CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, April 2, 2012
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. Library Director Lenz- 5th Annual Fox Cities Book Festival
   2. Police Chief Styka – Introduction of newly appointed Police Lieutenant - Jamal Kawar
   3. Mayor Merkes – American Public Power Association Legislative Rally
   4. Clerk Galeazzi - the following minutes and communications have been received and placed on file:
      Minutes to receive:
      a. Administration Committee, 3/19/12
      b. Board of Public Works, 3/19/12
      c. Board of Health, 2/8/12
      d. Committee on Aging, 2/9/12
      e. Library Board, 3/15/12
      f. NM Fire Rescue, 3/28/12; Joint Fire Commission
      g. Personnel Committee, 3/19/12
      h. Police Commission, 3/15/12
      i. Safety Committee, 2/2/12; City Hall
      j. Safety Committee, 1/12/12; Police
      k. Safety Committee, 2/28/12; Public Works/Parks
      l. Water & Light Commission, 3/1/12
      Communications:
      m. CA/HRD Captain, 3/29/12; 2012 Public Officials Program (Davis & Kuelthau, s.c.)
      n. CA/HRD Captain, 3/29/12; Tim Jacobson Anniversary
      o. PWD Radtke, 3/29/12; WDNR Annual Report under MS4
      p. Engineering Supv. Montour, 3/28/12; Menasha Utility 2012 Water Main Reconstruction-
         Paris St./Manitowoc St.
      q. Express Convenience Center, 3/9/12; Class A liquor license selling hours
      r. Fox Cities Greenways, Inc., Trails Workshop invitation
      s. Letter to Common Council from resident Roy Kordus, 3/27/12; Special Event Policy
      t. Menasha Utilities, High Lift Pumping Station & Motor Control Modifications Project recommendation to
         award (Submitted by Ald. Sevenich)
      u. NM Sewerage Commission, 3/28/12; Refund of prior year overcharges from Menasha Utilities to NMSC
      v. Police Chief Styka, 3/22/12; Police Department Updates
      w. WPPI Energy event, Economic Development & Public Power: Putting People in Motion

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.)
City of Menasha Common Council Agenda
April 2, 2012
Page 2

Minutes to approve:
1. Common Council, 3/19/12
   Administration Committee, 3/19/12; recommends approve of:
2. Selection of Associated Appraisal for the City Assessment Services, May 1, 2012 through April 30, 2018
   Personnel Committee, 3/19/12; recommends approval of:
3. Employee Safety Manual with the amended Fleet Safety Policy
4. Police Department Organizational Structure Change of removing the position of Operational Lieutenant
   and authorize the creation of the new position of Operational Captain at pay grade level 8

H. ITEMS REMOVED FROM CONSENT AGENDA

I. ACTION ITEMS
1. Mayor’s veto of Special Event Policy
2. Accounts payable and payroll for the term of 3/20/12 to 3/29/12 in the amount of $752,349.85

J. ORDINANCES AND RESOLUTIONS
1. Substitute amendment to O-3-12 - An Ordinance Amending Section 11-1-1 of the Municipal Code –
   Offenses Against State Laws Subject to Forfeiture (Trespassing) (Introduced by Ald. Taylor)
   (Recommended by Administration Committee )(2nd introduction)
2. O- 4-12 An Ordinance Amending Section 2-1-3 of the Municipal Code (Polling Places)( Introduced by Ald.
   Sevenich)
3. R-6-12 -Resolution Declaring Intent to Submit an Urban Non-Point Source & Storm Water Planning
   Grant Application (recommended by Board of Public Works)
4. R-7-12 -Resolution Authorizing the Submittal and Execution of Various Applications, Forms and
   Agreements Involved with Wisconsin Department of Natural Resources Storm Water Management
   Implementation Grants (recommended by Board of Public Works)

K. APPOINTMENTS

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

M. RECESS TO ADMINISTRATION COMMITTEE, BOARD OF PUBLIC WORKS AND PERSONNEL COMM

N. CLAIMS AGAINST THE CITY
1. Update on Petition for the Incorporation for the Village of Harrison, 12-CV-28; and Notice of injury and
   circumstances of claim - Town of Harrison, Celine Romenesko, Rick Kindschi
2. Update on PCB Litigation

O. Motion to Adjourn into Closed Session pursuant to Wis. Stats. §19.85(1)(g): Conferring with legal
   counsel for the governmental body who is rendering oral or written advise concerning strategy to be
   adopted by the body with respect to litigation in which it is or is likely to become involved. (PCB
   Litigation; Petition for the Incorporation for the Village of Harrison; Notice of injury and circumstances of
   claim- Town of Harrison, Romenesko & Kindschi)

P. ADJOURN

MEETING NOTICE
Spring Election and President Preference – Tuesday, April 3, 2012

Common Council - Tuesday, April 17, 2012
   Common Council Sine Die - 6:00 pm
   New Common Council Meeting - 6:30 pm
   Administration Committee – 7:00 p.m.
   Board of Public Works – 7:30 p.m.

"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."
5th Annual Fox Cities Book Festival Author/Event Schedule – Apr 11th to 18th

Wed Apr 11

10:00am – 11:00am
Trish Kirk – Author Presentation and Q&A
Menasha Public Library

12:00pm – 1:30pm
Diane Ackerman – Craft Talk and Q&A
UW Fox Valley, Menasha

2:00pm – 3:00pm
Fox Cry Review (reading)
UW Fox Valley, Menasha

Thu Apr 12

11:00am – 1:00pm
Brianna Karp – Author Presentation and Q&A
UW Fox Valley, Menasha

6:30pm – 8:30pm
Kris Radish – Author Presentation and Q&A
Menasha Public Library

7:00pm – 8:30pm
James Feldman – Author Presentation and Q&A
Menasha Public Library

Fri Apr 13

9:00am – 10:30am
Zorba Paster & Tom Clark – WPR Radio Show
UW Fox Valley, Menasha

11:00am – 12:30pm
Larry Meiller with Jerry Apps – WPR Radio Show
UW Fox Valley, Menasha

12:30pm – 2:00pm
Rana Husseini – Author Presentation and Q&A
UW Fox Valley, Menasha

Sat Apr 14

9:30am – 11:00am
Scott Stoll – Author Presentation and Q&A
Menasha Public Library
11:00am – 12:30pm
Julie Hyzy – Author Presentation and Q&A
Menasha Public Library

1:00pm – 2:30pm
Victoria Houston – Author Presentation and Q&A
Menasha Public Library

2:00pm – 3:30pm
Peter and Connie Roop – Author Presentation and Q&A
Menasha Public Library

3:00pm – 4:30pm
Mystery Panel Presentation – The Beer & Brats State’s Masters of Mystery
Featuring Jerry Peterson, James Strauss, Ted Hertel, Kathleen Ernst
Menasha Public Library

7:00pm – 9:30pm
Carol Higgins Clark – Author Presentation and Q&A
Menasha High School Auditorium

Sun Apr 15
1:30pm – 2:30pm
Tom Stenklyft – Author Presentation and Q&A
Menasha Public Library

3:00pm – 4:00pm
Bill Ott – Author Presentation and Q&A
Menasha Public Library

Mon Apr 16
12:30pm
John McFadden – Author Presentation and Q&A
Menasha Senior Center

1:30pm
Charles Schoenfeld – Author Presentation and Q&A
Menasha Senior Center

12:00pm – 1:30pm
Bill Strickland – Author Presentation and Q&A
UW Fox Valley, Menasha

7:00pm – 8:30pm
Amy Frykholm – Author Presentation and Q&A
Menasha Public Library

Tue Apr 17
12:00pm – 1:30pm  
Bill Strickland – Author Presentation and Q&A  
Menasha Public Library

6:30pm – 7:30pm  
Jess Riley – Author Presentation and Q&A  
Menasha Public Library  
Wed Apr 18

12:00pm – 1:30pm  
Deborah Blum – Author Presentation and Q&A  
UW Fox Valley, Menasha

5:00pm – 7:30pm  
James Balog – Author Presentation and Q&A  
UW Fox Valley, Menasha

Thu Apr 19

12:00pm – 1:00pm  
Henry Golde – Author Presentation and Q&A  
UW Fox Valley, Menasha
Key Federal Issues List for 2012

Environmental Protection Agency Oversight: We remain concerned about the number and scope of different EPA proceedings (e.g., CASPR, MACT, water cooling, coal ash disposal, etc.) moving forward as well as the speed with which EPA is requiring compliance. Our two primary concerns with EPA actions are potential reliability problems in the MISO regional power markets based on plant retirements and retrofits taking place in a compressed timeframe, and the challenges of planning for future power generation needs in a time of uncertainty as to what the final regulatory suite will look like. Congress should continue to provide active oversight of EPA initiatives, rein in proposed EPA rules that need further review, and at a minimum enact legislation that would create an electric reliability "safety valve" under new EPA regulations.

Balanced Approach to Cyber Security: We believe that a cyber security bill can and should be passed this year. It should include emergency authority to direct industry to act when an imminent threat is known and allow more information sharing between government and industry. The electric industry stands alone among industry groups in that we already have mandatory cyber standards in place. We are concerned that most proposals on the table at this point would require a costly and duplicative regulatory regime and would do little to enhance our nation’s cyber security. We urge Congress to consider legislation that is narrowly crafted and targeted to address the issues involving cyber security without placing a costly burden on small electric utilities that is duplicative of current FERC/NERC system of mandatory, enforceable cyber security standards (Section 215 of the Federal Power Act) and which may achieve only limited results. We also strongly support enhanced information-sharing from the federal government to the industry. Congress should keep their eye on the eight ball with this issue – preserving the integrity of the bulk power supply system – and not overly burden small electric systems that have no impact on that system.

Preserve Tax-Exempt Financing: As units of local government, public power utilities are authorized to issue tax-exempt bonds to construct and improve the infrastructure necessary to distribute electricity in a reliable and safe method to customers. Over the last few years, recently there have been several proposals to weaken or eliminate the tax-exemption for municipal bonds. A fundamental principle of tax-exempt financing is the ability for local governments to determine what services are needed to serve their citizens and to finance such projects free from federal taxation on the interest on the bonds they issue. Community-owned electric systems in Wisconsin rely on tax-exempt financing for system improvements which is critical to our ability to keep rates low – a direct benefit to consumers. We support preserving this infrastructure financing tool.

Comparable Incentives for Public Power: Congress typically enacts energy policy, in part, through the Federal Tax Code. Consumer-owned utilities (i.e., public power systems and rural electric cooperatives), which are operated on a not-for-profit basis, need comparable incentives to build renewable and clean energy generation as those tax code based incentives utilized by investor-owned utilities and private developers. The Clean Renewable Energy Bond (CREB) program established in 2005 is a wonderful example of this, and the CREB program cap should be lifted. The Qualified Energy Conservation Bond program (authorized in 2008), is similar to CREBs and another good example of how Congress can help meet this goal of parity.

Relief for Captive Rail Shippers: Excessive monopoly freight rail rates for coal imported from Western States mean higher electricity rates for all Wisconsin customers. Along with all of the other organizations and companies in BadgerCURE, we support bipartisan reforms in federal freight rail policy and procedural improvements at the Surface Transportation Board as proposed in the bipartisan legislation (S.158) authored by Senator Rockefeller and others on the Senate Commerce Committee, making sure that it includes critical rail antitrust reforms being advocated by Senator Kohl and others (S.49).
A. CALL TO ORDER
   Meeting called to order by Chairman Klein at 7:51 p.m.

B. ROLL CALL/EXCUSED ABSENCES
   PRESENT: Aldermen Krueger, Zelinski, Englebert, Benner, Klein, Taylor, Sevenich, Langdon
   ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, FC Auxier, DPW Radtke, CDD Keil, C/T Stoffel, PHD Nett, Clerk Galeazzi and the Press.

C. MINUTES TO APPROVE
   1. Administration Committee, 3/5/12
      Moved by Ald. Krueger, seconded by Ald. Zelinski to approve minutes.
      Motion carried on voice vote

D. COMMUNICATIONS
   1. Update version of 2012 Insurance Summary

   CA/HRD Captain explained the changes to the insurance summary.

E. ACTION ITEMS
   1. Appeal of Denial of Operator’s License – Dolan Oelschlaeger

   Dolan Oelschlaeger was not present.
   PC Styka explained the guidelines followed when denying the Operator’s License application of Mr. Oelschlaeger
   CA/HRD Captain explained she recommended denial as Mr. Oelschlaeger had multiple convictions substantially related to the license for which he applied for and which demonstrates his disregard for following the law.
   Moved by Ald. Krueger, seconded by Ald. Sevenich to uphold the denial of an operator’s license to Dolan Oelschlaeger.
   Motion carried on roll call 8-0.

2. Option to Purchase former NMFR Station 36, 901 Airport Road

   FP One LLC is interested in purchasing the parcel at 901 Airport Road for possible future development. The Option to Purchase would be good for one year from the date the City certifies that the building has been demolished, the parcel cleared of any debris, and the City presents them with an environmental audit report.
   Topics discussed included the appraised value of the property, cost to raze the building, clear property and prepare environmental report. Committee asked for more information.
3. Selection of Assessment Firm for City Assessment Services

C/T Stoffel explained six Request for Proposals were sent out and three were returned. Proposals were received from Grotta Appraisals, Accurate Appraisal and Associated Appraisal. The City currently has an agreement with Associated Appraisal until April 30, 2012. He explained some of the duties of the Assessor. Accurate Appraisal and Associated Appraisal are both within the amount budgeted for assessment services. The City and Associated Appraisal have a good working relationship, so staff is recommending the selection of Associated Appraisal for the term May 1, 2012 to April 30, 2018.

Motion carried on roll call 8-0.

F. ADJOURNMENT
Moved by Ald. Krueger, seconded by Ald. Zelinski to adjourn at 9:09 p.m.
Motion carried on voice vote.

Respectfully submitted by Deborah A. Galeazzi, WCMC, City Clerk
A. CALL TO ORDER  
Meeting called to order by Chairman Taylor at 9:15 p.m.

B. ROLL CALL/EXCUSED ABSENCE  
PRESENT: Aldermen Krueger, Zelinski, Englebert, Benner, Klein, Taylor, Sevenich, Langdon  
ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, FC Auxier, DPW Radtke,  
CDD Keil, C/T Stoffel, PHD Nett, Nick VandeHey (McMahon), Clerk Galeazzi, and the Press

C. MINUTES TO APPROVE  
1. March 5, 2012  
Moved by Ald. Krueger, seconded by Ald. Langdon to approve minutes.  
Motion carried on voice vote.

D. COMMUNICATIONS  
1. Report on 2012 Snow Removal Budget  
DPW Radtke gave an update on the status of the 2012 snow and ice control budgets. Budgets are positioned well for this time of the year. General discussion ensued on the equipment fund.

E. ACTION ITEMS  
1. Resolution R-6-12 Declaring Intent to Submit an Urban Non-Point Source & Storm Water Planning Grant Application  
DPW Radtke explained this resolution supports submittal of an Urban Non-Point Source and Storm Water Planning Grant Application to the Wisconsin Department of Natural Resources for planning activities.  
Nick Vandehey, from McMahon Inc., explained the grant funds will be used to reduce urban non-point source water pollution and improve storm water quality.  
Moved by Ald. Krueger, seconded by Ald. Langdon to recommend to Common Council Resolution R-6-12  
Motion carried on voice vote.

2. Resolution R-7-12 Authorizing the Submittal and Execution of Various Applications, Forms and Agreements Involved with Wisconsin Department of Natural Resources Storm Water Management Implementation Grants  
Nick Vandehey explained this resolution is required as part of the grant application process. This authorizes the Director of Public Works to submit required documentation to the DNR with the grant application.  
Moved by Ald. Krueger, seconded by Ald. Langdon to recommend to Common Council Resolution R-7-6  
Motion carried on voice vote.

F. ADJOURNMENT  
Moved by Ald. Krueger, seconded by Ald. Langdon to adjourn at 9:45 p.m.  
Motion carried on voice vote.
Menasha aldermen occasionally attend meetings of this body. It is possible that a quorum of Common Council, Board of Public Works, Administration Committee, Personnel Committee may be attending this meeting. (No official action of any of those bodies will be taken).

CITY OF MENASHA
BOARD OF HEALTH
Minutes
February 8, 2012

A. Meeting called to order at 8:06 AM by Vice Chairman Lori Asmus.

B. Present: Lori Asmus, Dr. Teresa Rudolph, Dorothy Jankowski, Susan Nett
   Excused: Candyce Rusin

C. MINUTES TO APPROVE
   1. Motion to approve January 11, 2012 minutes made by D. Jankowski and seconded by T. Rudolph. Motion carried.

D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
   2. Update on the number of pertussis cases in the city given by S. Nett. Since August 2011, there have been 10 lab confirmed cases and 25 probable cases (cases that meet the definition but are not lab confirmed).
   3. PH Infrastructure Mini Grant Award. S. Nett applied for $5000 funding to complete a quality improvement project in the health department. There were 41 applications submitted and 29 received funding. The health department was one of the 29. The grant is a nine month grant and will the quality improvement process is the first step and beginning a community health improvement project.
   4. Community Needs Assessment Process – S. Nett updated the board on the community needs assessment process. The counties received their community needs assessment results in January. The 3 counties (Calumet, Outagamie, Winnebago) will meet to discuss their results and then the Fox Cities group and the counties group will meet to identify joint needs and projects.
   5. UWO Student Clinicals – 2012 Semester 1. The health department is hosting 8 undergrad nursing students and 1 BSN completion student this semester.

E. ACTION ITEMS
   1. Review of Wellness Screening Fees. S. Nett explained the 60+ wellness screening fees have not been reviewed for 2 years and should be evaluated to make certain costs are covered. Thedacare labs does the labwork for the 60+ program at a reduced cost. The lab fees are remaining the same as the past 2 years. Since the 60+ program is self sustaining, S. Nett suggested raising the donation part of the fee a small amount especially for the more requested lab tests (wellness panel/hemogram and wellness panel/hemogram/TSH). T. Rudolph indicated the costs for these tests is at a significant savings and provides a good opportunity for those who have to pay out of pocket a very inexpensive alternative to getting needed lab work done. Motion made by D. Jankowski and seconded by T. Rudolph to raise the cost of the wellness panel/hemogram and wellness

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha Health Department at 967-3520 at least 24-hours in advance of the meeting for the City to arrange special accommodations."

Board of Health Members: Dorothy Jankowski, Lori Asmus, Susan Nett, Candyce Rusin, Theresa Shoberg
panel/hemogram/TSH by $1 each. The rest of the test costs to remain the same and will re-evaluate after the spring screening. Motion carried.

F. HELD OVER BUSINESS
   1. None

G. Motion to adjourn at 9:10 AM made by D. Jankowski and seconded by T. Rudolph. Motion carried. Next meeting March 14, 2012.
Menasha aldermen occasionally attend meetings of this body. It is possible that a quorum of Common Council, Board of Public Works, Administration Committee, Personnel Committee may be attending this meeting. (No official action of any of those bodies will be taken).

**CITY OF MENASHA**
**COMMITTEE ON AGING**
**Minutes**
**February 9, 2012**

A. Meeting called to order by Chairman Joyce Klundt at 7:50 AM.

B. Present: John Ruck, Peg Malueg, Mary Lueke, Sue Steffen, Lee Murphy, Joyce Klundt, Jean Wollerman, Susan Nett
   Guest: P&R Director Brian Tungate

C. MINUTES TO APPROVE
   1. Motion to approve minutes from January 12, 2012 made by S. Steffen and seconded by M. Lueke. Motion carried.

D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
   1. Senior Center Older Adult Director J. Wollerman presented the report on the numbers of new senior members at the various Y locations in the Fox Cities. 80 seniors signed up for various older adult programs at the N-M Y. The January 2012 attendance numbers at the senior center were up again from the previous month and were the highest attendance numbers since 2007, at 1445. J. Wollerman felt the good weather we have been experiencing was one of the factors for the favorable attendance. The bus trip to the PAC for the Million Dollar Quartet performance is sold out at 39 registrants. Upcoming health screenings at the center include the wellness screening in April. S. Nett reports the health department is checking into doing ear wax screenings at the center. The 60+ health nurse is going for training next week on foot care. J. Wollerman distributed a copy of A Profile of Older Americans: 2010 and discussed the future impact of services that will be needed as the older population continues to grow.
   2. Building Project Update. L. Murphy discussed his meeting with Community Development Director Greg Keil and where to start. Committee members discussed various aspects of the project and felt the next step was to get an estimated cost. J. Wollerman and L. Murphy will contact Miron Corporation and see if they can get an architect to come and provide an estimate.
   3. Senior Pool Initiative – Park and Rec Director B. Tungate provided an overview of a pilot program at the pool this summer for senior citizens. A water exercise program will be held on Fridays from 11:45 to 12:30. When the weather is inclement, the class will be moved to either a park pavilion or the senior center. Committee members discussed the need for warm water and questioned what the cost would be. J. Wollerman indicated the cost has not yet been determined. It is hoped that by having the class around noontime the water will have warmed to a comfortable temperature.

E. New Business
   1. Discussion Adult Recreation Programming—Committee members discussed with P&R Director Tungate if some adult recreation programming could take place at the senior center during the evening hours Mondays through Thursdays and what types of

"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."
programming would be a good fit with the senior center. J. Ruck felt having adult
recreation programming at the center would be a good fit and would introduce younger
adults to the senior center and as they progressed through the years would have a
comfort level with the center and would be more likely to participate in programming as
older adults. Motion made by P. Malueg and seconded by M. Lueke to have older adult
director collaborate with P&R director for adult recreation programming at the senior
center with age guidelines 30 and older. Motion carried.

2. Discussion BIKE Program. S. Nett explained the BIKE program and discussed starting
the program again after taking last year off during the transitioning of the YMCA and the
senior center operations. The P&R program has 14 or 15 bikes available. J. Wollerman
will check past records and start preparations for the program.

F. HELD OVER BUSINESS

1. Policy – For Profit Advertising at the Senior Center. Revised policy was mailed out
with the meeting agenda. Motion to accept the For Profit Advertising Policy at the
senior center made by J. Ruck and seconded by S. Steffen. Motion carried.

2. Legacy Account Policy. Request made by J. Wollerman to keep this held until the
next meeting.

G. Motion to adjourn at 9:50 AM made by L. Murphy and seconded by M. Lueke. Motion
carried. Next meeting March 8, 2012.
MINUTES OF REGULAR MEETING
ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES
March 15, 2012

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

Present: Eisen, Enos, Murray, Nichols, Wisneski, Warren (Teen Rep)
Absent: Crawler, Kobylski, Wigichowski
Also present: Director Lenz, K. Seefeldt (Office Manager), K. Beson (Children’s Supervisor), Terri Towle from the Community Foundation of the Fox Cities

Public Comment
Eisen commended the Children’s Department staff for the innovative programming they continue to offer.

Authorization of Bills
Motion to authorize payment of the March list of bills from the 2012 budget as by Eisen, seconded by Murray, and carried unanimously.

Consent Business
The following Consent Business items were presented for the Board’s consideration:
   Approve minutes from the Library Board meeting of February 16, 2012

Motion
Motion to approve minutes from the Library Board meeting of February 16, 2012 by Eisen, seconded by Nichols, and carried unanimously.

Director’s Report/Information Items
1. Endowment Report. Terri Towle, VP of Finance and Administration, was asked to provide information pertaining to the library’s investments with the Community Foundation. She noted the Foundation’s commitment to investing funds sensibly. They work to secure investment returns on endowment funds sufficient to support an annual distribution of up to 5%, to cover administrative expenses, and to preserve the purchasing power of the fund. To accomplish this goal without generating too much risk, the Foundation adheres to a diversified asset allocation strategy and relies on a team of investment managers and a consultant experienced in specialized sectors of the investment markets. Discussion ensued. The Board thanked Ms. Towle for attending the meeting.

   Terri Towle left the meeting at 4:28 p.m.

2. January Statistics. Circulation was down 7.7% for the Adult Department and 5.7% for the Children’s Department. Program attendance for both departments was up significantly from last year. The number of individuals coming into the library remains about even with numbers recorded in 2011. It was agreed that as the number of ebook readers increases, lending of print materials may decrease. Ideas for increasing the lending of print materials were discussed, including scheduling regular deliveries to area nursing homes and asking City Department Heads to read stories to children in local schools. Director Lenz stated that she personally delivers many large print books left over from our used book sales to some of the nursing homes. She also made
the board aware of plans to survey library patrons, maybe during National Library Week. We will be requesting their opinions on services we currently offer and those they might like to see added or changed.

Kathy Beson left the meeting at 4:37 p.m.

3. **Current Budget Status: 2011 and 2012.** The City’s comptroller plans to close out the books for 2011 soon. The library currently has some non-budgeted revenue and leftover funding. The comptroller will include that amount in the request he will submit to the Common Council to roll over into our 2012 budget.

4. **Friends Book Sale Report.** The spring book sale made $1,659. We plan to use these funds toward the costs associated with the Multicultural Festival scheduled to be held on November 10th and to fund other Friends’ purchases throughout the year.

5. **Staff.** Board members received a report on the success of the Children’s Department winter reading program. 172 children ages three through grade 5 signed up for the Paws to Read program. Also, 525 individuals registered to win dinner and a movie during our adult and teen winter reading program.

6. **Report from the Policies & Personnel Committee.** Board members were asked to review additional revisions that were made to Chapter V *Library Code of Conduct.* Eisen recommended eliminating section 9, which addresses petitioning in the library. He felt there was no need to have a policy regarding petitioning. Discussion ensued. The Policies and Personnel Committee will address Board members’ recommendations on petitioning at their next meeting.

**Discussion/Action Items**

7. **2012 Budget.** Director Lenz ask to wait until more firm numbers on the 2011 budget were available before asking the board to approve final budget line items for 2012. Murray recommended taking a conservative approach with any funds that have been rolled over.

8. **Annual Report to the State.** Director Lenz presented the 2011 Annual Report to the State for the Board’s approval. She recommended that the Board vote affirmatively that the Winnefox Library System did provide effective leadership to our library in 2012. Discussion ensued.

**Motion**

Motion to approve the 2011 Annual Report to the State and to affirm that Winnefox Library System did provide effective leadership and adequately met the needs of our library by Eisen, seconded by Murray, and carried unanimously.

**Adjournment**

Motion to adjourn the meeting at 5:05 p.m. by Nichols, seconded by Wisneski and carried unanimously.

The next regular board meeting will be held in the Gegan Room on Thursday, March 15, 2012 at 4:00 p.m.

Respectfully submitted,
Paul Eisen, Secretary
Kris Seefeldt, Recording Secretary
Neenah-Menasha Fire Rescue  
Joint Fire Commission Meeting  
March 28, 2012 – 12:00 p.m.  
2nd Floor Conference – City of Neenah

Present: Commissioners Liebhauser, Kubiak, Lewis, Mattes and Keating

Excused: Commissioner Nevitt

Also Present: Chief Auxier, Deputy Director Barber and Office Manager Theisen.

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

Meeting Minutes: The Commission reviewed the meeting minutes from January 25, 2012. MSC Mattes/Liebhauser to approve the meeting minutes of January 25, 2012, all voting aye.

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

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

Fire Chief Vacancy: Discussion was held on the direction of replacing Chief Auxier when he leaves in 2013. Discussion was held on a proposed timeline for filling the vacancy. It was decided to request permission to fill the vacancy in late 2012 and wait until January 2013 to begin the process of posting the position and recruiting.

MSC Lewis/Mattes to reconvene into open session at 12:50 p.m., all voting aye.

MSC Liebhauser/Lewis to adjourn at 12:50 p.m., all voting aye.

Respectfully Submitted,

Al Auxier  
Chief  
AA/tt
A. CALL TO ORDER
Meeting called to order by Chairman Englebert at 9:45 p.m.

B. ROLL CALL/EXCUSED ABSENCES
PRESENT: Aldermen Krueger, Zelinski, Englebert, Benner, Klein, Taylor, Sevenich, Langdon, Mayor Merkes
ALSO PRESENT: CA/HRD Captain, PC Styka, FC Auxier, DPW Radtke, CDD Keil, C/T Stoffel, PHD Nett, Clerk Galeazzi and the Press

C. MINUTES TO APPROVE
1. Personnel Committee, 3/5/12
Moved by Ald. Krueger, seconded by Ald. Langdon to approve minutes.
Motion carried on voice vote.

D. ACTION ITEMS
1. Employee Safety Manual (Revised)
PHD Nett explained changes to the Fleet Safety Policy that will need to be part of the Employee Safety Manual.
Motion carried on voice vote.

2. Personnel Policy Handbook (Revised)
General discussion ensued on the different sections of the policy.
It was suggested this item remain on the agenda for future discussion.

3. Police Department Organizational Structure Change
PC Styka explained the new organizational structure. The new structure will clearly designate a person in charge in the absence of the Police Chief. Staff is recommending removing the position of Operations Lieutenant and authorize the creation of the new position of Operations Captain at pay grade level 8.
Moved by Ald. Sevenich, seconded by Ald. Krueger to recommend to Common Council Police Department Organizational Structure change of removing the position of Operational Lieutenant and authorize the creation of the new position of Operations Captain at pay grade level 8.
Motion carried on voice vote.
4. Police Union Contract (Local 603) and Educational Incentive Program

CA/HRD Captain explained a provision in Police Union Contract of January 1, 1995-December 31, 1997 indicated that Police Officers who had associate degrees/credits would be compensated an extra $75 per month. That provision was dropped beginning with the January 1, 1998-December 31, 2000 contract. That language had not been in the union contract since 2000. It was recently discovered that Police Officers who had associate degrees/credits continued to receive an extra $75 per month even though the provision was not in the union contract. The Union is requesting that such payment continue to those officers receiving the $75 per month extra compensation. This applies to three officers.

General discussion ensued on this being a past practice even though it was not stated in the union contract.

Moved by Ald. Taylor, seconded by Ald. Langdon to recommend to Common Council to continue to pay $75 per month to Police Officer who had associate degrees/credit hired prior to 1/1/1998.

PC Styka explained there was a side letter with the January 1, 1998-December 31, 2000 union contract that addressed which Police Officers would receive education incentive compensation.

Moved by Ald. Krueger, seconded by Ald. Sevenich to hold this item.
Item is held

E. ADJOURNMENT

Moved by Ald. Sevenich, seconded by Ald. Krueger to adjourn at 10:40 p.m.
Motion carried on voice vote.
President Ron Duuck called the meeting to order Thursday March 15, 2012 at 4:30PM, Menasha Safety Building, 430 First Street, Menasha, Wisconsin

Present: Ron Duuck, Tony Gutierrez, Terri Reuss, Chief Styka, Marshall Spencer Exused absence: Jason Dionne

Meeting minutes

Tony Gutierrez moved to accept the order January 18, 2012 minutes. Marshall Spencer seconded the motion. The motion was unanimously carried.

Chief Styka report

Correspondence:

Neenah Police Department: Letter of Appreciation
Letter of Resignation & Acceptance: Officer Paul Scheppf
Michael Whiting: Letter of Appreciation

Training:
All Sworn Personnel: Legal Update & Emergency Vehicle Operations FVTC
Matt Lens: AR15 Armorer, Instructor Development, Firearms Instructor
Nick Thorn: Instructor Development, FVTC
Ann Gollner: PSLO Conference, Madison, WI
Tim Styka, Angie Hanchek and Ron Bouchard: Wisconsin Chiefs Of Police Conference, WI Dells

Department Updates:

Lieutenant Process: Chief Styka recommends Officer Jamal Kavar to fill Lieutenant position. Terri Reuss made a motion for the Commission to support Chief Styka’s choice. Tony Gutierrez seconded the motion. The motion was unanimously carried.
OIC Appointment: Officer Nick Olekszak
K-9 Position Opening: Officer Matt Spiegel
Plan to issue unique badge numbers to each officer will move forward.

Adjourn: Motion by Tony Gutierrez seconded by Terri Reuss, at 5:18pm. The motion was unanimously supported.

The next bi monthly meeting will be held Thursday, May 17th 2012 4:30pm Menasha Safety Building, 430 First Street, Menasha, Wisconsin.

Menasha alderpersons 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; however no official Acton of any of these bodiies will be taken.

Menasha is committed to its diverse population. Our non-English speaking population or those with disabilities are invited to contact the acting Chief of Police at 967-3500 at least 24-hours in advance to ensure special accommodations can be made.

Respectfully submitted,
Marshall Spencer,
Commissioner, Secretary
City Hall Safety Committee Meeting  
February 2, 2012  
Minutes

Meeting called to order at 11:05 AM

Present: Tom Stoffel, Sue Nett, Vicki Lenz, Todd Drew, Kate Clausing, Pamela Captain  
Absent: Kristi Heim, Adam Alix

A. Motion to approve minutes from January 5, 2012 made by K. Clausing second V. Lenz. Motion approved.

B. Old Business

1. Hazard Communication MSDS Sheets — T. Drew requested that all employees be reminded of the location of the MSDS book for their building/department. Locations and access will be discussed during the Haz. Comm. Refresher training on 2/15. T. Drew also requested that all new chemicals should have an MSDS sheet delivered with the product or provide Manufacturer name and Product name so MSDS sheets can be obtained and added.

2. Emergency Notifications — EOEP manual has been updated with all current floor coordinators.

3. 2011 Employee Injury Posting (300 Reports) — reports have been distributed to all departments for posting.

C. New Business

1. Monthly Safety Topic—“Pay Attention to Avoid Infection!” — Fact sheet covering bloodborne pathogen risks and precautions was distributed and discussed.

2. Injury Review—No employee injuries reported. A non-employee injury occurred where an elderly woman fell and hit the curb outside City Hall. No additional information provided.

