in circumstances that are tense, uncertain and rapidly evolving.

The collection and distribution of use of force data is important for transparency purposes as well as to provide a mechanism to assess any deficiencies in training or procedures. Officers rely heavily on their training and experience to resolve situations without having to resort to use of force. As the statistics show, this is often very successful.

2015

14,155 Calls for Service

13 Use of Force Incidents

Force was used in .09%

of all incidents

Once in every 1089

contacts

Once every 39 days

A Taser® was utilized 5

times while taking a

suspect into custody.

In 2015, the Menasha Police Department recorded 13 incidents of using force from the following most commonly reported categories by law enforcement agencies:

1. Electronic Control Devices (5 Incidents)
2. OC Spray (0 Incidents)
3. Passive Countermeasures (7 Incidents)
4. Active Countermeasures (1 Incident)
5. Incapacitating Techniques (0 Incidents)
6. Impact Weapons (0 Incidents)
7. Kinetic Energy Impact Weapons (0 Incidents)
8. Firearms/Deadly Force (0 Incidents)

CRIME – HOW DO WE COMPARE

The City of Menasha is slightly above the state average and below the national average for crime rates according to the most recent statistics. The City of Menasha experienced a crime rate of 25 crimes per 1,000 people in 2014. The state average for 2014 was 23.7 per 1,000 and the national average was 29.6 per 1,000. Menasha has a violent crime rate of 5.5 per 1000, the State of Wisconsin is at 2.9 per 1000 and the national rate is 3.7 per 1000. The property crime rate in Menasha is 25 per 1000, compared to 23.7 for Wisconsin and 29.6 for the US.



Crimes	U.S. One every	WI One every	City of Menasha One every
Homicide	35 min.	2 days	4 months
Rape	6 min.	7 hours	4 months
Aggravated Assault	40 sec.	58 minutes	15 days
Robbery	1 min.	1 hour	46 days
Theft	5 sec.	5 min.	1.2 days
Burglary	15 sec.	20 min.	9 days
Auto theft	43 sec.	1 hour	41 days

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MEMO

TO: Common Council

FROM: Debbie Galeazzi, City Clerk

SUBJECT: League of Wisconsin Municipalities Workshop

DATE: April 14, 2016

Attached to this memo is a registration form for Local Government 101 Workshop sponsored by the League of Wisconsin Municipalities. Please let me know by May 16 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.



Agenda

Local Government 101

8:30 Registration - Coffee

9:00 Welcome

Jerry Deschane, Executive Director or Gail Sumi, Member Engagement 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



Registration

2016 Local Government 101

Please make the following reservation for Local Government 101 at:

- Pewaukee, Holiday Inn Pewaukee/Milwaukee West, April 29, 2016
- Eau Claire, Clarion Hotel Campus, May 6, 2016
- Madison, Crowne Plaza, May 20, 2016
- Green Bay, Tundra Lodge & Conference Center, June 3, 2016

Name (please type or print)

Position

_____	_____
_____	_____
_____	_____
_____	_____

Contact Person (for questions regarding this registration)

Address _____ Municipality _____

Zip _____ Phone _____ Email _____

Payment Method Credit Card Check Card Type MasterCard Visa Discover

Number _____ Exp _____ Vcode _____

Name on Card _____

Please enclose registration fee of \$70 (member) or \$95 (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. Registration fee includes all Powerpoint and background materials in a spiral bound book.

Mail to: League of Wisconsin Municipalities, 131 W. Wilson, Suite 505, Madison, WI 53703

Phone: (608) 267-2380 Fax: (608) 267-0645 Online: www.lwm-info.org Email: league@lwm-info.org

Registration fees, less the \$10 processing fee, are refundable if the League receives the cancellation no 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.

Local Government 101 *Basics You Need to Know*

The League's one-day 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 Dates & Locations

PEWAUKEE

Friday, April 29, 2016

Holiday Inn Pewaukee/Milwaukee West
N14 W24140 Tower Pl.

EAU CLAIRE

Friday, May 6, 2016

Clarion Hotel Campus Area
2703 Craig Rd.

MADISON

Friday, May 20, 2016

Crowne Plaza Hotel
4402 E Washington Ave.

