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

CITY OF MENASHA
Special Common Council
First Floor Conference Rooms
100 Main Street, Menasha
January 20, 2020
5:00 PM

AGENDA

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL/EXCUSED ABSENCES

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

E. DISCUSSION
   1. Presentation by candidates for District 5 Alderman:
      a. Deborah Borchart, 948 Ninth Street, Menasha
      b. John Moyles, 736 Arthur Street, Menasha
      c. Ann Schmidt, 1039 Ida Street, Menasha

F. ACTION ITEMS
   1. Appointment of District 5 Alderman

G. ADJOURNMENT

"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 24-hours in advance of the meeting for the City to arrange special accommodations."
January 13, 2020

Debbie Galeazzi
City of Menasha Clerk
100 Main Street, Suite 100
Menasha, WI  54952

Dear Mrs. Galeazzi:

My name is Deborah (Debbie) Borchart. I am very interested in filling the vacant aldermanic seat in District 5. I have lived in this district since 1976. My husband and I have lived in our house on Ninth Street since September, 1977.

During the almost 60 years I have lived in Menasha, I attended schools here, and my three children attended school in Menasha from Clovis Grove Elementary through Menasha High School. At the present time, three of my grandchildren are attending Menasha schools.

I have previously worked in Menasha at the former Gilbert Paper Company, the Menasha School District, the Menasha Parks Department and Menasha Police Department.

I have been a part of Menasha for many years. I’ve stayed in Menasha because it has always been “home”.

I feel I would be an asset to the Council. I would enjoy the opportunity to be a part of helping Menasha grow and provide more opportunities for the current residents of Menasha, and to hopefully draw more families here.

Thank you for considering me for this position.

Deborah (Debbie) Borchart
948 Ninth Street
Menasha, WI
(920)470-7627
Deborah R. Borchart
948 Ninth St. – Menasha, WI 54952 – (920)470-7627 – tborchart@new.rr.com

Personal – Married for 43 years
Three adult children

Education
Elementary school in Appleton—kindergarten to mid-second grade then Menasha since mid-second grade
High School: 1971 graduate of Menasha High School
Technical College: Fox Valley Technical College, Neenah

Work Experience
City of Menasha - Poll Worker
City of Menasha Police Department
Menasha School District–Banta Early Learning Center
Menasha School District–Jefferson Elementary School
Menasha School District–Banta Early Learning Center
Bath and Body Works
Landmark Temporary Services
Menasha School District–Gegan Elementary School
Menasha School District–Menasha Summer School
Menasha School District–Clovis Grove Elementary
City of Menasha-Parks and Recreation Department
Gilbert Paper Company (Menasha)
Wisconsin Michigan Power Company (Appleton)
Home Mutual Insurance Company (Appleton)

Since 2018
May, 2007 to August, 2017
August, 2005 to April, 2007
August, 2004 to June, 2005
August, 2001 to November, 2004
September, 2001 to March, 2002
June, 2001 to August, 2001
August, 2000 to June, 2001
September, 1999 to June, 2000
Summer, 2000
Mid-1997 school year through 1998 school year
September, 1997 to April, 1998
September, 1981 to March, 1984
1973 to May, 1981
June, 1971 to 1973
Volunteer Experiences and Activities (During the years my children were in school)
- Volunteer at Clovis Grove Elementary School for three years in the office and classrooms
- Member of Clovis Grove PTO for 10 years
- Member of the organizing committee for an Elementary School Arts and Crafts Show
- Volunteer in the Menasha Wrestling Club
- Helped with Jump Rope For Heart in Menasha for approximately 5 years
- Chaperoned several Menasha Wizards Jump Rope trips/performances (Wizards coached by John Breaker)
- Coordinator of uniforms for two soccer teams
- Former Sunday School Coordinator – approximately four years
- Former Sunday School Instructor for approximately six years
- Participated with Menasha High School Soccer Booster Club for four years
- Coordinated soccer banquet for Menasha High School boy’s soccer teams (90+ people attended)

Member of the Menasha High School (Class of 1971) Reunion Committee (9 reunions)

Work Experience Descriptions

Menasha Police Department
My position here was Communication Technician. This was a front desk customer service job which included answering non-emergency phone calls, helping people who came into the lobby requesting assistance, entering police officer calls for service on the computer which would then be dispatched by the 911 call center, obtaining information the police officers would request while on their calls, typing police officer and detective reports. Other duties consisted of handling cash by taking in payments for warrants/bonds, municipal court tickets, parking tickets and balancing out the cash drawer at the end of each shift.