3. Other new items for discussion— Revised Safety Manual to go to City Council for approval in March.

Issue raised from an elderly woman having difficulty getting in the back entrance. Issue of installation of a handrail was raised and/or signage stating that the handicap entrance was in front of the building. Additional stairs inside the building and possible issues with a permanent handrail on the back entrance slab could pose safety
risks. It was determined that signage at the back parking lot entrance identifying the front entry as the handicap accessible entrance would be best.

D. Training

1. **Hearing Screening** – Scheduled April 4 or April 5. Mobile unit will be used and will be set up at the Health Department.

2. **Annual training items** — Annual refresher trainings are on the intranet. Program will automatically send an email to T. Drew upon completion.

3. **Classroom Hazard Communication (Employee Right to Know) Training**— T. Drew to provide classroom training on Hazard Communication on February 15, 2012 at 10:00am and 1:00pm. For employees unable to attend a version is available on the intranet.

4. **Additional training items for discussion**— Question raised regarding Supervisor Training for alcohol and drug recognition related to CDLs. T. Drew will consult with B. Rank – CVMIC for information.

E. Motion to adjourn at 11:45am made by P. Captain seconded by V. Lenz. Motion carried.
Police Safety Meeting
January 12, 2012
Minutes

Meeting called to order at 2:35 PM.

Present: Chuck Sahr, Todd Drew, Sara Swenson, Mark Mauthe, Joe Polzien, Sue Nett

Excused: Pamela Captain, Aaron Zemlock, B. Sawyer

A. Motion to approve minutes from October meeting made by C. Sahr second S. Swenson

B. Old Business

1. Respiratory Protection – Fit testing to be coordinated with Paul Scheppf.
2. Back Hall Water / Mold Concerns – Water stained ceiling tiles in place no sign of new leaks. T. Drew to discuss with A. Alix about status of the leak and to request ceiling tiles be changed.
3. Door between garage and back hall – Question was raised whether the window installed in the door had an effect on the fire rating of the door. T. Drew to check marked window rating and consult with A. Alix to get information from the contractor who installed the window if necessary.

C. New Business

1. Monthly Safety Topic- was emailed to C. Sahr prior to the meeting
2. Injury Review – One ankle injury cited – no documentation was available regarding the circumstances.
3. Replacement of Safety Committee Members (M. Brunn and B. Sawyer) – Joe Polzien will replace Bev Sawyer on the Safety Committee per request from B. Sawyer. M. Brunn to be replaced when a replacement is hired.
4. MSDS Sheets / Container Labels – T. Drew discussed the need to obtain and MSDS sheet for any chemicals brought in to the building, especially those not ordered or obtained through A. Alix. Proper labels must also be on all containers, labels available through A. Alix. C. Sahr
suggested possibly scanning all MSDS and placing on computer for PD staff. T. Drew stated that was the long term intent for the entire Haz Comm plan. T. Drew stated that computer based must still be available to all staff, some of which do not have access to computer.

D. Training

1. **Refresher Training 2011** – Training sessions have been placed on the intranet. Haz Comm. refresher will be done in the classroom on February 15, 2012. Only those who cannot attend the classroom session should do the computer version.

2. **CVMIC Law Enforcement specific training modules** – T. Drew provided a list of training modules available from CVMIC. Training modules are available in power point and video formats.

3. **Hearing Screening** – dates pending (March or April)

4. **New training issues** – PD personnel AED/CPR certifications have expired. Certifications were previously done through Gold Cross. Re-cert should be scheduled and completed as soon as possible.

E. Motion to adjourn at 2:50 PM, made by J. Polzien and seconded by M. Mauthe. Motion carried.

**Members:** Mike Brunn, Chuck Sahr, Mark Mauthe, Aaron Zemlock, Bev Sawyer, Todd Drew, Sue Nett, Pamela Captain, Sara Swenson, Joe Polzien
PUBLIC WORKS / PARKS DEPARTMENT SAFETY COMMITTEE  
February 28, 2012  
MINUTES

Meeting called to order at 9:05 AM

Present: Jim Julius, Todd Drew, Vince Maas, Sue Nett, Jeff Nieland, Ken Popelka, 
          Adam Alix, Kevin Schmahl, Mark Radtke, Corey Gordon, Pamela Captain

Absent: Sue Nett, Vince Maas, Brian Tungate, Tim Jacobson

Approval of Minutes – Motion to approve minutes from the January 27, 2012 meeting 
made by J. Julius second A. Alix. Motion approved.

A. Old Business

1. EOEP Maps – C. Gordon to complete prior to pool season.

2. Maintenance Shop Ventilation Issue – Curtain is installed. Additional 
   work with the floor system is pending.

3. Public Works Facility Walk-thru- Electrical storage area organized, 
   additional work required. Discussion related to the bird issue – 
   recommend keeping overhead doors closed, including installation of a 
   door received to have remotes in vehicles. T. Drew reinforced the health 
   risk to working around accumulated avian feces.

B. New Business

1. Monthly Safety Topic – “Pay attention to Avoid Infection” – discussed 
   the importance of proper clean-up and personal protection when dealing 
   with blood and body fluid clean-up (BBP). Information was discussed and 
   sheets provided to post.

2. Injury Review – Employee slipped exiting the compartment of the 
   automated recycle truck. Employee injured arm while attempting to break 
   fall. The step to exit the compartment is rounded and slippery when wet. 
   In response non skid tape will be installed on this exit in an attempt to 
   prevent slips.

3. PPE Issue Maintenance Shop (Shock Gloves) – request was received 
   to discuss shock gloves be included as PPE. The issue is the use of 
   impact tools which shake and jar the hands and wrists. Shock gloves 
   provide cushioning against. Committee agreed that gloves were should 
   be included and provided to Maintenance shop (1 pr. / per employee). T. 
   Drew to research and obtain gloves for employee use.

4. New items for discussion- No new items.
Training

1. **Fire extinguisher training** – T. Drew will contact M. Sipin NM Fire to schedule. Mondays generally work best.
2. **Hearing Screening** – scheduled for April 5, 2012 sign up will be distributed.
3. **Hazard Communication Training DPW/Parks** - No issues related to raised regarding training, thought to be beneficial. T. Drew reminded that if employees were unable to attend the training was available on the intranet and should be completed.
4. **Work Zone Traffic Safety Training 3/29/12 (CVMIC-Kimberly)** – 7 employees registered. T. Drew stated if any additional employees were to go, to send names over and Drew will register them with CVMIC.
5. Other new training items or concerns – No additional items discussed.

D. **Adjourn**: Motion P. Captain second M. Radtke - Meeting adjourned at 9:50am.
REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

March 1, 2012

Commission President Allwardt called the Regular Meeting of the Water and Light Commission to order at 8:00 A.M., with Commissioners Joe Guidote, Don Merkes, Joanne Roush, and Dan Zelinski present on roll call. Also present were Melanie Krause, Co-General Manager/Business Operations; Dick Sturm, Co-General Manager/Engineering and Operations; Steve Grenell, Project Engineer; Kristin Hubertus, Business Operations Accountant; Paula Maurer, Customer Services Manager; Lonnie Pichler, Electric and Water Distribution Supervisor; and John Teale, Technical Services Engineer. Don Voogt, McMahon Associates, was also in attendance.

Those absent were: Lisa Miotke, Energy Services Representative

Item II. People from the Gallery to be heard on any topic of public concern to the Utility.

Stan Sevenich, 645 Ninth Street, requested New Business, Item VIII, B, Billing Metering Error, be advanced ahead of the Unfinished Business items.

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

C. Approve and warrant payments summarized by checks dated Jan. 26 and Feb. 2 - 23, 2012, which includes Net Payroll Voucher Checks, and Operation and Maintenance Voucher Checks for a total of $918,357.26, and Operation and Maintenance Vouchers and Rebates to be paid prior to the next Regular Meeting. Motion approved unanimously on roll call.
D. Correspondence, as listed.
   Copy of letter dated January 30, 2012, to Dick Sturm, Menasha Utilities, from Scott Koehnke, WI DNR, re: Utility Crossing Application
   Copy of memorandum dated February 7, 2012, to Utility Employees, from Melanie Krause & Dick Sturm, re: Customer Service Manager position
   Copy of letter dated February 7, 2012, to City of Menasha Clerk Galaezzi, from Norman Hahn, Jr., WI DNR, re: Water Main Extension Approval
   Copy of note received February 10, from Boys’ & Girls’ Brigade Christmas Giving Program, re: Thank You
   Copy of letter dated February 15, 2012, to Menasha Utilities, from Jennifer Wanke, Leaven, re: Thank You
   Copy of letter dated February 20, 2012, to Menasha Utilities, from Lisa Weiner, UW-Fox Valley, re: Scholarship Thank You

Item IV. December and January Financial and Operations Statements – Business Operations Hubertus reviewed the December statements indicating the electric consumption has remained pretty consistent in the last three years. The audit has been completed and the report will be presented at the next meeting.
For 2011, total water consumption declined by 3% and chemical expenses exceeded budget due to more chemicals used during the year.

The Fiber Utility ended the year on a positive cash side due to less maintenance and administrative charges.

For the month of January electric consumption decreased by 8.45% overall compared to budget, and water usage increased 2.11% compared to budget. Residential customers used less water, but this was offset by commercial and industrial customer usage which increased revenues.

The Fiber Utility showed a variance in increased revenues due to a dark fiber customer.

After discussion, the Commission accepted the December & January Financial and Operations Statements as presented.

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

Item VI. Purchase Orders over $10,000.00 issued since the last Commission meeting were presented for informational purposes; all were budgeted items.

As requested, Comm. President Allwardt advanced New Business Item Billing Metering Error for discussion.

Co-General Manager/Business Operations Krause reported low system losses have been investigated for a period of time. Recently system losses were pinpointed to a particular circuit, and field inspections were done on those customers. It was identified that one of the industrial customers on that circuit had a multiplier that was incorrectly calculated based on the set-up of the meter. Upon further review, the customer was overbilled for the past six years. The implication on the other side is that the rest of the customers were under-billed. A meeting was held with the industrial customer to explain the situation and what the proposal would be moving forward. The Utility proposed a refund over the next two years.

The multiplier error over-calculated the amount of consumption resulting in the PCAC charge being too low for the rest of our customers. We will be looking at doing a PCAC adjustment for the next two years which will result in approximately $1 per month for the normal residential customer.

Our CP-2, CP3, and CP4 customers have been contacted to explain the situation and what the impact will be to them.

Moving forward, we will be reviewing and updating policies and are continuing on the path of doing field inspections in order to provide assurances to the Commission and to our customers that our meters and bills are accurate.
Co-General Manager/Engineering & Operations Sturm gave an overview of what makes up a meter multiplier and indicated the meters were installed and wired correctly. Staff will be checking all meters and documentation and will be developing a documentation program that will cover meter installations from the concept and plans right through the multiplier that goes into the billing. WPPI Energy is also taking part in that effort and forming a best practices team to make a joint effort on putting together a program and documentation to prevent these errors from occurring.

Comm. Merkes requested future reports/updates on the progress of the best practices program to assure the Commission and the community that program is being done correctly.

Mrs. Krause stated this information has been communicated to the Public Service Commission and we are waiting for final approval on the PCAC adjustment and the refund proposal. The process of refunding the one industrial customer and collecting from other customers will start in March.

After further discussion, Mr. Sturm added staff takes full responsibility for the error as a utility, and apologies for the inconvenience that it has caused. It is a problem, and there is full intent to clarify it in the future.

Item VII. Unfinished Business, Pole Attachment Drawings – Mrs. Krause reviewed the proposal from Boardman Law regarding pole attachment drawings discussed at the January meeting. It was requested to bring this item back once a determination is made on the dollar impact to the Utility. Currently there are 25 member communities that will be participating in this joint project so the cost implication will be minimal.

Water Tower, High Lift Modifications & Main Projects:
Reject Standby Generator & Motor Control Modifications Bids – Don Voogt, McMahon Associates, reviewed a more detailed evaluation of the proposed design, the high costs associated, and the reality of available financing. The recommendation is that the bids be rejected and the project be redesigned and rebid.

The motion by Comm. Merkes, seconded by Comm. Roush, was unanimously approved to reject the standby generator and motor control modification bids and that the project be redesigned and rebid.

High Lift Pump Station Modifications Cost Evaluation and Water Project Budget – Mr. Voogt reviewed the summary and budget cost estimate. The recommendation would be to take the Manitowoc Street tower out of service, maximize the reliability and performance of the high lift pump station, and redesigned and re-bid this project.

The motion by Comm. Allwardt, seconded by Comm. Guidote, was unanimously approved on roll call to redesign and rebid the switchgear as the base project per Option No. 4 in the memorandum dated February 28, 2012, and to consider some of the cost saving measures presented in Option No.5 as alternates.
Award/Defer Bids for:
16 inch Transmission Main and Elevated Water Tank Demolition – the motion by Comm.
Merkes, seconded by Comm. Roush, was unanimously approved on roll call to award the bid for
the 16 Inch Transmission Main Construction to Dorner, Inc., in the amount of $532,952.50, and
the bid for the Elevated Water Tank Demolition to Iseler Demolition, Inc. in the amount of
$7,510.00, both contingent on Safe Drinking Water requirements. Both recommendations will
be forwarded to the Board of Public Works for approval.

Water Main Replacement – the motion by Comm. Merkes, seconded by Comm. Zelinski, was
unanimously approved on roll call to award the bid for the Water Main Replacement Projects to
Donald Hietpas & Sons, Inc., in the amount of $829,133.35, contingent upon Wisconsin Safe
Drinking Water loan approval. This recommendation will also be forwarded to the Board of
Public Works for approval.

Mr. Voogt departed at 10:05 a.m.

Item VIII. New Business, APPA Legislative Rally Travel Request – Mr. Sturm requested
authorization to travel to the APPA Legislative Rally in Washington, DC, March 12 – 14, with
travel being covered by a grant from WPPI Energy.

The motion by Comm. Allwardt, seconded by Comm. Guidote, was unanimously approved to
authorize Mr. Sturm’s travel request.

Billing Metering Error – this item was discussed earlier in the meeting.

Item IX. Project Reports, Telecommunications Update – Technical Services Engineer Teale
gave an update on the discussions with Fox Lodge Apartments regarding possible internet.

Water Projects – Project Engineer Grenell reported on the progress of the scrapper project.

Item X. Staff Reports, Co-General Manager/Engineering and Operations – Mr. Sturm
thanked the Commission and staff for the efforts and contributions in addressing the significant
challenges over the past months.

Project Engineer – there were no additional questions to the report presented.

Electric and Water Distribution/Safety Report – Electric and Water Distribution Supervisor
Pichler stated tree trimming has been completed for the year, and gave an update on a couple of
future expansion projects.

Telecommunications & Substations–and Water Plant – there were no additional questions to the
reports presented.

Co-General Manager/Business Operations – Mrs. Krause reported the water rate case approved
by the Public Service Commission went into effect today, resulting in a 17% increase.
The WPPI Energy Executive Committee is extending an invitation to member communities Commission and management to attend their monthly meetings. The meeting for Menasha is March 22, 9:30 a.m., in Sun Prairie.

Customer Services – there were no additional questions.

Energy Services Representative/Key Accounts – Mr. Sturm noted there will be an Electronic Recycling Event on April 28. The Utilities garage will be used as a collection center and there will be a notice mailed with the Utility bill.

Item XI. No one from the Gallery was heard on any items discussed at this Meeting.

Item XII. The motion by Comm. Guidote, seconded by Comm. Roush, was unanimously approved on roll call at 10:30 a.m. to convene into Closed Session pursuant to Section 19.85 (1) (c) of the Wisconsin Statutes for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. RE: Review of Co-General Managers

By: MARK L. ALLWARDT
President

JOSEPH P. GUIDOTE
Secretary

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

Date: March 29, 2012

To: Common Council
From: Pamela A. Captain, City Attorney/Human Resources Director

RE: 2012 Public Officials Program (Davis & Kuelthau, s.c.)

Please see the attached invitation to attend an update program for veteran and newly-elected public officials sponsored by Davis & Kuelthau, s.c. and scheduled for the evening of April 30, 2012. If you would like to attend let me know and we will sign you up for it.
An Official Update
2012 Public Officials Program

Davis & Kuelthau, s.c. is pleased to invite you to its annual program for veteran and newly-elected public officials. This program will provide valuable information on Post-Act 10 developments, public records and open meetings updates, as well as a question and answer panel discussion.

When and Where

Monday, April 30, 2012
5:30 p.m. – 8:30 p.m.

Liberty Hall Banquet and Conference Center
(Located just minutes off Hwy 41 at Hwy 441 and CE)
800 Eisenhower Drive
Kimberly, WI

Agenda

5:00 p.m. Registration
5:30 p.m. Reception
6:00 p.m. Dinner
7:00 p.m. Program

Who Should Attend

School board members, city council members, town and village board members, county board members, school administrators, mayors, county executives, municipal administrators, human resource professionals and others who have an interest in public sector issues will benefit from attending this program. The program will be particularly helpful to newly-elected public officials.

How to Register

There is a $27.00 per person registration fee for the program and dinner. Please complete the registration form on the reverse side of this sheet and mail it with a check payable to Davis & Kuelthau, s.c., Attn: Jeanne Venturini, P.O. Box 1278, Oshkosh, WI 54903-1278. For additional information, please contact Jeanne Venturini at (920) 232-4848 or jventurini@dkattorneys.com.

About the Firm

Davis & Kuelthau, s.c. has offices in Green Bay, Oshkosh, Sheboygan, Milwaukee, Madison and Brookfield. We are proud to represent many municipalities and school districts throughout the state of Wisconsin. Our firm emphasizes personalized, high-quality client service in all of our practice areas: business and corporate law, labor and employment law, commercial and civil litigation, environmental law, municipal special counsel, employee benefits, school law, intellectual property, real estate, commercial finance, insurance coverage, construction, and trusts, estate planning and probate.
PROGRAM TOPICS

POST-ACT 10 EMPLOYEE RELATIONS – GENERAL: In the aftermath of Act 10, as collective bargaining agreements either have or will soon expire, almost all issues previously covered in those collective bargaining agreements are now subject to management discretion and will be expressed in handbooks and policies. Important issues have emerged during this transition period that will be reviewed. Various strategies for dealing with such topics as insurance benefits, sick leave, layoff, and discipline will be discussed. Information related to total base wage negotiations will also be updated.

POST-ACT 10 EMPLOYEE RELATIONS - POLICE AND FIRE: While police and fire bargaining units were exempted from most of the Act 10 changes to bargaining rights, there were some significant modifications, particularly in the area of insurance benefits. Recent litigation relating to the scope of bargaining on that issue will be reviewed, as well as other factors that might be pertinent for bargaining or interest arbitration purposes.

PUBLIC RECORDS/OPEN MEETINGS UPDATE: Recent litigation will be reviewed which deals with the extent to which costs of responding to records requests can be recouped by the records custodian. Continuing issues relating to the adaptation of the records law to current technology will also be evaluated. Challenges which have arisen under the open meetings law regarding the proper setting for handling of employee relations topics in light of the Act 10 changes will be discussed.

QUESTIONS AND ANSWERS - PANEL DISCUSSION: A panel of Davis & Kuelthau professionals will collaborate on responses to questions on the presented topics as well as any other issues of interest to public officials.

REGISTRATION FORM

ORGANIZATION NAME AND ADDRESS: ____________________________________________
                                                                                      ____________________________________________
                                                                                      ____________________________________________
                                                                                      ____________________________________________
                                                                                      ____________________________________________
                                                                                      ____________________________________________
                                                                                      ____________________________________________
                                                                                      ____________________________________________
                                                                                      ____________________________________________
                                                                                      ____________________________________________
                                                                                      ____________________________________________
                                                                                      ____________________________________________
                                                                                      ____________________________________________
                                                                                      ____________________________________________
                                                                                      ____________________________________________
                                                                                      ____________________________________________
                                                                                      ____________________________________________
                                                                                      ____________________________________________
                                                                                      ____________________________________________
                                                                                      ____________________________________________
                                                                                      ____________________________________________
                                                                                      ____________________________________________

ATTENDEE NAMES, TITLES, AND E-MAIL ADDRESSES: __________________________________
                                                                                      __________________________________
                                                                                      __________________________________
                                                                                      __________________________________
                                                                                      __________________________________
                                                                                      __________________________________
                                                                                      __________________________________
                                                                                      __________________________________
                                                                                      __________________________________
                                                                                      __________________________________
                                                                                      __________________________________
                                                                                      __________________________________
                                                                                      __________________________________
                                                                                      __________________________________
                                                                                      __________________________________
                                                                                      __________________________________
                                                                                      __________________________________
                                                                                      __________________________________
                                                                                      __________________________________
                                                                                      __________________________________
                                                                                      __________________________________
                                                                                      __________________________________
                                                                                      __________________________________

Please return completed registration form by April 19th along with a check payable to Davis & Kuelthau in the amount of $27 per person to: Davis & Kuelthau, s.c., Attn: Jeanne Venturini, P.O. Box 1278, Oshkosh, WI 54903-1278.
MEMORANDUM

Date: March 29, 2012

To: Common Council
From: Pamela A. Captain, City Attorney/Human Resources Director

RE: Tim Jacobson Anniversary

On February 1st Tim Jacobson celebrated his 35th anniversary as a City of Menasha employee.

Tim started working for the City of Menasha in 1973 as summer help in the parks department. His starting wage was $1.60 per hour. In 1977, Tim began working as a laborer in the public works department and was promoted to Assistant Street Superintendent in 1985. He has held the position of Public Works Superintendent since 1990. He has helped to put together a great team that makes the City of Menasha a great place to live and work.

Mark Radtke, Director of Public Works adds: “Tim has shown to be very innovative within the public works field. Examples include the introduction of “on board” pre-wetting of salt for enhanced effectiveness of salting operations; the initiation of automated refuse and recycling curbside collection; the use of “anti-icing” techniques in advance of winter storm events; the “ag-bag” compost system resulting in the ability to turn yard waste into compost on site at the Public Works Facility; and the specifying of specialized equipment, such as the portable aggregate/compost sifter, allowing Public Works to maximize its operational cost efficiency.”

Tim has contributed to the accomplishments and worked through the struggles of the City through the years. He is an employee who has given Menasha loyal support along the way. His years of service to the public and to the City of Menasha are appreciated.
Notice: Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (DNR) by March 31 of each year to report on activities for the previous calendar year. This form is being provided by the DNR for the user's convenience. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

This form is for reporting on activities undertaken in calendar year 2011.

Instructions: Complete each section of the form that follows. If additional space is needed to respond to a question, attach additional pages. Provide descriptions that explain the program actions taken to comply with the general permit. Complete and submit the annual report by March 31, 2012, to the appropriate address indicated on the last page of this form.

**SECTION I. Municipal Information**

| Name of Municipality       | City of Menasha |
| Facility ID No. (FIN)      | 311110          |
| Mailing Address            |                |
| 140 Main Street            |                |
| City                      | Menasha         |
| State                     | WI              |
| Postal Code               | 54952           |
| County(s) in which Municipality is located | Winnebago, Calumet |
| Type of Municipality: (check one) | ☐ County ☐ City ☐ Village ☐ Town ☐ Other (specify) |

**SECTION II. Municipal Contact Information**

| Name of Municipal Contact Person | Mark Radtke |
| Title                               | Director of Public Works |
| Mailing Address                     |                |
| 140 Main Street                     |                |
| City                                | Menasha |
| State                               | WI          |
| Postal Code                         | 54952       |

| E-mail Address                      | mradtke@ci.menasha.wi.us |
| Telephone No. (include area code)   | (920) 967-3610 |
| Fax No. (include area code)         | (920) 967-5272 |

**SECTION III. Certification**

I hereby certify that I am an authorized representative of the municipality covered under MS4 General Permit No. WI-S050075-1 for which this annual report is being submitted and that the information contained in this document and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality's governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.

<table>
<thead>
<tr>
<th>Authorized Representative Printed Name</th>
<th>Authorized Representative Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donald Merkes</td>
<td>Mayor</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Authorized Representative Signature</th>
<th>Date Signed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>09 March 2012</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E-mail Address</th>
<th>Telephone No. (include area code)</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:dmerkes@ci.menasha.wi.us">dmerkes@ci.menasha.wi.us</a></td>
<td>(920) 967-5800</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Fax No. (include area code)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(920) 967-5272</td>
</tr>
</tbody>
</table>
a. Describe what efforts the municipality has undertaken to invite the municipal governing body, interest groups, and the general public to review and comment on the annual report.

The City published a notice in the official newspaper inviting commentary on the draft annual report. The draft annual report is submitted to the Common Council as an official communication. The annual report is also available on the City's website and at City Hall for public review.

b. Describe how elected and municipal officials and appropriate staff have been kept apprised of the municipal storm water discharge permit and its requirements.

Elected and municipal officials and staff were provided the annual report. Staff involved in the implementation of the storm water permit meet as needed to discuss programs and assure compliance with all requirements. Staff also attends various related seminars.

c. Has the municipality prepared its own municipal-wide storm water management plan? ☒ Yes ☐ No

   If yes, title and date of storm water management plan:

d. Has the municipality entered into a written agreement with another municipality or a contract with another entity to perform one or more of the conditions of the general permit as provided under Section 2.10 of the general permit? ☒ Yes ☐ No

   If yes, describe these cooperative efforts:
   The City's agreement with the Town of Menasha was submitted with the 2009 Annual Report. The efforts involved a shared cost agreement relating to a regional storm water management pond.

e. Does the municipality have an internet website? ☒ Yes ☐ No

   If yes, provide web address:
   www.cityofmenasha-wi.gov

   If the municipality has an internet website, is there current information about or links provided to the MS4 general permit and/or the municipality's storm water management program? ☒ Yes ☐ No

   If yes, provide web address:
   www.cityofmenasha-wi.gov
a. Minimum Control Measures: For each of the permit conditions listed below, provide a description of the status of implementation of program elements, the status of meeting measurable goals, and compliance with permit schedule in section 3 of the MS4 general permit. Provide an evaluation of program compliance with the general permit, the appropriateness of identified best management practices, and progress towards achieving identified measurable goals. Be specific in describing the actions that have been taken during the reporting year to implement each permit condition and whether measurable goals have been met, including any data collected to document a measurable goal. Also, explain the reasons for any variations from the compliance schedule in the MS4 general permit.

- Public Education and Outreach
  Please see attached.

- Public Involvement and Participation
  Please see attached.

- Illicit Discharge Detection and Elimination
  Please see attached.

- Construction Site Pollutant Control
  Please see attached.

- Post-Construction Storm Water Management
  Please see attached.

- Pollution Prevention
  Please see attached.

b. Storm Water Quality Management: Has the municipality completed a pollutant-loading analysis to assess compliance with the 20% TSS reduction developed urban area performance standard?  ☑ Yes  ☐ No

If yes, provide the following:  Model used WinSLAMM  Version 9.2.5  Reduction (%)  28.98

If no, include a description of any actions the municipality has undertaken during 2011 to help achieve the 20% standard.

Has the municipality completed an evaluation of all municipal owned or operated structural flood control facilities to determine the feasibility of retrofitting to increase TSS removal?  ☑ Yes  ☐ No  If yes, describe:

Staff conducted review and concluded there is no opportunity for retrofitting at this time.

c. Best Management Practices Maintenance: Does the municipality have a maintenance program for installed storm water best management practices?  ☑ Yes  ☐ No

If yes, describe the maintenance program. If available, attach any additional information on the maintenance program.

The City's maintenance program includes regular interval cleaning of proprietary filtering devices and maintenance at storm water management ponds and biofiltration devices.

d. Storm Sewer System Map: Describe any changes or updates to the storm sewer system map made in the reporting year. Provide an updated map if any changes occurred during the reporting year.
a. Provide a fiscal analysis that includes the annual expenditures for 2011, and the budget for 2011 and 2012. A table to document fiscal information is provided on page 6.

b. What financing/fiscal strategy has the municipality implemented to finance the requirements of the general permit?
   - [x] Storm water utility  [ ] General fund  [ ] Other  [ ] permit fees

c. Are adequate revenues being generated to implement your storm water management program to meet the permit requirements?  [x] Yes  [ ] No

Please provide a brief summary of your financing/fiscal strategy and any additional information that will assist the Department in understanding how storm water management funds are being generated to implement and administer your storm water management program.

A storm water utility was created with an initial effective coverage date of January 1, 2009. The 2011 budget was established with objectives of determining the level of effort and financing necessary to meet the 40% threshold required by 2013. New state law removed that requirement but the City is now faced with meeting as yet undetermined standards for an expected TMDL for the Lower Fox River basin.

---

Note: If an ordinance listed below has previously been submitted and has not been amended since that time, a copy does not need to be submitted again. If the ordinance was previously submitted, indicate such in the space provided.

a. As of the date of this annual report, has the municipality adopted a construction site pollutant control ordinance in accordance with subsection 2.4.1 of the general permit?  [x] Yes  [ ] No  If yes, attach copy or provide web link to ordinance:

b. As of the date of this annual report, has the municipality adopted a post-construction storm water management ordinance in accordance with subsection 2.5.1 of the general permit?  [x] Yes  [ ] No  If yes, attach copy or provide web link to ordinance:

c. As of the date of this annual report, has the municipality adopted an illicit discharge detection and elimination ordinance in accordance with subsection 2.3.1 of the general permit?  [x] Yes  [ ] No  If yes, attach copy or provide web link to ordinance:

d. As of the date of this annual report, has the municipality adopted any other ordinances it has deemed necessary to implement a program under the general permit (e.g., pet waste ordinance, leaf management/yard waste ordinance, parking restrictions for street cleaning, etc.)?  [ ] Yes  [x] No  If yes, attach copy or provide web link to ordinance:

e. Provide a summary of available information on the number and nature of inspections and enforcement actions conducted during the reporting period to ensure compliance with the ordinances described in a. to d. above.

Residential erosion control permits, inspections, and enforcement activities were carried out by the Building Inspection Department. In 2011, the department issued 22 residential construction erosion control permits. Inspections and enforcement activities were periodically conducted throughout the course of construction. Commercial erosion control permits, inspections, and enforcement activities were carried out by the Department of Public Works. In 2011, the department issued 8 commercial construction erosion control permits, with inspections and enforcement activities conducted periodically throughout the course of construction. Four letters were sent notifying parties of illicit discharge. All activities were recorded in PermitTrack.
SECTION VIII. Water Quality Concerns

a. Does any part of the MS4 discharge to an outstanding resource water (ORW) or exceptional resource water (ERW) listed under s. NR 102.10 or 102.11, Wis. Adm. Code? (A list of ORWs and ERWs may be found on the Department's Internet site at: http://dnr.wi.gov/org/water/wrm/wps/orw/erw/)
□ Yes □ No If yes, list:

b. Does any part of the MS4 discharge to an impaired waterbody listed in accordance with section 303(d)(1) of the federal Clean Water Act, 33 USC § 1313(d)(1)(C)? (A list of the most current Wisconsin impaired waterbodies may be found on the Department's Internet site at: http://dnr.wi.gov/org/water/wrm/wps/303c/303d.html)
□ Yes □ No If yes, complete the following:
- Impaired waterbody to which the MS4 discharges:
  Lake Winnebago, Lower Fox River
- Description of actions municipality has taken to comply with section 1.5.2 of the MS4 general permit for discharges of pollutant(s) of concern to an impaired waterbody:
  Please see attached.

c. Identify any known water quality improvements in the receiving water to which the MS4 discharges during the reporting period.
  Continued PCB removal in the Lower Fox River.

d. Identify any known water quality degradation in the receiving water to which the MS4 discharges during the reporting period and what actions are being taken to improve the water quality in the receiving water.
  The City is not aware of any water quality degradation in the receiving water.

SECTION IX. Proposed Program Changes

a. Describe any proposed changes to the storm water management program being contemplated by the municipality for 2012 and the schedule for implementing those changes. Proposed program changes must be consistent with the requirements of the general permit.
  The City is pursuing an Urban Non-Point Source & Storm Water Planning Grant in anticipation of expected additional phosphorus and sediment removal standards associated with the Lower Fox River TMDL. Proposed changes are possible but unknown at this time.
### Fiscal Analysis Table

Complete the fiscal analysis table provided below.