GREEN BAY

Friday, June 3, 2016

Tundra Lodge & Conference Center
865 Lombardi Ave.

Invest in Yourself and Your Community

Save the date and plan to attend the League's 118th Annual Conference, October 19–21 at the Holiday Inn Hotel & Convention Center in Stevens Point.

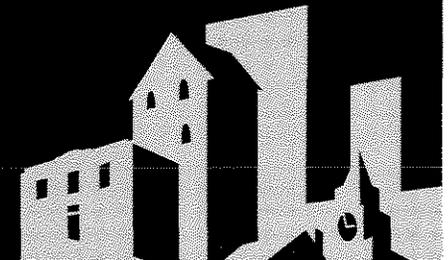
If you've never attended the League's Annual Conference before then this is your year. All first-time attendees will receive half off of the registration fee. Watch for details in League publications and on the League's website at www.lwm-info.org.



2016 Local Government 101

At four locations:

- Pewaukee
- Eau Claire
- Madison
- Green Bay



THE MENASHA TIMES

April



2016

THE OFFICIAL NEWSLETTER OF THE MENASHA HISTORICAL SOCIETY

A Language Problem

My immigrant parents traded their home in the Town of Menasha for a farm at Pulaski, Wisconsin. Unfortunately, they lost both. The family returned to Menasha and rented a house at 745 Racine Street on the northeast corner of Seventh Street.

Although Gerhardt and I (Alfrieda) could not speak the English language, we were enrolled at Butte des Morts Elementary School. What a big building on Tayco Street I was to attend! As we walked along, Mama and Papa told me I should be good and learn well. We parted at the door entrance and happily went to our rooms. I was placed in kindergarten and my brother, Gerhart, in first grade when school began in the fall of 1932.

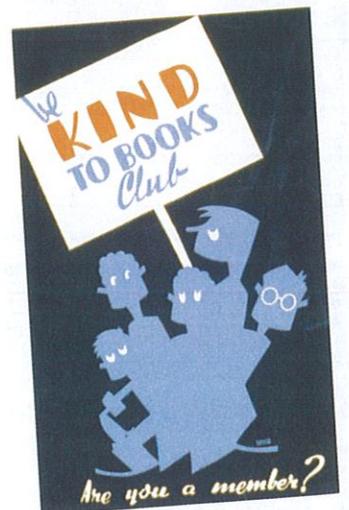
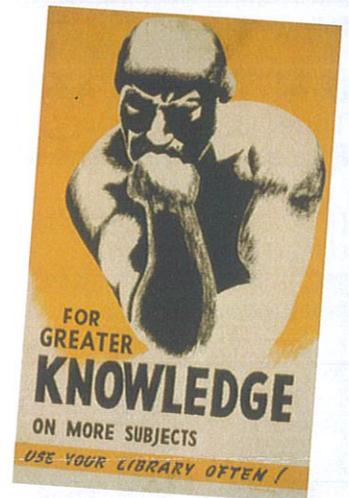
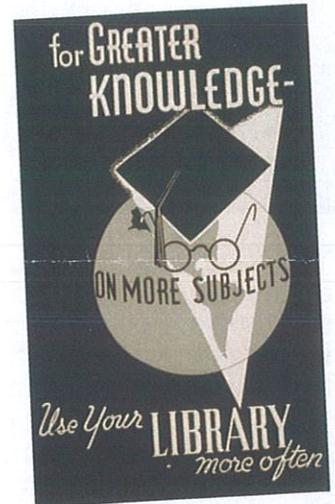
Everything went fine until the teacher handed me a mat and told me it was time for a nap. Being a stubborn German, I told the teacher in German, "My mother sent me to school to learn something; sleeping I can do at home."

As a consequence, the teacher sent a note home, requesting an adult to be present. After finding somebody to explain the note, my oldest brother took me and Gerhardt to school the next day. My teacher sent us to the office of the principal. Here a kind lady greeted us and asked me to tell her what I had said to the teacher yesterday. I repeated the phrase I heard many times before in German. This lady smiled and said, "This little girl is eager to learn; we'll try her in first grade." My brother, Gerhardt, was moved to second grade. The principal took us to our new rooms. Oh, how happy we were to find a person that could understand German!

