

**CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, December 17, 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. Update on Neenah-Menasha Sewerage Commission building project
 2. Clerk Galeazzi - the following minutes and communications have been received and placed on file:
Minutes to receive:
 - a. [Administration Committee, 12/3/12](#)
 - b. [Board of Public Works, 12/3/12](#)
 - c. [NM Fire Rescue, Joint Finance & Personnel Committee, 12/11/12](#)
 - d. [Safety Committee, 10/23/12; Public Works/Parks](#)
 - e. [Water & Light Commission, 11/28/12](#)Communications:
 - f. [Customers First, The Wire Newsletter, Dec. 2012](#)
 - g. [Dept. of Administration, 12/11/12; Proposed Incorporation of Portions of the Towns of Harrison, Calumet County & Buchanan, Outagamie County, WI, as the Village of Harrison, Calumet County Circuit Court Case #112-CV-28](#)
 - h. [Mayor Merkes, 12/12/12; Update on Progress of Springsted Study](#)
- 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, 12/3/12](#)
Administration Committee, 12/3/12; recommends approval of:
 2. [Memorandum of Understanding between Winnebago County Sheriff's Office and Menasha Police Department, Special Weapons and Tactics Team, beginning January 1, 2013, and authorized signature](#)
 3. [Memorandum of Understanding between Winnebago County Sheriff's Office and Menasha Police Department, Dive/Rescue Team, beginning January 1, 2013, and authorized signature](#)
 4. [Underground Storage Tanks \(UST\) Insurance coverage accepting the quotation of ACE American Ins. Co. for 1 year for the term 1/1/2013 to 12/31/13 in the amount of \\$3,633.84 which includes TRIA](#)
Board of Public, 12/3/12; recommends approval of:
 5. [Street Use Application – 19th First Eve Fox Cities; Monday, December 31, 2012; 10:30 PM – 12:15 AM; \(Community Forward, Inc./MAC\)](#)
 6. [Change Order #1; Menasha Utilities McM. No. M0002-910333.07; 16-Inch Transmission Main Construction; Dorner, Inc.; ADD: \\$23,292.22](#)
 7. [Change Order #2; Menasha Utilities McM. No. M0002-910333.05; 16-Inch Transmission Main Construction; Dorner, Inc.; ADD: \\$3,228.00](#)
 8. [Change Order #3; Menasha Utilities McM. No. M0002-910333.07; 16-Inch Transmission Main Construction; Dorner, Inc.; ADD: \\$7,247.48](#)

H. CONSENT AGENDA, continued

Board of Public, 12/3/12; recommends approval of:

9. [Change Order #1; Menasha Utilities McM. No. M0002-910283.04; High Lift Pumping Station Standby Generator & Motor Control Modifications; Pieper Electric, Inc.; ADD: \\$498.00](#)
10. [Recommendation to Award – Menasha Utilities East Basin Repairs; Front Range Environmental; \\$48,329.00](#)

Neenah-Menasha Fire Rescue, Joint Finance & Personnel Committee, 12/11/12; recommends approval of:

11. [Purchase order #13-1 for new headsets from Baycom for a total purchase of \\$34,464.33](#)
12. Accepting the FEMA Grant Amendment for a total of \$16,655 with FEMA's total of \$12,491.25 and NMFR's share of \$4,163.75 and NMFR's portion to be taken from the Fire Trust Fund monies
13. [The purchase of Inflatable Skills tool from Inflatable Images for a total of \\$14,995.50 plus \\$1,000 shipping and approve the purchase of gym mats for a total not to exceed \\$660 and the price should include shipping costs](#)

I. ITEMS REMOVED FROM CONSENT AGENDA

J. ACTION ITEMS

1. [Accounts payable and payroll for the term of 12/6/12 to 12/13/12 in the amount of \\$475,639.94](#)

K. ORDINANCES AND RESOLUTIONS

1. [O-18-12 An Ordinance Amending Title 11, Chapter 2 of the Code Of Ordinances \(Habitual Truancy Prohibited\) \(Introduced by Ald. Klein\)](#)
2. [O-19-12 An Ordinance Amending Title 11, Chapter 1 of the Code Of Ordinances \(Theft from Service Providers\) \(Introduced by Ald. Klein\)](#)

L. APPOINTMENTS

M. HELD OVER BUSINESS

1. [O-17-12 An Ordinance Dissolving A Municipal Steam Utility \(Held 12/3/21\)](#)
2. [R-41-12 Resolution transferring the assets of the Menasha Steam Utility Enterprise \(Held 12/3/12\)](#)

N. CLAIMS AGAINST THE CITY

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

P. ADJOURN

MEETING NOTICE

Common Council – Monday, January 7, 2013

Common Council - 6:00 pm

Administration Committee – 6:30 p.m.

Board of Public Works – 7:00 p.m.

City Hall closed: December 24 & 25, January 1

CITY OF MENASHA
ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
December 3, 2012
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Klein at 6:35 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Klein, Taylor, Sevenich, Langdon, Krueger, Zelinski, Englebert, Benner

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, FC Auxier, DPW Radtke, CDD Keil, C/T Stoffel, Clerk Galeazzi and the Press.

C. MINUTES TO APPROVE

1. Administration Committee, 11/19/12

Moved by Ald. Langdon, seconded by Ald. Krueger to approve minutes.

Motion carried on voice vote.

D. DISCUSSION/ACTION ITEMS

1. Memorandum of Understanding between Winnebago County Sheriff's Office and Menasha Police Department, Special Weapons and Tactics Team, beginning January 1, 2013, and authorized signature

PC Styka explained the Memorandum of Understanding. City of Menasha currently has a SWAT team. Joining with Winnebago County will allow more training opportunities and be more cost effective.

Moved by Ald. Sevenich, seconded by Ald. Langdon to recommend to Common Council Memorandum of Understanding between Winnebago County Sheriff's Office and Menasha Police Department Special Weapons and Tactics Team beginning January 1, 2013 and authorized signature.

Motion carried on roll call 8-0.

2. Memorandum of Understanding between Winnebago County Sheriff's Office and Menasha Police Department, Dive/Rescue Team, beginning January 1, 2013, and authorized signature

PC Styka explained the Memorandum of Understanding is to allow Captain Brett Halderson to volunteer as a member of the dive/rescue team. Captain Halderson is an accomplished diver and instructor. There will be no additional cost to the City.

Moved by Ald. Sevenich, seconded by Ald. Zelinski to recommend to Common Council Memorandum of Understanding between Winnebago County Sheriff's Office and Menasha Police Department Dive/Rescue Team beginning January 1, 2013 and authorized signature.

Motion carried on roll call 8-0.

3. Local Government Property Insurance Fund (LGPIF) (Renewal)

CA/HRD Captain explained staff reviewed the insurance on City owned property and made changes based on their review. The Steam Utility building will be added to the policy once title is transferred to the City. No action is necessary on this item.

4. Underground Storage Tanks (UST) Insurance Renewal

CA/HRD Captain explained the options available for the underground storage tank insurance.

Moved by Ald. Langdon, seconded by Ald. Krueger to recommend to Common Council to approve the UST insurance coverage accepting the quotation of Ace American Insurance Company for one year for the term 1/1/2013 to 12/31/2013 in the amount of \$3,633.84 which included TRIA.

Motion carried on roll call 8-0.

5. O-18-12 An Ordinance Amending Title 11, Chapter 2 of the Code Of Ordinances (Habitual Truancy Prohibited) (Introduced by Ald. Klein)

PC Styka explained the changes to the ordinance. The change will allow the parent or guardian who is allowing the child to be truant to be issued a summons. This ordinance will help the Police Liaison Officer gain compliance when it comes to truancy.

Moved by Ald. Sevenich, seconded by Ald. Langdon to recommend to Common Council approval of Ordinance O-18-12

Motion carried on roll call 8-0.

6. O-19-12 An Ordinance Amending Title 11, Chapter 1 of the Code Of Ordinances (Theft from Service Providers) (Introduced by Ald. Klein)

PC Styka explained the ordinance adopts State Statute that allows for a summons to be issued if a person intentionally absconds after receiving goods or service from businesses such as restaurants, taxi cabs and gas stations.

Moved by Ald. Sevenich, seconded by Ald. Langdon to recommend to Common Council approval of Ordinance O-19-12.

Motion carried on roll call 8-0.

E. ADJOURNMENT

Moved by Ald. Langdon, seconded by Ald. Krueger to adjourn at 7:34 p.m.

Motion carried on voice vote.

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

CITY OF MENASHA
Board of Public Works
Third Floor Council Chambers
140 Main Street, Menasha
December 3, 2012
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Taylor at 7:37 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Klein, Taylor, Sevenich, Langdon, Krueger, Zelinski, Englebert, Benner

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, DPW Radtke, CDD Keil, Dick Sturm (MU Co-GM), Clerk Galeazzi and the Press.

C. MINUTES TO APPROVE

1. November 19, 2012

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

Motion carried on voice vote.

D. ACTION ITEMS

1. Street Use Application – 19th First Eve Fox Cities: Monday, December 31, 2012; 10:30 PM – 12:15 AM; (Community Forward, Inc./MAC)

CA/HRD Captain stated the required insurance has been received and is in order.

Moved by Ald. Sevenich, seconded by Ald. Zelinski to recommend to Common Council Street Use Application for 19th First Eve Fox Cities, Monday Dec. 31, 2012, 10:30pm-12:15am (Community Forward, Inc/MAC)

Motion carried on voice vote.

2. Change Order #1; Menasha Utilities McM. No. M0002-910333.07; 16-Inch Transmission Main Construction; Dorner, Inc.; ADD: \$23,292.22

MU Co-GM Sturm explained the change is for a live tap that was discovered during the installation process.

Moved by Ald. Krueger, seconded by Ald. Englebert to recommend to Common Council Change Order #1, Menasha Utilities McM No. M0002-910333.07, 16-inch Transmission Main Construction, Dorner, Inc, ADD \$23,292.22

Motion carried on roll call 8-0.

3. Change Order #2; Menasha Utilities McM. No. M0002-910333.05; 16-Inch Transmission Main Construction; Dorner, Inc.; ADD: \$3,228.00

MU Co-GM Sturm explained the change is for water main and storm sewer connections that were discovered during the installation process.

Moved by Ald. Krueger, seconded by Ald. Englebert to recommend to Common Council Change Order #2, Menasha Utilities McM No. M0002-910333.05, 16-inch Transmission Main Construction, Dorner, Inc, ADD \$3,228.00

Motion carried on roll call 8-0.

4. Change Order #3; Menasha Utilities McM. No. M0002-910333.07; 16-Inch Transmission Main Construction; Dorner, Inc.; ADD: \$7,247.48

MU Co-GM Sturm explained the change is for additional work and materials due to a break in a concrete culvert.

Moved by Ald. Krueger, seconded by Ald. Englebert to recommend to Common Council Change Order #3, Menasha Utilities McM No. M0002-910333.07, 16-inch Transmission Main Construction, Dorner, Inc, ADD \$7,247.48

Motion carried on roll call 8-0.

5. Change Order #1; Menasha Utilities McM. No. M0002-910283.04; High Lift Pumping Station Standby Generator & Motor Control Modifications; Pieper Electric, Inc.; ADD: \$498.00

MU Co-GM Sturm explained the change is for a switch in pumps and additional conduit for pumps.

Moved by Ald. Krueger, seconded by Ald. Englebert to recommend to Common Council Change Order #1, Menasha Utilities McM No. M0002-910283.04, High Lift Pumping Station Standby Generator & Motor Control Modifications, Pieper Electric, Inc, ADD \$498.00

Motion carried on roll call 8-0.

6. Recommendation to Award – Menasha Utilities East Basin Repairs; Front Range Environmental; \$48,329.00

MU Co-GM Sturm explained three bids were received with Front Range Environmental being the low bidder.

Moved by Ald. Krueger, seconded by Ald. Zelinski to recommend to Common Council Recommendation to Award, Menasha Utilities East Basin Repairs to Front Range Environmental for \$48,329.00

Motion carried on roll call 8-0.

E. ADJOURNMENT

Moved by Ald. Krueger, seconded by Ald. Klein to adjourn at 7:55 p.m.

Motion carried on voice vote.

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

Neenah-Menasha Fire Rescue
Joint Finance & Personnel Meeting Minutes
December 11, 2012 – 5:30 p.m.
3rd Floor Council Chambers – City of Menasha

Present: Ald. Sevenich, Langdon, Ramos, Ahles and Stevenson

Excused: Ald. Klein

Also Present: Chief Auxier and Office Manager Theisen

Public: No members of the public were present.

Ald. Stevenson called the meeting to order at 5:30 p.m.

Minutes: Langdon, all voting aye.

Budget Report: The Committee reviewed the budget report. Chief Auxier noted that salaries are a little down and this is due to a couple of people who were on long-term workers comp injuries. When this happens the work comp insurance reimburses the City for lost wages. Ald. Stevenson asked if we ever received an insurance rating on our work comp insurance. Chief Auxier noted that we have not been informed of that.

Ald. Sevenich asked about the overtime budget. Chief Auxier said right now we are a little over budget. It is not anticipated that we will have much more overtime this year. Chief Auxier reviewed the Special Operations budget and how the reimbursement from the State of Wisconsin is handled. **MSC Sevenich/Ramos to accept the November 2012 budget report and place on file, all voting aye.**

November Activity Report & Automatic Aid Report: The Committee reviewed the November 2012 budget report. **MSC Sevenich/Ramos to accept the November 2012 Activity Report and Automatic Aid Report and place on file, all voting aye.**

Fire Chief Position: The Committee reviewed the memorandum from Chief Auxier regarding placing his position. His anticipated retirement date is May 1, 2013. He noted both Mayors have approved replacing his position. It is anticipated the Fire Commission will meet in January to begin the hiring process. **MSC Ramos/Langdon recommend the City of Neenah and City of Menasha Common Councils authorize the NMFRC Fire Commission and City of Neenah Human Resources Department to fill the Fire Chief's position. The position is a Grade 17, with an estimated salary range of \$72,957 to \$98,495, depending on final approval of the 2013 salary plan. Staff has authority to compensate candidate up to midpoint, \$85,725 without further approval by Councils. An appropriate benefit package will be finalized when the position is offered to an applicant approve filling the Fire Chief's Position, as per Chief Auxier's memo, all voting aye.**

Headsets: The Committee reviewed the purchase order for the new headsets. Chief Auxier noted Baycom is the vendor Winnebago County chose for the radio replacement project. The process to replace the radios will begin in late December 2012 and/or early January 2013 and we would like to have these purchased so they can be changed out at the same time the radios are installed. This would save time and money if we had the equipment available to change out while they are here for replacing the radios. Ald. Stevenson asked this is a 2013 budget purchase. Chief Auxier confirmed this is a 2013 budgeted capital equipment purchase Ald. Stevenson questioned the shipping costs and asked Chief Auxier to see if he could find out from the vendor if there is a way to reduce the shipping costs. **MSC Sevenich/Langdon recommends the City of Neenah and City of Menasha Common Councils approve purchase order #13-1 for new headsets from Baycom for a total purchase of \$34,464.33, all voting aye.**

Station 31 Boiler Replacement: The Committee discussed the memorandum from Chief Auxier regarding the boiler replacement at Station 31. Chief Auxier noted this was in a 2010 & 2011 budgets and was removed after discussions with Finance Director Easker and Mayor Scherck. It was felt if it the boilers failed the money could be taken from the reserve accounts. The boilers are 18 years old and when these went out the heat exchanger did crack at the same time. In order to get the system back up and running, so they had heat, they had to take parts from one of them and were able to get two of the three boilers working again. Chief Auxier talked with Mayor Scherck and Finance Director Easker and it was felt the best thing to do is to increase our 2013 Capital Improvement budget. Chief Auxier has notified FVTC of the issue and per the current lease agreement he feels they are responsible for one-third of the costs. Pat Fisher is working on obtaining quotes right now and didn't receive any quotes back before this meeting. In reviewing what was spent to replacement boilers at the Neenah Library and Neenah City Hall it was felt \$60,000 was an appropriate budget item. Ald. Sevenich suggested that we look at other technologies to replace this that may be more efficient and asked if this is being reviewed. Ald. Ahles asked that we looking at solar thermal energy and see what the costs and return of this is for this project. If the costs are too high at this time then he asked we see if any plumbing work could be done right now and then in the future the City of Neenah could look at planning ahead and replace with solar thermal energy in the future. Chief Auxier said he would work with contractors and Pat Fischer to see what is available. **MSC Ramos/Ahles recommend the City of Neenah Common Council increase NMFR's 2013 Capital Improvement budget by \$60,000 for the replacement of boilers at Station 31 and one-third of the cost of the project will be billed to FVTC, per the lease agreement on file, and the remaining two-thirds of the project is a City of Neenah expense and funding to be determined at the time of 2013 borrowing, all voting aye.**

Grant: Chief Auxier said there is grant funds left over from a 2008 grant and an amendment was submitted to utilize these remaining funds. Due to the 2008 grant commitment there is a required match of 25% for this amendment. Our required match would come from the Public Education Trust fund and no current budgeted dollars would be spent. He said this would be a tool that would supplement the programs that we have in place and would be utilized at larger community events. Discussion was held on the

current programs that we have in place and how we intend to use this new piece of equipment.