<table>
<thead>
<tr>
<th>Program Element</th>
<th>Annual Expenditure 2011</th>
<th>Budget 2011</th>
<th>Budget 2012</th>
<th>Source of Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Education and Outreach</td>
<td>8080</td>
<td>12000</td>
<td>12750</td>
<td>Storm Water Utility</td>
</tr>
<tr>
<td>Public Involvement and Participation</td>
<td>1500</td>
<td>2500</td>
<td>2500</td>
<td>Storm Water Utility</td>
</tr>
<tr>
<td>Illicit Discharge Detection and Elimination</td>
<td>17760</td>
<td>30000</td>
<td>31500</td>
<td>Storm Water Utility and permit fees</td>
</tr>
<tr>
<td>Construction Site Pollutant Control</td>
<td>18300</td>
<td>35000</td>
<td>37500</td>
<td>Storm Water Utility and permit fees</td>
</tr>
<tr>
<td>Post-Construction Storm Water Management</td>
<td>17140</td>
<td>30000</td>
<td>34000</td>
<td>Storm Water Utility and permit fees</td>
</tr>
<tr>
<td>Pollution Prevention</td>
<td>397560</td>
<td>750000</td>
<td>795000</td>
<td>Storm Water Utility</td>
</tr>
<tr>
<td>Storm Water Quality Management (including pollutant-loading analysis)</td>
<td>43240</td>
<td>85000</td>
<td>85000</td>
<td>Storm Water Utility</td>
</tr>
<tr>
<td>Storm Sewer System Map</td>
<td>2480</td>
<td>5000</td>
<td>5000</td>
<td>Storm Water Utility</td>
</tr>
<tr>
<td>Other</td>
<td>149075</td>
<td>277439</td>
<td>298854</td>
<td>Storm Water Utility</td>
</tr>
<tr>
<td>NORTHERN REGION COUNTIES</td>
<td>WEST CENTRAL REGION COUNTIES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------------------</td>
<td>-------------------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ashland</td>
<td>Adams</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Barron</td>
<td>Marathon</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bayfield</td>
<td>Buffalo</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Burnett</td>
<td>Clark</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Douglas</td>
<td>Crawford</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Florence</td>
<td>Jackson</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Forest</td>
<td>Juneau</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Iron</td>
<td>La Crosse</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Langlade</td>
<td>Marion</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lincoln</td>
<td>Monroe</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oneida</td>
<td>Portage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Polk</td>
<td>Trempealeau</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone: (715) 392-7988</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Price</td>
<td>Vernon</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rusk</td>
<td>Wood</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sawyer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taylor</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vilas</td>
<td>Chippewa</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Washburn</td>
<td>Papin</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>DNR Service Center</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dunn</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pierce</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Eau Claire</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>St. Croix</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Baldwin, WI 54002</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Phone: (715) 684-2914</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NORTHEAST REGION COUNTIES</th>
<th>NORTH CENTRAL REGION COUNTIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brown</td>
<td>Columbia</td>
</tr>
<tr>
<td>Calumet</td>
<td>Jefferson</td>
</tr>
<tr>
<td>Door</td>
<td>DNR South Central Region</td>
</tr>
<tr>
<td>Fond du Lac</td>
<td>Dane</td>
</tr>
<tr>
<td>Green Lake</td>
<td>LaFayette</td>
</tr>
<tr>
<td>Kewaunee</td>
<td>Dodge</td>
</tr>
<tr>
<td>Manitowoc</td>
<td>Richland</td>
</tr>
<tr>
<td>Marinette</td>
<td>Grant</td>
</tr>
<tr>
<td>Sheboygan</td>
<td>Rock</td>
</tr>
<tr>
<td>Sheboygan</td>
<td>Green</td>
</tr>
<tr>
<td></td>
<td>Iowa</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SOUTH CENTRAL REGION COUNTIES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>141 NW Barstow Street,</td>
<td></td>
</tr>
<tr>
<td>Room 180</td>
<td></td>
</tr>
<tr>
<td>Waukeha, WI 53188</td>
<td></td>
</tr>
<tr>
<td>(262) 574-2100</td>
<td></td>
</tr>
</tbody>
</table>
City of Menasha, WI

City of Menasha, WI - Citywide Stormwater Management Program

January 01, 2011 To December 31, 2011

This program consists of the following 9 Minimum Control Measure(s).
1. Public Education and Outreach
2. Public Involvement and Participation
3. Illicit Discharge Detection and Elimination
4. Construction Site Pollutant Control
5. Post-Construction Storm Water Management
6. Pollution Prevention
7. Storm Water Quality Management
8. Storm Sewer System Map
9. Annual Report and Storm Water Management Program Funding
1 Public Education and Outreach

Responsible Staff / Position:  Kara Homan
Principal Planner
(920) 967-3652

Description
To satisfy this minimum control measure, the permittee shall implement a
public education and outreach program to increase the awareness of storm
water pollution impacts on waters of the state to encourage changes in
public behavior to reduce such impacts. The program shall establish
measurable goals and, at a minimum, include the following elements:

1. Promote detection and elimination of illicit discharges and water quality
impacts associated with such discharges from municipal separate storm
sewer systems.

2. Inform and educate the public about the proper management of materials
that may cause storm water pollution from sources including automobiles,
pet waste, household hazardous waste and household practices.

3. Promote beneficial onsite reuse of leaves and grass clippings and proper
use of lawn and garden fertilizers and pesticides.

4. Promote the management of streambanks and shorelines by riparian
landowners to minimize erosion and restore and enhance the ecological
value of waterways.

5. Promote infiltration of residential storm water runoff from rooftop
downspouts, driveways and sidewalks.

6. Inform and where appropriate educate those responsible for the design,
installation, and maintenance of construction site erosion control practices
and storm water management facilities on how to design, install and
maintain the practices.

7. Identify businesses and activities that may pose a storm water
contamination concern, and where appropriate, educate specific audiences
on methods of storm water pollution prevention.

8. Promote environmentally sensitive land development designs by
developers and designers.
Best Management Practices

1.1 Promote Illicit Discharge Detection

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Required Yes

Description
Promote detection and elimination of illicit discharges and water quality impacts associated with such discharges from municipal separate storm sewer systems.

Justification
Public awareness of illicit discharges and their prospective impacts along with education on how to report potential illicit discharges substantially increases the opportunity to quickly identify and eliminate them.

Goals

1.1.1 Create and distribute IDDE Response brochure

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description
Create IDDE Response brochure and link it to on the city website. Make copies available at the city garage, library, police department, health department and city hall.

Planned: 2009 2010 2011 2012
Complete: 2009 2010 2011

Activity Date Name
03/15/2011 Implement IDDE educational program in coordination with Health Department (2011)

Description
Community Development Staff coordinate with Health Department to begin implementation of IDDE educational program for Restaurants. Due to staff changes in community development department, full implementation will take place in 2012.

City will distribute NEWSC IDDE materials which were developed in 2011 that pertain to restaurant management (attached).

- File Attachment 11x17 restaurant management.pdf
- File Attachment Parking Lot BMP.pdf
- File Attachment Dumpster Management Poster 11x17.pdf

1.1.2 Publish IDDE Response Advisory in city newsletter and/or website

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description
Prepare and publish information annually in city newsletter and/or city website advising people on how to respond to apparent spills or illicit discharges.
<table>
<thead>
<tr>
<th>Activity Date</th>
<th>Name</th>
<th>Description</th>
<th>File Attachment</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/2011</td>
<td>Website Info (2011)</td>
<td>Ongoing website information available on &quot;resident action page&quot; regarding dumping of hazardous chemicals into the stormwater system.</td>
<td>ResidentAction_Web2011.mht</td>
</tr>
</tbody>
</table>
1.2 Public Pollution Prevention Education

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Required Yes

Description
Inform and educate the public about the proper management of materials that may cause storm water pollution from sources including automobiles, pet waste, household hazardous waste and household practices.

Justification
Informing the public of the potential pollution impacts of their activities together with the information they need to make educated decisions on alternative behaviors or actions will improve responsible actions.

Goals

1.2.1 Create and distribute pet waste brochure

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description
Create and distribute a pet waste brochure containing information for pet owners on pet waste hazards and environmental consequences. Brochure to be distributed annually with pet licenses.

Planned: 2009 2010 2011 2012
Complete: 2009 2010 2011

Activity Date Name
09/01/2011 Pet Waster Brochure (2011)

Description
Brochure completed and copies given to the Finance Department to be distributed with each dog license.

File Attachment Pet Waste Brochure.pdf

1.2.2 Publish Public Pollution Prevention educational article in city newsletter and/or city website

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description
At least annually, publish an article in the city newsletter and/or city website relating to one or more aspects of pollution prevention.

Planned: 2008 2009 2010 2011 2012
Complete: 2008 2009 2010 2011

Activity Date Name
01/01/2011 Website Article (2011)

Description
Published educational articles on city's website on both Public Works and Community Development web pages.

File Attachment ComDev_PollutionPrevention_Web2011.mht
File Attachment ResidentAction_Web2011.mht

03/31/2011 Newsletter Article (2011)

Description
Published article in spring 2011 city newsletter that included educational information on preventing stormwater runoff pollution through rain gardens.

File Attachment 2011_Spring_ProtectOurWatersArticle.pdf

1.2.3 Participate in Annual Urban Clean Sweep Program

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description
Promote community participation in the annual urban Clean Sweep program sponsored by Outagamie, Winnebago and Calumet Counties by advertising the event on the city website and/or the city newsletter. Participate in the event by sending at least one staff member to staff the event.

Complete: 2006 2007 2008 2009 2010 2011

Activity Date Name
03/31/2011 Clean Sweep (2011)

Description
Promoted 2011 Clean Sweep in City Newsletter.

File Attachment 2011_CleanSweep_Newsletter.pdf
1.3 Leaf Management and Lawn Care

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Required Yes

Description
Provide information and education to promote beneficial onsite reuse of leaves and grass clippings and proper use of lawn and garden fertilizers and pesticides.

Goals

1.3.1 Publish articles in city newsletter and/or city website

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description
At least annually, publish leaf management and lawn care article(s) in the city's newsletter (which is distributed to every household in Menasha) and the city's website.

Planned: 2008 2009 2010 2011 2012
Complete: 2008 2009 2010 2011
Activity Date Name
01/01/2011 Website Articles (2011)

Description
In the "resident action" page of the city's website, extensive section on lawn maintenance with links to articles on specific lawn BMPs.

File Attachment ResidentAction_Web2011.mht

1.3.2 Create and distribute a Leaf Management and Lawn Care brochure

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description
Utilizing information from NEWSC and UW-Extension, create a leaf management and lawn care brochure to be distributed at the city garage, library, and city hall. This should be done at least annually in the summer/fall seasons.

Planned: 2010 2011 2012
Complete: 2010 2011
Activity Date Name
09/01/2011 Leaf and Lawn Flyer (2011)

Description
Distributed NEWSC healthy lawn flyer throughout city hall.

File Attachment NEWSC_Healthy_Lawn.pdf
1.3.3 Participate in NEWSC Phosphorus Education Campaign

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description
The city will participate in the NEWSC Phosphorus Education Campaign to promote residential yard care behaviors to reduce the phosphorus in our area waters. The campaign included multiple media venues, including television, radio, billboards, and even displays.

Planned: 2008 2009 2010
Complete: 2008 2009 2010

<table>
<thead>
<tr>
<th>Activity Date</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1.4 Streambank and Shoreline Management  
**Responsible Staff / Position:** Kara Homan  
Principal Planner  
(920) 967-3652  

**Required** Yes  

**Description**  
Promote the management of streambanks and shorelines by riparian landowners to minimize erosion and restore and enhance the ecological value of waterways.  

**Goals**  

1.4.1 Promote the Winnebago County Shoreline Expo  
**Responsible Staff / Position:** Kara Homan  
Principal Planner  
(920) 967-3652  

**Description**  
Promote the Winnebago County Shoreline Expo by publishing the press release and message on the city website's main page and/or the city newsletter.  

<table>
<thead>
<tr>
<th>Activity Date</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>None</td>
</tr>
</tbody>
</table>

1.4.2 Distribute educational materials to riparian properties  
**Responsible Staff / Position:** Kara Homan  
Principal Planner  
(920) 967-3652  

**Description**  
Identify riparian properties in the City of Menasha and conduct an educational mailing campaign relating to shoreline best practices.  

<table>
<thead>
<tr>
<th>Activity Date</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
</table>

Complete: 2008 2010 2011
1.5 Residential Property Infiltration

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Required Yes

Description
Promote infiltration of residential storm water runoff from rooftop downspouts, driveways and sidewalks.

Goals

1.5.1 Create and distribute Residential Property Infiltration informational brochure

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description
Using information from NEWSC and UW-Extension, create an informational brochure which contains basic information on residential property infiltration and directing residents to resources. Make copies available at city hall, the library, Heckrodt Wetland Reserve, the senior center and the city garage.

Planned: 2009 2010 2011 2012
Complete: 2009 2010 2011

Activity Date Name
03/31/2011 Rain Barrel Brochures (2011)

Description
Distributed Rain Barrel Brochures in City Hall & at community expos

File Attachment NEWSC_Rain_Bin.pdf

1.5.2 Publish article in city newsletter and/or city website

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description
At least annually, publish residential property infiltration article(s) in the city’s newsletter (which is distributed to every household in Menasha) and/or the city’s website.

Planned: 2009 2010 2011 2012
Complete: 2009 2010 2011

Activity Date Name
09/30/2011 Newsletter Article (2011)

Description
Newsletter article pertaining to raingardens included in fall City newsletter.

File Attachment 2011_Spring_ProtectOurWatersArticle.pdf
1.5.3 Promote rain gardens and rain barrels at community events

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description
At least annually, offer displays and educational information regarding residential property infiltration techniques such as rain gardens and rain barrels at community and/or regional events.

Planned: 2009 2010 2011 2012
Complete: 2009 2010 2011

Activity Date Name
03/18/2011 WHBY Home and Garden Show (2011)

Description
Distributed educational materials and conducted a rain barrel raffle at the WHBY Home and Garden Show at the NEWSC booth.

1.5.4 Develop and implement rain barrel program in coordination with NEWSC

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

Planned: 2011
Complete: 2011

Activity Date Name
02/15/2011 Development of regional rain barrel program (2011)

Description
In coordination with NEWSC, the city began development of a regional rain barrel program.

File Attachment Rain Barrel Coupon Program - full page extended margins.pub

04/30/2011 Implement Regional Rain Barrel Program (2011)

Description
A coupon program was developed in coordination with True Value, Lowes & Hope Depot for rain barrels, in coordination with NEWSC.

File Attachment Rain Barrel Coupon - 1 up.pub
1.6 Construction Site Erosion Control Education

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Required Yes

Description
Inform and where appropriate educate those responsible for the design, installation, and maintenance of construction site erosion control practices and storm water management facilities on how to design, install and maintain the practices.

Goals

1.6.1 Hold educational meetings with contractors
Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description
Upon application for a building permit, staff will meet with contractors to discuss site erosion control issues and review the proposed construction site erosion control plan.

Planned: 2009
Complete: 2009
Activity Date Name Description
None

1.6.2 Create and distribute a Construction Site Erosion Control brochure
Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description
Utilizing information from NEWSC and UW-Extension, create and distribute a brochure explaining construction site erosion control issues and providing instruction on implementing control measures. Brochures to be made available at the Building Inspection counter and distributed with all building permits.

Planned: 2011 2012
Complete: 2011
Activity Date Name
12/31/2011 Erosion Control Handout (2011)

Description
UW-Extension Handout identified to include with all new residential construction projects.

File Attachment Erosion Control for Home Builders.pdf
1.6.3 Publish articles in city newsletter and/or website
Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description
Publish information about the city’s construction site erosion control requirements along with educational information.

Planned: 2009 2010 2011 2012
Complete: 2009 2010 2011

<table>
<thead>
<tr>
<th>Activity Date</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/2011</td>
<td>2011 Website Article</td>
</tr>
</tbody>
</table>

Description
Information posted to Public Works website showing best practices for construction site erosion control.

File Attachment
Public Works Stormwater Programs And Information Construction Information.mht
1.7 Non-Residential Property Pollution Prevention

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Required Yes

Description
Identify businesses and activities that may pose a storm water contamination concern, and where appropriate, educate specific audiences on methods of storm water pollution prevention.

Goals

1.7.1 Create and distribute Property Pollution Prevention educational brochure for businesses

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description
Utilizing information from NEWSC and UW-Extension, create and distribute a Property Pollution Prevention educational brochure for commercial and industrial properties. Brochure to be mailed on an annual basis to all affected properties.

Planned: 2011 2012
Complete: 2011

Activity Date Name
12/31/2011 Property Pollution Campaign for Businesses

Description
Staff identified brochures developed in partnership with NEWSC to use for targeted mailings to business owners. Due to staffing changes, the mailing is planned for 2012.

File Attachment Environmentally Friendly property management Coverletter.docx
File Attachment Parking Lot BMP.pdf
File Attachment Dumpster Management Poster 11x17.pdf
File Attachment Power washing for the professional washer.pdf
File Attachment carpet cleaning.pdf
File Attachment 11x17 restaurant management.pdf

1.7.2 Develop Rain Garden Demonstration Projects

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description
Develop rain garden demonstration projects at commercial and/or public properties in the City of Menasha.

Planned: 2009 2010 2011 2012
Complete: 2009 2010 2011
<table>
<thead>
<tr>
<th>Activity Date</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/31/2011</td>
<td>Fire Station 36 Stormwater Management Demo Project (2011)</td>
</tr>
</tbody>
</table>

**Description**
Began planning and coordination for the Fire Station 36 Stormwater Management Demo Project which will include a rain garden and created wetland.

As of fall 2011, the constructed wetland, bioswales and bio-filter were graded. Planting anticipated in 2012.

---

### 1.7.3 Offer Stormwater Utility Charge Credits for On Site Storm Water Management

**Responsible Staff / Position:**
Mark Radtke  
Director of Public Works  
(920) 967-3610

**Description**
Offer Stormwater Utility Charge Credits for On Site Storm Water Management

<table>
<thead>
<tr>
<th>Planned:</th>
<th>2009 2010 2011 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete:</td>
<td>2009 2010 2011</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity Date</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/2011</td>
<td>Stormwater Credit Program (2011)</td>
</tr>
</tbody>
</table>

**Description**
City offers program for commercial and industrial properties to be eligible for stormwater utility fee credits of up to 21% for water quality improvement BMPs like ponds, bio-filters, and rain gardens and an additional 46% credit for flow reduction facilities such as a stormwater pond.
1.8 Promote Environmentally Sensitive Land Development

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Required Yes

Description
Promote environmentally sensitive land development designs by developers and designers.

Goals

1.8.1 Identify and evaluate environmentally sensitive land development principals

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description
Engage the Sustainability Board and/or Plan Commission to identify and evaluate environmentally sensitive land development principles suitable for the City of Menasha. Adoption, implementation, and promotion of policies to be ongoing.

Planned: 2009 2010 2011 2012
Complete: 2009 2010 2011

Activity Date Name
07/01/2011 Sustainability Board Review Impervious Surface Inventory

Description
The City's Sustainability Board discussed the need for an inventory of city-owned impervious surface.

As a response, Public Works converted an impervious parking area to a vegetative condition.
2 Public Involvement and Participation

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description
To satisfy this minimum control measure, the permittee shall implement a program to notify the public of activities required by this permit and to encourage input and participation from the public regarding these activities. This program shall include measurable goals for public involvement and participation and comply with applicable state and local public notice requirements.
Best Management Practices

2.1 Public Notification

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Required Yes

Description
Notify the public of activities required by the MS4 Permit on an annual basis.

Goals

2.1.1 Annually report to community on MS4 Permit activities
Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description
Prior to submission, a draft of the MS4 Permit Annual Report shall be placed on the Common Council for public review, be placed on the city website, and be made available at the Department of Public Works. The final submission shall be posted on the city website and be made available at the Department of Public Works.

Planned: 2008 2009 2010 2011 2012
Activity Date Name
03/25/2011 2010 Annual Report to the Community

Description
A draft of the 2010 MS4 Permit Annual Report was submitted to the Common Council for public review. The draft was also placed on the city website and made available at the Department of Public Works. The final copy was posted on the city website and is available at the Department of Public Works.

2.1.2 Publish requirements of MS4 Permit on city website
Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description
The city shall publish the purpose, requirements, and activities of the MS4 Permit on the city’s website throughout the year.

Planned: 2008 2009 2010 2011 2012
Complete: 2008 2009 2010 2011
Activity Date Name
01/01/2011 2011 MS4 Permit Activities Published on City Website

Description
The city’s MS4 permit requirements and activities are published on the city’s website throughout the year at http://www.cityofmenasha-wi.gov/content/departments/public_works/(5)Stormwater_Programs_and_INFORMATION/Storm_Water_Permiit.php
2.2 Public Participation

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Required: Yes

Description
Encourage input and participation from the public regarding the activities of the MS4 Permit.

Goals

2.2.1 Publish Class One (1) notice requesting public input

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description
In conjunction with annual reporting to the community, the Common Council shall schedule request public comment and input on the activities of the MS4 Permit. The request will be published in the official newspaper of the City of Menasha as a Class One (1) notice as provided in Chapter 985 of the Wisconsin Statutes.

Planned: 2009 2010 2011 2012
Complete: 2009 2010 2011 2012

<table>
<thead>
<tr>
<th>Activity Date</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/25/2011</td>
<td>2010 Annual Report Notice</td>
</tr>
</tbody>
</table>

Description
Published Class One (1) notice in the Post-Crescent requesting public input on the 2009 annual report and MS4 activities.


2.2.2 Publish requests for public input on city's website

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description
Publish a request for comment, input, and questions regarding the activities of the MS4 Permit on the city's website throughout the year and provide staff contact information.

Planned: 2008 2009 2010 2011 2012
Complete: 2008 2009 2010 2011

<table>
<thead>
<tr>
<th>Activity Date</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/25/2011</td>
<td>2010 Annual Report Website Notice</td>
</tr>
</tbody>
</table>

Description
Published website notice inviting public input on the 2010 annual report and MS4 activities.
3 Illicit Discharge Detection and Elimination

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description
Recognizing the adverse effects illicit discharges can have on receiving waters, the permittee shall develop, implement and enforce a program to detect and remove illicit connections and discharges to the MS4. The program shall include measurable goals and include all of the following:

1. An ordinance or other regulatory mechanism to prevent and eliminate illicit discharges and connections to the MS4.

2. Initial field screening at all major outfalls during dry weather periods. At a minimum, field screening shall be documented.

3. On-going dry weather field screening of outfalls during the term of the permit. Outfalls that will be evaluated on an on-going basis and the field screening frequency shall be identified. Consideration shall be given to hydrological conditions, total drainage area of the site, population density of the site, traffic density, age of the structures or buildings in the area, history of the area and land use types. A description of this on-going field screening program shall be submitted to the Department in accordance with section 3.3.4 of the Permit.

4. Procedures for responding to known or suspected illicit discharges.

5. The permittee shall take appropriate action to remove illicit discharges from its MS4 system as soon as possible. If it will take more than 30 days to remove an illicit connection, the Department shall be contacted to discuss an appropriate action and/or timeframe for removal.

6. In the case of an illicit discharge that originates from the permittee's permitted area and that discharges directly to a municipal separate storm sewer or property under the jurisdiction of another municipality, the permittee shall notify the affected municipality within one working day.

7. The name, title and phone number of the individual(s) responsible for responding to reports of illicit discharges and spills shall be included in the illicit discharge response procedure and submitted to the Department in accordance with section 3.3.2 of the Permit.
Best Management Practices

3.1 IDDE Ordinance

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Required Yes

Description
An ordinance or other regulatory mechanism to prevent and eliminate illicit discharges and connections to the MS4. At a minimum, the ordinance or other regulatory mechanism shall:

1. Prohibit the discharge, spilling or dumping of non-storm water substances or materials into waters of the state or the MS4.

2. Identify non-storm water discharges or flows that are not considered illicit discharges. Non-storm water discharges that are not considered illicit discharges include water line flushing, landscape irrigation, diverted stream flows, uncontaminated groundwater infiltration, uncontaminated pumped groundwater, discharges from potable water sources, foundation drains, air conditioning condensation, irrigation water, lawn watering, individual residential car washing, flows from riparian habitats and wetlands, fire fighting and discharges authorized under a WPDES permit unless identified by the permittee as significant source of pollutants to waters of the state.

3. Establish inspection and enforcement authority.

Annual Reporting Items
Ordinance development and adoption; implementation.

Goals

3.1.1 IDDE Ordinance review and updates

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description
The City of Menasha Illicit Discharge and Connection Ordinance was adopted by the Council on August 17, 2009. The ordinance mimics the model ordinance developed by NEWSC and is available as Section 1, Title 6, Chapter 8 of the City of Menasha Municipal Code. This can be found on the City’s website: http://www.cityofmenasha-wi.gov/
The ordinance will be reviewed at least once every five years and updated as needed.

Planned: 2009 2012
Complete: 2009

<table>
<thead>
<tr>
<th>Activity Date</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

None
3.1.2 Enforcement of IDDE Ordinance

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description
A procedure will be established for tracking complaints and response activities as part of the enforcement component of the ordinance.

| Planned:   | 2009 2010 2011 2012 |
| Complete:  | 2009 2010 2011 |

<table>
<thead>
<tr>
<th>Activity Date</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3.2 Initial Field Screening

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Required Yes

Description
Initial field screening at all major outfalls during dry weather periods. At a minimum, field screening shall be documented and include:

1. Visual Observation - A narrative description of visual observations including color, odor, turbidity, oil sheen or surface scum, flow rate and any other relevant observations regarding the potential presence of non-storm water discharges or illicit dumping.

2. Field Analysis - If flow is observed, a field analysis shall be conducted to determine the presence of illicit non-storm water discharges or illicit dumping. The field analysis shall include sampling for pH, total chlorine, total copper, total phenol and detergents, unless the permittee elects instead to use detergent, ammonia, potassium and fluoride as the indicator parameters. Other alternative indicator parameters may be authorized by the Department in writing.

(1) Field screening points shall, where possible, be located downstream of any source of suspected illicit activity.

(2) Field screening points shall be located where practicable at the farthest manhole or other accessible location downstream in the system. Safety of personnel and accessibility of the location shall be considered in making this determination.

Goals

3.2.1 Identification of major outfalls
Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description
Identify and locate all of the major outfalls in the City.

Planned: 2009 2010 2011 2012
Complete: 2009 2010 2011

Activity Date Name
12/30/2011 Outfall List (2011)

Description

File Attachment Outfalls to Monitor.doc
3.2.2 Field Screening  
Responsible Staff / Position: Corey Gordon  
             Engineering Aide II  
             (920) 967-3610  

Description  
Visit each major outfall during a dry weather period and conduct observation and analysis, if necessary, per  
Section 2.3.2 of our WPDES Permit. Complete written documentation of the field screening.  
The initial field screening of major outfalls is anticipated to be completed in summer of 2010.  

| Planned:         | 2010 2011 2012 |
| Complete:        | 2010 2011     |
| Activity Date   | Name          | Description |
| None            |               |             |
3.3 On-going Dry Weather Field Screening

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Required Yes

Description
On-going dry weather field screening of outfalls during the term of the permit. Outfalls that will be evaluated on an on-going basis and the field screening frequency shall be identified. Consideration shall be given to hydrological conditions, total drainage area of the site, population density of the site, traffic density, age of the structures or buildings in the area, history of the area and land use types. A description of this on-going field screening program shall be submitted to the Department in accordance with section 3.3.4 of the Permit.

Goals

3.3.1 Develop on-going field screening program
Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description
Identify parameters for on-going field screening program, including the outfalls that will be evaluated and the field screening frequency. Consideration shall be given to hydrologic conditions, total drainage area of the site, population density of the site, traffic density, age of the buildings in the area, history of the area and land use types.

Planned: 2009 2010 2011 2012
Complete: 2009 2010 2011

Activity Date | Name | Description
--- | --- | ---
None

3.3.2 Outfall AY
Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description
The inspection of outfall on annual basis.

Planned: 2010 2011 2012
Complete: 2010 2011

Activity Date | Name | Description
--- | --- | ---
10/12/2011 | Inspection (2011) | ALL TESTS SHOWED NOTHING PRESENT.

File Attachment: inspection.pdf
3.3.3 Outfall BX
Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description
The inspection of the outfall.

Planned: 2010 2011 2012
Complete: 2010 2011

<table>
<thead>
<tr>
<th>Activity Date</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/12/2011</td>
<td>INSPECTION (2011)</td>
</tr>
</tbody>
</table>

Description
ALL TESTS SHOWED NOTHING PRESENT

File Attachment inspection.pdf

3.3.4 Outfall X
Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description
The inspection of the outfall.

Planned: 2010 2011 2012
Complete: 2010 2011

<table>
<thead>
<tr>
<th>Activity Date</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/18/2011</td>
<td>INSPECTION (2011)</td>
</tr>
</tbody>
</table>

Description
INSPECTED 2ND MH EAST DUE TO WATER LEVEL AT LAKE.

File Attachment inspection.pdf

3.3.5 Outfall T
Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description
The inspection of the outfall.

Planned: 2010 2011 2012
Complete: 2010 2011

<table>
<thead>
<tr>
<th>Activity Date</th>
<th>Name</th>
</tr>
</thead>
</table>
3.3.6 Outfall U
Responsible Staff / Position: Corey Gordon
   Engineering Aide II
   (920) 967-3610

Description
The inspection of the outfall.

Planned: 2010 2011 2012
Complete: 2010 2011

Activity Date Name
10/18/2011 INSPECTION (2011)

3.3.7 Outfall R
Responsible Staff / Position: Corey Gordon
   Engineering Aide II
   (920) 967-3610

Description
The inspection of the outfall.

Planned: 2010 2011 2012
Complete: 2010 2011

Activity Date Name
10/18/2011 INSPECTION (2011)

3.3.8 Outfall BV
Responsible Staff / Position: Corey Gordon
   Engineering Aide II
   (920) 967-3610

Description
The inspection of the outfall.
3.3.9 Outfall D

**Responsible Staff / Position:** Corey Gordon
Engineering Aide II
(920) 967-3610

**Description**
The inspection of the outfall

---

3.3.10 Outfall A

**Responsible Staff / Position:** Corey Gordon
Engineering Aide II
(920) 967-3610

**Description**
The inspection of the outfall.

---

3.3.4 Outfall B

**Responsible Staff / Position:** Corey Gordon
Engineering Aide II
(920) 967-3610

**Description**
ALL OTHER TESTS SHOWED NOTHING PRESENT

---

---
3.3.11 Outfall Y
Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description
Inspection of the outfall

Planned: 2010 2011 2012
Complete: 2010 2011
Activity Date Name
10/18/2011 INSPECTION 2011

File Attachment inspection.pdf

3.3.12 Outfall AP & AQ
Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description
The inspection of the outfall.

Planned: 2010 2011 2012
Complete: 2010 2011
Activity Date Name
10/18/2011 INSPECTION 2011

File Attachment inspection.pdf

3.3.14 Outfall BU
Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description
Outfall inspection

Planned: 2010 2011 2012
Complete: 2010 2011
Activity Date Name
3.3.15 Outfall BI
Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description
Outfall Inspection

Planned: 2010 2011 2012
Complete: 2010 2011
Activity Date Name
10/12/2011 INSPECTION 2011

3.3.16 Outfall DI
Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description
Outfall Inspection

Planned: 2010 2011 2012
Complete: 2010 2011
Activity Date Name
10/12/2011 INSPECTION 2011

3.3.17 Outfall DS & DT
Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description
Outfall inspection
3.3.19 Outfall DU & DV
Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description
Outfall inspection

3.3.21 Outfall H
Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description
Outfall inspection
3.3.22 Outfall AZ
Responsible Staff / Position:  Corey Gordon
                           Engineering Aide II
                           (920) 967-3610

Description
Outfall inspection

Planned:  2010 2011 2012
Complete:  2010 2011
Activity Date  Name
10/12/2011  INSPECTION 2011

File Attachment  inspection.pdf

3.3.23 Outfall N
Responsible Staff / Position:  Corey Gordon
                           Engineering Aide II
                           (920) 967-3610

Description
Outfall inspection

Planned:  2010 2011 2012
Complete:  2010 2011
Activity Date  Name
10/12/2011  INSPECTION 2011

File Attachment  inspection.pdf

3.3.24 Outfall BP
Responsible Staff / Position:  Corey Gordon
                           Engineering Aide II
                           (920) 967-3610

Description
Outfall Inspection

Planned:  2010 2011 2012
Complete:  2010 2011
Activity Date  Name
3.4 Illicit Discharge Response

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Required Yes

Description
Procedures for responding to known or suspected illicit discharges. At a minimum, procedures shall be established for:

1. As soon as possible, investigating portions of the MS4 that, based on the results of field screening or other information, indicate a reasonable potential for containing illicit discharges or other sources of non-storm water discharges.

2. Responding to spills that discharge into and/or from the MS4 including tracking and locating the source of the spill if unknown.

3. Preventing and containing spills that may discharge into or are already within the MS4.

4. Notifying the Department immediately in accordance with ch. NR 706, Wis. Adm. Code, in the event that the permittee identifies a spill or release of a hazardous substance, which has resulted or may result in the discharge of pollutants into waters of the state. The Department shall be notified via the 24-hour toll free spill hotline at 1-800-943-0003. The permittee shall cooperate with the Department in efforts to investigate and prevent such discharges from polluting waters of the state.

5. To the maximum extent practicable, eliminating leakage from sanitary conveyance systems into the MS4.

6. Providing the Department with advance notice of the time and location of dye testing within a MS4. (Because the dye may get reported to the Department as an illicit discharge or spill, the Department requires prior notification of dye testing.)

Annual Reporting Items
A copy of the spill and illicit discharge response procedure manual is on file at City Hall. No illicit discharges were found during 2009.

Goals

3.4.1 Illicit Discharge Response Procedure Manual
Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description
The City of Menasha Spill and Illicit Discharge Response Procedural Manual was developed using the template manual created by NEWSC. It will be reviewed annually and updated as necessary.
Planned: 2009 2010 2011 2012
Complete: 2009 2010 2011

Activity Date Name

Description
Review Illicit Discharge Response Procedure Manual and incorporate changes into the manual, if necessary.
3.5 Illicit Discharge Removal Action

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Required Yes

Description
The permittee shall take appropriate action to remove illicit discharges from its MS4 system as soon as possible. If it will take more than 30 days to remove an illicit connection, the Department shall be contacted to discuss an appropriate action and/or timeframe for removal.

Goals

3.5.1 Illicit discharge removal
Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description
Create a letter of notification to illicit discharge violators.