I anxiously did my best and finished first grade and was promoted to second grade at the end of the school year in 1933. Learning the English language from classmates was easier than I thought. Later we helped our parents with learning and understanding their new language as they studied to become citizens. - *Alfrieda Hintz Meiers*



1st Grade Class Photo from Menasha Commons, October 4, 1916. PAGE 43



WPA Posters

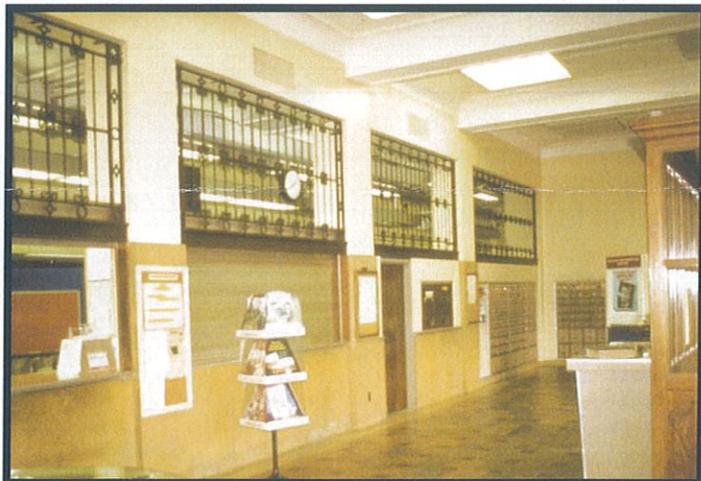
April 28th Program The Menasha Post Office



You are invited to join us as we present a program on the history of our post office dating back to the 1860's. Following the presentation, our new Postmaster will lead us on a "Behind the Scenes" tour of the rest of the magnificent building. The Racine Street building is currently the oldest post office still operating in the Fox Valley. We invite you to join us for what we believe will be an interesting and informative program. Details as follows:

Date: Thursday, April 28, 2016
Time: 6:30 p.m.
Place: Lobby of the Menasha Post Office

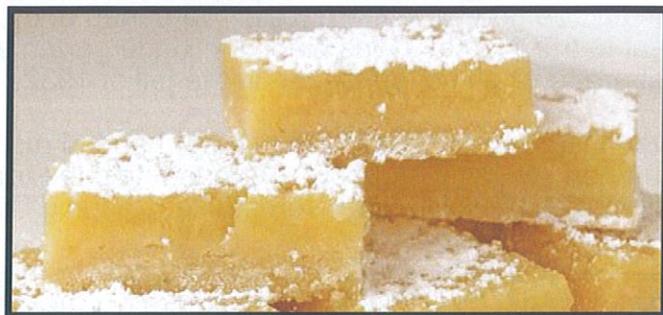
(Chairs will be furnished for those who may have difficulty standing)



Did You Know?



April 25, 1945, is the day Soviet and American troops met at the Elbe River, near Torgau in Germany, marking an important step toward the end of World War II in Europe. This contact between the Soviets, advancing from the East, and the Americans, advancing from the West, meant that the two powers had effectively cut Germany in two.



LEMON BARS

1 1/2 cups flour
 2/3 cup powdered sugar
 3/4 cup butter (softened)
 Mix well and pat into greased 9"x13" pan.
 Bake for 20 minutes at 350 degrees.
 Remove from oven.

Mix and beat until frothy...
 1/3 cup lemon juice
 1 1/2 cups sugar
 3 eggs
 3 tbsp. flour

Pour over hot crust. Bake 20-25 minutes until golden. When cool, sprinkle with powdered sugar.
 - from Kathy Humski

OFFICERS & BOARD OF DIRECTORS
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 VICE-PRESIDENT Kathy Humski
 SECRETARY Dolores Gear
 TREASURER Nick Jevne
 Nancy Barker Paul Brunette Kevin Jurgella
 Tom Konetzke Dick Loehning Nancy Ropella

RESOURCE CENTER & MUSEUM
 (Located at 640 Keyes Street)
 P.O. Box 255
 Menasha, WI 54952
 menashahistorical@yahoo.com
 www.menashahistorical.webs.com
 920 - 840 - 4373

Summary Statement and Certification of the Board of Canvassers
Spring Election – April 5, 2016

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 5, 2016.