Ald. Ramos asked if there was anyone in the area that has this. Chief Auxier confirmed that this is not something that anyone has in the State of Wisconsin. Tara handed out an additional quote that was received, however, this company has not built one of these in this style before and their price is \$2,000 more than the vendor we are looking to purchase from.

Discussion was held on the current programs that NMFR has for public education. Tara noted that this would be a compliment to what we have in place and the goal is to use this in the community at larger functions to also help educate the parents. She noted there can be a disconnect between the children learning fire education at school, however, the parents are not learning this and discussing it at home with their children. Ald. Langdon said he liked the idea that this tool will help reach the parents and children to re-enforce what they are learning at school.

Discussion was held on how this is built and it was also confirmed that this is designed to deflate quickly if there is a need for the firefighters to leave for a call. Tara also noted the construction of this will be in two separate pieces. That way if we can utilize half of it at one time for small public education events.

Ald. Ahles asked if we invest in this if there is a way we can discuss this with teachers to see if there is a way we can enhance our program. Tara confirmed that the intent is to obtain feedback from teachers. Chief Auxier said we do have a great support in the school system and have been very receptive to helping us with our fire prevention education. Tara noted that we do discuss our programs with teachers to obtain feedback and have adjusted the delivery of our programs based on their feedback.

Ald. Stevenson said this relationship with the schools is a positive thing to have. Due to the cost of this tool, it is even more important we make sure we evaluate our programs to make sure we are effective. Discussion was held on the types of public education events this would be used at. The Committee supported the Public Education Team's preference of using it when the delivery can be education. They supported leaving it up to Administration and the Public Education Team to decide when it will be used to ensure it is used for education and to make this tool last longer in the future. Ald. Ahles discussed the stats were put in SC Schultz's memo and asked that we come up with a way to reinforce to adults the importance of working smoke detectors. **MSC Sevenich/Langdon recommends the City of Neenah and City of Menasha Common Councils accept the FEMA Grant Amendment for a total of \$16,655 with FEMA's total of \$12,491.25 and NMFR's share of \$4,163.75 and NMFR's portion to be taken from the Fire Trust Fund monies, all voting aye.**

MSC Sevenich/Ramos to approve the purchase of Inflatable Skills tool from Inflatable Images for a total of \$14,995.50 plus \$1,000 shipping and approve the purchase of gym mats for a total not to exceed \$660 and the price should include shipping costs, all voting aye.

2013 Meeting Schedule: The 2013 meeting schedule was reviewed.

December Meeting: Due to the holidays the Committee will cancel the regular meeting scheduled on December 25, 2012.

Due to this meeting being cancelled, and Director Stoffel's retirement before the next meeting in January, they asked Chief Auxier to thank him on their behalf for his service to the Department and their Committee. They also wished him well in his retirement.

MSC Ramos/Langdon to adjourn at 6:40 p.m., all voting aye

Respectfully Submitted,

Al Auxier
Chief

AA/tt



**Public Works / Parks Safety Committee
October 23, 2012
Minutes**

Meeting called to order at 9:05 AM.

Present: Jim Julius, Tim Jacobson, Jeff Nieland, Ken Popelka, Vince Maas, Kevin Schmahl, Sue Nett, Adam Alix, Corey Gordon, Brian Tungate, Todd Drew,
Absent: Mark Radtke, Pam Captain

Approval of minutes from September 24, 2012 motion by V. Maas
and seconded by A. Alix Motion carried.

B. Old Business

1. **MSDS Sheets electronic program / book availability** – Drew reported that IT was working on a data base for MSDS sheets and that computer could be made available to Parks. Drew reported that books did not need to be in all pavilions; required that information is easily accessible. Computer at Public Works Facility is sufficient to meet the requirement of the Haz Comm standard (CVMIC).
2. **DPW/Parks** – 6 month progress follow-up walk thru at Public Works Facility to be conducted in November. November meeting to be conducted at PW Facility.
3. **Summer Help Training** – Orientation session options/ additional discussion
 - eLearning through CVMIC to be possibly used for internet pre work season training.
 - Driving practical training
 - Parks will conduct separate training on the use of their equipment.
 - Safe lifting and other supported safety training to be conducted during this training.

C. New Business

1. **Monthly Safety Topic distributed.**
 - "Flammable fumes and a source of ignition Could put you in a critical condition."
2. **Injury Review.** None
3. **Issue related to front loading leaf collection vehicles-** Refer e-mail regarding recent issues re: hitting pedestrians in Sheboygan and Neenah. T. Jacobson stated he was communicating with local legislators about impacts of the State patrol removing these units from service. State Patrol will be contacted to assess Menasha vehicles. Menasha units have minimal visual barrier on passenger side and a second person on the ground with the hose. Update to be provided in November.
4. **Automated recycling truck schedule-** A concern was raised regarding the automated truck schedule going back to 2 weeks. Discussion was that the 1 day schedule was recommended until the truck was retro fit to allow seated operation.

D. Training

1. **Hearing screening training.** Reminder to have employees complete the online training. Drew to check list for completions.
2. **Safety Manual Training** – Reminder to have all staff read the manual and complete the quiz.
3. **Excavation Refresher Training** – CVMIC 9/25/12 – Training was considered a good refresher.
3. **Other new training items or suggestions** - Drew discussed upcoming respirator fit testing; requested 2 dates be set to fit test all employees with respirators

E. Motion to adjourn at 9:55 AM made by J. Julius and seconded by C. Gordon. Motion carried.

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

November, 28, 2012

Draft

Commission President Allwardt called the Regular Meeting of the Water and Light Commission to order at 8:00 A.M., with Commissioners Roy Kordus, Don Merkes, 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 from McMahon & Associates and Water Maintenance Foreman; Scott Maurer were also present.

Those absent were: Comm. Joanne Roush and Tim Gosz, Water Plant Supervisor.

Commission President Allwardt welcomed Commissioner Roy Kordus as a new member to the Water and Light Commission.

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

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

- A. Minutes of the Regular Meeting of October 24, 2012.
- B. Approve and warrant payments summarized by checks dated October 25 & November 1-21, 2012, which includes Net Payroll Voucher Checks, Void O & M Check #044474-044477, 044566, 044533-044546, and Operation and Maintenance Voucher Checks for a total of \$1,038,419.36, and Operation and Maintenance Vouchers and Rebates to be paid prior to the next Regular Meeting. Motion approved unanimously on roll call.
- C. Correspondence, as listed:
 - Copy of Certificate of Recycling from October 13, event held at Menasha Utilities.
 - Copy of October 24 Wellness Committee Meeting minutes.
 - Copy of Thank you note dated October 24 from Rachael Koontz re: UW-Fox Valley Scholarship.
 - Copy of Memorandum dated November 14, to WPPI Energy Member Managers from Tammy Freeman re: Typical Bill Comparison Summary
 - Copy of Hurricane Sandy Mutual Aid Efforts by Menasha Utilities recognition.

Commission President Allwardt conveyed the Commission's appreciation to the staff involved in the Mutual Aid efforts for Hurricane Sandy.

Item IV. October Financial and Project Status Reports – Business Operations Accountant Hubertus reported consumption of electricity decreased overall compared to budget for the month. Net operating income is lower than budgeted due to less consumption, and the cost of power being higher for the month than budgeted. Cash is higher than budgeted due to projects being cut throughout the year and a timing issue due to substation maintenance testing being delayed until later in the year. The project status report shows the current status of capital projects, and actual costs reflect the costs charged to the projects through the current month.

Water consumption increased by 7.4% compared to budget for the month mainly due to an industrial customers increased consumption. The water loss ratio is higher in part from flushing done on the new 16" water main. Cash is higher than budgeted due to increased revenue and budgeted project delays. Chemical costs were under budget both for the month and the year.

Under Energy Services Utility there was a positive net operating income due to a lighting project budgeted in October that will be carried over to the 2013 budget.

After discussion, the Commission accepted the October Financial and Project Status Reports 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.

With the presence of Don Voogt, McMahon Associates, New Business Items A, B, C and E were advanced for discussion.

Item VIII. New Business - Change Order #1-3 for Fox River Crossing, Dorner, Inc. – Change Orders #1-3 modify the contract from \$532,952.50 to \$566,720.20. Mr. Voogt explained change orders were being requested due to discoveries uncovered during installation.

Water Maintenance Foreman Scott Maurer detailed the discoveries encountered during the boring process. The boring has been completed and is running with noticeable benefit.

Co-General Manager/Business Operations Melanie Krause reported the budgeted contingency funds were greater than the \$33,767.70 needed to cover the change orders.

The motion by Comm. Merkes, seconded by Comm. Zelinski was unanimous on roll call to approve Change Orders #1-3 to Dorner Inc. for the 16-inch Transmission Main Construction project for a total increase of \$33,767.70. The Commission also recommended the Board of Public Works approve Change Orders #1-3 and forward them to the Common Council.

Change Order #1, Pieper Electric – Change Order #1 modifies the contract from \$612,400.00 to \$612,898.00. Mr. Voogt explained the need for new conduit to pump #3 and the decision to run conduit overhead for the fiber optic cable. The project is going well; the generator and fiber optic are installed. We are waiting for the motor delivery expected in January 2013.

Mrs. Krause reported the availability of budgeted contingency funds for the High Lift Pump Station project will cover the \$498.00 needed for the Change Order.

The motion by Comm. Allwardt, seconded by Comm. Zelinski was unanimous on roll call to approve Change Order #1 to Pieper Electric for the High Lift Pumping Station project in the amount of \$498.00. The Commission also recommended the Board of Public Works approve change order #1 and forward it to the Common Council.

Amendment for McMahon Agreement for 16-inch Transmission – This amendment is being requested to modify the original agreement dated August 17, 2011, for 16-inch Transmission. The time and

expense fee for construction observation services was originally identified as \$2,500.00; the actual observation fee for these services was \$3,770.40 due to additional onsite time by McMahon staff.

Mrs. Krause reported the amendment is needed to fund an additional \$1,270.40 because the Safe Drinking Water loan would only allow \$2,500.00.

Co-General Manager/Engineering and Operations Dick Sturm stated the boring for the canal crossing is complete.

The motion by Comm. Allwardt, seconded by Comm. Kordus was unanimously approved on roll call to amend the Construction Observation Services fee for the 16-inch Transmission from \$2,500.00 to \$3,770.40.

Scott Maurer departed at 8:25 a.m.

Settling Basin Bid Opening – Mr. Sturm reviewed the bid opening held November 1, 2012. Three bids were received with Front Range Environmental being the low bidder at \$48,329.00. The expected service life of the repair is estimated at 25-50 years with the products specified.

The motion by Comm. Merkes, seconded by Comm. Zelinski was unanimously approved on roll call to award the bid for the Settling Basin contract to Front Range Environmental in the amount of \$48,329.00. The Commission also recommended the Board of Public Works approve award of this bid to Front Range Environmental and then forward it to the Common Council for approval.

Don Voogt of McMahon and Associated departed at 8:50 a.m.

Item VII. Unfinished Business, Electric Rate Case – WPPI Energy Director of Rates; Tim Ament joined the meeting via phone conference. Mr. Ament explained the Cost of Service Study piece which is a calculation that allocates the total revenue adjustment to be charged to the customers. He also explained why Proposed Rate Design figures are different than Cost of Service Results.

Mrs. Krause reviewed the application request for a 2.3% overall increase. Factors impacting the increase consist of reduction in usage, increases in cost from the 2010 test year, and the need to maintain reserve levels established in the WPPI lease agreement.

Commissioner Allwardt questioned the Proposed Rate Design percentage difference in the Cp-3 Industrial categories. Mr. Ament reported the main reason is due to the Power Cost Adjustment Clause mechanism.

Commissioner Merkes questioned why the cost of Lighting is 19.90% in the Cost of Service Results and only 4.74% in the Proposed Rate Design. Mr. Ament reported the lack of data on the street lighting class makes it hard to determine what the true cost of service is so it would be difficult to give the lighting customers a 20% increase. A 4.74% increase is being proposed instead.

Commissioner Kordus questioned reasons for the rate increases and Mrs. Krause reported on the history of previous rate applications and gave an update on substantiating the percentage being requested.

Mr. Ament departed the phone conference at 9:30 a.m.

The Commission was in agreement with the rate case being filed. WPPI will file the application with the Public Service Commission in the next two weeks. A public hearing is anticipated in late spring with rates becoming effective mid-year.

VIII. New Business - 2013 APPA Legislative Rally – Mr. Sturm reviewed the information for the March 11-13, 2013 Legislative Rally in Washington DC. Application grants for travel may be available through WPPI. Any Commissioner interested in attending should let him know.

Resolution (R-37-12) for Preservation of Tax Exempt Financing – the motion by Comm. Merkes, seconded by Comm. Zelinski, was unanimous to approve the following, forward to the Common Council and authorize the appropriate signature:

R-37-12

Resolution for Preservation of Tax Exempt Financing

INTRODUCED BY MAYOR MERKES

Whereas, municipal bonds are the means by which state and local governments finance the critical infrastructure of our nation, including roads, bridges, hospitals, schools, and utility systems; and

Whereas, under current law the owners of municipal bonds are not required to pay federal income tax on the interest income they receive from the bonds; and

Whereas, this tax exemption is part of a more than century long system of reciprocal immunity under which owners of federal bonds are, in turn, not required to pay state and local income tax on the interest they receive from federal bonds; and

Whereas, this federal tax exemption provides a significant difference between public sector and private sector debt financing; and

Whereas; municipalities benefit from this tax exemption through substantial savings on the interest cost of borrowed money; and

Whereas; the benefit of lower capital costs attributable to tax exempt financing are passed on to property tax payers through reduced rates, greater local investments, or both; and

Whereas; from time to time Congress and the President have proposed legislation to tax – or alter the federal tax exemption of – interest on municipal bonds; and

Whereas, the League of Wisconsin Municipalities adopted a resolution at their 2012 Conference opposing any efforts by Congress or any future President to eliminate or limit the federal tax exemption on interest earned from municipal bonds.

Now, Therefore, Be It Resolved, that the City of Menasha Common Council with the Mayor concurring and Menasha Utilities opposes any efforts by Congress and any future, President to eliminate or limit the federal tax exemption on interest earned from municipal bonds.