Planned: 2009
Complete: 2009

<table>
<thead>
<tr>
<th>Activity Date</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3.5.2 Illicit discharge complaints
Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description
A list of complaints and what was done to follow up with complaint

Planned: 2010 2011 2012
Complete: 2010 2011

<table>
<thead>
<tr>
<th>Activity Date</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/31/2011</td>
<td>Illicit Discharge Complaints (2011)</td>
<td>2011 complaints and what was done with each complaint.</td>
</tr>
</tbody>
</table>

File Attachment: Skid & Pallet on Cnty Rd LP.doc
File Attachment: Harrison Emails.htm
File Attachment: Skid & Pallet MSDS.pdf
File Attachment: Emails.pdf
File Attachment: SCA Tissue contact form.doc
3.6 Neighboring Jurisdiction Notification

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Required Yes

Description
In the case of an illicit discharge that originates from the permittee’s permitted area and that discharges directly to a municipal separate storm sewer or property under the jurisdiction of another municipality, the permittee shall notify the affected municipality within one working day.

Goals

3.6.1 Identify neighboring jurisdictions
Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description
Establish a list of discharge points to neighboring jurisdictions and contact people for neighboring MS4’s. Verify contact information annually.

Planned: 2009 2010 2011 2012
Complete: 2009 2010 2011

Activity Date Name
12/15/2011 List of discharge points (2011)

Description
List of discharge points and contacts for neighboring MS4’s.

File Attachment Connections to Neighboring MS4[1].doc
### 3.7 Responsible Party List

**Responsible Staff / Position:** Mark Radtke  
Director of Public Works  
(920) 967-3610

**Required** Yes

**Description**
The name, title and phone number of the individual(s) responsible for responding to reports of illicit discharges and spills shall be included in the illicit discharge response procedure and submitted to the Department in accordance with section 3.3.2 of the Permit.

#### Goals

<table>
<thead>
<tr>
<th>3.7.1 Illicit discharge response</th>
</tr>
</thead>
</table>
| **Responsible Staff / Position:** Mark Radtke  
Director of Public Works  
(920) 967-3610 |

**Description**
Establish contact list and chain of command.

**Planned:** 2009 2010 2011 2012  
**Complete:** 2009 2010 2011

<table>
<thead>
<tr>
<th><strong>Activity Date</strong></th>
<th><strong>Name</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>12/15/2011</td>
<td>Contact person list</td>
</tr>
</tbody>
</table>

**Description**
Corey Gordon, Engineering Dept. 920-967-3610  
Mark Radtke, Director of public works 920-967-3610  
DNR hot line 1-800-943-0003
4 Construction Site Pollutant Control

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description
Each permittee shall develop, implement and enforce a program to reduce the discharge of sediment and construction materials from construction sites. The program shall establish measurable goals and include the following elements:

1. An ordinance or other regulatory mechanism to require erosion and sediment control at construction sites and establish sanctions to ensure compliance.

2. Procedures for construction site inspection and enforcement of erosion and sediment control measures.

3. Procedures for receipt and consideration of information submitted by the public.
Best Management Practices

4.1 Construction Site Erosion & Sediment Control Ordinance

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Required Yes

Description
An ordinance or other regulatory mechanism to require erosion and sediment control at construction sites and establish sanctions to ensure compliance. Note that Appendix A of ch. NR152, Wis. Adm. Code, contains a construction site model ordinance. At a minimum, the ordinance or other regulatory mechanism shall conform to Section 2.4.1 of the City's WPDES General Permit.

The City of Menasha adopted Ordinance O-7-08 relating to Construction Site Erosion Control on June 2, 2008. The ordinance mimics the model ordinance developed by NEWSC and is available as Section 1, Title 6, Chapter 6 of the City of Menasha Municipal Code. This can be found on the City's website: http://www.cityofmenasha-wi.gov/.

The City of Menasha is located in Winnebago and Calumet counties, both of which also have erosion control ordinances. We will enforce the more stringent requirements from the city and county ordinances.

Goals

4.1.1 Request authority to regulate erosion control at public buildings and places of employment

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description
Section 2.4.1.1.3 of the WPDES General Permit requires municipal permittees to request authority from the Wisconsin Department of Commerce to regulate erosion control at public buildings and places of employment.

The City had done so but needed to have an employee properly trained to perform the regulatory duties before Commerce would grant authority. That training has been completed but we need to follow through with making another request to Commerce. I expect this to be done in March, 2010.

Planned: 2009 2010
Complete: 2009 2010

<table>
<thead>
<tr>
<th>Activity Date</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4.1.2 Track enforcement actions
Responsible Staff / Position: Corey Gordon
                        Engineering Aide II
                        (920) 967-3610

Description
Maintain an accounting of all enforcement actions taken by the City, including verbal warnings, written
warnings, stop work notices, citations, and corrective work done by others.

Planned: 2010 2011 2012
Complete: 2010 2011

Activity Date      Name
12/31/2011       Enforcement Action (2011)

Description
Emails were sent out to all contractors requesting corrections when needed. One contractor also had stop work
order placed on project until site was in compliance.

4.1.3 Review and update ordinance
Responsible Staff / Position: Mark Radtke
                        Director of Public Works
                        (920) 967-3610

Description
Review and update the ordinance as necessary per any Admin. Code or WPDES Permit changes. At a
minimum, this will be done every five years, beginning in 2012.

Planned: 2012
Complete: 

Activity Date      Name      Description
None
4.2 Construction Site Inspections and Enforcement

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Required Yes

Description
Procedures for construction site inspection and enforcement of erosion and sediment control measures.

The City of Menasha Engineering Dept. will require erosion control inspections on all commercial and utility construction sites within the City. These inspections will be an on site inspection on a weekly basis and within 24 hours of a 1/2" or more of rain. A written report of each inspection (see construction site inspection checklist) will be kept on file at City Hall. If the contractor fails to comply or correct areas of concern within time stated on the report, a stop work order will be posted on site and also mailed to the contractor. If after a stop work order is issued and corrective conditions are still not met the City will make provisions for its crews or another contractor to enter the site and correct the conditions. Any costs incurred by this will be taken out of the contractor's financial guarantee.

Education Program / Public Outreach
Meet with contractors at pre-construction meetings and discuss the importance of the erosion control measures. Also discuss any areas of concern. Provide informational brochures/handouts for contractors at the Building Inspection Department.

Annual Reporting Items
Number of construction sites within given year.

Goals

4.2.1 Track construction site inspections
Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description
Track the number of inspections by category of residential, ordinance related or complaint driven. Prepare an annual summary report.

Planned: 2009 2010 2011 2012
Complete: 2009 2010 2011

Activity Date Name
12/30/2011 Residential Construction Sites (2011)

Description
The Building Inspection Department issued 23 construction site erosion control permits in 2011. Erosion control plans identifying BMPs to be utilized were required for permit approval. Site inspections and enforcement were conducted periodically at each site over the course of construction activities. Permit records are maintained in the Building Inspection files.
4.2.2 Non permit required erosion inspections

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3810

Description
Tracking of non permit required erosion inspections.

Planned: 2010 2011 2012
Complete: 2010 2011

Activity Date Name
12/30/2011 Non-Compliant Erosion Control (2011)

Description
Letters sent to properties that were not in compliance with erosion control practices.

File Attachment 958 Woodcrest.doc
File Attachment 1069 Province Tr.doc
File Attachment 1298 Fieldview Dr.doc
File Attachment 2088 Natures Way.doc
4.3 Public Information Response Procedures

Responsible Staff / Position:

Required Yes

Description
Procedures for receipt and consideration of information submitted by the public.

Goals

4.3.1 Maintain public complaint log
Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3810

Description
Establish and maintain a log for receipt of erosion control complaints from the public. System should include associated follow up results and actions, if any.

Planned: 2009 2010 2011 2012
Complete: 2009 2010 2011

Activity Date Name
12/30/2011 Complaint log (2011)

Description
There were no complaints for 2011.
5 Post-Construction Storm Water Management

Responsible Staff / Position:  Mark Radtke
Director of Public Works
(920) 967-3610

Description
The permittee shall develop, implement and enforce a program to require control of the quality of discharges from areas of new development and redevelopment, after construction is completed. The program shall establish measurable goals and include:

1. An ordinance or other regulatory mechanism to regulate post-construction storm water discharges from new development and redevelopment.

2. Procedures that will be used by the permittee to ensure the long-term maintenance of storm water management facilities.
Best Management Practices

5.1 Post-Construction Storm Water Management Ordinance

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Required Yes

Description
An ordinance or other regulatory mechanism to regulate post-construction storm water discharges from new development and redevelopment. At a minimum, the ordinance or other regulatory mechanism shall establish or include:

1. Applicability and jurisdiction that shall apply to construction sites with one acre or more of land disturbance, and sites of less than one acre if they are part of a larger common plan of development or sale under the jurisdiction of the permittee.

2. Design criteria, standards and specifications equivalent to technical standards or the Wisconsin Storm Water Manual approved by the Department. The Department-approved technical standards shall take precedence over the Wisconsin Storm Water Manual. The Department-approved technical standards and the Wisconsin Storm Water Manual are available at http://dnr.wi.gov/org/water/wm/nps/stormwater/techstds.htm.

3. Post-construction performance standards equivalent to or more restrictive than those in ss. NR 151.12 and 151.24, Wis. Adm. Code.

4. Storm water plan requirements for landowners of construction sites equivalent to those contained in s. NR 216.47, Wis. Adm. Code.

5. Long-term maintenance requirements for landowners and other persons responsible for long-term maintenance of post-construction storm water control measures.

6. Inspection and enforcement authority.

The City of Menasha adopted Ordinance O-22-08 relating to Post-Construction Storm Water Management on January 5, 2009. The ordinance mimics the model ordinance developed by NEWSC and is available as Section 1, Title 6, Chapter 7 of the City of Menasha Municipal Code. This can be found on the City's website: http://www.cityofmenasha-wi.gov/. The City of Menasha is located in Winnebago and Calumet counties, both of which also have storm water management ordinances. We will enforce the more stringent requirements from the city and county ordinances.

Goals
5.1.1 Review and update ordinance
Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description
Review and update the ordinance as necessary per any Admin. Code or WPDES Permit changes. At a minimum, this will be done every five years, beginning in 2012.

Planned: 2012
Complete:

<table>
<thead>
<tr>
<th>Activity Date</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5.1.2 Storm water management plan review
Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description
Contract with a qualified consultant to review commercial and subdivision storm water management plans for compliance with the ordinance.

Planned: 2009 2010 2011 2012
Complete: 2009 2010 2011

<table>
<thead>
<tr>
<th>Activity Date</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/30/2011</td>
<td>Dollar General Plan Review</td>
</tr>
</tbody>
</table>

Description
Reviewed the stormwater management plan for the new Dollar General store on Appleton Rd.
5.2 Long-Term Maintenance Procedures
Responsible Staff / Position: Mark Radtke
                      Director of Public Works
                      (920) 967-3610

Required  Yes

Description
Procedures that will be used by the permittee to ensure the long-term maintenance of storm water management facilities.

The City of Menasha has developed a template for a Storm Water Facilities Maintenance Agreement to ensure long term maintenance for the storm water facility in accordance with the design functions and the post-construction storm water management plan.

Upon approval of the plan, the maintenance agreement is signed by the property owner and the City of Menasha and is recorded at the appropriate county.

The management and long term maintenance of regional storm water ponds and residential subdivision ponds shall be the responsibility of the City of Menasha, accomplished via either easement or land dedication.

Goals

5.2.1 Audit private facilities for long term maintenance
Responsible Staff / Position: Corey Gordon
                      Engineering Aide II
                      (920) 967-3610

Description
Audit up to five properties annually for compliance with the approved operation and maintenance plan and recorded maintenance agreement.

Planned: 2011 2012
Complete: 2011

Activity Date Name
12/30/2011 Develop list of Properties to monitor

Description

File Attachment Private Stromwater Facilities to Audit.docx
6 Pollution Prevention

Responsible Staff / Position:  
Mark Radtke  
Director of Public Works  
(920) 967-3610

Description
Each permittee shall develop and implement a pollution prevention program that establishes measurable goals for pollution prevention. The program shall include:

1. Routine inspection and maintenance of municipally owned or operated structural storm water management facilities to maintain their pollutant removal operating efficiency.

2. Routine street sweeping and cleaning of catch basins with sumps where appropriate.

3. Proper disposal of street sweeping and catch basin cleaning waste.

4. If road salt or other deicers are applied by the permittee, no more shall be applied than necessary to maintain public safety.

5. Proper management of leaves and grass clippings, which may include on-site beneficial reuse as opposed to collection.

6. Storm water pollution prevention planning for municipal garages, storage areas and other sources of storm water pollution from municipal facilities.

7. Application of lawn and garden fertilizers on municipally controlled properties, with pervious surfaces over 5 acres each, in accordance with a site-specific nutrient application schedule based on appropriate soil tests.

8. Education of appropriate municipal and other personnel involved in implementing this program.

Best Management Practices

6.1 Routine Facility Inspection and Maintenance

Responsible Staff / Position: Mark Radtke
                                Director of Public Works
                                (920) 967-3610

Required Yes

Description
Routine inspection and maintenance of municipally owned or operated structural storm water management facilities to maintain their pollutant removal operating efficiency. The City of Menasha currently has responsibility for 10 wet storm water ponds, three dry ponds, several ditches and one CDS filter unit. These facilities are inspected at least annually.

Goals

6.1.1 Menasha Marina Proprietary Device
Responsible Staff / Position: Tim Jacobson
                                Public Works Superintendent
                                (920) 967-3620

Description
Conduct semi-annual inspections, maintain and clean with vactor truck. Record date and estimate amount of solids removed if possible.

Complete: 2006 2007 2008 2009 2010 2011

Activity Date Name
05/17/2011 Menasha Marina Proprietary Device

Description
Cleaned in May an October, very little debris.

6.1.2 Lake Park Villas Phase I, Pond 1
Responsible Staff / Position: Corey Gordon
                                Engineering Aide II
                                (920) 967-3610

Description
Pond 1 Inspections and Maintenance.

Planned: 2009 2010 2011 2012
Complete: 2009 2010 2011

Activity Date Name
10/24/2011 Pond Inspection 2011

Description
The inspection of pond and any corrections that were made if any.

File Attachment 2011 Lake Park Phase I Pond I Inspection.doc
6.1.3 Lake Park Villas Phase I, Pond 2  
Responsible Staff / Position: Corey Gordon  
   Engineering Aide II  
   (920) 967-3610  

Description  
Pond 2 inspections and maintenance.  

Planned: 2009 2010 2011 2012  
Complete: 2009 2010 2011  
Activity Date  Name  
10/24/2011  Pond Inspection 2011  

Description  
The inspection of pond and any corrections that were made if any.  

File Attachment  2011 Lake Park Phase I Pond II Inspection.doc  

6.1.4 Lake Park Villas Phase I, Pond 3  
Responsible Staff / Position: Corey Gordon  
   Engineering Aide II  
   (920) 967-3610  

Description  
Pond 3 inspections and maintenance.  

Planned: 2009 2010 2011 2012  
Complete: 2009 2010 2011  
Activity Date  Name  
10/24/2011  Pond Inspection 2011  

Description  
The inspection of pond and any corrections that were made if any.  

File Attachment  2011 Lake Park Phase I Pond III Inspection.doc  

6.1.5 Lake Park Villas Phase I, Pond 4  
Responsible Staff / Position: Corey Gordon  
   Engineering Aide II  
   (920) 967-3610  

Description  
Pond 4 inspections and maintenance.  

Planned: 2009 2010 2011 2012  
Complete: 2009 2010 2011  
Activity Date  Name  

Page 54 of 78
6.1.6 Lake Park Villas Phase II Pond
Responsible Staff / Position: Corey Gordon
   Engineering Aide II
   (920) 967-3610

Description
LPV Phase II pond inspections and maintenance.

Planned: 2009 2010 2011 2012
Complete: 2009 2010 2011
Activity Date        Name
10/26/2011            Pond Inspection 2011

6.1.7 Midway Business Park Pond
Responsible Staff / Position: Corey Gordon
   Engineering Aide II
   (920) 967-3610

Description
Midway Business Park wet detention basin inspections and maintenance.

Planned: 2009 2010 2011 2012
Complete: 2009 2010 2011
Activity Date        Name
10/17/2011            Pond Inspection 2011

6.1.8 Province Terrace Pond
Responsible Staff / Position: Corey Gordon
   Engineering Aide II
   (920) 967-3610

Description
Province Terrace wet detention basin inspections and maintenance.
Planned: 2009 2010 2011 2012
Complete: 2009 2010 2011

Activity Date Name
10/17/2011 Pond Inspection 2011

Description
The inspection of pond and any corrections that were made if any.

File Attachment 2011 Province Tr Pond Inspection.doc

6.1.9 Lake Park Villas Phase I, Pond 5
Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description
Pond 5 Inspections and maintenance.

Planned: 2009 2010 2011 2012
Complete: 2009 2010 2011

Activity Date Name
10/24/2011 Pond Inspection 2011

Description
The inspection of pond and any corrections that were made if any.

File Attachment 2011 Lake Park Phase I Pond V Inspection.doc

6.1.10 Natures Way Housing Pond
Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description
Pond inspections and maintenance.

Planned: 2009 2010 2011 2012
Complete: 2009 2010 2011

Activity Date Name
10/17/2011 Pond Inspection 2011

Description
The inspection of pond and any corrections that were made if any.

File Attachment 2011 Nature's way Housing Pond Inspection.doc
6.1.11 Nature's Way/Province Terrace Pond
Responsible Staff / Position: Corey Gordon
                Engineering Aide II
            (920) 967-3610

Description
Pond Inspection and Maintenance

| Planned:    | 2009 2010 2011 2012 |
| Complete:   | 2009 2010 2011     |

<table>
<thead>
<tr>
<th>Activity Date</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/17/2011</td>
<td>Pond Inspection 2011</td>
</tr>
</tbody>
</table>

Description
The inspection of pond and any corrections that were made if any.

File Attachment
2011 Nature's way Province Tr. Pond Inspection.doc
6.2 Street Sweeping / Catch Basin Cleaning

Responsible Staff / Position: Tim Jacobson
   Public Works Superintendent
   (920) 967-3620

Required: Yes

Description
Routine street sweeping and cleaning of catch basins with sumps where appropriate.

Goals

6.2.1 Downtown, Major, and Secondary Roads
Responsible Staff / Position: Tim Jacobson
   Public Works Superintendent
   (920) 967-3620

Description
All downtown and major roads cleaned every week. Secondary roads cleaned once a month.

Complete: 2006 2007 2008 2009 2010 2011

Activity Date   Name
05/01/2011  Downtown, Major, and Secondary Roads (2011)

Description
all major streets and secondaries swept according to goal. sweeper was out for 2,791 miles and 619.5 hours.
6.3 Sweeping and Basin Waste Disposal

Responsible Staff / Position: Tim Jacobson
Public Works Superintendent
(920) 967-3620

Required: Yes

Description
Proper disposal of street sweeping and catch basin cleaning waste.

Goals

6.3.1 Sweeping and Basin Disposal

Responsible Staff / Position: Tim Jacobson
Public Works Superintendent
(920) 967-3620

Description
Proper disposal sweepings and basin debris.

Planned: 2010 2011 2012
Complete: 2010 2011

<table>
<thead>
<tr>
<th>Activity Date</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/26/2011</td>
<td>Sweeping and basin disposal 2011</td>
</tr>
</tbody>
</table>

Description
Cleaned 1145 basins/manholes, repaired 12 catchbasins, hauled 265 tons of sweepings to Winnebago county landfill.
6.4 Deicer Application Management

Responsible Staff / Position: Tim Jacobson
Public Works Superintendent
(920) 967-3620

Required Yes

Description
If road salt or other deicers are applied by the permittee, no more shall be applied than necessary to maintain public safety. Also, the use of environmentally friendly deicers, such as Geomelt, shall be evaluated as a standard operating policy for snow and ice control.

Justification
Deicer is necessary to provide appropriate level of safety as defined in the City's Snow and Ice Control Policy.

Annual Reporting Items
WisDOT requires an annual Salt Inventory report.

Goals

6.4.1 Maximize Use of Geomelt
Responsible Staff / Position: Tim Jacobson
Public Works Superintendent
(920) 967-3620

Description
The use of Geomelt as a deicer allows us to reduce the amount of road salt being applied to our streets, thus reducing the amount of chlorides entering our waterways.

Planned: 2009 2010 2011
Complete: 2009 2010 2011

Activity Date Name Description
None

6.4.2 Annual Salt Storage Facility Inspection/Inventory
Responsible Staff / Position: Tim Jacobson
Public Works Superintendent
(920) 967-3620

Description
Conduct the annual salt storage facility inspection by WisDOT. Prepare salt inventory report.

Planned: 2009 2010 2011 2012
Complete: 2009 2010 2011

Activity Date Name Description
None
6.4.3 Fleet Maintenance

Responsible Staff / Position: Tim Jacobson
Public Works Superintendent
(920) 967-3620

Description
Maintain fleet and equipment for proper application of road salt and salt brine. Perform calibration of equipment prior to winter season.

Planned: 2008 2009 2010 2011 2012
Complete: 2008 2009 2010 2011

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
6.5 Leaf and Grass Clipping Management

Responsible Staff / Position: Tim Jacobson
Public Works Superintendent
(920) 967-3620

Required Yes

Description
Proper management of leaves and grass clippings; which may include on-site beneficial reuse as opposed to collection.

Goals

6.5.1 Proper Management of Leaf and Grass Clipping Yard Waste
Responsible Staff / Position: Tim Jacobson
Public Works Superintendent
(920) 967-3620

Description
The City of Menasha will collect and process yard waste to produce sifted compost product that will be made available to residents. The city will utilize a bio-bag collection system. Property owners will be required to mulch or compost grass clippings on site.

Complete: 2006 2007 2008 2009 2010 2011

Activity Date  Name  Description
None

6.5.2 Proper Management of Leaf and Grass Clippings in City Parks
Responsible Staff / Position: Vince Maas
Parks Superintendent
(920) 967-3642

Description
Turf grass will be mulched during the growing season. Leaves will also mulched several times in the fall.

Complete: 2006 2007 2008 2009 2010 2011

Activity Date  Name
12/30/2011  mulching (2011)

Description
Turf grass was mulched on site.
6.6 Municipal Facility SWPPPs

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Required Yes

Description
Storm water pollution prevention planning for municipal garages, storage areas and other sources of storm water pollution from municipal facilities. We have reviewed SWPPPs from other communities but have not yet prepared our own SWPPP. It is expected we will complete our SWPPP during 2012. Upon completion of SWPPP, proper employee training will be done.

Goals

6.6.1 Prepare SWPPP

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description
Complete written SWPPP.

Planned: 2011 2012

Complete:

<table>
<thead>
<tr>
<th>Activity Date</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
6.7 Nutrient Application Management

Responsible Staff / Position: Vince Maas
Parks Superintendent
(920) 967-3642

Required Yes

Description
Application of lawn and garden fertilizers on municipally controlled properties, with pervious surfaces over 5 acres each, in accordance with a site-specific nutrient application schedule based on appropriate soil tests.

Goals

6.7.1 Nutrient Application Management

Responsible Staff / Position: Vince Maas
Parks Superintendent
(920) 967-3642

Description
At this time the City of Menasha does not apply lawn or garden fertilizer to any area larger than 2 acres. The Parks Department has a Turf Management Plan which is reviewed annually. It was recently updated.

Planned: 2009 2010 2011 2012
Complete: 2009 2010 2011

Activity Date Name
12/30/2011 Nutrient Application Management (2009, 10, 11)

Description
Attached is the Turf Management Plan

File Attachment  Turf Manage Plan.DOC
6.8 Staff Training and Education

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Required Yes

Description
Education of appropriate municipal and other personnel involved in implementing this program. Comprehensive training for City employees has not yet occurred. It is expected this will occur in 2010.

Goals

6.8.1 Provide staff training on pollution prevention

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description
Education of appropriate municipal and other personnel involved in implementing this program.

Planned: 2010 2011 2012
Complete: 2011

<table>
<thead>
<tr>
<th>Activity Date</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/25/2011</td>
<td>NEWSC Vegetation Training (2011)</td>
</tr>
</tbody>
</table>

Description
6.9 Source Water Protection Measures

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Required Yes

Description
Measures to reduce municipal sources of storm water contamination within source water protection areas. Wisconsin’s source water assessment program information is available at:


Goals

6.9.1 Execute pollution prevention operations per Storm Water Management Plan

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description
The City performs various tasks to reduce the amount of pollutants entering source waters, including street sweeping, catch basin cleaning, use of erosion control measures, etc.

Complete: 2006 2007 2008 2009 2010 2011

Activity Date Name
12/31/2011 Municipal operations

Description
Completed 2011 City operations for pollution reduction.
7 Storm Water Quality Management

Responsible Staff / Position:  Mark Radtke
Director of Public Works
(920) 967-3610

Description
The permittee shall develop and implement a municipal storm water
management program. This program shall achieve compliance with the
developed urban area performance standards of s. NR 151.13(2), Wis.
Adm. Code, for those areas of the municipality that were not subject to the
postconstruction performance standards of s. NR 151.12 or 151.24. The
program shall include:

1. To the maximum extent practicable, implementation of storm water
management practices necessary to achieve a 20% reduction in the annual
average mass of total suspended solids discharging from the MS4 to
surface waters of the state as compared to implementing no storm water
management controls, by March 10, 2008. The permittee may elect to meet
the 20% total suspended solids standard on a watershed or regional basis
by working with other permittee(s) to provide regional treatment that
collectively meets the standard.

2. Evaluation of all municipal owned or operated structural flood control
facilities to determine the feasibility of retrofitting to increase total
suspended solids removal from runoff.

3. Assessment of compliance with s. NR 151.13(2), Wis. Adm. Code, by
conducting a pollutant-loading analysis using a model such as SLAMM, P8
or equivalent methodology approved by the Department. At a minimum, the
average annual total suspended solids and phosphorus loads to the MS4
shall be determined for the cumulative discharge from all outfalls for the
controls and no controls conditions. For purposes of evaluating the
modeling, pollutant loads from grouped drainage areas as modeled shall be
reported. The modeling shall calculate the theoretical annual average mass
of total suspended solids generated for the entire area served by a MS4
within the permittee’s jurisdiction with no controls or BMPs applied.
Modeling to reflect the current state of controls and BMPs shall be judged
against the no controls condition to determine the percent of reduction. A
storm water infiltration system is considered to be a control or BMP.
Controls and BMPs that exist at the time of permit issuance may be used to
achieve this reduction. This pollutant level reduction applies to total
suspended solids only.
Best Management Practices

7.1 20% TSS Reduction Practices

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Required Yes

Description
To the maximum extent practicable, implementation of storm water management practices necessary to achieve a 20% reduction in the annual average mass of total suspended solids discharging from the MS4 to surface waters of the state as compared to implementing no storm water management controls, by March 10, 2008. The permittee may elect to meet the 20% total suspended solids standard on a watershed or regional basis by working with other permittee(s) to provide regional treatment that collectively meets the standard.

Note: Pursuant to s. NR 151.13(2), Wis. Adm. Code, the total suspended solids reduction requirement increases to 40% by March 10, 2013. The 20% and 40% total suspended solids reduction requirements are applied to runoff from areas of urban land use and are not applicable to agricultural or rural land uses and associated roads. Additional MS4 modeling guidance for modeling the total suspended solids control is given on the Department’s Internet site at:


Goals

7.1.1 Adopt and implement Storm Water Management Plan

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description
Adopt and implement a city-wide storm water management plan to achieve a 20% reduction in the annual average mass of total suspended solids discharging from the MS4 to surface waters of the state.

Planned: 2008 2009 2010 2011 2012
Complete: 2008 2009 2010 2011

<table>
<thead>
<tr>
<th>Activity Date</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
7.2 Evaluation of Existing Facility for Retrofit
Responsibe Staff / Position:  Mark Radtke
                           Director of Public Works
                           (920) 967-3610

Required  Yes

Description
Evaluation of all municipal owned or operated structural flood control facilities to determine the feasibility of retrofitting to increase total suspended solids removal from runoff.

Goals

7.2.1 Inspect and evaluate existing facilities for retrofit.
Responsibe Staff / Position:  Mark Radtke
                           Director of Public Works
                           (920) 967-3610

Description
Inspect and evaluate all municipal owned or operated structural flood control facilities to determine the feasibility of retrofitting to increase TSS removal.

Planned:  2009 2011
Complete: 2009 2011

<table>
<thead>
<tr>
<th>Activity Date</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/16/2011</td>
<td>Pond Retrofit evaluation</td>
</tr>
</tbody>
</table>

Description
Existing ponds were analyzed and determined there is no ability to retrofit.
7.3 Pollutant Loading Analysis Model (SLAMM/ P8)

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Required Yes

Description
Assessment of compliance with s. NR 151.13(2), Wis. Adm. Code, by conducting a pollutant-loading analysis using a model such as SLAMM, P8 or equivalent methodology approved by the Department. At a minimum, the average annual total suspended solids and phosphorus loads to the MS4 shall be determined for the cumulative discharge from all outfalls for the controls and no controls conditions. For purposes of evaluating the modeling, pollutant loads from grouped drainage areas as modeled shall be reported. The modeling shall calculate the theoretical annual average mass of total suspended solids generated for the entire area served by a MS4 within the permittee’s jurisdiction with no controls or BMPs applied. Modeling to reflect the current state of controls and BMPs shall be judged against the no controls condition to determine the percent of reduction. A storm water infiltration system is considered to be a control or BMP. Controls and BMPs that exist at the time of permit issuance may be used to achieve this reduction. This pollutant level reduction applies to total suspended solids only.

Goals

7.3.1 Conduct Pollutant Load Analysis

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description
Complete a pollutant-loading analysis to assess compliance with the 20% and 40% TSS reduction developed urban area performance standard.

Planned: 2008 2009 2010 2011 2012
Complete: 2008 2009 2010 2011

Activity Date Name
03/01/2011 Tayco Pond analysis

Description
Used SLAMM modeling for new Tayco Pond
8 Storm Sewer System Map

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description
The permittee shall develop and maintain a MS4 map.
Best Management Practices

8.1 Storm Sewer System Map Requirements

Responsible Staff / Position: Tim Montour  
Engineering Supervisor  
(920) 967-3610

Required: Yes

Description
The municipal storm sewer system map shall include:

1. Identification of waters of the state, name and classification of receiving water(s), identification of whether the receiving water is an ORW, ERW or listed as an impaired water under s. 303(d) of the Clean Water Act, storm water drainage basin boundaries for each MS4 outfall and municipal separate storm sewer conveyance systems.

2. Identification of any known threatened or endangered resources, historical property and wetlands, as defined in sections 1.6 through 1.8 of this permit, which might be affected.

3. Identification of all known MS4 outfalls discharging to waters of the state and other MS4s. Major outfalls shall be uniquely identified.

4. Location of any known discharge to the MS4 that has been issued WPDES permit coverage by the Department. A list of WPDES permit holders in the permittee’s area may be obtained from the Department.

5. Location of municipally owned or operated structural storm water management facilities including detention basins, infiltration basins, and manufactured treatment devices. If the permittee will be taking credit for pollutant removal from privately-owned facilities, they must be identified.

6. Identification of publicly owned parks, recreational areas and other open lands.

7. Location of municipal garages, storage areas and other public works facilities.

8. Identification of streets.

Goals

8.1.1 Storm Sewer Map

Responsible Staff / Position: Corey Gordon  
Engineering Aide II  
(920) 967-3610

Description
Create a map of the city showing all storm sewer system. Map to be updated on an annual basis.

Planned: 2009 2010 2011 2012
Complete: 2009 2010 2011
<table>
<thead>
<tr>
<th>Activity Date</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/30/2011</td>
<td>Update Storm Sewer Map (2011)</td>
</tr>
</tbody>
</table>

**Description**

Yearly update of storm sewer mapping.

File Attachment: STORM_system.pdf
9 Annual Report and Storm Water Management Program Funding

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description
The permittee shall submit an annual report to the Department in accordance with section 3.10 of the Permit. The permittee shall invite the municipal governing body, interest groups and the general public to review and comment on the annual report.
Best Management Practices

9.1 Annual Reporting Requirements

Responsible Staff / Position:  Kara Homan
Principal Planner
(920) 967-3652

Required  Yes

Description
The annual report shall include:

1. The status of implementing the permit requirements, status of meeting measurable program goals and compliance with permit schedules.

2. A fiscal analysis which includes the annual expenditures and budget for the reporting year, and the budget for the next year.

2. A summary of the number and nature of inspections and enforcement actions conducted to ensure compliance with the required ordinances.

4. Identification of any known water quality improvements or degradation in the receiving water to which the permittee’s MS4 discharges. Where degradation is identified, identify why and what actions are being taken to improve the water quality of the receiving water.

5. A duly authorized representative of the permittee shall sign and certify the annual report and include a statement or resolution that the permittee’s governing body or delegated representatives have reviewed or been apprised of the content of the annual report. A signed copy of the annual report and other required reports shall be submitted to the appropriate Department regional storm water contact or to the Wisconsin DNR, Storm Water Program ?WT/2, PO Box 7921, Madison, WI 53707-7921.

Goals

9.1.1 Utilize PermiTrack Software for Annual Reporting

Responsible Staff / Position:  Kara Homan
Principal Planner
(920) 967-3652

Description
Train staff on and utilize PermiTrack software to plan, record, and document all activities relating to the city’s MS4 Permit.

Planned:  2009 2010 2011 2012
Complete:  2009 2010 2011

<table>
<thead>
<tr>
<th>Activity Date</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/07/2011</td>
<td>New Employee Permitrack Training (2011)</td>
</tr>
</tbody>
</table>

Description
New Principal Planner received Permitrack training from Jeff Mazanec, RA Smith, Appleton, WI.

<table>
<thead>
<tr>
<th>Activity Date</th>
<th>Name</th>
</tr>
</thead>
</table>
Description
Staff utilized PermiTrak to document activities pertaining to MS4 goals for 2011 throughout the year.