The total number of votes cast for Mayor was 5765, of which

Donald Merkes	received	3027
Chris Klein	received	2708
Write-ins	received	30

Donald Merkes, having received the highest number of votes cast, was declared elected Mayor for the City of Menasha for a four year term expiring April 2020.

The total number of votes cast for District 2 Alderman was 481, of which

James Taylor	received	464
Write-ins	received	17

James Taylor, having received the highest number of votes cast, was declared elected District 2 Alderman for the City of Menasha for a two year term expiring April 2018.

The total number of votes cast for District 4 Alderman was 612, of which

Arnie Collier	received	319
Tina Olszewski	received	291
Write-ins	received	2

Arnie Collier, having received the highest number of votes cast, was declared elected District 4 Alderman for the City of Menasha for a two year term expiring April 2018.

The total number of votes cast for District 6 Alderman was 598, of which

Alex Zelinski	received	331
Tim Caudill	received	266
Write-ins	received	1

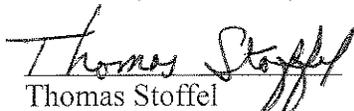
Alex Zelinski, having received the highest number of votes cast, was declared elected District 6 Alderman for the City of Menasha for a two year term expiring April 2018.

The total number of votes cast for District 8 Alderman was 784, of which

Kevin Benner	received	776
Write-ins	received	8

Kevin Benner, having received the highest number of votes cast, was declared elected District 8 Alderman for the City of Menasha for a two year term expiring April 2018.

Dated at the office of the City Clerk at City Hall, City of Menasha, Winnebago & Calumet Counties, Wisconsin, this 11th day of April, 2016.


Thomas Stoffel


Stephanie Cheslock


Deborah A. Galeazzi

Tabular Statement of Votes Cast
City of Menasha
Spring Election – April 5, 2016

Mayor

Donald Merkes	3027
Chris Klein	2708
Write-ins	30

Total Votes Cast-Office	5765
Total Voters	6152

Alderman, District 2

James Taylor	464
Write-in	17

Total Votes Cast-Office	481
Total Voters	615

Alderman, District 4

Arnie Collier	319
Tina Olszewski	291
Write-in:	2

Total Votes Cast-Office	612
Total Voters	698

Alderman, District 6

Alex Zelinski	331
Tim Caudill	266
Write-in:	1

Total Votes Cast-Office	598
Total Voters	676

Alderman, District 8

Kevin Benner	776
Write-ins:	8

Total Votes Cast-Office	784
Total Voters	1098

MINUTES OF THE BOARD OF CANVASS

April 6, 2016

Clerk Galeazzi called the meeting to order at 10:00 a.m.

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

The Board compared the ImageCast Evolution (ICE) machine print-outs with the return sheets filed and determines and certifies the Mayor and Alderperson for Districts 2, 4, 6, 8 races of the April 5, 2016 Spring Election and Presidential Preference as follows:

Mayor

Donald Merkes 3023
Chris Klein 2707
Write-in 30

Alderperson, District 2

James Taylor 463
Write-in 17

Alderperson, District 4

Tina Olszewski 291
Arnie Collier 319
Write-in 2

Alderperson, District 6

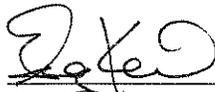
Alex Zelinski 331
Tim Caudill 266
Write-in 1

Alderperson, District 8

Kevin Benner 776
Write-in 8

The Board of Canvass adjourned at 10:31 a.m. and will reconvene on Monday April 11, 2016 at 9:00 a.m., if required, to process and count the one provisional ballot cast or any of the 41 outstanding absentee ballots postmarked on or before Election Day, April 5, 2016 and received in the clerk's office by 4:00 p.m. Friday April 8, 2016.

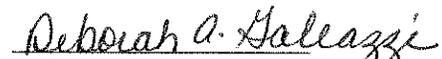
WITNESS OUR HANDS at the office of the City Clerk at City Hall, City of Menasha, Winnebago and Calumet Counties, Wisconsin, this 6th day of April, 2016



Greg Keil



Thomas Stoffel



Deborah A. Galeazzi

MINUTES OF THE BOARD OF CANVASS
April 11, 2016

Clerk Galeazzi called the meeting to order at 9:10 a.m.