Resolution (R-42-12) for Preservation of Municipal Utility PILOTs - the motion by Comm. Merkes, seconded by Comm. Zelinski, was unanimous to approve the following, forward to the Common Council and authorize the appropriate signature:

RESOLUTION R-42-12

Resolution for Preservation of Municipal Utility PILOTs

INTRODUCED BY MAYOR MERKES

Whereas, state law allows municipalities to receive payment in lieu of taxes (PILOTs) from municipal water and electric utilities, and PILOTs to municipalities have been authorized since at least 1918; and

Whereas, Public Service Commission (PSC) regulations establish a formula for determining the maximum allowable PILOT for any municipal utility, which is the municipal and school tax rates applied to the gross book value of the plant plus materials and supplies; and

Whereas, under current law the governing body of a municipality owning a public utility has the discretion to determine the appropriate level of PILOTs; and

Whereas, 511 municipal water utilities made PILOT payments totaling \$92.9 million in 2011 and 82 municipal electric utilities made PILOT payments totaling \$19.3 million in 2011; and

Whereas, on January 25, 2012, the PSC opened an investigation into PILOTs paid by municipal electric and water utilities, and on September 28, 2012 the PSC staff released a draft report concluding that:

- PILOT payments can be a significant component of municipal water utilities' revenue requirements, averaging 14.9 percent.
- The current method for calculating water utility PILOTs may be a disincentive to replacing aging utility infrastructure and making improvements necessary to ensure adequate service.
- PILOTs for most municipal water systems exceed the amount that they would otherwise pay as a gross receipts tax if they were private for profit utilities.

Whereas, there are several compelling reasons municipal utilities should make PILOTs to their municipalities that were not acknowledged in the PSC staff report, including:

- PILOTs are a way for tax exempt entities to financially contribute towards the cost of municipal services and reduce somewhat the burden on property tax payers.
- Financial risk is deserving of financial reward. Municipalities, as the owners of utilities, should receive a dividend in return for the considerable investment they make and risk they incur in establishing utilities.
- Municipal utility facilities directly benefit from public services provided by municipalities, such as police, fire, and snow plowing.
- Municipal utility facilities are located on land within the municipality that could otherwise be privately developed and the owners paying property taxes.

Whereas, PILOTs and gross receipts taxes are fundamentally different and there is no substantive benefit in trying to skew the outputs so they are reflective of each other.

Whereas, the League of Wisconsin Municipalities adopted a resolution at their 2012 Annual Conference opposes any efforts by the PSC, the state Legislature, and the Governor to eliminate or limit PILOTs from municipal water and electric utilities.

Now, Therefore, Be It Resolved, that the City of Menasha and Menasha Utilities opposes any efforts by the PSC, the state Legislature, and the Governor to change current statutes or rules regarding PILOTS from municipal water and electric utilities.

Item IX. Project Reports, Telecommunications Update - Technical Services Engineer, John Teale stated there was nothing new to report since the last meeting.

Water Plant Projects – Project Engineer Steve Grenell gave an update on delivery of equipment on the High Lift project, gave an update on issues with the UV system and added staff is preparing for winter operations.

Water Distribution Projects – Electric and Water Distribution Supervisor Lonnie Pichler reported projects are done for the year. He added Mr. Maurer did a great job with the river crossing project.

Metering Practices & Plan – Mr. Grenell reported staff is continuing with field inspections and Mr. Sturm added Chapman Metering is scheduled for more inspections.

Item X. Staff Reports, Co-General Manager/Engineering and Operations and Project Engineer – there were no additional questions to the reports presented.

Electric and Water Distribution/Safety Report – Mr. Pichler gave an update on the outages reported for the month.

Telecommunications & Substations, Water Plant, and Co-General Manager/Business Operations – there were no additional questions to the reports presented.

Customer Services – Commissioner Zelinski asked about the number of accounts being placed on the tax roll this year. Mrs. Maurer responded there was a slight increase from last year but it was within reason.

Energy Services Representative/Key Accounts – there were no additional questions to the report presented.

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

Item XII. The motion by Comm. Zelinski, seconded by Comm. Allwardt, was unanimously approved on roll call to adjourn at 9:50 a.m.

By: MARK L. ALLWARDT
President

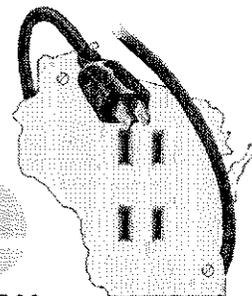
DAN ZELINSKI
Secretary

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

A Coalition
to preserve
Wisconsin's
Reliable and
Affordable
Electricity

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Manipulating mayhem

Restructured energy markets have seen a blizzard of penalties in recent weeks, with federal regulators cracking down on international banking firms and energy marketers they say have been guilty of manipulative or fraudulent trades.

Since mid-October, the Federal Energy Regulatory Commission (FERC) has called for fines against Barclays and Deutsche Bank for alleged manipulation of energy trades. In November, the FERC handed J.P. Morgan Ventures Energy Corp. a six-month revocation of its license to engage in California wholesale electricity trading.

The latter action was unprecedented, but it is emblematic of powers the FERC acquired through federal legislation adopted in the wake of the Enron-led California wholesale power market debacle at the beginning of the last decade. Among other things, the FERC gained authority to fine market manipulators who trifle with system reliability as much as \$1 million per day.

A mid-November *Washington Post* story noted that the FERC has built up an enforcement unit numbering some 200 individuals over the past few years. Cases currently being pursued involve activities stretching back to 2006.



Barclays, which maintains its trades have complied with federal law, says it will fight the record \$470 million penalty the FERC wants to impose for activities conducted between 2006 and 2008, according to the *Post*.

Earlier this year, the FERC settled a case against Constellation Energy Group for \$245 million.

Deutsche Bank's problem is comparatively minor: proposed fines

totaling \$1.6 million for activities almost three years ago that the firm argues were found improper under legal theories it disputes.

The revocation of Morgan's trading privileges is punishment for furnishing incorrect documents in a FERC investigation.

Morgan says it has apologized and that the actions in question were unintentional.

But the company has other troubles in California, where the independent grid operator alleges that Morgan has been interfering with the proposed upgrades of two power plants judged crucial to maintaining system reliability next summer.

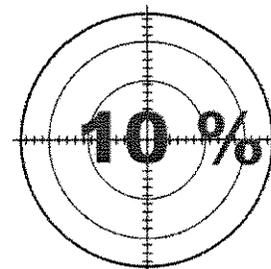
The two plants are owned by AES Corp., which supplies power from other California units for Morgan to resell. The upgrades are intended to help fill the gap left by the shutdown of both units at the San Onofre nuclear plant—but the grid operator, according to the *Los Angeles Times*, says Morgan has pressed AES to resist upgrading the facilities. The grid operator claims a failure to secure the additional capacity would leave southern California vulnerable to reliability problems next year.

The FERC has been reviewing contentions by state officials who say Morgan overcharged utilities by as much as \$73 million in late 2011 and early 2012, the *Times* reported. 💡

Power providers on target for RPS

The Public Service Commission this fall made official what everyone expected: All Wisconsin electricity providers are on track for compliance with the state's renewable portfolio standard, and some are ahead of schedule.

Under renewable portfolio standard (RPS) legislation adopted in 2005 and strongly supported by the *Customers First!*



Coalition, 10 percent of the electricity sold in Wisconsin must be obtained from renewable energy sources by 2015.

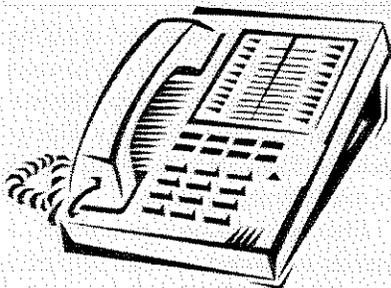
The RPS compliance report approved this fall examined data furnished by the 118 entities providing power in this state. That number breaks down to three aggregators who acquire energy on behalf of 73 municipal utilities and cooperatives, and 45 other providers, for a total of 48. Thirty-six of the 48 achieved renewable sales levels in 2011 that "already appear sufficient" to meet the 2015 requirement, according to the PSC report.

Another four are "very close" to fulfilling the 2015 target, the PSC said, and the remaining eight say they can hit the target with new power-purchase agreements or generation facilities or by buying renewable resource credits from other Wisconsin providers.

More than six million megawatt-hours of renewable energy were generated and available to meet Wisconsin RPS obligations in 2011, the PSC report said. 💡

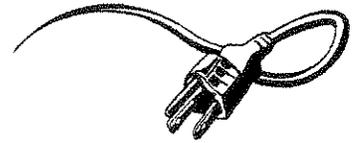
THE WIRE is a monthly publication of the Customers First! Coalition—a broad-based alliance of local governments, small businesses and farmers, environmental groups, labor and consumer groups, retirees and low-income families, municipal electric utilities, rural electric cooperatives, wholesale suppliers, and an investor-owned utility. Customers First! is a coalition dedicated to preserving Wisconsin's reliable and affordable electricity.

If you have questions or comments about THE WIRE or the Customers First! Coalition, please call 608/286-0784.



KEEPING CURRENT

With CFC Executive Director Matt Bromley



Focus on Energy, the statewide energy-efficiency and renewable-resource program, continues to deliver savings to Wisconsin's energy consumers, according to a new independent evaluation recently released by the Cadmus Group. The findings from this latest review are consistent with previous evaluations of Focus that conclude the programs provide Wisconsin ratepayers with benefits greater than their costs.

Focus on Energy is a roughly \$100 million-a-year program funded by customers of investor-owned utilities and participating municipal utilities and electric cooperatives. The utilities contract with a third-party private contractor to administer Focus with oversight by the Public Service Commission. Customers pay on average about \$1 per month for electricity and 60¢ for natural gas to fund programs that include financial incentives to Wisconsin residents and businesses to purchase and install energy efficient and renewable energy products and services.

Given that ratepayers fund Focus on Energy, state law requires independent financial audits and program evaluations to ensure it is well-run and cost-effective. Last year, the Legislative Audit Bureau reviewed the evaluation process to assess the program's cost effectiveness. The bureau found the methods used to measure cost effectiveness consistent with national standards and approaches used in other states. In a report to the Joint Legislative Audit Committee, the bureau noted that evaluators estimated benefits resulting from program activities in 2010 exceeded costs by a ratio of 2.3 to 1. Generally, benefits are calculated by figuring out what the cost would be if a utility had to supply the energy that was instead saved by the Focus programs.



Bromley

The latest evaluation by the Cadmus Group found an even greater benefit-cost ratio of 2.46 to 1 from the Focus programs in 2011 despite it being a year of significant changes in program administration, implementation, and design. Administration of Focus on Energy changed hands in

2011 and many new contractors became involved in the day-to-day implementation of the individual business and residential programs.

While reviews of Focus on Energy have historically been pretty good, state regulators are expecting the program to deliver even greater energy savings in the future. In a cover letter accompanying the Cadmus report, Commissioner Ellen Nowak noted that while energy savings for 2011 are running behind the four-year goal established by the commission, any shortfall in savings will need to be made up in the next three years to meet the goals that are part of the program administrator's performance contract. The Cadmus report is available on the Focus on Energy website at <http://www.focusonenergy.com/>. 

Rethinking restructuring?

Last month we noted the disclosure that customers of New York utility National Grid have for the most part lost money by switching power providers. Now New York regulators say they're undertaking a formal assessment of the state's competitive energy markets to determine if they're working as planned.

The state's Public Service Commission was reportedly focusing on residential and small non-residential customers in a study to see if they might be better-served by New York's competitive energy markets.

The rate case reported here last month

uncovered data indicating that six of every seven customers of the utility National Grid who switched to take service from a non-utility electricity marketer ended up paying more—to the tune of almost \$21 monthly on average, according to a report appearing in *The Buffalo News*.

The same report noted that National Grid gas customers who switched found themselves paying about \$11 more monthly.

Some gas customers saved money by switching, but the savings averaged only about \$2.50 a month, the *News* reported. 

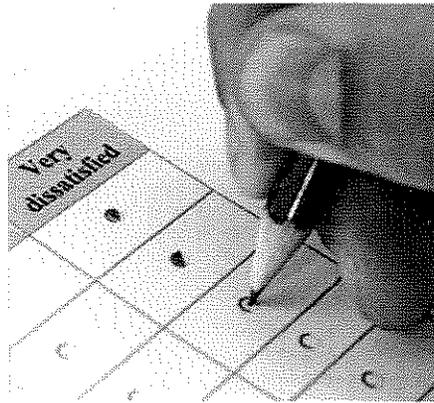
Texas dereg: good news, bad news

Customer complaints against Texas electricity providers have been declining since 2010. That's the good news. The bad news is that there are still five times as many complaints, compared with pre-restructuring years.

The Texas Coalition for Affordable Power (TCAP), made up of cities that operate municipal utilities, releases periodic reports on the status of competitive retail electric markets in the state. The report it released this fall said the Texas Public Utility Commission (PUC) received 8,558 complaints about electricity providers during the 2012 fiscal year.

That's a drop of about 10 percent compared with the prior fiscal year, and it also parallels a decline in energy prices associated with expanding natural gas supplies, the TCAP said.

TCAP Executive Director Dr. Randy Moravec acknowledged the improvement but also said the latest analysis "shows that contract confusion, billing disputes, and other



problems remain common."

Retail competition has been allowed in most of Texas since 2002. In the final fiscal year before it took effect, there were fewer than 2,100 complaints filed against electricity providers. A year after it took effect, the number of complaints topped 8,500, according to TCAP.

The organization conceded that population

growth and greater Internet usage could explain part of the increase in complaint numbers but pointed out that those factors can't account for an immediate quadrupling of complaints with the onset of retail competition or the fact that the inflated numbers have continued.

Even after the recent two-year decline in complaints, the numbers have remained vastly higher by comparison with years prior to restructuring.

The average number of electricity-related complaints to the PUC prior to restructuring was 1,316. Since restructuring, the annual average has been 11,474, TCAP said. 💡

"Sandy Scam" alerts posted

Some of the ploys are energy-related and some are not, but officials in many states are warning consumers against being taken in by con artists preying on people's compassion for victims of Tropical Storm Sandy.

Here in Wisconsin, the Department of Financial Institutions (DFI) warned last month that scams may include unsolicited offers to invest in electricity generating equipment that would be used to assist people whose utility service has been interrupted.

Other ploys noted by DFI include other investment pools or bonds to help storm victims and appeals from fake charities or individuals soliciting contributions through social media.

Closer to the actual storm damage area, law enforcement and utility providers have been warning of people impersonating electric utility workers in order to gain access to homes for purposes of theft. 💡

Energy saver tip

In the summertime, you probably make a special effort to keep the sun from heating up the inside of your house. Now, with winter upon us, you can use the sun to keep the place warm. Close blinds and drapes during the night but open them on south- and west-facing windows during the daytime. You may be surprised how much free heat you can collect on the coldest—clearest and sunniest—days. 💡

Gas dereg causes pain in Ohio

Ohio residents who shopped for alternative natural gas providers have paid almost \$900 million more than they'd have needed to under the traditional utility model, according to data newly released in state regulatory proceedings.

As in the New York situation noted last month and elsewhere in this edition of *The Wire*, the numbers showing customers lost out by switching providers came to light in a case under review by state regulators.

The Public Utilities Commission of Ohio (PUCO) is expected to decide in 2013 whether to adopt a plan that would leave gas customers with no alternative other than unregulated contracts with energy marketers by 2016.

The change is not automatic. It would occur only if certain conditions are met. Among those is at least 70 percent of Columbia Gas of Ohio customers voluntarily switching to "customer choice" plans. That's almost double the number of Columbia customers now participating in the open market.