9.1.2 Prepare Annual Report
Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description
Review annual documentation and ensure all activities are entered into PermiTrack software. Prepare annual report document for Common Council and public review. Submit annual report by March 31.

Planned: 2008 2009 2010 2011 2012
Complete: 2008 2009 2010 2011

Activity Date Name
03/31/2011 2010 Annual Report

Description
9.2 Annual Funding Information

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Required Yes

Description
The permittee will generate revenue to fund the activities and requirements of the storm water management program.

Goals

9.2.1 Adopt budget
Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description
Prepare annual budget for adoption by Common Council and review adequacy of storm water fees.

Planned: 2008 2009 2010 2011 2012
Complete: 2008 2009 2010 2011

Activity Date Name
10/31/2011 Fee Review

Description
Review adequacy of storm water fees.

11/15/2011 Budget adoption

Description
Budget was prepared by staff and adopted by Common Council.
9.3 Annual Program Costs

Responsible Staff / Position:  Mark Radtke  
Director of Public Works  
(920) 967-3610

Required: Yes

Description
Costs for implementing the program shall be summarized and attached to the annual permit.

Goals

9.3.1 Complete fiscal analysis table for annual report
Responsible Staff / Position:  Mark Radtke  
Director of Public Works  
(920) 967-3610

Description
Prepare the budget breakdown on the form provided as part of the annual DNR storm water report.

Planned:  2008 2009 2010 2011 2012
Complete:  2008 2009 2010 2011

Activity Date          Name
03/18/2011            Complete fiscal analysis form.

Description
Complete the fiscal analysis form for the 2010 DNR annual report.

File Attachment    2011_Budget_Stormwater.pdf
Memorandum

Date: March 28, 2012

To: Menasha Common Council

From: Tim Montour, Engineering Supervisor

RE: Menasha Utility 2012 Water Main Reconstruction -- Paris Street/Manitowoc Street

The Pre-Construction Meeting for the Water Main Reconstruction on Paris/Manitowoc Street was held on March 27, 2012 at the Menasha Utility office. Don Hietpas and Sons, Inc. is the General Contractor for the project. The contacts and the phone numbers for Don Hietpas and Sons are attached. Charlie Hietpas will be the Foreman on the water main project and requests that he be the first contact regarding any contractor related questions or concerns. Warning Lites of Appleton will provide all of the traffic control for the water main project. The contact numbers for Warning Lites are also on the attached contact list. Any project related questions should be directed to Scott Maurer at Menasha Utilities (920) 967-3400.

Work is scheduled to begin on Paris Street the week of April 2, 2012. The water main project will involve all of Paris Street from Broad Street to Manitowoc Street. The project will also involve that part of Manitowoc Street from Paris Street to Broad Street.

Don Hietpas and Sons, Inc. has a copy of the City of Menasha Safety Manual (regarding excavation, confined space, etc.) and a Contact List (see attached) for work within the public right of way.
24 HR. EMERGENCY PHONE NUMBERS

OFFICE 788-2568
STEVE HIETPAS 450-0705
SCOTT HIETPAS 450-0708
JAY HIETPAS 858-0726
BRAD HIETPAS 450-0704
PATRICK HIETPAS 450-8242
✨ CHARLIE HIETPAS 450-0709
SAM HIETPAS 450-0702
BARRICADES WARNING LITES 257-4582

E-MAIL
STU @ D.H.S. CONST.COM
SCOTT @ D.H.S. CONST. COM
STEVE @ D.H.S. CONST. COM

TRAFFIC CONTROL WARNING LITES OF APPLETON OFFICE 257-4582
LANCE MAHL 378-0048
December 5, 2007

Contact List for Work Within Public Road or Street Right of Way in City of Menasha

City of Menasha - Department of Public Works/Engineering (920) 967-3610
City of Menasha – Public Works Facility (Municipal Garage) (920) 967-3620
City of Menasha Police Department (Non-emergency) (920) 967-3500
Neenah-Menasha Fire Rescue (Non-emergency) (920) 886-6200
Menasha Utilities (920) 967-3400
Gold Cross Ambulance Service (920) 727-3020
U.S. Post Office (800) 275-8777
Lamers Bus Lines, Inc. (920) 832-8800
Valley Transit (920) 832-5800
Dear Deborah Galeazzi,

As an active business leader in the convenience retailing industry, I was encouraged to hear that Assembly Bill 63 was signed into action December 20, 2011, allowing retailers with a Class A liquor license to sell products as early as 6am. As I prepared my stores for the conversion, I realized certain municipalities were not removing their 8am local ordinance to match state legislation which then prohibits our stores from an additional selling period of two (2) hours.

The purpose of my letter today is to ask for your help in appealing the local ordinance that prohibits our retail stores from maximizing our selling periods. After coming off several difficult years with a slow economy and uncertain consumer outlook, our business is looking for every opportunity to make up sales. Stores on a geographical divide may also experience loss of sales if they are not given the same equal selling time as other stores around them.

Please propose to your local city council to remove the 8am local ordinance prohibiting retail stores from maximizing selling hours per state legislation.

Please let me know if there is any additional detail or help you need from me when you state your request. Your help in supporting local, small business is paramount in rebuilding our local economy and supporting our community. I appreciate your help and support on this important business matter.

Sincerely,

Jim Kratowicz

Assembly Bill 63 (Wynn/Grothman): This legislation changes current state statute with regard to businesses operating under a Class A liquor license. This bill changes the morning closing hours for retailers from 8:00am to 6:00am. This bill does not change the closing hours for the sale of liquor. Meaning, a retailer selling beer can do so lawfully from 6:00am to midnight and a retailer selling intoxicating liquor or wine can do so lawfully from 6:00am to 9:00pm. This legislation also retains current power of municipalities, allowing them to alter these hours by ordinance if they choose.
Save the Date!

Fox Cities Greenways hosts its:
3rd Annual
Trails Workshop
Featuring Keynote Speaker Chris Kegel
President/Owner of Wheel & Sprocket, Chairperson of the Bicycling Federation of Wisconsin

Thursday, May 17, 2012
8:00a – 3:00p
To be held at the Miron Construction Corporate Office
Hwy 10 & Cty CB

Who Should Attend? Trail Advocates, Community and Political Leaders, Administrators, School Administrators, SAFE Routes to School Coordinators, Community Development, Engineers, Planners, Public Works and Park & Recreation Leaders

Detailed workshop and registration information will be available on our website in April!
www.focitiesgreenways.org

Celebrate BIKE TO WORK WEEK
May 13-19, 2012
March 27, 2012

Dear Mayor Merkes and Alderman,

I had the privilege of attending your most recent meeting on Monday March 19, 2012. I am grateful for the men and women who lead this City. I am also grateful for the VFW, the Rotary Club and all the non-profits who volunteer their time to help make our city a better place to live.

One of the decisions made at your meeting was to discontinue the 50% discount for non-profits for special city events (I have learned recently that this decision has been vetoed). This was a very heated debate with opinions and feelings expressed from both sides. But by no means did I feel that it was a personal attack against any one group or organization. This decision, in my humble opinion, was made with the intent to help minimize the tax burden on the tax payers of Menasha.

We are a City in financial crisis and for us to attack each other, in this case our Alderman who voted to discontinue the discount in order to help reduce our tax burden, and to demonize and label them, as some put it, “traders” is disturbing and wrong.

What troubles me is that we appear to be more interested in running people out of office who we disagree with than we are in holding those responsible who got us into this mess in the first place.

The job of the Mayor, City Council and elected officials is to watch out for the people of Menasha. Our focus should be to unify, not divide and destroy. We need to do cut spending wherever possible in order to get our financial house in order in order to reduce the ever growing tax burden on the people of Menasha. Our focus should also be to hold each department and department head responsible for doing their part and not allowing anyone person and/or department to be nonchalant about passing the buck on to the tax payers.

We need to come together and support our non-profits that we believe in so they can continue their positive impact on our City. We are a community of families, friends, colleagues etc. We have our differences but we are stronger together than when we are divided. I believe better days are ahead, but we have work to do. In the meantime let’s not ask the City what it can do for us but rather ask what we can do to help our City get back on the path to lower taxes and prosperity for all.

Respectfully yours,

Roy Kordus
February 28, 2012

Menasha Utilities
Utility Commission
321 Milwaukee Street
P.O. Box 340
Menasha, WI 54952-0340

Re: Menasha Utilities
   High Lift Pumping Station / Standby Generator & Motor Control Modifications
   Contract M0002-910283-B
   Letter Of Recommendation
   McM. No. M0002-910283.02

Dear Commissioners:

Bids were received at the Menasha Utilities Office at 2:00 p.m., January 19, 2012, for the Standby Generator & Motor Control Modifications Project (Contract M0002-910283-B).

A total of five bids were received for the Base Bid, ranging in price from $923,000.00 to $1,034,000.00. An Alternate Bid was also requested for replacement of three existing motors (Bid Tabulation enclosed). Bidders were required to submit Disadvantaged Business Enterprise (DBE) forms with their bid to comply with Single Drinking Water (SDW) requirements.

Based upon the bids received, we recommended award of Contract M0002-910283-B to the low, responsive bidder, Pieper Electric, Inc. of Milwaukee, Wisconsin, for both the Base Bid and Alternate Bid #1 in the amount of $1,008,000.00. We made this award recommendation in a letter to you, dated January 23, 2012.

However, after a more detailed evaluation of the proposed design and the high costs associated with it, and the reality of the available financing for this project, we recommend that the bids be rejected and the project redesigned/rebid.

If you have any questions, feel free to contact me.

Very truly yours,
McMAHON

[Signature]

Donald J. Voogt, P.E., BCEE
Associate / Senior Project Engineer
February 28, 2012

MEMORANDUM

To: Dick Sturm, Co-Manager
    Menasha Utilities
    321 Milwaukee Street
    P.O. Box 340
    Menasha, WI 54952-0340

From: Donald J. Voogt, P.E., BCCE
       McMAHON

Re: Menasha Utilities
    High Lift Pump Station Modifications
    Cost Evaluation
    McM. No. M0002-910283.02

A. Introduction

Bids were opened on January 19, 2012, for modifications to the existing High Lift Pump Station. These design improvements included, primarily, the addition of a standby power generator system, paralleling switchgear to allow smooth transfer of power to standby power and back, and Variable Frequency Drives (VFD's) for three of the four high lift pumps. The intent of these improvements was to accomplish decommissioning and demolition of the 500,000-gallon Manitowoc Street Elevated Water Tower, which is at the end of its useful life.

A total of five bids were received, with Base Bids ranging in price from $923,000 to $1,034,000. These bid prices were significantly higher than what Menasha Utilities (MU) had budgeted, so award of the bids has been deferred. The purpose of this Memorandum is to explain the factors that have contributed to the high bids, and to present options for a path forward on this project.

B. Background

In 2010, MU retained McMAHON Engineers to perform a Phase II System Evaluation of water storage needs. This Engineering Evaluation was initiated primarily in response to evidence of the continued deterioration of the Manitowoc Street Elevated Water Tower. McMAHON summarized their evaluation in a report, dated November 10, 2010, entitled System Evaluation: Water System Storage Needs Phase II.
The McMAHON report was presented to the MU Commission in December 2010. Also in December 2010, MU submitted a Notice Of Intent (NOI) to apply for Safe Drinking Water (SDW) funds through the Wisconsin Department Of Natural Resources (DNR) to indicate their desire to receive financial assistance for this project. Included with the NOI were water main improvements necessary to make the storage and high lift pump upgrades feasible.

On March 28, 2011, McMAHON was retained to prepare final plans and specifications for demolition of the Manitowoc Street Elevated Water Tower, and the addition of a standby generator, automatic transfer switch (ATS) and VFD’s at the High Lift Pump Station. These plans and specifications were required to be complete and submitted to the DNR by June 30, 2011 to remain eligible for financial assistance. The plans and specifications were submitted on June 23, 2011, and technical approval was granted by the DNR on July 25, 2011.

In April 2011, McMAHON reconfigured the November 2010 report into an Engineering Report format to satisfy DNR Financial Assistance Application requirements. This Engineering Report, dated April 27, 2011, summarized three options to address the needs of the Manitowoc Street Elevated Water Tower, and recommended the option of demolition of the Water Tower and upgrading the High Lift Pump Station with VFD’s and a standby generator. This option was presented with a preliminary plan and Opinion of Probable Cost of $433,000. The following paragraph, from the report, is the preliminary Scope Of Work to be performed with this option:

“A preliminary upgrade plan has been developed for discussion purposes. This plan would need to be refined during Preliminary Design if the Utility decides to pursue this option. The proposed upgrade includes installing Variable Frequency Drives (VFD’s) on Pumps #2, #3 and #4. This would allow the operator flexibility to deliver water to the system continuously based on system demand. Continuous feed to the system is needed to maintain adequate system pressures in the north end of the system. The plan also includes the addition of a 400 kW diesel generator to provide automatic backup power in the event of an emergency. The existing diesel generators and diesel fuel tanks would be abandoned. Based on preliminary investigations, the new generator could be located inside the existing High Lift Pump Station.”

Concurrent with submission of the plans and specifications for technical approval, MU submitted an application for financial assistance (low interest loan) to the DNR for the SDW loan program. The original project budget presented in the November 2010 Preliminary Engineering Report was utilized in the loan application, and was not updated to reflect the actual Final Design plans and specifications.
MEMORANDUM

The Final Design plans and specifications, prepared by McMAHON in June 2011, detailed requirements necessary to bring the conceptual scope to a viable and successful project, as well as additional requirements from the DNR. The DNR now required MU to locate the standby generator across the street from the High Lift Pump Station in the enclosed fenced area, where the Manitowoc Street Elevated Water Tower now stands. The following list includes items from the plans and specifications that were submitted to the DNR for their approval:

- Gravel drive to the standby generator.
- Concrete pad for the standby generator.
- Steel pipe bollards to protect the existing pad-mounted service transformer feeding the High Lift Pump Station.
- Underground electrical facilities from the standby generator to the High Lift Pump Station.
- Replace/repair concrete drive at the High Lift Pump Station caused by the installation of the underground electrical facilities.
- Replace/repair concrete sidewalk due to the installation of the underground electrical facilities.
- Replace/repair roadway caused by the installation of the underground electrical facilities.
- Demolish existing MCC-2 to facilitate a new Motor Control Center (MCC) with VFD’s for Pumps #2 and #3.
- Remove existing diesel tanks and containment structure in the High Lift Pump Station.
- Remove existing diesel fuel lines to auxiliary engines.
- Remove auxiliary engines, drive shafts and right angle drive on pumps.
- Re-machine pump head shafts on Pumps #2 and #3.
- Remove concrete engine bases, grind floor smooth, patch and paint.
- Install new 400 kW enclosed standby generator.
- Install new main breaker and enclosure for standby generator.
- Install new Automatic Transfer Switch (ATS).
- Install new MCC-2 with the following:
  - Breaker, line reactor and VFD for a 250-HP pump.
  - Breaker, line reactor and VFD for a 300-HP pump.
  - Breaker and 125 kA surge protection device.
- Install new stand-alone line reactor and VFD for a 125-HP pump.
- Utilize existing Programmable Logic Controller (PLC) and control panel.
- Install new copper cables and conductors required for operation.
In August 2011, MU was informed that the project they had submitted for loan assistance was ranked high in the funding range evaluation; meaning it appeared that MU would receive a low interest loan for the project. McMAHON was given instruction to prepare plans and specifications for a January 2012 Bid Opening. The fast advance to Bid Opening was needed to stay on schedule for the funding cycle.

On November 11 and December 20, 2011, McMAHON was asked to meet with MU staff to review the plans and specifications prior to release for bidding. At this Meeting, MU staff presented McMAHON with several concerns:

1. Water Plant personnel has been experiencing the loss of VFD’s in the Main Plant during the Plant’s monthly standby generator testing during the transfer from standby power from and back to utility power. The result of these VFD’s tripping off-line caused the Plant to shut-down and required a great amount of work from the operations group to re-establish Plant production. MU requested that paralleling switchgear be used, rather than an ATS, to ensure a smooth transition from and back to utility power. VFD failures would cause sudden pressure swings in the water mains, since there was no tower to absorb such pressure surges. These pressure surges would, more than likely, result in water main breaks; which have been experienced in the past. McMAHON obtained a non-engineered cost estimate from a switchgear vendor indicating that the equipment cost would be approximately $150,000 for this addition.

2. With the absence of the water tower for absorbing any pressure surges, MU requested the installation of a pressure relief valve in the High Lift Pump Station. This valve would relieve any pressure surges back into the clearwell. Main breaks caused by pressure surges have been a problem in the past. This valve would help reduce or eliminate these surges in the future. McMAHON has since provided MU staff with an approximate cost of up to $30,000 for this addition.

3. The plan of using the existing PLC system was also a concern for MU staff. The existing PLC is located in the Main Plant with remote input/output modules located at the High Lift Pump Station. The communication between the PLC and remote Input/Output (I/O) is done with copper wire installed in conduit under the roadway. This existing system is used for remote monitoring of the existing auxiliary diesel engines, as well as remote operations.
MU staff believes that the loss of the communication link or processor in the Main Plant would shut down the High Lift Pump Station and could cause an unacceptable pressure drop in the system resulting in the loss of flow, especially when the Island Elevated Water Tower is out of service. With a PLC at the High Lift Pump Station, this risk would greatly be reduced, improving the reliability of the system. McMAHON provided MU staff with an approximate cost of $50,000 for this addition.

4. During the review of the plans and specifications, it was noticed that the pumps would be controlled by pressure, but there wasn’t any existing pressure sensing devices in the existing High Lift Pump Station, and it would not be feasible to use the pressure transmitter located at the base of the water tower. MU staff requested that a pressure transmitter should be installed in the system to control the speed of the pumps. The price for this addition was included in the estimate of $30,000 for the relief valve addressed in Item 2., above.

5. During discussions with McMAHON, MU staff was made aware that controls were not part of McMAHON’s scope, and that MU staff would handle any controls upgrades and programming. At this time, MU staff does not have the time to take on such a project, and requested that the complete engineered project include the controls. The price for this additional engineering was presented to MU staff of being $7,900.

6. MU staff also had concerns with putting VFD’s on existing motors that were not designed for the low rpm and high voltages, which today’s VFD’s can generate. MU staff was requesting that the existing motors be replaced with high efficiency VFD-compatible motors. This decision was added as a Bid Alternate to the project, so costs could be readily identified at Bid Opening. The low bid for this Alternate was $85,000.

McMAHON then continued to finish the plans and specifications for bidding, incorporating MU staff’s concerns. Besides the concerns staff had on the initial design, a few other items were needed to provide a reliable engineered system. These additions are small in comparison, but do add to the cost. The following items are:

1. Remote annunciating and control of the standby generator.

2. Harmonic filtering.

3. 120-volt transformer and panel for standby generator enclosure.
It was also determined that the generator would need to be upsized to 500 kW. It has since been determined that upsizing the generator to 500 kW and moving it across the street likely impacted the project cost in excess of $150,000.

When bids were opened on January 19, 2012, it was with great surprise and disappointment to MU staff, as well as McMAHON, as to the actual project cost. The lowest Base Bid for this project was $923,000, with an Add Alternate of $85,000 for the three new 480-volt motors. These actual bids totaled approximately 2.5-times the original project scope estimates for this element of the overall project. At the January 25, 2012 MU Commission Meeting, McMAHON and MU staff were given the directive to re-evaluate the design and budget, as well as to perform an update to the life cycle analysis of the three options presented to the Commission in December of 2010.

C. Project Development Evaluation

The most significant development on this project, since conception in November 2010 to release for bidding in December 2011, was not updating the project cost estimate as the actual design progressed and through the loan application process. Had the project cost been updated, interim steps could have been taken to re-evaluate the Final Design and, perhaps even re-evaluate the entire project concept. The remainder of this report is intended for that purpose.

D. Cost Analysis Of Current Design

Since the January 25, 2012 Commission meeting, McMAHON and MU staff have learned that the deadlines for the SDW loans have been extended, due to the fact that the State has not received their funding from the US EPA. This removed the tight deadline previously assumed, and allows time for the MU Commission to reject the project bids, redesign the project, and advertise for new bids.

From the review of the five bids received on January 19, 2012, it can be observed that the five bids were reasonably close together, which indicates that the bids were not irregular or inflated. In other words, the bids reflected the value of the work that was going to be performed. The reasons for the high bids opened on January 19, 2012 can be summarized in the following items:

- The project work scope has grown significantly since original conception in early 2010 to improve system reliability and to comply with DNR requirements.
- There have been significant increases in the cost of equipment, supplies and copper from 2010 to the 2012 time frame of the project.
The short bidding period imposed, due to deadlines of the SDW loan schedule, did not allow the suppliers of the standby generator and switchgear satisfactory time to size and engineer their equipment, resulting in only one bidder for this equipment.

Over the past several weeks, work has been undertaken by McMAHON and MU staff to obtain a breakdown of the project that was bid on January 19. In addition, numerous re-design options have been evaluated and priced by McMAHON and MU staff.

E. Options Moving Forward

Option No. 1 - Retain, Repair & Paint The Existing Water Tower:

The option of retaining the use of the existing water tower was re-evaluated as a cost effective alternate to taking it down and replacing it with the project as currently designed. At the request of the Commission, a Life Cycle Cost Analysis for three options was conducted, based on prices obtained at the January 19, 2012 Bid Opening and on costs presented in the November 2010 Engineering Report. Assumptions for this analysis are as follows:

- 3% Annual Inflation
- 4.125% Compounding Value Of Money (per DNR guidelines)
- Life Of New Water Tower = 80-years
- Recognize that comparing options like this over an 80-year period is speculative.

a. Construct New Water Tower

- Capital cost, including land $1,500,000
- Present worth of painting, repairs over 80 year period (see attached analysis) $654,600
  Total Present Worth $2,154,600
  *Note: This does not include a present worth cost of maintaining and replacement of the electrical distribution equipment in the High Lift Pump Station, which could add another $500,000 to this present worth estimate.*

b. Repair & Paint Tower Now To Last 15-Years, Then Build A New One

- Current Repair & Painting Estimated Cost $499,500
- Tower Replacement Cost in 15-years $2,337,000 (present worth = $1,274,400)
- Painting and repairs over the next 80-years same as Option No. 1 = $654,600
  Total Present Worth $2,428,500
Note: This does not include a present worth cost of maintaining and replacement of the electrical distribution equipment in the High Lift Pump Station, which could add another $500,000 to this present worth estimate.

c. New Switchgear, Generator & VFD's (per January 19, 2012 lowest bid)
Assume $7,000 per year maintenance and repair costs, life of 40-years, and complete replacement of all equipment in 40-years.

- Capital Cost (per bid) $923,000
- Present Worth Of Annual Maintenance $380,400
- Present Worth Of Complete Replacement in 40-years $597,700
  Total Present Worth $1,901,100

Please note that replacement of all motors has been neglected in these calculations, as those costs apply equally to each option (pump motors will always be needed at this Pump Station).

It can be seen from the analysis that demolition of the Elevated Water Tower and replacement with standby power and VFD's at the High Lift Pump Station remains the most cost effective option.

Option No. 2 - Do Nothing:

There are three very significant risks of not doing anything regarding the Elevated Water Tower and High Lift Pump Station at this time. First of all, the low interest loan funding for this project is tied directly with the Water Transmission Main project as a complete project recognized by the DNR as a singular, necessary project needed for the long-term reliability of the Menasha water system. If the High Lift Pump Station improvement and Elevated Water Tower demolition projects are removed from the overall project, loan funding for the water main projects will almost certainly get pulled.

Secondly, the water tower is in serious condition, and doing nothing to it is not a viable alternative. The tower is not safe for operating personal, and catastrophic failure in the near future is a real possibility unless significant repairs are made. There is no loan funding available for painting and repairing the water tower.

Finally, deferring the project until next year means Menasha could be out of the ranking for funding from the SDW Loan Program. This particular project seemed to hit at just the right time, when very few other communities were applying for loans; next year could be very different.
MEMORANDUM

It is the opinion of MU staff and McMAHON that the project needs to be salvaged, and redesigned in such a manner as to bring costs more in line with available funding.

Option No. 3 - Bid The Original Design Concept:

The project, as first envisioned in 2010, was going to include a 400 kW generator to be located inside the High Lift Pump Station, an Automatic Transfer Switch (ATS), and new VFD’s to drive Pumps #2, #3 and #4. The project was also going to demolish the 0.5 MGD Manitowoc Street Elevated Water Tower. An Opinion of Probable Cost of $433,000 for this option was presented for comparative purposes.

There was very little preliminary engineering effort invested in this selected option, and the project advanced straight to Final Design. Final Design was initiated in March 2011.

As was presented previously in this Memorandum, the original design concept is no longer feasible, Code compliant, or reliable. The DNR requires that the generator be located across the street, which means it needs its own sound-attenuated enclosure. MU staff has also determined from experience at the Water Plant that a simple ATS presents significant problems with knock-out of VFD’s during power transfer; these problems would be even more consequential at the High Lift Pump Station. Therefore, returning to the original design concept is not feasible.

Option No. 4 - Redesign Of The Switchgear:

When the bids received on January 19 were evaluated in detail, it became obvious that there was one element of the Final Design that contributed significantly to the high cost of the project. The project, as bid, included full paralleling switchgear, which allowed the power from the standby generator to energize the entire High Lift Pump Station, including the two MCC sections. MCC 1 provides power to High Lift Pumps 1 and 4 (400-HP and 125-HP, respectively). MCC 2 provides power to High Lift Pumps 2 and 3 (250-HP and 300-HP, respectively). This full switchgear is very large, and was going to present significant challenges for the installing Electrical Contractor, in addition to the high cost of the gear itself. Fitting the gear in the space available was going to require significant rework of cable tray, the addition of new tray, plus difficult wiring.

In consultation with manufacturers of the proposed switchgear, it became apparent that providing only half of the paralleling gear and only feeding one of the two MCC’s would lower project costs significantly.
MEMORANDUM

Under this half-gear scenario, generator power would be fed only to MCC 2 during a power outage or test runs. This option is very feasible, as MCC 1 powers pumps that are rarely, if ever, used, and certainly could be done without during a power outage. Pumps 2 and 3, fed out of MCC 2, are the primary pumps used by the Utility.

Pump 2 has a capacity of 4.8 MGD, and Pump 3 has a capacity of 8 MGD. Average daily water-use demand is less than 3 MGD. A revised design of this half-gear description satisfies DNR requirements that average day demand during a power outage be met with the largest pump out of service.

An Opinion of Probable Construction Cost (1) has been prepared for this redesign option:

Generator & Switchgear ......................................................... $225,000
MCC’s / VFD’s ................................................................. $185,000
Control Panel, SCADA Link To Water Plant.................................. $50,000
Mechanical Contract (pressure relief, pressure transmitter, motor rework) ....... $30,000
Electrical Contractor (labor, materials, installation, general conditions) ........ $187,000
Total ................................................................. $677,000

Cost for replacement of three of the high lift pump motors would add another $85,000 to the project.

Option No. 5 - Consider Other Cost-Saving Measures:

Several design considerations have been identified that could lower the project cost without impacting reliability or performance. These include:

Delete Gravel Drive To Genset; MU Staff To Construct ......................... ($10,000)
Use Aluminum Conductors In Lieu Of Copper For Main Power Feeders ($19,000)
Use Schedule 80 PVC In Lieu Of Rigid Steel Conduit Under Roadway .... ($6,500)
Leave Diesel Pump Engines In Place ........................................... ($6,000)
Total Potential Project Cost Reductions .......................................... $41,500

If all of these cost saving measures were applied to Option No. 4 (switchgear redesign), the project could be lowered to an estimated construction cost from $677,000 to $635,500.

An additional option that should be considered and bid as an Alternate would be to replace the ½ paralleling switchgear with a sync-check automatic transfer switch (ATS) and separate breaker. It is projected that this could reduce project costs by approximately $23,000.
Finally, it is recommended that consideration be given to installing trimmed impellers and smaller motors on Pumps 2 and 3. These two pumps are larger than needed for the current and projected water demand of MU customers. Downsizing these pumps would reduce the size of the drive motors, reduce the size of the VFD’s and electrical switchgear, and reduce the size of the standby generator. It is projected that this design option could lower project costs an estimated $50,000.

There are other design options that could reduce cost, but these options reduce overall system reliability. These options include deleting the proposed pressure relief valve, and deleting the PLC control upgrade at the High Lift Pump Station. It is recommended that, since this pump station is the heart of the Menasha water delivery system, these design alternatives not be considered.

F. **Recommendations**

It is recommended, first of all, that the High Lift Pump Station be recognized for its critical contribution to the Menasha water system. With the Manitowoc Street Elevated Water Tower taken out of service, it is essential to maximize reliability and performance of this station. Significant pressure drops would be expected if this station were to ever go off-line for an extended period of time, and even short-term outages could be problematic. Therefore, the only feasible option is one that ensures reliability of this station.

It is, therefore, recommended that Option No. 4 - Redesign Of The Switchgear, be the base project. It is further recommended that some of the cost saving measures presented in Option No. 5 be considered. Specifically, it is recommended that aluminum conductors and Schedule 80 PVC conduit beneath the roadway be bid as an Alternate. It is further recommended that the gravel drive be redesigned to a minimal section. It is also recommended that replacement of motors be bid as an alternate, and the DNR be consulted after the Bid Opening as to available additional funds to finance project cost increases. Finally, it is recommended that Alternate Bids be received for an ATS option, and for a rebuilt pump/reduced motor size option.
An updated Opinion of Probable Construction Cost\(^{(1)}\) for this recommendation is as follows:

- Base Project ................................................................. $677,000
- Deduct For Aluminum Conductors ................................ $(19,000)
- Deduct For PVC Conduit ................................................. $(6,500)
- Reduce Thickness Of Gravel Drive to 6-inches ...................... $(5,000)
- Total Estimated Constructed Cost ..................................... $646,500

- Bid Alternate For New Pump Motors .................................... $85,000
- Bid Alternate For ATS & Separate Breaker ................................ $(23,000)
- Bid Alternate To Rebuild Pumps 2 & 3 with Smaller Motors
  & Trimmed Impellers .................................................... $(50,000)

If a decision on the recommendation contained in this Memorandum can be made at the March 1 Utility Commission Meeting, McMAHON will have revised plans and specifications complete and ready for rebid within 2-weeks.

Respectfully submitted,

McMAHON

\[Signature\]

Donald J. Voogt, P.E., BCEE
Associate / Senior Project Engineer

\(^{(1)}\) Disclaimer: The attached Opinion Of Probable Cost was prepared for use by the Owner in planning for future costs of the project. In providing Opinions Of Probable Cost, the Owner understands that the Design Professional has no control over costs or the price of labor, equipment or materials, or over Construction Professionals' method of pricing, and that the Opinions Of Probable Costs provided herewith are made on the basis of the Design Professional’s qualifications and experience. It is not intended to reflect actual costs, and is subject to change with the normal rise and fall of the local area’s economy. This Opinion must be revised after every change made to the project or after every 30-day lapse in time from the original submittal by the Design Professional.
# BID TABULATION

**Owner:** MENASHA UTILITIES - City Of Menasha, Wisconsin  
**Project Name:** High Lift Pumping Station  
**Contract No.:** M0002-910283-B  
**Bld Date / Time:** January 19, 2012 @ 2:00 p.m., local time  
**Project Manager:** Donald J. Voogt, P.E., BCEE

<table>
<thead>
<tr>
<th>Contract</th>
<th>Vendor 1</th>
<th>Vendor 2</th>
<th>Vendor 3</th>
</tr>
</thead>
</table>
| M0002-910283-B | PIEPER ELECTRIC, INC.  
5070 North 35th Street  
Milwaukee, WI 53209 | WEST ELECTRIC, INC.  
1195 Flightway Drive  
DePere, WI 54115 | ELMSTAR ELECTRIC CORPORATION  
800 Eastline Road  
Kaukauna, WI 54130 |
| **BASE BID:** | $923,000.00 | $950,503.00 | $957,601.00 |
| Standby Gen & MC Mod. | + $85,000.00 | + $99,590.00 | + $92,508.00 |
| Addendum Ack. | Yes - #1 & #2 | Yes - #1 & #2 | Yes - #1 & #2 |
| Bid Security | 5% Bid Bond | 5% Bid Bond | 5% Bid Bond |
| DBE / SDW Forms | ✓ | ✓ | ✓ |

<table>
<thead>
<tr>
<th>Contract</th>
<th>Vendor 1</th>
<th>Vendor 2</th>
<th>Vendor 3</th>
</tr>
</thead>
</table>
| M0002-910283-B | FAITH TECHNOLOGIES, INC.  
2562 American Drive  
P.O. Box 627  
Appleton, WI 54912 | NORTHERN ELECTRIC, INC.  
314 N. Danz Avenue  
Green Bay, WI 54302 |
| **BASE BID:** | $1,002,800.00 | $1,034,000.00 |
| Standby Gen & MC Mod. | + $113,975.00 | + $98,056.00 |
| Addendum Ack. | Yes - #1 & #2 | Yes - #1 & #2 |
| Bid Security | 5% Bid Bond | 5% Bid Bond |
| DBE / SDW Forms | ✓ | ✓ |
## MENASHA UTILITIES

**WATER PROJECT BUDGET COMPARISON AS OF 2/28/12**

<table>
<thead>
<tr>
<th>ORIGonal BUDGET</th>
<th>River Crossing</th>
<th>Tower Demolition</th>
<th>High Lift Pump Station</th>
<th>Total Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plans/Design</td>
<td>34,300</td>
<td>10,950</td>
<td>18,900</td>
<td>63,550</td>
</tr>
<tr>
<td>Engineering</td>
<td>95,000</td>
<td>23,200</td>
<td>127,200</td>
<td></td>
</tr>
<tr>
<td>Construction</td>
<td>790,182</td>
<td>13,636</td>
<td>322,182</td>
<td>1,136,000</td>
</tr>
<tr>
<td>10% Contingency</td>
<td>79,018</td>
<td>1,364</td>
<td>33,218</td>
<td>113,500</td>
</tr>
<tr>
<td>Legal/Other</td>
<td>30,500</td>
<td>5,000</td>
<td>35,500</td>
<td></td>
</tr>
<tr>
<td><strong>Total Budget</strong></td>
<td>1,090,000</td>
<td>25,350</td>
<td>420,500</td>
<td>1,475,850</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROJECTED WITH BIDS</th>
<th>River Crossing</th>
<th>Tower (2) Demolition</th>
<th>Reject &amp; Rebid</th>
<th>High Lift Pump Station</th>
<th>Total with Bids</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plans/Design</td>
<td>34,300</td>
<td>10,350</td>
<td>25,400</td>
<td>70,050</td>
<td></td>
</tr>
<tr>
<td>Engineering</td>
<td>45,000</td>
<td>39,100</td>
<td>84,100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction (4)</td>
<td>532,953</td>
<td>300,000</td>
<td>646,500</td>
<td>1,186,500</td>
<td></td>
</tr>
<tr>
<td>5% Contingency</td>
<td>53,295</td>
<td>376</td>
<td>376</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10% Contingency (1)</td>
<td>74,500</td>
<td>8,500</td>
<td>83,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Budget</strong></td>
<td>740,048</td>
<td>18,236</td>
<td>784,150</td>
<td>1,542,434</td>
<td></td>
</tr>
</tbody>
</table>

(Under) Over Budget  
(R289,932)  
(7,114)  
363,050  
65,584  
2,190  
7,095  
9,785

<table>
<thead>
<tr>
<th>Water Main SDWF 4845-05 &amp; Paris Street</th>
<th>Reject &amp; Rebid</th>
<th>Total Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Main</td>
<td>60</td>
<td>60</td>
</tr>
<tr>
<td>Paris Street</td>
<td>6,500</td>
<td>6,500</td>
</tr>
<tr>
<td>Total Budget</td>
<td>607,000</td>
<td>792,000</td>
</tr>
<tr>
<td></td>
<td>60,700</td>
<td>60,700</td>
</tr>
<tr>
<td></td>
<td>7,000</td>
<td>7,000</td>
</tr>
<tr>
<td></td>
<td>681,260</td>
<td>866,260</td>
</tr>
</tbody>
</table>

(1) Request 10% contingency on river crossing due to unknowns for boring, buried abondon building and soil concerns.
(2) Request 10% contingency since rebidding High Lift Station Modifications
(3) Paris Street budget variance can be taken from the 2012 water meter or valve budget
(4) Construction costs at bid price except for High Lift Modification is an estimate
March 28, 2012

Mr. Tom Stoffel  
City Comptroller - City of Menasha  
140 Main Street  
Menasha, WI  54952

RE: Refund of prior year overcharges from Menasha Utilities to the NMSC.