Present: Members Thomas Stoffel, Stephanie Cheslock (for Greg Keil) and City Clerk Deborah A. Galeazzi

Clerk Galeazzi reported of the 41 outstanding absentee ballots, seven ballots were received in the Clerk's office by 4:00 p.m. on April 8, 2016. The one provisional ballot cast for the April 5, 2016 election was not processed as the required information was not received.

Five absentee ballots were accepted and processed – one from District 2, one from District 3, three from District 7.

Two absentee ballots were rejected – one was missing a signature, one was postmarked after April 5, 2016 Election Day.

The totals from the Board of Canvass of April 6, 2016 were adjusted accordingly:

Mayor

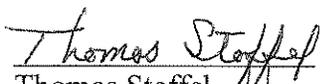
Donald Merkes	3027
Chris Klein	2708
Write-in	30

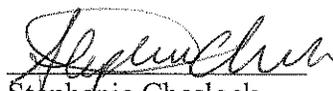
Aldersperson, District 2

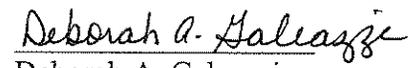
James Taylor	464
Write-in	17

The Board of Canvass adjourned at 10:10 a.m.

WITNESS OUR HANDS at the office of the City Clerk at City Hall, City of Menasha, Winnebago and Calumet Counties, Wisconsin, this 6th day of April, 2016


Thomas Stoffel


Stephanie Cheslock


Deborah A. Galeazzi

April 5, 2016 Presidential Preference Election Results—Master List*

April 5, 2016	D 1 & 2	D 3 & 4	D 5 & 7	D 6	D 8	Total
Number of Voters	1358	1460	1565	676	1098	6152
PRESIDENT PREFERENCE/Republican						
Marco Rubio	6	8	9	1	5	29
Ben Carson	1	5	6	1	4	17
Rand Paul	3	7	2	1	2	15
Mike Huckabee	2	2	2	0	0	6
Jim Gilmore	0	0	0	0	0	0
Chris Christie	0	0	0	0	0	0
Donald J. Trump	278	278	311	163	237	1267
Rick Santorum	3	0	0	0	0	3
Carly Fiorina	0	0	2	1	1	4
John R. Kasich	71	73	71	30	87	332
Jeb Bush	5	6	2	0	1	14
Ted Cruz	271	287	340	130	265	1293
Uninstructed Delegation	0	3	1	1	0	5
Victor Williams	0	0	0	0	0	0
Write-in	3	0	2	0	2	7
PRESIDENT PREFERENCE/Democratic						
Hillary Clinton	241	288	343	139	199	1210
Martin O'Malley	3	0	1	0	1	5
Bernie Sanders	459	494	464	199	273	1889
Uninstructed Delegation	2	0	2	1	0	5
"Rocky" Roque De La Fuente	0	0	0	0	0	0
Write In	1	0	0	1	0	2
Justice of the Supreme Court						
JoAnne F. Kloppenburg	598	628	675	233	411	2545
Rebecca G. Bradley	647	715	790	386	602	3138
Write In	3	0	3	3	0	9
Court of Appeals Judge, District 2						
Paul F. Reilly	903	1023	1092	449	747	4214
Write In	8	9	6	3	5	31
Circuit Court Judge, Branch 3						
Barbara Hart Key	906	1015	1108	448	.	3477
Write In	7	9	6	3	.	25
Circuit Court Judge, Branch 5						
John A. Jorgensen	895	1008	1084	445	.	3432
Write In	6	9	6	2	.	23
County Supervisor, District 1						
Thomas J. Konetzke	133	1055	.	.	.	1188
Write In	2	9	.	.	.	11