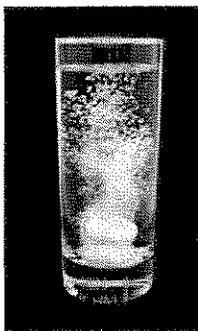
Dulling the allure of those market contracts—which are supposed to be saving individual customers money on their gas purchases—is the revelation through pricing data disclosed in the PUCO proceedings and showing that Ohioans who dropped their incumbent gas provider for an alternative supplier paid an aggregate total of \$885 million more since 1997 than they would

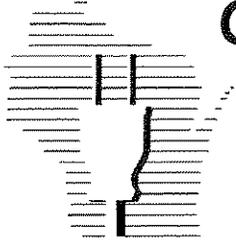
have spent under the traditional regulatory model.

The Columbus *Dispatch* reported in mid-November that the PUCO review has presented pricing data "with a level of detail the public has never seen on this topic."

In the early going, the *Dispatch* reported, customers were able to do well by taking a fixed-rate contract with an alternative supplier and avoiding utilities' variable rates. However, for every month since November 2005, customers have paid more than they would have under a conventional regulatory regime.

Gas marketers have been supporting the proposed move to all-competitive contracts and consumer advocates are opposing it, the *Dispatch* reported. 💡



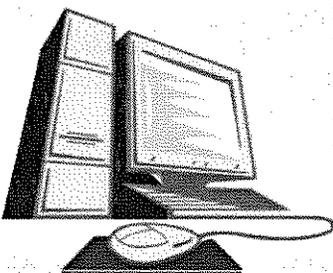


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www.customersfirst.org



Quotable Quotes

"Have you ever met any [energy] traders? Very few of them are scared or intimidated by anything."

—Federal Energy Regulatory Commission Chairman Jon Wellinghoff to reporters, after saying regulators plan to aggressively pursue market manipulators, quoted in *The Washington Post*, November 16, 2012

Help us share our messages with others. If you know of businesses or organizations that would like to learn more about protecting Wisconsin's reliable and affordable electricity, please feel free to copy and share with them all or part of this newsletter, or you can call 608/286-0784 to arrange an informational meeting.

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Plugging Wisconsin In



cc:

Andrew Rossmeissl, Petitioners' Attorney
Kevin Davidson, Intervening City of Kaukauna Attorney
Pam Captain, Intervening City of Menasha Attorney
John St. Peter, Intervening Town of Buchanan Attorney
Celine Romenesko, Petitioners' Representative
Rick Kindschi, Petitioners' 1st Alternate Representative
Travis Parish, Town of Harrison Administrator
Angela Gorall, Town of Buchanan Administrator
Terrence J. McMahon, Member, Wisconsin Incorporation Review Board
Lonnie Muller, Member, Wisconsin Incorporation Review Board
Rich Eggleston, Member, Wisconsin Incorporation Review Board
Paul Fisk, Member, Wisconsin Incorporation Review Board

(the following entities are not receiving a full determination document. However, the determination document is available upon request, and may also be viewed at <http://doa.wi.gov/municipalboundaryreview>)

Cindi Hesse, City of Appleton Clerk
Lisa Averkamp, Village of Stockbridge Clerk
Susan Duda, City of Kaukauna Clerk
Deborah Galeazzi, City of Menasha Clerk
Patricia Sturn, City of Neenah Clerk
Pamela Ubrig, City of Oshkosh Clerk
Karen Janette, Town of Brillion Clerk
Nancy Christensen, Town of Center Clerk
Doug Koffarnus, Town of Chilton Clerk
Susan Nester-Huebner, Town of Clayton Clerk
Bonnie Fischer, Town of Ellington Clerk
Barbara Seegers, Town of Freedom Clerk
Karen Weinschrott, Town of Grand Chute Clerk
Deborah Wagner, Town of Greenville Clerk
Penny Weir, Town of Harrison Clerk
William Clancy, Town of Holland Clerk
Lynn Gerrits, Town of Kaukauna Clerk
Karen Bachman, Town of Menasha Clerk
Robin Coburn, Town of Neenah Clerk
Jeanette Merton, Town of Oshkosh Clerk
Mary Schwartz, Town of Rantoul Clerk
Janene Van Hoorn, Town of Stockbridge Clerk
Cory Swedberg, Town of Vandebroek Clerk
Marilyn Fahrenkrug, Town of Vinland Clerk
Ellen Patterman, Town of Woodville Clerk
Donna Martzahl, Town of Wrightstown Clerk
Sean Hutchinson, Village of Combined Locks Clerk
Dennis Duprey, Village of Hilbert Clerk
Rick Hermus, Village of Kimberly Clerk
Vicki Schneider, Village of Little Chute Clerk
Ellen Maxymek, Village of Sherwood Clerk

EXECUTIVE SUMMARY

This document constitutes the Findings and Determination of the Incorporation Review Board on the petition filed by residents of the Town of Harrison in Calumet County to incorporate a portion of the town, a rural hamlet area that has existed as a unique social and economic community for over 100 years. The petition also includes a portion of road right-of-way from the Town of Buchanan in Outagamie County.

Harrison's incorporation process began with a newspaper notice on September 1, 2011 indicating Petitioners' intent to circulate an incorporation petition. After circulating the petition and gathering sufficient signatures, the petition was filed in Calumet County Circuit Court on January 12, 2012. A court hearing was held on the petition on February 27, 2012. Judge Gary Sharpe found the petition met the minimum area and population standards required by section 66.0205 Wis. Stats. The court forwarded the petition to the Board for its review of the standards in section 66.0207 Wis. Stats. On June 13th, 2012 Petitioners submitted their review fee and supporting materials, which commenced the Board's 180-day review period. As part of its review, the Incorporation Review Board held a public hearing in the Town of Harrison on July 31, 2012 to hear from Petitioners, Intervenors and local residents. The Board also held two meetings in Madison on September 12 and December 4, 2012 to discuss the petition and analyze its consistency with the statutory standards.

The Town of Harrison is located in the northwestern portion of Calumet County. Harrison shares a common boundary with the Cities of Appleton and Menasha, and the Towns of Menasha and Buchanan. Other municipal neighbors are the City of Kaukauna, Village of Kimberly, and Village of Sherwood. **Map 1** shows Harrison's location within the Fox Valley region.

The petitioned area includes 7,373 people and roughly 5 square miles. The specific area proposed to become the new village is shown on **Map 1**. Petitioners included road right-of-way in the Town of Buchanan to enable residents of the Town of Buchanan to eventually join the new village should local residents choose to.

Petitioners desire to incorporate this portion of the Town because the area is distinct and essentially unrelated to the rural character of the remaining Town of Harrison. The proposed village is densely populated, urban in character, and distinct socially from the rural areas of the Town, and has much higher service needs and demands. Petitioners are also interested in protecting their boundaries from annexations by Appleton, Menasha, Kaukauna, Kimberly, and Sherwood, which have negatively affected the proposed village area in terms of lost territory, tax revenues, and community identity. This area of the Town already provides village-level services, and functions like a village. Becoming a village would enable the community to utilize the regulations, economic development tools, governance structure, and other benefits that it cannot currently realize as a town government.

The Town of Buchanan, City of Menasha, and the City of Kaukauna were recognized by Judge Sharpe as being parties of interest. However, Buchanan indicated early on that it is supporting the incorporation petition, after the Town of Harrison entered into a boundary agreement with Buchanan limiting future annexations. The City of Menasha initially intervened against the incorporation, and passed a resolution indicating a willingness to annex the entire petitioned territory and provide services to this area. However, Judge Sharpe later invalidated this resolution because it violated the boundary agreement Menasha has with Harrison, and ordered the Incorporation Review Board to disregard it. Menasha ultimately dropped its opposition to the

incorporation petition. Only the City of Kaukauna is intervening against the incorporation, and continues to oppose it.

When reviewing incorporation petitions, the Board has three options for action, according to s. 66.0203(9)(e), Wis. Stats. The Board may determine:

- 1) The petition as submitted is dismissed;
- 2) The petition as submitted is granted; and
- 3) The petition as submitted is dismissed with a recommendation that a new petition be submitted to include more or less territory as specified in the Board's findings and determination.

This determination is organized into six sections, a section for each of the Board's six statutory public interest standards found in s. 66.0207, Wis.Stats.

1) Compactness & Homogeneity – Met. This standard requires the petitioned territory to be sufficiently compact and uniform to function as a city or village. Factors include existing natural boundaries such as rivers and topography, existing political boundaries, the current and potential transportation network, employment, business, social, and recreational opportunities. A petition may be weaker with certain factors or considerations and stronger with others, but it must show that, on balance, it supports a finding of compactness and homogeneity.

The proposed village relates favorably to all of the compact and homogenous factors enumerated in the statute and case law. In particular, the proposed village has:

- Boundaries that follow readily understood physical features such as streets, highways and a power-line and bicycle path;
- Boundaries that align closely with those of the Garners Creek Watershed, the Darboy Sanitary District, and the Kimberly School District boundaries;
- A transportation system that contains a dense network of highways, local roads, bicycle and pedestrian paths, and public transit opportunities;
- A high population density, higher than many of the surrounding cities and villages in the area;
- Numerous economic and business opportunities for local residents;
- A strong sense of community, as shown by many community events, clubs, meeting places, history, and
- Land uses that tend to be urban in nature such as residential, commercial, institutional, and recreational land uses.

2) Territory Beyond the Core - **Met.** This standard requires that the territory beyond the most densely populated square mile shall:

“Have the potential for residential or other land use development on a substantial scale within the next three years. The Board may waive these requirements to the extent that water, terrain or geography prevents such development.”

Petitioners included only 887 acres of vacant, developable lands within their petition. By including a reasonable amount of vacant and developable land, along with a history of strong past and recent development activity and population growth trends, and with sewer and water services immediately available, these among other factors demonstrate the 887 acres clearly have the potential to be developed within the next three years.

3) Tax Revenue – **Met.** This standard ensures that the territory petitioned for incorporation has the capacity to raise sufficient tax revenue to function as a city or village without unduly burdening residents.

Petitioners’ proposed budget appears to be frugal but nonetheless reasonable, especially considering that the Town already provides village-level services and that the proposed budget is substantially similar to the Town of Harrison’s existing budget. This means that a host of new services, staff, and equipment will not be required. Also, the fact that the Town of Harrison has a high equalized value, low tax rate, low debt level, and a high debt capacity are also strong indicators that the new village would be starting off on solid financial footing.

4) Level of Services – Not applicable

5) Impact on the Remainder of the Town – **Met.** This standard requires that the Board consider the impact that incorporation would have upon the remainder of the town. The Board examines whether incorporation would negatively impact the remaining residents by making continued governance of the town difficult.

The remaining Town of Harrison, has a sufficient value and population to enable the town government to continue to provide the services desired by residents. The remnant would have more population and property value than any other town in Calumet County, and more than most of the existing cities and villages in the county. In addition, the shape of the remnant Town is generally compact and rational, which helps promote community identity and makes providing services more efficient.

The Town of Harrison remnant might actually benefit from the proposed village area incorporating. Currently Harrison must plan for two distinct areas, one very urban and one very rural, each with specific and unique needs, service demands, costs, expectations, etc. Incorporation of the proposed village area would result in the remaining Town being more homogenous.

For the Town of Buchanan residents, there will likely be no change at all since this incorporation petition only includes a small section of road right-of-way along CTH KK.

6). Impact on the Metropolitan Community – **Met.** This standard reviews how incorporation would impact the larger metropolitan area and region, and in particular how

incorporation would impact the larger metropolitan area's ability to resolve regional issues such as stormwater, transportation, groundwater, housing, and economic development, among other regional issues. The Board must be able to make an express finding that the proposed incorporation will not substantially hinder the solution of governmental problems affecting the metropolitan community.

The existing Town of Harrison has shown itself to be a responsible regional citizen, and a regional leader with regard to managing stormwater, and in developing bike and pedestrian trails utilized by residents throughout the Fox Valley. The Town of Harrison has developed intergovernmental boundary agreements with most of its municipal neighbors, and participates in regional planning efforts with the East Central Wisconsin Regional Planning Commission.

Petitioners anticipate that the new village would continue these cooperative activities, and likely expand upon them. The proposed Village of Harrison could benefit the metropolitan community because its expanded powers and authority as a village would enable it to play a more significant role in community development. For example, expanded economic development powers such as Tax Incremental Financing (TIF) would help the new village grow the commercial and industrial base of the region, as well as finance projects to improve regional stormwater management, transportation projects, and recreational and cultural opportunities.

Having met all of the Incorporation Review Board's statutory standards in s. 66.0207 Wis. Stats., the Board finds that the petition should be granted.

The Board thanks Petitioners and Town of Harrison staff for all the materials, presentations and requested information, which greatly facilitated the Board's review.



TO: Common Council
FROM: Mayor Merkes
DATE: 12 December 2012

RE: Update on Progress of Springsted Study

In September the Common Council and Utility Commission selected Springsted Inc to initiate an organizational and efficiency study. The objective in commissioning the study is to work with a consulting company to assess how we currently operate and find ways to improve through departmental and cross-departmental cooperation. The main areas of study are Finance, Human Resources, IT, Parks, Public Works, and Utilities. The study will also address succession planning.

Sharon Klumpp and Dave Unmacht have been the lead staff members from Springsted.

In late September a confidential online survey was made available primarily to employees in the Finance, Human Resources, IT, Parks, Public Works, and Utilities asking for their observations and comments regarding city operations and staffing. Response was high: 82 people.

On October 8th and 9th over 60 interviews with employees from the city and utilities and elected/appointed officials were conducted in person with Sharon Klumpp and Dave Unmacht. Interviews were performed both in individual and group scenarios.

In person follow-up interviews occurred on November 28th and 29th. They also reviewed some of the themes that they observed in the interviews with both city and utility management. Management discussed these themes with both the common council president and utility commission president following the meetings with Springsted.

The survey regarding service delivery of surrounding communities is ongoing, working with Neenah, Appleton, Kaukauna, and the Town of Menasha.

Future activities include another in person meeting to discuss preliminary findings with management and common council and utility commission president in late January followed-up with a written report and presentation to elected officials and the community.

CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, December 3, 2012
MINUTES

DRAFT

A. CALL TO ORDER

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

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL/EXCUSED ABSENCES

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

D. PUBLIC HEARING

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

(five (5) minute time limit for each person)
No one spoke

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. Introduction of Kevin Kloehn as new Shift Commander for NMFR

FC Auxier announced Captain Kevin Kloehn has been promoted to Shift Commander. Captain Kloehn has been a firefighter since 1992. He has held many positions within the department. The Council recognized Captain Kloehn.

2. Administer Oath to new firefighter Mike Novy

FC Auxier introduced Mike Novy, newest firefighter for NMFR. Clerk Galeazzi administered oath. The Council welcomed Firefighter Novy.

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

Minutes to receive:

- a. Administration Committee, 11/19/12
- b. Board of Health, 10/10/12
- c. Board of Public Works, 11/19/12
- d. Committee on Aging, 10/11/12
- e. Library Board, 11/15/12
- f. NM Fire Rescue, Joint Finance & Personnel Committee, 11/27/12
- g. NM Sewerage Commission, 11/13/12
- h. Police Commission, 11/15/12
- i. Safety Committee, 10/4/12; City Hall

Communications:

- j. Comp. Stoffel, 11/26/12; Letter of Retirement
- k. DPW Radtke, 11/29/12; Wayfinding Signage Update
- l. Dept. of Administration Incorporation Review Board Meeting, 11/26/12; Incorporation of a portion of Towns of Harrison, Calumet County, & Buchanan, Outagamie County, Wisconsin, as a Village, Calumet County Circuit Court Case No. 2012CV28 – Agenda and minutes
- m. Menasha Historical Society Newsletter, December 2012

Moved by Ald. Sevenich, seconded by Ald. Langdon to receive Minutes and Communications A-M.
General discussion ensued.
Motion carried on voice vote.