Even though I retired in August, 2017, I presently assist with some computer entry in the Traffic Department. This is done after Municipal Court days to close offenders files. (This is usually a few hours a month.)

Menasha School District – Banta Early Learning Center
Paraprofessional duties included preparing materials for daily activities, working with the children in the 4-year old kindergarten classroom, early childhood classroom and assisting the teacher. Part of this position included back-up support for the bus paraprofessionals.

Menasha School District – Banta Early Learning Center & Jefferson Elementary School
This position was a split-day position at the beginning of the year. In November, it became a full day position at Jefferson Elementary School.

--Banta Early Learning Center – Paraprofessional duties included preparing classroom materials for the day to coordinate with the day’s theme and assisting the teacher.
Jefferson Elementary School – Paraprofessional duties included preparing classroom materials for the teacher to cover the day’s activities, assist in the instruction of lessons for LD children in grades 1 through grade 5, and worked with classroom teachers.

Menasha School District – Banta Early Learning Center
During the school year I was a classroom paraprofessional in the 4-year old kindergarten classroom working with two teachers. Duties were to assist each teacher which included preparing daily materials and working with the children.

Menasha School District – Paraprofessional Floater
During this school year I was based at Banta Early Learning Center. In the classroom I assisted the teacher in getting the daily materials ready and help the children with counting and other classroom skills. The “Floater” position meant that at time I would fill in at various positions with the Menasha schools.

Bath and Body Works
This was a fun job in a retail setting at the Fox River Mall in Appleton to earn a little extra money. This position was mostly customer service with some cashier work. I worked here on a part-time basis along with my Menasha School District positions.

Landmark Temporary Services
Office Help: I was placed with M & I Bank in the Loan Services Department doing computer input for three weeks.

I was placed at Hinshaw & Culbertson Law Firm in Appleton for two weeks. I performed receptionist duties here assisting with copying and mailing. I was also responsible for doing the computer input for some of the attorneys at this firm for billing their time to clients.

Menasha School District – Gegan Elementary School
–LD Classroom Paraprofessional: Responsibilities included assisting the LD teacher, preparing materials and working one-on-one with students.

–HOSTS Paraprofessional: HOSTS (Help One Student To Succeed) was a math mentoring program. Duties included working with the HOSTS Coordinator, classroom teachers, mentors and students. I was responsible for preparing an individual lesson plan for the mentor to use with their student. Other duties included data entry, administering progress tests, copying and filing of materials.

Menasha Summer School
Summer School classes were held at Menasha High School. I was the crossing guard at the high school between class times. I also monitored the school hallways during class times, assisted teachers and students, the Summer School Coordinator and Summer School Secretary.

Menasha School District – Clovis Grove Elementary
-Lunchroom Supervisor: Supervised students in lunchroom and on the playground, making sure the children stayed safe.
Relief Secretary: After lunchroom duties were completed, provided secretarial support in the school office while the secretary went to lunch. Duties included answering phones, distributing mail, processing orders that were received by matching against purchase orders. On occasion, I was also a substitute for the secretary when she was gone.

City of Menasha – Parks & Recreation Department
As one of the Tiny Tots instructors, I worked with pre-school children reinforcing basic preschool skills and helping the students make a craft project that was part of the current theme.

Gilbert Paper Company
-Security Papers & International Department – Answered phones and provided secretarial support for two supervisors, which included sending telexes overseas and making travel arrangements.

-Advertising Department – Duties included working with Gilbert Paper’s sales representatives throughout the United Stats and coordinating the materials they required from the fulfillment service to the sale representatives’ customers. I also worked with Gilbert’s “designer” and an advertising agency that judged works by other designers, paper companies and advertising agencies in a Letterhead Of The Year competition.

Wisconsin Michigan Power Company (now We Energies)
Provided secretarial support in the Industrial Relations Department for the Industrial Relations Director, Assistant Industrial Relations Director, Personnel Director and Safety Director. I updated personnel files for employees in the Appleton, Iron Mountain and Point Beach divisions. Other responsibilities included keeping records of property damage reports and personal injury accident reports. All reports were required to be submitted to the Safety Director.