April 5, 2016 Presidential Preference Election Results—Master List*

	D 1 & 2	D 3 & 4	D 5 & 7	D 6	D 8	Total
County Supervisor, District 2						
Nancy L. Barker	826	.	.	199	.	1025
Write In	8	.	.	3	.	11
County Supervisor, District 3						
Christian Harpt	.	.	.	3	.	3
Write In	.	.	.	37	.	37
County Supervisor, District 4						
Paul Eisen	.	.	.	253	.	253
Write In	.	.	.	3	.	2
County Supervisor, District 8						
Bob Stanke	794	794
Write In	6	6
Mayor						
Donald Merkes	707	687	798	292	543	3027
Chris Klein	587	665	659	340	457	2708
Write In	7	5	15	1	2	30
Aldersperson, District 2						
James Taylor	464	464
Write In	17	17
Aldersperson, District 4						
Tina Olszewski	.	291	.	.	.	291
Arnie Collier	.	319	.	.	.	319
Write In	.	2	.	.	.	2
Aldersperson, District 6						
Alex Zelinski	.	.	.	331	.	331
Tim Caudill	.	.	.	266	.	266
Write In	.	.	.	1	.	1
Aldersperson, District 8						
Kevin Benner	776	776
Write In	8	8
Menasha Joint School District						
Joe Lingnofski	985	1107	1197	494	299	4082
Robert Konitzer	14	9	4	3	1	31
Write In	20	23	24	11	3	81
Appleton Area School District School Board Member						
Jim Bowman	379	379
Timothy R. McKeag	266	266
Write In	1	1
Write In

VETERANS OF FOREIGN WARS

NICOLET POST NO. 2126

P.O. BOX 312 ◦ MENASHA, WISCONSIN 54952-0312

April 4, 2016

Menasha City Council
140 Main St.
Menasha, WI 54952

Dear Council Members:

We would like to invite you to celebrate this year's Armed Forces Day with us on Saturday, May 21 at 1:00 p.m. at the Isle of Valor, across from Smith Park, in Menasha. This celebration honors all men and women in the armed forces, both living and deceased.

This year we will also honor the 25th anniversary of the Persian Gulf War. Respect will also be shown for the 51st anniversary of the ending of the Vietnam War.

In addition, we will honor the Isle of Valor becoming a Wisconsin Historical Site as of April 1, 2016.

The war monument previously displayed at the Menasha Public Library will be dedicated to its new position on the Isla of Valor as well.

A guest speaker will give a short presentation on the importance of this day. The six military flags will also be raised on the flag poles as a tribute to the branches of service.

We hope you can join us for this day to honor all who have served or are currently serving our country.

Respectfully,

Twin City Veterans Organizations



RESOLUTION R-13-16

A RESOLUTION PROVIDING FOR THE METHOD OF SELECTING CERTAIN
COUNCIL/COMMITTEE OFFICIALS

Introduced by Alderman James Taylor

WHEREAS, it is desirous to provide a method for selection of the Council President, Administration Committee Chair, and Vice-Chair, Board of Public Works Chair and Vice-Chair, and Personnel Committee Chair and Vice-Chair, Alderman Member of the Planning Commission, and an Alternate Alderman Member of the Planning Commission; and,

WHEREAS, it is desirous that ground rules be laid prior to such selections.

NOW, THEREFORE, BE IT RESOLVED, that the above-named officials be selected in the following manner:

1. In order for an alderman to be a candidate for any office, that alderman must be nominated and seconded by another alderman.
2. Should there be only one nominations for any office, the Clerk shall cast a unanimous ballot for a particular candidate and such candidate shall be declared elected, unless there is objection from another alderman.
3. Should there be more than one nomination for any office, the City Clerk shall pass out ballots for written vote and any candidate receiving the least votes shall be eliminated until there is one remaining who shall win the election.
4. The Mayor shall not have the authority to break a tie. In the case of a tie, successive ballots shall be passed out until the tie is broken up to three (3) rounds if necessary. In the event a tie still remains, the winner shall be drawn from a container holding four (4) ballots from each nominee.
5. All officers shall be for a period of one year.

Passed and approved this 19th day of April, 2016.

Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk



MEMORANDUM

TO: Common Council
FROM: Mayor Merkes
DATE: 13 April 2016
RE: Protocol Committee

Ald. Benner has requested that an Ad-hoc Committee be formed to develop and recommend policy and rules of order for Common Council meetings. The last time there was a change in the structure of Common Council agendas and rules of order was in 2008. At that time a Protocol Committee was established to bring recommendations to the entire body, it included both City staff and Elected Officials.

I have included appointment of an Ad-hoc Protocol Committee on the agenda, including four alderpersons and the Mayor. The alderpersons would be nominated the night of the meeting by the body.