DRAFT

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, 11/19/12

Board of Public, 11/5/12; recommends approval of:

2. Approval of Relocation Order for Midway Road Walk Project

NM Fire Rescue, Joint Finance & Personnel Committee, 11/27/12; recommends approval of:

3. The purchase of one Drager thermal imaging camera from Paul Conway Shields for a total of \$10,100.00

Ald. Sevenich requested to remove item 3, Purchase of one Drager Thermal Imaging Camera from Consent Agenda.

Moved by Ald. Sevenich, seconded by Ald. Zelinski to approve Consent Agenda items 1 & 2.
Motion carried on roll call 8-0.

H. ITEMS REMOVED FROM CONSENT AGENDA

Moved by Ald. Langdon, seconded by Ald. Zelinski to approve Consent Agenda item 3, Purchase of one Drager Thermal Imaging Camera from Paul Conway Shields for a total of \$10,100.00

Ald. Sevenich stated he will abstain from voting due to a conflict of interest.

General discussion ensued.

Motion carried on roll call 7-0. Ald. Sevenich – abstained.

I. ACTION ITEMS

1. Accounts payable and payroll for the term of 11/20/12 to 11/29/12 in the amount of \$865,841.99

Moved by Ald. Klein, seconded by Ald. Langdon to approve accounts payable and payroll.

Discussion ensued on expenditures.

Motion carried on roll call 8-0.

J. ORDINANCES AND RESOLUTIONS

1. O-17-12 An Ordinance Dissolving A Municipal Steam Utility

2. R-41-12 Resolution transferring the assets of the Menasha Steam Utility Enterprise

Mayor Merkes stated staff has requested Ordinance O-17-12 and Resolution R-41-12 be held until further research can be done on the transferring of the Steam Utility.

Moved by Ald. Sevenich, seconded by Ald. Krueger to hold Ordinance O-17-12 and Resolution R-41-12.
Items Held.

3. R-42-12 Resolution for Preservation of Municipal Utility PILOTs (recommended by Administration Committee and Water & Light Commission)

Moved by Ald. Sevenich, seconded by Ald. Langdon to adopt R-42-12.

Motion carried on roll call 8-0.

4. R-43-12 – Resolution declaring 12/12/12 as Aaron Rodgers Day in the City of Menasha

Moved by Ald. Sevenich, seconded by Ald. Benner to adopt R-43-12.

Motion carried on voice vote.

5. R-37-12 Resolution for Preservation of Tax Exempt Financing (Introduced by Mayor Merkes) (recommended by Administration Committee & Water & Light Commission)

Moved by Ald. Sevenich, seconded by Ald. Krueger to adopt R-37-12.

Motion carried on roll call 8-0.

K. APPOINTMENTS

L. HELD OVER BUSINESS

DRAFT

M. CLAIMS AGAINST THE CITY

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

No one spoke

O. ADJOURN

Moved by Ald. Krueger, seconded by Ald. Langdon to adjourn at 6:26 p.m.
Motion carried on voice vote.

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



City of Neenah
 211 Walnut Street
 P.O. Box 426
 Neenah, WI 54957-0426

Billing Information
 Phone: 920-886-6146
 Fax: 920-886-6150
 E-Mail: NHandevidt@ci.neenah.wi.us

Purchase Order

P.O. Number:	Date:
13 - 1	12/03/2012

Bill To:
 City of Neenah
 Attn: Fire
 211 Walnut Street
 Neenah, WI 54956

Ship To:
 Fire Station 32
 Attn: Fire
 125 E. Columbian Avenue
 Neenah, WI 54956

Vendor:
 0008452
 Baycom Inc
 2040 Radisson Street
 Green Bay, WI 54302

Ordered By Steven DeLeeuw	Department Fire	Telephone # (920) 886-6200	Tax Exempt # 0000377026	Federal EIN 39-6005543
-------------------------------------	---------------------------	--------------------------------------	-----------------------------------	----------------------------------

Operating Budget
 Capital Project
 Capital Equipment/Outlay

(Press the F9 key at anytime to update the total calculations below)

QTY	DESCRIPTION	ACCOUNT #	UNIT COST	TOTAL
6.00	DIGITAL INTERCOM	180-2481-712-8113	\$980.00	\$5,880.00
7.00	MR-CABLE	180-2481-712-8113	\$192.00	\$1,344.00
24.00	WIRELESS HEADSET UNDER HELMET RADIO TRANSMIT	180-2481-712-8113	\$541.00	\$12,984.00
12.00	WIRELESS BASE, SINGLE CHANNEL	180-2481-712-8113	\$443.00	\$5,316.00
6.00	WIRELESS BASE 5 CHANNEL	180-2481-712-8113	542.00	\$3,252.00
24.00	HANGER HOOK, YELLOW NFPA FOR HEADSET	180-2481-712-8113	\$9.82	\$235.68
1.00	WIRELESS 4 PERSON COMHUB PORTABLE SYSTEM	180-2481-712-8113	\$2,950.00	\$2,950.00
1.00	MR TO CR ADAPTOR	180-2481-712-8113	\$49.20	\$49.20
3.00	TRITON WIRELESS HEADSET BEHIND HEAD 1 WAY PUSH US/CAN YELLOW	180-2481-712-8113	\$685.00	\$2,055.00
1.00	PORTABLE INTERCOM BAG RED FOR WIRELESS COMHUB	180-2481-712-8113	\$98.45	\$98.45
1.00	FREIGHT	180-2481-712-8113	\$300.00	\$300.00

****Please Note: You must now enter Freight as a line item above with an account number!**

Special Instructions: AS PER BUDGET	SUBTOTAL	\$34,464.33
	TAX	EXEMPT
	TOTAL	\$34,464.33

Department Head Approval - Signed by Al E Auxier/Fire/Neenah on 12/03/2012 12:55:59 PM, accordin...

The need for an Inflatable Fire Safety Skills review tool:

By: Dan Schultz, Shift Commander

Date: December 6, 2012

Currently, at NMFR we are limited to what we have available to draw citizens in and enforce fire safety skills. The idea behind an inflatable is to first create an attraction that will draw citizens to our area (at community events, open house, etc.) so that we can get them to come over and talk with us. This gives our Department the opportunity to talk with them on fire safety skills and new fire safety standards that impact them (example: new State of Wisconsin carbon monoxide law in all residential structures). First, this inflatable will be a "billboard" that will attract citizens in a colorful way with a lot of messaging on it for fire safety. Second, the tool will allow our firefighters to educate and reinforce skills needed for fire safety in the home. We will start the education process with a padded surface and discuss "stop-drop-and-roll", "stay-low-and-go", and checking smoke/CO detectors. These are all valuable skills for our citizens to know. The inflatable then provides an interactive tool that reinforces these techniques in a fun environment. The inflatable is for both children and adults, so FAMILIES can have fun in the activity. It also will encourage parents to take an active part in these fire safety exercises.

We all know that smoke and CO detectors save lives. One thing NMFR members have seen, when going into homes, is the lack of working smoke/CO detectors. In a review of fires that we responded to from January 1, 2007 through December 31, 2011, we found in 41% of these incidents that the smoke detectors either did not work or it was unknown if the alarms activated. This is an alarming number when we look at the value of these detectors in saving lives. We feel this tool will be another way for us to encourage the proper maintenance of these detectors.

We have had in-depth discussions that this will not be a "free for all toy" at events we take it to. It truly is a tool for fire safety. Before we were approved any funding from FEMA, our request went through an extensive study by their Public Education team. They felt that this is a great tool for what our intent is and how we were going to integrate it into our fire safety program. FEMA would not release this money if they did not feel it was an appropriate tool for fire safety education.

With your support we will bring this tool in and our Public Education Team will implement its use. We will begin with using it at our Open Houses, Community Events, and Fire Safety Contest Winners "day at the fire station". We feel this tool has the potential to be integrated into the school system as part of a way to reinforce our fire safety skills message. This tool is an addition to what we currently offer and this will only be used in applications that it is appropriate. We will develop an application guideline that will strictly regulate which one of our fire education tools will be used for each type of event. This guideline will control the use of this tool and prevent it from being a "toy". We have already sought out legal comment from the City Attorney's, Jim Godlewski returned with comments supporting its purchase as long as there is control by NMFR members when it is used at events. (I have attached Attorney Godlewski's email). We will accomplish this by limiting what events that we use it at and having a system in place on its proper use with our personnel. One thing to note: this is not a "bouncy house". For the most part, this exercise practice tool has the participants crawling or rolling throughout, no sections of this tool requires or encourages "bouncing" or running.

As of this time we have no other direction that we feel we could go with this funding that will meet FEMA guidelines and requirements. They have approved this application of funds for fire safety and we truly feel it would be a great asset to our public education efforts. If you decide against this purchase the money will go back to FEMA and we will not see any benefit from it, in addition we may see grant funding reduced in the future from AFG "Assistance to Firefighters Grant". We have been highly successful in securing funding from this grant, some of the awards have been; new Fire Station 36, SCBA's, Cascade Systems, Rehab equipment, Wellness, Driver's Simulator, and Smoke Detector Grants. The department's match funding will be coming from non-budget funds, funds that are to be sole used for Fire Education. This fund is rarely used and we feel this is a worthy cause to use it on.

This tool creates a new avenue for us to spread our education message. One that creates excitement! When we can create excitement in our messaging, it carries our message a lot farther than those we directly touch.

In this packet you will find the following:

- FEMA application amendment/approval
- Picture of similar inflatable
- City of Waco, TX, City of Brunswick, OH and Kentucky Office of Homeland Security letters
- Inflatable Images Information
- Email Response from Neenah City Attorney Godlewski

Please support us on this project. It will make an impact in the communities of Neenah and Menasha.

[[Reply](#)]

To: Kevin Shelley
Date: 11/23/2012
Subject: Re: award number EMW-2008-FR-00414
From: firegrants@dhs.gov

EMW-2008-FR-00414
Neenah Menasha Fire Rescue
Tara Theisen

Your amendment has been approved. Your grant has been amended in the Assistance to Firefighters eGrants System. Please go to the website at <https://portal.fema.gov> to view your amendment package. After logging in, select the Manage Grant option on the status page and then select Grant Amendment(s) link in the menu.

[[Go Back](#)]

Request Grant Amendment

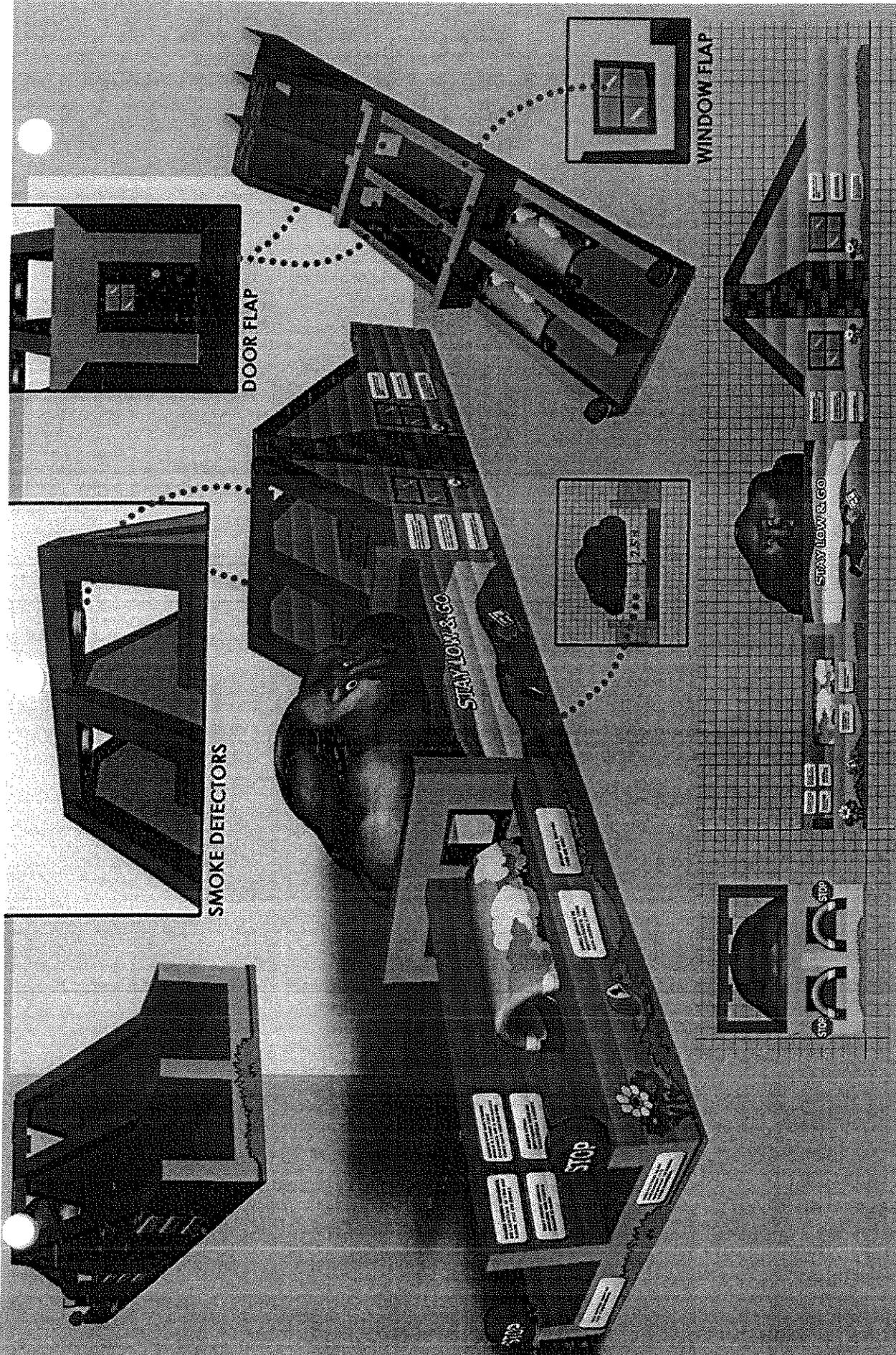
Amendment Number: EMW-2008-FR-00414-004

Federal share awarded:	186,400.00
Federal share requested:	153,966.00
Amount paid to date:	153,966.00
Amount of pending payments:	0.00
Balance of federal funds:	32,434.00

Grant Amendment Request

You may either type your request in the space provided below; or create the text in your word processing system and then copy it into the space provided below.

The intent of this request is to add a new program to our Public Education approach on how we present fire safety. We would like to purchase an Inflatable Fire Safety Obstacle Course that we could use in multiple setting. It will be a fun way to teach kids fire safety ideas like "Stop Drop and Roll", "Crawl Low in Smoke", and the reinforcement of checking smoke detectors. This Inflatable would allow us to teach the fundamentals prior to the obstacle course and let them practice in fun exercise what they learn. The Inflatable will be heavy duty and will allow for adults to use the product. This gives us an opportunity to allow fun "family" interaction in a positive fire safety environment. The Inflatable will be large in size, 13.75' high x 14.25' wide x 72.5' long. Allow us to use this as a billboard that will be eye appealing and will provide public/fire safety messaging and branding. We will have this Inflatable made in two parts so that it provides flexibility to be used at two community events and in small environments within school gymnasiums and churches. The Inflatable will start with a "Stop, Drop and Roll" section followed by a crawl through a door/window simulation exiting the building. There will then be a "Crawl Low in Smoke" or "Stay Low and Go" activity and again exiting through a simulated door. The second part of the inflatable will have a "stairs" activity with a simulated checking of a smoke detector followed by a slide to safety. This reinforces multiple messages of fire safety in a fun and exciting activity that will instill a positive message imprint when the children and parents walk away. This fire education tool will allow us to be proactive and present a positive image at community events, annual fire department open houses, and we can tie it into our school programs. This program ties in a fun element to our existing fire education messages with a positive reinforcement. We will be using a current public safety vehicle that we have and a trailer for storage and transportation. We also have an existing generator that we will use when in areas without power to operate the fans. The Fire Safety Obstacle Course is manufactured by Inflatable Images, A Division of Scherba Industries, Inc. It is priced at \$14,995.00. We would also need four 2" folding padded mats, 4' x 8' in size, that will be used for entrance and exit to the inflatable for safety of the occupants coming on and off the device. These are \$139.95 each from www.gymmatdiscount.com, we would need 4 for full coverage for a Total of \$559.80. Shipping on all items will be approximately \$1,100.20. Total request of amendment is \$16,655.00. FEMA share is \$12,491.25, NMFR share is \$4,163.75.