Dear Mr. Stoffel:

If you have followed the news in the Post Crescent, you are aware that the NMSC has been overcharged for its electrical usage by Menasha Utilities since 2005. By PSC regulations, Menasha Utilities is limited to make corrections on these charges for only up to six years beginning January 2006 and ending through December 2011 (the electric charges were corrected beginning in January 2012). In addition, per PSC regulations, the NMSC will be refunded the electrical overcharges with interest over a 24-month period. Menasha Utilities will be issuing monthly payments to the NMSC in the amount of $75,048.50 for the next 24 months (totaling $1,801,164). At its Regular Meeting on March 27, 2012, the Commission discussed the refund of the overcharge from Menasha Utilities and how this money should be handled. From these discussions, the Commission decided the following:

1. The refunds received should be returned to the users.
2. The calculation of the refund will be based on the 6-year average usage (2006-2011) from the users.
3. The refunds to the users will be issued monthly.

The enclosed attachment provides the following information: The 6-year average of Flow, BOD, and Suspended Solids for each user; the weighted average total usage for each user based on the allocation of flow, BOD, and SS for operations; the dollar amount to be returned to each user – both monthly and in total. Beginning in April, checks will be issued monthly to the City of Menasha in the amount of $16,563.20 for the return of the overcharge received from Menasha Utilities. If you have any additional questions, please contact either Randy Much or myself.

Sincerely,

Neenah-Menasha Sewerage Commission

Roger Voigt  
Accountant

Enc.
# NEENAH-MENASHA SEWERAGE COMMISSION

Summary of Flow, BOD, and SS received for billing purposes

## 6-YEAR AVERAGE (2006 - 2011)

<table>
<thead>
<tr>
<th></th>
<th>Flow</th>
<th>Flow %</th>
<th>cBOD</th>
<th>cBOD %</th>
<th>SS</th>
<th>SS %</th>
<th>TOTAL Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Neenah (net)</td>
<td>1,968,227</td>
<td>50.85%</td>
<td>3,153,928</td>
<td>42.42%</td>
<td>3,196,359</td>
<td>43.83%</td>
<td>44.59%</td>
</tr>
<tr>
<td>Menasha (net)</td>
<td>994,184</td>
<td>25.68%</td>
<td>1,332,920</td>
<td>17.95%</td>
<td>2,030,003</td>
<td>27.76%</td>
<td>22.07%</td>
</tr>
<tr>
<td>Tn Neenah S.D. 2</td>
<td>43,259</td>
<td>1.12%</td>
<td>83,549</td>
<td>1.14%</td>
<td>118,164</td>
<td>1.68%</td>
<td>1.27%</td>
</tr>
<tr>
<td>T.M.U.D. (S.D.4) (net)</td>
<td>638,526</td>
<td>16.52%</td>
<td>780,756</td>
<td>10.51%</td>
<td>1,104,476</td>
<td>15.31%</td>
<td>13.00%</td>
</tr>
<tr>
<td>Waverly S.D.</td>
<td>131,250</td>
<td>3.41%</td>
<td>224,636</td>
<td>3.03%</td>
<td>233,625</td>
<td>3.21%</td>
<td>3.16%</td>
</tr>
<tr>
<td>U.S. Paper Mills</td>
<td>93,276</td>
<td>2.42%</td>
<td>1,855,068</td>
<td>24.96%</td>
<td>595,533</td>
<td>8.19%</td>
<td>15.91%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>3,868,721</strong></td>
<td><strong>100.00%</strong></td>
<td><strong>7,430,857</strong></td>
<td><strong>100.00%</strong></td>
<td><strong>7,278,161</strong></td>
<td><strong>100.00%</strong></td>
<td><strong>100.00%</strong></td>
</tr>
</tbody>
</table>

## ALLOCATION OF FLOW, BOD, SS

### O & M

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flow</td>
<td>21.60%</td>
</tr>
<tr>
<td>BOD</td>
<td>53.50%</td>
</tr>
<tr>
<td>SS</td>
<td>24.90%</td>
</tr>
</tbody>
</table>

| Total    | 100.00% |
To: Members of the Common Council

From: Chief Tim Styka

Date: March 22, 2012

RE: Police Department Updates

I am excited to pass along to you our new traffic initiative called the Community Traffic Safety Program (CTSP). This is a program which allows for citizens to report their traffic related concerns to one specific location. Our project coordinator, Officer Roger Picard will contact the person with their concerns to identify the specific problem(s). This information is then communicated to our patrol officers who will keep a log of what was done to address the problem. Officer Picard will then follow up with the person to explain the results.

What makes this program different is we are directly addressing issues brought forth by the community, not what we perceive to be a problem. Also, this gives us a specific procedure to ensure a person with a concern knows what the Department did to work on the problem. I encourage you to pass along the email of trafficissue@ci.menasha.wi.us or the phone number of (920) 967-3575 to your constituents who contact you with a traffic concern.

I also wanted to pass along some personnel changes at the Department. Officer Jamal Kawar has been selected to serve as our next Patrol Lieutenant. His promotion will be effective on April 1st, 2012. Officer Kawar has been with the City since 2004 and has served in a variety of roles such as computer forensics investigator, firearms instructor and crisis response team member. Prior to working for the Police Department Officer Kawar was in the Air Force where he was a Sergeant in charge of a military security forces.

I would also like to introduce our new officer, Marty Effert. Marty grew up in the Green Bay area and previously worked in transportation in the private sector. He went back to school at NWTC in Green Bay and then was hired by Pulaski Police Department as a patrol officer. Marty is a proud husband and father of 4 children.
Locally owned utilities are strong partners in economic development through commitment to keeping businesses and communities strong. By providing highly reliable power and cost-competitive electricity, doing business in a public power community just makes sense.

You’re Invited

ECONOMIC DEVELOPMENT & PUBLIC POWER: PUTTING PEOPLE IN MOTION

Join your colleagues from our 81 member communities as WPP! Energy’s energy experts and account management professionals show you how to enhance economic development through the power of partnerships at this FREE workshop.

WHO SHOULD ATTEND?

The conference is intended for economic development representatives from local, county, regional or state organizations and others who carry out similar functions in WPP! Energy member communities. Please share this invitation with your local partners.

Agenda

Welcome and Overview of WPP! Energy  Mike Peters, President & CEO
Role of Public Power in Economic Development  Peggy Jesion, Manager of Key Accounts
Overview of Electric Rates  Tim Ament, Director of Rates
Utility Programs and Incentive Opportunities  Energy Services Staff Panel

LUNCH AND KEYNOTE SPEAKER

Mike Mathews, Economic Growth Advisors (EGA), President

Mike will share experiences from his 25 years in the economic development arena, presenting solutions that facilitate business growth. His combined background in economic development and the utility industry will provide value to all attendees as he challenges you to think about why you are in this business. This will be no ordinary lunch-hour.

Overview of WPP! Energy Power Supply Resources  Andy Kellen, Assistant VP Power Supply Resources
Reliability in Wisconsin  Kurt Hendrickson and John Raisler, ATC Representatives
Sample Site Selector Packet  Peggy Jesion, Manager of Key Accounts

RSVP

Please register by Friday, April 6, 2012

Online: www.wppenergy.org/ecconference
Email: Email Kelly Simonsen at ksimonsen@wppenergy.org
Phone: Call Kelly Simonsen at 608.834.4819
CALL TO ORDER
Meeting called to order by Mayor Merkes at 6:00 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL/EXCUSED ABSENCES
PRESENT: Aldermen Krueger, Zielinski, Englebert, Benner, Klein, Taylor, Sevenich, Langdon
ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, FC Auxier, DPW Radtke, CDD Keil,
C/T Stoffel, PRD Tungate, PHD Nett, LD Lenz, MUGM Sturm, MUGM Krause, Clerk Galeazzi and the Press

PUBLIC HEARING

PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY
(five (5) minute time limit for each person)
Aaron Zemlock, President of Menasha Rotary. Comments on Special Event Policy.
Richard Meyer, Commander of Menasha VFW #2126, 1201 Grove Street. Comments on Special Event Policy.
Peter Pfundtner, 1157 Debra Court, Menasha Rotary. Comments on Special Event Policy
Tim Jacobson, 732 Paris Street. Comments on Special Event Policy
Dan Mitchell, 212 Old Pulley Lane. Inquired on how to help people be proud to live in Menasha
Daniel Hermans, 370 Winnebago Avenue. Return one-side parking on Winnebago Ave.
Dick Sturm, 1203 Greenwood Court, Park Board Chairman, Comments on Special Event Policy

REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS
1. Menasha Utilities – Overbilling to NM Sewerage Commission
Co-General Managers Krause and Sturm reported Electric Utilities discovered an error to a particular circuit,
and field inspections were done on those customers. It was identified that NM Sewerage Treatment Facility
on that circuit had a multiplier that was incorrectly calculated based on the set-up of the meter. The
overbilling had occurred for the past six years. The rest of the customers on that circuit were under-billed.
The Utility proposed a refund over the next two years. This could result in approximately $1 per month for the
normal residential customer.
Utility staff will be reviewing and updating policies and are continuing on the path of doing field inspections in
order to provide assurances to customers that meters and bills are accurate. Staff will be checking all meters
and documentation and will be developing a documentation program that will cover meter installations from
the concept and plans right through the multiplier that goes into the billing. WPPI Energy is also taking part
in that effort and forming a best practices team to make a joint effort on putting together a program and
documentation to prevent these errors from occurring.

2. Clerk Galeazzi – Update on Photo ID Law
Clerk Galeazzi reported on Wisconsin Act 23 that made changes in Election laws starting in 2012.
The Voter Photo ID part of Act 23 is currently not being enforced due to a court injunction.
3. Clerk Galeazzi - the following minutes and communications have been received and placed on file:
   Minutes to receive:
   a. Administration Committee, 3/5/12
   b. Board of Public Works, 3/5/12
   c. Parks & Recreation Board, 2/14/12
   d. Personnel Committee, 3/5/12
   e. Police Commission, 2/21/12
   f. Redevelopment Authority, 2/29/12
   Communications:
   g. Customers First! The Wire newsletter, March 2012
   h. Dan Rippl, Menasha Rotary to Park & Rec. Director Tungate, 3/14/12; Menasha Rotary donations

   Moved by Ald. Sevenich, seconded by Ald. Langdon to receive Minutes and Communications A-H
   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, 3/5/12
   2. Administration Committee, 3/5/12; recommends approve of:
   3. Special Event Policy
   4. Board of Public Works, 3/5/12; recommends approval of:
   5. Street Use Application – Memorial Day Parade: Monday, May 28, 2012; 8 AM – 10:30 AM (American
      Legion Post 152)
   6. Payment – Terra Engineering & Construction Corporation: City of Menasha Wastewater Collection
      System Rehabilitation Improvements, Phase 4 Project; Sanitary Sewer Rehabilitation; Contract E145-11-01A;
      $41,857.26 (Payment No. 2)
   7. Recommendation to Award – Menasha Utilities Water Main Replacement; Contract M0002-910578.08;
      Donald Hietpas & Sons; $829,133.35

   Ald. Sevenich requested to remove item 1 (Common Council minutes) from Consent Agenda
   Ald. Englebert requested to remove item 2 (Special Event Policy) from Consent Agenda

   Moved by Ald. Sevenich, seconded by Ald. Langdon to approve Constant Agenda items 3, 4, 5
   Motion carried on roll call 8-0.

H. ITEMS REMOVED FROM CONSENT AGENDA
   Moved by Ald. Sevenich, seconded by Ald. Langdon to approve Constant Agenda item 1 (Common Council
   Minutes)
   Motion carried on roll call 8-0.

   Moved by Ald. Krueger, seconded by Ald. Klein to approve Constant Agenda item 2 (Special Event Policy)
   Lengthy discussion ensued on offering discounts to Special Events sponsored by non-profit organizations.
   Moved by Ald. Zelinski, seconded by Ald. Klein to charge 80% of actual cost to all Special Event sponsors.
   Motion failed on roll call 3-5.
   Ald. Klein, Taylor, Zelinski – yes
   Ald. Sevenich, Langdon, Krueger, Englebert, Benner – no

   Motion to approve Special Event Policy carried in roll call 5-3
   Ald. Klein, Taylor, Langdon, Krueger, Zelinski – yes
   Ald. Sevenich, Englebert, Benner – no
I. ACTION ITEMS
   1. Accounts payable and payroll for the term of 3/8/12 to 3/15/12 in the amount of $561,699.70
      Moved by Ald. Klein, seconded by Ald. Krueger to approve accounts payable and payroll.
      Motion carried on roll call 8-0.

J. ORDINANCES AND RESOLUTIONS
   1. Substitute amendment to O-3-12 - An Ordinance Amending Section 11-1-1 of the Municipal Code –
      Offenses Against State Laws Subject to Forfeiture (Trespassing) (Introduced by Ald. Taylor)
      (Recommended by Administration Committee) (1st introduction)
      No Action
   2. R-5-12 Preliminary Resolution Declaring Intent to Exercise Special Assessment Powers Under Section
      66.0703, Wisconsin Statutes – Woodland Hills Subdivision/Kelly Lake Drive (Recommended by Board of
      Public Works) (Introduced by Ald. Taylor)
      Moved by Ald. Taylor, seconded by Ald. Krueger to adopt R-5-12.
      Motion carried on roll call 8-0.
   3. R-8-12 – Resolution Authorizing a representative of the city of Menasha to file applications for financial
      assistance from the state of Wisconsin Environmental Improvement Fund (Introduced by Mayor Merkes)
      Moved by Ald. Sevenich, seconded by Ald. Krueger to adopt R-8-12.
      Motion carried on roll call 8-0.

K. APPOINTMENTS

L. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA
   (five (5) minute time limit for each person)
   Tim Jacobson, 732 Paris Street. Comments on non-profit and fundraisers
   Mary Nebel, 713 First Street. Tax payers subsidizing things in the City
   Aaron Zemlock, Menasha Rotary. Rotary will continue to support Menasha activities

M. RECESS TO ADMINISTRATION COMMITTEE, BOARD OF PUBLIC WORKS AND PERSONNEL COMM
   Moved by Ald. Benner, seconded by Ald. Krueger to recess at 7:46 p.m.
   Motion carried on voice vote
   Reconvened at 10:43 p.m.

N. CLAIMS AGAINST THE CITY
   1. Notice of injury and circumstances of claim - Town of Harrison, Celine Romenesko, Rick Kindschi
      CA/HRD Captain explained the procedure when filing a claim against a municipality.
      CA/HRD Captain suggested going into Closed Session if Council had questions.
   2. Update on PCB Litigation
      CA/HRD Captain suggested going into Closed Session to update the Council.
O. Moved by Ald. Benner, seconded by Ald. Langdon to Adjourn into Closed Session at 10:46 p.m. pursuant to Wis. Stats. §19.85(1)(g): Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. (PCB Litigation and Notice of Circumstance of Town of Harrison, Romenesko and Kindschi)
   Motion carried on roll call 8-0.

P. ADJOURN
   Moved by Ald. Sevenich, seconded by Ald. Klein to adjourn at 11:08 p.m.
   Motion carried on voice vote.

Respectfully submitted by Deborah A. Galeazzi, WCMC, City Clerk
City of Menasha Special Event Policy

SPECIAL EVENT is defined as any planned occurrence on the public right-of-way or public premises including, but not limited to; parades, gatherings, festivals and athletic events. By nature these events have a greater impact on City services and resources than would have occurred had the event not taken place. Special events require multiple department involvement.

The City of Menasha wants any Special Event to be a success for organizers and participants alike. By providing for an organized application process, we hope to provide for the safety and well being of all community members.

APPLICATION Complete Special Event Agreement Packet must be returned to City Hall, 2nd Floor, Public Works/Park & Recreation Departments at least 60 days prior to the event. This will allow time for all pertinent departments to review your event needs. A non-refundable fee of $25 is due at the time your application is submitted. Please note that if you are holding an event in a park you will need to reserve the park prior to turning in your Special Events Application.

REVIEW OF APPLICATION Once your application is received and reviewed, someone from your group will be required to attend a meeting with the Special Events Staff Committee. You will be advised of the date and time. The Special Events staff meeting will be scheduled no later than 45 days prior to the event date. The appropriate departments will review the individual worksheets included in your Special Events Packet to ensure that all considerations have been identified and contingencies planned for. Approval for street closures will be scheduled for the next Common Council meeting following the Special Events staff meeting.

APPROVAL OF APPLICATION Once your application has been reviewed and approved you will receive a Special Event Permit.

CERTIFICATE OF INSURANCE AND ENDORSEMENT If proof of insurance is required, Certificate of Insurance and Endorsement must be provided by the event sponsor. The City of Menasha must be named as additional insured on both the Certificate of Insurance and the Endorsement. The sponsor shall hold the City, any of its employees and agents and facilities harmless against all claims, liability, loss, damage or expense incurred by the City for any damage or injury to person or property caused by or resulting from activities arising from the special event. The Certificate of Insurance and the Endorsement must be submitted no later than 15 days prior to the event. Failure to provide insurance and endorsement on time can result in termination of event permits.

SPONSOR ADDITIONAL RESPONSIBILITIES If your event requires street closure, it is the event holder’s responsibility to contact, Valley Transit at 920-832-5200 and Gold Cross Ambulance at 920-967-6077 to alert them to the street closure. It is also the event holder’s responsibility to notify the property occupants affected by a street closure exceeding 30 minutes. Included in this packet is a form that can be used for notification.

FEES All events are required to pay a non-refundable deposit of $25 at the time their application is turned in.
Submittal of an event application does NOT reserve a park. The applicable fees due prior to your event are: temporary food service permits, temporary beer sales permit, carnival permit, tent fee inspection and fireworks permits. At the completion of your event, charges shall be paid no later than 30 days from the mailed postal date of the final invoice without interest. If this requirement is not met, further charges may be incurred.
TERMINATION OF EVENT The City and its representative reserve the right to shut down a special event that is in progress if it is determined to be a safety hazard by the Police and/or Fire Departments and/or there is a violation of City Ordinances, State Statute, or the terms of the approved application have not been met. The Mayor and /or their designee may revoke an approved Special Event Permit if the applicant fails to comply in good faith with the provisions of the permit prior to the event date.

By signing this section the Mayor invokes his right to veto this Special Event Policy
Dated this 23rd day of March, 2012.

[Signature]
Donald Merkes, Mayor

ATTEST:

[Signature]
Deborah A. Galeazzi, City Clerk
FOR IMMEDIATE RELEASE

Contact: Donald Merkes
Mayor, City of Menasha
Phone: 920-967-3600
dmerkes@ci.menasha.wi.us

MAYOR’S VETO RECOGNIZES SERVICE AND CONTRIBUTIONS OF NON-PROFIT COMMUNITY TO MENASHA

MENASHA, WI – March 25, 2012. In an action that many in the community characterized as penny wise and pound foolish, our common council stripped away a long time practice of providing in-kind services to non-profit organizations hosting community events in Menasha. Organizations such as the American Legion, Fox Valley Area Labor Council, Menasha Action Council, Rotary International, and Veterans of Foreign Wars have for decades not only organized popular community events, they have also made generous donations of goods, services and even cash to the city and the people who live and work in Menasha.

In 2011, as municipal budgets tightened, the city initiated a policy to recover costs that were directly attributable to special events. With this new policy the city continued to recognize the non-profits’ contributions back to our community by offering to absorb half of these costs in the form of in-kind services performed by our city workforce. Recently arguments were made by aldermen that the policy needed to be changed because it wasn’t fair to for-profit businesses to have to cover the entire cost of services to their events while charitable organizations did not.

With my veto of this change in the special events policy, the City of Menasha will continue to recognize the value and service that non-profits selflessly give to our community. Tremendous community assets including Curtis Reed Square, the Fox Cities Trestle, and the Isle of Valor are among the gifts generously given to us by dedicated non-profit groups, without which we wouldn’t have the quality of life we do here in Menasha. Our small investment in the efforts of these groups is appropriate and beneficial to our citizens and future generations.
March 28, 2012

Dear Mayor Merkes,

I respect your authority to utilize the veto power given to you by the residents of Menasha, enabling you to intercede when a philosophical difference arises between yourself and the Common Council. However, the characterizations you placed upon the majority of council members, and the vote they choose to cast, are not accurate.

I believe I speak for all when I state the generosity of every person and entity is greatly appreciated and should lie upon equal footing as to the accolades their charitable giving benefits our community. Be it from an individual, corporation or organization, charitable giving is a blessing to those who receive it no matter the amount or who is sacrificing or giving the donation. Characterizing the majority of Alderman as being concerned about fairness of perceived “profit” events (which is an unfair label to place upon the Homecoming Parade and New Year Eve Celebration) to non-profit events is an insincere statement; the subject was centered on having Menasha taxpayers paying ½ of a bill that events freely choose to accumulate.

Everyone, including events, has an obligation to not burden their fellow residents with voluntarily acquired services and fees that are completely determined by the desired level of service the entity choose to consume. By placing a predetermined status as to whose generosity is worthy of a forced taxpayer subsidy divides the kindness of our residents, businesses and organizations into class warfare. The sentiment of the Common Council in their votes reflects the frugal spending habits, I believe, taxpayers desire City Hall to practice.

I was personally disheartened to see the exclusion in your letter of residents and other entities who have freely donated their time and money for the betterment of Menasha and her residents. Park benches, trees and bricks are just a small portion of generous donations given by individuals who are driven by the desire to help improve our community which, in turn, has helped with the development and enjoyment of the Heckrodt Wetland Reserve, our parks and our beautiful River Walk. These donations have been given with as much good intent as any organization. These individuals do not receive, nor did they expect, their fellow residents to pay any portion of any voluntary city services they choose to utilize or accumulate throughout the year.

I firmly believe if the desire is to reward generosity then the entire policy should be based around generosity. If the desire is to recover the cost of the voluntarily acquired services and fees as written then that objective should be met. It is improper to strategically place a divider between charitable giving which allows a select few an additional benefit for their generosity while all other and equally important charity are exempt.

Sincerely,

[Signature]

Alderman Steve Krueger
5th District
Menasha, WI 54952
CITY OF MENASHA DISBURSEMENTS

Accounts Payable for 3/20/12-3/29/12  $ 581,453.97
 Checks # 32875-33031

Payroll Checks for 3/22/12-3/29/12  170,895.88

Total  $ 752,349.85

Medical Expense Reimbursement Trust-Retirement Pay Out

Menasha Employees Credit Union-Employee Deductions

Wisconsin Support Collections-Child/Spousal Support

United Way-Employee Donations

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

**Check Date: 3/20/2012**

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Check Number</th>
<th>Check Date</th>
<th>Invoice Number</th>
<th>Account Number</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC PLANNED SERVICE INC</td>
<td>32875</td>
<td>3/20/2012</td>
<td>7209</td>
<td>100-0601-551.24-03</td>
<td>116.25</td>
<td>116.25 BLDG REPAIR/MAINTENANCE</td>
</tr>
<tr>
<td><strong>Total for check: 32875</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AMAZON</td>
<td>32877</td>
<td>3/20/2012</td>
<td>007811940250</td>
<td>100-0601-551.30-14</td>
<td>50.97</td>
<td>50.97 LIBRARY MATERIALS</td>
</tr>
<tr>
<td>3/20/2012</td>
<td>053520128795</td>
<td>100-0601-551.30-14</td>
<td>(3.00) CREDIT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3/20/2012</td>
<td>05352199362</td>
<td>100-0601-551.30-14</td>
<td>(2.00) CREDIT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3/20/2012</td>
<td>05352143210</td>
<td>100-0601-551.30-14</td>
<td>24.98 LIBRARY MATERIALS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3/20/2012</td>
<td>053521555444</td>
<td>100-0601-551.30-14</td>
<td>8.12 LIBRARY MATERIALS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3/20/2012</td>
<td>053525713934</td>
<td>100-0601-551.30-14</td>
<td>222.63 LIBRARY MATERIALS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3/20/2012</td>
<td>053527967000</td>
<td>100-0601-551.30-14</td>
<td>95.57 LIBRARY MATERIALS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3/20/2012</td>
<td>053529549306</td>
<td>100-0601-551.30-14</td>
<td>469.60 LIBRARY MATERIALS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3/20/2012</td>
<td>053529739594</td>
<td>100-0601-551.30-14</td>
<td>(1.00) CREDIT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3/20/2012</td>
<td>057273552929</td>
<td>100-0601-551.30-14</td>
<td>19.99 LIBRARY MATERIALS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3/20/2012</td>
<td>084765802354</td>
<td>100-0601-551.30-14</td>
<td>120.90 LIBRARY MATERIALS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3/20/2012</td>
<td>084767509620</td>
<td>100-0601-551.30-14</td>
<td>18.99 LIBRARY MATERIALS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3/20/2012</td>
<td>149362559435</td>
<td>100-0601-551.30-14</td>
<td>30.25 LIBRARY MATERIALS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3/20/2012</td>
<td>198002549657</td>
<td>100-0601-551.30-14</td>
<td>(6.00) CREDIT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3/20/2012</td>
<td>198003459542</td>
<td>100-0601-551.30-14</td>
<td>(1.00) CREDIT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3/20/2012</td>
<td>198004717236</td>
<td>100-0601-551.30-14</td>
<td>(1.00) CREDIT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3/20/2012</td>
<td>19800477791</td>
<td>100-0601-551.30-14</td>
<td>(1.00) CREDIT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3/20/2012</td>
<td>19800819363</td>
<td>100-0601-551.30-14</td>
<td>(2.00) CREDIT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3/20/2012</td>
<td>198008533374</td>
<td>100-0601-551.30-14</td>
<td>49.96 LIBRARY MATERIALS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3/20/2012</td>
<td>19800855915</td>
<td>100-0601-551.30-14</td>
<td>(3.00) CREDIT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3/20/2012</td>
<td>245265386205</td>
<td>100-0601-551.30-14</td>
<td>29.99 LIBRARY MATERIALS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total for check: 32877</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,121.95</td>
<td></td>
</tr>
<tr>
<td>AMERICAN-WISCONSIN FIRE PROTECTION</td>
<td>32878</td>
<td>3/20/2012</td>
<td>20627</td>
<td>100-0601-551.24-03</td>
<td>107.25</td>
<td>107.25 BLDG REPAIR/MAINTENANCE</td>
</tr>
<tr>
<td><strong>Total for check: 32878</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AUDIOGO</td>
<td>32879</td>
<td>3/20/2012</td>
<td>443538</td>
<td>100-0601-551.30-14</td>
<td>412.31</td>
<td>412.31 LIBRARY MATERIALS</td>
</tr>
<tr>
<td><strong>Total for check: 32879</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Page 1
# AP Check Register

**Check Date: 3/20/2012**

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Check Number</th>
<th>Check Date</th>
<th>Invoice Number</th>
<th>Account Number</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAKER &amp; TAYLOR INC</td>
<td>32881</td>
<td>3/20/2012</td>
<td>2026691989</td>
<td>100-0001-551.30-14</td>
<td>458.70</td>
<td>LIBRARY MATERIALS</td>
</tr>
<tr>
<td></td>
<td>3/20/2012</td>
<td>2026695976</td>
<td>100-0001-551.30-14</td>
<td>558.60</td>
<td>LIBRARY MATERIALS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3/20/2012</td>
<td>2026697647</td>
<td>100-0001-551.30-14</td>
<td>72.15</td>
<td>LIBRARY MATERIALS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3/20/2012</td>
<td>2026700223</td>
<td>100-0001-551.30-14</td>
<td>429.50</td>
<td>LIBRARY MATERIALS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3/20/2012</td>
<td>2026701741</td>
<td>100-0001-551.30-14</td>
<td>76.42</td>
<td>LIBRARY MATERIALS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3/20/2012</td>
<td>2026707246</td>
<td>100-0001-551.30-14</td>
<td>44.74</td>
<td>LIBRARY MATERIALS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3/20/2012</td>
<td>2026711029</td>
<td>100-0001-551.30-14</td>
<td>342.28</td>
<td>LIBRARY MATERIALS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3/20/2012</td>
<td>2026718895</td>
<td>100-0001-551.30-14</td>
<td>31.81</td>
<td>LIBRARY MATERIALS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3/20/2012</td>
<td>2026719407</td>
<td>100-0001-551.30-14</td>
<td>457.25</td>
<td>LIBRARY MATERIALS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3/20/2012</td>
<td>2026721210</td>
<td>100-0001-551.30-14</td>
<td>43.68</td>
<td>LIBRARY MATERIALS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3/20/2012</td>
<td>2026723391</td>
<td>100-0001-551.30-14</td>
<td>398.00</td>
<td>LIBRARY MATERIALS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3/20/2012</td>
<td>2026730108</td>
<td>100-0001-551.30-14</td>
<td>33.28</td>
<td>LIBRARY MATERIALS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3/20/2012</td>
<td>2026734080</td>
<td>100-0001-551.30-14</td>
<td>117.00</td>
<td>LIBRARY MATERIALS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3/20/2012</td>
<td>2026738668</td>
<td>100-0001-551.30-14</td>
<td>291.19</td>
<td>LIBRARY MATERIALS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3/20/2012</td>
<td>2026738443</td>
<td>100-0001-551.30-14</td>
<td>160.41</td>
<td>LIBRARY MATERIALS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3/20/2012</td>
<td>2026741185</td>
<td>100-0001-551.30-14</td>
<td>285.76</td>
<td>LIBRARY MATERIALS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3/20/2012</td>
<td>2026747163</td>
<td>100-0001-551.30-14</td>
<td>84.87</td>
<td>LIBRARY MATERIALS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3/20/2012</td>
<td>2026751886</td>
<td>100-0001-551.30-14</td>
<td>88.33</td>
<td>LIBRARY MATERIALS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3/20/2012</td>
<td>2026755038</td>
<td>100-0001-551.30-14</td>
<td>91.24</td>
<td>LIBRARY MATERIALS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3/20/2012</td>
<td>2026757067</td>
<td>100-0001-551.30-14</td>
<td>251.40</td>
<td>LIBRARY MATERIALS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3/20/2012</td>
<td>2026760993</td>
<td>100-0001-551.30-14</td>
<td>177.27</td>
<td>LIBRARY MATERIALS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3/20/2012</td>
<td>2026762401</td>
<td>100-0001-551.30-14</td>
<td>32.20</td>
<td>LIBRARY MATERIALS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3/20/2012</td>
<td>2026775411</td>
<td>100-0001-551.30-14</td>
<td>160.17</td>
<td>LIBRARY MATERIALS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3/20/2012</td>
<td>2026776687</td>
<td>100-0001-551.30-14</td>
<td>20.41</td>
<td>LIBRARY MATERIALS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3/20/2012</td>
<td>2026778937</td>
<td>100-0001-551.30-14</td>
<td>325.97</td>
<td>LIBRARY MATERIALS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3/20/2012</td>
<td>2026784021</td>
<td>100-0001-551.30-14</td>
<td>29.65</td>
<td>LIBRARY MATERIALS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3/20/2012</td>
<td>175324690</td>
<td>100-0001-551.30-14</td>
<td>73.34</td>
<td>LIBRARY MATERIALS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3/20/2012</td>
<td>V73370800</td>
<td>100-0001-551.30-14</td>
<td>17.99</td>
<td>LIBRARY MATERIALS</td>
<td></td>
</tr>
</tbody>
</table>