Home Mutual Insurance Company (now Secura Insurance)
-Filing Department: Filed insurance documents in client’s personal files.
-Steno Department: Transcribed letters and memos for insurance agents in the Appleton area.
John Moyles
736 Arthur Street, Menasha, WI 54952
920-419-8839
JMoyles79@gmail.com

January 14th, 2020

Deborah A. Galeazzi
Menasha City Center
100 Main Street, Suite 200
Menasha, WI  54952

Dear Ms. Galeazzi,

I would like you to consider me for the District 5 Alderman position. I have decades of customer service experience with much of that in a management role. I would also like to point out my involvement with The Green Bay Aquarium Society, 1000 Islands Environmental Center, YMCA of the Fox Cities, and Kaukauna Public Library which focused heavily on programming, community event planning and public speaking. These experiences, as well as my degree in Natural Resources Technician give me a considerable amount of skills I can bring to the table that you might not be able to find in any other applicant.

I feel that I am the best candidate for this position; my other credentials can be seen on my attached resume. I would like to meet with you as soon as possible to go over my candidacy.

Sincerely,

John Moyles
John Moyles  
736 Arthur Street, Menasha, WI 54952  
920-419-8839  
JMoyles79@gmail.com

Core Strengths
- Staff training/development
- Human relations
- Public speaking
- Curriculum and policy development
- Proficient in Microsoft Word and Excel
- Troubleshooting
- Conflict resolution
- CPR and first aid certified

Professional Experience
Event Coordinator  
July, 2016 to Present  
Green Bay Aquarium Society  
- Plan and execute over 20 events a year ranging from small meetings to international conferences  
- Develop, train and retain a base of 50 volunteers  
- Use social media and online tools such as mailchimp and signup genius to maximize exposure and attendance

Naturalist  
May, 2014 to August, 2018  
1000 Islands Environmental Center  
- Developed learning plans for students ranging from preschool to senior citizen  
- Used social media to promote public events  
- Performed building, grounds, and equipment maintenance

Library Assistant  
January, 2017 to August, 2018  
Kaukauna Public Library  
- Answering reference and directional questions over the phone or in person  
- Ensuring patrons adhere to library policies  
- Filing and updating patron information  
- Helping patrons find and retrieve materials  
- Develop and execute educational and entertaining programs

Education, Certificates and Awards
- Associates Degree - Natural Resources Technician  
  Fox Valley Technical College  
  May, 2015
- 2017 Watershed Hero Award  
  Fox-Wolf Watershed Alliance  
  March, 2018
- 2017 40 Under 40 Award  
  Pet Age Magazine  
  December, 2017
- Introduction to Environmental Education – Expert Certificate  
  Cornell University  
  October, 2017
- CPR and AED  
  Gold Cross  
  August, 2017
Dear Mayor Merkes and Common Council members,

I am applying for the open Common Council, District #5 position opening.

I am excited to apply for this position and feel that my background makes me a perfect fit for the City of Menasha. As you can see by my resume and letter of recommendation, I have the skill set to hit the ground running in this position.

I was born and raised in Menasha and lived in the community for most of my life. I recently moved back to this wonderful city upon purchasing a new home here. The City of Menasha has always held a special place in my heart.

I enjoy being a part of helping communities grow and flourish. I have the background and knowledge necessary to be a part overall success of the Common Council for the City of Menasha.

If selected for this position I will continue to run for re-election going forward.

I look forward to discussing this opportunity with you further.

Thank you,

[Signature]

Ann Schmidt

1039 Ida Street

Menasha, WI 54952

920-527-8104
To whom it may concern.

I don’t often write letters of recommendation. However, as the Chairman for the Town of Clayton I have had the privilege to have served with Ann Schmidt for over ten years on the Town board of Clayton.

Ann served honorably and exercised her duties of office without exception. She never missed a meeting. During her tenure she served as Vice Chair for the Town. Served on the Clayton - Winchester Joint Fire Board as board member and Secretary. Served on the Sanitary District Board and was appointed to and served on the Plan Commission for several years.

Over her time with Clayton, Ann was also appointed to other committees. Including, Personnel and the Cemetery committee.

Ann was very generous with her time outside of her regular duties. She always participated in the Towns annual parade and other charity events that involved the Town.Volunteered annually to set up our Town Holiday Party.