SMOKE DETECTORS

DOOR FLAP

STAY LOW & GO

STOP

WINDOW FLAP

STAY LOW & GO

 INFLATABLE IMAGES	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> EXISTING	<input type="checkbox"/> EXISTING W/CHANGES <input type="checkbox"/>	DESIGN APPROVAL DATE	REMOVED BY NC VERSION 1 DATE 6-25-12
	PRODUCT NAME FIRE SAFETY OBSTACLE COURSE			SIZE (HXWXD) 13.75'HX14.25'WX72.5'L

While every effort will be made to produce a product to match this rendering, slight variations may occur during the manufacturing process. The appearance of the final product may vary.



Fire Administration

1016 Columbus Avenue
Waco, Texas 76701
254/750-1740
254/750-1769 - Fax

March 10, 2010

Hector Marinaro
Inflatable Images

Hector,

I greatly enjoyed working with you on ordering our inflatable fire safety house. I had high hopes before it came in and have now received the fire safety house and it more than exceeded my expectations. The artwork is excellent and the safety messages are plentiful and educational. The overall quality of the entire product is amazing! I look forward to using this inflatable fire safety house for years to come!!!

Thank you,

Jeffrey T. Wilhelm
Jeffrey T. Wilhelm
Fire Prevention Specialist
City of Waco Fire Department
Waco, Texas



FW: Lessons Learned State Fair
 Hector Marinaro
 to:
 DSchultz
 12/06/2012 01:05 PM
 Hide Details
 From: "Hector Marinaro" <H.Marinaro@Scherba.Com>
 To: <DSchultz@nmfire.org>,

2 Attachments



Lobby 060.JPG May 2009 - June 2009 171.jpg

Testimonial

From: State Fire Rescue Training Area 14 (alc) [<mailto:fireresq@kyol.net>]
Sent: Wednesday, April 14, 2010 2:02 PM
To: Hector Marinaro
Subject: Re: Lessons Learned Stae Fair

The Kentucky Office of Homeland Security, Kentucky Fire Commission, & State Fire Rescue Training - Public Education Child Safety House & Fire Truck Slide have been a wonderful addition to our training program. In the first 6 months our Inflatable Units were used by more than 24,000 children and viewed by more than 600,000 people. We are very pleased with the units themselves and also by the response to them across the Commonwealth. We receive request for their use daily and the schedule for the next year is already filling up.

Charles Shaw
 State Fire Rescue Training Area 14
 385 Old Greensburg Rd.
 Campbellsville, KY 42718
 Ph: 270-465-8633
 888-234-1780
 Fax: 270-465-8730
 Email: fireresq@kyol.net



EDUCATION POINTS

CHILDREN RETAIN MORE INFORMATION WHILE HAVING FUN!

**STRATEGICALLY POSITIONED HOMELAND SECURITY
DERIVED INSTRUCTIONAL ARTWORK AS FOLLOWS:**

- **CALL 911 ONLY IN AN EMERGENCY. IT'S IMPORTANT TO KNOW YOUR ADDRESS.**
- **HAVE AN ESCAPE PLAN. THE BEST PLANS HAVE 2 WAYS TO GET OUT OF EACH ROOM.**
- **NEVER PUT ANYTHING OVER A LAMP LIKE CLOTHES OR A BLANKET, NOT EVEN WHEN PLAYING. THEY CAN CATCH FIRE.**
- **NEVER TOUCH MATCHES OR LIGHTERS. IF YOU SEE THEM, TELL AN ADULT.**
- **NEVER STICK ANYTHING INTO AN ELECTRICAL OUTLET.**
- **NEVER LIGHT OR PLAY WITH BURNING CANDLES. DO NOT LEAVE THEM UNATTENDED.**
- **IF YOU HAVE SECURITY BARS, MAKE SURE YOU KNOW HOW TO OPEN THEM IN CASE OF FIRE.**
- **ALWAYS BLOW OUT BEFORE YOU GO OUT!**
- **KEEP PAPERS & MAGAZINES AWAY FROM FIREPLACE.**
- **SMOKE RISES DURING A FIRE. THE SAFEST AIR IS DOWN LOW.**
- **TEST SMOKE DETECTORS EVERY MONTH. CHANGE BATTERIES TWICE A YEAR.**
- **IF WALL SOCKET IS OVERLOADED, IT CAN CAUSE A FIRE.**
- **SECOND STORY TEACHES KIDS TO STAY LOW, CRAWL OUT THE WINDOW TO THE WAITING FIRE TRUCK LADDER (SLIDE).**

contact Hector Marinaro

800-783-5717 x188

h.marinaro@scherba.com www.inflatablefiresafetyhouse.com

2880 Interstate Parkway Brunswick, Ohio USA 44212

© Scherba Industries, Inc. 2009



Re: Inflatable Fire Safety Training tool

Jim G Godlewski to: Dan N Schultz

Cc: Al E Auxier, pcaptain, pcaptain

11/27/2012 01:39 PM

Hi Dan:

Looks like a fun activity. As with any physical activity involving young children, it is essential that the activity be well supervised by NMFR staff that are trained in the operation and function of the obstacle course. Given recent reports regarding the increase in injuries related to the increased use of inflatable bounce houses (see,

<http://www.npr.org/blogs/health/2012/11/26/165915638/some-kids-bounce-straight-to-the-emergency-room>), such supervision is absolutely essential. Beyond that, the activity may be covered under either recreational immunity or the assumption of risk by participants in sporting activities under the statutes. Given that the participants are minors, a parent or guardian should give permissions to participate. A full release may be desirable, but probably impractical. The most important thing is to make sure that the use of the inflatable is well supervised by trained firefighters.

Pam, any additional thoughts?

Jim Godlewski
Neenah City Attorney
PO Box 426
Neenah, WI 54957-0426
920-886-6106
920-886-6109 (fax)

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Dan N Schultz

Good morning Jim and Pam, Neenah-Menasha...

11/27/2012 09:09:08 AM

From: Dan N Schultz/Fire/Neenah
To: Jim G Godlewski/Neenah@Neenah, pcaptain@ci.menasha.wi.us, pcaptain@menasha.ci.wi.us,
Cc: Al E Auxier/Fire/Neenah@Neenah
Date: 11/27/2012 09:09 AM
Subject: Inflatable Fire Safety Training tool

Good morning Jim and Pam,

Neenah-Menasha Fire Rescue had some surplus funding from a 2008 Assistance to Firefighters (FEMA) grant award. With this surplus funding we were directed to use it toward Public Education. Our Administration Pub Ed team is interested in an Inflatable Obstacle coarse like the picture attached. I submitted for an amendment with FEMA to use the available surplus funding for this purchase and they have approved my amendment. Are there any concerns from a Legal standpoint for the Cities that would cause us not to pursue this? We feel it will be a great tool for the reinforcement of the skills we teach in a fun activity. We will be using this mainly at community events where both parents and children will be able to practice their skills. There may also be the potential for this to be implemented into our current school programs that we conduct.

We are on a tight time frame to spend the money since it is money that dates back to 2008. If I could get a reply back from both of you by the end of the week I would greatly appreciate it.
{attachment "LONG OBSTA CORSE.JPG" deleted by Jim G Godlewski/Neenah}

Dan Schultz
Shift Commander
Grant Administrator
Neenah-Menasha Fire Rescue
(920)886-6200
dschultz@nmfire.org

FIRE CHIEF
JAMES BAIRD

ASST. FIRE CHIEF
RICK BARBER

CITY OF BRUNSWICK DIVISION OF FIRE



February 28, 2008

I am proud to introduce the all new inflatable Fire Safety House from Inflatable Images. The inflatable Fire Safety House has proven to be an economical alternative to the higher priced hard shell fire safety trailer. In addition, it has proven to be more versatile in its educational value.

Although our department had already invested in a hard shell trailer, we approached Inflatable Images to design a resourceful, child oriented, logistically friendly, eye catching and cost efficient alternative.

The results have been nothing but outstanding! I am proud to make my full recommendation for the inflatable Fire Safety House as an effective learning tool and fire department friendly asset. The City of Brunswick Division of Fire Safety fully endorses the use of the Inflatable Images Fire Safety House for educational use.

Yours very truly,

A handwritten signature in cursive script that reads "M.T. Matthew Payne".

Matthew Payne
Lieutenant - City of Brunswick Fire Department



4383 CENTER ROAD - BRUNSWICK, OHIO 44212

PHONE: (330) 225-2760 - FAX: (330) 273-8070 - DISPATCHER PHONE: (330) 225-6111 - FAX: (330) 225-6002 - <http://www.brunswick.oh.us>

CITY OF MENASHA DISBURSEMENTS

Accounts Payable for 12/6/12-12/13/12 Checks # 35645-35770	\$ 296,587.44
Payroll Checks for 12/13/12	<u>179,052.50</u>
Total	\$ 475,639.94

Medical Expense Reimbursement Trust-Retirement Pay Out

Menasha Employees Credit Union-Employee Deductions

United Way-Employee Donations

Wisconsin Support Collections-Child/Spousal Support

WI SCTF-Child Support Annual Fee

**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: 12/6/2012

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ACCURATE	35645	12/6/2012	1216861	731-1022-541.30-18	14.40	14.40 Panel Screw
			Total for check: 35645		14.40	
ADVANTAGE POLICE SUPPLY INC	35646	12/6/2012	2402	100-0801-521.30-15	620.00	620.00 Body Armor
			Total for check: 35646		620.00	
JF AHERN CO	35647	12/6/2012	172760	731-1022-541.21-06	110.90	110.90 Fire Ex/Replacement Unit
			Total for check: 35647		110.90	
AIRGAS NORTH CENTRAL	35648	12/6/2012	9010207230	731-1022-541.30-18	121.53	121.53 Mig Wire
			Total for check: 35648		121.53	
BADGER STOP	35649	12/6/2012	12-0060	743-0403-513.24-04	400.00	400.00 WI Trooper Assoc Interfac
			Total for check: 35649		400.00	
BATTERIES PLUS LLC	35650	12/6/2012	508-166358	100-0801-521.24-03	51.80	51.80 PD Basement Emg Exit Lite
			Total for check: 35650		51.80	
BERGSTROM	35651	12/6/2012	123515	731-1022-541.38-03	160.12	160.12 Belt Kit/Transmit
		12/6/2012	80866	731-1022-541.29-04	42.73	42.73 Maintenance
			Total for check: 35651		202.85	
BMO HARRIS BANK NA	35652	12/6/2012	4030229	100-0202-512.21-06	260.00	260.00 Monthly Fees
			Total for check: 35652		260.00	
CALUMET COUNTY REGISTER OF DEEDS	35653	12/6/2012		100-0304-562.21-08	18.00	18.00 Copy of Ponds of Menasha
			Total for check: 35653		18.00	

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CASPER'S TRUCK EQUIPMENT INC	35654	12/6/2012	62562	731-1022-541.38-03	286.50	Parts
			Total for check: 35654		<u>286.50</u>	
CDW GOVERNMENT INC	35655	12/6/2012	T055544	743-0403-513.29-01	1,003.53	Toner
		12/6/2012	T090742	743-0403-513.30-15	60.28	Replacement Drive/SAN
			Total for check: 35655		<u>1,063.81</u>	
COMMUNITY HOUSING COORDINATOR	35656	12/6/2012	169	100-0304-562.21-06	1,800.00	2012 Comp Housing Plan Administration
			Total for check: 35656		<u>1,800.00</u>	
CRESCENT ELECTRIC SUPPLY COMPANY	35657	12/6/2012	087-387371-00	207-0707-552.30-18	40.56	Conduit/Marina
		12/6/2012	087-417810-00	731-1022-541.82-01	113.08	Radio Building/PWF
		12/6/2012	087-418104-00	731-1022-541.82-01	8.29	Radio House/Traffic Loop
			Total for check: 35657		<u>169.96</u>	
			Total for check: 35657		<u>169.96</u>	
VALERIE DAVIS	35658	12/6/2012	MILEAGE	100-0903-531.33-01	24.66	November Mileage
			Total for check: 35658		<u>24.66</u>	
DIGICORPORATION	35659	12/6/2012	126919	266-1027-543.30-18	15.00	Laminate Recycling Poster
		12/6/2012	126960	100-0000-134.00-00	415.00	Business Card Base Stock
		12/6/2012	126974	100-0402-513.29-01	464.00	Envelopes/Assessor's
			Total for check: 35659		<u>558.00</u>	(336.00) Envelopes/Assessor's
FACTORY MOTOR PARTS CO	35660	12/6/2012	18-1174317	731-1022-541.38-03	248.87	Regulator/Motor Assembly
		12/6/2012	18-1174393	731-1022-541.38-03	152.16	Motor Asy & Core Charge
		12/6/2012	18-1174639	731-1022-541.38-03	19.07	Glow Plug
		12/6/2012	18-1175187	731-1022-541.38-03	161.37	Pad Kit

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FACTORY MOTOR PARTS CO...	35660...	12/6/2012	18-1175379	731-1022-541.38-03	(150.33)	Motor Assy/Credit
			Total for check: 35660		431.14	
FERGUSON ENTERPRISES #448	35661	12/6/2012	0815344	100-0703-553.30-18	124.99	PVC
		12/6/2012	0818317	625-1010-541.30-18	94.22	Kernan Backyard Drain
			Total for check: 35661		219.21	
FERGUSON WATERWORKS #1476	35662	12/6/2012	0123079	625-1010-541.30-18	411.00	Grate/Curb Inl Frm/Plate
		12/6/2012	0123603	625-1010-541.30-18	540.04	Kernan Backyard Drain
			Total for check: 35662		951.04	
GERMANIA HALL	35663	12/6/2012		100-0204-512.20-02	761.10	Pollworkers Lunch
			Total for check: 35663		761.10	
GUNDERSON UNIFORM & LINEN RENTAL	35664	12/6/2012	1482248	100-0801-521.30-13	33.12	Towels/Mats
			Total for check: 35664		33.12	
KURT'S SERVICES	35665	12/6/2012		625-1010-541.82-02	2,900.00	1229 & 1233 Deerfield Ave
			Total for check: 35665		2,900.00	
LINCOLN CONTRACTORS SUPPLY INC	35666	12/6/2012	R14244	100-1008-541.30-18	84.00	Paving Breaker
			Total for check: 35666		84.00	
MARQUETTE UNIVERSITY DENTAL ALUMNI	35667	12/6/2012		100-0916-531.30-18	46.00	Toothbrushes
			Total for check: 35667		46.00	
MATTHEWS TIRE & SERVICE CENTER	35668	12/6/2012	45606	731-1022-541.38-02	402.00	Tire & Repair