**Total for check: 32881**

5,153.85

| JOE BONGERS     | 32882        | 3/20/2012  | 03152012       | 100-0001-551.34-01 | 57.00   | MILEAGE REIMBURSEMENT    |

**Total for check: 32882**

57.00
## AP Check Register
### Check Date: 3/20/2012

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Check Number</th>
<th>Check Date</th>
<th>Invoice Number</th>
<th>Account Number</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOOK FARM INC</td>
<td>32883</td>
<td>3/20/2012</td>
<td>0028959</td>
<td>100-0601-551.30-14</td>
<td>3,343.78</td>
<td>LIBRARY MATERIALS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3/20/2012</td>
<td>0027020</td>
<td>100-0601-551.30-16</td>
<td>121.76</td>
<td>PROGRAM SUPPLIES</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Total for check: 32883</strong></td>
<td><strong>3,465.54</strong></td>
</tr>
<tr>
<td>THOMAS BOUREGY &amp; CO INC</td>
<td>32884</td>
<td>3/20/2012</td>
<td>67535A</td>
<td>100-0601-551.30-14</td>
<td>139.50</td>
<td>LIBRARY MATERIALS</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Total for check: 32884</strong></td>
<td><strong>139.50</strong></td>
</tr>
<tr>
<td>BRAZEE ACE HARDWARE</td>
<td>32885</td>
<td>3/20/2012</td>
<td>616964</td>
<td>100-0601-551.30-13</td>
<td>4.99</td>
<td>HOUSEKEEPING SUPPLIES</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3/20/2012</td>
<td>017098</td>
<td>100-0601-551.30-13</td>
<td>3.29</td>
<td>HOUSEKEEPING SUPPLIES</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Total for check: 32885</strong></td>
<td><strong>8.28</strong></td>
</tr>
<tr>
<td>CDW GOVERNMENT INC</td>
<td>32886</td>
<td>3/20/2012</td>
<td>F969122</td>
<td>100-0601-551.30-10</td>
<td>128.04</td>
<td>OFFICE SUPPLIES</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3/20/2012</td>
<td>G034372</td>
<td>100-0601-551.30-10</td>
<td>77.88</td>
<td>OFFICE SUPPLIES</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Total for check: 32886</strong></td>
<td><strong>205.92</strong></td>
</tr>
<tr>
<td>CENTER POINT LARGE PRINT</td>
<td>32887</td>
<td>3/20/2012</td>
<td>1002010</td>
<td>100-0601-551.30-14</td>
<td>22.17</td>
<td>LIBRARY MATERIALS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3/20/2012</td>
<td>1003975</td>
<td>100-0601-551.30-14</td>
<td>21.57</td>
<td>LIBRARY MATERIALS</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Total for check: 32887</strong></td>
<td><strong>43.74</strong></td>
</tr>
<tr>
<td>FINDAWAY WORLD LLC</td>
<td>32888</td>
<td>3/20/2012</td>
<td>66294</td>
<td>100-0601-551.30-14</td>
<td>318.70</td>
<td>LIBRARY MATERIALS</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Total for check: 32888</strong></td>
<td><strong>318.70</strong></td>
</tr>
<tr>
<td>GALE</td>
<td>32889</td>
<td>3/20/2012</td>
<td>17473949</td>
<td>100-0601-551.30-14</td>
<td>38.93</td>
<td>LIBRARY MATERIALS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3/20/2012</td>
<td>95705886</td>
<td>100-0601-551.30-14</td>
<td>477.44</td>
<td>LIBRARY MATERIALS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3/20/2012</td>
<td>95720150</td>
<td>100-0601-551.30-14</td>
<td>21.59</td>
<td>LIBRARY MATERIALS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3/20/2012</td>
<td>95725978</td>
<td>100-0601-551.30-14</td>
<td>21.59</td>
<td>LIBRARY MATERIALS</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Total for check: 32889</strong></td>
<td><strong>559.55</strong></td>
</tr>
<tr>
<td>Vendor Name</td>
<td>Check Number</td>
<td>Check Date</td>
<td>Invoice Number</td>
<td>Account Number</td>
<td>Amount</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------------</td>
<td>--------------</td>
<td>------------</td>
<td>----------------</td>
<td>----------------</td>
<td>------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>GANNETT WISCONSIN MEDIA</td>
<td>32890</td>
<td>3/20/2012</td>
<td>03152012</td>
<td>100-0601-551.30-14</td>
<td>375.69</td>
<td>LIBRARY MATERIALS</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total for check: 32890</td>
</tr>
<tr>
<td>GUILDCRAFT ARTS &amp; CRAFTS</td>
<td>32891</td>
<td>3/20/2012</td>
<td>22021238</td>
<td>100-0601-551.30-16</td>
<td>41.53</td>
<td>PROGRAM SUPPLIES</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total for check: 32891</td>
</tr>
<tr>
<td>HIGHSWITCH</td>
<td>32892</td>
<td>3/20/2012</td>
<td>4525193</td>
<td>100-0601-551.30-18</td>
<td>93.60</td>
<td>DEPT SUPPLIES</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total for check: 32892</td>
</tr>
<tr>
<td>INFORMATION TODAY INC</td>
<td>32893</td>
<td>3/20/2012</td>
<td>1409224-B1</td>
<td>100-0601-551.30-14</td>
<td>253.55</td>
<td>LIBRARY MATERIALS</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total for check: 32893</td>
</tr>
<tr>
<td>KITZ &amp; PFEIL INC</td>
<td>32894</td>
<td>3/20/2012</td>
<td>0126140153</td>
<td>100-0601-551.24-03</td>
<td>6.82</td>
<td>BLDG REPAIR/MAINTENANCE</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total for check: 32894</td>
</tr>
<tr>
<td>RON LINDBERGH</td>
<td>32895</td>
<td>3/20/2012</td>
<td>03152012</td>
<td>100-0601-551.20-05</td>
<td>190.00</td>
<td>PERFORMER CONTRACT</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total for check: 32895</td>
</tr>
<tr>
<td>MADER NEWS AGENCY INC</td>
<td>32896</td>
<td>3/20/2012</td>
<td>70432</td>
<td>100-0601-551.30-14</td>
<td>108.20</td>
<td>LIBRARY MATERIALS</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total for check: 32896</td>
</tr>
<tr>
<td>JULIE MEINKE</td>
<td>32897</td>
<td>3/20/2012</td>
<td>03152012</td>
<td>100-0601-551.30-14</td>
<td>18.00</td>
<td>LIBRARY MATERIALS</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total for check: 32897</td>
</tr>
<tr>
<td>MIDWEST TAPE</td>
<td>32898</td>
<td>3/20/2012</td>
<td>2747685</td>
<td>100-0601-551.30-14</td>
<td>245.56</td>
<td>LIBRARY MATERIALS</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total for check: 32898</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3/20/2012</td>
<td>2754009</td>
<td>100-0601-551.30-14</td>
<td>55.62</td>
<td>LIBRARY MATERIALS</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total for check: 32898</td>
</tr>
</tbody>
</table>
# AP Check Register
**Check Date: 3/20/2012**

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Check Number</th>
<th>Check Date</th>
<th>Invoice Number</th>
<th>Account Number</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAM MORAN</td>
<td>32899</td>
<td>3/20/2012</td>
<td>03152012</td>
<td>100-0601-551.34-01</td>
<td>40.95</td>
<td>MILEAGE REIMBURSEMENT</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total for check: 32899</td>
<td>40.95</td>
</tr>
<tr>
<td>DAVE POWELL</td>
<td>32900</td>
<td>3/20/2012</td>
<td>03152012</td>
<td>100-0601-551.24-03</td>
<td>19.92</td>
<td>BLDG REPAIR/MAINTENANCE</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total for check: 32900</td>
<td>19.92</td>
</tr>
<tr>
<td>RAINBOW BOOK COMPANY</td>
<td>32901</td>
<td>3/20/2012</td>
<td>0098359</td>
<td>100-0601-551.30-14</td>
<td>2,185.66</td>
<td>LIBRARY MATERIALS</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total for check: 32901</td>
<td>2,185.66</td>
</tr>
<tr>
<td>RANDOM HOUSE INC</td>
<td>32902</td>
<td>3/20/2012</td>
<td>1083321691</td>
<td>100-0601-551.30-14</td>
<td>22.50</td>
<td>LIBRARY MATERIALS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3/20/2012</td>
<td>1083326782</td>
<td>100-0601-551.30-14</td>
<td>18.00</td>
<td>LIBRARY MATERIALS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3/20/2012</td>
<td>108343953</td>
<td>100-0601-551.30-14</td>
<td>12.00</td>
<td>LIBRARY MATERIALS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3/20/2012</td>
<td>1083351045</td>
<td>100-0601-551.30-14</td>
<td>24.00</td>
<td>LIBRARY MATERIALS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3/20/2012</td>
<td>1083382983</td>
<td>100-0601-551.30-14</td>
<td>127.50</td>
<td>LIBRARY MATERIALS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3/20/2012</td>
<td>1083480707</td>
<td>100-0601-551.30-14</td>
<td>33.75</td>
<td>LIBRARY MATERIALS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3/20/2012</td>
<td>1183480707</td>
<td>100-0601-551.30-14</td>
<td>52.00</td>
<td>LIBRARY MATERIALS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3/20/2012</td>
<td>90004558853</td>
<td>100-0601-551.30-14</td>
<td>(18.00)</td>
<td>CREDIT</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total for check: 32902</td>
<td>271.75</td>
</tr>
<tr>
<td>RECORDED BOOKS LLC</td>
<td>32903</td>
<td>3/20/2012</td>
<td>74484589</td>
<td>100-0601-551.30-14</td>
<td>82.20</td>
<td>LIBRARY MATERIALS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3/20/2012</td>
<td>74490170</td>
<td>100-0601-551.30-14</td>
<td>99.00</td>
<td>LIBRARY MATERIALS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3/20/2012</td>
<td>74495783</td>
<td>100-0601-551.30-14</td>
<td>82.20</td>
<td>LIBRARY MATERIALS</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total for check: 32903</td>
<td>263.40</td>
</tr>
<tr>
<td>JUDY STOCK</td>
<td>32904</td>
<td>3/20/2012</td>
<td>03152012</td>
<td>100-0601-551.20-05</td>
<td>200.00</td>
<td>PERFORMER CONTRACT</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total for check: 32904</td>
<td>200.00</td>
</tr>
<tr>
<td>ELIZABETH TUBMAN</td>
<td>32905</td>
<td>3/20/2012</td>
<td>03152012</td>
<td>100-0601-551.33-01</td>
<td>7.50</td>
<td>MILEAGE REIMBURSEMENT</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total for check: 32905</td>
<td>7.50</td>
</tr>
</tbody>
</table>
## AP Check Register
### Check Date: 3/20/2012

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Check Number</th>
<th>Check Date</th>
<th>Invoice Number</th>
<th>Account Number</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIQUE BOOKS INC</td>
<td>32906</td>
<td>3/20/2012</td>
<td>357536</td>
<td>100-0601-551.30-14</td>
<td>134.53</td>
<td>LIBRARY MATERIALS</td>
</tr>
<tr>
<td></td>
<td>32906</td>
<td>3/20/2012</td>
<td>357537</td>
<td>100-0601-551.30-14</td>
<td>452.79</td>
<td>LIBRARY MATERIALS</td>
</tr>
<tr>
<td></td>
<td>32906</td>
<td>3/20/2012</td>
<td>357537.2</td>
<td>100-0601-551.30-14</td>
<td>19.45</td>
<td>LIBRARY MATERIALS</td>
</tr>
<tr>
<td></td>
<td>32906</td>
<td>3/20/2012</td>
<td>357538</td>
<td>100-0601-551.30-14</td>
<td>425.63</td>
<td>LIBRARY MATERIALS</td>
</tr>
<tr>
<td></td>
<td>32906</td>
<td>3/20/2012</td>
<td>357538.2</td>
<td>100-0601-551.30-14</td>
<td>23.58</td>
<td>LIBRARY MATERIALS</td>
</tr>
<tr>
<td></td>
<td>32906</td>
<td>3/20/2012</td>
<td>357539</td>
<td>100-0601-551.30-14</td>
<td>966.19</td>
<td>LIBRARY MATERIALS</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Total for check: 32906</strong></td>
<td><strong>2,013.17</strong></td>
</tr>
<tr>
<td>UNIQUE MANAGEMENT SERVICES INC</td>
<td>32907</td>
<td>3/20/2012</td>
<td>220452</td>
<td>100-0000-441.19-00</td>
<td>304.30</td>
<td>COLLECTION AGENCY FEE</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Total for check: 32907</strong></td>
<td><strong>304.30</strong></td>
</tr>
<tr>
<td>US POSTAL SERVICE</td>
<td>32908</td>
<td>3/20/2012</td>
<td>03152012</td>
<td>100-0601-551.30-11</td>
<td>305.00</td>
<td>POSTAGE SUPPLIES</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Total for check: 32908</strong></td>
<td><strong>305.00</strong></td>
</tr>
<tr>
<td>KAY WEEDEEN</td>
<td>32909</td>
<td>3/20/2012</td>
<td>03152012</td>
<td>100-0601-551.20-05</td>
<td>260.00</td>
<td>PERFORMER CONTRACT</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Total for check: 32909</strong></td>
<td><strong>260.00</strong></td>
</tr>
<tr>
<td>WERNER ELECTRIC SUPPLY CO</td>
<td>32910</td>
<td>3/20/2012</td>
<td>S3482912.001</td>
<td>100-0601-551.30-13</td>
<td>479.25</td>
<td>HOUSEKEEPING SUPPLIES</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Total for check: 32910</strong></td>
<td><strong>479.25</strong></td>
</tr>
<tr>
<td>WISCONSIN DEPT OF JUSTICE</td>
<td>32911</td>
<td>3/20/2012</td>
<td>G3228</td>
<td>100-0601-551.21-06</td>
<td>42.00</td>
<td>PROFESSIONAL SERVICES</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Total for check: 32911</strong></td>
<td><strong>42.00</strong></td>
</tr>
<tr>
<td>3M</td>
<td>32912</td>
<td>3/20/2012</td>
<td>QFS1077</td>
<td>100-0601-551.24-04</td>
<td>9,693.00</td>
<td>MAINTENANCE CONTRACT</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Total for check: 32912</strong></td>
<td><strong>9,693.00</strong></td>
</tr>
</tbody>
</table>

**29,184.11**
<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Check Number</th>
<th>Check Date</th>
<th>Invoice Number</th>
<th>Account Number</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC PLANNED SERVICE INC</td>
<td>32913</td>
<td>3/22/2012</td>
<td>7155</td>
<td>100-9601-521.24-03</td>
<td>350.54 Fan Motor</td>
<td>Total for check: 32913 350.54</td>
</tr>
<tr>
<td>ACCURATE</td>
<td>32914</td>
<td>3/22/2012</td>
<td>1202436</td>
<td>731-1022-541.38-03</td>
<td>357.62 Leaf &amp; Misc Hardware</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1202720</td>
<td>731-1022-541.38-03</td>
<td>241.50 Spring Pin/Bushing/Hanger</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1202802</td>
<td>731-1022-541.30-18</td>
<td>7.09 Bottom/Spinal Point Taps</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1202807</td>
<td>731-1022-541.38-03</td>
<td>(50.44) Vinyl Tubing</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1202824</td>
<td>731-1022-541.38-03</td>
<td>144.32 Tie Rod Ends</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1202871</td>
<td>731-1022-541.30-18</td>
<td>31.55 Terminal Connectors</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total for check: 32914 731.64</td>
<td></td>
</tr>
<tr>
<td>AIRGAS NORTH CENTRAL</td>
<td>32915</td>
<td>3/22/2012</td>
<td>105407451</td>
<td>731-1022-541.21-06</td>
<td>72.96 Hazardous Mat/Oxygen</td>
<td></td>
</tr>
<tr>
<td>AMERICAN RED CROSS</td>
<td>32916</td>
<td>3/22/2012</td>
<td>10048083</td>
<td>100-0903-531.34-02</td>
<td>5.00 Standard First Aid</td>
<td></td>
</tr>
<tr>
<td>APPANASHA PET CLINIC</td>
<td>32917</td>
<td>3/22/2012</td>
<td>105412</td>
<td>824-0801-521.21-06</td>
<td>20.98 Vet Bill/Police K-9</td>
<td></td>
</tr>
<tr>
<td>APPLETON ELECTRONICS SUPPLY LLC</td>
<td>32918</td>
<td>3/22/2012</td>
<td>6152</td>
<td>731-1022-541.38-03</td>
<td>18.24 Switch Toggle</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>6189</td>
<td>100-0704-552.24-03</td>
<td>20.07 Amphenol Connector/Socket</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>6205</td>
<td>100-0703-553.30-18</td>
<td>17.62 Solder Paste/Pocket Pack</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total for check: 32918 64.93</td>
<td></td>
</tr>
<tr>
<td>APPLETON HYDRAULIC COMPONENTS</td>
<td>32919</td>
<td>3/22/2012</td>
<td>22722</td>
<td>731-1022-541.38-03</td>
<td>111.00 Seal Kits</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total for check: 32919 111.00</td>
<td></td>
</tr>
</tbody>
</table>
## AP Check Register

**Check Date: 3/22/2012**

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Check Number</th>
<th>Check Date</th>
<th>Invoice Number</th>
<th>Account Number</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CITY OF APPLETON</td>
<td>32920</td>
<td>3/22/2012</td>
<td>204280</td>
<td>100-0302-542.25-01</td>
<td>13,338.00 March 2012</td>
<td>Valley Transit</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>13,338.00</strong></td>
<td></td>
</tr>
<tr>
<td>ASHWAUENON POLICE DEPARTMENT</td>
<td>32921</td>
<td>3/22/2012</td>
<td>100-0000-201.03-00</td>
<td></td>
<td>10.00 Bond/MEPD 12 724</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>10.00</strong></td>
<td></td>
</tr>
<tr>
<td>ASSOCIATED APPRAISAL CONSULTANTS</td>
<td>32922</td>
<td>3/22/2012</td>
<td>12563</td>
<td>100-0402-513.21-09</td>
<td>4,975.00 February 2012</td>
<td>Postage</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100-0402-513.30-11</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3/22/2012</td>
<td>12564</td>
<td>59.76 Internet Posting</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>5,041.05</strong></td>
<td></td>
</tr>
<tr>
<td>AT&amp;T</td>
<td>32923</td>
<td>3/22/2012</td>
<td>920RC9453003</td>
<td>100-1001-514.22-01</td>
<td>113.30 Current Charges</td>
<td>292.50 Current Charges</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>601-1020-543.22-01</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>406.40</strong></td>
<td></td>
</tr>
<tr>
<td>BADGER HIGHWAYS CO INC</td>
<td>32924</td>
<td>3/22/2012</td>
<td>156383</td>
<td>601-1020-543.30-18</td>
<td>212.18 Asphalt</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>212.18</strong></td>
<td></td>
</tr>
<tr>
<td>BATTERIES PLUS-502</td>
<td>32925</td>
<td>3/22/2012</td>
<td>508-150503</td>
<td>100-0204-512.24-04</td>
<td>113.58 Batteries</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>113.58</strong></td>
<td></td>
</tr>
<tr>
<td>BECK ELECTRIC INC</td>
<td>32926</td>
<td>3/22/2012</td>
<td>F2012-COM-PK</td>
<td>100-0703-553.24-03</td>
<td>210.72 Elect Service at Mem Bldg</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>210.72</strong></td>
<td></td>
</tr>
<tr>
<td>KYLE BENZ</td>
<td>32927</td>
<td>3/22/2012</td>
<td>Kyle BENZ</td>
<td>822-0413-554.30-16</td>
<td>250.00 Hattie Minor Scholarship</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>250.00</strong></td>
<td></td>
</tr>
<tr>
<td>Vendor Name</td>
<td>Check Number</td>
<td>Check Date</td>
<td>Invoice Number</td>
<td>Account Number</td>
<td>Amount</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>--------------</td>
<td>------------</td>
<td>----------------</td>
<td>------------------</td>
<td>-------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>BOMBSKI CONSTRUCTION &amp;</td>
<td>32926</td>
<td>3/22/2012</td>
<td>263-0306-562.70-01</td>
<td>730 Roosevelt Street</td>
<td>500.00</td>
<td></td>
</tr>
<tr>
<td>BOMBSKI CONSTRUCTION &amp;</td>
<td>32929</td>
<td>3/22/2012</td>
<td>263-0306-562.70-01</td>
<td>11 Madison Street</td>
<td>4,600.00</td>
<td></td>
</tr>
<tr>
<td>BRAZEE ACE HARDWARE</td>
<td>32930</td>
<td>3/22/2012</td>
<td>016972</td>
<td>100-1001-514.30-13</td>
<td>13.49</td>
<td>Broom</td>
</tr>
<tr>
<td>BUILDERS SERVICE CENTER</td>
<td>32931</td>
<td>3/22/2012</td>
<td>B009641-JN</td>
<td>100-0703-553.24-03</td>
<td>290.00</td>
<td>Koslo Park Lock Replace</td>
</tr>
<tr>
<td>CASPERS TRUCK EQUIPMENT INC</td>
<td>32932</td>
<td>3/22/2012</td>
<td>58320</td>
<td>731-1022-541.38-03</td>
<td>10.77</td>
<td>Bumper Rubber</td>
</tr>
<tr>
<td>CDW GOVERNMENT INC</td>
<td>32933</td>
<td>3/22/2012</td>
<td>F050288</td>
<td>100-0801-521.21-04</td>
<td>173.57</td>
<td>APC Power Saving Back Up</td>
</tr>
<tr>
<td></td>
<td>32933</td>
<td>3/22/2012</td>
<td>G369137</td>
<td>743-0403-513.30-15</td>
<td>11.06</td>
<td>Card Reader/Writer</td>
</tr>
<tr>
<td>COMMUNITY HOUSING COORDINATOR</td>
<td>32934</td>
<td>3/22/2012</td>
<td>159</td>
<td>100-0304-562.21-06</td>
<td>1,800.00</td>
<td>2012 Housing Plan</td>
</tr>
<tr>
<td>COUNTRY INNS AND SUITES &amp;</td>
<td>32935</td>
<td>3/22/2012</td>
<td>4508</td>
<td>263-0306-562.70-01</td>
<td>140.00</td>
<td>111 Madison Street</td>
</tr>
<tr>
<td>CULLIGAN WATERCARE SERVICES</td>
<td>32936</td>
<td>3/22/2012</td>
<td>100-1001-514.20-01</td>
<td></td>
<td>17.85</td>
<td>Rental</td>
</tr>
</tbody>
</table>

Date: 3/29/2012
Page 3
<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Check Number</th>
<th>Check Date</th>
<th>Invoice Number</th>
<th>Account Number</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CULLIGAN WATERCARE SERVICES...</td>
<td>32936...</td>
<td>3/22/2012</td>
<td>...</td>
<td>731-1022-541.30-13</td>
<td>5.95</td>
<td>Rental</td>
</tr>
<tr>
<td>DIGICORPORATION</td>
<td>32937</td>
<td>3/22/2012</td>
<td>121276</td>
<td>100-0203-512.29-01</td>
<td>86.00</td>
<td>Office Envelopes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100-0101-511.29-01</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100-0000-134.00-00</td>
<td>(68.00)</td>
<td>Office Envelopes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total for check: 32937</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>104.00</td>
<td></td>
</tr>
<tr>
<td>FABCO EQUIPMENT INC</td>
<td>32938 3/22/2012</td>
<td>C 234820</td>
<td>731-1022-541.38-03</td>
<td>67.90 Replace Lamp/Body A</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>32938 3/22/2012</td>
<td>C 234981</td>
<td>731-1022-541.38-03</td>
<td>248.06 End Edge</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total for check: 32938</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>315.96</td>
<td></td>
</tr>
<tr>
<td>FIRST SUPPLY LLC - APPLETON</td>
<td>32939 3/22/2012</td>
<td>9212809-01</td>
<td>100-0704-552.24-03</td>
<td>32.44 Plumb parts</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>32939 3/22/2012</td>
<td>9212300-00</td>
<td>100-0704-552.24-03</td>
<td>170.00 Plumbing Parts</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>32939 3/22/2012</td>
<td>9220805-00</td>
<td>100-0704-552.24-03</td>
<td>88.28 Water valve</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>32939 3/22/2012</td>
<td>9231706-00</td>
<td>100-0704-552.24-03</td>
<td>9.49 Plumbing Parts</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>32939 3/22/2012</td>
<td>9243737-00</td>
<td>100-0704-552.24-03</td>
<td>6.03 PVC &amp; Nipples</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>32939 3/22/2012</td>
<td>9243737-01</td>
<td>100-0704-552.24-03</td>
<td>2.38 PVC</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total for check: 32939</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>308.62</td>
<td></td>
</tr>
<tr>
<td>FOX CITIES CHAMBER FOUNDATION</td>
<td>32940 3/22/2012</td>
<td>34735</td>
<td>100-0304-562.23-01</td>
<td>2,500.00 2012 Dues</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total for check: 32940</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2,500.00</td>
<td></td>
</tr>
<tr>
<td>FOX VALLEY TECHNICAL COLLEGE</td>
<td>32941 3/22/2012</td>
<td>TPB0000135138</td>
<td>100-0801-521.34-02</td>
<td>180.00 MENASHA PD Training</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total for check: 32941</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>180.00</td>
<td></td>
</tr>
<tr>
<td>GRAINGER INC</td>
<td>32942 3/22/2012</td>
<td>9764148661</td>
<td>100-0703-553.30-18</td>
<td>552.85 Fountain Pump/Tayco St</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total for check: 32942</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>552.85</td>
<td></td>
</tr>
<tr>
<td>HORST DISTRIBUTING INC</td>
<td>32943 3/22/2012</td>
<td>18036-000</td>
<td>731-1022-541.38-03</td>
<td>48.23 Blade Mulcher</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Page 4
<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Check Number</th>
<th>Check Date</th>
<th>Invoice Number</th>
<th>Account Number</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HORST DISTRIBUTING INC...</td>
<td>32943...</td>
<td>3/22/2012</td>
<td>18062-000</td>
<td>731-1022-541.38-03</td>
<td>297.22</td>
<td>Muffler Exhaust</td>
</tr>
<tr>
<td>KAEMPFER &amp; ASSOCIATES INC</td>
<td>32944</td>
<td>3/22/2012</td>
<td>18392</td>
<td>601-1020-543.21-02</td>
<td>42.63</td>
<td>Project E145-01.06</td>
</tr>
<tr>
<td></td>
<td>32944</td>
<td>3/22/2012</td>
<td>18393</td>
<td>601-1020-543.21-02</td>
<td>428.61</td>
<td>Project E145-01.07</td>
</tr>
<tr>
<td></td>
<td>32944</td>
<td>3/22/2012</td>
<td>18394</td>
<td>601-1020-543.21-02</td>
<td>43.69</td>
<td>Project E145-01.09</td>
</tr>
<tr>
<td></td>
<td>32944</td>
<td>3/22/2012</td>
<td>18395</td>
<td>601-1020-543.21-02</td>
<td>1,113.86</td>
<td>Project E145-07.01</td>
</tr>
<tr>
<td></td>
<td>32944</td>
<td>3/22/2012</td>
<td>18396</td>
<td>601-1020-543.21-02</td>
<td>1,201.21</td>
<td>Project E145-09.01</td>
</tr>
<tr>
<td></td>
<td>32944</td>
<td>3/22/2012</td>
<td>18397</td>
<td>601-1020-543.21-02</td>
<td>385.48</td>
<td>Project E145-10.01</td>
</tr>
<tr>
<td></td>
<td>32944</td>
<td>3/22/2012</td>
<td>18398</td>
<td>601-1020-543.21-02</td>
<td>2,182.00</td>
<td>Project E145-10.09</td>
</tr>
<tr>
<td>Total for check: 32944</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5,397.52</td>
<td></td>
</tr>
<tr>
<td>KANN MANUFACTURING CORP</td>
<td>32945</td>
<td>3/22/2012</td>
<td>22878</td>
<td>731-1022-541.38-03</td>
<td>1,131.24</td>
<td>Joystick/Buttons</td>
</tr>
<tr>
<td>Total for check: 32945</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,131.24</td>
<td></td>
</tr>
<tr>
<td>KCB SUPPLY INC</td>
<td>32946</td>
<td>3/22/2012</td>
<td>4541</td>
<td>100-0601-521.24-03</td>
<td>9,725.00</td>
<td>Lockers</td>
</tr>
<tr>
<td>Total for check: 32946</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>9,725.00</td>
<td></td>
</tr>
<tr>
<td>KJ WASTE SYSTEMS INC</td>
<td>32947</td>
<td>3/22/2012</td>
<td>266-1027-543.21-06</td>
<td></td>
<td>522.00</td>
<td>Corrugate/Container Rent</td>
</tr>
<tr>
<td>Total for check: 32947</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>522.00</td>
<td></td>
</tr>
<tr>
<td>KRUEGER TRUE VALUE</td>
<td>32948</td>
<td>3/22/2012</td>
<td>999928</td>
<td>731-1022-541.38-03</td>
<td>11.16</td>
<td>Echo Cable</td>
</tr>
<tr>
<td>Total for check: 32948</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>11.16</td>
<td></td>
</tr>
<tr>
<td>LAKE PARK VILLAS HOMEOWNERS ASSN</td>
<td>32949</td>
<td>3/22/2012</td>
<td>100-0703-553.22-03</td>
<td></td>
<td>31.93</td>
<td>January Utilities</td>
</tr>
<tr>
<td></td>
<td>32949</td>
<td>3/22/2012</td>
<td>100-1012-541.22-03</td>
<td></td>
<td>40.00</td>
<td>January Utilities</td>
</tr>
<tr>
<td></td>
<td>32949</td>
<td>3/22/2012</td>
<td>625-1010-541.22-03</td>
<td></td>
<td>32.60</td>
<td>January Utilities</td>
</tr>
<tr>
<td>Total for check: 32949</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>104.53</td>
<td></td>
</tr>
<tr>
<td>Vendor Name</td>
<td>Check Number</td>
<td>Check Date</td>
<td>Invoice Number</td>
<td>Account Number</td>
<td>Amount</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>--------------</td>
<td>--------------</td>
<td>----------------</td>
<td>--------------------</td>
<td>------------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td>LANDLORD SERVICES LLC</td>
<td>32950</td>
<td>3/22/2012</td>
<td>14166</td>
<td>100-0801-521.21-05</td>
<td>34.00</td>
<td>Credit Reports</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total for check: 32950</td>
</tr>
<tr>
<td>LEADSONLINE LLC</td>
<td>32951</td>
<td>3/22/2012</td>
<td>220547</td>
<td>100-0801-521.32-01</td>
<td>2,148.00</td>
<td>Renew Service Package</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total for check: 32951</td>
</tr>
<tr>
<td>LIBERTY TITLE &amp;</td>
<td>32952</td>
<td>3/22/2012</td>
<td>263-0306-562.70-01</td>
<td></td>
<td>5,000.00</td>
<td>520 FIFTH STREET</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total for check: 32952</td>
</tr>
<tr>
<td>MATTHEWS TIRE &amp; SERVICE CENTER</td>
<td>32953</td>
<td>3/22/2012</td>
<td>42122</td>
<td>731-1022-541.38-02</td>
<td>319.56</td>
<td>Tires/Hardware</td>
</tr>
<tr>
<td></td>
<td>32953</td>
<td>3/22/2012</td>
<td>42123</td>
<td>731-1022-541.38-02</td>
<td>830.98</td>
<td>Tires/Hardware</td>
</tr>
<tr>
<td></td>
<td>32953</td>
<td>3/22/2012</td>
<td>42175</td>
<td>731-1022-541.38-02</td>
<td>16.99</td>
<td>Repair Turf Tire</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total for check: 32953</td>
</tr>
<tr>
<td>MENASHA EMPLOYEES CREDIT UNION</td>
<td>32954</td>
<td>3/22/2012</td>
<td>20120322</td>
<td>100-0000-202.05-00</td>
<td>13,694.00</td>
<td>PAYROLL SUMMARY</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total for check: 32954</td>
</tr>
<tr>
<td>MENASHA POLICE DEPARTMENT</td>
<td>32955</td>
<td>3/22/2012</td>
<td></td>
<td>100-0801-521.30-18</td>
<td>13.85</td>
<td>Petty Cash Reimbursement</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100-0801-521.34-03</td>
<td>12.15</td>
<td>Petty Cash Reimbursement</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100-0801-521.29-05</td>
<td>0.75</td>
<td>Petty Cash Reimbursement</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total for check: 32955</td>
</tr>
<tr>
<td>MINNESOTA LIFE INSURANCE COMPANY</td>
<td>32956</td>
<td>3/22/2012</td>
<td>POLICY 2832L-G</td>
<td>100-0000-204.07-00</td>
<td>2,286.63</td>
<td>Group Life</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total for check: 32956</td>
</tr>
<tr>
<td>MORTON SAFETY</td>
<td>32957</td>
<td>3/22/2012</td>
<td>656853</td>
<td>731-1022-541.30-18</td>
<td>54.75</td>
<td>Anti-Vibe Rubber Palm</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total for check: 32957</td>
</tr>
<tr>
<td>NEENAH-MENASHA MUNICIPAL COURT</td>
<td>32958</td>
<td>3/22/2012</td>
<td></td>
<td>100-0000-201.03-00</td>
<td>139.00</td>
<td>Bond:MPD 12-73</td>
</tr>
</tbody>
</table>

Page 6
### AP Check Register
**Check Date: 3/22/2012**

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Check Number</th>
<th>Check Date</th>
<th>Invoice Number</th>
<th>Account Number</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEENAH-MENASHA MUNICIPAL COURT...</td>
<td>32958...</td>
<td>3/22/2012</td>
<td>...</td>
<td>100-0000-201.03-00</td>
<td>139.00</td>
<td>Bond/MPD 12-42</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100-0000-201.03-00</td>
<td>328.00</td>
<td>Bond/MPD 12-32</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100-0000-201.03-00</td>
<td>202.00</td>
<td>Bond/MPD 12-43</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Total for check: 32958</strong></td>
</tr>
<tr>
<td>NETWORK HEALTH SYSTEM INC</td>
<td>32959</td>
<td>3/22/2012</td>
<td>282546</td>
<td>100-0202-512.21-05</td>
<td>214.00</td>
<td>Drug Screenings/Feb 2012</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Total for check: 32959</strong></td>
</tr>
<tr>
<td>NOVER ENGELSTEIN &amp; ASSOCIATES INC</td>
<td>32960</td>
<td>3/22/2012</td>
<td>M2012</td>
<td>743-0403-513.24-04</td>
<td>600.00</td>
<td>Software Maint/Sanitarian</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Total for check: 32960</strong></td>
</tr>
<tr>
<td>CHRIS NWABEKE &amp; SANDY</td>
<td>32961</td>
<td>3/22/2012</td>
<td>263-0306-562.70-01</td>
<td></td>
<td>1,478.80</td>
<td>730 Roosevelt St</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Total for check: 32961</strong></td>
</tr>
<tr>
<td>OFFICE DEPOT</td>
<td>32962</td>
<td>3/22/2012</td>
<td>2443666</td>
<td>100-0918-531.30-10</td>
<td>10.42</td>
<td>Office Supplies</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Total for check: 32962</strong></td>
</tr>
<tr>
<td>PERSONNEL EVALUATION INC</td>
<td>32963</td>
<td>3/22/2012</td>
<td>S8012</td>
<td>100-0801-521.21-06</td>
<td>200.00</td>
<td>Personnel Evaluation</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Total for check: 32963</strong></td>
</tr>
<tr>
<td>SERVICEMASTER BUILDING MAINTENANCE</td>
<td>32964</td>
<td>3/22/2012</td>
<td>135642</td>
<td>100-0801-521.20-01</td>
<td>1,395.00</td>
<td>Janitorial Service/PO</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100-0801-521.20-01</td>
<td>50.00</td>
<td>Janitorial Service/PO</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Total for check: 32964</strong></td>
</tr>
<tr>
<td>J A SEXAUER</td>
<td>32965</td>
<td>3/22/2012</td>
<td>261388979</td>
<td>100-0703-553.24-05</td>
<td>208.19</td>
<td>Padlocks &amp; Shackles</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100-0703-553.24-03</td>
<td>37.14</td>
<td>Face Plate w/Tab</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100-0703-553.24-05</td>
<td>218.25</td>
<td>Combinded Core</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Total for check: 32965</strong></td>
</tr>
</tbody>
</table>

**Date:** 3/29/2012
<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Check Number</th>
<th>Check Date</th>
<th>Invoice Number</th>
<th>Account Number</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHERWIN INDUSTRIES INC</td>
<td>32965</td>
<td>3/22/2012</td>
<td>9614-8</td>
<td>100-0703-553-30-18</td>
<td>179.16</td>
<td>Stain</td>
</tr>
<tr>
<td></td>
<td>32965</td>
<td>3/22/2012</td>
<td>9635-3</td>
<td>731-1022-541-30-18</td>
<td>178.95</td>
<td>5 Gal Ltx ES Extra</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Total for check: 32966</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>358.11</strong></td>
<td></td>
</tr>
<tr>
<td>SHERWIN INDUSTRIES INC</td>
<td>32967</td>
<td>3/22/2012</td>
<td>SS045179</td>
<td>731-1022-541-38-03</td>
<td>605.92</td>
<td>Marker Guides</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>605.92</strong></td>
<td></td>
</tr>
<tr>
<td>SPEEDY METALS LLC</td>
<td>32965</td>
<td>3/22/2012</td>
<td>67751-NB</td>
<td>100-0703-553-30-18</td>
<td>50.32</td>
<td>Aluminum</td>
</tr>
<tr>
<td></td>
<td>32965</td>
<td>3/22/2012</td>
<td>677942-AP</td>
<td>100-0703-553-30-18</td>
<td>28.18</td>
<td>Aluminum flat sheet</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>78.50</strong></td>
<td></td>
</tr>
<tr>
<td>STAPLES ADVANTAGE</td>
<td>32969</td>
<td>3/22/2012</td>
<td>8021137778</td>
<td>100-0202-512-30-10</td>
<td>86.91</td>
<td>Payroll Envelopes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>86.91</strong></td>
<td></td>
</tr>
<tr>
<td>STRAIGHT EDGE AUTO</td>
<td>32970</td>
<td>3/22/2012</td>
<td></td>
<td>100-0801-521-29-05</td>
<td>419.00</td>
<td>Service/Chief's Vehicle</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>419.00</strong></td>
<td></td>
</tr>
<tr>
<td>THEDACARE</td>
<td>32971</td>
<td>3/22/2012</td>
<td>9200534696</td>
<td>100-0801-521-21-05</td>
<td>116.00</td>
<td>Venipuncture Service</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>116.00</strong></td>
<td></td>
</tr>
<tr>
<td>MICHELE TORTELLI</td>
<td>32972</td>
<td>3/22/2012</td>
<td>REFUND</td>
<td>100-0000-441-23-00</td>
<td>90.00</td>
<td>Refund/Wedding Canceled</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>90.00</strong></td>
<td></td>
</tr>
<tr>
<td>UNIFIRST CORPORATION</td>
<td>32973</td>
<td>3/22/2012</td>
<td>097-0107280</td>
<td>731-1022-541-20-01</td>
<td>107.35</td>
<td>Supply/Uniform Clearing</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>107.35</strong></td>
<td></td>
</tr>
<tr>
<td>UNITED WAY FOX CITIES</td>
<td>32974</td>
<td>3/22/2012</td>
<td>20120322</td>
<td>100-0000-202-09-00</td>
<td>27.48</td>
<td>PAYROLL SUMMARY</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>27.48</strong></td>
<td></td>
</tr>
</tbody>
</table>
# AP Check Register

**Check Date: 3/22/2012**

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Check Number</th>
<th>Check Date</th>
<th>Invoice Number</th>
<th>Account Number</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utility Sales and Service</td>
<td>32975</td>
<td>3/22/2012</td>
<td>0124341-IN</td>
<td>731-1022-541.36-03</td>
<td>715.29</td>
<td>Fender Skirts &amp; Edging</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total for check: 32975</td>
</tr>
<tr>
<td>Vision Insurance Plan of America</td>
<td>32976</td>
<td>3/22/2012</td>
<td>110539</td>
<td>100-0000-204.10-00</td>
<td>1,011.80</td>
<td>April, 2012</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total for check: 32976</td>
</tr>
<tr>
<td>Walmart Community</td>
<td>32977</td>
<td>3/22/2012</td>
<td></td>
<td>100-0702-552.30-18</td>
<td>1.22</td>
<td>Past Due Charges</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total for check: 32977</td>
</tr>
<tr>
<td>Wausau Equipment Company Inc</td>
<td>32978</td>
<td>3/22/2012</td>
<td>149090</td>
<td>100-1006-541.30-18</td>
<td>756.35</td>
<td>Vehicle Parts</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total for check: 32978</td>
</tr>
<tr>
<td>We Energies</td>
<td>32979</td>
<td>3/22/2012</td>
<td></td>
<td>100-0703-553.22-04</td>
<td>8.41</td>
<td>2170 Plank Road</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total for check: 32979</td>
</tr>
<tr>
<td>Weyers Equipment Inc</td>
<td>32980</td>
<td>3/22/2012</td>
<td>01-16698</td>
<td>731-1022-541.38-03</td>
<td>79.78</td>
<td>Semi Auto Bump Head</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total for check: 32980</td>
</tr>
<tr>
<td>Winnebago County Clerk of Courts</td>
<td>32981</td>
<td>3/22/2012</td>
<td></td>
<td>100-0000-201.03-00</td>
<td>150.00</td>
<td>Bond/MEPD 12-731</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100-0000-201.03-00</td>
<td>150.00</td>
<td>Bond/MEPD 12-734</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total for check: 32981</td>
</tr>
<tr>
<td>Winnebago County Treasurer</td>
<td>32982</td>
<td>3/22/2012</td>
<td></td>
<td>100-0000-201.03-00</td>
<td>1,172.50</td>
<td>2012 Dog Licenses</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total for check: 32982</td>
</tr>
<tr>
<td>Wisconsin Support Collections</td>
<td>32983</td>
<td>3/22/2012</td>
<td>20120322</td>
<td>100-0000-202.03-00</td>
<td>1,740.76</td>
<td>Payroll Summary</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total for check: 32983</td>
</tr>
</tbody>
</table>

Page 9
<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Description</th>
<th>Check Date Invoice Number Account Number</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>XPRESS GRAPHIX</td>
<td></td>
<td>3/22/2012 3/23/2012 341-0000 341-0019 341-0018</td>
<td>70.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>70.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>88,004.83</td>
</tr>
<tr>
<td>Vendor Name</td>
<td>Check Number</td>
<td>Check Date</td>
<td>Invoice Number</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>--------------</td>
<td>------------</td>
<td>----------------</td>
</tr>
<tr>
<td>ACCENT BUSINESS SOLUTIONS INC</td>
<td>32985</td>
<td>3/29/2012</td>
<td>25429</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCURATE</td>
<td>32986</td>
<td>3/29/2012</td>
<td>1203046</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3/29/2012</td>
<td>1203065</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3/29/2012</td>
<td>1203139</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3/29/2012</td>
<td>1203170</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3/29/2012</td>
<td>1203404</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3/29/2012</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AIRGAS NORTH CENTRAL</td>
<td>32987</td>
<td>3/29/2012</td>
<td>105434713</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>APPLETON ELECTRONICS SUPPLY LLC</td>
<td>32988</td>
<td>3/29/2012</td>
<td>6250</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BADGER LAB &amp; ENGINEERING INC</td>
<td>32989</td>
<td>3/29/2012</td>
<td>INV000048283</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3/29/2012</td>
<td>INV000048313</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3/29/2012</td>
<td>INV000048321</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3/29/2012</td>
<td>INV000048322</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3/29/2012</td>
<td>INV000048323</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BAYCOM INC</td>
<td>32990</td>
<td>3/29/2012</td>
<td>139443</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BECK ELECTRIC INC</td>
<td>32991</td>
<td>3/29/2012</td>
<td>M0112:COM-CG</td>
</tr>
</tbody>
</table>

Page 1
<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Check Number</th>
<th>Check Date</th>
<th>Invoice Number</th>
<th>Account Number</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BECK ELECTRIC INC...</td>
<td>32991...</td>
<td>3/29/2012</td>
<td>M0112-COM-CG1</td>
<td>731-1022-541.24-03</td>
<td>143.20</td>
<td>143.20 Rewire Maintenance Shop</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Total for check: 32991</strong></td>
</tr>
<tr>
<td>BEHRENDT, WILLIAM</td>
<td>32992</td>
<td>3/29/2012</td>
<td>BEHRENDT</td>
<td>100-0000-441.23-00</td>
<td>100.00</td>
<td>100.00 Park Cancel/Behrendt</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Total for check: 32992</strong></td>
</tr>
<tr>
<td>BERGSTROM</td>
<td>32993</td>
<td>3/29/2012</td>
<td>118099</td>
<td>731-1022-541.36-03</td>
<td>9.98</td>
<td>9.98 Handle</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Total for check: 32993</strong></td>
</tr>
<tr>
<td>BUBRICK'S</td>
<td>32994</td>
<td>3/29/2012</td>
<td>588696</td>
<td>100-0801-521.30-18</td>
<td>46.40</td>
<td>46.40 Office Supplies</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100-0801-521.30-10</td>
<td>12.42</td>
<td>12.42 Office Supplies</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Total for check: 32994</strong></td>
</tr>
<tr>
<td>CASCADE ENGINEERING</td>
<td>32995</td>
<td>3/29/2012</td>
<td>41256</td>
<td>100-1016-543.30-15</td>
<td>1,070.00</td>
<td>1,070.00 2 Yd Blue Dk Rear Load</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Total for check: 32995</strong></td>
</tr>
<tr>
<td>CDW GOVERNMENT INC</td>
<td>32996</td>
<td>3/29/2012</td>
<td>G593373</td>
<td>743-0403-513.30-15</td>
<td>53.37</td>
<td>53.37 IT Supplies</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>G629147</td>
<td>743-0403-513.30-15</td>
<td>249.37</td>
<td>249.37 WIN 7 ULT/PO Forensics</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Total for check: 32996</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Total for check: 32996</strong></td>
</tr>
<tr>
<td>DENISE GLODEMANS</td>
<td>32997</td>
<td>3/29/2012</td>
<td>GLUDEMANS</td>
<td>100-0702-552.30-18</td>
<td>17.44</td>
<td>17.44 Supply Reimbursement</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Total for check: 32997</strong></td>
</tr>
<tr>
<td>DUMKE &amp; ASSOCIATES &amp;</td>
<td>32998</td>
<td>3/29/2012</td>
<td>316 RACINE ST</td>
<td>100-0903-531.29-06</td>
<td>2,077.50</td>
<td>2,077.50 Rental 316 Racine St</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4506</td>
<td>100-0903-531.29-06</td>
<td>(242.52) 2010 &amp; 2011 Overpayment</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Total for check: 32998</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Total for check: 32998</strong></td>
</tr>
</tbody>
</table>

**Page 2**
<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Check Number</th>
<th>Check Date</th>
<th>Invoice Number</th>
<th>Account Number</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FASTENAL COMPANY</td>
<td>32999</td>
<td>3/29/2012</td>
<td>WINEE79229</td>
<td>731-1022-541.38-03</td>
<td>12.60</td>
<td>Supplies</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total for check: 32999 12.60</td>
</tr>
<tr>
<td>FIRST SUPPLY LLC - APPLETON</td>
<td>33000</td>
<td>3/29/2012</td>
<td>9239906-00</td>
<td>731-1022-541.30-18</td>
<td>41.57</td>
<td>Supplies</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3/29/2012</td>
<td>9241649-00</td>
<td>731-1022-541.30-18</td>
<td>8.19</td>
<td>Union &amp; Nipple</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total for check: 33000 49.76</td>
</tr>
<tr>
<td>ARTHUR J GALLAGHER &amp; CO INS</td>
<td>33001</td>
<td>3/29/2012</td>
<td>317591</td>
<td>733-0206-512.51-11</td>
<td>96.32</td>
<td>Surplus Lines Tax</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total for check: 33001 96.32</td>
</tr>
<tr>
<td>GRAINGER INC</td>
<td>33002</td>
<td>3/29/2012</td>
<td>9767552863</td>
<td>100-0703-553.30-18</td>
<td>81.27</td>
<td>Diffuser/Tayco</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3/29/2012</td>
<td>9769074336</td>
<td>100-0704-552.24-04</td>
<td>32.24</td>
<td>Replacement Screen/Pool</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3/29/2012</td>
<td>9770473990</td>
<td>100-0704-552.24-04</td>
<td>58.02</td>
<td>Float Valve/Threaded Rod</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total for check: 33002 171.63</td>
</tr>
<tr>
<td>HORN PRECAST</td>
<td>33003</td>
<td>3/29/2012</td>
<td>4132</td>
<td>625-1010-541.30-18</td>
<td>56.00</td>
<td>Risers</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total for check: 33003 56.00</td>
</tr>
<tr>
<td>JX ENTERPRISES INC</td>
<td>33004</td>
<td>3/29/2012</td>
<td>G-220650019</td>
<td>731-1022-541.38-03</td>
<td>61.55</td>
<td>Valve Drain</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total for check: 33004 61.55</td>
</tr>
<tr>
<td>LEC TRAINING FUND</td>
<td>33005</td>
<td>3/29/2012</td>
<td>STYKA/KAWAR</td>
<td>100-0801-521.34-02</td>
<td>300.00</td>
<td>June 19-21, 2012 Training</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total for check: 33005 300.00</td>
</tr>
<tr>
<td>MATTHEWS TIRE &amp; SERVICE CENTER</td>
<td>33006</td>
<td>3/29/2012</td>
<td>219784</td>
<td>731-1022-541.38-02</td>
<td>24.54</td>
<td>Repair Flat Tire</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3/29/2012</td>
<td>42201</td>
<td>731-1022-541.38-01</td>
<td>96.00</td>
<td>Foam Fill/Pivot Tires</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total for check: 33006 120.54</td>
</tr>
<tr>
<td>MENARDS-APPLETON EAST</td>
<td>33007</td>
<td>3/29/2012</td>
<td>100-0000-123.00-00</td>
<td></td>
<td>30.67</td>
<td>Board House @ 304 3rd St</td>
</tr>
</tbody>
</table>

Page 3
<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Check Number</th>
<th>Check Date</th>
<th>Invoice Number</th>
<th>Account Number</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MENARDS-APPLETON EAST...</td>
<td>33007...</td>
<td>3/29/2012</td>
<td>19161</td>
<td>100-0703-553.30-18</td>
<td>13.89 Bypass Door Track</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3/29/2012</td>
<td>19261</td>
<td>100-1001-514.24-03</td>
<td>(63.92) Waterproof Paint/Epoxy City Hall</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3/29/2012</td>
<td>21235</td>
<td>731-1022-541.30-18</td>
<td>52.07 Couplings/Nipples/Bits</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3/29/2012</td>
<td>22679</td>
<td>625-1010-541.30-18</td>
<td>14.88 Stanley Poly Sprayer</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3/29/2012</td>
<td>228754</td>
<td>100-0801-521.24-03</td>
<td>5.45 Spacers/PD Floor</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3/29/2012</td>
<td>22761</td>
<td>100-0920-531.82-01</td>
<td>5,489.03 Roof Supplies/Senior Ctr</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3/29/2012</td>
<td>22920</td>
<td>100-0920-531.82-01</td>
<td>267.00 Vent/SC Roof</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>24.77 Trim/Outside Closure</td>
<td></td>
</tr>
<tr>
<td><strong>Total for check: 33007</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>5,849.01</strong></td>
<td></td>
</tr>
<tr>
<td>POSTMASTER</td>
<td>33008</td>
<td>3/29/2012</td>
<td>266-1027-543.30-11</td>
<td>1,138.06</td>
<td>Newsletter Mailing</td>
<td></td>
</tr>
<tr>
<td><strong>Total for check: 33008</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>1,138.06</strong></td>
<td></td>
</tr>
<tr>
<td>MENASHA UTILITIES</td>
<td>33009</td>
<td>3/29/2012</td>
<td>100-1019-552.22-03</td>
<td>305.77 Electric</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3/29/2012</td>
<td>100-1008-541.22-03</td>
<td>337.15 Electric</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>BILLING #1</td>
<td>100-0000-123.00-00</td>
<td>18.88 Electric</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>100-1012-541.22-03</td>
<td>90.66 Electric</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>100-0305-562.22-03</td>
<td>21.91 Electric</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>100-0305-562.22-06</td>
<td>17.50 Storm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>100-0304-562.22-03</td>
<td>32.23 Electric</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>100-1013-541.22-03</td>
<td>58.25 Electric</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>100-1013-541.22-06</td>
<td>187.51 Storm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>207-0707-552.22-03</td>
<td>500.09 Electric</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>207-0707-552.22-06</td>
<td>31.40 Water/Sewer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>207-0707-552.22-05</td>
<td>31.88 Storm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>100-0703-553.22-03</td>
<td>436.90 Electric</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>100-0703-553.22-05</td>
<td>88.60 Water/Sewer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>100-0703-553.22-06</td>
<td>198.14 Storm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>100-1001-514.22-03</td>
<td>1,320.49 Electric</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>100-1001-514.22-05</td>
<td>447.01 Water/Sewer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>743-0403-513.21-04</td>
<td>3,061.36 Outside Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>100-1014-543.22-06</td>
<td>12.50 Storm</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# AP Check Register

**Check Date: 3/29/2012**

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Check Number</th>
<th>Check Date</th>
<th>Invoice Number</th>
<th>Account Number</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MENASHA UTILITIES...</td>
<td>33009...</td>
<td>3/29/2012...</td>
<td>BILLING #1...</td>
<td>601-1020-543.22-03</td>
<td>30.65 Electric</td>
<td>7,028.88</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total for check: 33009</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MODERN BUSINESS MACHINES</td>
<td>33010</td>
<td>3/29/2012</td>
<td>16136645</td>
<td>743-0403-513.29-01</td>
<td>86.50 Supplies</td>
<td>86.50</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total for check: 33010</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CITY OF NEENAH</td>
<td>33011</td>
<td>3/29/2012</td>
<td>FIRE SERVICES</td>
<td>100-0501-522.25-01</td>
<td>252,958.00 2012 Fire/Rescue Services</td>
<td>252,958.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total for check: 33011</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NETWORK HEALTH PLAN</td>
<td>33012</td>
<td>3/29/2012</td>
<td>00489052</td>
<td>100-0000-204.08-00</td>
<td>105,037.53 Employees</td>
<td>105,037.53 Employees</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100-0000-204.11-00</td>
<td>11,112.20 Retirees/COBRA</td>
<td>116,149.73</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total for check: 33012</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PITNEY BOWES</td>
<td>33013</td>
<td>3/29/2012</td>
<td>4042044-MR12</td>
<td>100-1001-514.24-04</td>
<td>316.47 Rental Charges</td>
<td>316.47</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total for check: 33013</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROTANIC INC</td>
<td>33014</td>
<td>3/29/2012</td>
<td>28410</td>
<td>731-1022-541.24-06</td>
<td>355.00 ATG Certification</td>
<td>Trip Fee 355.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total for check: 33014</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>QUALITY STATE OIL</td>
<td>33015</td>
<td>3/29/2012</td>
<td>100-0900-201.03-00</td>
<td>483.00 MEPD 04-1328</td>
<td>483.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total for check: 33015</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>REDI-WELDING CO</td>
<td>33016</td>
<td>3/29/2012</td>
<td>14349</td>
<td>731-1022-541.30-18</td>
<td>205.00 Shelves for Metal Rack</td>
<td>205.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>14353</td>
<td>731-1022-541.30-18</td>
<td>152.24 Trailer Parts</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total for check: 33016</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DR TERESA RUDOLPH</td>
<td>33017</td>
<td>3/29/2012</td>
<td>100-0903-531.21-05</td>
<td></td>
<td>150.00 Monthly Services</td>
<td>150.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total for check: 33017</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# AP Check Register

**Check Date:** 3/29/2012

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Check Number</th>
<th>Check Date</th>
<th>Invoice Number</th>
<th>Account Number</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HENRY SCHEIN INC</td>
<td>33018</td>
<td>3/29/2012</td>
<td>5930449-01</td>
<td>100-0916-531.30-18</td>
<td>105.26</td>
<td>Gloves/Eyewear</td>
</tr>
<tr>
<td>Total for check: 33018</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>105.26</td>
<td></td>
</tr>
<tr>
<td>J A SEXAUER</td>
<td>33019</td>
<td>3/29/2012</td>
<td>261346605</td>
<td>100-0703-553.24-03</td>
<td>97.43</td>
<td>Face Plate/Elec Strike</td>
</tr>
<tr>
<td></td>
<td>33019</td>
<td>3/29/2012</td>
<td>261733281</td>
<td>100-0703-553.24-03</td>
<td>181.04</td>
<td>Exit Sign/Memorial Bldg</td>
</tr>
<tr>
<td></td>
<td>33019</td>
<td>3/29/2012</td>
<td>261985808</td>
<td>100-0703-553.24-03</td>
<td>217.50</td>
<td>Knob/Deadbolt/Mem Bldg</td>
</tr>
<tr>
<td></td>
<td>33019</td>
<td>3/29/2012</td>
<td>282074412</td>
<td>100-0703-553.24-03</td>
<td>37.14</td>
<td>Face Plate</td>
</tr>
<tr>
<td></td>
<td>33019</td>
<td>3/29/2012</td>
<td>282074420</td>
<td>100-0703-553.24-03</td>
<td>18.57</td>
<td>JP East &amp; Clovis</td>
</tr>
<tr>
<td>Total for check: 33019</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>551.68</td>
<td></td>
</tr>
<tr>
<td>STAPLES ADVANTAGE</td>
<td>33020</td>
<td>3/29/2012</td>
<td>8021219225</td>
<td>100-1001-514.30-10</td>
<td>560.00</td>
<td>Copy Paper</td>
</tr>
<tr>
<td></td>
<td>33020</td>
<td>3/29/2012</td>
<td></td>
<td>100-0401-513.30-10</td>
<td>49.62</td>
<td>Office Supplies</td>
</tr>
<tr>
<td></td>
<td>33020</td>
<td>3/29/2012</td>
<td></td>
<td>100-0901-515.30-11</td>
<td>36.40</td>
<td>Office Supplies</td>
</tr>
<tr>
<td></td>
<td>33020</td>
<td>3/29/2012</td>
<td></td>
<td>100-0903-531.30-11</td>
<td>14.42</td>
<td>Office Supplies</td>
</tr>
<tr>
<td>Total for check: 33020</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>660.44</td>
<td></td>
</tr>
<tr>
<td>SUNGARD PUBLIC SECTOR INC</td>
<td>33021</td>
<td>3/29/2012</td>
<td>47865</td>
<td>743-0403-513.24-04</td>
<td>2,678.00</td>
<td>April, 2012 Contracts</td>
</tr>
<tr>
<td>Total for check: 33021</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2,678.00</td>
<td></td>
</tr>
<tr>
<td>SUPERIOR CHEMICAL CORP</td>
<td>33022</td>
<td>3/29/2012</td>
<td>84631</td>
<td>100-0703-553.30-18</td>
<td>230.20</td>
<td>Snow Wax - Shovel/Bucket</td>
</tr>
<tr>
<td></td>
<td>33022</td>
<td>3/29/2012</td>
<td>84635</td>
<td>100-0000-132.00-00</td>
<td>1,082.95</td>
<td>Veg Killer/Seals/Cleaners</td>
</tr>
<tr>
<td>Total for check: 33022</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,313.15</td>
<td></td>
</tr>
<tr>
<td>TAPCO</td>
<td>33023</td>
<td>3/29/2012</td>
<td>1381537</td>
<td>100-0801-521.29-05</td>
<td>215.01</td>
<td>Pack-A-Cone</td>
</tr>
<tr>
<td>Total for check: 33023</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>215.01</td>
<td></td>
</tr>
<tr>
<td>TERRA ENGINEERING &amp; CONSTRUCTION</td>
<td>33024</td>
<td>3/29/2012</td>
<td>601-0000-196.00-00</td>
<td>42,971.00 Phase 4/Wastewater System</td>
<td>41,857.26</td>
<td></td>
</tr>
<tr>
<td></td>
<td>33024</td>
<td>3/29/2012</td>
<td>601-0000-201.04-00</td>
<td>(1,113.74) Phase 4/Wastewater System</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total for check: 33024</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>41,857.26</td>
<td></td>
</tr>
<tr>
<td>Vendor Name</td>
<td>Check Number</td>
<td>Check Date</td>
<td>Invoice Number</td>
<td>Account Number</td>
<td>Amount</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------------</td>
<td>--------------</td>
<td>------------</td>
<td>----------------</td>
<td>----------------</td>
<td>---------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>MICHELE TORTELLI</td>
<td>33025</td>
<td>3/29/2012</td>
<td>100-0000-441.23-00</td>
<td>100.00</td>
<td>2nd Install Refund/Smith</td>
<td></td>
</tr>
<tr>
<td>TWIN CITY VETERANS</td>
<td>33026</td>
<td>3/29/2012</td>
<td>100-0408-552.30-16</td>
<td>600.00</td>
<td>2012 Memorial Day</td>
<td></td>
</tr>
<tr>
<td>UNIFIRST CORPORATION</td>
<td>33027</td>
<td>3/29/2012</td>
<td>097 0107852</td>
<td>731-1022-541.20-01</td>
<td>120.32</td>
<td>Supply/Uniform Cleaning</td>
</tr>
<tr>
<td>VALLEY CHEMICAL LLC</td>
<td>33028</td>
<td>3/29/2012</td>
<td>0036487-IN</td>
<td>100-0704-552.24-04</td>
<td>1,123.29</td>
<td>Repairs to Gemini Robot</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>0036488-IN</td>
<td>100-0704-552.24-04</td>
<td>88.42</td>
<td>Diffuser/Impeller/Seal</td>
</tr>
<tr>
<td>VERIZON WIRELESS</td>
<td>33029</td>
<td>3/29/2012</td>
<td>2708946157</td>
<td>190-1001-514.22-01</td>
<td>4.32</td>
<td>Cell Phone Service</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>601-1002-541.22-01</td>
<td>5.23</td>
<td>Cell Phone Service</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>625-1002-541.22-01</td>
<td>5.22</td>
<td>Cell Phone Service</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3/29/2012</td>
<td>2708946158</td>
<td>743-0403-513.30-15</td>
<td>129.62</td>
<td>Phone Service</td>
</tr>
<tr>
<td>GAIL VERKUYLEN</td>
<td>33030</td>
<td>3/29/2012</td>
<td>100-0000-441.23-00</td>
<td>95.00</td>
<td>Reservation Cancellation</td>
<td></td>
</tr>
<tr>
<td>WE ENERGIES</td>
<td>33031</td>
<td>3/29/2012</td>
<td>100-1001-514.22-04</td>
<td>24.65</td>
<td>901 Airport Road</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>100-0000-123.00-00</td>
<td>781.36</td>
<td>N-M Fire</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>100-1001-514.22-04</td>
<td>900.51</td>
<td>City Hall</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>100-0801-521.22-04</td>
<td>1,079.01</td>
<td>Police Dept</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>100-0920-531.22-04</td>
<td>262.76</td>
<td>Senior Center</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>100-0601-551.22-04</td>
<td>2,161.18</td>
<td>Library</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>100-0703-553.22-04</td>
<td>699.23</td>
<td>Parks</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>100-0704-552.22-04</td>
<td>227.16</td>
<td>Pool</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>207-0707-552.22-04</td>
<td>51.74</td>
<td>Marina</td>
<td></td>
</tr>
<tr>
<td>Vendor Name</td>
<td>Check Number</td>
<td>Check Date</td>
<td>Invoice Number</td>
<td>Account Number</td>
<td>Amount</td>
<td>Description</td>
</tr>
<tr>
<td>------------</td>
<td>--------------</td>
<td>------------</td>
<td>----------------</td>
<td>----------------</td>
<td>--------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>WE ENERGIES...</td>
<td>33031...</td>
<td>3/29/2012...</td>
<td>...</td>
<td>731-1022-541.22-04</td>
<td>4,356.17 Garage</td>
<td></td>
</tr>
</tbody>
</table>

Total for check: 33031

10,543.77

464,265.03
ORDINANCE O-4-12

AN ORDINANCE AMENDING SECTION 2-1-3 OF THE MUNICIPAL CODE
(POLLING PLACES)

Introduced by Alderman Sevenich

The Common Council of the City of Menasha does ordain as follows:

SECTION 1: Amend Title 2, CHAPTER 1, SEC.2-1-3(d) of the Code of Ordinances of the City of Menasha, Wisconsin as follows:

Title 2 - Government and Administration

CHAPTER 1
City Government; Elections

SEC. 2-1-3 ELECTIONS.

...........

(d) POLLING PLACES.

(1) First and Second District -- Menasha Senior Center, 116 Main Street.
(2) Third and Fourth District -- Banta School, 328 Sixth Street.
(3) Sixth District -- Jefferson School, 105 Ice Street.
(4) Fifth and Seventh -- Clovis Grove Elementary School, 974 Ninth Street.
(5) Eighth District -- Heckrodt Wetland Reserve, 4305 Plank Road;
       Neenah-Menasha Joint Fire Rescue Fire Station 36,
       1108 Province Terrace

SECTION 2: This ordinance shall become effective upon its passage and publication as provided by law and shall sunset on June 6, 2012.

Passed and approved this day of , 2012.

________________________________________
Donald Merkes, Mayor

ATTEST:

________________________________________
Deborah A. Galeazzi, City Clerk
TO: Common Council

FROM: City Clerk Galeazzi

SUBJECT: Temporary change of polling place for potential recall election(s) (Calumet County)

DATE: March 29, 2012

Due to a room reservation conflict Heckrodt Wetland Reserve has with the potential recall election date(s) in May and/or June, the polling place location for this/these potential election(s) will be NM Fire Station 36 (1108 Province Terrace, Menasha).

As the polling places for the City of Menasha are set by ordinance, I ask that you approve this ordinance to temporarily change the polling place for Aldermanic District 8 voters from Heckrodt Wetland Reserve to NM Fire Station 36.

Notification of this change will be posted at Heckrodt Wetland Reserve during the April 3, 2012 election and published in the Appleton Post Crescent.