Anyone that would choose to hire and or select Ann Schmidt would benefit greatly from the talent and experience she brings. Ann will never waiver from her obligations, will always go the extra mile and put the best interests of the community or employer first.

I am available by phone or to meet one on one to discuss the benefits of her potential employment or community service opportunities.

Sincerely,

Russell Geise

Town of Clayton / Chairman

920-427-4126
EXPERIENCE

TOWN OF CLAYTON
Township Supervisor #3 (Two-year re-elected term) 2010 to 12/2019

I proudly served as Supervisor #3 for ten years in the Town of Clayton. I saw many changes in our community during that time. I know that my presence on this board made a difference in the town’s growth and development. I, as part of this five-member board kept our township fiscally secure as well as developmentally savvy. During my tenure I saw the Town of Clayton retain its boarders during potential annexation from the Village of Fox Crossing, wrote and executed our own town ordinances, obtained our own fire and police department, became involved with TID’s as well as TIF Districts along our Hwy 10 corridor. I enjoyed being the voice of our town’s residences over that ten-year period.

- I acted as a part of the legislative branch in the leadership of all township activities including planning, CSM, airport overlay, Planning commission, green space, sanitary districts, roads/ infrastructure, etc.
- While serving on Planning Committee I was heavily involved with writing our own ordinances when we chose to break away from Winnebago County ordinance jurisdiction
- Budgeting, licensing, subdivision development, infrastructure projects and long-range strategic planning
- Communication with residents and board members, discovering problems and working to solve them
- Served on Personnel Committee for all township employees
- Served on Cemetery Committee
- Served on Joint Fireboard as Supervisor as well as secretary
- Served on Planning Committee
- Served on Sanitary District Board
- Served as Vice Chair for two years

YMCA
Aquatics Instructor (Fox west YMCA) 2013 to present

PRAXAIR SURFACE TECHNOLOGIES INC.
Senior Technical Sales Engineer 2000 to 2003

- Managed and implemented Upper Midwest Sales Area, consisting of six states, with over one hundred customers
- Earned largest company sales bonus in history for 2000 for exceeding all forecast projections
- Management of day-to day operations of sales territory facilitating plant and customer orders and relations
- Budgeting, forecasting and strategic planning with divisional management
- Consulted with new customers while maintaining growth on existing accounts
- Duties included extensive travel throughout the area which required the ability to be organized and self-motivated, especially with respect to time management
- Facilitate pre press solutions between corporate office, divisions, multiple facilities, customers and supply partners while prioritizing projects and issues
- Sales results for year were 109 percent of forecast with selling expenses at 70 percent of budget resulting in 15 new accounts earning company award for highest percentage of “new” sales
- Recognized by the VP of National Sales for technical competence in helping to re-establishing Praxair as a competent player with direct impact on key accounts, e.g. Bemis
- Designed and implemented banded roll configurations for press finger printing

BANTA CORPORATION
PACKAGING AND FULFILLMENT
Account Executive 1998 to 2000

- Managed day-to-day operations of major accounts providing pricing, delivery, vendor management. Accounts included Sprint, Hallmark, Page-a-Day Calendars, Houghton Mifflin, Andrews McMeel Publishing, and others...
• Provided direction to a staff of three that included new and repeat orders, stock management, press time allocations, outside vendor management, logistics management, sample mock ups, etc.
• Press approvals
• Provided print consultant services to clients that had various printing requirements resulting in additional costs savings on solutions implemented
• Established strategic relationships with key suppliers
• Interviewed, hired, trained and coached entry level CSR for account management – facilitating professional development
• Implemented a cross training program to expand team knowledge

**SPECIALTY CONVERTING**

**Senior Account Manager – Kohler Corporation**

• Managed day-to-day operations of all printing needs for the entire Kohler Company. This included seven Kohler divisions
• Utilized knowledge of printing industry best practices to implement many cost saving initiatives for Kohler Corporation. For example: collaborating with engineering, standardized labels for Kohler Generator Product lines meeting divers operating requirements – saving in excess of $500,000 in design, materials, and rework
• Provided technical assistance to Plumbing and Advertising Divisions in development of new designs and configuration of decals
• Managed and developed a 5-7 member Banta support team to ensure order entry, scheduling, sales, product delivery (on time/within budget), to ensure customer satisfaction
• Outsourced printing needs to other vendors where Banta was unable to meet the customer requirement – Maintaining a favorable cost savings to Kohler
• Developed policies and procedures for work flow and major account start-up activities
• Implemented a Kan Ban system onsite at Kohler Corporation.
• Coordinated quarterly business review meetings
• Accountable for profit/loss of this account
• Development of staff for this account

**HARPER CORPORATION**

**Customer Sales/Services/Technical Representative**

1996 to 1998

• Key team member sent to start up new satellite plant operations in Green Bay, WI
• Maintained all customer contacts, entered orders, implemented order entry system and logistics
• Worked closely with engineering firms for base roll orders and quantified engineer drawings for rolls
• Conducted schedule planning for all incoming orders
• Trained new employees, worked with Technical Representatives to meet customer concerns, and assisted Sales Staff in obtaining new accounts
• Processed weekly and monthly billing reports for designated accounts and worked with CSR’s for resolving issues on timely basis to ensure prompt and effective follow-through of payment disputes
• Designed and implemented banded roll configurations for press finger printing

**COLORFLEX INC**

**Technical Sales Manager**

1994 to 1996

• Prepress Graphics Arts Sales for Wisconsin
• Generated new sales leads/accounts, managed established customer relationships, plan, organize and implement innovative sales strategies, develop sales and profit margin goals and keep current on market conditions, competitive activities, and products
• Doubled the account base in Wisconsin
**American National Can Company**

**Graphics Center Administrator** 1991 to 1994

- Managed daily activities including scheduling needs, coverage and task assignment for ANCC best in class customer service model
- Trained CSR reps in ANCC best practices
- Managed the order entry process, including working with appropriate account managers, Sales managers, administrative and the General Manager as needed
- Received, processed and expedited orders, inquiries, requests, complaints and credits
- Prepared information for price quotes on new and repeat orders
- Maintained current and accurate records of customer requirements and specifications
- Maintained graphics files and track status of graphics projects for many accounts
- Served as backup to other CS Team Coordinators and Account Managers as needed
- Developed guidelines and criteria for vending overflow work to meet ANCC standards and vended out overflow designs to outside graphic houses
- Account Representative for Bemis and their current affiliates – Bemis, Bemis/Curwood, Duralam, Banner Packaging, etc. Processed their orders for graphic needs while employed at American National Can

**Akron Printing Rubber**

**Technical Sales Manager** 1988 to 1990

- Sold prepress graphic arts equipment to narrow/wide web corrugated, folding carton, and gravure printers covering a territory base of Wisconsin, Minnesota, and Winnipeg Canada.

**Technical Skills**

- Anilox roll manufacturing
- Base manufacturing
- Blue print reading
- Journal roll - analysis and replacement
- Gravure roll - build up and engraving
- Coating rolls - cold seal, overall
- Plate manufacturing
- Ink Pumps and draw downs
- Sticky back applications
- Graphics – veloxes, color keys, cromalin, 1 up and stepped films and plates
- Press approvals
- Trade show management
- Microsoft, IBM, Mcintosh computer systems

*Press manufacture experience: (not limited to...)*


**Education**

**Fox Valley Technical College, Appleton, WI** 1988

- Associate Degree in Flexographic Printing
- Awarded FTA Scholarship

**Additional Training:**

- Crosby Quality
- ISO 9001 Certification
- Flexographic Process Color
REFERENCES

Russell Geise
Town Board Chair
Town of Clayton
8348 County Road T
Larsen, WI 54947
920-427-4126

Richard Johnston
Economic Development/DPW Director
(Former Town Administrator – Town of Clayton)
8348 County Road T
Larsen, WI 54947
920-836-2007

Tori Straw
Town Administrator
(Former Treasurer – Town of Clayton)
Town of Clayton
8348 County Road T
Larsen, WI 54947
920-836-2007

Luke Mack
Project Manager
Associated Appraisal Consultants, Inc.
W6237 Neubert Road
Appleton, WI 54913
920-224-8809

Kirsten Rice
Health & Fitness Director
Fox West YMCA
W6931 School Road
Greenville, WI 54942

Barb Bloomgren
Former Business Associate (as well as friend)
2635 337th Avenue N.E.
Cambridge, MN 55008
763-633-7252