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MATTHEWS TIRE & SERVICE CENTER...	35668...	12/6/2012	45646	731-1022-541.38-02	1,337.84	Tires		
				Total for check: 35668				
				1,739.84				
MENARDS-APPLETON EAST	35669	12/6/2012	8841	266-1028-543.30-18	148.17	Clog Free Leaf Rakes		
			9137	100-0703-553.24-03	9.00	Concrete Crack Seal		
			9213	100-0703-553.24-03	3.98	Caulk		
			Total for check: 35669					
161.15								
MENASHA UTILITIES	35670	12/6/2012	003963	100-1012-541.30-18	175.14	16-250 HSP Light Bulbs		
			3975	625-0401-513.25-01	1,380.28	Storm Charge		
			Total for check: 35670					
			1,555.42					
MENASHA-NEENAH MUNICIPAL COURT	35671	12/6/2012				Report #12-3844		
						Report #12-515		
						Report #12-514		
			Total for check: 35671					
454.80								
MINNESOTA LIFE INSURANCE COMPANY	35672	12/6/2012				2,452.46 Life Insurance		
			Total for check: 35672					
			2,452.46					
MODERN BUSINESS MACHINES	35673	12/6/2012	26296943	743-0403-513.29-01	173.51	Contract Meters		
			Total for check: 35673					
			173.51					
N&M AUTO SUPPLY	35674	12/6/2012	423215	731-1022-541.38-03	31.98	Tailgate Handle		
			424516	731-1022-541.38-03	103.06	Oil Filters/Flasher/Kit		
			Total for check: 35674					
			135.04					
NEENAH-MENASHA SEWERAGE COMMISSION	35675	12/6/2012	2012-187	601-1021-543.21-01	1,705.75	Legal Reimbursement		
			2012-189	601-1021-543.25-01	58,399.01	Wastewater Treatment Chgs		
			Total for check: 35675					
1,705.75								

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NEENAH-MENASHA SEWERAGE COMMISSION...	35675...	12/6/2012	2012-195	601-1021-543.25-01	18,642.00	December Interest & Debt
			Total for check: 35675		78,746.76	
OFFICE DEPOT	35676	12/6/2012	3078967	100-0201-512.30-10	11.61	Office Supplies
				100-0203-512.30-10	11.61	Office Supplies
				100-0101-511.30-10	11.61	Office Supplies
				100-0202-512.30-10	23.39	Office Supplies
				100-0204-512.30-10	14.53	Office Supplies
				100-0405-513.30-10	11.25	Office Supplies
			Total for check: 35676		84.00	
PACKER CITY INTERNATIONAL	35677	12/6/2012	3-223120041	731-1022-541.30-18	37.20	Fluid
			3-223210020	731-1022-541.38-03	423.07	Filters/Lights/Lamps/Kit
			3-223210048	731-1022-541.38-03	135.18	Fan & Filters
			3-223250004	731-1022-541.38-03	12.30	Lamp
			Total for check: 35677		607.75	
PIGGLY WIGGLY MIDWEST LLC	35678	12/6/2012	8316030	100-0905-531.30-18	32.30	Supplies
			Total for check: 35678		32.30	
REGISTRATION FEE TRUST	35679	12/6/2012		100-0801-521.29-05	75.00	PD Vehicle Registration
			Total for check: 35679		75.00	
REGISTRATION FEE TRUST	35680	12/6/2012		731-1022-541.29-05	5.00	Registration Change
			Total for check: 35680		5.00	
ROSS IMAGING LLC	35681	12/6/2012	129008	743-0403-513.29-01	850.73	Copy Contract
			Total for check: 35681		850.73	

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SWIDERSKI POWER INC	35682	12/6/2012	IF13960	731-1022-541.38-03	169.93	Rod/Bolt/Filler Assy
	Total for check: 35682				169.93	
TAPCO	35683	12/6/2012	1409394	100-1008-541.30-18	2,566.67	Wayfinding Signage
	Total for check: 35683				2,566.67	
TERRA ENGINEERING & CONSTRUCTION	35684	12/6/2012		601-0000-201.04-00	13,183.41	Final/Phase 4 Wastewater Collection System Rehab
				601-0000-196.00-00	(12,767.90)	Final/Phase 4 Wastewater Collection System Rehab
	Total for check: 35684				415.51	
TRI-CITY HOME IMPROVEMENTS	35685	12/6/2012		733-0206-512.73-01	15,635.00	Storm Dam/Jefferson Park
	Total for check: 35685				15,635.00	
UNIFIRST CORPORATION	35686	12/6/2012	097 0125665	731-1022-541.20-01	128.57	Uniform/Supply Cleaning
	Total for check: 35686				128.57	
UNITED PAPER CORPORATION	35687	12/6/2012	57271	266-1027-543.30-18	147.71	Door Knob Bag
				100-1016-543.30-18	147.70	Door Knob Bag
	Total for check: 35687				295.41	
US CELLULAR	35689	12/6/2012		100-0201-512.22-01	30.24	City Attorney
				100-0202-512.22-01	16.27	Personnel
				100-0401-513.22-01	2.29	Comptroller
				100-1019-552.22-01	(0.16)	Bridges
				743-0403-513.22-01	(15.79)	IT Department
				601-1020-543.22-01	(0.74)	Confined Space
				100-1001-514.22-01	48.59	Bldg Services
				100-0801-521.22-01	297.01	Police Dept
				100-0803-521.22-01	6.73	Police Dept/CSO
				100-0919-531.22-01	5.15	Health Dept/Nett
				100-0904-531.22-01	45.20	Health Dept/Drew

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US CELLULAR...	35689...	12/6/2012...	...	100-1002-541.22-01	44.56	Engineering Dept
				100-0702-552.22-01	18.56	Park & Rec/Tungate
				100-0703-553.22-01	215.46	Park & Rec Dept
				100-0304-562.22-01	137.75	Community Development
				731-1022-541.22-01	157.27	Public Works Dept
				100-1008-541.22-01	7.20	DPW/Sign Shop
				601-1020-543.22-01	(0.74)	DPW/Sewer Truck
			Total for check: 35689	1,014.85		
WE ENERGIES	35690	12/6/2012		100-1012-541.22-03	2,218.25	Street Lights
				100-0703-553.22-03	37.50	Conservancy Lighting
				Total for check: 35690	2,255.75	
WE ENERGIES	35691	12/6/2012		267-0102-581.22-04	21.44	Steam Utility
				Total for check: 35691	21.44	
WIL-KIL PEST CONTROL	35692	12/6/2012	2156422	731-1022-541.20-07	64.00	Contract/PWF
				Total for check: 35692	64.00	
WINNEBAGO COUNTY TREASURER	35693	12/6/2012	3741	100-0805-521.25-01	463.14	Inmate Charges
		12/6/2012	3747	100-0203-512.21-08	60.00	Site Improve Agreements
				100-0402-513.29-01	14.00	Laredo Copies
				Total for check: 35693	537.14	
				121,306.05		

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A&W TOWING	35694	12/13/2012	891924	100-0801-521.29-05	90.00	90.00 Ref #12-3889
			Total for check: 35694		90.00	
	35695	12/13/2012	9506	100-0920-531.24-03	66.01	66.01 Filter Repair Kit/Filter Senior Center Furnaces
ACCURATE	35696	12/13/2012	1217211	731-1022-541.30-18	213.25	213.25 Shrink Wrap/Misc Hardware
		12/13/2012	1217342	100-1008-541.30-18	38.44	38.44 Hose Clamp
		12/13/2012	1217385	731-1022-541.30-18	113.54	113.54 Nuts/Washers/Pins
		Total for check: 35696		365.23		
APARSI SOLUTIONS LLC	35697	12/13/2012	APA3472	100-0801-521.21-06	236.25	236.25 Interpret
			Total for check: 35697		236.25	
APPLETON ELECTRONICS SUPPLY LLC	35698	12/13/2012	8308	731-1022-541.38-03	19.98	19.98 Switch
			Total for check: 35698		19.88	
BADGER HIGHWAYS CO INC	35699	12/13/2012	158817	100-1003-541.30-18	210.17	210.17 Hotmix
			Total for check: 35699		210.17	
JAMES BANKO	35700	12/13/2012	BANKO	100-1006-541.30-18	50.00	50.00 Mailbox Damage
			Total for check: 35700		50.00	
BATTERIES PLUS LLC	35701	12/13/2012	508-166586	100-1001-514.24-03	17.95	17.95 Batteries
			Total for check: 35701		17.95	
BECK ELECTRIC INC	35702	12/13/2012	D0812-COM-ED11	100-1008-541.24-04	289.25	289.25 9th & Appleton Rd Signal

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BECK ELECTRIC INC...	35702...	12/13/2012	D1112-COM-3D13	100-1008-541.24-04	240.50	Traffic Signal Repairs & Replacement
				Total for check: 35702	529.75	
BERGSTROM	35703	12/13/2012	123675	731-1022-541.38-03	92.49	Test Element
				20115	32.06	Enab Wire Asy
				Total for check: 35703	124.55	
CALUMET COUNTY REGISTER OF DEEDS	35704	12/13/2012	481778	100-0304-562.21-08	30.00	Agreement/City of Menasha & Convenience Store
				Total for check: 35704	30.00	
CAREW CONCRETE & SUPPLY CO INC	35705	12/13/2012	924511	625-1003-541.30-18	41.50	Bag-11-AE
				Total for check: 35705	41.50	
CAVANAUGH CARRIAGES	35706	12/13/2012		100-0702-552.20-05	375.00	Hayride
				Total for check: 35706	375.00	
CORE COMMERCIAL INC	35707	12/13/2012	1039	492-0304-562.21-10	181.86	Domain Hosting Lake Park
				Total for check: 35707	181.86	
DARBOY STONE & BRICK	35708	12/13/2012	150035-000	207-0707-552.30-18	43.20	Brown Granite
				Total for check: 35708	43.20	
DECKER HOMES INC	35709	12/13/2012		100-0000-422.02-00	41.07	Refund-Overcharge 1129 Silver Birch
				100-0000-422.03-00	41.07	Refund-Overcharge 1129 Silver Birch
				Total for check: 35709	82.14	
DIGICORPORATION	35710	12/13/2012	126979	100-0401-513.29-01	196.00	Finance Envelopes
				100-0000-134.00-00	(120.00)	Finance Envelopes
				266-1027-543.29-01	560.00	Recycling Calendars

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DIGICORPORATION...	35710...	12/13/2012	127092	266-1027-543.29-01	166.50	Refuse/Recycle Brochures
				100-1016-543.29-01	166.50	Refuse/Recycle Brochures
		12/13/2012	127093	266-1027-543.29-01	145.12	Refuse/Recycle Brochures
				100-1016-543.29-01	145.13	Refuse/Recycle Brochures
		12/13/2012	127094	266-1027-543.29-01	1,070.00	Recycle Handouts/Guides
			Total for check: 35710		2,329.25	
ENNIS TRAFFIC SAFETY SOLUTIONS	35711	12/13/2012	10241259	100-1008-541.30-18	71.46	Paint
				Total for check: 35711	71.46	
FOX VALLEY TRUCK	35712	12/13/2012	501004	731-1022-541.38-03	190.14	Link
				Total for check: 35712	190.14	
FRANK O ZEISE CONSTRUCTION CO INC	35713	12/13/2012	ZEISE	625-0000-201.18-00	1,000.00	Refund Erosion Control Deposit
				Total for check: 35713	1,000.00	
ARTHUR J GALLAGHER RMS INC	35714	12/13/2012	657466	733-0206-512.51-08	570.00	Crime Renewal
				Total for check: 35714	570.00	
GANNETT WISCONSIN MEDIA	35715	12/13/2012	0906801489	100-0405-513.29-02	677.02	Legals
				Total for check: 35715	677.02	
ANN GOLLNER	35716	12/13/2012	EXPENSE	100-0801-521.34-03	221.32	October/November Expense
				Total for check: 35716	221.32	
GOVERNMENT FINANCE OFFICERS	35717	12/13/2012	123004	100-0000-141.00-00	190.00	Membership Renewal
				Total for check: 35717	190.00	

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GUNDERSON UNIFORM & LINEN RENTAL	35718	12/13/2012	1480707	100-0801-521.30-13	33.30	Uniform/Supply Service
				Total for check: 35718	33.30	
KARA HOMAN	35719	12/13/2012	MILEAGE	100-0304-562.34-01	16.65	October/November Mileage
				100-0304-562.30-11	7.65	October/November Postage
				Total for check: 35719	24.30	
HOME DEPOT CREDIT SERVICES	35720	12/13/2012	3034794	100-0703-553.30-18	66.17	Tie/Cover/Cord
				100-0703-553.24-03	21.47	Thermostat
				100-0703-553.24-03	19.55	Filters/Tape
				100-0703-553.24-03	(21.47)	Thermostat Credit
				731-1022-541.82-01	68.89	Radio Bldg
				100-0703-553.24-03	40.71	Brush/Cover/Knife Tray
				Total for check: 35720	195.32	
INDEPENDENT INSPECTIONS LTD	35721	12/13/2012	306582	100-0301-523.21-06	18,122.82	November Permits
				Total for check: 35721	18,122.82	
JP CONTRACTING LLC	35722	12/13/2012	469	100-0501-522.82-01	1,360.00	Lawnmowing/Station 36 April-Sept., 2012
				Total for check: 35722	1,360.00	
JX ENTERPRISES INC	35723	12/13/2012	G-223210022	731-1022-541.38-03	35.96	Lamp-Work
				Total for check: 35723	35.96	
KITZ & PFEIL INC	35725	12/13/2012	102314-0010	100-0801-521.24-03	9.61	Lockerroom Cabinet Install
				207-0707-552.30-18	10.35	Eyebolt/Hardware Misc
				100-0801-521.24-03	5.51	Flashlight Board
				100-0801-521.29-05	30.78	Squad Supplies
				731-1022-541.38-03	150.46	Hardware Misc/Rope Clip Turnbuckle
				100-0704-552.24-03	18.89	Heat Only Thermostat
				100-0801-521.24-03	5.99	Caulk

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KITZ & PFEIL INC...	35725...	12/13/2012...	102909-0025...	100-1001-514.30-18	6.14	Tape
		12/13/2012	103014-0083	100-0801-521.24-03	9.47	Flashlight Board
		12/13/2012	103111-0009	100-0706-561.29-05	160.00	Stump Grinder Rental
		12/13/2012	103114-0096	100-0801-521.30-13	2.36	Hardware Misc Bulb
		12/13/2012	110509-0006	100-0801-521.24-03	10.88	Flashlight Board Mounting Chargers
		12/13/2012	110514-0042	731-1022-541.30-18	167.25	Hardware Misc Turnbuckle/Link/Clip
		12/13/2012	110514-0119	100-0903-531.30-13	13.09	Filter Sprayer
		12/13/2012	110603-0001	100-0703-553.30-15	59.95	Vacuum Kit
		12/13/2012	110614-0070	100-0703-553.24-03	16.48	Hardware Misc Bit
		12/13/2012	110709-0002	731-1022-541.30-18	44.70	Link/Hook
		12/13/2012	110909-0020	100-1008-541.30-18	6.45	Replace Fuse
		12/13/2012	110914-0137	731-1022-541.30-18	8.98	Sealant
		12/13/2012	111209-0006	100-0801-521.30-13	17.80	Light/Magic Eraser
		12/13/2012	111314-0003	100-0703-553.30-18	6.29	Hardware Misc
		12/13/2012	111314-0035	100-0801-521.24-03	18.59	Flashlight Board
		12/13/2012	111414-0004	731-1022-541.30-18	15.70	Zinc Quick Link
		12/13/2012	111614-0031	100-0703-553.30-13	11.57	Stain Remover/Polish Glove/Wool Soap Pad
		12/13/2012	111614-0074	100-0703-553.30-13	8.09	Paint/Varn Remover
		12/13/2012	111914-0018	100-0703-553.24-03	22.74	Hardware Misc/Bit Filter Bag
		12/13/2012	111914-0052	100-1001-514.30-13	15.66	Brush/Battery
12/13/2012	112014-0031	100-1001-514.30-18	4.82	Countersink Hardware Misc		
Total for check: 35725					858.60	
KWIK TRIP INC	35726	12/13/2012	398093/412615	100-0801-521.29-05	75.81	Fuel
Total for check: 35726					75.81	
LAKE PARK VILLAS HOMEOWNERS ASSN	35727	12/13/2012		501-0703-553.21-06	2,068.99	Lake Park Villas
				501-0703-553.22-03	106.49	Lake Park Villas
				501-1012-541.22-03	41.38	Lake Park Villas
				501-1010-541.22-03	316.52	Lake Park Villas
				492-1003-541.21-06	3,578.03	Lake Park Villas

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
LAKE PARK VILLAS HOMEOWNERS ASSN...	35727...	12/13/2012...	...	501-0703-553.22-05	124.85	Lake Park Villas
				Total for check: 35727	6,236.26	
LINCOLN CONTRACTORS SUPPLY INC	35728	12/13/2012	R14530	100-1008-541.30-18	28.00	Paving Breaker
				Total for check: 35728	28.00	
WARREN LUCE	35729	12/13/2012	MILEAGE	100-0703-553.33-01	144.00	Training Mileage
				Total for check: 35729	144.00	
MANAWA TELEPHONE CO	35730	12/13/2012		743-0403-513.22-01	39.95	IT Cabin Internet
				Total for check: 35730	39.95	
MATTHEWS TIRE & SERVICE CENTER	35731	12/13/2012	45706	731-1022-541.38-02	402.00	Tires & Hardware
		12/13/2012	45707	731-1022-541.38-02	693.03	Tires & Hardware
		12/13/2012	45708	731-1022-541.30-18	93.00	Shop Supplies
				Total for check: 35731	1,188.03	
CHRISTOPHER MCGUIRK	35732	12/13/2012	MCGUIRK	100-1006-541.30-18	50.00	Mailbox Damage
				Total for check: 35732	50.00	
MENARDS-APPLETON EAST	35733	12/13/2012	9300	731-1022-541.30-18	51.76	Treated 2x8
				Total for check: 35733	51.76	
MENASHA EMPLOYEES CREDIT UNION	35734	12/13/2012	20121213	100-0000-202.05-00	14,205.00	PAYROLL SUMMARY
				Total for check: 35734	14,205.00	
MENASHA EMPLOYEES CREDIT UNION	35735	12/13/2012	20121213	100-0000-202.10-00	103.10	PAYROLL SUMMARY
				Total for check: 35735	103.10	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MENASHA NEENAH MUNICIPAL COURT	35736	12/13/2012		100-0000-201.03-00	404.00	Bond Report #12-465
				100-0000-201.03-00	202.00	Bond Report #MP 12-000475
				Total for check: 35736		606.00
TOWN OF MENASHA POLICE DEPARTMENT	35737	12/13/2012		100-0000-201.03-00	144.00	Bond Report #12-3905
				Total for check: 35737		144.00
ELISHA D SMITH PUBLIC LIBRARY	35738	12/13/2012		100-0601-551.30-11	18.76	Replenish Petty Cash
				100-0601-551.30-16	100.87	Replenish Petty Cash
				Total for check: 35738		119.63
MENASHA TREASURER	35739	12/13/2012		100-0000-441.16-00	37.28	1-359
				100-0000-212.00-00	1,900.00	1-684
				100-0000-212.00-00	3,422.08	4-779-11
				100-0000-212.00-00	103,239.53	4-779-7
				100-0000-212.00-00	526.68	7100PP
				100-0000-212.00-00	3,741.77	7120PP
Total for check: 35739		112,867.34				
MENASHA UTILITIES	35740	12/13/2012		100-1008-541.22-03	200.90	Electric
				100-0703-553.22-03	487.37	Electric
				100-0703-553.22-05	200.30	Water/Sewer
				100-0703-553.22-06	133.36	Storm
				100-0903-531.22-03	150.24	Electric
				100-0903-531.22-05	54.18	Water/Sewer
				100-0000-123.00-00	8.59	Electric
100-0305-562.22-06	7.50	Storm				
601-1020-543.22-03	64.53	Electric				
Total for check: 35740		1,306.97				
TOWN OF MENASHA UTILITY DISTRICT	35741	12/13/2012		100-0703-553.22-05	9.81	Standby Water 8/15/12-11/15/12

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TOWN OF MENASHA UTILITY DISTRICT...	35741...	12/13/2012...	...	100-0703-553.22-05	78.51	Standby Water/1200 Geneva/8/15/12-11/15/12
			Total for check: 35741		88.32	
N&M AUTO SUPPLY	35742	12/13/2012	425157	731-1022-541.30-18	102.51	Combo Light
		12/13/2012	425337	731-1022-541.30-18	40.53	Bulbs/Tube
		12/13/2012	425714	731-1022-541.30-18	6.49	SilGlyde
			Total for check: 35742		149.53	
NPELRA	35743	12/13/2012	CAPTAIN29258	100-0202-512.32-01	160.00	Membership Dues
			Total for check: 35743		160.00	
OFFICE DEPOT	35744	12/13/2012	3113256	100-0903-531.30-10	81.29	Office Supplies
				100-0904-531.30-10	13.19	Office Supplies
				100-0916-531.30-10	24.69	Office Supplies
			Total for check: 35744		119.17	
PACKER CITY INTERNATIONAL	35745	12/13/2012	3-223330042	731-1022-541.38-03	69.24	Arm
		12/13/2012	3-223420047	731-1022-541.38-03	(65.00)	Credit
			Total for check: 35745		4.24	
LINDA PALMBACH	35746	12/13/2012	MILEAGE	100-0903-531.33-01	25.88	November Mileage
			Total for check: 35746		25.88	
POSTAL ANNEX	35747	12/13/2012	193903	100-0801-521.30-11	9.20	
		12/13/2012	194300	100-0801-521.30-11	7.81	
		12/13/2012	194326	100-0801-521.30-11	8.68	
		12/13/2012	194424	100-0801-521.30-11	7.81	
		12/13/2012	194742	100-0801-521.30-11	7.81	
			Total for check: 35747		41.31	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
PSS WORLD MEDICAL INC	35748	12/13/2012	84320317	100-0903-531.30-18	46.37	Syringe/Sponge
			Total for check: 35748		<u>46.37</u>	
LIZ ROSIN	35749	12/13/2012	MILEAGE	100-0903-531.33-01	21.69	November Mileage
			Total for check: 35749		<u>21.69</u>	
SERVICEMASTER BUILDING MAINTENANCE	35750	12/13/2012	5356	100-0801-521.20-01	1,395.00	Contract Janitorial
		12/13/2012	5374	100-0801-521.20-01	50.00	Garage Janitorial
			Total for check: 35750		<u>1,445.00</u>	
J A SEXAUER	35751	12/13/2012	277457156	100-0304-562.21-06	151.70	7-Day Digital Timer
		12/13/2012	277955233	100-0304-562.21-06	198.21	Bridge Tower Museum Lock
			Total for check: 35751		<u>349.91</u>	
SHOPKO	35752	12/13/2012		100-0000-212.00-00	551.93	Refund of Property Tax Overpayment
			Total for check: 35752		<u>551.93</u>	
SMT MANUFACTURING & SUPPLY	35753	12/13/2012	0020600-IN	731-1022-541.38-03	45.90	Flange Unit
			Total for check: 35753		<u>45.90</u>	
STAPLES ADVANTAGE	35754	12/13/2012	8023652691	100-0702-552.30-10	49.04	Supplies
				100-0301-523.30-18	9.08	Supplies
			Total for check: 35754		<u>58.12</u>	
STEEP EQUIPMENT COMPANY	35755	12/13/2012	758945	731-1022-541.38-03	198.98	Wheel Cover
			Total for check: 35755		<u>198.98</u>	
SWIDERSKI POWER INC	35756	12/13/2012	IF14769	731-1022-541.38-03	210.26	Rod/Bolt/Filter Ele & Ass

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
SWIDERSKI POWER INC...	35756...	12/13/2012	WF05252	731-1022-541.29-04	447.88	Inspection
			Total for check: 35756		658.14	
TAPCO	35757	12/13/2012	1409890	100-1008-541.30-18	348.57	Traffic Signal Equip/Supp
			Total for check: 35757		348.57	
THEDACARE LABORATORIES	35758	12/13/2012	201211-0	100-0000-201.17-00	1,054.35	
			Total for check: 35758		1,054.35	
UNIFIRST CORPORATION	35759	12/13/2012	097 0126138	731-1022-541.20-01	141.07	Uniform/Supply Cleaning
			Total for check: 35759		141.07	
UNITED PAPER CORPORATION	35760	12/13/2012	57711	100-0000-132.00-00	84.40	Cleaner
			Total for check: 35760		84.40	
UNITED WAY FOX CITIES	35761	12/13/2012	20121213	100-0000-202.09-00	27.48	PAYROLL SUMMARY
			Total for check: 35761		27.48	
US VENTURE	35762	12/13/2012	L45632	731-1022-541.21-06	12.00	Sample
			Total for check: 35762		12.00	
VERIZON WIRELESS	35763	12/13/2012	2837437689	100-1001-514.22-01	2.97	
				100-1002-541.22-01	52.18	
				625-1002-541.22-01	36.02	
				601-1020-543.22-01	15.28	
				100-0919-531.22-01	9.11	Health Dept
			Total for check: 35763		115.56	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
WAVERLY SANITARY DISTRICT	35764	12/13/2012	100-0703-553.22-05	44-62 2170 Plank Road	44.62	10/23/12-11/26/12
					Total for check: 35764	
WAYNE INDUSTRIAL HOLDINGS LLC	35765	12/13/2012	731-1022-541.38-03	23.37 Air Valve	23.37	
					Total for check: 35765	
WE ENERGIES	35766	12/13/2012	100-1008-541.22-04	9.44 City Garage Gas Charges	9.44	
					8.50	10/25/12-11/27/12
					29.54	10/28/12-11/28/12
					8.77	10/25/12-11/27/12
Total for check: 35766		56.25				
WINNEBAGO COUNTY CLERK OF COURTS	35767	12/13/2012	100-0000-201.03-00	150.00 Bond	150.00	Report #MP12-3808
					150.00	Report #12-3722
					350.00	Report #12-3842
Total for check: 35767		650.00				
WINNEBAGO COUNTY TREASURER	35768	12/13/2012	100-1002-541.21-02	155.18 October Charges	155.18	
					51.73	October Charges
Total for check: 35768		206.91				
WISCONSIN SUPPORT COLLECTIONS	35769	12/13/2012	100-0000-202.03-00	2,566.59 PAYROLL SUMMARY	2,566.59	
					Total for check: 35769	
ZARNOTH BRUSH WORKS INC	35770	12/13/2012	0141667-IN	625-1005-541.30-15	476.90	Cablewrap
					Total for check: 35770	
					175,281.39	



To: Members of the Administrative Committee

From: Chief Tim Styka

Date: November 28, 2012

RE: Proposed Ordinance Changes: Truancy & Theft from Service Providers

The Police Department is recommending two changes to the Municipal Code.

The first change is to 11-2-13, Truancy. Currently our ordinance only allows for an officer to issue a summons to a child who is truant from school. The change we are recommending would allow for the parent or guardian who is allowing the child to be truant to be issued a summons. The only recourse in these situations right now would be to refer the parent to court on a State charge. While we do not anticipate issuing many summonses for this violation, having this tool available to the PSLOs to help gain compliance will be very beneficial. It should be noted that other communities such as Appleton and Green Bay have successfully been using this ordinance for a number of years.

The second change would add State Statute 943.21 to our list of other adopted State Statutes contained under 11-1-1. This statute allows for a summons to be issued if a person intentionally absconds after receiving goods or services from businesses such as restaurants, taxi cabs and gas stations.

ORDINANCE O-18-12

AN ORDINANCE AMENDING TITLE 11, CHAPTER 2 OF THE CODE OF ORDINANCES
(Habitual Truancy Prohibited)

Introduced by Alderman Klein

The Common Council of the City of Menasha does hereby ordain as follows:

SECTION 1: Amend Title 11, Chapter 2, of the Code of Ordinances of the City of Menasha, Wisconsin by creating SEC.11-2-13 (d) as follows:

Title 11 – Offense and Nuisances

CHAPTER 2

Offenses Against Public Safety and Peace

SEC. 11-2-13 HABITUAL TRUANCY PROHIBITED.

...

(d) Contributing to Truancy

- (1) No person 17 years of age or older, by any act or omission, shall knowingly encourage or contribute to truancy, as defined under section 11-2-13 (a) of a person 17 years of age or under.
- (2) Subsection (1) does not apply to a person who has under his or her control a child who has been sanctioned under s. 49.26 (1) (h) Wisconsin Statutes.
- (3) An act or omission contributes to the truancy of a child, whether or not the child is adjudged to be in need of protection or services, if the natural and probable consequences of that act or omission would be to cause the child to be truant.

SECTION 2: This amending Ordinance shall take effect upon passage and publication as provided by law.

Passed and approved this day of , 2012.

Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk

ORDINANCE O-19-12

AN ORDINANCE AMENDING TITLE 11, CHAPTER 1 OF THE CODE OF ORDINANCES
(Theft from Service Providers)

Introduced by Alderman Klein

The Common Council of the City of Menasha does hereby ordain as follows:

SECTION 1: Amend Title 11, Chapter 1, SEC.11-1-1 of the Code of Ordinances of the City of Menasha, Wisconsin as follows:

Title 11 – Offense and Nuisances

CHAPTER 1

State Statutes Adopted

SEC. 11-1-1 OFFENSES AGAINST STATE LAWS SUBJECT TO FORFEITURE.

The following statutes defining offenses against the peace and good order of the State are adopted by reference to define offenses against the peace and good order of the City provided the penalty for commission of such offenses hereunder shall be limited to a forfeiture imposed under the general penalty provisions of this Code of Ordinances. Any future amendments, revisions or modifications of the Statutes incorporated herein by reference are intended to be made part of this Code.

...

943.21 Fraud on hotel or restaurant keeper, recreational attraction, taxicab operator or gas station

SECTION 2: This amending Ordinance shall take effect upon passage and publication as provided by law.

Passed and approved this day of , 2012.

Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk

ORDINANCE O-17-12

AN ORDINANCE DISSOLVING A MUNICIPAL STEAM UTILITY

Introduced by Mayor Merkes

The Common Council of the City of Menasha does ordain as follows:

SECTION 1: Title 9 – Public Utilities, **CHAPTER 5**, Steam Utility, **SECS. 9-5-1, 9-5-2** and **9-5-3** of the Code of Ordinances of the City of Menasha, Wisconsin is hereby repealed.

SECTION 2: This Ordinance shall take effect upon passage and publication as provided by law.

Passed and approved this 15th day of October, 2012.

Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk

RESOLUTION R - 41- 12

A RESOLUTION TRANSFERRING THE ASSETS OF THE MENASHA STEAM UTILITY
ENTERPRISE

Introduced by Mayor Merkes

WHEREAS, as part of the City of Menasha utilities audit, the outside auditing firm has recommended dissolution of the steam utility; and

WHEREAS, at a special joint Common Council and Menasha Electric and Water Utility Commission meeting held on August 22, 2012, the respective bodies agreed to the dissolution of the Menasha Steam Utility Enterprise and reversion of the assets of the Menasha Steam Utility to City of Menasha control; and,

WHEREAS, the Common Council adopted Ordinance O-17-12 repealing the ordinance that created the Menasha Steam Utility; and,

WHEREAS, the remaining assets of the Menasha Steam Utility are to be removed from the financial records of the Menasha Utilities and transferred to the financial records of the City of Menasha.

NOW, THEREFORE BE IT RESOLVED by the Common Council of the City of Menasha the remaining assets of the Menasha Steam Utility Enterprise shall be transferred to the City of Menasha's financial records and that the City Comptroller/Treasurer is directed to make the necessary entries to effectuate the transfer.

Passed and approved this _____ day of December, 2012

Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk