

**CITY OF MENASHA  
COMMON COUNCIL  
Third Floor Council Chambers  
140 Main Street, Menasha  
Monday, February 6, 2012**

**6:00 PM  
AGENDA**

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL/EXCUSED ABSENCES
- D. PUBLIC HEARING
1. [Special Use Permit – North Star Asset Management, Inc.](#)
- 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. Neenah/Menasha Park Corps Presentation-Gerald Voight
  2. Clerk Galeazzi – Recall election cost as requested by Government Accountability Board
  3. Clerk Galeazzi - the following minutes and communications have been received and placed on file:  
Minutes to receive:
    - a. [Administration Committee, 1/16/12](#)
    - b. [Board of Public Works, 1/16/12](#)
    - c. [Board of Health, 12/14/11](#)
    - d. [Committee on Aging, 12/8/11](#)
    - e. [Housing Authority, 12/15/12](#)
    - f. [Information Technology Steering Committee, 1/10/12](#)
    - g. [Landmarks Commission, 1/9/12](#)
    - h. [Library Board, 1/19/12](#)
    - i. [NM Fire Rescue, Joint Finance & Personnel Committee, 1/24/12](#)
    - j. [NM Fire Rescue, Joint Fire Commission, 1/25/12](#)
    - k. [NM Sewerage Commission, 12/20/11](#)
    - l. [Parks and Recreation Board, 1/9/12](#)
    - m. [Plan Commission, 1/17/12](#)
    - n. [Police Commission, 1/18/12](#)
    - o. [Redevelopment Authority, 1/18/12, 1/25/12](#)
    - p. [Safety Committee, City Hall; 12/1/12](#)
    - q. [Safety Committee, Police; 10/13/11](#)
    - r. [Safety Committee, Public Works/Parks; 12/20/11](#)
    - s. [Sustainability Board, 1/17/12](#)
    - t. [Water & Light Commission, 1/25/12](#)Communications:
    - u. [CDD Keil, 2/1/12; Redevelopment Authority Marketing of Lake Park Villas Lots](#)
    - v. [PRD Tungate, 2/2/12; Parks Department Weekend Snow Removal](#)
    - w. [Menasha Senior Center; Total monthly visits for 2007-2011](#)
    - x. [Menasha Senior Center participation 2011](#)
- 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, 1/16/12](#)

Administration Committee, 1/16/12; recommends approval of:

2. [Accept 2010 City of Menasha Audit Report](#)
3. [Approval of the proposed Parochial School fees for school year 2012-2013](#)
4. [Amendment to Listing Contract with Drifka Group Inc. for Midway Business Park and Province Terrace Lots](#)

Board of Public Works, 1/16/12; recommends approval of:

5. [Payment – ACC Planned Service; Contract No. 2011-01; Public Protection Facility HVAC Equipment Replacement; \\$2,000.00 \(Payment No. 3 and Final\)](#)

Plan Commission, 1/17/12; recommends approval of:

6. [The Special Use Permit for the electronic message center at 59 Racine Street](#)

NM Fire Rescue, Joint Finance & Personnel Committee, 1/24/12 recommends approval of:

7. [Purchase of three new MDC's and related equipment for a total of \\$17,897.25](#)
8. [Corrosion repair work for Engine 35 and Engine 36 through Pierce for a total of \\$15,564.00 for Engine 35 and \\$13,635.00 for Engine 36](#)

#### H. ITEMS REMOVED FROM CONSENT AGENDA

#### I. ACTION ITEMS

1. [Accounts payable and payroll for the term of 1/19/12 to 1/26/12 in the amount of \\$1,115,934.33](#)
2. [Regional Fire Department Process Agreement with Fox Valley Technical College for a fee of \\$1000.00 and a user fee of \\$5.00 per applicant for a one-year term as recommended by the Joint Fire Commission](#)
3. [Lease agreement with Valley Marine Mart for property adjacent to the US Government Canal](#)

#### J. ORDINANCES AND RESOLUTIONS

#### K. APPOINTMENTS

1. Mayor's appointment to the Redevelopment Authority
  - a. [Susan Schrange, 161 Marina Place, Menasha, for the term of Feb. 6, 2012 to August 31, 2014](#)
2. Mayor's appointment to the Board of Review
  - a. [Jeffrey Nichols, 402 Elm St., Menasha, as an alternate](#)
3. Mayor's reappointment to the Board of Appeals
  - a. Ken Kubiak, 1214 Fieldview Dr., Menasha, for the term of February 1, 2012 to February 1, 2015

#### L. HELD OVER BUSINESS

1. [R-2-12 – A Resolution Pertaining to Changes in Fees for Parks and Recreation Programs and Services for 2012 \(Introduced by Ald. Langdon, recommended by the Parks & Recreation Board\) \(Held 1/16/12\)](#)

#### M. CLAIMS AGAINST THE CITY

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

#### O. ADJOURN

### MEETING NOTICE

**Monday, February 20, 2012 – Regular Common Council Meeting – Council Chambers**  
**Common Council – 6:00 p.m.**  
**Administration Committee – 6:30 p.m.**  
**Board of Public Works – 7:00 p.m.**

**City of Menasha  
Public Hearings**

NOTICE IS HEREBY GIVEN that public hearings will be held by the Menasha Plan Commission and Common Council on an application for a Special Use Permit by Mr. Vern Larsen for an Electronic Message Center that is within two hundred (200) feet of a residential use, to be added to the existing monument sign for North Star Asset Management, Inc., as required by Sec. 13-1-67(d)(1)(a) of the Municipal Code. This Special Use is being requested for Parcel Number 5-00001-00, zoned C-1: General Commercial, located at 59 Racine Street, City of Menasha, Winnebago County, Wisconsin. The Plan Commission will hold its informal public hearing on Tuesday, January 17, 2012 at 3:30 PM, or shortly thereafter, in the Council Chambers of Menasha City Hall located at 140 Main Street, Menasha, WI 54952. The Common Council will hold its formal public hearing on this matter at 6:00 PM, or shortly thereafter, on Monday, February 6, 2012 at the same location. All persons interested in commenting on the application for this Special Use Permit are invited to attend or submit written comments to the Community Development Department.

Deborah A. Galeazzi, WCMC  
City Clerk

Run: Jan. 10 & 24, 2012

CITY OF MENASHA  
ADMINISTRATION COMMITTEE  
Third Floor Council Chambers  
140 Main Street, Menasha  
January 16, 2012  
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Klein at 6:56 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

ALSO PRESENT: PC Styka, FC Auxier, DPW Radtke, CDD Keil, C/T Stoffel, PHD Nett, Dave Maccoux (Schenck), Bob Drifka (Drifka Group).

C. MINUTES TO APPROVE

1. Administration Committee, 1/3/12

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

Motion carried on voice vote.

D. ACTION ITEMS

1. Review and accept 2010 City of Menasha Audit Report (Dave Maccoux, Schenck)

Dave Maccoux from Schenck gave an overall review of the Annual Financial Report and Management Communications Statement. He answered questions from the Committee.

Moved by Ald. Krueger, seconded by Ald. Langdon to recommend to Common Council to accept the 2010 City of Menasha Audit Report

Motion carried on roll call 8-0.

2. Approval of the proposed Parochial School fees for school year 2012-2013 (Recommendation of Board of Health)

PHD Nett explained the proposed fees will recoup the cost of providing health services to parochial schools for the 2012-2013 school year.

Moved by Ald. Sevenich, seconded by Ald. Krueger to recommend to Common Council  
Motion carried on roll call 8-0.

3. Amendment to Listing Contract with Drifka Group Inc. for Midway Business Park and Province Terrace Lots

CDD Keil explained the activities with the lots in the Midway Business Park and Province Terrace. Even though 2011 was still a slow real estate market, there was some activity.

Bob Drifka commented on a prospected buyer of a lot in the Midway Business Park.

Moved by Ald. Krueger, seconded by Ald. Sevenich to recommend to Common Council  
Motion carried on voice vote.

E. ADJOURNMENT

Moved by Ald. Krueger, seconded by Ald. Langdon to adjourn at 7:23 p.m.

Motion carried on voice vote.

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

# DRAFT

CITY OF MENASHA  
Board of Public Works  
Third Floor Council Chambers  
140 Main Street, Menasha  
January 16, 2012  
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Taylor at 7:24 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

ALSO PRESENT: PC Styka, PC Auxier, DPW Radtke, C/T Stoffel, Clerk Galeazzi and the Press.

C. MINUTES TO APPROVE

1. January 3, 2011

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

Motion carried on voice vote.

D. ACTION ITEMS

1. Payment – ACC Planned Service; Contract No. 2011-01; Public Protection Facility HVAC Equipment Replacement; \$2,000.00 (Payment No. 3 and Final)

DPW Radtke explained the payment is the amount that was retained for work done at the Public Protection Facility. This was for replacement of roof top condensing units and gas fired boilers. All closing documents have been finalized and the equipment is in working order. Most of the funding for this project was from EECBG funds.

Moved by Ald. Krueger, seconded by Ald. Benner to recommend to Common Council.  
Motion carried on roll call 8-0.

E. ADJOURNMENT

Moved by Ald. Krueger, seconded by Ald. Langdon to adjourn at 7:29 p.m.

Motion carried on voice vote.

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

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

**CITY OF MENASHA  
BOARD OF HEALTH  
Minutes  
December 14, 2011**

- A. Meeting called to order at 11 AM by Chairman C. Rusin.
- B. Present: Candyce Rusin, Dr. Teresa Rudolph, Dorothy Jankowski, Susan Nett  
Excused: Lori Asmus
- C. MINUTES TO APPROVE
  - 1. Motion to approve minutes from November 9, 2011 meeting made by D. Jankowski and seconded by T. Rudolph. Motion carried.
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
  - 1. November 2011 Communicable Disease Report distributed and reviewed. Decrease noted in number of sexually transmitted disease cases for November.
  - 2. Update on Seasonal Flu Vaccine. S. Nett reported to date 471 doses of adult and 414 doses of children's flu vaccine have been administered. The adult flu vaccine is gone and a waiting list is started as the minimum number of doses that can be ordered is 30.
  - 3. Update – Pertussis and Parapertussis provided by S. Nett. The nurses are seeing an increase in the number of those being tested, however most tests have been negative. Follow-up still needs to be done to determine if the case could be a probable one based on the identified indicators from the state.
  - 4. Consolidated Grant Contract 2012 Update. The state has not finalized the contract yet due to the difficulties at the federal level. Objectives for most of the grant programs have been negotiated and accepted.
  - 5. PH Infrastructure Mini – Grant Update. S. Nett reported an application was submitted requesting funds for the initial self-assessment process. Grant awards won't be announced until later this month.
  - 6. Community Needs Assessment – Update. The next step in the process is to meet with the initial planning group to identify priorities and begin the next steps of developing a community health improvement plan. There is a group of individuals in Menasha that are interested in developing a Healthier Menasha. S. Nett will be meeting with Dr. Michael Gitter next week to discuss the health department involvement.
  - 7. Get the Meds Out Program has been stopped per an email received from the UW-Extension program coordinator. Not sure if the program will resume. The health department was asked to destroy the envelopes and not mail them back to the Extension.
  - 8. CRC – Letter of Assurance has been completed as part of the grant recipient requirements.

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

Board of Health Members: Dorothy Jankowski, Lori Asmus, Susan Nett, Candyce Rusin, Theresa Shoberg

9. Red Cross CPR/First Aid – Changes for Instructors. S. Nett explained the department may need to change from Red Cross instructors to American Heart as the Red Cross has changed from local chapters to regions and all the billing etc. now comes through the national office. To date, the billing has been incorrect in that the charge for a CPR/First Aid card is now @ \$19 instead of the \$5 we were told would continue for the summer and then after that would increase to \$9. Cards would be good for 2 years. S. Nett is checking with FVTC to see what can be done to certify instructors for American Heart Assoc.
10. Recent Staff Trainings—The sanitarian was asked to present at a hazardous house seminar held last month in Green Bay. One of the nurses attended the seminar which presented information on various health hazards in the home that could affect the occupants in the home.

E. ACTION ITEMS

1. NONE

F. HELD OVER BUSINESS

1. NONE

- G. Motion to adjourn at 11:55 AM made by D. Jankowski and seconded by T. Rudolph. Motion carried. Next meeting January 11, 2012 at 11 AM. Location to be determined.

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

**CITY OF MENASHA  
COMMITTEE ON AGING  
Minutes  
December 8, 2011**

- A. Meeting called to order at 7:50 AM by Chairman J. Klundt.
- B. Present: Peg Malueg, Sue Steffen, Lee Murphy, Jean Wollerman, Joyce Klundt, Sue Nett  
Absent: John Ruck, Mary Lueke  
Guest: Community Development Director, Greg Keil
- C. MINUTES TO APPROVE
1. Motion to approve minutes from November 10, 2011 meeting made by L. Murphy and seconded by S. Steffen. Motion carried.
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
1. Senior Center Older Adult Coordinator reported on the November usage of the senior center. 1541 visits for the past month as compared to 989 in November 2010. The built in dishwasher project has started. The dishwasher needs to be purchased yet. ADVOCAP is sharing in the cost and will provide the maintenance after the warranty period has expired. The center continues to offer enrichment activities for the seniors, a breakfast for your brain program, football frenzy and the strong bones program. The Strong Bones program was so successful, it will be offered again after the 1<sup>st</sup> of the year.
  2. Public Health Director, S. Nett reported on the early morning walking program which will be offered again at MHS in the fieldhouse from 6 AM TO 7AM starting in January.
- E. NEW BUSINESS
1. Recreation Center for Adults – After Hours use. Motion to hold this item made by P. Malueg and seconded by S. Steffen. Motion carried. S. Nett was directed to ask Park and Rec Director to a future meeting to discuss with Committee on Aging members about coordination of programming for adults.
  2. Building Enhancements—Community Development Director G. Keil was present to answer committee members questions regarding moving the senior center entrance and the process to follow when the center is ready to proceed with this project. A discussion followed regarding estimated cost and fund raising.
  3. Meeting Times – 2012. S. Nett questioned committee members if the current meeting time was acceptable or if they wanted to change the time or day for 2012. The consensus among members was to keep the meeting day and time as is for 2012.
- F. OLD BUSINESS
1. Rental Cancellation Discussion. J. Wollerman again expressed concern with the current cancellation policy for the multi-use applicant. There have been instances where the center was reserved for multiple dates through-out the year and then a date is cancelled a week in advance. This poses a problem for a single-use

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applicant that may have wanted that date and was turned away because the center was already booked. The current policy doesn't adequately address the situation. Discussion ensued regarding changes in language to the current policy. Motion made by P. Malueg and seconded by L. Murphy to change the current cancellation policy to read "a single use applicant must cancel 10 days before the rental date", and a multi-use applicant must cancel 30 days before the rental date". The security deposit will be forfeited if cancellation occurs within less than the required notification. Motion carried.

2. Discussion: For Profit Agencies Advertisement at the Senior Center. J. Wollerman discussed the need for a policy because of the number of for profit groups/businesses requesting to post information or handouts at the center. The committee discussed various options that could be made available to these groups or businesses such as sponsoring a bingo party, sponsoring an ad in the newsletter, sponsoring a special event, adopt a senior and sponsor their activities for a year, provide supplies for a class, purchase an item needed by the center, or pay some fee per year (\$25). The information or literature displayed at the center would need to be applicable to senior citizens. S. Nett and J. Wollerman will draft a policy and bring it back to the next COA meeting.

G. Motion to adjourn at 9:50 AM made by S. Steffen and seconded by L. Murphy. Motion carried. Next meeting January 12, 2012.

CITY OF MENASHA  
Housing Authority  
Council Chambers, City Hall – 140 Main Street  
December 15, 2011  
DRAFT MINUTES

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**A. CALL TO ORDER**

The meeting was called to order at 6:00 p.m. by Frank Haffner.

**B. ROLL CALL/EXCUSED ABSENCES**

MEMBERS PRESENT: Christine Kaup, Frank Haffner, Mike Sheleski, Cliff Fischer, Larry Haase, Tim Maurer

MEMBERS EXCUSED/ABSENT: None

OTHERS PRESENT: CDD Keil, PP Homan and Mary Bach

**C. MINUTES TO APPROVE**

1. **Minutes of the June 22, 2011 Housing Authority Meeting**

Motion by Comm. Sheleski, seconded by Comm. Kaup to approve the June 22, 2011 Housing Authority meeting minutes.

The motion carried.

**D. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA**

Five (5) minute time limit for each person.

1. No one spoke.

**E. DISCUSSION**

1. **Update on Housing Projects**

Mary Bach reported on Neighborhood Stabilization Program (NSP) activities. Habitat for Humanity will be constructing a new home on a foreclosed First Street property in 2012. She is working on a procedure to enable assumption of CDBG mortgages as a means of avoiding default.

2. **Review of Draft Housing Rehabilitation Brochure and RLF Fund Availability**

Commissioners reviewed the CDBG rehab program brochure prepared by Community Development Dept. staff with consensus that it should be posted to the city's website and made available at other suitable locations.

**F. ACTION ITEMS**

1. **Review of CDBG/HOME Rehab Requests for Funding**

Applicant #119.

Motion by Comm. Sheleski, seconded by Comm. Maurer to approve a maximum of \$7,250 for foundation repairs.

The motion carried.

Applicant #120.

Motion by Comm. Haase, seconded by Comm. Sheleski to approve the plumbing, electrical and insulation upgrades up to a maximum of \$15,000. The proposed replacement windows were not

approved.

The motion carried.

Homebuyer Projects

Mary Bach discussed her proposal to use CDBG acquisition/rehab funds to provide homebuyer assistance. The consensus of commissioners was that the amount of rehab funds used for this purpose should be limited to \$7,500.

Motion by Comm. Maurer, seconded by Comm. Sheleski to approve up to \$5,000 in down payment assistance for a Habitat for Humanity sponsored project on Tayco Street.

The motion carried.

2. **Loan Subordination Policy**

CDD Keil stated that Mayor Merkes requested that the commissioners review the subordination policy to assess whether CDBG loans should be subordinated for refinancing purposes. If the loans were not subordinated, more funds would become available for rehab. Commissioners were agreeable to reviewing the policy and will take up the matter at the next Housing Authority meeting.

**G. ADJOURNMENT**

Motion by Comm. Maurer, seconded by Comm. Fischer to adjourn at 7:15 p.m. The motion carried.

*Minutes respectfully submitted by Greg Keil, CDD.*

**City of Menasha  
Information Technology Steering Committee  
Gegan Room  
Menasha Public Library  
Tuesday, January 10, 2012  
3:30 P.M.  
Minutes**

**A. Call to Order**

Meeting called to order at 3:40 PM by COMP Stoffel.

**B. Roll Call/Excused Absences**

Present: COMP Stoffel, DPW Radtke, ITSupv James, PHD Nett and PP Homan

Excused: VICE-CHAIRMAN Benner and PC Styka

Also Present: None

**C. Minutes to Approve – Approval of Minutes of September 27, 2011 IT Steering Committee meeting.**

Motion by PHD Nett, seconded by PP Homan to approve the minutes of the September 27, 2011 IT Steering Committee meeting as submitted. Motion carried.

**D. Public Comments on any matter of concern to this Agenda  
(Five (5) minute time limit for each person)**

None

**E. Report of Department Head s/Staff/Consultants – Committee monthly update on status of projects/operations/costs**

ITSupv James reviewed with the Committee the status of projects undertaken by the IT Department in October, November and December. A copy of the status update is attached to these minutes.

**F. ACTION ITEMS – (1)** Committee discussion and action on reductions made to 2012 Information Technology Operations budget and how those reductions affect project implementation plans for 2012

ITSupv James reviewed with the Committee the original 2012 Information Technology Department budget submitted to the Mayor and Common Council for approval. The request was reduced by \$75,055, leaving a balance of \$430,374 for operations and capital for 2012.

ITSupv James touched on the reduction in the request for staffing increases, the elimination of funding for the in-house development of the software for a land records management system, reduction of the request for server replacement and the elimination of the request for a surveillance camera system at the Public Works Facility to add security and aid in prosecuting people that dump illegally at the facility. A copy of the report is attached to these minutes.

**ACTION ITEMS – (2)** Committee discussion and action on next IT Steering Committee meeting date – February 14<sup>th</sup>, second Tuesday

After discussion, by consensus of the Committee members present, the next Information Technology Steering Committee meeting will be held on Tuesday, February 14<sup>th</sup> at 3:30 PM in the Gegan Room of the Menasha Public Library.

**G. ADJOURNMENT**

Motion by PP Homan, seconded by DPW Radtke to adjourn. Motion carried. Meeting adjourned at 4:38 PM.

Respectfully submitted,

Thomas Stoffel  
Committee Secretary

|              | Budget \$ | YTD \$    | % used YTD |
|--------------|-----------|-----------|------------|
| Total Budget | \$373,049 | \$293,679 | 78.72%     |

January-December, 2011

**I.T. Department  
Projects**

September 28, 2011 through January 10, 2012

**Open Requests/Projects**

- **Hardware**
  - Police "N" band Wireless Access point implementation.
  - Police RSA security implementation.
  - Police Squad laptop deployment
  - Squad laptop configuration and testing of new data transfer environment.
  - Configuration and distribution of new equipment for 2012

**Software**

- Website updates
- Health Charting 80% complete
- Work with BayCom on Arbitrator 360 Squad video issues.

**Current Requests/Projects**

- **Software**
  - Assist Assessor Dept with reporting.
  - Gathering desktop software/hardware information for inventory reconciliation.
  - Exported data from our Law Records Management System to feed the RAIDS on-line crime mapping website.
- **Hardware**
  - Rebuilding CEO desktop due to virus
  - Deploy new PC for PD Chief.
- **Application**
  - Budget Creation and Distribution of IT resource costs to Departments
  - Boss IT Desktop management and Helpdesk application implementation.
- **Administration**
  - Create Safety Committee Trainings for Intranet with City Sanitarian Todd Drew.

**Completed Requests/Projects**

- **Application**
  - Generated updated inventory spreadsheet.
  - Work with Neenah IT to generate tax bills.
  - Printed tax bills.
- **Hardware**
  - Deploy Squad laptop

2012 IT Department Budget  
 Update: 12/30/2011  
 Prepared by: City Comptroller/Treasurer

|                            | Requested         | Approved          |
|----------------------------|-------------------|-------------------|
| 1001 Wages                 | \$ -              | \$ 13,687         |
| 1002 Salaries              | 130,529           | 120,422           |
| 1501 Health Insurance      | 24,286            | 11,027            |
| 1502 Life Insurance        | 114               | 127               |
| 1503 Dental Insurance      | 1,707             | 907               |
| 1504 Retirement            | 7,701             | 7,912             |
| 1505 FICA                  | 9,888             | 10,135            |
| 1507 Vision Insurance      | 135               | 49                |
| 1508 Worker Compensation   | 320               | 309               |
| 2104 Prof Serv-Computers   | 74,744            | 45,744            |
| 2201 Telephone             | 2,000             | 1,000             |
| 2404 Maint of Spec Equip   | 104,932           | 104,932           |
| 2901 Printing              | 16,000            | 16,000            |
| 2905 Vehicle Rental        | 1,200             | 200               |
| 3010 Office Supplies       | 100               | 100               |
| 3011 Postage               | 100               | 100               |
| 3012 Computer Supplies     | 100               | 100               |
| 3015 Tools/Equipment       | 52,926            | 47,876            |
| 3201 Dues/Memberships      | 50                | 50                |
| 3301 Travel-Mileage        | 450               | 450               |
| 3402 Training-Registration | 6,000             | 4,000             |
| 3403 Training-Lodging      | 900               | 900               |
| 3404 Training-Other        | 900               |                   |
| 5104 Liability Insurance   | 1,300             | 1,300             |
| 8001 Computer Equipment    | 69,047            | 43,047            |
| 8004 Office Equipment      | -                 | -                 |
|                            | <u>\$ 505,429</u> | <u>\$ 430,374</u> |

|                   |   |                 |
|-------------------|---|-----------------|
| Account 1001-1508 | Reduced Full-Time Position<br>to Intern Status, | \$(10,105)      |
| Account 2104      | Cable projects,                                 | (2,000)         |
|                   | Outside Services,                               | (2,000)         |
|                   | Software Development,                           | (25,000)        |
| Account 2201      | General Adjustment,                             | (1,000)         |
| Account 2905      | General Adjustment,                             | (1,000)         |
| Account 3015      | Laptop, Police,                                 | (1,950)         |
|                   | Scanner Gun,                                    | (1,200)         |
|                   | 46" Display, Weather,                           | (1,900)         |
| Account 3402      | General Adjustment,                             | (2,000)         |
| Account 3404      | General Adjustment,                             | (900)           |
| Account 8001      | Replacement Servers,                            | (4,000)         |
|                   | Surveillance Camera/DVR,                        | <u>(22,000)</u> |
|                   | TOTAL   | \$(75,055)      |

**CITY OF MENASHA**  
**Landmarks Commission**  
**Council Chambers, 3<sup>rd</sup> Floor, City Hall – 140 Main Street**  
January 9, 2012  
DRAFT MINUTES

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**A. CALL TO ORDER**

Meeting called to order by Ald. Sevenich at 4:30 PM.

**B. ROLL CALL/EXCUSED ABSENCES**

LANDMARKS MEMBERS PRESENT: Commissioners Mary Nebel, Peg Doctor, Kristi Lynch, Tom Grade and Ald. Stan Sevenich

LANDMARKS MEMBERS ABSENT: Commissioners James Taylor and Joe Weidert

OTHERS PRESENT: CDD Keil

**C. MINTUES TO APPROVE**

1. **Minutes of the October 12, 2011 Landmarks Commission Meeting**

Moved by Comm. Grade, seconded by Comm. Lynch to approve the minutes of the October 12, 2011 Landmarks Commission meeting.

The motion carried.

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

1. No one spoke.

**E. COMMUNICATIONS**

1. None

**F. ACTION ITEMS**

1. **192 Main Street Front Façade Alteration – Paint**

CDD Keil reported that he had contacted Kimberly Jennings regarding painting of the panels on the building. She is out of town and not able to attend today's meeting. Commissioners asked that she be sent written notice concerning the unauthorized painting and that she be asked to attend the next meeting.

2. **190 Main Street – Korona Klub – Signage, Awning and Rear Façade Alteration Proposal (information to be received)**

Anthony Bevers, representing the owner, described the proposed alterations as follows:

- Add an awning to the front façade using existing framework. The awning is to be black with yellow fringe.
- Add a projecting sign (approximately 3'x 3') to the front façade.
- Add signage to the front façade window.
- Add signage to the rear façade in the blocked-in window opening (approximately 4'x4').

Motion by Ald. Sevenich, seconded by Comm. Grade to approve the signage and alterations as proposed subject to obtaining the required permits for the signage.

The motion carried.

**G. DISCUSSION ITEMS**

1. **Landmarks Commission Recognition/Awards**

CDD Keil reported that two awards are yet to be presented. These are for Joe Nemecek at 180 Main Street and Mark Pfister at 214 Washington Street. Arrangements are to be made to present the awards at the 1/16/12 Common Council meeting.

2. **Façade Improvement Program Grant/Loan Balance**

The façade loan balance is approximately \$11,000.

**3. Future Landmarks Commission Activities/Projects**

Commissioners discussed their earlier visit to the Tayco Street Bridge Tower Museum. The consensus was to get the museum reopened with updated displays. The following actions are being contemplated:

- Creation of an updated video with a flat screen TV monitor.
- Establishment of a rotating display featuring local businesses/organizations/events.

Ald. Sevenich indicated he would contact First National Bank with regard to their centennial and would also contact the Historical Society for display items.

**4. Historic Preservation Month**

Kristi Lynch stated that she had already taken pictures of architectural features for this year's historic building identification contest. CDD Keil is to locate last year's poster and forward it to Comm. Docter.

**5. Landmarks Commission Meeting Days/Times**

Commissioners discussed the meeting schedule. The consensus was to maintain the regular meeting day/time (the second Wednesday of the month at 4:30 PM) with February's meeting to be held on Monday, February 13 at 4:30 PM.

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

1. No one spoke.

**I. ADJOURNMENT**

Moved by Comm. Lynch, seconded by Comm. Grade to adjourn at 5:05 PM.

The motion carried.

*Respectfully submitted by Greg Keil, CDD.*

# DRAFT

## MINUTES OF REGULAR MEETING

### ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES

January 19, 2012

**Call to order** at 4:19 p.m. by President Enos

Present: Crawmer, Eisen, Enos, Nichols, Wicihowski

Absent: Kobylski, Murray, Wisneski, Warren (Teen Rep)

Also present: Director Lenz, J. Bongers (Head of Adult Services), C. Brandt  
(Head of Circulation & Technical Services)

#### **Public Comment**

None

#### **Authorization of Bills**

Trustee Eisen noted an apparent error in the tabulation of Supplies-Office Furnishings Group subtotal. Director Lenz advised that it will be reviewed and corrected.

In order to proceed in approving the bills, President Enos suggested to approve the Account Total Amounts.

**Motion** by Eisen and seconded by Nichols to approve the bills as listed and carried 5-0.

#### **Consent Business**

The following Consent Business items were presented for the Board's consideration:

Approve minutes from the Library Board meeting of December 15, 2011

Accept Investment Committee minutes, December 21, 2011

Accept Policies and Personnel Committee minutes, January 9, 2012

**Motion** to approve corrected minutes Item 7 where Trustee Eisen reported that the City of Menasha may eliminate the Step Pay Advancement & Merit Pay Advancement system to reflect that upon research by Director Lenz with the city's Human Resources Coordinator they will re-evaluate and possibly revise the Step Pay System rather than eliminate it, Trustee Nichols moved & Crawmer seconded amended minutes & to accept Investment Committee and Policies & Personnel Committee minutes. Carried 5-0.

#### **Director's Report/Information Items**

1. Endowment Report. A matured certificate of deposit was reinvested at Community First Credit Union at 1.2% interest. Financial Planner Karl Wunderlich of Marketplace Financial Group confirmed the efficacy of using the Community Foundation for our Endowment Funds at the Investment Committee meeting in December. Since President Enos will be gone from the February meeting, Director Lenz will invite the Community Foundation representative to the March 2012 meeting.
2. December Statistics. Director Lenz reviewed annual statistics for our library charted from 2005-2011. The charts showed that all categories of service were up from the time of Library renovation

to the present. These included registered borrowers, questions answered, door count, program attendance, and circulation.

3. Current Budget Status. It appears that the library will have funds to carry over from 2011. The city's Comptroller reports that the books will not be closed until March so the exact amount of carryover will not be known until then.
4. Staff. Director Lenz reported a staff meeting was held on January 12, 2012 addressing the mechanics of the intranet and safety issues. And Supervisors Cate Brandt and Joe Bongers were adjusting well to the revised areas of expertise. Cate is supervising clerks working in both Technical Services & Circulation. Joe is supervising the professional staff who work in Reference & Cataloging. Joe reported on the Overdrive e-reader service with 7100 titles presently available with the potential for 16,000 to 20,000 with money appropriated by State of Wisconsin public libraries. He advised us that when logging on to access the collection if we access through Winnefox, that system will give priority to system residents for copies owned by the system.
5. Library Legislative Day. Director Lenz determined that Trustee Nichols and Trustee Wicichowski will attend in Madison on February 14, 2012.
6. Fox Cities Book Festival. Director Lenz reported that Carol Higgins Clark will speak at the Festival. She will be at the Menasha High School auditorium on Saturday night, April 14 at 7:00 p.m.

Joe Bongers left the meeting at 4:55 p.m.

#### **Discussion/Action Items**

7. Library Code of Conduct revision: petitioning in the Library. After discussing the issue the Policies & Personnel Committee had no recommendation to the Board on amending the code to address petitioning in the Library.

#### **Motion**

Trustee Nichols moved & Wicichowski seconded to postpone discussion & action to the February meeting when more trustees are expected to be present. Carried 5-0.

8. Services and Facilities Policy (2<sup>nd</sup> review) adopting updated 2012 Library Hours and correcting misprints presented.

#### **Motion**

Trustee Wicichowski moved & Nichols seconded to approve. Carried 5-0.

#### **Announcements**

Director Lenz reported that Winnefox will hold Trustee 101 Introduction to the Library Board for new trustees on February 27, 2012. And she reported that Mayor Merkes is no longer considering adding an additional member to the Library Board.

#### **Adjournment**

**Motion** to adjourn at 5:12 p.m. by Trustee Eisen, seconded by Trustee Wicichowski.  
Carried 5-0.

#### **Future meeting dates**

The next regular board meeting will be held in the Gegan Room on Thursday February 16, 2012 at 4:00 p.m.

Respectfully submitted,  
Paul Eisen, Secretary

Neenah-Menasha Fire Rescue  
Joint Finance & Personnel Committee Meeting  
January 24, 2012 – 5:30 p.m.  
Hauser Room – City of Neenah

Present: Ald. Sevenich, Stevenson, Ahles, Krueger, Klein and Ramos.

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

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

Public Forum: There were no members of the public present.

Meeting Minutes: The Committee reviewed the meeting minutes from December 27, 2011. **MSC Ramos/Krueger to approve the meeting minutes from December 27, 2011, all voting aye.**

Budget Report: The Committee reviewed the December 2011 budget report. Chief Auxier noted that the numbers are not final and the Neenah Finance Department is in the process of completing the year-end budget. Director Easker said the remainder of 2011 wages and benefits have not been adjusted and are not reflected in the current budget report.

Ald. Stevenson asked about the license renewal. Chief Auxier said these have been paid but are not reflected in the current budget report. These are for first responder licenses for line staff personnel. He also asked about the Outside Services Account. Chief Auxier said the remainder of the budget was set aside for the fiber optic lines for Station 36 (billed by Menasha Utilities) and Station 31 (billed by Neenah IS Department) and should be coming out of this account. Director Easker noted the final number for the liability insurance has been applied to the line item within the budget. Ald. Stevenson asked about the communications equipment and Chief Auxier said this was for the radio equipment that is being paid for by Winnebago County so most of these funds have not been used.

Ald. Stevenson asked about the Personal Protective Equipment. Chief Auxier noted that equipment to be replaced was delayed to see how the final budget for 2011 looked and will be asking that these funds be carried forward to the 2012 budget. He noted that some of the liners for the PPE equipment are starting to fail and need to be replaced. He also noted that Mayor Merkes asked that we returned \$42,000 from the 2011 budget, due to the consolidation formula this equates that we had to not spend \$100,000 from the total budget to return \$42,000 to the City of Menasha. In doing this, Chief Auxier was advised that he could recommend carrying forward funds from the 2011 budget to use in our 2012 budget. With negotiations that occurred with Local 275 there were savings in the projected 2012 budget and as a result of those savings we would like to carry forward funds that would have been applied to the \$42,000, as requested by Mayor Merkes. Director Easker said that the carry forward request would need to be reviewed at the February meeting. Ald. Ahles said there are always funds put in the PPE account as we need to make sure there is money there in the event there is any equipment that needs to be replaced due to fires, hazardous calls, etc. **MSC Ahles/Krueger to approve the December 2011 budget and place on file, all voting aye.**

Monthly Activity Report: The Committee reviewed the December 2011 Activity Report. These numbers also reflect the totals for the entire year. Chief Auxier handed out a report that shows the call volume for the last three years. It was noted the call volumes have steadily increased

over the past three years. Ald. Stevenson asked about the false alarms. Chief Auxier noted that we do continue to respond to these but have the fine implementation in place for re-occurring false alarms. Ald. Ramos asked about the hazardous condition calls. Chief Auxier stated that these calls go up due to electrical hazards that are caused by storms. **MSC Stevenson/Ramos to accept the December 2011 monthly activity report and place on file, all voting aye.**

Request to Purchase Three MDC's: Chief Auxier stated there were discussions last year about upgrading and replacing our three new MDC's in 2012. These have to be upgraded due to the implementation of the Premier One/CAD software and the new radio system that is being put into place by the County and this will also be needed for automatic aid dispatching. These funds have been budgeted in the 2012 Capital Improvement Budget. With the purchase of these we will have all front line engines with new MDC's that will meet the new Premier One/CAD software and new radio requirements, along with automatic aid dispatching. Ald. Krueger asked for an update on automatic aid. Chief Auxier said there continues to be testing and the radio communication issues between the two Counties. He also noted that the new MDC's due help with the dispatching and he noted that we are close to resolving the issues to move forward. **MSC Krueger/Ramos recommends the City of Neenah and City of Menasha Common Council approve the purchase of three new MDC's and related equipment for a total of \$17,897.25, all voting aye.**

Request to perform corrosion work for Engine 35: Chief Auxier noted that these funds have been put into the 2012 Capital Budget and this is to repair the corrosion and to extend the life of our vehicles. Ald. Sevenich asked if we have this specked out when we purchase the vehicles. Chief Auxier noted that these vehicles are over 15 years old and it is to extend the life of the vehicle versus replacing it with a new vehicle. Ald. Stevenson asked why the quotes were exclusive to Pierce Manufacturing and how much of a benefit it is for Pierce being the choice vendor. Chief Auxier stated it's the quality of their work, it's easier to maintain since these are Pierce engines and parts are more readily available for repair. They are the only fire apparatus repair facility that will allow us to get this done in a timely fashion and are close to our Department. **MSC Krueger/Ahles to recommend the City of Neenah and City of Menasha Common Council's approve the corrosion repair work for Engine 35 and Engine 36 through Pierce for a total of \$15,564.00 for Engine 35 and \$13,635.00 for Engine 36, all voting aye.**

**MSC Stevenson/Ramos to adjourn at 6:10 p.m., all voting aye.**

Respectfully Submitted,

Al Auxier  
Chief

AA/tt

Neenah-Menasha Fire Rescue  
Joint Fire Commission Meeting Minutes  
January 25, 2012 – 12:00 p.m.  
Hauser Room – City of Neenah

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

Also Present: Chief Auxier and Office Manager Theisen

Commissioner Keating called the meeting to order at 12:05 p.m.

Meeting Minutes: The Commission reviewed the meeting minutes of August 24, 2011. **MSC Nevitt/Liebhauser to approve the meeting minutes of August 24, 2011, all voting aye.**

December Activity Report: The Commission reviewed the December 2011 Activity Report. This is informational only and no action is required.

December 2011 Budget Report: The Commission reviewed the December 2011 budget report with Chief Auxier. This is informational only and no action is required.

Eligibility List for Hiring: Chief Auxier explained that we have an impending retirement in October of 2012. Our current eligibility list is expired and he has been reviewing different options for establishing an eligibility list. Chief Auxier handed out information from Fox Valley Technical College and explained their program. The intent of the program is to have area Department's sign up through them and the Department sets hiring requirements for candidates. FVTC will then go through the requirements of the Department and give candidate names to the participating Departments who meet their requirements. FVTC handles the physical agility testing, making sure the candidates have the appropriate certifications, education, etc. The Department then takes those candidate names and goes from there with interviewing and deciding if they will be put on an eligibility list for hire. The Commission discussed this program and process and felt this was a favorable option for us. **MSC Nevitt/Mattes recommends the City of Neenah and City of Menasha Common Councils approve the Regional Fire Department Process Agreement with Fox Valley Technical College for a fee of \$1,000.00 and a user fee of \$5.00 per applicant for a one-year term, all voting aye.**

The Commission reviewed the qualifications that we could set for the Department for this process. **MSC Mattes/ Keating to direct Chief Auxier, and appropriate staff, to set the qualification standards for Fox Valley Technical College for Neenah-Menasha Fire Rescue once both Common Councils have approved the Regional Fire Department Process Agreement, all voting aye.**

Chief Auxier also mentioned that he intends to retire on March 1, 2013 and they would be included in a hiring process to replace him. The Commission asked that Deputy HR

Director Barber come to the next meeting to discuss options for replacement of Chief Auxier.

**MSC Lewis/Kubian to adjourn at 1:25 p.m., all voting aye.**

Respectfully Submitted,

Al Auxier  
Chief

AA/tt

# NEENAH-MENASHA SEWERAGE COMMISSION

## Regular Meeting

Tuesday December 20, 2011

Meeting was called to order by Commission Vice-President Zielinski at 8:00 a.m.

**Present:** Commissioners Dale Youngquist, Tim Hamblin, Kathy Bauer, Raymond Zielinski, Mike Sams, Gordon Falck, Jim Gunz; Manager Randall Much, Attorney John Thiel, Accountant Roger Voigt.

**Also Present:** Tom Kispert, Chad Olsen (McMAHON); Gary Mennen (resident-Town of Greenville); Mike King (Post Crescent); Teri Stecker (Johnson Insurance); Paul Much (MCO).

Commissioners discussed the minutes from the Regular Meeting and Closed Session of November 22, 2011; Commissioner Gunz indicated a reference in the Regular Meeting minutes indicated Attorney Gunz and should be corrected to Commissioner. Commissioner Gunz also requested future minutes to reflect only last names of the Commissioners in the minutes. After discussion, motion made by Commissioner Gunz, seconded by Commissioner Sams to approve the minutes of the Regular Meeting as corrected and Closed Session of November 22, 2011. Motion carried unanimously.

## Correspondence

The following correspondence was discussed:

- A. November 28, 2011 letter from Senator Michael Ellis and Representative Dean Kaufert to Katherine Bauer, NMSC Secretary/Treasurer.  
RE: Correspondence received concerning centrifuge project.
- B. December 6 – 8 emails discussing letter from Senator Ellis and Representative Kaufert.

Manager Much reported he talked with Representative Kaufert and explained the bidding process. Commissioner Bauer reported on talking with Menasha Mayor Merkes and a response he (Merkes) also received on the centrifuge bidding. Commissioner Bauer suggested we need to respond to all and address the issue. Tom Kispert (McMahon) distributed the scoring evaluation for the centrifuge project. The Commissioners further discussed the results of the scoring. Commissioner Gunz questioned centrifuges and the technology. Tom Kispert responded. Tom Kispert reported an attorney for Alfa Laval requested copies of the letters and information received from Centrisys; Alfa Laval disputes the claims being made. Commissioner Bauer questioned the claim of \$30,000; Tom Kispert responded. Commissioner Youngquist indicated we have professionals, we had a process, all were made aware of the process. We should have a simple response. Manager Much added every vendor had their chance; several months were spent reviewing the equipment. Commissioner Gunz indicated this is a political issue; the \$30,000 is an objective amount, other savings calculated are subjective. With all things being equal, we should support the local companies. Commissioner Gunz further questioned if all the bidders were provided the evaluation report. Tom responded that they were not. Manager Much asked the Commissioners if we should respond and to whom. Commissioner Bauer responded we

should respond to Mr. Reiter, and possibly the Economic Development Corp. with a cc. Additional discussion included sending a cc to Senator Ellis and Representative Kaufert.

### **Budget, Finance, Personnel**

Teri Stecker (Johnson Insurance) discussed the NMSC property & liability insurance renewals. She reported she has started to see rate increases on other policies beginning in September. The NMSC property rates have increased 10%; 4% of this increase is due to the increase in property values. Commissioners questioned insurance and insurance levels for the upcoming plant upgrade. Teri reported we will be adding a builders risk policy; we will also need to address the property limits with the new equipment being installed. Commissioner Falck questioned the liability limits and if they are adequate. Liability limits were further discussed as well as limits that should be in effect for contractors with the plant upgrade. Commissioner Hamblin questioned if we have specialized coverage for environmental pollution; the Commission does not have this type of coverage. Teri Stecker indicated five of the eight policies are minimum premiums. After discussion motion by Commissioner Youngquist, seconded by Commissioner Bauer to renew the insurance contracts as stated in the renewal. Motion carried unanimously. Commissioner Gunz made a motion to solicit quotes for an additional \$2 million in umbrella coverage. After discussion, Commissioner Gunz withdrew his motion. It was the consensus of the Commission to obtain quotes for additional umbrella limit coverage's. Commissioner Hamblin questioned if we could obtain environmental coverage during the plant upgrade. Teri Stecker indicated the coverage may be very expensive with a very high deductible. Commissioner Youngquist questioned if other wastewater plants have this type of coverage. Teri reported she is not aware of any plants currently having this type of coverage.

Manager Much discussed MCO's contract adjustment request. The CPI-U increase is at 3.5%; MCO is requesting an increase of 2.5% on the base contract amount. MCO has been able to have a decrease in its health insurance rates of 10% from last year. Commissioner Gunz questioned when the current contract with MCO was entered into and if any analysis were performed. No analyses were done; the original contract was in 1988 the current contract was structured a couple years later. Commissioner Gunz requested to receive a copy of the current contract with MCO. Accountant Voigt will provide the contract and updates to Commissioner Gunz. After discussion, motion made by Commissioner Gunz, seconded by Commissioner Youngquist to approve the contract adjustment for 2012 with Midwest Contract Operations, Inc. Motion carried unanimously.

Accountant Voigt presented the financial statements for the month of November 2011. The short term borrowing required one-half of the loan to be drawn by November 30. Due to miscommunication with the bank this did not occur until the first week of December. A verbal request was made with the bank, but was not followed up with a written confirmation of the request. Commissioner Youngquist questioned if Sonoco would participate in any refunds issued from the current surplus in the Operations. Accountant Voigt indicated yes they have been receiving any refunds that are issued. After discussion, motion made by Commissioner Youngquist, seconded by Commissioner Bauer to approve the Financial Statements for the month of November. Motion carried unanimously.

Accountant Voigt presented the Snow Plowing agreement for 2011-2012. The wording in Section Three was corrected. Motion made by Commissioner Youngquist, seconded by Commissioner Sambs to approve the Snow Plowing and Removal Contract with AM Truck / Levenhagen Corporation. Motion carried unanimously.

Attorney Thiel reported on his review of the billing and timing of the request for a fee adjustment and also on his discussion he had with Attorney Griggs from Godfrey & Kahn. Attorney Thiel indicated one issue leading to more time spent on the project was due to changing in how the borrowing method would be handled. Commissioner Gunz questioned why Attorney Griggs was needed for the storage building. Attorney Thiel reported it involved the issue of private activity and Clean Water Fund eligibility. Commissioner Youngquist reported the borrowing became more complicated than originally anticipated and he feels it is reasonable to settle at \$20,000 for the fees from Godfrey & Kahn. After discussion, motion made by Commissioner Gunz, seconded by Commissioner Bauer to pay an additional \$4,000 to Godfrey & Kahn for the legal services for the Revenue Bond Anticipation Note. Motion carried unanimously.

Attorney Thiel discussed updating the Open Records Policy of the Commission. The current policy references an Attorney Manual; no one is aware of any such manual and this item should be deleted from the policy. Attorney Thiel requested input from the Commissioners on the policy. Further review needs to occur on written requests and language for custodian in the current policy. It was questioned if requests by email should be allowed; due to the management arrangement it was recommended not to allow email requests. Commissioner Gunz indicated written requests are important in our situation.

Accountant Voigt presented MCO Invoices #16073 and #16129 in the amounts of \$117,965.87, and \$602.35. Commissioner Gunz questioned the billing for the use of MCO vehicles; Manager Much responded. After discussion, motion made by Commissioner Youngquist, seconded by Commissioner Hamblin to approve for payment MCO Invoices #16129 and #16129 and to pay the invoices after January 1, 2012. Motion carried unanimously.

Accountant Voigt presented the Accountants Report and Cash Flow Projection for the month of November. The interest rates have not changed; MCO generated \$4,500 in income to the Commission in November. The December restricted cash account for Construction Funds will increase due to the required loan draw. After discussion, motion made by Commissioner Hamblin, seconded by Commissioner Youngquist to accept the Accountants Report for November. Motion carried unanimously.

Accountant Voigt presented for payment McMAHON invoices #47678 - \$7,150.00; #47677 - \$32,100.00; #47675 - \$2,150.00; #47676 - \$872.00; #47717 - \$3,000.00; #47659 - \$3,510.45; and #47658 - \$149.00. After discussion, motion made by Commissioner Youngquist seconded by Commissioner Bauer to approve for payment invoices #47678, #47677, #47675, #47676, #47717, #47659, and #47658. Motion carried unanimously.

### **Operations, Engineering, Planning**

Manager Much presented and discussed the operating report for the month of November 2011. The printed report includes graphs of loading received during the year. Manager Much reported

on the status for repairing the methane engine; the repairer thinks he knows the issue and it would be \$8,000 to make this repair. There is no guarantee this would fix the problem. Commissioner Falck indicated if this fixes the issue, it would still be a good return on the investment with the income generated by this unit; we should go ahead with the repair. Manager Much reported the equipment would be repaired by the vendor from Milwaukee. After discussion, motion made by Commissioner Falck, seconded by Commissioner Hamblin to proceed with making the repair to the methane engine. Motion carried unanimously.

Tom Kispert updated the Commission on the facilities upgrade project. The equipment shop drawings will start coming in in January.

Tom Kispert discussed the Controls & SCADA. Work is proceeding on the final design; hazardous areas have been identified; process/instrumentation diagrams are being created. Manager Much reported a meeting with the McMahon electrical people will be held to go over the system.

Tom Kispert discussed the GIS based work order system. The software has been installed; the data will be updated; staff training will begin next week. The program should be up and running in a few weeks.

Tom Kispert reported he received some general questions from Mike King regarding the centrifuge equipment. Commissioner Youngquist questioned if the time value of money was included in the evaluation process. Tom responded yes it was.

### **Old Business**

Biosolids. Chad Olsen discussed with the Commission his letter to Fred Hegeman (DNR) regarding their meeting to review a proposal for making changes with the NMSC digestion system to meet Class A biosolids requirements. His meeting with Fred Hegeman was positive and he was generally accepting of the approach discussed. If we receive a positive response, Chad recommends going this route to achieve the Class A biosolids. This method would require additional testing initially to confirm the Class A level. Commissioner Falck questioned if we are committed to going to Class A biosolids. Chad was instructed to look at the options available and the costs associated with these options. Chad indicated he anticipates receiving a response from the DNR by the next meeting. Chad reported further on the 60 sites presented as possible options for a biosolids storage building site; the list has been reduced to 12 sites for further consideration.

Commissioner Bauer was excused from the meeting to attend to personal matters (8:40 am).

Commission Vice-President Zielinski recognized former Commissioner William Zielinski who was in attendance.

Motion made by Commissioner Youngquist, seconded by Commissioner Falck to convene into closed session pursuant to Wis. Stats. § 19.85(1)(e) to discuss strategy concerning the Contracted Industrial User as it affects the financing of the Sewer Plant Project and this involves the investment and spending of public funds and competitive and bargaining reasons require a

closed session to discuss such strategy to vendors to best serve the public interest and pursuant to Wis. Stats. § 19.85(1)(g) to confer and review written and/or oral legal advice by legal counsel to the Commission as to litigation strategy and status of matters concerning the lawsuit(s) commonly referred to as the Fox River litigation. By roll call vote taken, motion carried unanimously, by Commissioners Youngquist, Hamblin, Sambs, Falck, Gunz.

Meeting convened into closed session at 9:41 am.

After discussions, motion made by Commissioner Youngquist, seconded by Commissioner Hamblin to adjourn the closed session and return in regular open session. Motion carried unanimously by Commissioners Youngquist, Hamblin, Sambs, Falck, Gunz. The Commission returned to Regular open session at 10:04 am.

### **Vouchers**

Motion made by Commissioner Youngquist, seconded by Commissioner Falck to approve operating and payroll fund vouchers #132686 through #132735 in the amount of \$292,018.28 for the month of November 2011; and Construction Fund Vouchers #104 and #105 for the month of November in the amount of \$94,011.90. Motion carried unanimously.

Motion made by Commissioner Falck, seconded by Commissioner Gunz to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 10:06 a.m.

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Vice-President

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Secretary

**THE NEXT REGULAR MEETING IS SCHEDULED FOR TUESDAY January 24<sup>th</sup>, 2012.**

**CITY OF MENASHA**  
**Parks and Recreation Board**  
**Council Chambers, City Hall – 140 Main Street**  
**January 9, 2012**  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order by Chr. D Sturm at 6:00 p.m.

**B. ROLL CALL/EXCUSED ABSENCES**

MEMBERS PRESENT: Chr. Dick Sturm, Ron Suttner, Luke Schiller, Nancy Barker, and Ald. Mark Langdon

MEMBERS EXCUSED: Sue Pawlowski and Lisa Hopwood

OTHERS PRESENT: PRD Tungate, PS Maas and Ald. Chris Klein

**C. MINUTES TO APPROVE**

1. **Minutes of the December 12, 2011 Plan Commission Meeting**

Moved N. Barker, seconded by R. Suttner to approve the minutes of the December 12, 2011 Park Board meeting. Motion carried 5-0.

**D. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA**

Five (5) minute time limit for each person.

1. No one spoke.

**E. REPORT OF DEPARTMENT HEADS/STAFF/YOUTH LIAISON OR CONSULTANTS**

1. **Director's Report – Upcoming Programs, Gilbert Site and Koslo Park Fundraising – PRD Tungate**

PRD Tungate reported on the upcoming Winter Gala (Feb. 4), the status of the ice rink, and time being spent on revising the summer program booklet which will have a significant number of changes in the pool section.

2. **Park Project and Vandalism Report – PS Maas**

PS Maas reported on several repair and maintenance projects at the Memorial Building. They include: repair to the outside pillars, light fixture replacement and modest upgrade to the electrical system to reduce or eliminate fuses being blown during events. No flooding has been done yet on the ice rink. Restroom partitions have been replaced at the Jefferson Park Pavilion. Two small storage areas will be constructed inside the pool bathhouse. Tree stakes from 2009 were removed. Tree pruning will begin soon.

3. **Friends of the Menasha Pool (12-21-11 Meeting)**

No report from the Friends of the Menasha Pool.

**F. DISCUSSION**

1. **Revised Pool Schedule for 2012**

PRD Tungate gave an overview of a revised pool operation and program schedule for 2012. The first priority in the revision was to ensure that \$10,000 of labor savings was realized. This will be done primarily by closing the pool over the dinner hour and by reducing hours later in the season.

Scheduling swim lessons will change to give people either a two day a week or four day a week

option. Thursdays are proposed for some family or teen nights. Additional revenue opportunities by renting lap lanes to the Fox Valley Wave were also likely to occur. Many of the new ideas came from the Friends of the Menasha Pool group. Senior programming is proposed to be conducted as an offshoot of the Senior Center/YMCA programming. The Board had some questions and seemed supportive of the changes.

#### **G. ACTION ITEMS**

1. **Recommend Changes to Department Fees and Charges for 2012**

Moved by L. Schiller, seconded by N. Barker to approve changes to the 2012 Parks and Recreation Fees for Programs and Services. PRD Tungate summarized the list of changes including the list of all special event fees and several changes to cemetery and pool fees. Some discussion was held on how for-profit events should contribute or donate a portion of event proceeds back to the City or park system. Chr. D. Sturm asked for this topic to be placed on the next Board agenda. The motion to approve the 2012 fees passed 5-0.

#### **H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA**

Five (5) minute time limit for each person

1. No one spoke.

#### **I. ADJOURNMENT**

Moved by R. Suttner, seconded by N. Barker to adjourn at 8:17 p.m. Motion carried 5-0.

**CITY OF MENASHA**  
**Plan Commission**  
**Council Chambers, City Hall – 140 Main Street**  
**January 17, 2012**  
**DRAFT MINUTES**

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3:30 PM *Informal Public Hearing – Special Use Permit – Electronic Message Center, 59 Racine Street, Parcel No. 5-00001-00*

Mayor Merkes opened the public hearing at 3:30PM. No one spoke. Mayor Merkes closed the public hearing at 3:31 PM.

**A. CALL TO ORDER**

The meeting was called to order at 3:31PM by Mayor Merkes.

**B. ROLL CALL/EXCUSED ABSENCES**

PLAN COMMISSION MEMBERS PRESENT: Mayor Merkes, Commissioners Schmidt, Cruickshank and Sturm, DPW Radtke and Ald. Benner.

PLAN COMMISSION MEMBERS EXCUSED: None

PLAN COMMISSION MEMBERS ABSENT: None

OTHERS PRESENT: CDD Keil, PP Homan, Scott DeWitt, Dave Allen and Ken Brusda

**C. MINUTES TO APPROVE**

1. **Minutes of the December 6, 2011 Plan Commission Meeting**

Motion by Ald. Benner, seconded by Comm. Schmidt to approve the December 6, 2011 Plan Commission meeting minutes as presented.

The motion carried.

**D. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA**

1. No one spoke.

**E. DISCUSSION**

1. **EMANONA, LLC Concept Plan for Manitowoc Road/Province Terrace Area**

Dave Allen described the development concepts they were considering for the site. These included duplex and multifamily units and possible combinations thereof.

Commissioners discussed:

- Consistency with the Comprehensive Plan
- Relationship to adjoining land uses
- Suitability of the site for alternative uses

The consensus was that the developer should proceed with their planning for duplex/multifamily use of the site.

**F. ACTION ITEMS**

1. **Special Use Permit – Electronic Message Center, 59 Racine Street, Parcel No. 5-00001-00**

Kara Homan described the proposal for the electronic message center signage and noted that notification was sent to property owners in the vicinity. One written comment was received with the property owner stating they had no objection to the proposed sign. Ald. Benner stated that he had received a phone call, with the caller objecting to the sign, although no specific reason for objecting was given. Mayor Merkes stated that he had discussed the signage proposal with

most of the neighbors, and no one had objected to the proposal.

Motion by DPW Radtke, seconded by Comm. Sturm to recommend approval of the Special Use Permit for the electronic message center at 59 Racine Street.

The motion carried.

**G. ADJOURNMENT**

Motion by Ald. Benner, seconded by DPW Radtke to adjourn at 4:53 p.m.

The motion carried.

*Minutes respectfully submitted by CDD Greg Keil.*



President Ron Duuck called the meeting to order January 18, 2012 at 4:30PM, Menasha Safety Building, 430 First Street, Menasha, Wisconsin.

**Present:** Ron Duuck, Jason Dionne, Terri Reuss, Tim Styka, Tony Gutierrez Marshall Spencer

#### **Meeting minutes**

- Jason Dionne moved to accept the November 17, 2011 minutes. Terri Reuss seconded the motion. The motion was unanimously carried.

#### **Communication**

- Menasha citizen Ron Pruss requested to speak at the meeting regarding his concerns with his property at 217 Lake St and the response of MPD.
- Neenah Rotary sent a letter of appreciation for MPD support of recent community activities.
- Boys and Girls Brigade sent letter of appreciation to Officer Jorgenson.

#### **Motion to go into closed session**

- At 5:10PM Terri Reuss made a motion to go into closed session. Ron Duuck seconded the motion which was unanimously carried.

#### **CLOSED SESSION Wisconsin statutes sec 19.85 (1)(c)**

- Considering the employment, promotion, compensation or evaluating the performance of any employee under the commission's jurisdiction.
- Open patrol position (consideration of candidates)

#### **Return to open session**

- At 8:20PM Tony Gutierrez made a motion to return to open session. Marshall Spencer seconded the motion which was unanimously carried

#### **Police Chief Styka's report**

- Chief Styka reported that Lt Michael Brunn submitted his request to retire effective Jan 13.
- Jason Dionne motioned that the Commission approve Lt Michael Brunn's retirement request. Tony Gutierrez seconded the motion which was unanimously carried
- Jason Dionne made a motion that the Commission officially express the Commission's appreciation for Lt Brunn's many years of excellent service and dedication to the City of Menasha. Tony Gutierrez seconded the motion which was unanimously and enthusiastically supported.
- Chief Styka presented a proposed new organization structure chart. (see accompanying PDF labeled "MPD Jan 17 2012 Org Chart draft.")
- Tony Gutierrez motioned that the Commission approve the new organization structure. Jason Dionne seconded and the motion was unanimously carried.
- Chief Styka reported that the recent MPD open house was well attended.
- The first full department meeting has been held.
- Criteria for filling open lieutenants' positions have been established and interested MPD officers have been asked to submit letters of interest.
- Plans are being established to fill open K-9 position

**Training:**

- Chris Groeschel & Aaron Zemlock: Advanced CIT training
- Paul Scheppf and K-9 Gommez: Narcotic Detection Dog Certification
- Matt Albrecht: CVMIC, unacceptable Employee Behavior training

**Meeting schedule;**

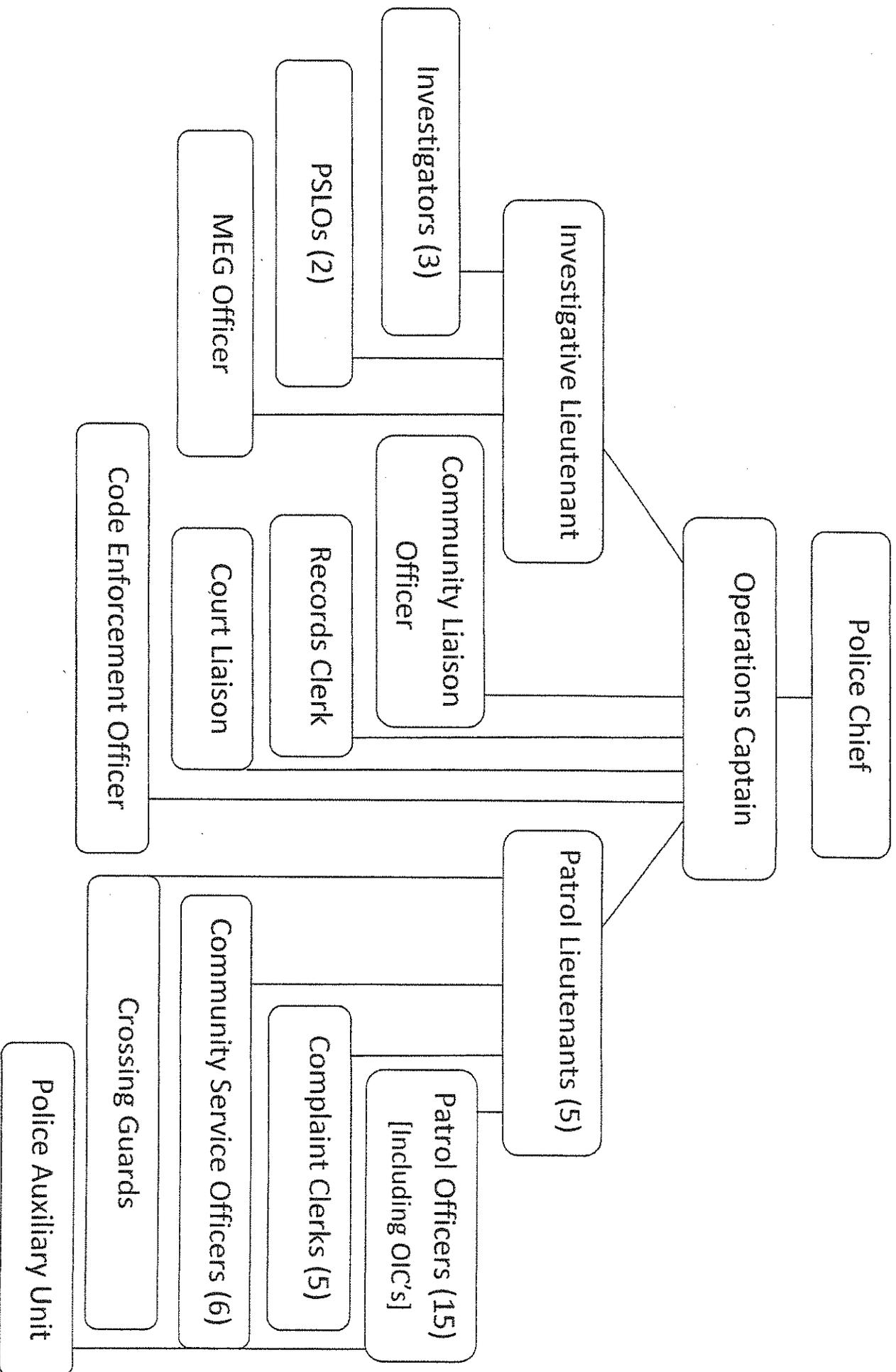
- The next bi monthly meeting will be held Thursday March 15 2012 at 4:30pm Menasha Safety Building, 430 First Street, Menasha, Wisconsin.

**Adjourn:** Motion by Terri Reuss seconded by Jason Dionne, at 9:10 pm. The motion was unanimously carried.

Menasha alderpersons occasionally attend meetings of this body. It is possible that a quorum of Common Council, Board of Public Works, Administration Committee, Personnel Committee, may be attending; however no official Acton of any of these bodies will be taken.

Menasha is committed to its diverse population. Our non- English speaking population or those with disabilities are invited to contact Police Chief Styka at (920) 967-3501 at least 24-hours in advance to ensure special accommodations can be made.

Respectfully submitted,  
Marshall Spencer,  
Commissioner, Secretary



**CITY OF MENASHA**  
**Redevelopment Authority**  
**Council Chambers, 3<sup>rd</sup> Floor, City Hall – 140 Main Street**  
January 18, 2012  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order at 5:04 p.m. by Chairman Kim Vanderhyden.

**B. ROLL CALL/EXCUSED ABSENCES**

REDEVELOPMENT AUTHORITY MEMBERS PRESENT: Ald. Jim Englebert, Kim Vanderhyden, Kip Golden, Bob Stevens and Gail Popp

REDEVELOPMENT AUTHORITY MEMBERS EXCUSED: Linda Kennedy

OTHERS PRESENT: CDD Keil, PP Homan, Dave Wuestenberg and Ald. Chris Klein

**C. MINUTES TO APPROVE**

1. **Minutes of the November 7, 2011 Redevelopment Authority Meeting**

Motion by Ald. Jim Englebert, seconded by Kip Golden to approve the November 7, 2011 Redevelopment Authority meeting minutes.

The motion carried.

**D. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA**

(five (5) minute time limit for each person)

1. Ald. Klein commented on risks associated with RDA involvement in the development of spec houses and the potential effects on the existing homes by changing building restrictions.
2. Dave Wuestenberg provided information about a FVTC building trades training program under which a home is constructed by students – he will look into the details and report back to the RDA.

**E. COMMUNICATION**

1. None.

**F. DISCUSSION**

1. **Update on Land Transactions**

CDD Keil reported that the land transactions between the city, RDA and the developers had been completed. The transfer of the lots in the LPV Phase II Homeowners association from the city to the RDA is imminent.

**F. ACTION ITEMS**

1. **Consideration of Proposals – Lake Park Villas and Lake Park Square Real Estate Brokerage and Marketing Services**

PP Homan summarized the proposals that were received and presented the results of the scoring that the RDA members had assigned to the proposals.

Discussion ensued on the evolution of the LPV development as related to past marketing efforts and perceived constraints.

The criteria used by the in evaluating the proposals were:

- Understanding of the existing development as related to the marketing strategy
- The vision for the development going forward
- The qualifications of the firm and individual brokers as marketers, and the capacity of the firm to effectively carry out the proposed marketing strategy
- The compensation requested and its relationship to the media and methods of marketing contained in the proposal
- The proposed or potential for synergies among firms to jointly market the development

After considering these and related factors, the consensus was to interview the following firms:

- Coldwell Banker The Real Estate Group, Inc. – Rockwell & Werth
- Coldwell Banker The Real Estate Group – Ripley & Krueger
- Grubb & Ellis /Pfefferle
- Remax 24/7 Real Estate, LLC

There was also consensus that the committee would meet on Wednesday, January 25 at 5:00 PM to interview the above firms.

#### **G. ADJOURNMENT**

Motion by Gail Popp, seconded by Kim Vanderhyden to adjourn at 6:11 p.m.

The motion carried.

*Minutes respectfully submitted by Greg Keil, Community Development Director.*

**CITY OF MENASHA**  
**Redevelopment Authority**  
**Council Chambers, 3<sup>rd</sup> Floor, City Hall – 140 Main Street**  
January 25, 2012  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order at 5:00 p.m. by Chairman Kim Vanderhyden.

**B. ROLL CALL/EXCUSED ABSENCES**

REDEVELOPMENT AUTHORITY MEMBERS PRESENT: Kip Golden, Kim Vanderhyden, Bob Stevens, Gail Popp and Ald. Jim Englebert

REDEVELOPMENT AUTHORITY MEMBERS EXCUSED: Linda Kennedy

OTHERS PRESENT: CDD Keil, PP Homan, Ald. Klein, Sue Schrange, Dave Wuestenberg, Corey Krueger, Lisa Ripley, Tom Werth, Amy Rockwell, Patrick Connor, Elizabeth Ringgold, K.C. Maurer, Jim Fletcher and John Gabbey

**C. MINUTES TO APPROVE**

1. **Minutes of the January 18, 2012 Redevelopment Authority Meeting**

Motion by Ald. Jim Englebert, seconded by Bob Stevens to approve the January 18, 2012 Redevelopment Authority meeting minutes.

The motion carried.

**D. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA**

(five (5) minute time limit for each person)

1. Dave Wuestenberg commented on the importance of making social media a component of a marketing strategy.
2. Ald. Klein commented on establishing a marketing budget and questioned the source of funds to support it.

**E. COMMUNICATION**

1. None

**F. DISCUSSION**

1. **Presentation of Real Estate & Marketing Proposals for Lake Park Area:**
  - a. **Coldwell Banker, the Real Estate Group – Ripley & Krueger (5:05 PM)**
  - b. **Coldwell Banker, the Real Estate Group – Rockwell & Werth (5:30 PM)**
  - c. **Grub & Ellis / Pfefferle (5:55 PM)**
  - d. **RE/MAX 24/7 (6:20 PM)**

## F. ACTION ITEMS

### 1. Selection of Preferred Residential and Commercial Real Estate Proposal(s) for Lake Park Square and Lake Park Villas

Commissioners discussed the qualifications of the respective firms and the proposed approaches to marketing. Specific discussion was held with regard to the following matters:

- The image of the existing development within the Fox Cities real estate market and strategies for overcoming negative perceptions.
- The character of the existing Lake Park Villas development including the demographic profile of residents, the quality and character of housing units, the relationship of residents to the businesses in the Lake Park Square commercial area, and the "lifestyle" concept the development was predicated on.
- The current building standards and covenants as related to builder/buyer expectations.
- The size of existing lots and the configuration of the development as related to current market trends.
- Proposed marketing approaches with respect to lot pricing, methods and media to be used in advertising and promotion.
- The need for and possible sources of funding a marketing budget.
- The creation of spec homes and the establishment of an on-site marketing presence.
- The relationship between commercial/residential brokers and the connection with the Cypress Homes and Lexington Homes brokers and marketing efforts.

In consideration of the above and the specific content of the proposals, Ald. Englebert made, and Bob Stevens seconded a motion to select Amy Rockwell and Thomas Werth representing Coldwell Banker, The Real Estate Group, Inc. for marketing the residential properties, and Pat Connor and Elizabeth Ringgold representing Grubb & Ellis / Pfefferle for marketing the commercial properties.

The motion carried.

## ADJOURNMENT

Motion by Ald. Englebert, seconded by Kip Golden to adjourn at 7:55 p.m.

The motion carried.

*Minutes respectfully submitted by Greg Keil, Community Development Director.*



## City Hall Safety Committee Meeting

December 1, 2011  
Minutes

Meeting called to order at 1:25 PM

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

A. Motion to approve minutes from November 3, 2011 made by K. Clausing second S. Nett. Motion approved.

### B. Old Business

1. **Hazard Communication MSDS Sheets / Labeling** – T. Drew raised the issue of properly labeled containers of chemicals (spray bottles) and that MSDS sheets must be obtained for all chemicals including chemicals which employees bring in. Long term goal is to put all MSDS sheets on the intranet, which will involve scanning existing MSDS sheets and obtaining PDF versions online. T. Drew raised the concern that all affected employees would have to have intranet access if MSDS sheets were placed on computer.
2. **Emergency Notifications** – updates required for floor coordinators for City Hall. Library has been updated. Further discussion in January 2012.

### C. New Business

1. **Monthly Safety Topic**—"A Small Scratch Can Grow on You! Get First Aid for all Injuries!" Topic discussed promptly administering appropriate first aid and reporting injuries.
2. **Injury Review**-No injuries reported
3. **Other new items for discussion**—K. Clausing requested that employees and supervisors be reminded that all employees who see a Physician related to a work related injury must provide a report from the Physician after each visit. Medical documentation must accompany the injury report.

### D. Training

1. **Fire Extinguisher** – An additional fire extinguisher session was conducted in November. 4 additional employees were trained 2 from the Library and 2 from the Health Department.
2. **Hearing Screening** – goal to complete in early 2012.

3. **Annual training items** – IT in process of placing refresher trainings on the intranet. A class room session will be held for Haz. Comm. in early February 2012.
4. **Additional Training items for discussion-** Safe Lifting training to be offered in 2012.

E. Motion to adjourn at 1:55 made by A. Alix and seconded by K. Clausing. Motion carried.



**Police Safety Meeting  
October 13, 2011  
Minutes**

Meeting called to order at 2:40 PM.

Present: Mike Brunn, Chuck Sahr, Bev Sawyer, Todd Drew, Sara Swenson, Mark Mauthe

Excused: Sue Nett, Pamela Captain, Aaron Zemlock

A. Motion to approve minutes from August 2, 2011 meeting made by S. Swenson second C. Sahr

**B. Old Business**

1. **Respiratory Protection** – Fit testing dates need to be set up by T. Drew.
2. **Door between garage and back hall** – A window has been installed in the door between the garage and the back hall to allow view when opening. Concern was that this door opened blindly from the garage into the back hall. Minor bumps and near misses were cited on numerous occasions due to individuals in the garage being unable to see into the hall before opening.

**C. New Business**

1. **Monthly Safety Topic**- was emailed to C. Sahr prior to the meeting
2. **Injury Review** – Issue related to a BBP incident to be forwarded to S. Nett.
3. **Other new business** – B. Sawyer raised concerns related to potential mold growth on ceiling tiles in the back hall. T. Drew to check issue and discuss with A. Alix.

**D. Training**

1. **Refresher Training 2011** – T. Drew will put all training sessions on the intranet to cover the remainder of 2011. Each section will have a date deadline.

2. **CVMIC Law Enforcement specific training modules** – T. Drew provided a list of training modules available from CVMIC. Training modules are available in power point and video formats. List provided by B. Rank – CVMIC.
3. **Fire Extinguisher Training** – MPD comfortable with current training re: fire extinguishers. T. Drew will provide notice when fire extinguisher training will be provided by NMFD.
4. **Hearing Screening** – dates pending (December 2011)
5. **New training issues** – No training items were addressed.

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

**Members:** Mike Brunn, Chuck Sahr, Mark Mauthe, Aaron Zemlock, Bev Sawyer, Todd Drew, Sue Nett, Pamela Captain, Sara Swenson



**PUBLIC WORKS / PARKS DEPARTMENT SAFETY COMMITTEE  
December 20, 2011  
MINUTES**

Meeting called to order at 9:05 AM

Present: Jim Julius, Todd Drew, Vince Maas, Sue Nett, Jeff Nieland, Ken Popelka, Adam Alix

Absent: Tim Jacobson, Corey Gordon, Pamela Captain, Brian Tungate

**Approval of Minutes** – Motion to approve minutes from the November 22, 2011 meeting made by J. Julius second K. Popelka.

**A. Old Business**

1. **EOEP Maps** – Jefferson Park Bathhouse – Locations marked by V. Maas, maps returned to C. Gordon to generate final maps.
2. **Maintenance Shop Ventilation Issue** – No new updates
3. **Maintenance of Eyewash Stations and Fire Extinguishers** –Progress discussed by area and noted on the walk thru report. The majority of identified issues have been addressed.

**B. New Business**

1. **Monthly Safety Topic** – “A Small Scratch Can Grow on You! Get First Aid for all Injuries” was distributed and discussed. Topic discussed the importance of proper first aid and reporting of injuries.
2. **Injury Review** – one injury was reported: Employee injured his shoulder while emptying a dumpster. The dumpster shifted as he was unhooking it, employee put his arm out to protect himself and jammed / twisted his shoulder under the force of the dumpster moving. Recommendation: Employees should use dumpster locks and tipper bars when dumping and also stand clear of the dumpster and in plain view of the driver at all times.
3. **Recycle Truck Safety / Ergonomics Meeting** – Multiple meetings identified an issue with the automated recycling truck where the operator was experiencing knee and shoulder pain. A meeting was conducted at the Public Works Garage on December 16, 2011. M. Radtke, S. Nett, T. Jacobson, T. Drew and Chris Halweg were present. Based on the set up of the driver area, limited corrections could be made to improve the problem. It was determined that the best option was to change the schedule so that operators were on a 2 day rotation instead of 2 week, which should reduce strain.

4. **Vehicle Lock-out / Tag-out Reminder (Winter issues)** – Vehicle lock-out/tag-out was discussed at the Winter DPW meeting. Emphasis was placed on winter vehicles including plow blades, salt augers and other winter issues which required LOTO to de-energize equipment in order to work safely. Employees defer to vehicle lock out tag out procedures.

**C. Training**

1. **Fire extinguisher training** – T. Drew will try to schedule in January depending upon the weather and M. Sipin's schedule.
2. **Hearing Screening** – schedule pending (late winter - early spring).
3. **New employee training initial training completed / additional training required (tow motor)** – J. Nieland stated that new employees were trained on proper use of tow motor in house.
4. **Other new training items or concerns** - T. Drew – per CVMIC Hazard Communication Training refresher will be done in classroom format. New Haz Comm. training material will be presented. T. Drew will schedule training in January (7:00am).

**D. Adjourn:** Motion A. Alix second K. Popelka - Meeting adjourned at 10:10am.

**CITY OF MENASHA**  
**Sustainability Board**  
**Council Chambers, City Hall – 140 Main Street**  
**January 17, 2012**  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order at 6:35 p.m. by Linda Stoll.

**B. ROLL CALL/EXCUSED ABSENCES**

SUSTAINABILITY BOARD MEMBERS PRESENT: Paul Van de Sand, Chris Bohne, Linda Stoll, Roger Kanitz, Kathy Thunes

SUSTAINABILITY BOARD MEMBERS EXCUSED: Ed Kassel

SUSTAINABILITY BOARD MEMBERS ABSENT: Becky Bauer

OTHERS PRESENT: CDD Keil, PP Homan, Mayor Merkes.

**C. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA**

1. No one spoke.

**D. MINUTES TO APPROVE**

1. **December 12, 2011.**

The Board discussed several changes that were needed for the minutes of the December 12, 2011 meeting. The following amendments were presented:

- B. Roll Call: Noting Becky Bauer as absent
- F.2. Correcting the spelling of Chris Bohne's last name (from Boehne to Bohne) & clarifying that Paul Vand de Sand would like to convert all municipal facilities to energy units per square foot.

Motion made by Paul Van de Sand and seconded by Chris Bohne to approve the minutes of December 20, 2011, as amended. The motion carried.

**E. COMMUNICATIONS**

Linda Stoll reported that she had received a letter of resignation from Becky Bauer, citing that she can no longer commit the time to attend meetings due to other obligations.

The Board thanked Becky for her service and accepted her resignation. Linda Stoll indicated she would like to find a replacement from within the Menasha School District.

1.

**Community sustainability committee gathering**

Roger Kanitz described the activities being done by the City of Neenah and Town of Greenville's sustainability boards, and how they report them to the community. The committee discussed the potential to produce something like this for the City of Menasha.

Roger Kanitz also described the efforts of ECOS-Fox Valley to update their website and allow for sustainability information to be stored and shared.

Kathy Thunes stated that the East Central Wisconsin Regional Planning Commission's HUD Sustainable Communities grant application was not successful, but communities

will receive preferred sustainability status. This means that communities within the East Central region will receive an additional 2 points when applying for HUD discretionary grants.

Roger Kanitz indicated the next quarterly meeting of the sustainability committee group will be at 3pm on April 19<sup>th</sup>.

## F. REPORTS

Kathy Thunes stated that she has started work on solid waste. She has a meeting on February 10<sup>th</sup> with DPW Radtke and Jennifer with Winnebago County to discuss how increasing recycling can reduce garbage, and lesson the city's tipping fees.

The Board discussed how recycling and other items can be featured in a regular sustainability article for the City Newsletter. Topics could include:

- Donating damaged clothing to Goodwill; this will save the city money for garbage fees and create jobs at Goodwill.
- Discussing the bike trail project on Hwy 47. Discuss how you can save money and get healthy by biking.

## G. ACTION ITEMS

1. **NONE**

## H. DISCUSSION

1. **Earth Day recycling event update**

Roger Kanitz stated that the Town of Menasha has agreed to partner with the City for an e-recycling event on April 28, 8am to Noon, with one location at the Town Hall, and another at Menasha Utilities. They will be using a company called Recycle that Stuff, who will run it for free, although several volunteers from the Board will be needed.

The board discussed ways to promote the event, such as the City newsletter, Menasha Utility billings, and through the Fox Cities Earth Week Event Poster.

2. **Review of Wildpoldsried, Germany Energy Independence Initiative**

The Board discussed how Wildpoldsried is an inspiration for proactive and financially sound municipal sustainability initiatives.

3. **Reviewing city's small scale wind ordinance**

CDD Keil reviewed the City's existing small scale wind ordinance, and stated that he had received an inquiry from and interested homeowner wanting small wind generators.

The Board discussed other model ordinances that could be reviewed for best practices, such as the Focus on Energy model ordinance, and the City of West Allis.

4. **Wisconsin Sustainability Intern Program**

Kathy Thunes provided an overview of the Internship Program. It is through the UW System and provides communities with qualified college students to assist with sustainability initiatives. The program application is due at the end of January, and has a cost associated with it.

## I. ADJOURNMENT

Motion made by Paul Van de Sand and seconded by Kathy Thunes to adjourn at 8:15 PM. The motion carried.

## REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

January 25, 2012

**Draft**

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

Also present were Tim Gosz, Chief Water Plant Operator, Peggy Jesion, WPPI Energy Key Accounts Manager, and Don Voogt, McMahon Associates.

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

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

- A. Minutes of the Regular Meeting of December 21, 2011.
- B. Minutes of the Closed Session of December 21, 2011.
- C. Approve and warrant payments summarized by checks dated December 29, 2011, and Jan. 5 - 25, 2012, which includes Net Payroll Voucher Checks, Void O & M Check #42863, and Operation and Maintenance Voucher Checks for a total of \$827,876.64, and Operation and Maintenance Vouchers and Rebates to be paid prior to the next Regular Meeting, not to exceed \$300,000 over and above the Purchased Power Bill and Payroll. Motion approved unanimously on roll call.
- D. Correspondence, as listed.  
Copy of letter dated January 3, 2012, to Melanie Krause, Menasha Utilities, from David Prochaska, WI PSC, re: Application to Increase Water Rates

Item IV. November Financial and Operations Statement – Business Operations Accountant Hubertus reviewed the increase in electric consumption for the month compared to budget.

In response to a question raised at the last meeting, Co-General Manager/Business Operations Krause reported on the financial impact of a potential customer closing.

In the Water Utility, more chemicals were used than budgeted due to demand and water quality.

After discussion, the Commission accepted the November Financial and Operations Statement as presented.

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

Item VI. Purchase Orders over \$10,000.00 issued since the last Commission meeting were presented for informational purposes. All three were annual purchase orders.

Item VII. Unfinished Business – there was no Unfinished Business discussed at this meeting.

Peggy Jesion, WPPI Energy Key Accounts Manager, introduced Lisa Miotke, Energy Services Representative.

Item VIII. New Business, with the presence of Don Voogt, McMahon Associates, Items C & D were advanced for discussion.

Amendments to McMahon Agreement for Professional Services – Amendment #1 modifies the original agreement dated March 14, 2011, for high lift pump station modifications and abandonment of the Manitowoc Street elevated tank. The lump sum fee increases from \$18,900 to \$25,400 due to changes in the original scope of services.

The motion by Comm. Allwardt, seconded by Comm. Guidote was approved to amend the Agreement for Professional Services for a lump sum fee of \$25,400. Comm. Allwardt, Guidote, Merkes, and Roush approved with Comm. Zelinski abstaining due to not being on the Commission for the beginning of the project.

The amendment in the amount of \$7,900 for programming will be brought back to the next meeting.

Award of Bids for 16 inch Transmission Main Construction and Water Main Replacement Projects, Elevated Water Tank Demolition, and Standby Generator & Motor Control Modifications – after discussion on priorities and timelines for all the projects, Safe Drinking Water funding, and impact on cash flow, Comm. President Allwardt requested additional information on the cost of the original scope compared to the projected budget, options to meet the original budget amount, and comparisons of the original options versus those being proposed.

The motion by Comm. Zelinski, seconded by Comm. Guidote, was unanimous to table the award of bids of all the projects until additional information is prepared. A special meeting could be held to discuss these items.

Travel Request – SD Myers – Project Engineer Grenell requested authorization for Gregg Peterson, Electro-Mechanical Technician, to travel to Ohio for transformer maintenance management education. This item was included in the 2012 budgeted training schedule.

The motion by Comm. Merkes, seconded by Comm. Roush, was unanimously approved to authorize the travel request.

Pole Attachment Drawings – Mrs. Krause reviewed the communication from Boardman & Clark Law Firm regarding updating pole attachment drawings and sharing the cost with other utilities. There have been three code updates, and the cost would depend upon the number of utilities participating. Mrs. Krause was asked to bring this item back when there is a cost estimate.

Item IX. Project Reports, Bondholder Settlement and WPPI Energy Transaction – Mrs. Krause reported the settlement has been officially closed and funds were dispersed.

Telecommunications Update – Technical Services Engineer Teale gave an update on discussions with Wisnet and Fox Lodge.

Water Projects – Mr. Grenell reported on the sedimentation basin scrapper rebuild, and stated the polymer and silicate systems need to be commissioned.

Item X. Staff Reports, Co-General Manager/Engineering and Operations – Co-General Manager/Engineer and Operations Sturm responded to questions regarding fencing at the Melissa Substation, the EPA settlement discussions, communications regarding the GE leased equipment, and potential interested parties in the Steam Plant.

Project Engineer – Mr. Grenell reported on the tap changer failure at the Northside Substation on December 30.

Electric and Water Distribution/Safety Report – Electric and Water Distribution Supervisor Pichler added the primary cables for the Ponds of Menasha residential project have been energized, and tree trimming is scheduled to begin this week. In addition, he reported there were five main breaks yesterday.

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

Co-General Manager/Business Operations – Mrs. Krause reviewed the items from page two of her report which was inadvertently missing from the packet.

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

Item XII. The motion by Comm. Roush, seconded by Comm. Merkes, was unanimously approved on roll call at 9:58 a.m. to convene into Closed Session pursuant to Section 19.85 (1) (c) of the Wisconsin Statutes for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. RE: Review of Co-General Managers

By: MARK L. ALLWARDT  
President

JOSEPH P. GUIDOTE  
Secretary

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



Memorandum

TO: Common Council  
FROM: Greg Keil, CDD *gk*  
DATE: February 1, 2012  
RE: Redevelopment Authority Marketing of Lake Park Villas Lots

In December 2011, Community Development staff released a request for proposals for real estate marketing services to commercial and residential real estate firms in the greater Fox Cities area. Seven responses were received. On January 17<sup>th</sup>, the Redevelopment Authority reviewed the proposals and selected four firms to interview. These firms were interviewed by the Redevelopment Authority on January 25<sup>th</sup>, and two firms were selected – Coldwell Banker – The Real Estate Group, represented by Amy Rockwell and Tom Werth for the residential properties, and Grubb & Ellis – Pfefferle, represented by Pat Connor and Elizabeth Ringgold for the commercial properties.

Specific parameters of the listing agreements, such as lot pricing, commissions, reporting on marketing activities, and expectations for coordination between the residential and commercial brokers, will be negotiated over the next few weeks. It is our expectation that these agreements will be finalized and marketing efforts will be initiated later in February.



**MEMORANDUM**

To: Mayor and Common Council

From: PRD Tungate

Date: February 2, 2012

RE: Parks Department Weekend Snow Removal

Our department follows City Ordinance Sec. 6-2-7(a) when it comes to removal of snow from sidewalks. This ordinance states that "sidewalks shall be cleared of all accumulated snow and/or ice within twenty-four (24) hours from the time the snow ceases..."

There were two instances in January that staff worked on a Saturday to clear snow. Our focus is typically on sidewalks near schools, trails and park roads, and when good ice skating conditions are present, we will plow off the rink. These decisions are always made with an eye toward staying within our overtime budget allocation.

# Menasha Senior Center

| Total # monthly visits |       |            |
|------------------------|-------|------------|
| 2007                   | T #   | NonD/Dups  |
| Jan                    | 1359  | 302 / 1057 |
| Feb                    | 1203  | 286 / 917  |
| Mar                    | 1159  | 294 / 865  |
| Apr                    | 1331  | 311 / 1020 |
| May                    | 1377  | 393 / 984  |
| June                   | 1311  | 358 / 953  |
| July                   | 1243  | 258 / 985  |
| Aug                    | 1448  | 484 / 964  |
| Sept                   | 1178  | 239 / 939  |
| Oct                    | 1508  | 380 / 1128 |
| Nov                    | 1218  | 263 / 955  |
| Dec                    | 1028  | 226 / 802  |
|                        | 15363 |            |

| 2008 | T #   | NonD/Dups  |
|------|-------|------------|
| Jan  | 1175  | 277 / 898  |
| Feb  | 1257  | 267 / 990  |
| Mar  | 1354  | 355 / 999  |
| Apr  | 1397  | 419 / 978  |
| May  | 1121  | 275 / 846  |
| June | 1186  | 230 / 956  |
| July | 1178  | 256 / 922  |
| Aug  | 1097  | 201 / 896  |
| Sept | 1185  | 305 / 877  |
| Oct  | 1505  | 461 / 1044 |
| Nov  | 989   | 293 / 676  |
| Dec  | 909   | 224 / 685  |
|      | 14353 |            |

| 2009 | T #   | NonD/Dups |
|------|-------|-----------|
| Jan  | 1079  | 204 / 875 |
| Feb  | 1156  | 312 / 844 |
| Mar  | 1255  | 285 / 969 |
| Apr  | 1319  | 358 / 961 |
| May  | 1128  | 335 / 793 |
| June | 1195  | 241 / 954 |
| July | 1165  | 207 / 958 |
| Aug  | 1070  | 194 / 876 |
| Sept | 917   | 226 / 691 |
| Oct  | 931   | 239 / 692 |
| Nov  | 875   | 248 / 627 |
| Dec  | 961   | 297 / 664 |
|      | 13051 |           |

| 2010 | T #   | NonD/Dups |
|------|-------|-----------|
| Jan  | 1076  | 413 / 663 |
| Feb  | 972   | 363 / 609 |
| Mar  | 1258  | 402/856   |
| Apr  | 1181  | 425/756   |
| May  | 991   | 265/726   |
| June | 999   | 319/680   |
| July | 954   | 329/300   |
| Aug  | 953   | 250/842   |
| Sept | 1053  | 375/678   |
| Oct  | 1027  | 524/503   |
| Nov  | 989   | 367/376   |
| Dec  | 894   | 286/608   |
|      | 12347 |           |

| 2011 | T #   | NonD/Dups |
|------|-------|-----------|
| Jan  | 1108  | 482/626   |
| Feb  | 1002  | 391/611   |
| Mar  | 1185  | 411/774   |
| Apr  | 1187  | 469/718   |
| May  | 1278  | 469/809   |
| June | 1369  | 475/894   |
| July | 1167  | 523/644   |
| Aug  | 1475  | 540/935   |
| Sept | 1521  | 481/1040  |
| Oct  | 1586  | 605/981   |
| Nov  | 1541  | 556/995   |
| Dec  | 1330  | 410/757   |
|      | 15749 |           |

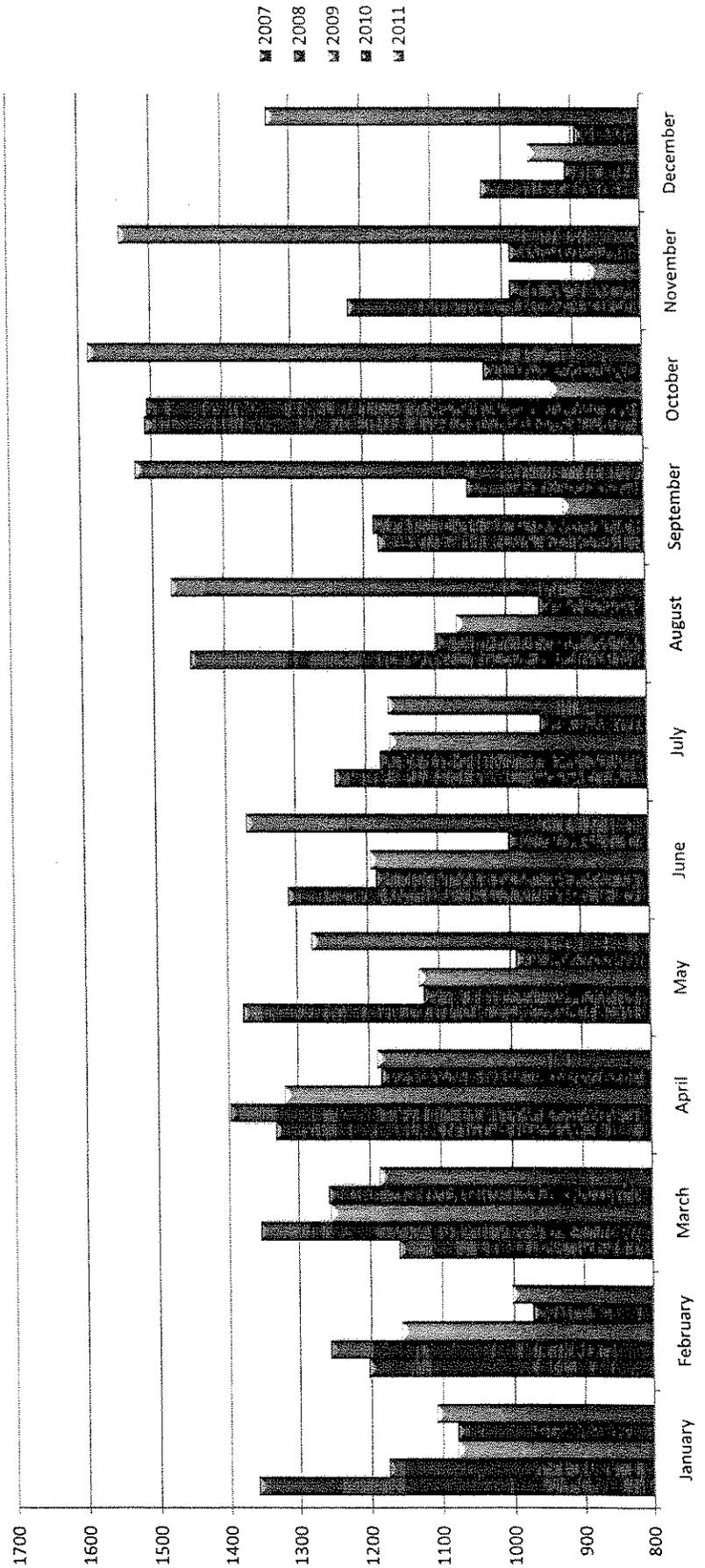
| 2012 | T # | NonD/Dups |
|------|-----|-----------|
| Jan  |     |           |
| Feb  |     |           |
| Mar  |     |           |
| Apr  |     |           |
| May  |     |           |
| June |     |           |
| July |     |           |
| Aug  |     |           |
| Sept |     |           |
| Oct  |     |           |
| Nov  |     |           |
| Dec  |     |           |
|      |     |           |

Feb. snow day-2/21/11  
 Mar. snow days -3/9 and 3/23  
 July 4th on a Monday 2011  
 Nov. closed two days 2011  
 Dec. 23 and 26 closed

Neenah-Menasha YMCA and Senior Center collaboration starting July

|           | 2007 | 2008 | 2009 | 2010 | 2011 |
|-----------|------|------|------|------|------|
| January   | 1359 | 1175 | 1079 | 1079 | 1108 |
| February  | 1203 | 1257 | 1156 | 972  | 1002 |
| March     | 1159 | 1354 | 1255 | 1256 | 1185 |
| April     | 1331 | 1397 | 1319 | 1181 | 1187 |
| May       | 1377 | 1121 | 1128 | 991  | 1278 |
| June      | 1311 | 1186 | 1195 | 989  | 1369 |
| July      | 1243 | 1178 | 1165 | 954  | 1167 |
| August    | 1448 | 1097 | 1070 | 953  | 1475 |
| September | 1178 | 1185 | 917  | 1053 | 1521 |
| October   | 1508 | 1505 | 931  | 1027 | 1586 |
| November  | 1218 | 989  | 875  | 989  | 1541 |
| December  | 1028 | 909  | 961  | 894  | 1330 |

### Menasha Senior Center Attendance



**Menasha Senior Center Participation 2011**

|                           | J   | F   | M   | A   | M   | J   | J   | A   | S   | O   | N   | D   | TOTAL |
|---------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| <b>Health</b>             |     |     |     |     |     |     |     |     |     |     |     |     |       |
| Blood Pressure            | 6   | 11  | 2   | 4   | 5   | 6   | 12  | 10  | 0   | 7   | 7   | 8   |       |
| Colorectal                |     |     |     |     |     |     |     |     |     | 70  |     |     |       |
| Flu Clinic                |     |     |     |     |     |     |     |     |     |     | 25  |     |       |
| Wellness                  |     |     |     | 16  |     |     |     |     |     |     |     |     |       |
| Urine                     |     |     |     |     |     |     |     |     |     |     |     |     |       |
| Osteoporosis              |     |     |     |     |     |     |     |     |     |     |     |     |       |
| Skin Cancer               |     |     |     |     | 41  |     |     |     |     |     |     |     |       |
| Anemia                    |     |     |     |     |     |     |     |     |     |     |     |     |       |
| Massage/Shoulder          |     |     | 9   |     |     |     |     | 13  |     |     |     |     |       |
| Hearing                   |     |     |     |     |     |     |     |     |     |     |     |     |       |
| Memory Screening          |     |     | 1   |     | 6   |     |     | 1   | 1   |     |     |     |       |
| Foot Care                 | 12  | 8   | 11  | 16  | 16  | 15  | 14  | 17  | 12  | 18  | 15  | 16  |       |
| Brown Bag Pharmacist      |     |     |     |     |     | 1   |     |     |     |     | 8   |     |       |
| Meals                     | 262 | 207 | 328 | 290 | 302 | 321 | 335 | 403 | 373 | 360 | 345 | 290 |       |
| <b>Exercise</b>           |     |     |     |     |     |     |     |     |     |     |     |     |       |
| Weight Loss               | 17  | 10  | 15  | 9   | 9   | 14  | 9   | 18  | 15  | 10  | 8   | 4   |       |
| MSROM                     | 26  | 23  | 32  | 34  | 39  | 29  | 35  | 78  | 72  | 55  | 58  | 52  |       |
| Steps to Healthy Aging    |     |     |     |     |     | 60  | 11  | 2   | 18  | 15  |     |     |       |
| Steps to H. Aging meeting |     |     |     |     |     | 14  |     |     | 4   |     |     |     |       |
| Yopilates (F.A.B.S.)      | 38  | 30  | 27  | 35  | 31  | 35  | 15  | 25  | 17  | 23  | 56  | 16  |       |
| Zumba Gold                | 44  | 46  | 38  | 32  | 70  | 52  | 45  | 60  | 70  | 70  | 76  | 52  |       |
| YogaStretch               |     |     |     | 4   | 16  | 27  | 14  | 14  | 46  | 61  | 52  | 41  |       |
| Bike for Fun              |     |     |     |     |     | 22  | 21  | 15  | 5   |     |     |     |       |
| Trestle Trail Walk        |     |     |     |     |     |     |     |     |     |     |     |     |       |
| Line Dancing - Inter.     | 103 | 81  | 97  | 104 | 102 | 80  | 43  | 66  | 87  | 103 | 102 | 84  |       |
| Silver Sneakers           |     |     |     |     | 17  | 14  | 7   | 4   | 19  | 28  | 32  | 20  |       |
| Network                   |     |     |     |     | 4   | 7   | 6   | 12  | 9   | 4   | 4   | 12  |       |
| Ballroom Dancing          |     |     |     |     |     |     |     |     | 7   | 5   | 6   | 6   |       |



|                                 |    |    |    |    |    |    |    |    |    |    |    |     |  |
|---------------------------------|----|----|----|----|----|----|----|----|----|----|----|-----|--|
| Texas Hold 'em                  | 24 | 20 | 23 | 21 | 21 | 22 | 16 | 31 | 22 | 24 | 20 | 21  |  |
| Trips/MSC                       |    |    | 7  |    |    |    |    |    |    |    |    |     |  |
| Oldies DVD/Big Screen TV        |    |    |    | 6  |    |    |    |    |    |    |    |     |  |
| Ninetdo Wii                     | 9  | 6  | 14 | 16 | 14 | 10 | 2  | 16 | 12 | 8  | 12 | 16  |  |
| Card Making                     | 4  | 5  | 5  | 3  | 5  | 4  | 6  | 6  | 4  | 5  | 6  |     |  |
| Christmas Banquet               |    |    |    |    |    |    |    |    |    |    |    | 105 |  |
| Spring Banquet                  |    |    |    |    |    |    |    |    |    |    |    |     |  |
| RSVP Trivia                     |    |    |    |    |    |    |    |    |    |    |    |     |  |
| Be a Star                       |    | 1  |    |    |    |    |    |    |    |    |    |     |  |
| Cribbage Tourney                |    | 12 |    |    |    |    |    |    |    |    |    |     |  |
| Packer Party                    |    | 10 |    |    |    |    |    |    | 3  |    |    |     |  |
| Chill Cookoff                   |    |    | 27 |    |    |    |    |    |    | 38 |    |     |  |
| Sing For Life Quartet           |    |    |    | 22 |    |    |    |    |    |    |    |     |  |
| Scrapbook Event                 |    |    |    | 6  |    |    |    |    |    |    |    |     |  |
| Ladies Dartball                 |    |    |    |    | 36 | 29 | 10 | 33 | 16 | 27 | 10 | 9   |  |
| Brewer Party                    |    |    |    |    |    |    | 3  |    |    |    |    |     |  |
| Football Frenzy game            |    |    |    |    |    |    |    |    |    |    |    | 15  |  |
|                                 |    |    |    |    |    |    |    |    |    |    |    |     |  |
| <b>Education</b>                |    |    |    |    |    |    |    |    |    |    |    |     |  |
| Computer Classes                | 12 | 7  | 11 | 12 | 7  | 10 | 3  | 6  | 4  | 12 |    | 100 |  |
| Nutro Bingo                     | 12 | 12 | 16 | 15 | 17 | 16 | 15 | 18 | 13 | 16 | 17 | 15  |  |
| Computer Walk-ins               | 19 | 20 | 22 | 21 | 21 | 34 | 25 | 31 | 27 | 27 | 25 | 24  |  |
| Library                         | 1  | 6  | 8  | 9  | 2  | 1  | 3  | 4  | 5  | 8  | 3  |     |  |
| Camera Class                    | 12 |    |    |    |    |    |    |    |    |    |    |     |  |
| Breakfast for your brain        |    |    |    |    |    |    |    |    |    | 21 | 36 | 21  |  |
|                                 |    |    |    |    |    |    |    |    |    |    |    |     |  |
| <b>Special Event Fundraiser</b> |    |    |    |    |    |    |    |    |    |    |    |     |  |
| Santa Doggie Photo              |    |    |    |    |    |    |    |    |    |    |    | 8   |  |
| Easter Doggie Photo             |    |    |    | 2  |    |    |    |    |    |    |    |     |  |
| Dee's Memorial                  |    |    |    |    |    | 39 |    |    |    |    |    |     |  |
| Stepping Stones                 |    |    |    |    |    |    | 6  |    | 11 | 12 |    |     |  |
|                                 |    |    |    |    |    |    |    |    |    |    |    |     |  |
|                                 |    |    |    |    |    |    |    |    |    |    |    |     |  |
| <b>Community Relations</b>      |    |    |    |    |    |    |    |    |    |    |    |     |  |
| Benefit Specialist              | 1  | 1  | 1  |    |    | 1  | 2  |    |    | 2  | 5  |     |  |
| Visitors                        | 15 | 11 | 4  | 11 | 8  | 10 | 7  | 6  | 12 | 5  | 10 | 10  |  |



CITY OF MENASHA  
COMMON COUNCIL  
Third Floor Council Chambers  
140 Main Street, Menasha  
Monday, January 16, 2012  
MINUTES

DRAFT

A. CALL TO ORDER

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

B. PLEDGE OF ALLEGIANCE

Moment of Silence was observed for Dr. Martin Luther King, Jr. Day

C. ROLL CALL/EXCUSED ABSENCES

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

D. PUBLIC HEARING

None

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

(five (5) minute time limit for each person)

Kathy Bauer, 709 Lincoln Street. Her appointment to N-M Sewerage Commission.

Loretta Kjemkus, Menasha Health Dept. employee. Suggested changes to Resolution R-1-12.

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

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

Minutes to receive:

- a. Administration Committee, 1/3/12
- b. Board of Public Works, 1/3/12
- c. Board of Health, 11/9/11
- d. Committee on Aging, 11/10/11
- e. Safety Committee, 11/3/11; City Hall
- f. Safety Committee, 11/22/11; Public Works/Parks Department

Communications:

- g. CA/HRD Captain, 1/11/12; Final Health Insurance Premium Rates for 2012
- h. Public Service Commission of WI, 1/6/12; Notice of Public Hearing for authority to increase water rates
- i. Public Works Facility November/December 2011 Disposal Violations

**Moved by Ald. Sevenich, seconded by Ald. Krueger to receive Minutes and Communications A-I  
Motion carried on voice vote**

G. CONSENT AGENDA

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

Minutes to approve:

1. Common Council, 1/3/12

Administration Committee, 1/3/12; recommends approval of:

2. Amending the office hours of the contract for building inspections service with Independent Inspections Ltd. to 8:00 – 9:30 am five days a week and noon-1:00 pm two days a week for a two month trial

**Moved by Ald. Sevenich, seconded by Ald. Krueger to approve all items on Consent Agenda.  
Motion carried on roll call 8-0.**

## H. ITEMS REMOVED FROM CONSENT AGENDA

None

## I. ACTION ITEMS

1. Accounts payable and payroll for the term of 1/5/12 to 1/12/12 in the amount of \$ 7,946,996.41

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

**Discussion/questions/answers on expenditures.**

**Motion carried on roll call 8-0.**

2. Lease agreement with Valley Marine Mart for property adjacent to the US Government Canal

General discussion on the terms of the lease offered to Doug Bodway from Valley Marine Mart.

Mr. Bodway explained his requested changes to the lease and reasons for his requests.

It was recommended that Mr. Bodway put his changes in a counter-offer and submit it to the Council.

## J. ORDINANCES AND RESOLUTIONS

1. O-1-12 – An Ordinance Amending Title 9, Chapter 6- Municipal Stormwater Utility, of the Municipal Code

(Introduced by Mayor Merkes, recommended by Board of Public Works)

**Moved by Ald. Sevenich, seconded by Ald. Taylor to adopt O-1-12.**

**Motion carried on roll call 8-0.**

2. R-2-12 – A Resolution Pertaining to Changes in Fees for Parks and Recreation Programs and Services for 2012 (Introduced by Ald. Langdon, recommended by the Parks & Recreation Board)

**Moved by Ald. Langdon, seconded by Ald. Krueger to adopt R-2-12**

**Discussion ensued on the charge for electricity.**

**Moved by Ald. Benner, seconded by Ald. Sevenich to hold.**

**Item held.**

## K. APPOINTMENTS

1. Mayor's reappointment to the NM Sewerage Commission

a. Kathy Bauer, 709 Lincoln St. Menasha, for the term of January 16, 2012 – December 31, 2014

**Moved by Ald. Benner, seconded by Ald. Sevenich to approve reappointment of Kathy Bauer.**

**Motion carried on roll call 5-4, with Mayor Merkes breaking the tie with a yes vote.**

**Ald. Taylor, Sevenich, Englebert, Benner, Mayor Merkes – yes.**

**Ald. Klein, Langdon, Krueger, Zelinski – no.**

2. Mayor's reappointments to the Committee on Aging

a. Lee Murphy, 812 Ida St. Menasha, for the term of February 1, 2012 – February 1, 2015

**Moved by Ald. Sevenich, seconded by Ald. Englebert to approve reappointment of Lee Murphy**

**Motion carried on roll call 8-0.**

b. Sue Steffen, 936 London St., Menasha, for the term of February 1, 2012 – February 1, 2015

**Moved by Ald. Sevenich, seconded by Ald. Krueger to approve reappointment of Sue Steffen**

**Motion carried on roll call 8-0.**

## L. HELD OVER BUSINESS

1. R-1-12 A Resolution to Restructure Pro-Rated Benefit Levels for Regular Part-time Employees

(Held 1/3/12)

**Moved by Ald. Englebert, seconded by Ald. Krueger to adopt R-1-12**

**General discussion on employee concerns, financial impact to the Budget.**

**Moved by Ald. Krueger, seconded by Ald. Langdon to table R-1-12.**

**Item tabled.**

DRAFT

M. CLAIMS AGAINST THE CITY

None

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. Zelinski to adjourn at 6:51 p.m.**

**Motion carried on voice vote.**

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



Community Development Department

Plan Commission Staff Report

January 11, 2012

Updated for Common Council on February 2, 2012

Agenda Item F.1.      Special Use Permit – Electronic Message Center – 59 Racine St,  
Parcel No. 5-00001-00

Applicant:              Kenneth J. Brusda, North Star Asset Management, Inc., agent for  
Vern Larsen, Property Owner.

Requested action:      Special Use Permit approval, as required by Sec 13-1-67(d)(1)(a)

Proposed:                Installation of an Electronic Message Center

Location:                59 Racine St.

Existing Zoning:        C-1 General Commercial

Surrounding Zoning: C-2 Central Business District (West and Northwest), C-1 General  
Commercial (North, South and East), and R-1 Single Family  
Residence (Northeast)

Existing Land Use:      Commercial Offices

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1.      **General**

Northstar Asset Management, Inc. is proposing to install an Electronic Message Center on their existing Monument Sign. They have concurrently applied for a sign permit, which is pending until this Special Use Request is considered for approval. The subject site is zoned C-1 General Commercial District and requires a Special Use Permit as the sign will be located within two hundred (200) feet of a residential use, per Sec. 13-1-67(d)(1)(a) of the Municipal Code.

2.      **Site Characteristics**

The proposed Electronic Message Center would be installed on the pre-existing monument sign, located on the southwest part of the property, immediately adjacent to Racine Street (see enclosed maps). The property is adjacent to the Central Business District to the West, multi-family condominium to the east, the

Racine Street Bridge to the South, single-family Residential to the Northeast, vacant city-owned property to the north, and the Post Office to the Northeast.

**3. Sign Dimensions & Specifications**

The proposed Electronic Message Center is 8 square feet (6'3" by 1'5"). The existing sign face is 19 square feet (see enclosed sign drawings). The proposed Electronic sign will constitute 29.6% of the total sign face, which is under the maximum 30% allowed by Sec 13-1-67(d)(4) of the Municipal Code.

As presented, the proposed digital sign complies with all other stipulations that pertain to this special use: see general sign standards (Sec 13-1-66(b)), and Electronic Message Centers (Sec 13-1-67(d)), as attached.

**4. Public Comment**

One Comment was received via email from Christopher Evenson (523 Broad St, Menasha), stating that he has no objection to the proposal (attached).

No public comment was received during the informal public hearing at the January 17, 2012 Plan Commission meeting.

**5. Recommendation**

Community Development staff finds that the proposed Electronic Message Center is compatible with surrounding land uses, as the proposed location of the digital sign screens it from all neighboring residential uses. The proposed electronic sign as proposed complies with minimum standards for this type of signage, per the Municipal Code, as outlined in Section 3 of the report.

At the January 17, 2012 Plan Commission meeting, the Plan Commission recommended approval of the Special Use Permit to install an Electronic Message Center at 59 Racine Street, parcel 5-00001-00.

  
Prepared by: Kara Homan, AICP, Principal Planner

Sec 13-1-66 (b)

| Zoning District | Type Permitted  | Restrictions (See Sec. 13-1-67)             | Allowable Sign Area per Building Exposure   | Min & Max Sign Area per Business*  | Max#   | Max Height   | Setback see Sec. 13-1-65(e) |
|-----------------|---|---|---|--|--|--|-----------------------------|
| C-1, I-1, I-2   | wall - ground floor businesses, including awning, canopy, and marquee |   | 1 sq. ft. for each linear ft. of the building exposure                                      | at least 20 sq. ft, not to exceed 300 sq. ft.  | allowable sign area may be applied per building exposure | top of wall  | NA                          |
|                 | wall - upper floor businesses and/or tenant directory                 |   | 8 sq. ft.   | NA   | 1/entrance   | at entrance, below 2nd floor windows or 20', whichever is less | NA                          |
|                 | monument (see Sec. 13-1-67 for electronic message centers)            |   | 1 sq. ft./sign face for each linear ft. of the building exposure, not to exceed 200 sq. ft. | not to exceed 75 sq. ft./sign face for 1 <sup>st</sup> business, 50 sq. ft./sign face for each business thereafter | 1/street frontage; see Sec. 13-1-65(f) for corner lots   | 16'  | 2'                          |
|                 | business center   | requires Special Use Permit                 | not to exceed 200 sq. ft.   | not to exceed 75 sq. ft./sign face for 1 <sup>st</sup> business, 50 sq. ft./sign face for each business thereafter | 1/business center entrance                               | 16'  | per Special Use Permit      |
|                 | projecting - ground floor businesses                                  | external or back lit/halo illumination only | 25 sq. ft./sign face, not to exceed 50 sq. ft./sign   | NA   | 1/business   | below 2nd floor windows or 20', whichever is less              | NA                          |
|                 | projecting - upper floor businesses or tenant directory               | external or back lit/halo illumination only | 8 sq. ft.   | NA   | 1/entrance   | at entrance below 2nd floor windows or 20', whichever is less  | NA                          |

\* The aggregate maximum sign area per business may not exceed the allowable sign area per building exposure. In order to accommodate businesses with very narrow building exposures, a minimum sign area per business is granted for certain types of signs. A sign smaller than the minimum may be erected subject to the requirements of this ordinance.

## SEC. 13-1-67 REQUIREMENTS BY SIGN TYPE

- (a) **Accessory Structure Signs.** Signs may be placed on the walls of accessory structures facing a street or customer parking lot, but the sign area used shall be deducted from the allowable wall sign area for the building exposure of the primary building.
- (b) **Awnings/Canopies/Marquees.** Awning, canopy, and marquee signs shall be permitted subject to the following standards:
  - (1) In the C-2 Central Business District, they may project into the public right-of-way, but may not be erected closer than three (3) feet to any street curb line.
  - (2) A minimum clearance of seven (7) feet shall be maintained from ground level.
  - (3) They shall not extend above the roof or parapet of the structure to which it is attached.
  - (4) Any text, logos, or other graphic representation qualifying as a sign which is placed on an awning, canopy, or marquee shall be included within the calculation of total allowable wall sign area and are subject to the requirements of this ordinance.
  - (5) Marquee signs shall be limited to buildings occupied by theaters, cinemas, performing arts facilities, or parking structures.
- (c) **Business Center Signs.** Business center signs shall be permitted subject to the following standards:
  - (1) Signs shall require a Special Use Permit and are intended to identify the entrance, the name of the business center, and/or the names of businesses within the business center.
  - (2) The boundaries of the business center shall be determined through review and approval of the Special Use Permit.
  - (3) Business center signs shall keep the first two (2) feet of the sign closest to the ground free of sign copy for the purposes of snow storage and landscaping. This portion of the sign shall not be counted toward the calculation of allowable sign area.
  - (4) The maximum height of the sign base shall be no more than 1/3 the total sign height.
  - (5) In granting a Special Use Permit, additional conditions may be required depending on the unique conditions of the business center and surrounding area. These conditions may include, but are not limited to:
    - a. location
    - b. design details
    - c. colors
    - d. materials
    - e. illumination
    - f. size
    - g. height
    - h. landscaping
    - i. number of businesses identified
  - (6) Electronic message centers are prohibited.
- (d) **Electronic Message Centers.** Signs whose informational content can be changed or altered by electronic means shall be subject to the following standards:
  - (1) Electronic message centers shall only be allowed in the C-1, I-1, and I-2 districts. Electronic message centers shall require a Special Use Permit if they are located within two hundred (200) feet of either of the following:

- a. a residential use or district;
  - b. any property use that requires a Special Use Permit.
- (2) Electronic message centers shall be allowed on monument signs only and are subject to all monument sign requirements of the applicable zoning district.
  - (3) The sign shall be equipped with photosensitive equipment which automatically adjusts the brightness and contrast of the sign in direct relation to the ambient outdoor illumination. The sign must not exceed a maximum illumination of 5,000 nits (candelas per square meter) during daylight hours and a maximum illumination of 500 nits (candelas per square meter) between dusk to dawn as measured from the sign's face at maximum brightness.
  - (4) Electronic message centers shall be integral to and a part of the original approved monument sign and may not comprise more than 30% of the sign face. Static displays consisting only of letters or numerals that are not changed more than once in a 24-hour period shall not be included in the area computation of the electronic message center. The combined square footage of the electronic message center plus any static display area may not comprise more than 75% of the total allowable square footage.
  - (5) Each message displayed on an electronic message center must be static or depicted for a minimum of 2 seconds. The minimum allowed if using a special entrance/exit method that does not violate 13-1-67(g)(4) above is 1.3 seconds.
  - (6) Electronic message centers shall not utilize animation, chasing, flashing, scintillation, scrolling or running messages, fade, or any other effect which depicts movement or is intended to draw attention to the sign.
  - (7) Multi-colored electronic message centers are prohibited.
  - (8) Including an electronic message center as part of a permanent sign will prohibit the use of any portable signs (as defined in Sec. 13-1-61) containing commercial messages.
  - (9) Electronic message centers shall not display off-premise commercial advertising.
  - (10) The Zoning Administrator shall inspect annually or at such other times as deemed necessary each electronic message center for the purpose of ascertaining whether the software settings are in compliance with the requirements of this Code. The owner of the electronic message center shall pay to the City of Menasha an annual inspection fee in an amount established by the Common Council.
- (e) **Monument Signs.** Monument signs shall be permitted subject to the following standards:
- (1) Monument signs shall keep the first two (2) feet of the sign closest to the ground free of sign copy for the purposes of snow storage and landscaping. This portion of the sign shall not be counted toward the calculation of allowable sign area.
  - (2) Monument signs must incorporate design details, materials, and colors of the associated building(s). EIFS shall not be allowed on the bottom 3 feet.
  - (3) The maximum height of the sign base shall be no more than 1/3 the total sign height.
- (f) **Pole Signs.** Pole signs are allowed on properties zoned C-1, I-1, or I-2 that directly abut WIS 441. Pole signs shall be subject to the following standards:
- (1) The structure shall be constructed on no less than two columns which must be designed to incorporate design details, materials, and colors of the associated building(s). EIFS shall not be allowed on the bottom 3 feet. Poles shall be shrouded and integrated into the overall sign design.

Greg M. Keil

---

From: che@sigmanlegal.com  
Sent: Friday, January 13, 2012 10:46 AM  
To: Greg M. Keil  
Subject: Question, Comment, or Request from Website Visitor

Name: christopher evenson  
Company:  
Phone:  
EmailConfirm: [che@sigmanlegal.com](mailto:che@sigmanlegal.com)  
Method: Email  
Comments: Electronic sign for Northstar

My wife and I discussed the proposed sign for Northstar, after we recieved notice as an affected property owner. We have no objection to the proposal.

Just wanted to let you know, so you can advise the plan commission and council, if necessary.





**City of Menasha**  
**Department of Community Development**  
 140 Main Street  
 Menasha WI 54952  
 (920) 967-3650 (920) 967-5272 fax

**APPLICATION FOR  
SIGN PERMIT**

|  |                                    |
|--|------------------------------------|
| Date: <u>12/29/11</u>                                      |                                    |
| Site Address: <u>59 RACINE ST.</u>                         |                                    |
| Zoning: <u>C-1</u>   | Parcel #: <u>D50000400</u>         |
| Name of Business: <u>NORTH STAR ASSET MANAGEMENT, INC.</u> |                                    |
| Property Owner: <u>VERU LARSEN</u>                         | Phone: <u>(920) 727-4293</u>       |
| Address: <u>59 RACINE ST.</u>                              | Fax:                               |
| <u>MENASHA, WI</u>   | Email:                             |
| Applicant: <u>NORTH STAR ASSET MGT.</u>                    | Phone: <u>(920) 729-7908</u>       |
| Contact: <u>KEN BRUSDA</u>                                 | Fax: <u>(920) 729-7904</u>         |
| Address: <u>59 RACINE ST.</u>                              | Email:                             |
| <u>MENASHA, WI</u>   | <u>kbrusda@northstarinvest.com</u> |

The undersigned hereby agrees to install all signs in accordance with applicable ordinances and holds the City of Menasha harmless from any and all damages, claims or causes of action whatsoever of any nature by reason of installation, use, continuances, or maintenance of said sign(s).

Veru Larsen DDS 11/5/12  
 Property Owner Signature Date

**Required Submissions (staff use only)**

Site Plan  
 Building Elevations  
 Sign Illustration & Description  
 Permit Fee(s)  
 Total: \$ 250.00 (+ \$50.00 fee)  
 Receipt: # 116

**Review & Approval (staff use only)**

Zoning - Special Use Required  
 C-2 Central Business District Design Standards  
 Landmarks Commission - Historic District  
 Common Council - Special Use Permit  
 Public Works - Vision Control Area/ROW

Final Approval  
 Conditions: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Zoning Administrator \_\_\_\_\_ Date issued \_\_\_\_\_

**Sign Permit Application Instructions**

- It is recommended that applicants consult with the Zoning Administrator during the initial planning stages to avoid delays and ensure that all proposed signage complies with City of Menasha ordinance requirements.
- Before construction or installation of any sign(s) requiring a permit, applicants shall submit a sign permit application package that includes:
  - A completed permit application form with the signature of the property owner.
  - Required permit fees for each sign.
  - For monument/pole signs, an accurate plot plan drawn to scale of the entire lot on which the sign(s) will be located showing the location of buildings, parking lots, driveways, and landscaped areas on the lot.
  - For wall-mounted signs, location of each sign on the building(s), with building elevations (e.g., over doors, over windows, awnings, etc)
  - An accurate indication on the plot plan of the location and orientation of all existing signs, each sign for which a permit is requested, and the anticipated location of future signs requiring a permit.
  - A description and illustration of each proposed sign including the following:
    - Colors and materials to be used in sign construction (e.g., limestone base with bronze letters, etc);
    - Style of lettering for all signs;
    - Appearance/location of logos or icons;
    - All sign proportions; and,
    - Types of illumination (e.g. external illumination with description of type of outdoor light fixture).
  - In addition, optional submittals may be required by the Zoning Administrator if deemed necessary due to the character of the proposed signs and/or site.

Over – Please complete both sides of the application form





2400 Holly Road, Menasha, WI 54955  
Tel: 920.754.1601 Fax: 920.754.1622

6510 Aurora Road, West Bend, WI 53090  
Tel: 262.789.1601 Fax: 262.789.1622

CLIENT: NORTH STAR ASSET MANAGEMENT

STREET ADDRESS: 59 Prairie St.

CITY/STATE: Menasha, WI

DATE: 12/29/11

SALES: JIM SIZAN

ARTIST: ERIC LATES

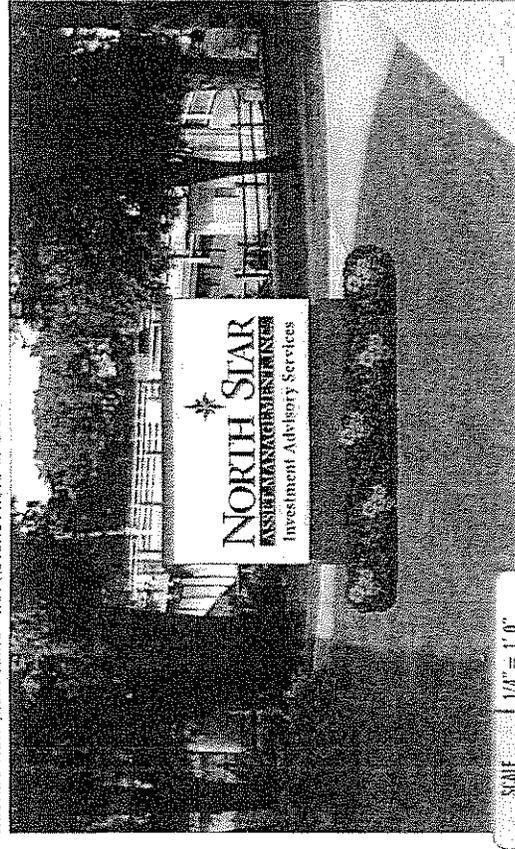
RISE TIME: 75 Hours

DRAWING ID: 3152-7 (PAGE 2)

The client shall be responsible for obtaining all necessary permits and fees for this sign. Appleton Sign Company is not responsible for any delays or costs associated with the sign. All drawings are subject to change without notice.

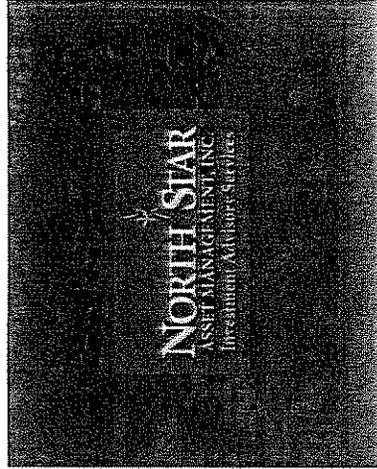
www.AppletonSIGN.com

EXISTING VIEW (RENDERING - NOT ACTUAL PHOTO OF SIGN)

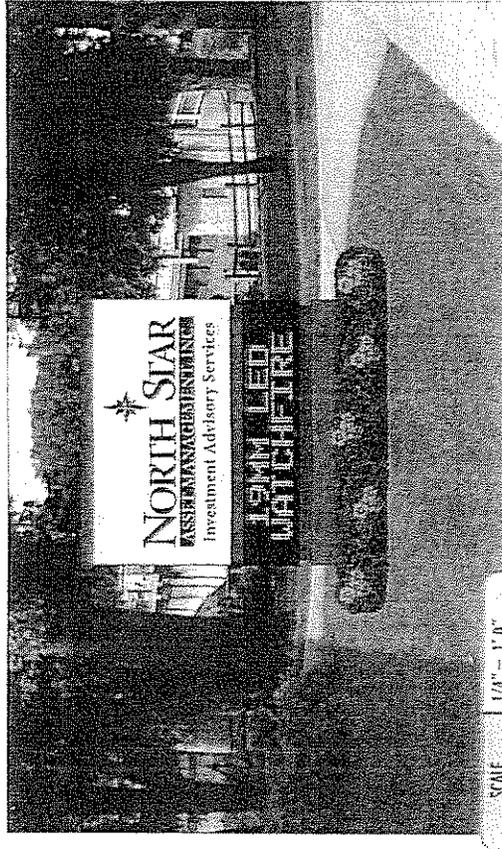


SCALE: 1/4" = 1'-0"

HIGHT VIEW

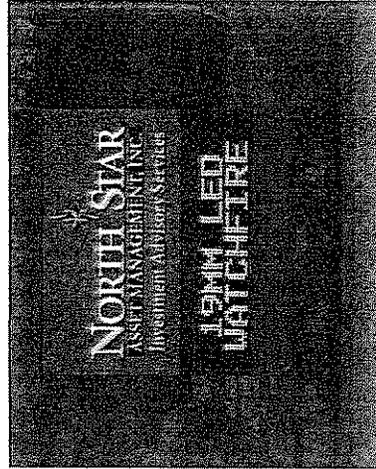


**NORTH STAR**  
ASSET MANAGEMENT, INC.  
Investment Advisory Services



SCALE: 1/4" = 1'-0"

LOCATION VIEW



**NORTH STAR**  
ASSET MANAGEMENT, INC.  
Investment Advisory Services  
**15MM LED WATCHFIRE**

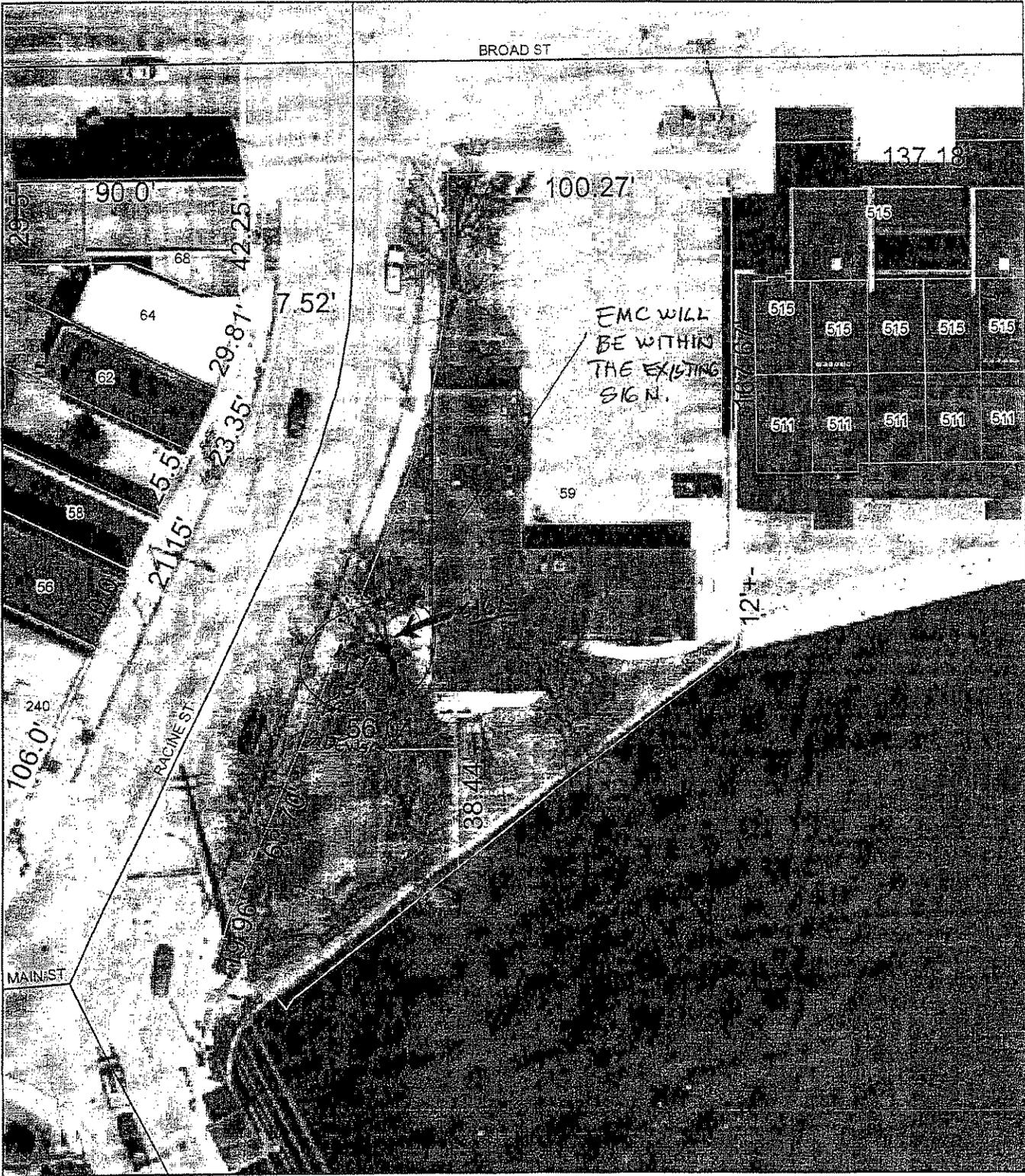
HIGHT VIEW

Option #2

SEE SPECS ON PAGE 1

NOT REQUIRED  ART TO BE CLEANED UP  ART ON THE  SIGN REQUIRED  SIGN DRAW REQUIRED  SURVEY REQUIRED

Signature: \_\_\_\_\_  
Date Signed: \_\_\_\_\_



Northstar Sign Map  
 Racine & Broad  
 Menasha, WI



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: NHandevitdt@ci.neenah.wi.us

# Purchase Order

|              |            |
|--------------|------------|
| P.O. Number: | Date:      |
| 12 - 15      | 01/16/2012 |

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:  
 0008190  
 Hubb Systems Llc DbA Data 911  
 P O Box 970  
 San Jose, CA 95108

|                              |                    |                               |                            |                           |
|------------------------------|--------------------|-------------------------------|----------------------------|---------------------------|
| Ordered By<br>Steven DeLeeuw | Department<br>Fire | Telephone #<br>(950) 886-6200 | Tax Exempt #<br>0000377026 | Federal EIN<br>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       |
|------|--|-------------------|------------|-------------|
| 3.00 | DATA 911 M6 MOBILE DATA SYSTEMS #SV12DM611 | 180-2481-712-8133 | \$5,095.75 | \$15,287.25 |
| 3.00 | MEMORY UPGRADES BA-01-6015-U               | 180-2481-712-8133 | \$127.50   | \$382.50    |
| 3.00 | HARD DRIVE UPGRADES HD-01-0028-U           | 180-2481-712-8133 | \$127.50   | \$382.50    |
| 3.00 | EXTENDED CABLE KITS D9-05-6001-U           | 180-2481-712-8133 | \$85.00    | \$255.00    |
| 3.00 | GPS MODULES BA-01-6006                     | 180-2481-712-8133 | 99.00      | \$297.00    |
| 3.00 | WIFI MODULES 802.11A BA-01-6007            | 180-2481-712-8133 | \$89.00    | \$267.00    |
| 3.00 | GPS ANTENNAS D9-04-0026-B                  | 180-2481-712-8133 | \$49.00    | \$147.00    |
| 3.00 | 802.11A ANTENNAS D9-04-0039-B              | 180-2481-712-8133 | \$99.00    | \$297.00    |
| 3.00 | DESKTOP MOUNT D9-08-0022                   | 180-2481-712-8133 | \$135.00   | \$405.00    |
| 1.00 | FREIGHT                                    | 180-2481-712-8133 | \$177.00   | \$177.00    |

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

Special Instructions: THIS PURCHASE WILL COMPLETE OUR UPGRADES TO THE DATA911 MDC'S

|          |             |
|----------|-------------|
| SUBTOTAL | \$17,897.25 |
| TAX      | EXEMPT      |
| TOTAL    | \$17,897.25 |

Department Head Approval

Purchase(s) Approved  Purchase(s) Denied

Comments:



## Memorandum

---

**TO:** Chief Auxier  
**FROM:** DC DeLeeuw  
**DATE:** Corrosion Quotes for E35 & E36  
**RE:** January 18, 2012

Quotes were obtained for the corrosion repair work for Engines 35 & 36 in September 2011 in anticipation of the budget process for 2012. The quotes attached were obtained in September and state they are only good for 90 days. I did contact Pierce and explained our approval process for this work. They are willing to extend the quote for another 60 days at the same price.

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

SD/tt



Midwest Regional Service Center  
816 Commercial Avenue  
Weyauwega, WI 54983  
(920) 867-2142

09-06-11  
Neenah-Menasha Fire Rescue  
Corrosion Repair EA665

Repair corrosion and repaint at the following locations:

Passenger side cab (white) below crew cab window  
Passenger side crew cab door (white) on window post  
Passenger side body front post (R&R catwalk)  
Passenger side body fender complete  
Passenger side rear compartment door both lower corners  
Passenger side rear bulkhead below amber light  
Passenger side front body corner  
Passenger body inner liner  
Drivers side rear door at hinge corner  
Drivers side body fender panel complete up to catwalk  
Drivers side body inner liner  
Drivers side horizontal compartment door – replace  
Drivers side front body corner  
Drivers side rear corner of crew cab  
Drivers side crew cab door - lower section of door  
Estimated cost.....\$ 15,564.00

NOTE: Additional corrosion may be found after disassembly

**PRICING GOOD FOR 90 DAYS FROM ABOVE DATE.**



Midwest Regional Service Center  
816 Commercial Avenue  
Weyauwega, WI 54983  
(920) 867-2142

09-06-11  
Neenah-Menasha Fire Rescue  
Corrosion Repair EB374

Repair corrosion at the following locations:

- Passenger side below windshield by door hinge
- Passenger side cab panel above fenderette
- Passenger side crew cab door at window
- Three compartment doors on Passenger side by hinges
- Passenger side rear ladder rack pivot block
- Drivers side rear compartment corner by reflector
- Drivers side body fender panel by light
- Drivers side front free door both lower corners
- Drivers side lock door lower corner by hinge
- Drivers side cab above fenderette
- Drivers side crew cab step, triangle, and panel under scotchlite
- Drivers side cab triangle forward of wheel
- Driver's side cab step under scotchlite

Estimated cost.....\$ 13,635.00

NOTE: Additional corrosion may be found after disassembly.

**PRICING GOOD FOR 90 DAYS FROM ABOVE DATE.**

## CITY OF MENASHA DISBURSEMENTS

|   |                   |
|---|-------------------|
| Accounts Payable for 1/19/12-2/2/12<br>Checks # 32195-32434 | \$ 951,050.62     |
| Payroll Checks for 1/26/12                                  | <u>164,883.71</u> |
| Total   | \$1,115,934.33    |

Medical Expense Reimbursement Trust-Retirement Pay Out

Menasha Employees Credit Union-Employee Deductions

Wisconsin Support Collections-Child/Spousal Support

United Way-Employee Donations

\*\*A gap in check numbers is due to more invoices being paid than fits on one check stub.  
In that case the last check stub used for that vendor is the check number that will show on  
the check register.

**AP Check Register**  
**Check Date: 1/19/2012**

| Vendor Name                   | Check Number | Check Date | Invoice Number | Account Number                | Amount           | Description                                    |
|-------------------------------|--------------|------------|----------------|-------------------------------|------------------|--|
| ACC PLANNED SERVICE INC       | 32195        | 1/19/2012  | 6703           | 100-1001-514.24-03            | 48.12            | Maintenance/City Hall                          |
|                               |              | 1/19/2012  | 6704           | 100-0920-531.24-03            | 41.73            | Maintenance/Senior Center                      |
|                               |              | 1/19/2012  | 6705           | 731-1022-541.24-03            | 129.28           | Maintenance/City Garage                        |
|                               |              | 1/19/2012  | 6706           | 100-0801-521.24-03            | 118.65           | Maintenance/Police Dept                        |
|                               |              | 1/19/2012  | 6708           | 100-0501-522.24-03            | 79.10            | Maintenance/Police Dept                        |
|                               |              |            |                | 100-0704-552.24-03            | 195.20           | Maintenance/Pool Bldg                          |
|                               |              |            |                | <b>Total for check: 32195</b> | <b>612.08</b>    |  |
| ACCENT BUSINESS SOLUTIONS INC | 32196        | 1/19/2012  | 23304          | 100-0801-521.30-10            | 778.32           | Contract Overage Charge                        |
|                               |              |            |                | 743-0403-513.29-01            | 990.00           | Contract                                       |
|                               |              | 1/19/2012  | 23305          | 100-1001-514.24-04            | 95.65            | Contract Overage Charge                        |
|                               |              |            |                | <b>Total for check: 32196</b> | <b>1,863.97</b>  |  |
| ADAMSON INDUSTRIES CORP       | 32197        | 1/19/2012  | 107121         | 100-0801-521.29-05            | 124.83           | Switch Control                                 |
|                               |              |            |                | <b>Total for check: 32197</b> | <b>124.83</b>    |  |
| AG-BAG FORAGE SOLUTIONS       | 32198        | 1/19/2012  | 6610           | 625-1028-543.30-18            | 8,587.94         | Pod Bag & Pipe/Misc                            |
|                               |              |            |                | 266-1028-543.30-18            | 4,041.38         | Pod Bag & Pipe/Misc                            |
|                               |              |            |                | <b>Total for check: 32198</b> | <b>12,629.32</b> |  |
| JF AHERN CO                   | 32199        | 1/19/2012  | A 104807       | 100-1019-552.21-06            | 299.65           | Tayco & Racine Bridge Extinguisher Maintenance |
|                               |              |            |                | <b>Total for check: 32199</b> | <b>299.65</b>    |  |
| AT&T                          | 32200        | 1/19/2012  | 920R09453001   | 100-1001-514.22-01            | 113.90           | Monthly Telephone Charges                      |
|                               |              |            |                | 601-1020-543.22-01            | 292.50           | Monthly Telephone Charges                      |
|                               |              |            |                | <b>Total for check: 32200</b> | <b>406.40</b>    |  |
| BADGER HIGHWAYS CO INC        | 32201        | 1/19/2012  | 156119         | 100-1003-541.30-18            | 273.93           | Cold Mix                                       |
|                               |              |            |                | <b>Total for check: 32201</b> | <b>273.93</b>    |  |

**AP Check Register**  
**Check Date: 1/19/2012**

| Vendor Name                    | Check Number | Check Date | Invoice Number                | Account Number                | Amount           | Description                                  |
|--------------------------------|--------------|------------|-------------------------------|-------------------------------|------------------|--|
| BARNES & THORNBURG LLP         | 32202        | 1/19/2012  | 1454166                       | 267-0102-581.21-01            | 2,567.50         | Fees for Services                            |
|                                |              |            |                               | <b>Total for check: 32202</b> | <b>2,567.50</b>  |  |
| BECK ELECTRIC INC              | 32203        | 1/19/2012  | H 135                         | 100-0501-522.24-03            | 65.00            | New Fire Station                             |
|                                |              | 1/19/2012  | H 140                         | 731-1022-541.24-03            | 97.50            | PWF Gate Maintenance                         |
|                                |              | 1/19/2012  | H 155                         | 100-1012-541.24-04            | 178.75           | Christmas Lights/Fuses                       |
|                                |              |            |                               | 100-1012-541.30-18            | 13.78            | Christmas Lights/Fuses                       |
|                                |              | 1/19/2012  | HT56                          | 100-1008-541.24-04            | 504.03           | Traffic Light Knockdown Third & DePere-First |
|                                |              |            | <b>Total for check: 32203</b> | <b>859.06</b>                 |                  |  |
| BERGSTROM                      | 32204        | 1/19/2012  | 15224                         | 100-0801-521.29-05            | 156.81           | Lock Cylinder                                |
|                                |              |            |                               | <b>Total for check: 32204</b> | <b>156.81</b>    |  |
| BIANEW                         | 32205        | 1/19/2012  |                               | 100-0801-521.34-02            | 80.00            | Uniform Dwelling Code                        |
|                                |              |            |                               | <b>Total for check: 32205</b> | <b>80.00</b>     |  |
| BRAZEE ACE HARDWARE            | 32206        | 1/19/2012  | 016327                        | 100-0703-553.24-03            | 12.48            | Caulk  |
|                                |              |            |                               | <b>Total for check: 32206</b> | <b>12.48</b>     |  |
| CALUMET COUNTY CLERK OF COURTS | 32207        | 1/19/2012  |                               | 100-0000-201.03-00            | 160.00           | Dog Licenses 5031-5080                       |
|                                |              |            |                               | <b>Total for check: 32207</b> | <b>160.00</b>    |  |
| CDW GOVERNMENT INC             | 32208        | 1/19/2012  | C890034                       | 100-0801-521.30-12            | 653.75           | Sodimm/DVR                                   |
|                                |              | 1/19/2012  | CMLD635                       | 743-0403-513.80-01            | 13,191.15        | MS Office Final Payment                      |
|                                |              |            |                               | <b>Total for check: 32208</b> | <b>13,844.90</b> |  |
| CENTER FOR LAND USE EDUCATION  | 32209        | 1/19/2012  |                               | 100-0203-512.34-02            | 120.00           | Workshops                                    |
|                                |              |            |                               | <b>Total for check: 32209</b> | <b>120.00</b>    |  |

**AP Check Register**  
**Check Date: 1/19/2012**

| Vendor Name                   | Check Number | Check Date              | Invoice Number | Account Number                | Amount   | Description             |
|-------------------------------|--------------|-------------------------|----------------|-------------------------------|----------|-------------------------|
| CULLIGAN WATERCARE SERVICES   | 32210        | 1/19/2012               |                | 100-1001-514.20-01            | 17.85    | January Rental          |
|                               |              |                         |                | 731-1022-541.30-13            | 5.95     | January Rental          |
|                               |              |                         |                | <b>Total for check: 32210</b> |          | <b>23.80</b>            |
| DIGICORPORATION               | 32211        | 1/19/2012               |                | 100-0702-552.29-01            | 1,312.22 | Winter Activity Guide   |
|                               |              |                         |                | <b>Total for check: 32211</b> |          | <b>1,312.22</b>         |
| EARTHLINK BUSINESS            | 32213        | 1/19/2012               |                | 100-0402-513.22-01            | 6.96     | January, 2012 Telephone |
|                               |              |                         |                | 100-0201-512.22-01            | 7.66     | January, 2012 Telephone |
|                               |              |                         |                | 100-0000-123.00-00            | 14.84    | January, 2012 Telephone |
|                               |              |                         |                | 100-0203-512.22-01            | 15.01    | January, 2012 Telephone |
|                               |              |                         |                | 100-0304-562.22-01            | 29.17    | January, 2012 Telephone |
|                               |              |                         |                | 100-1001-514.22-01            | 76.55    | January, 2012 Telephone |
|                               |              |                         |                | 100-0401-513.22-01            | 35.32    | January, 2012 Telephone |
|                               |              |                         |                | 731-1022-541.22-01            | 26.49    | January, 2012 Telephone |
|                               |              |                         |                | 100-0903-531.22-01            | 48.92    | January, 2012 Telephone |
|                               |              |                         |                | 743-0403-513.22-01            | 15.15    | January, 2012 Telephone |
|                               |              |                         |                | 100-0601-551.22-01            | 174.35   | January, 2012 Telephone |
|                               |              |                         |                | 100-0101-511.22-01            | 9.61     | January, 2012 Telephone |
|                               |              |                         |                | 100-0702-552.22-01            | 26.50    | January, 2012 Telephone |
|                               |              |                         |                | 100-0703-553.22-01            | 48.01    | January, 2012 Telephone |
|                               |              |                         |                | 100-0202-512.22-01            | 14.01    | January, 2012 Telephone |
|                               |              |                         |                | 100-0801-521.22-01            | 259.37   | January, 2012 Telephone |
|                               |              |                         |                | 100-1002-541.22-01            | 48.46    | January, 2012 Telephone |
|                               |              |                         |                | 100-0920-531.22-01            | 13.92    | January, 2012 Telephone |
|                               |              |                         |                | 100-1008-541.22-01            | 3.63     | January, 2012 Telephone |
|                               |              |                         |                | 100-0502-522.22-01            | 42.42    | January, 2012 Telephone |
| 207-0000-123.00-00            | 26.63        | January, 2012 Telephone |                |                               |          |                         |
| 100-0000-123.00-00            | 289.05       | January, 2012 Telephone |                |                               |          |                         |
| <b>Total for check: 32213</b> |              | <b>1,232.03</b>         |                |                               |          |                         |

**AP Check Register**  
**Check Date: 1/19/2012**

| Vendor Name                       | Check Number | Check Date | Invoice Number         | Account Number     | Amount           | Description               |
|-----------------------------------|--------------|------------|------------------------|--------------------|------------------|---------------------------|
| FABCO EQUIPMENT INC               | 32214        | 1/19/2012  | C 179651               | 731-1022-541.38-03 | 102.25           | Cord & Element            |
|                                   |              |            | Total for check: 32214 |                    | <u>102.25</u>    |                           |
| FACTORY MOTOR PARTS CO            | 32215        | 1/19/2012  | 18-1065520             | 731-1022-541.38-03 | (323.03)         | Credit/Splash Drum & Pump |
|                                   |              | 1/19/2012  | 18-1075355             | 731-1022-541.38-03 | 216.82           | Motor and Fan             |
|                                   |              | 1/19/2012  | 18-1079425             | 731-1022-541.38-03 | 234.92           | Motor Assembly - Wiper    |
|                                   |              | 1/19/2012  | 18-1082817             | 731-1022-541.38-03 | 242.71           | Module                    |
|                                   |              | 1/19/2012  | 18-1083728             | 731-1022-541.38-03 | 242.71           | Module                    |
|                                   |              |            | Total for check: 32215 |                    | <u>614.13</u>    |                           |
| FERGUSON WATERWORKS #1476         | 32216        | 1/19/2012  | 0723952                | 100-0703-553.24-03 | 45.59            | Plumbing Parts            |
|                                   |              | 1/19/2012  | 0724407                | 100-0703-553.24-03 | 51.51            | Adapter/Cast/Coupl        |
|                                   |              |            | Total for check: 32216 |                    | <u>97.10</u>     |                           |
| FOX STAMP SIGN & SPECIALTY        | 32217        | 1/19/2012  | 205479                 | 100-0401-513.30-10 | 6.60             | Ink Pads                  |
|                                   |              |            | Total for check: 32217 |                    | <u>6.60</u>      |                           |
| FOX VALLEY TECHNICAL COLLEGE      | 32218        | 1/19/2012  | ZEMLOCK                | 100-0801-521.34-02 | 250.00           | Aaron Zemlock Training    |
|                                   |              |            | Total for check: 32218 |                    | <u>250.00</u>    |                           |
| GILBERT MILL DEVELOPMENT CO LLC & | 32219        | 1/19/2012  |                        | 489-0305-562.73-01 | 40,333.00        | TIF #11                   |
|                                   |              |            | Total for check: 32219 |                    | <u>40,333.00</u> |                           |
| GOVERNMENT FINANCE OFFICERS       | 32220        | 1/19/2012  | 0123004                | 100-0401-513.32-01 | 190.00           | Member 135223004 Dues     |
|                                   |              |            | Total for check: 32220 |                    | <u>190.00</u>    |                           |
| HORST DISTRIBUTING INC            | 32221        | 1/19/2012  | 17179-000              | 100-0703-553.30-18 | 1,716.00         | Chalk/Promound Clay       |
|                                   |              |            | Total for check: 32221 |                    | <u>1,716.00</u>  |                           |

**AP Check Register**  
**Check Date: 1/19/2012**

| Vendor Name                      | Check Number | Check Date | Invoice Number     | Account Number                | Amount                         | Description              |
|----------------------------------|--------------|------------|--------------------|-------------------------------|--------------------------------|--------------------------|
| STEWART JACKSON                  | 32222        | 1/19/2012  | 743-0403-513.33-01 |                               | 5.85                           | December Mileage         |
|                                  |              |            |                    | <b>Total for check: 32222</b> | <b>5.85</b>                    |                          |
| EDMUND J JELINSKI                | 32223        | 1/19/2012  | 100-0201-512.21-01 |                               | 600.00                         | December Muni Court      |
|                                  |              |            |                    | <b>Total for check: 32223</b> | <b>600.00</b>                  |                          |
| JOHN DEERE FINANCIAL             | 32224        | 1/19/2012  | 100-0703-553.30-18 |                               | 468.00                         | Herbicide/Prosecutor Pro |
|                                  |              |            |                    | <b>Total for check: 32224</b> | <b>468.00</b>                  |                          |
| JOHN'S SAW SERVICE               | 32225        | 1/19/2012  | 100-0703-553.24-02 |                               | 85.00                          | Repair/Sharpen Chain     |
|                                  |              |            |                    | 8643                          | 85.00                          | Sharpen Chains           |
| <b>Total for check: 32225</b>    |              |            |                    | <b>170.00</b>                 |                                |                          |
| KUNDINGER FLUID POWER INC        | 32226        | 1/19/2012  | 731-1022-541.38-03 |                               | 39.47                          | Suction Hose             |
|                                  |              |            |                    | <b>Total for check: 32226</b> | <b>39.47</b>                   |                          |
| KUSTOM SIGNALS INC               | 32227        | 1/19/2012  | 100-0801-521.30-15 |                               | 1,473.00                       | Falcon HR/MPH Unit       |
|                                  |              |            |                    | <b>Total for check: 32227</b> | <b>1,473.00</b>                |                          |
| M&M TOWING AND RECOVERY LLC      | 32228        | 1/19/2012  | 100-0801-521.29-05 |                               | 95.00                          | MEPD Report 11-4078      |
|                                  |              |            |                    | <b>Total for check: 32228</b> | <b>95.00</b>                   |                          |
| MARINETTE COUNTY CLERK OF COURTS | 32229        | 1/19/2012  | 100-0000-201.03-00 |                               | 263.50                         | Bond/MP 12-109           |
|                                  |              |            |                    | <b>Total for check: 32229</b> | <b>263.50</b>                  |                          |
| MENARDS-APPLETON EAST            | 32230        | 1/19/2012  | 731-1022-541.82-01 |                               | 53.92                          | Hardware & Lumber        |
|                                  |              |            |                    | 99873                         | (53.92)                        | Hardware & Lumber        |
| <b>Total for check: 32230</b>    |              |            |                    | <b>53.92</b>                  | <b>Treater Lumber/Hardware</b> |                          |

## AP Check Register

### Check Date: 1/19/2012

| Vendor Name              | Check Number | Check Date   | Invoice Number         | Account Number     | Amount           | Description             |
|--------------------------|--------------|--------------|------------------------|--------------------|------------------|-------------------------|
| MENARDS-APPLETON EAST... | 32230...     | 1/19/2012... | 99873...               | 731-1022-541.82-01 | (53.92)          | Treater Lumber/Hardware |
|                          |              |              | Total for check: 32230 |                    | 0                |                         |
| MENARDS-APPLETON WEST    | 32231        | 1/19/2012    | 11633                  | 731-1022-541.82-01 | 263.05           | Lumber                  |
|                          |              |              | Total for check: 32231 |                    | 263.05           |                         |
| MENASHA UTILITIES        | 32233        | 1/19/2012    |                        | 100-1008-541.22-03 | 695.08           | Electric                |
|                          |              |              |                        | 100-1008-541.22-05 | 40.70            | Water/Sewer             |
|                          |              |              |                        | 601-1020-543.22-03 | 30.40            | Electric                |
|                          |              |              |                        | 100-0704-552.22-03 | 175.80           | Electric                |
|                          |              |              |                        | 100-0704-552.22-05 | 1,015.93         | Water/Sewer             |
|                          |              |              |                        | 731-1022-541.22-03 | 1,764.18         | Electric                |
|                          |              |              |                        | 731-1022-541.22-05 | 538.33           | Water/Sewer             |
|                          |              |              |                        | 731-1022-541.22-06 | 767.50           | Storm                   |
|                          |              |              |                        | 266-1028-543.22-06 | 73.12            | Storm                   |
|                          |              |              |                        | 100-0801-521.22-03 | 1,270.87         | Electric                |
|                          |              |              |                        | 100-0801-521.22-05 | 247.98           | Water/Sewer             |
|                          |              |              |                        | 100-0801-521.22-06 | 62.71            | Storm                   |
|                          |              |              |                        | 100-0000-123.00-00 | 920.29           | Electric                |
|                          |              |              |                        | 100-0000-123.00-00 | 179.58           | Water/Sewer             |
|                          |              |              |                        | 100-0000-123.00-00 | 45.41            | Storm                   |
|                          |              |              |                        | 100-0601-551.22-03 | 3,070.50         | Electric                |
|                          |              |              |                        | 100-0601-551.22-05 | 393.62           | Water/Sewer             |
|                          |              |              |                        | 100-0601-551.22-06 | 103.75           | Storm                   |
|                          |              |              |                        | 100-1019-552.22-03 | 406.33           | Electric                |
|                          |              |              |                        | 100-1019-552.22-05 | 12.11            | Water/Sewer             |
|                          |              |              | 100-0000-123.00-00     | 7.66               | Electric         |                         |
|                          |              |              | 100-0703-553.22-03     | 1,260.34           | Electric         |                         |
|                          |              |              | 100-0703-553.22-06     | 280.61             | Storm            |                         |
|                          |              |              | 100-0305-562.22-06     | 7.50               | Storm            |                         |
|                          |              |              | 100-1001-514.22-03     | 23.67              | 901 Airport Road |                         |
|                          |              |              | 100-1001-514.22-05     | 12.11              | 901 Airport Road |                         |
|                          |              |              | 100-1001-514.22-06     | 6.25               | 901 Airport Road |                         |

**AP Check Register**  
**Check Date: 1/19/2012**

| Vendor Name                    | Check Number | Check Date   | Invoice Number | Account Number                | Amount           | Description             |
|--------------------------------|--------------|--------------|----------------|-------------------------------|------------------|-------------------------|
| MENASHA UTILITIES...           | 32233...     | 1/19/2012... | ...            | 100-0801-521.22-03            | 14.40            | 430 First St            |
|                                |              |              |                | 731-1022-541.22-06            | 62.50            | 981 Plank Road          |
|                                |              |              |                | <b>Total for check: 32233</b> | <b>13,489.23</b> |                         |
| MENASHA UTILITIES              | 32234        | 1/19/2012    |                | 267-0102-581.30-18            | 355.50           | Steam Utility           |
|                                |              |              |                | <b>Total for check: 32234</b> | <b>355.50</b>    |                         |
| MENASHA UTILITIES              | 32235        | 1/19/2012    |                | 267-0102-581.22-03            | 1,959.12         | Steam Utility           |
|                                |              |              |                | 267-0102-581.22-05            | 211.16           | Steam Utility           |
|                                |              |              |                | <b>Total for check: 32235</b> | <b>2,170.28</b>  |                         |
| N&M AUTO SUPPLY                | 32236        | 1/19/2012    | 388912         | 731-1022-541.38-03            | 97.87            | Vehicle Parts           |
|                                |              |              | 389068         | 731-1022-541.30-18            | 14.69            | Fuel Storage Tank       |
|                                |              |              |                | <b>Total for check: 32236</b> | <b>112.56</b>    |                         |
| NEENAH-MENASHA MUNICIPAL COURT | 32237        | 1/19/2012    |                | 100-0000-201.03-00            | 113.80           | Bond/MP 11-3426         |
|                                |              |              |                | <b>Total for check: 32237</b> | <b>113.80</b>    |                         |
| OGDEN PLUMBING & HEATING INC   | 32238        | 1/19/2012    | 65242          | 100-0801-521.24-03            | 228.29           | Police Hot Water Heater |
|                                |              |              |                | 100-0501-522.24-03            | 228.29           | Police Hot Water Heater |
|                                |              |              |                | <b>Total for check: 32238</b> | <b>456.58</b>    |                         |
| PJC GROUP LLC                  | 32239        | 1/19/2012    |                | 489-0305-562.73-01            | 27,748.00        | TIF #11                 |
|                                |              |              |                | <b>Total for check: 32239</b> | <b>27,748.00</b> |                         |
| DAVE POWELL                    | 32240        | 1/19/2012    |                | 100-1001-514.33-01            | 32.49            | July-Dec, 2011 Expenses |
|                                |              |              |                | <b>Total for check: 32240</b> | <b>32.49</b>     |                         |

**AP Check Register**  
**Check Date: 1/19/2012**

| Vendor Name          | Check Number | Check Date | Invoice Number         | Account Number         | Amount   | Description                                    |
|----------------------|--------------|------------|------------------------|------------------------|----------|--|
| QUARLES & BRADY      | 32241        | 1/19/2012  | 1712286                | 100-0202-512.21-01     | 882.00   | 882.00 2011 WRS Resolution Matter 650026.00049 |
|                      |              |            | Total for check: 32241 |                        | 882.00   |  |
|                      | 32242        | 1/19/2012  |                        | 100-1001-514.33-01     | 13.95    | 13.95 Dec, 2011 Expenses                       |
|                      |              |            | Total for check: 32242 |                        | 13.95    |  |
| RECREONICS INC       | 32243        | 1/19/2012  | 110/CITIE              | 100-0704-552.30-10     | 112.37   | 112.37 Rescue Tube/Clear Patch                 |
|                      |              |            | Total for check: 32243 |                        | 112.37   |  |
|                      | 32244        | 1/19/2012  | 2012-21523-IN          | 731-1022-541.82-01     | 743.16   | 743.16 Gate Rollers/Materials                  |
|                      |              |            | 2012-21527-IN          | 731-1022-541.82-01     | 401.04   | 401.04 Post Caps/Materials                     |
|                      |              |            | Total for check: 32244 |                        | 1,144.20 |  |
| STAPLES ADVANTAGE    | 32245        | 1/19/2012  | 8020555704             | 731-1022-541.30-10     | 46.33    | 46.33 Office Supplies                          |
|                      |              |            |                        | 601-1020-543.30-18     | 11.24    | 11.24 Office Supplies                          |
|                      |              |            |                        | 100-0703-553.30-10     | 3.32     | 3.32 Office Supplies                           |
|                      |              |            |                        | 100-0801-521.30-10     | 52.45    | 52.45 Office Supplies                          |
|                      |              |            |                        | Total for check: 32245 |          | 113.34   |
| TOYS FOR TRUCKS      | 32246        | 1/19/2012  | 6367                   | 731-1022-541.38-03     | 22.00    | 22.00  |
|                      |              |            | Total for check: 32246 |                        | 22.00    |  |
| UBL, MARK            | 32247        | 1/19/2012  | UBL                    | 100-1006-541.30-18     | 50.00    | 50.00 Mailbox Damage                           |
|                      |              |            | Total for check: 32247 |                        | 50.00    |  |
| UNIFIRST CORPORATION | 32248        | 1/19/2012  | 097 0102852            | 731-1022-541.20-01     | 101.41   | 101.41 Uniforms & Supplies                     |
|                      |              |            | Total for check: 32248 |                        | 101.41   |  |

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| Vendor Name                         | Check Number                  | Check Date | Invoice Number | Account Number                | Amount            | Description             |
|-------------------------------------|-------------------------------|------------|----------------|-------------------------------|-------------------|-------------------------|
| VERIZON WIRELESS                    | 32249                         | 1/19/2012  | 2680444663     | 743-0403-513.22-01            | 192.07            | Diggers Hotline Phone   |
|                                     |                               |            |                | <b>Total for check: 32249</b> | <b>192.07</b>     |                         |
| WE ENERGIES                         | 32250                         | 1/19/2012  |                | 100-0903-531.22-04            | 44.16             | 316 Racine Street       |
|                                     |                               |            |                | 100-0701-533.22-03            | 8.13              | North Street            |
|                                     |                               |            |                | 100-0701-533.22-03            | 7.73              | North Street            |
|                                     | <b>Total for check: 32250</b> |            |                |                               | <b>60.02</b>      |                         |
| WINNEBAGO COUNTY TREASURER          | 32251                         | 1/19/2012  | LF118155       | 266-1027-543.25-01            | 1,040.10          | December 2011 Recycling |
|                                     |                               |            |                | <b>Total for check: 32251</b> | <b>1,040.10</b>   |                         |
| WINNEBAGO COUNTY TREASURER          | 32252                         | 1/19/2012  |                | 310-0409-571.61-01            | 5,862.13          | ATS                     |
|                                     |                               |            |                | 310-0410-571.61-02            | 3,272.56          | ATS                     |
|                                     |                               |            |                | <b>Total for check: 32252</b> | <b>9,134.69</b>   |                         |
| WISCONSIN ARBORIST ASSOCIATION      | 32253                         | 1/19/2012  |                | 100-0703-553.34-02            | 185.00            | Registration            |
|                                     |                               |            |                | <b>Total for check: 32253</b> | <b>185.00</b>     |                         |
| WISCONSIN DEPT OF SAFETY & PROF SVC | 32254                         | 1/19/2012  | 279412         | 100-0801-521.24-03            | 50.00             | Police Dept Elevator    |
|                                     |                               |            |                | <b>Total for check: 32254</b> | <b>50.00</b>      |                         |
| ZAHNINGER, EUGENE                   | 32255                         | 1/19/2012  | ZAHNINGER      | 100-1006-541.30-18            | 50.00             | Mailbox Damage          |
|                                     |                               |            |                | <b>Total for check: 32255</b> | <b>50.00</b>      |                         |
|                                     |                               |            |                |                               | <b>140,895.52</b> |                         |

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| Vendor Name           | Check Number | Check Date | Invoice Number                | Account Number                | Amount          | Description             |
|-----------------------|--------------|------------|-------------------------------|-------------------------------|-----------------|-------------------------|
| ADT SECURITY SERVICES | 32256        | 1/24/2012  | 61108346                      | 100-0601-551.24-03            | 1,647.55        | BLDG REPAIR/MAINTENANCE |
|                       |              |            |                               | <b>Total for check: 32256</b> | <b>1,647.55</b> |                         |
| AMAZON                | 32257        | 1/24/2012  | 263292935439DUP               | 100-0601-551.30-14            | 14.99           | LIBRARY MATERIALS       |
|                       |              |            |                               | 263294601705DUP               | 14.99           | LIBRARY MATERIALS       |
|                       |              |            | <b>Total for check: 32257</b> |                               | <b>29.98</b>    |                         |
| KATHRYN BESON         | 32258        | 1/24/2012  | 01232012                      | 100-0601-551.30-16            | 262.75          | PROGRAM SUPPLIES        |
|                       |              |            |                               | <b>Total for check: 32258</b> | <b>262.75</b>   |                         |
| THE COMPASS           | 32259        | 1/24/2012  | 01232012                      | 100-0601-551.30-14            | 28.00           | LIBRARY MATERIALS       |
|                       |              |            |                               | <b>Total for check: 32259</b> | <b>28.00</b>    |                         |
| FINDAWAY WORLD LLC    | 32260        | 1/24/2012  | 63949                         | 100-0601-551.30-14            | 127.48          | LIBRARY MATERIALS       |
|                       |              |            |                               | <b>Total for check: 32260</b> | <b>127.48</b>   |                         |
| GENERAL BOOK COVERS   | 32261        | 1/24/2012  | 12018                         | 100-0601-551.30-18            | 496.32          | DEPARTMENT SUPPLIES     |
|                       |              |            |                               | <b>Total for check: 32261</b> | <b>496.32</b>   |                         |
| DEB HUDSON            | 32262        | 1/24/2012  | 01232012                      | 100-0601-551.20-05            | 150.00          | CHILDREN'S PROGRAM      |
|                       |              |            |                               | <b>Total for check: 32262</b> | <b>150.00</b>   |                         |
| MANDERFIELD BAKERY    | 32263        | 1/24/2012  | 419296                        | 100-0601-551.34-03            | 14.85           | STAFF TRAINING-MEALS    |
|                       |              |            |                               | <b>Total for check: 32263</b> | <b>14.85</b>    |                         |
| MINITEX               | 32264        | 1/24/2012  | 76216                         | 100-0601-551.30-18            | 2,680.00        | DEPARTMENT SUPPLIES     |
|                       |              |            |                               | <b>Total for check: 32264</b> | <b>2,680.00</b> |                         |

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| <i>Vendor Name</i>                | <i>Check Number</i> | <i>Check Date</i> | <i>Invoice Number</i>         | <i>Account Number</i> | <i>Amount</i>    | <i>Description</i> |
|-----------------------------------|---------------------|-------------------|-------------------------------|-----------------------|------------------|--------------------|
| RHYME BUSINESS PRODUCTS           | 32265               | 1/24/2012         | 36799                         | 100-0601-551.30-10    | 9.57             | OFFICE SUPPLIES    |
|                                   |                     |                   | <b>Total for check: 32265</b> |                       | <b>9.57</b>      |                    |
| SIMPLE DISTRIBUTORS               | 32266               | 1/24/2012         | 36799                         | 100-0601-551.30-10    | 191.87           | OFFICE SUPPLIES    |
|                                   |                     |                   | <b>Total for check: 32266</b> |                       | <b>191.87</b>    |                    |
| BEKKA WEISS                       | 32267               | 1/24/2012         | 01232012                      | 100-0601-551.20-05    | 100.00           | CHILDREN'S PROGRAM |
|                                   |                     |                   | <b>Total for check: 32267</b> |                       | <b>100.00</b>    |                    |
| WINNEFOX AUTOMATED LIBRARY SYSTEM | 32268               | 1/24/2012         | 1767                          | 100-0601-551.25-01    | 70,457.00        | WALS ANNUAL FEE    |
|                                   |                     |                   | <b>Total for check: 32268</b> |                       | <b>70,457.00</b> |                    |
| WINNEFOX LIBRARY SYSTEM           | 32269               | 1/24/2012         | 4343                          | 100-0601-551.30-14    | 4,293.76         | LIBRARY MATERIALS  |
|                                   |                     |                   | <b>Total for check: 32269</b> |                       | <b>4,293.76</b>  |                    |
| JACK ZOLKOWSKI                    | 32270               | 1/24/2012         | 01232012                      | 100-0601-551.20-05    | 175.00           | CHILDREN'S PROGRAM |
|                                   |                     |                   | <b>Total for check: 32270</b> |                       | <b>175.00</b>    |                    |
|                                   |                     |                   |                               |                       | <b>80,664.13</b> |                    |

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| Vendor Name             | Check Number | Check Date             | Invoice Number         | Account Number     | Amount        | Description             |
|-------------------------|--------------|------------------------|------------------------|--------------------|---------------|-------------------------|
| ACC PLANNED SERVICE INC | 32271        | 1/25/2012              | 6707                   | 100-0601-551.24-03 | 187.88        | BLDG REPAIR/MAINTENANCE |
|                         |              |                        | Total for check: 32271 |                    | <b>187.88</b> |                         |
| AMAZON                  | 32272        | 1/25/2012              | 032575883550           | 100-0601-551.30-14 | 19.99         | LIBRARY MATERIALS       |
|                         |              | 1/25/2012              | 047510967925           | 100-0601-551.30-14 | 99.92         | LIBRARY MATERIALS       |
|                         |              | 1/25/2012              | 047517252728           | 100-0601-551.30-14 | 29.99         | LIBRARY MATERIALS       |
|                         |              | 1/25/2012              | 130478935527           | 100-0601-551.30-14 | 15.99         | LIBRARY MATERIALS       |
|                         |              | 1/25/2012              | 240670064593           | 100-0601-551.30-14 | 140.90        | LIBRARY MATERIALS       |
|                         |              | 1/25/2012              | 240676064511           | 100-0601-551.30-14 | (2.00)        | CREDIT                  |
|                         |              | 1/25/2012              | 240678433427           | 100-0601-551.30-14 | 67.97         | LIBRARY MATERIALS       |
|                         |              |                        | Total for check: 32272 |                    | <b>372.76</b> |                         |
| AT&T                    | 32273        | 1/25/2012              | 608T66150001           | 100-0601-551.30-14 | 47.82         | LIBRARY MATERIALS       |
|                         |              | Total for check: 32273 |                        | <b>47.82</b>       |               |                         |
| AUDIOGO                 | 32274        | 1/25/2012              | 438365                 | 100-0601-551.30-14 | 224.93        | LIBRARY MATERIALS       |
|                         |              | Total for check: 32274 |                        | <b>224.93</b>      |               |                         |
| BAKER & TAYLOR INC      | 32276        | 1/25/2012              | 2026355508             | 100-0601-551.30-14 | 18.45         | LIBRARY MATERIALS       |
|                         |              | 1/25/2012              | 2026511918             | 100-0601-551.30-14 | 80.70         | LIBRARY MATERIALS       |
|                         |              | 1/25/2012              | 2026529754             | 100-0601-551.30-14 | 119.67        | LIBRARY MATERIALS       |
|                         |              | 1/25/2012              | 2026529798             | 100-0601-551.30-14 | 136.93        | LIBRARY MATERIALS       |
|                         |              | 1/25/2012              | 2026543736             | 100-0601-551.30-14 | 112.02        | LIBRARY MATERIALS       |
|                         |              | 1/25/2012              | 2026554905             | 100-0601-551.30-14 | 164.46        | LIBRARY MATERIALS       |
|                         |              | 1/25/2012              | 2026559034             | 100-0601-551.30-14 | 13.83         | LIBRARY MATERIALS       |
|                         |              | 1/25/2012              | 2026561081             | 100-0601-551.30-14 | 203.81        | LIBRARY MATERIALS       |
|                         |              | 1/25/2012              | 2026562839             | 100-0601-551.30-14 | 31.34         | LIBRARY MATERIALS       |
|                         |              | 1/25/2012              | 2026570000             | 100-0601-551.30-14 | 137.24        | LIBRARY MATERIALS       |
|                         |              | 1/25/2012              | 2026576069             | 100-0601-551.30-14 | 141.60        | LIBRARY MATERIALS       |
|                         |              | 1/25/2012              | 2026583862             | 100-0601-551.30-14 | 52.05         | LIBRARY MATERIALS       |
|                         |              | 1/25/2012              | 2026585421             | 100-0601-551.30-14 | 80.81         | LIBRARY MATERIALS       |
|                         |              | 1/25/2012              | 2026586582             | 100-0601-551.30-14 | 75.52         | LIBRARY MATERIALS       |

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| Vendor Name             | Check Number | Check Date | Invoice Number                | Account Number     | Amount            | Description           |
|-------------------------|--------------|------------|-------------------------------|--------------------|-------------------|-----------------------|
| BAKER & TAYLOR INC...   | 32276...     | 1/25/2012  | 2026599983                    | 100-0601-551.30-14 | 62.79             | LIBRARY MATERIALS     |
|                         |              | 1/25/2012  | 2026603041                    | 100-0601-551.30-14 | 97.75             | LIBRARY MATERIALS     |
|                         |              | 1/25/2012  | 5011748201                    | 100-0601-551.30-14 | 72.32             | LIBRARY MATERIALS     |
|                         |              | 1/25/2012  | 5011769550                    | 100-0601-551.30-14 | 191.63            | LIBRARY MATERIALS     |
|                         |              | 1/25/2012  | 169327830                     | 100-0601-551.30-14 | 11.04             | LIBRARY MATERIALS     |
|                         |              | 1/25/2012  | 169327831                     | 100-0601-551.30-14 | 12.73             | LIBRARY MATERIALS     |
|                         |              | 1/25/2012  | 170913720                     | 100-0601-551.30-14 | 5.00              | LIBRARY MATERIALS     |
|                         |              | 1/25/2012  | 171009210                     | 100-0601-551.30-14 | 25.19             | LIBRARY MATERIALS     |
|                         |              | 1/25/2012  | 172220290                     | 100-0601-551.30-14 | 17.99             | LIBRARY MATERIALS     |
|                         |              | 1/25/2012  | 173023410                     | 100-0601-551.30-14 | 48.71             | LIBRARY MATERIALS     |
|                         | 1/25/2012    | 173890500  | 100-0601-551.30-14            | 14.39              | LIBRARY MATERIALS |                       |
|                         |              |            | <b>Total for check: 32276</b> |                    | <b>1,927.97</b>   |                       |
| KATHRYN BESON           | 32277        | 1/25/2012  | 01242012                      | 100-0601-551.33-01 | 22.05             | MILEAGE REIMBURSEMENT |
|                         |              |            | <b>Total for check: 32277</b> |                    | <b>22.05</b>      |                       |
| THOMAS BOUREGY & CO INC | 32278        | 1/25/2012  | 66926A                        | 100-0601-551.30-14 | 139.50            | LIBRARY MATERIALS     |
|                         |              |            | <b>Total for check: 32278</b> |                    | <b>139.50</b>     |                       |
| BRAZEE ACE HARDWARE     | 32279        | 1/25/2012  | 016320                        | 100-0601-551.30-13 | 10.27             | HOUSEKEEPING SUPPLIES |
|                         |              |            | <b>Total for check: 32279</b> |                    | <b>10.27</b>      |                       |
| BRILLIANCE AUDIO INC    | 32280        | 1/25/2012  | INO638249                     | 100-0601-551.30-14 | 272.13            | LIBRARY MATERIALS     |
|                         |              |            | <b>Total for check: 32280</b> |                    | <b>272.13</b>     |                       |
| CDW GOVERNMENT INC      | 32281        | 1/25/2012  | B833051                       | 100-0601-551.30-10 | 65.12             | OFFICE SUPPLIES       |
|                         |              | 1/25/2012  | C256172                       | 100-0601-551.30-10 | 352.70            | OFFICE SUPPLIES       |
|                         |              | 1/25/2012  | C449351                       | 100-0601-551.30-10 | 76.55             | OFFICE SUPPLIES       |
|                         |              | 1/25/2012  | C617186                       | 100-0601-551.30-10 | 125.45            | OFFICE SUPPLIES       |

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| Vendor Name              | Check Number | Check Date             | Invoice Number         | Account Number     | Amount          | Description             |
|--------------------------|--------------|------------------------|------------------------|--------------------|-----------------|-------------------------|
| CDW GOVERNMENT INC...    | 32281...     | 1/25/2012              | C955056                | 100-0601-551.30-10 | 125.88          | OFFICE SUPPLIES         |
|                          |              |                        | Total for check: 32281 |                    | <u>745.70</u>   |                         |
| CENTER POINT LARGE PRINT | 32282        | 1/25/2012              | 980396                 | 100-0601-551.30-14 | 42.54           | LIBRARY MATERIALS       |
|                          |              | 1/25/2012              | 981715                 | 100-0601-551.30-14 | 808.46          | LIBRARY MATERIALS       |
|                          |              | 1/25/2012              | 984002                 | 100-0601-551.30-14 | 207.30          | LIBRARY MATERIALS       |
|                          |              | 1/25/2012              | 988636                 | 100-0601-551.30-14 | 22.17           | LIBRARY MATERIALS       |
|                          |              |                        | Total for check: 32282 |                    | <u>1,080.47</u> |                         |
| FINDAWAY WORLD LLC       | 32283        | 1/25/2012              | 01242012               | 100-0601-551.30-14 | (68.74)         | CREDIT                  |
|                          |              | 1/25/2012              | 63104                  | 100-0601-551.30-14 | 206.22          | LIBRARY MATERIALS       |
|                          |              |                        | Total for check: 32283 |                    | <u>137.48</u>   |                         |
| GALE                     | 32284        | 1/25/2012              | 17406329               | 100-0601-551.30-14 | 532.75          | LIBRARY MATERIALS       |
|                          |              | 1/25/2012              | 17415242               | 100-0601-551.30-14 | 38.93           | LIBRARY MATERIALS       |
|                          |              |                        | Total for check: 32284 |                    | <u>571.68</u>   |                         |
| KITZ & PFEIL INC         | 32285        | 1/25/2012              | 1202140021             | 100-0601-551.24-03 | 36.24           | BLDG REPAIR/MAINTENANCE |
|                          |              | 1/25/2012              | 1202140040             | 100-0601-551.24-03 | 23.36           | BLDG REPAIR/MAINTENANCE |
|                          |              | 1/25/2012              | 1206090022             | 100-0601-551.30-13 | 16.17           | HOUSEKEEPING SUPPLIES   |
|                          |              | 1/25/2012              | 1206140018             | 100-0601-551.24-03 | 4.12            | BLDG REPAIR/MAINTENANCE |
|                          |              | 1/25/2012              | 1212140057             | 100-0601-551.24-03 | 3.58            | BLDG REPAIR/MAINTENANCE |
|                          |              | 1/25/2012              | 1212140158             | 100-0601-551.24-03 | 26.07           | BLDG REPAIR/MAINTENANCE |
|                          |              | 1/25/2012              | 1215140031             | 100-0601-551.30-13 | 4.93            | HOUSEKEEPING SUPPLIES   |
|                          |              | Total for check: 32285 |                        | <u>114.47</u>      |                 |                         |
| MADER NEWS AGENCY INC    | 32286        | 1/25/2012              | 65999                  | 100-0601-551.30-14 | 108.20          | LIBRARY MATERIALS       |
|                          |              |                        | Total for check: 32286 |                    | <u>108.20</u>   |                         |

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| Vendor Name                       | Check Number                  | Check Date | Invoice Number | Account Number     | Amount        | Description                   |                            |
|-----------------------------------|-------------------------------|------------|----------------|--------------------|---------------|-------------------------------|----------------------------|
| MENARDS-APPLETON EAST             | 32287                         | 1/25/2012  | 96303          | 100-0601-551.24-03 | 78.13         | 78.13 BLDG REPAIR/MAINTENANCE |                            |
|                                   | <b>Total for check: 32287</b> |            |                |                    |               | <b>78.13</b>                  |                            |
|                                   | 32288                         | 1/25/2012  | 01242012       | 100-0601-551.30-16 | 36.00         | PROGRAM SUPPLIES              |                            |
| MENASHA LIBRARY STAFF ASSOCIATION | <b>Total for check: 32288</b> |            |                |                    |               | <b>38.25</b>                  | 2.25 TRAVEL EXPENSES-MEALS |
|                                   | 32289                         | 1/25/2012  | 2692216        | 100-0601-551.30-14 | 57.97         | LIBRARY MATERIALS             |                            |
| MIDWEST TAPE                      | 32289                         | 1/25/2012  | 2692217        | 100-0601-551.30-14 | 117.94        | LIBRARY MATERIALS             |                            |
|                                   | 32289                         | 1/25/2012  | 2692218        | 100-0601-551.30-14 | 35.97         | LIBRARY MATERIALS             |                            |
|                                   | 32289                         | 1/25/2012  | 2692219        | 100-0601-551.30-14 | 351.89        | LIBRARY MATERIALS             |                            |
|                                   | 32289                         | 1/25/2012  | 2698871        | 100-0601-551.30-14 | 11.99         | LIBRARY MATERIALS             |                            |
|                                   | 32289                         | 1/25/2012  | 2698872        | 100-0601-551.30-14 | 15.99         | LIBRARY MATERIALS             |                            |
|                                   | 32289                         | 1/25/2012  | 2704770        | 100-0601-551.30-14 | 12.99         | LIBRARY MATERIALS             |                            |
|                                   | 32289                         | 1/25/2012  | 2710447        | 100-0601-551.30-14 | 39.97         | LIBRARY MATERIALS             |                            |
|                                   | 32289                         | 1/25/2012  | 2710448        | 100-0601-551.30-14 | 25.98         | LIBRARY MATERIALS             |                            |
|                                   | 32289                         | 1/25/2012  | 2710449        | 100-0601-551.30-14 | 19.99         | LIBRARY MATERIALS             |                            |
|                                   | 32289                         | 1/25/2012  | 2714982        | 100-0601-551.30-14 | 12.99         | LIBRARY MATERIALS             |                            |
| <b>Total for check: 32289</b>     |                               |            |                |                    | <b>718.66</b> |                               |                            |
| CASSANDRA PAYNE                   | 32290                         | 1/25/2012  | 01222012       | 100-0601-551.30-16 | 41.50         | PROGRAM SUPPLIES              |                            |
|                                   | 32290                         | 1/25/2012  | 01242012       | 100-0601-551.30-10 | 15.50         | OFFICE SUPPLIES               |                            |
|                                   | <b>Total for check: 32290</b> |            |                |                    |               | <b>57.00</b>                  |                            |
| PEDIMENT PUBLISHING               | 32291                         | 1/25/2012  | 6244           | 100-0601-551.30-14 | 23.97         | LIBRARY MATERIALS             |                            |
|                                   | <b>Total for check: 32291</b> |            |                |                    |               | <b>23.97</b>                  |                            |
| RAINBOW BOOK COMPANY              | 32292                         | 1/25/2012  | 0096875        | 100-0601-551.30-14 | 1,752.95      | LIBRARY MATERIALS             |                            |
|                                   | <b>Total for check: 32292</b> |            |                |                    |               | <b>1,752.95</b>               |                            |

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| Vendor Name                    | Check Number | Check Date                    | Invoice Number                | Account Number     | Amount        | Description             |
|--------------------------------|--------------|-------------------------------|-------------------------------|--------------------|---------------|-------------------------|
| RANDOM HOUSE INC               | 32293        | 1/25/2012                     | 1082845694                    | 100-0601-551.30-14 | 29.96         | LIBRARY MATERIALS       |
|                                |              | 1/25/2012                     | 1082890868                    | 100-0601-551.30-14 | 6.00          | LIBRARY MATERIALS       |
|                                |              | 1/25/2012                     | 1083001555                    | 100-0601-551.30-14 | 30.00         | LIBRARY MATERIALS       |
|                                |              | 1/25/2012                     | 1182845694                    | 100-0601-551.30-14 | 30.00         | LIBRARY MATERIALS       |
|                                |              |                               | <b>Total for check: 32293</b> |                    | <b>95.96</b>  |                         |
| RECORDED BOOKS LLC             | 32294        | 1/25/2012                     | 74260815                      | 100-0601-551.30-14 | 82.20         | LIBRARY MATERIALS       |
|                                |              |                               | <b>Total for check: 32294</b> |                    | <b>82.20</b>  |                         |
| SIGNELEMENTS                   | 32295        | 1/25/2012                     | 719077                        | 100-0601-551.24-03 | 84.10         | BLDG REPAIR/MAINTENANCE |
|                                |              |                               | <b>Total for check: 32295</b> |                    | <b>84.10</b>  |                         |
| NICOLE STELZER                 | 32296        | 1/25/2012                     | 01242012                      | 100-0601-551.30-14 | 34.00         | LIBRARY MATERIALS       |
|                                |              |                               | <b>Total for check: 32296</b> |                    | <b>34.00</b>  |                         |
| ELIZABETH TUBMAN               | 32297        | 1/25/2012                     | 01242012                      | 100-0601-551.30-16 | 20.35         | PROGRAM SUPPLIES        |
|                                |              |                               | <b>Total for check: 32297</b> |                    | <b>20.35</b>  |                         |
| UNIQUE BOOKS INC               | 32298        | 1/25/2012                     | 356776.2                      | 100-0601-551.30-14 | 21.89         | LIBRARY MATERIALS       |
|                                |              | 1/25/2012                     | 356777.2                      | 100-0601-551.30-14 | 19.90         | LIBRARY MATERIALS       |
|                                |              | 1/25/2012                     | 356789.2                      | 100-0601-551.30-14 | 10.45         | LIBRARY MATERIALS       |
|                                |              | <b>Total for check: 32298</b> |                               | <b>52.24</b>       |               |                         |
| UNIQUE MANAGEMENT SERVICES INC | 32299        | 1/25/2012                     | 213749                        | 100-0000-441.19-00 | 358.00        | COLLECTION AGENCY FEE   |
|                                |              |                               | <b>Total for check: 32299</b> |                    | <b>358.00</b> |                         |
| JULIE WING                     | 32300        | 1/25/2012                     | 01222012                      | 100-0601-551.30-16 | 8.07          | PROGRAM SUPPLIES        |

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| Vendor Name                        | Check Number | Check Date | Invoice Number         | Account Number     | Amount           | Description         |
|------------------------------------|--------------|------------|------------------------|--------------------|------------------|---------------------|
| JULIE WING...                      | 32300...     | 1/25/2012  | 01242012               | 100-0601-551.30-18 | 41.76            | DEPARTMENT SUPPLIES |
|                                    |              |            | Total for check: 32300 |                    | <u>49.83</u>     |                     |
| WINNEFOX COOPERATIVE TECH SERVICES | 32301        | 1/25/2012  | 110121                 | 100-0601-551.30-14 | 478.50           | LIBRARY MATERIALS   |
|                                    |              |            | Total for check: 32301 |                    | <u>478.50</u>    |                     |
| WINNEFOX LIBRARY SYSTEM            | 32302        | 1/25/2012  | 4396                   | 100-0601-551.30-11 | 785.23           | POSTAGE SUPPLIES    |
|                                    |              |            | Total for check: 32302 |                    | <u>785.23</u>    |                     |
| US POSTAL SERVICE                  | 32303        | 1/25/2012  | 01252012               | 100-0601-551.30-11 | 505.00           | SUPPLIES -- POSTAGE |
|                                    |              |            | Total for check: 32303 |                    | <u>505.00</u>    |                     |
|                                    |              |            |                        |                    | <u>11,177.68</u> |                     |

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| Vendor Name                      | Check Number | Check Date | Invoice Number                | Account Number                | Amount                        | Description              |                         |
|----------------------------------|--------------|------------|-------------------------------|-------------------------------|-------------------------------|--------------------------|-------------------------|
| ACC PLANNED SERVICE INC          | 32304        | 1/26/2012  | 6720                          | 100-0501-522.24-03            | 802.46                        | Jan-June, 2012 Contract  |                         |
|                                  |              |            |                               | 100-0801-521.20-04            | 901.42                        | Jan-June, 2012 Contract  |                         |
|                                  |              |            |                               | 100-1001-514.20-04            | 1,152.11                      | Jan-June, 2012 Contract  |                         |
|                                  |              |            |                               | 731-1022-541.20-04            | 987.53                        | Jan-June, 2012 Contract  |                         |
|                                  |              |            |                               | 100-0920-531.24-03            | 525.00                        | Jan-June, 2012 Contract  |                         |
|                                  |              |            |                               | 100-0703-553.24-03            | 658.35                        | Jan-June, 2012 Contract  |                         |
|                                  |              |            |                               | 100-0601-551.24-03            | 1,550.00                      | Jan-June, 2012 Contract  |                         |
|                                  |              |            |                               | <b>Total for check: 32304</b> | <b>6,576.87</b>               |                          |                         |
|                                  | ACCURATE     | 32305      | 1/26/2012                     | 1200132                       | 731-1022-541.38-03            | 165.70                   | Air Spring/Washers/Nuts |
|                                  |              |            |                               |                               | <b>Total for check: 32305</b> | <b>165.70</b>            |                         |
| AIRGAS NORTH CENTRAL             |              | 32306      | 1/26/2012                     | 105131840                     | 731-1022-541.21-06            | 64.19                    | Argon 12-Month Lease    |
|                                  |              | 1/26/2012  | 105152868                     | 731-1022-541.21-06            | 78.00                         | Cylinders                |                         |
|                                  |              |            | <b>Total for check: 32306</b> | <b>142.19</b>                 |                               |                          |                         |
| ASSOCIATED APPRAISAL CONSULTANTS | 32307        | 1/26/2012  | 12246                         | 100-0402-513.21-09            | 4,975.00                      | December                 |                         |
|                                  |              |            |                               | 100-0402-513.30-11            | 11.44                         | December                 |                         |
|                                  |              | 1/26/2012  | 12247                         | 100-0402-513.21-04            | 59.76                         | Internet Posting         |                         |
|                                  |              |            | <b>Total for check: 32307</b> | <b>5,046.20</b>               |                               |                          |                         |
| BAYCOM INC                       | 32308        | 1/26/2012  | 65213                         | 100-0801-521.29-05            | 300.00                        | Motorola VRM             |                         |
|                                  |              |            | <b>Total for check: 32308</b> | <b>300.00</b>                 |                               |                          |                         |
| BOUWER PRINTING INC              | 32309        | 1/26/2012  | 92917                         | 100-0801-521.29-01            | 52.95                         | Violation Notice Warning |                         |
|                                  |              | 1/26/2012  | 92920                         | 100-0801-521.29-01            | 267.00                        | Forms                    |                         |
|                                  |              |            | <b>Total for check: 32309</b> | <b>319.95</b>                 |                               |                          |                         |

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| Vendor Name                   | Check Number | Check Date | Invoice Number                | Account Number     | Amount   | Description               |
|-------------------------------|--------------|------------|-------------------------------|--------------------|----------|---------------------------|
| BRAZEE ACE HARDWARE           | 32310        | 1/26/2012  | 016348                        | 100-0703-553.30-18 | 475.49   | Misc Hardware             |
|                               |              |            | <b>Total for check: 32310</b> |                    |          | <b>475.49</b>             |
| CDW GOVERNMENT INC            | 32311        | 1/26/2012  | C946351                       | 100-0801-521.30-12 | 46.91    | Extended Coverage Omnipro |
|                               |              |            | D022421                       | 743-0403-513.30-15 | 7,742.40 | Laptops/Printer/Computer  |
|                               |              |            | D045902                       | 743-0403-513.30-15 | 70.64    | iPad Covers               |
|                               |              |            | D076030                       | 743-0403-513.30-15 | 1,012.88 | Atty Laptop               |
| <b>Total for check: 32311</b> |              |            | <b>8,872.83</b>               |                    |          |                           |
| CLEAR WATER CAR WASH          | 32312        | 1/26/2012  | 22                            | 100-0801-521.29-05 | 55.44    | July, 2011 Car Washes     |
|                               |              |            | <b>Total for check: 32312</b> |                    |          | <b>55.44</b>              |
| DUMKE & ASSOCIATES &          | 32313        | 1/26/2012  | 100-0903-531.29-06            |                    | 2,077.50 | 316 Racine St             |
|                               |              |            | <b>Total for check: 32313</b> |                    |          | <b>2,077.50</b>           |
| FOX VALLEY HUMANE ASSOCIATION | 32314        | 1/26/2012  | 100-0806-532.25-01            |                    | 1,320.75 | November Transport Fees   |
|                               |              |            | 100-0806-532.25-01            |                    | 2,963.30 | Dec 2011 Transport Fees   |
|                               |              |            | <b>Total for check: 32314</b> |                    |          | <b>4,284.05</b>           |
| GANNETT WISCONSIN MEDIA #1014 | 32315        | 1/26/2012  | 100-1001-514.32-02            |                    | 211.32   | Newspaper Subscription    |
|                               |              |            | <b>Total for check: 32315</b> |                    |          | <b>211.32</b>             |
| GE CHEMICAL                   | 32316        | 1/26/2012  | 4714                          | 731-1022-541.30-18 | 340.00   | 55 Gallon Drum            |
|                               |              |            | <b>Total for check: 32316</b> |                    |          | <b>340.00</b>             |
| GERBER LEISURE PRODUCTS INC   | 32317        | 1/26/2012  | 22479                         | 100-0703-553.30-18 | 372.00   | SeeSaw Retro Fit/Spring   |
|                               |              |            | <b>Total for check: 32317</b> |                    |          | <b>372.00</b>             |

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| Vendor Name                         | Check Number | Check Date | Invoice Number         | Account Number     | Amount    | Description               |
|-------------------------------------|--------------|------------|------------------------|--------------------|-----------|---------------------------|
| GERDAU                              | 32318        | 1/26/2012  | 47009180               | 100-1003-541.30-15 | 143.60    | J Skeleton Division Plate |
|                                     |              |            | Total for check: 32318 |                    | 143.60    |                           |
| GRAYS INC                           | 32319        | 1/26/2012  | 29516                  | 100-1006-541.30-18 | 7,539.78  | Blades                    |
|                                     |              |            | Total for check: 32319 |                    | 7,539.78  |                           |
| HECKRODT WETLAND RESERVE            | 32320        | 1/26/2012  |                        | 826-0703-553.30-18 | 5,000.00  | Community Foundation Dist |
|                                     |              |            | Total for check: 32320 |                    | 5,000.00  |                           |
| HOTSY CLEANING SYSTEMS INC          | 32321        | 1/26/2012  | 0077842-IN             | 731-1022-541.30-18 | 345.00    | Panel Wash                |
|                                     |              | 1/26/2012  | 0077857-IN             | 731-1022-541.21-06 | 169.29    | Nozzle/Oil/Maintenance    |
|                                     |              |            | Total for check: 32321 |                    | 514.29    |                           |
| EDMUND J JELINSKI                   | 32322        | 1/26/2012  | 210                    | 100-0201-512.21-01 | 375.00    | January Municipal Court   |
|                                     |              |            | Total for check: 32322 |                    | 375.00    |                           |
| KONE INC                            | 32323        | 1/26/2012  | 220808332              | 100-0801-521.24-03 | 175.02    | PPF Maintenance Coverage  |
|                                     |              |            | Total for check: 32323 |                    | 175.02    |                           |
| LOWE'S BUSINESS ACCOUNT/GEMB        | 32324        | 1/26/2012  | 02008                  | 100-0703-553.24-03 | 74.34     | PVC/Finish Nails          |
|                                     |              | 1/26/2012  | 02617                  | 100-0703-553.24-03 | 14.03     | PVC/Bushing               |
|                                     |              | 1/26/2012  | 02865                  | 100-0703-553.24-03 | 19.71     | Quikret/Rust-ol           |
|                                     |              |            | Total for check: 32324 |                    | 108.08    |                           |
| MEDICAL EXPENSE REIMBURSEMENT TRUST | 32325        | 1/26/2012  | 20120126               | 100-0000-202.08-00 | 28,317.60 | PAYROLL SUMMARY           |
|                                     |              |            | Total for check: 32325 |                    | 28,317.60 |                           |
| MEMORIAL FLORISTS INC               | 32326        | 1/26/2012  | 02672568               | 100-0408-552.30-16 | 42.50     | Tungate                   |
|                                     |              | 1/26/2012  | 02673080               | 100-0408-552.30-16 | 28.49     | Dreschisel                |

**AP Check Register**  
**Check Date: 1/26/2012**

| Vendor Name                    | Check Number | Check Date             | Invoice Number         | Account Number     | Amount    | Description           |
|--------------------------------|--------------|------------------------|------------------------|--------------------|-----------|-----------------------|
| MEMORIAL FLORISTS INC...       | 32326...     | 1/26/2012              | 02674031               | 100-0408-552.30-16 | 43.50     | Luce                  |
|                                |              |                        | Total for check: 32326 |                    | 114.49    |                       |
| MENARDS-APPLETON EAST          | 32327        | 1/26/2012              | 2259                   | 100-0703-553.24-03 | 1,251.00  | Jefferson Pav Siding  |
|                                | 99873        | 1/26/2012              | 99873                  | 731-1022-541.82-01 | 53.92     | Deck Screws/Lumber    |
|                                |              |                        | Total for check: 32327 |                    | 1,304.92  |                       |
| MENASHA EMPLOYEES CREDIT UNION | 32328        | 1/26/2012              | 20120126               | 100-0000-202.05-00 | 16,229.00 | PAYROLL SUMMARY       |
|                                |              |                        | Total for check: 32328 |                    | 16,229.00 |                       |
| MENASHA JOINT SCHOOL DISTRICT  | 32329        | 1/26/2012              |                        | 100-0000-412.00-00 | 6,152.15  | January Mobile Home   |
|                                |              |                        | Total for check: 32329 |                    | 6,152.15  |                       |
| MENASHA UTILITIES              | 32330        | 1/26/2012              | 003818                 | 625-0401-513.25-01 | 942.01    | Storm Water           |
|                                |              | 1/26/2012              | 003819                 | 601-1021-543.25-01 | 15,514.87 | Sewer Charge          |
|                                |              | 1/26/2012              | 003823                 | 100-0401-513.29-01 | 350.00    | Run Tax Bills         |
|                                |              |                        | Total for check: 32330 |                    | 16,806.88 |                       |
| MID-STATES ORGANIZED CRIME     | 32331        | 1/26/2012              | 93046-16740            | 100-0801-521.32-01 | 200.00    | Membership            |
|                                |              |                        | Total for check: 32331 |                    | 200.00    |                       |
| MODERN BUSINESS MACHINES       | 32332        | 1/26/2012              | 26269970               | 743-0403-513.29-01 | 243.10    | Contract/Base         |
|                                |              | 1/26/2012              | 26270353               | 100-1001-514.24-04 | 75.48     | Images 1/1 - 12/31/11 |
|                                |              | 1/26/2012              | 26270362               | 100-0801-521.29-01 | 32.80     | Oct-Dec images used   |
|                                |              | 1/26/2012              | 26270363               | 100-1001-514.24-04 | 117.30    | Oct-Dec images used   |
|                                |              | Total for check: 32332 |                        | 468.68             |           |                       |
| MORTON SAFETY                  | 32333        | 1/26/2012              | 546835                 | 731-1022-541.21-06 | 84.02     | Medical Supplies      |

## AP Check Register

### Check Date: 1/26/2012

| Vendor Name                    | Check Number | Check Date | Invoice Number                | Account Number     | Amount            | Description             |
|--------------------------------|--------------|------------|-------------------------------|--------------------|-------------------|-------------------------|
| MORTON SAFETY...               | 32333...     | 1/26/2012  | 546836                        | 100-0703-553.30-18 | 40.34             | Medical Equipment       |
|                                |              |            | <b>Total for check: 32333</b> |                    | <b>124.36</b>     |                         |
| NEENAH-MENASHA MUNICIPAL COURT | 32334        | 1/26/2012  |                               | 100-0000-201.03-00 | 139.00            | Bond/MP12-09            |
|                                |              |            | <b>Total for check: 32334</b> |                    | <b>139.00</b>     |                         |
| CITY OF NEENAH                 | 32335        | 1/26/2012  |                               | 100-0501-522.25-01 | 262,958.00        | Fire/Rescue Services    |
|                                |              |            | <b>Total for check: 32335</b> |                    | <b>262,958.00</b> |                         |
| NETWORK HEALTH PLAN            | 32336        | 1/26/2012  | 0048344                       | 100-0000-204.08-00 | 108,359.58        | Employees               |
|                                |              |            |                               | 100-0000-204.11-00 | 10,113.56         | Retirees/Cobra          |
|                                |              |            | <b>Total for check: 32336</b> |                    | <b>118,473.14</b> |                         |
| PACKER CITY INTERNATIONAL      | 32337        | 1/26/2012  | 3-220020047                   | 731-1022-541.38-03 | 16.50             | Filler                  |
|                                |              |            | 3-220040045                   | 731-1022-541.38-03 | 104.92            | Blades/Filters          |
|                                |              |            | <b>Total for check: 32337</b> |                    | <b>121.42</b>     |                         |
| PERSONNEL EVALUATION INC       | 32338        | 1/26/2012  | 99327                         | 100-0801-521.21-06 | 180.00            | December, 2011 Charges  |
|                                |              |            | <b>Total for check: 32338</b> |                    | <b>180.00</b>     |                         |
| PONTEM SOFTWARE BY RIA INC     | 32339        | 1/26/2012  | 38393                         | 743-0403-513.24-04 | 1,040.86          | Annual Support Fee      |
|                                |              |            | <b>Total for check: 32339</b> |                    | <b>1,040.86</b>   |                         |
| REDI-WELDING CO                | 32340        | 1/26/2012  | 14325                         | 100-1016-543.30-18 | 170.00            | Truck Adapter/Container |
|                                |              |            |                               | 266-1028-543.30-18 | 85.00             | Truck Adapter/Container |
|                                |              |            | <b>Total for check: 32340</b> |                    | <b>255.00</b>     |                         |

## AP Check Register

### Check Date: 1/26/2012

| Vendor Name                    | Check Number  | Check Date | Invoice Number | Account Number                | Amount          | Description               |
|--------------------------------|---------------|------------|----------------|-------------------------------|-----------------|---------------------------|
| DR TERESA RUDOLPH              | 32341         | 1/26/2012  |                | 100-0903-531.21-05            | 150.00          | City Physician            |
|                                |               |            |                | <b>Total for check: 32341</b> | <b>150.00</b>   |                           |
| SCHAEFFER MFG CO               | 32342         | 1/26/2012  |                | UJL4792-INV1                  | 315.83          | Moly Ultra Red EP 000     |
|                                |               |            |                | <b>Total for check: 32342</b> | <b>315.83</b>   |                           |
| SCHENCK BUSINESS SOLUTIONS     | 32343         | 1/26/2012  |                | 625-0401-513.21-03            | 1,125.00        | Audit Ending 12/31/10     |
|                                |               |            |                | 100-0401-513.21-03            | 3,350.00        | Audit Ending 12/31/10     |
|                                |               |            |                | <b>Total for check: 32343</b> | <b>4,475.00</b> |                           |
| SECURITY FENCE & SUPPLY CO INC | 32344         | 1/26/2012  |                | 731-1022-541.82-01            | 40.08           | Tension Bars              |
|                                |               |            |                | <b>Total for check: 32344</b> | <b>40.08</b>    |                           |
| J A SEXAUER                    | 32345         | 1/26/2012  |                | 258027325                     | 603.15          | Push Button Lock/Supplies |
|                                |               |            |                | 258417500                     | 57.88           | CodeLock Latch            |
|                                |               |            |                | <b>Total for check: 32345</b> | <b>661.03</b>   |                           |
| STAPLES ADVANTAGE              | 32346         | 1/26/2012  |                | 100-0304-562.30-10            | 15.82           | Tape Dryline/Com Dev      |
|                                |               |            |                | 100-0301-523.30-18            | 259.53          | File Cabinet/Com Dev      |
|                                |               |            |                | 100-0801-521.30-10            | 53.13           | Cassettes                 |
| <b>Total for check: 32346</b>  | <b>328.48</b> |            |                |                               |                 |                           |
| SUNGARD PUBLIC SECTOR INC      | 32347         | 1/26/2012  |                | 743-0403-513.24-04            | 2,678.00        | Feb Service Contract      |
|                                |               |            |                | <b>Total for check: 32347</b> | <b>2,678.00</b> |                           |
| TAPCO                          | 32348         | 1/26/2012  |                | 100-1008-541.30-18            | 1,066.00        | Miscellaneous Stock       |
|                                |               |            |                | 100-1008-541.30-18            | 900.00          | Accident 2011-19          |
|                                |               |            |                | <b>Total for check: 32348</b> | <b>1,966.00</b> |                           |

**AP Check Register**  
**Check Date: 1/26/2012**

| Vendor Name                      | Check Number | Check Date | Invoice Number | Account Number                | Amount          | Description              |
|----------------------------------|--------------|------------|----------------|-------------------------------|-----------------|--------------------------|
| TEAM WINNEBAGO LAND              | 32349        | 1/26/2012  |                | 826-0703-553.30-18            | 1,499.00        | Sled                     |
|                                  |              |            |                | 100-0703-553.32-01            | 239.00          | License/Doc Fee          |
|                                  |              |            |                | 100-0703-553.30-18            | 100.49          | Belt                     |
|                                  |              |            |                | <b>Total for check: 32349</b> | <b>1,838.49</b> |                          |
| UNIFIRST CORPORATION             | 32350        | 1/26/2012  | 097 0103350    | 731-1022-541.20-01            | 101.42          | Mats/Clothing Cleaning   |
|                                  |              |            |                | <b>Total for check: 32350</b> | <b>101.42</b>   |                          |
| UNITED WAY FOX CITIES            | 32351        | 1/26/2012  | 20120126       | 100-0000-202.09-00            | 27.48           | PAYROLL SUMMARY          |
|                                  |              |            |                | <b>Total for check: 32351</b> | <b>27.48</b>    |                          |
| UNITRENDS SOFTWARE CORPORATION   | 32352        | 1/26/2012  | 39150          | 743-0403-513.80-01            | 9,866.55        | Computer Support         |
|                                  |              |            |                | <b>Total for check: 32352</b> | <b>9,866.55</b> |                          |
| UR WASHINSTUFF INC               | 32353        | 1/26/2012  | 10042          | 100-0801-521.29-05            | 74.23           | 13 Car Washes/Aug        |
|                                  |              | 1/26/2012  | 10043          | 100-0801-521.29-05            | 74.23           | 13 Car Washes/Sept       |
|                                  |              | 1/26/2012  | 10044          | 100-0801-521.29-05            | 68.52           | 12 Car Washes/Oct        |
|                                  |              |            |                | <b>Total for check: 32353</b> | <b>216.98</b>   |                          |
| US VENTURE                       | 32354        | 1/26/2012  | L43365         | 731-1022-541.21-06            | 12.00           | Water AF Fuel            |
|                                  |              |            |                | <b>Total for check: 32354</b> | <b>12.00</b>    |                          |
| VALLEY GASKET INC                | 32355        | 1/26/2012  | 97997          | 100-0704-552.24-04            | 46.93           | Full Face Old STD/Rubber |
|                                  |              |            |                | <b>Total for check: 32355</b> | <b>46.93</b>    |                          |
| VISION INSURANCE PLAN OF AMERICA | 32356        | 1/26/2012  | 108149         | 100-0000-204.10-00            | 1,047.70        | February, 2012           |
|                                  |              |            |                | <b>Total for check: 32356</b> | <b>1,047.70</b> |                          |

**AP Check Register**  
**Check Date: 1/26/2012**

| Vendor Name                         | Check Number | Check Date | Invoice Number                | Account Number     | Amount            | Description          |
|-------------------------------------|--------------|------------|-------------------------------|--------------------|-------------------|----------------------|
| WE ENERGIES                         | 32357        | 1/26/2012  |                               | 100-0703-553.22-04 | 9.57              | 2170 Plank Road/Heat |
|                                     |              |            | <b>Total for check: 32357</b> |                    | <b>9.57</b>       |                      |
| WISCONSIN CHIEFS OF POLICE ASSN INC | 32358        | 1/26/2012  | CHIEF TIM STYKA               | 100-0801-521.32-01 | 100.00            | 2012 Membership      |
|                                     |              |            | <b>Total for check: 32358</b> |                    | <b>100.00</b>     |                      |
| WISCONSIN DEPT OF JUSTICE           | 32359        | 1/26/2012  | G3228                         | 100-0202-512.21-06 | 7.00              | 11/11-11/3011        |
|                                     |              |            | <b>Total for check: 32359</b> |                    | <b>7.00</b>       |                      |
| WISCONSIN SUPPORT COLLECTIONS       | 32360        | 1/26/2012  | 20120126                      | 100-0000-202.03-00 | 2,172.60          | PAYROLL SUMMARY      |
|                                     |              |            | <b>Total for check: 32360</b> |                    | <b>2,172.60</b>   |                      |
| WMCA                                | 32361        | 1/26/2012  | 2012-344                      | 100-0203-512.32-01 | 90.00             | 2012 Dues            |
|                                     |              |            | <b>Total for check: 32361</b> |                    | <b>90.00</b>      |                      |
| WWMA                                | 32362        | 1/26/2012  |                               | 100-0902-524.32-01 | 30.00             | WWMA Membership      |
|                                     |              |            | <b>Total for check: 32362</b> |                    | <b>30.00</b>      |                      |
|                                     |              |            |                               |                    | <b>522,161.95</b> |                      |

**AP Check Register**  
**Check Date: 2/2/2012**

| Vendor Name                   | Check Number | Check Date | Invoice Number | Account Number                | Amount        | Description                |
|-------------------------------|--------------|------------|----------------|-------------------------------|---------------|----------------------------|
| ACCURATE                      | 32363        | 2/2/2012   | 1200264        | 731-1022-541.30-15            | 170.10        | Jump & Carry Pro 660       |
|                               |              | 2/2/2012   | 1200284        | 731-1022-541.30-18            | 44.91         | Misc Supplies              |
|                               |              | 2/2/2012   | 1200324        | 731-1022-541.30-18            | 41.62         | Electrical Tape/Fuel Hose  |
|                               |              |            |                | <b>Total for check: 32363</b> | <b>256.63</b> |                            |
| ADAMSON INDUSTRIES CORP       | 32364        | 2/2/2012   | 107407         | 100-0801-521.29-05            | 84.90         | Tailight Flasher Organizer |
|                               |              |            |                | <b>Total for check: 32364</b> | <b>84.90</b>  |                            |
| AIRGAS NORTH CENTRAL          | 32365        | 2/2/2012   | 105192017      | 731-1022-541.30-18            | 112.16        | Acetylene                  |
|                               |              |            |                | <b>Total for check: 32365</b> | <b>112.16</b> |                            |
| APPLETON HYDRAULIC COMPONENTS | 32366        | 2/2/2012   | 22434          | 731-1022-541.38-03            | 93.91         | Bulk Seals                 |
|                               |              |            |                | <b>Total for check: 32366</b> | <b>93.91</b>  |                            |
| AQUECS INC                    | 32367        | 2/2/2012   | 14736          | 207-0707-552.30-18            | 324.00        | Menasha Marina Shirts      |
|                               |              |            |                | <b>Total for check: 32367</b> | <b>324.00</b> |                            |
| BADGER HIGHWAYS CO INC        | 32368        | 2/2/2012   | 156198         | 100-0703-553.30-18            | 106.00        | Cold Mix/Smith Park        |
|                               |              |            |                | <b>Total for check: 32368</b> | <b>106.00</b> |                            |
| BADGER LAB & ENGINEERING INC  | 32369        | 2/2/2012   | INV000047699   | 601-1020-543.21-02            | 301.00        | MU Wastewater              |
|                               |              |            |                | <b>Total for check: 32369</b> | <b>301.00</b> |                            |
| BERGSTROM                     | 32370        | 2/2/2012   | 116947         | 731-1022-541.38-03            | 20.14         | HIGE-BX/E                  |
|                               |              |            |                | <b>Total for check: 32370</b> | <b>20.14</b>  |                            |
| BRUCE BRAHE                   | 32371        | 2/2/2012   |                | 100-0000-441.13-00            | 27.50         | Refuse cart downgrade      |
|                               |              |            |                | <b>Total for check: 32371</b> | <b>27.50</b>  |                            |

**AP Check Register**  
**Check Date: 2/2/2012**

| Vendor Name              | Check Number | Check Date | Invoice Number     | Account Number                | Amount                   | Description            |
|--------------------------|--------------|------------|--------------------|-------------------------------|--------------------------|------------------------|
| BRIDGEVIEW WOODCRAFT INC | 32372        | 2/2/2012   | 8958               | 100-0703-553.24-03            | 20.00                    | Sand Blocks            |
|                          |              |            |                    | <b>Total for check: 32372</b> | <b>20.00</b>             |                        |
|                          |              |            |                    |                               |                          |                        |
| JANE BUELOW              | 32373        | 2/2/2012   |                    | 100-0000-441.13-00            | 25.00                    | Refuse cart downgrade  |
|                          |              |            |                    | <b>Total for check: 32373</b> | <b>25.00</b>             |                        |
| CARDMEMBER SERVICE       | 32376        | 2/2/2012   |                    | 731-1022-541.24-03            | (161.00)                 | Paypal - Credit        |
|                          |              |            |                    | 100-0920-531.30-15            | 398.00                   | Kossels TV & Appliance |
|                          |              |            |                    | 100-0000-132.00-00            | 197.45                   | Restockit.com          |
|                          |              |            |                    | 100-0920-531.24-03            | 17.56                    | Lowes                  |
|                          |              |            |                    | 743-0403-513.34-02            | 12.95                    | Experts Exchange LLC   |
|                          |              |            |                    | 100-0601-551.30-16            | 2.45                     | Paypal                 |
|                          |              |            |                    | 743-0403-513.30-15            | 140.20                   | Supercircuits Inc      |
|                          |              |            |                    | 100-0601-551.30-16            | 418.00                   | Oriental Trading       |
|                          |              |            |                    | 100-0601-551.30-16            | 103.71                   | Official Costumes LLC  |
|                          |              |            |                    | 100-0702-552.34-03            | 50.38                    | Nauts Landing          |
|                          |              |            |                    | 100-0703-553.24-03            | 1,470.00                 | Allpartitions          |
|                          |              |            |                    | 100-0703-553.30-18            | 194.50                   | Mills Fleet Farm       |
|                          |              |            |                    | 100-0704-552.24-03            | 1,358.50                 | Morrill Industries     |
|                          |              |            |                    | 100-0202-512.32-01            | 495.00                   | Wellness Co            |
|                          |              |            |                    | 743-0403-513.30-12            | 78.93                    | Eorderproc.com         |
|                          |              |            |                    | 100-0801-521.19-03            | 109.06                   | Streicher's            |
|                          |              |            |                    | 100-0801-521.29-05            | 10.46                    | Shopko                 |
|                          |              |            |                    | 100-0801-521.30-10            | 3.98                     | School Specialty       |
|                          |              |            |                    | 100-0801-521.19-03            | 80.97                    | Streicher's            |
|                          |              |            |                    | 100-0801-521.30-18            | 149.53                   | Airclean Systems       |
|                          |              |            |                    | 100-0801-521.19-03            | 132.28                   | Streicher's            |
|                          |              |            |                    | 100-0601-551.32-01            | 24.95                    | Picnik.com             |
|                          |              |            |                    | 743-0403-513.30-15            | 28.33                    | Apple iTunes Store     |
|                          |              |            | 100-0601-551.30-16 | 366.90                        | Badge A Minit            |                        |
|                          |              |            | 100-0202-512.34-02 | 549.00                        | National Public Employee |                        |
|                          |              |            | 100-0801-521.29-01 | 62.50                         | WI Dept Adm Docmt Sale   |                        |
|                          |              |            | 824-0801-521.21-06 | 60.88                         | Tail Waggers Doggy       |                        |

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| Vendor Name                      | Check Number | Check Date  | Invoice Number                | Account Number     | Amount             | Description              |
|----------------------------------|--------------|-------------|-------------------------------|--------------------|--------------------|--------------------------|
| CARDMEMBER SERVICE...            | 32376...     | 2/2/2012... | ...                           | 100-0801-521.29-05 | 45.00              | Paypal                   |
|                                  |              |             |                               | 100-0601-551.30-19 | 64.00              | Wreath Factory           |
|                                  |              |             |                               | 100-0801-521.34-03 | 88.08              | Kalahari Resorts         |
|                                  |              |             |                               | 100-0801-521.34-03 | 88.08              | Kalahari Resorts         |
|                                  |              |             |                               | 100-0801-521.34-03 | 121.54             | Kalahari Resorts         |
|                                  |              |             | 100-0801-521.32-01            | 120.00             | IACP               |                          |
|                                  |              |             | 100-0704-552.24-03            | 183.00             | Morrill Industries |                          |
|                                  |              |             | <b>Total for check: 32376</b> |                    | <b>7,065.17</b>    |                          |
| CAREW CONCRETE & SUPPLY CO INC   | 32377        | 2/2/2012    | 893657                        | 100-1003-541.30-18 | 585.00             | 242 Garfield             |
|                                  |              | 2/2/2012    | 893848                        | 731-1022-541.82-01 | 79.00              | Supplies                 |
|                                  |              |             | <b>Total for check: 32377</b> |                    | <b>664.00</b>      |                          |
| CASPER'S TRUCK EQUIPMENT INC     | 32378        | 2/2/2012    | 57227                         | 731-1022-541.38-03 | 82.08              | Lift Cables              |
|                                  |              |             | <b>Total for check: 32378</b> |                    | <b>82.08</b>       |                          |
| CDW GOVERNMENT INC               | 32379        | 2/2/2012    | D134323                       | 743-0403-513.30-15 | 705.61             | Clerk Printers/Forensics |
|                                  |              | 2/2/2012    | D312310                       | 743-0403-513.30-15 | 1,718.80           | PD Patrol Pen PCs        |
|                                  |              |             | <b>Total for check: 32379</b> |                    | <b>2,424.41</b>    |                          |
| COMMUNITY HOUSING COORDINATOR    | 32380        | 2/2/2012    | 157                           | 100-0304-562.21-06 | 1,800.00           | January 2012 Services    |
|                                  |              |             | <b>Total for check: 32380</b> |                    | <b>1,800.00</b>    |                          |
| CRESCENT ELECTRIC SUPPLY COMPANY | 32381        | 2/2/2012    | 087-368812-00                 | 100-0703-553.24-03 | 343.37             | Memorial Bldg Elec Ped.  |
|                                  |              | 2/2/2012    | 087-369251-00                 | 100-0703-553.24-03 | 59.87              | Electric Parts           |
|                                  |              | 2/2/2012    | 087-369251-01                 | 100-0703-553.24-03 | 11.32              | Electric Parts           |
|                                  |              |             | <b>Total for check: 32381</b> |                    | <b>414.56</b>      |                          |

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| Vendor Name                      | Check Number | Check Date | Invoice Number     | Account Number                | Amount          | Description                      |
|----------------------------------|--------------|------------|--------------------|-------------------------------|-----------------|----------------------------------|
| DAVIS & KUELTHAU                 | 32382        | 2/2/2012   | 343733             | 100-0202-512.21-01            | 3,229.35        | 2009-2010 PD Negotiations        |
|                                  |              |            |                    | <b>Total for check: 32382</b> | <b>3,229.35</b> |                                  |
| DIGICORPORATION                  | 32383        | 2/2/2012   | 120052             | 601-1020-543.29-01            | 5.00            | Laminate Basin Map               |
|                                  |              |            |                    | <b>Total for check: 32383</b> | <b>5.00</b>     |                                  |
| EAGLE SIGN & DESIGN LLC          | 32384        | 2/2/2012   | 4823               | 100-0703-553.29-01            | 318.50          | 2012 Boat Permits                |
|                                  |              |            |                    | <b>Total for check: 32384</b> | <b>318.50</b>   |                                  |
| FACTORY MOTOR PARTS CO           | 32385        | 2/2/2012   | 18-1086911         | 731-1022-541.38-03            | 27.79           | Shop                             |
|                                  |              |            |                    | <b>Total for check: 32385</b> | <b>27.79</b>    |                                  |
| FERGUSON WATERWORKS #1476        | 32386        | 2/2/2012   | 0105076            | 625-1010-541.30-18            | 37.30           | PVC Coup/Rub Coup/Clamp          |
|                                  |              |            |                    | 0105370                       | 159.50          | Pipe                             |
|                                  |              |            |                    | <b>Total for check: 32386</b> | <b>196.80</b>   |                                  |
| FIRST SUPPLY LLC - APPLETON      | 32387        | 2/2/2012   | 9165085-00         | 100-0703-553.24-03            | 12.88           | Plumbing Parts                   |
|                                  |              |            |                    | <b>Total for check: 32387</b> | <b>12.88</b>    |                                  |
| FOX CITIES CONVENTION & VISITORS | 32388        | 2/2/2012   | 100-0304-562.33-02 | 17.50                         | 17.50           | Tourism Breakfast 2012 Greg Keil |
|                                  |              |            |                    | <b>Total for check: 32388</b> | <b>17.50</b>    |                                  |
| FOXTAL TRAINING CENTER           | 32389        | 2/2/2012   | 824-0801-521.29-05 | 90.00                         | 90.00           | K-9 Gommez 1/16/12 - 1/21/12     |
|                                  |              |            |                    | <b>Total for check: 32389</b> | <b>90.00</b>    |                                  |
| ALYSSA GUARD                     | 32390        | 2/2/2012   | SPRING 2012        | 100-0703-553.24-03            | 250.00          | Hattie Minor Scholarship         |
|                                  |              |            |                    | <b>Total for check: 32390</b> | <b>250.00</b>   |                                  |

**AP Check Register**  
**Check Date: 2/2/2012**

| Vendor Name                      | Check Number                  | Check Date  | Invoice Number     | Account Number     | Amount                 | Description               |
|----------------------------------|-------------------------------|-------------|--------------------|--------------------|------------------------|---------------------------|
| GUNDERSON UNIFORM & LINEN RENTAL | 32391                         | 2/2/2012    | 1443509            | 100-0801-521.20-01 | 31.45                  | Towels/Mats               |
|                                  | <b>Total for check: 32391</b> |             |                    |                    | <b>31.45</b>           |                           |
| DENA HACKMASTER                  | 32392                         | 2/2/2012    | HACKMASTER         | 822-0413-554.30-16 | 250.00                 | Haltie Minor Scholarship  |
|                                  | <b>Total for check: 32392</b> |             |                    |                    | <b>250.00</b>          |                           |
| INTERSTATE BATTERY OF GREEN BAY  | 32393                         | 2/2/2012    | 90073853           | 731-1022-541.38-03 | 83.95                  | MT-78                     |
|                                  | <b>Total for check: 32393</b> |             |                    |                    | <b>83.95</b>           |                           |
| STEWART JACKSON                  | 32394                         | 2/2/2012    |                    | 743-0403-513.33-01 | 16.20                  | January Mileage           |
|                                  | <b>Total for check: 32394</b> |             |                    |                    | <b>16.20</b>           |                           |
| JX ENTERPRISES INC               | 32395                         | 2/2/2012    | G-213410001        | 731-1022-541.38-03 | (96.88)                | Switch                    |
|                                  | 2/2/2012                      | G-220060007 | 731-1022-541.38-03 | 151.03             | Tube Assy/Dipstick A10 |                           |
|                                  | 2/2/2012                      | G-220100019 | 731-1022-541.38-03 | 34.41              | Gaske/Seal Wheel       |                           |
|                                  | 2/2/2012                      | G-220110022 | 731-1022-541.38-03 | 38.18              | Sender-Temperature     |                           |
| <b>Total for check: 32395</b>    |                               |             |                    | <b>126.74</b>      |                        |                           |
| KELLER INC                       | 32396                         | 2/2/2012    | KELLER INC         | 625-0000-201.18-00 | 500.00                 | Erosion Control EC2011-09 |
|                                  | <b>Total for check: 32396</b> |             |                    |                    | <b>500.00</b>          |                           |
| K-J WASTE SYSTEMS INC            | 32397                         | 2/2/2012    |                    | 266-1027-543.21-06 | 577.00                 | Dec Recycling/Cont Rental |
|                                  | <b>Total for check: 32397</b> |             |                    |                    | <b>577.00</b>          |                           |
| LAKE PARK VILLAS HOMEOWNERS ASSN | 32398                         | 2/2/2012    |                    | 100-0305-562.51-03 | 437.32                 | Phase 2                   |
|                                  |                               |             |                    | 100-0703-553.22-03 | 33.60                  | Phase 2                   |
|                                  |                               |             |                    | 100-1012-541.22-03 | 41.90                  | Phase 2                   |

**AP Check Register**  
**Check Date: 2/2/2012**

| Vendor Name                         | Check Number | Check Date  | Invoice Number | Account Number                | Amount           | Description                          |
|-------------------------------------|--------------|-------------|----------------|-------------------------------|------------------|--------------------------------------|
| LAKE PARK VILLAS HOMEOWNERS ASSN... | 32398...     | 2/2/2012... | ...            | 625-1010-541.22-03            | 33.69            | Phase 2                              |
|                                     |              |             |                | <b>Total for check: 32398</b> | <b>546.51</b>    |                                      |
| LAPEL PINS & MORE                   | 32399        | 2/2/2012    | 4945           | 100-0101-511.30-16            | 367.14           | Mayor/Promotional                    |
|                                     |              |             |                | <b>Total for check: 32399</b> | <b>367.14</b>    |                                      |
| LEVENHAGEN CORPORATION              | 32400        | 2/2/2012    | 044817A-IN     | 100-0000-131.00-00            | 26,700.02        | Gasoline                             |
|                                     |              |             |                | <b>Total for check: 32400</b> | <b>26,700.02</b> |                                      |
| LEXIPOL LLC                         | 32401        | 2/2/2012    | 6272           | 100-0801-521.21-06            | 3,000.00         | Policy Manual Online 1/1/12-12/31/12 |
|                                     |              |             |                | <b>Total for check: 32401</b> | <b>3,000.00</b>  |                                      |
| MARSHALL & ILSLEY TRUST COMPANY NA  | 32402        | 2/2/2012    | 4022036        | 100-0202-512.21-06            | 260.00           | Plan Administrative Services         |
|                                     |              |             |                | <b>Total for check: 32402</b> | <b>260.00</b>    |                                      |
| MATTHEWS TIRE & SERVICE CENTER      | 32403        | 2/2/2012    | 41590          | 731-1022-541.38-02            | 230.05           | Tire/Hardware                        |
|                                     |              | 2/2/2012    | 41591          | 731-1022-541.38-02            | 223.53           | Tire/Hardware                        |
|                                     |              | 2/2/2012    | 41592          | 731-1022-541.38-02            | 230.05           | Tire/Hardware                        |
|                                     |              | 2/2/2012    | 41593          | 731-1022-541.38-02            | 35.51            | Flat Repair                          |
|                                     |              | 2/2/2012    | 41594          | 731-1022-541.38-02            | 193.00           | Trailer Tires                        |
|                                     |              |             |                | <b>Total for check: 32403</b> | <b>912.14</b>    |                                      |
| MCNEILUS TRUCK & MFG COMPANY        | 32404        | 2/2/2012    | 1778401        | 731-1022-541.38-03            | 17.58            | Retainers                            |
|                                     |              |             |                | <b>Total for check: 32404</b> | <b>17.58</b>     |                                      |
| MICHELLE MEIER                      | 32405        | 2/2/2012    |                | 822-0413-554.30-16            | 250.00           | Spring 2012 Semester                 |
|                                     |              |             |                | <b>Total for check: 32405</b> | <b>250.00</b>    |                                      |

**AP Check Register**  
**Check Date: 2/2/2012**

| Vendor Name                   | Check Number | Check Date | Invoice Number         | Account Number     | Amount           | Description             |
|-------------------------------|--------------|------------|------------------------|--------------------|------------------|-------------------------|
| MENARDS-APPLETON EAST         | 32406        | 2/2/2012   | 99400                  | 731-1022-541.82-01 | 76.79            | Treated Lumber          |
|                               |              |            | Total for check: 32406 |                    | <u>76.79</u>     |                         |
|                               | 32407        | 2/2/2012   | 6109                   | 100-1003-541.21-02 | 3,827.98         | 1/3 Share of Crack/Chip |
|                               |              |            | Total for check: 32407 |                    | <u>3,827.98</u>  |                         |
| ELISHA D SMITH PUBLIC LIBRARY | 32408        | 2/2/2012   |                        | 100-0601-551.30-10 | 6.54             | Petty Cash              |
|                               |              |            |                        | 100-0601-551.30-16 | 66.24            | Petty Cash              |
|                               |              |            |                        | 100-0601-551.34-03 | 5.98             | Petty Cash              |
|                               |              |            | Total for check: 32408 |                    | <u>78.76</u>     |                         |
| MENASHA UTILITIES             | 32409        | 2/2/2012   | 003834                 | 601-1020-543.21-02 | 779.15           | 2011 Locates            |
|                               |              |            |                        | 625-1010-541.21-02 | 779.15           | 2011 Locates            |
|                               |              | 2/2/2012   | BILLING 1              | 100-1008-541.22-03 | 417.88           | Electric                |
|                               |              |            |                        | 100-0000-123.00-00 | 19.82            | Electric                |
|                               |              |            |                        | 100-1012-541.22-03 | 96.31            | Electric                |
|                               |              |            |                        | 100-0305-562.22-03 | 23.07            | Electric                |
|                               |              |            |                        | 100-0305-562.22-06 | 17.50            | Storm                   |
|                               |              |            |                        | 100-0304-562.22-03 | 34.73            | Electric                |
|                               |              |            |                        | 100-1013-541.22-03 | 67.27            | Electric                |
|                               |              |            |                        | 100-1013-541.22-06 | 187.51           | Storm                   |
|                               |              |            |                        | 207-0707-552.22-03 | 336.71           | Electric                |
|                               |              |            |                        | 207-0707-552.22-05 | 31.31            | Water/Sewer             |
|                               |              |            |                        | 207-0707-552.22-06 | 31.88            | Storm                   |
|                               |              |            |                        | 100-0703-553.22-03 | 512.53           | Electric                |
|                               |              |            |                        | 100-0703-553.22-05 | 79.19            | Water/Sewer             |
|                               |              |            | 100-0703-553.22-06     | 200.63             | Storm            |                         |
|                               |              |            | 100-1001-514.22-03     | 618.39             | Electric         |                         |
|                               |              |            | 100-1001-514.22-05     | 427.56             | Water/Sewer      |                         |
|                               |              |            | 743-0403-513.21-04     | 3,061.36           | Outside Services |                         |
|                               |              |            | 100-1014-543.22-06     | 12.50              | Storm            |                         |
|                               |              |            | 100-1019-552.22-03     | 322.17             | Electric         |                         |

## AP Check Register Check Date: 2/2/2012

| Vendor Name                        | Check Number | Check Date    | Invoice Number                | Account Number     | Amount           | Description               |
|------------------------------------|--------------|---------------|-------------------------------|--------------------|------------------|---------------------------|
| MENASHA UTILITIES...               | 32409...     | 2/2/2012...   | BILLING 1...                  | 601-1020-543.22-03 | 29.55            | Electric                  |
|                                    |              |               | <b>Total for check: 32409</b> |                    | <b>8,086.17</b>  |                           |
| N&M AUTO SUPPLY                    | 32410        | 2/2/2012      | 389254                        | 731-1022-541.30-18 | 52.47            | AddACircuit Kils          |
|                                    |              |               | 390306                        | 731-1022-541.38-03 | 9.18             | Clamp/Spark Plug          |
|                                    |              |               | 390319                        | 731-1022-541.30-18 | 14.34            | Adhesive Aerosol          |
|                                    |              |               | 390357                        | 731-1022-541.38-03 | 34.40            | Bulb                      |
| <b>Total for check: 32410</b>      |              | <b>110.39</b> |                               |                    |                  |                           |
| NATIONAL RECREATION & PARK ASSOC   | 32411        | 2/2/2012      | 100-0702-552.32-01            |                    | 70.00            | Renewal Application       |
|                                    |              |               | <b>Total for check: 32411</b> |                    | <b>70.00</b>     |                           |
| NEENAH-MENASHA MUNICIPAL COURT     | 32412        | 2/2/2012      | 100-0000-201.03-00            |                    | 139.00           | Bond/MEPD 12-00011        |
|                                    |              |               | <b>Total for check: 32412</b> |                    | <b>139.00</b>    |                           |
| NEENAH-MENASHA SEWERAGE COMMISSION | 32413        | 2/2/2012      | 2012-015                      | 601-1021-543.25-01 | 65,653.28        | Feb 2012 Wastewater Treat |
|                                    |              |               | 2012-021                      | 601-1021-543.25-01 | 22,996.00        | Feb 2012 Interest/Debt    |
|                                    |              |               | <b>Total for check: 32413</b> |                    | <b>88,649.28</b> |                           |
| NETWORK HEALTH SYSTEM INC          | 32414        | 2/2/2012      | 279918                        | 100-0202-512.21-05 | 110.00           | Dec 2011 Drug Screens     |
|                                    |              |               | 280286                        | 100-0202-512.21-05 | 75.00            | Annual Consortium Fee     |
|                                    |              |               | <b>Total for check: 32414</b> |                    | <b>185.00</b>    |                           |
| NORTH AMERICAN SALT CO             | 32415        | 2/2/2012      | 70781220                      | 100-1006-541.30-18 | 23,349.47        | Road Salt                 |
|                                    |              |               | <b>Total for check: 32415</b> |                    | <b>23,349.47</b> |                           |
| PACKER CITY INTERNATIONAL          | 32416        | 2/2/2012      | 3-220090042                   | 731-1022-541.38-03 | 18.16            | Fuel Filters              |
|                                    |              |               | <b>Total for check: 32416</b> |                    | <b>18.16</b>     |                           |

**AP Check Register**  
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| Vendor Name                    | Check Number | Check Date | Invoice Number         | Account Number     | Amount          | Description              |
|--------------------------------|--------------|------------|------------------------|--------------------|-----------------|--------------------------|
| SAFEGUARD BUSINESS SYTEMS      | 32417        | 2/2/2012   | 027580616              | 100-0401-513.30-10 | 85.74           | Deposit Tickets          |
|                                |              |            | Total for check: 32417 |                    | <u>85.74</u>    |                          |
| SECURITY FENCE & SUPPLY CO INC | 32418        | 2/2/2012   | 2012-21518-IN          | 731-1022-541.82-01 | 904.88          | Ties/Tension Bars        |
|                                |              |            | Total for check: 32418 |                    | <u>904.88</u>   |                          |
| SEH                            | 32419        | 2/2/2012   | 251957                 | 625-1010-541.30-12 | 336.00          | Permit Track Application |
|                                |              |            | Total for check: 32419 |                    | <u>336.00</u>   |                          |
| SNAP-ON TOOLS                  | 32420        | 2/2/2012   | 214122                 | 731-1022-541.30-15 | 391.70          | Master Flaring Set       |
|                                |              |            | Total for check: 32420 |                    | <u>391.70</u>   |                          |
| TAPCO                          | 32421        | 2/2/2012   | 1385735                | 100-1008-541.30-18 | 1,657.50        | Wedges/Socket            |
|                                |              |            | Total for check: 32421 |                    | <u>1,657.50</u> |                          |
| THEDACARE                      | 32422        | 2/2/2012   |                        | 100-0801-521.21-05 | 336.00          | Dec 2011 Tests           |
|                                |              |            | Total for check: 32422 |                    | <u>336.00</u>   |                          |
| TRI-COUNTY OVERHEAD DOOR INC   | 32423        | 2/2/2012   | 28348                  | 731-1022-541.24-03 | 392.80          | City Garage Door         |
|                                |              |            | Total for check: 32423 |                    | <u>392.80</u>   |                          |
| UNIFIRST CORPORATION           | 32424        | 2/2/2012   | 097 0103847            | 731-1022-541.20-01 | 101.42          | Uniform/Mat Cleaning     |
|                                |              |            | Total for check: 32424 |                    | <u>101.42</u>   |                          |
| UNITED PAPER CORPORATION       | 32425        | 2/2/2012   | 46562                  | 100-0000-132.00-00 | 188.34          | Cleaners/Soap            |
|                                |              | 2/2/2012   | 46645                  | 100-0801-521.30-18 | 387.60          | Emergency Blankets       |
|                                |              |            | Total for check: 32425 |                    | <u>575.94</u>   |                          |

**AP Check Register**  
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| Vendor Name                    | Check Number                  | Check Date | Invoice Number | Account Number     | Amount          | Description                              |
|--------------------------------|-------------------------------|------------|----------------|--------------------|-----------------|--|
| UW-FOX VALLEY                  | 32426                         | 2/2/2012   | 12-22071       | 100-0405-513.21-08 | 2,070.00        | Videotaping City MeetingsOct - Dec, 2011 |
|                                | <b>Total for check: 32426</b> |            |                |                    | <b>2,070.00</b> |  |
| VOICE DATE & ELEC SERVICES LLC | 32427                         | 2/2/2012   | 2035           | 743-0403-513.21-04 | 750.00          | Police cable                             |
|                                | <b>Total for check: 32427</b> |            |                |                    | <b>750.00</b>   |  |
| WAVERLY SANITARY DISTRICT      | 32428                         | 2/2/2012   |                | 625-0000-201.18-00 | 500.00          | Erosion Control EC2011-01                |
|                                | <b>Total for check: 32428</b> |            |                |                    | <b>500.00</b>   |  |
| WC INDUSTRIAL SUPPLY COMPANY   | 32429                         | 2/2/2012   | 0016664-IN     | 731-1022-541.38-03 | 11.07           | Oil Seal                                 |
|                                | <b>Total for check: 32429</b> |            |                |                    | <b>11.07</b>    |  |
| WE ENERGIES                    | 32430                         | 2/2/2012   |                | 100-1001-514.22-04 | 28.05           | 901 Airport Rd/Heating                   |
|                                |                               |            |                | 100-0000-123.00-00 | 860.17          | N-M Fire                                 |
|                                |                               |            |                | 100-1001-514.22-04 | 963.92          | City Hall                                |
|                                |                               |            |                | 100-0801-521.22-04 | 1,187.86        | Police                                   |
|                                |                               |            |                | 100-0920-531.22-04 | 280.05          | Senior Center                            |
|                                |                               |            |                | 100-0601-551.22-04 | 2,314.40        | Library                                  |
|                                |                               |            |                | 100-0703-553.22-04 | 772.68          | Parks                                    |
|                                |                               |            |                | 100-0704-552.22-04 | 141.48          | Pool                                     |
|                                |                               |            |                | 207-0707-552.22-04 | 57.79           | Marina                                   |
|                                |                               |            |                | 731-1022-541.22-04 | 4,221.04        | Garage                                   |
| <b>Total for check: 32430</b>  |                               |            |                | <b>10,827.44</b>   |                 |  |
| WG INC                         | 32431                         | 2/2/2012   | 213068         | 100-0702-552.30-18 | 60.00           | Signage                                  |
|                                | <b>Total for check: 32431</b> |            |                |                    | <b>60.00</b>    |  |
| WISCONSIN DEPT OF JUSTICE-TIME | 32432                         | 2/2/2012   | T12507         | 100-0801-521.22-01 | 594.00          | Access/Support/Maintenanc                |
|                                | <b>Total for check: 32432</b> |            |                |                    | <b>594.00</b>   |  |

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| Vendor Name                      | Check Number | Check Date | Invoice Number         | Account Number     | Amount            | Description     |
|----------------------------------|--------------|------------|------------------------|--------------------|-------------------|-----------------|
| WISCONSIN PARK & RECREATION ASSN | 32433        | 2/2/2012   | 20974                  | 100-0702-552.32-01 | 175.00            | WPRA Membership |
|                                  |              |            | Total for check: 32433 |                    | <u>175.00</u>     |                 |
| WPHA                             | 32434        | 2/2/2012   |                        | 100-0903-531.32-01 | 75.00             | 2012 Membership |
|                                  |              |            | Total for check: 32434 |                    | <u>75.00</u>      |                 |
|                                  |              |            |                        |                    | <u>196,043.50</u> |                 |

## REGIONAL FIRE DEPARTMENT HIRING PROCESS AGREEMENT

THIS AGREEMENT ("Agreement") is made as of the \_\_\_\_\_ day of \_\_\_\_\_, 2009, by and between the \_\_\_\_\_ FIRE DEPARTMENT (hereinafter "\_\_\_FD") and FOX VALLEY TECHNICAL COLLEGE (hereinafter FVTC).

WHEREAS, \_\_\_FD wishes to contract with FVTC for the purpose of acquiring a list of qualified candidates for the position of firefighter; and

WHEREAS, FVTC wishes to provide the \_\_\_FD with testing results obtained from the Fox Valley Regional Hiring Process; and

NOW, THEREFORE, in consideration of the mutual promises and other goods and valuable consideration exchanged herein, IT IS AGREED AS FOLLOWS:

A. \_\_\_FD agrees to fulfill the following obligations:

1. Will certify that it has a valid Candidate Physical Ability Test (CPAT) license, and that it agrees to recognize and accept proof of completion of the CPAT from the limited licensee;
2. Will certify that it will utilize the CPAT only in the context of an overall implementation of the CPAT program that complies with its CPAT license;
3. Will understand the result of the hiring process will be valid for six (6) months from the date the candidate takes the CPAT and written exam;
4. Will only use the CPAT for the purpose of candidate preparation and physical ability testing of career firefighters.

B. \_\_\_FD agrees to fulfill the following obligations which are specific to the Fox Valley Regional Hiring Process:

1. Will be responsible for advertising the open position(s) and direct potential candidates to the FVTC website for additional information;
2. Will establish the minimum hiring requirements for \_\_\_FD;
3. Will accept the Fox Valley Regional Hiring Process Application;
4. Will reimburse FVTC for services provided at the rate of \$1,000.00 user fee plus \$5.00 per applicant who meets the \_\_\_FD's minimum hiring requirements, successfully passes the CPAT and take the written exam.

C. FVTC agrees to fulfill the following obligations:

1. Will obtain and maintain a limited license and cover the cost of any licensing fees.
2. Will have the capability, and agree to assist, the fire department in meeting the terms of such compliance, including the pre-test orientation and mentoring requirements;
3. Will have the capability and staff to validate the CPAT for jurisdictions through a transportability study, assist the fire department in obtaining CPAT licensure, provide consistent CPAT testing administration and legally defend validation and CPAT administration;

4. Will have the capability and agree to provide candidates practice tests and orientations in accordance with The Fire Service Joint Labor Management Wellness-Fitness Initiative Candidate Physical Ability Test Manual, 2<sup>nd</sup> Edition;
  5. Will provide candidates with mentoring programs (i.e. Firefighter Fitness 10-503-135DE and Health and Wellness for Firefighter 10-599-101DE, classes which are offered through FVTC);
  6. Will secure CPAT equipment and verify that such equipment and props conform to all specifications in the CPAT manual and that it has the ability to administer the CPAT in conformity with the specifications of CPAT;
  7. Will have a mechanism in place to assure that any individual who demonstrates a financial hardship will be provided the CPAT at reduced or no charge;
  8. Will provide CPAT certificates for candidate's applying for employment with multiple fire departments;
  9. Will notify the IAFF of the CPAT licensed fire departments for which such certification is provided;
  10. Will provide CPAT licensed fire departments results from the hiring process and a method for verifying the candidate's results;
  11. Will administer the CPAT in compliance with the IAFF's licensing agreement, which include full compliance with the EEOC conciliation agreement and utilization of the CPAT administration.
- D. FVTC agrees to fulfill the following obligations which are specific to the Fox Valley Regional Hiring Process:
1. Establish and maintain an Fox Valley Regional Hiring Process website;
  2. Collect candidate applications and certifications and determine if the candidate meets the minimum requirements set forth by the \_\_\_FD;
  3. Maintain a data collection system for all pertinent information relating to the hiring process;
  4. Only allow candidates who meet the \_\_\_FD minimum hiring requirements to participate in the hiring process;
  5. Schedule CPAT orientation, practice session and administer the actual physical ability test in accordance with the guidelines set by Chapter 6, Appendix A and Appendix B of The Fire Service Joint Labor Management Wellness-Fitness Initiative Candidate Physical Ability Test Manual, 2<sup>nd</sup> Edition;
  6. Administer the written exam only to the candidates who meet the \_\_\_FD minimum hiring requirements and successfully complete the CPAT;
  7. Compile hiring process testing data from the candidates application, CPAT and written exam;
  8. Provide the \_\_\_FD with a hard copy (paper copy) of the application packet for each candidate who has applied to the \_\_\_FD, results of hiring process data for each candidate, whether or not the candidate meets the minimum hiring requirements, or passes CPAT (i.e. as much information as possible for each candidate depending on how far the candidate has progressed though the hiring process);
  9. Provide a summary of the entire Fox Valley Regional Hiring Process to the \_\_\_FD, this will be statistical data and will not include specific names of candidates;

10. Will receive compensation from the \_\_\_FD for services provided at the rate of \$1,000.00 user fee plus \$5.00 per applicant who meets the \_\_\_FD's minimum hiring requirements, successfully passes the CPAT and takes the written exam.

E. TERMS OF THIS AGREEMENT, shall expire one year from the date first above written.

IN WITNESS WHERE OF, the parties hereto have caused this Agreement to be executed the date first above written.

\_\_\_\_\_ FIRE DEPARTMENT

\_\_\_\_\_  
<< NAME >>, Fire Chief

**FOX VALLEY TECHNICAL COLLEGE**

\_\_\_\_\_  
Jeremy J. Hansen, Fire Protection Department Chair

## VALLEY MARINE MART LEASE

This lease is entered into between Valley Marine Mart, Inc., (hereafter referred to as "Valley Marine") as lessee, and the City of Menasha, a municipal corporation, (hereafter referred to as "City") as lessor. The terms of conditions of this lease are as follows:

1. Valley Marine shall lease premises including the property described as follows: Commencing at the southeast corner of Lot 9, Block 11, of the Original Plat of Menasha, City of Menasha, Winnebago County, Wisconsin, thence southerly along a line parallel to the east line of said Lot 9, 50 feet to the south ROW line of the vacated section of Water Street described in Doc. #743218, Winnebago County R.O.D., the point of beginning, thence continuing southerly 68 feet, more or less, to the north bank of the US Government Canal, thence westerly along the north bank of the said canal to a point intersecting with the west ROW line of Barlow Street extended from and parallel to said ROW line, thence northerly 65 feet, more or less, to a point intersecting with the south ROW line of the said vacated segment of Water Street, thence easterly 230 feet more or less to the P.O.B. Said area containing 19,590 sq. ft., more or less.
2. Valley Marine shall maintain and keep the premises in reasonable condition, including but not limited to the shore wall and structures and cutting the grass.
3. Any boats parked on premises must be parked in a neat and orderly fashion and appearance.
4. No vehicles other than boats or boat trailers may be stored or parked on leased premises.
5. The initial lease term will be from ~~January~~ March 1, 2012 to July 1, 2013. After the initial lease term, this lease will automatically renew for successive one year terms from July 1 to June 30 unless written notice is given by either party to the other party not less than 60 days prior to the annual renewal date.
6. Upon default of any provision of this lease by Valley Marine, such as the failure of Valley Marine to insure, to make any payments due, the filing of a petition, voluntarily or involuntarily in bankruptcy, or the failure of Valley Marine to comply with any terms of this lease or its repayment agreement with the City, the City shall have the right to terminate the lease and to remove Valley Marine from the premises in addition to any other remedy available at law or in equity.
7. Annual rent from Valley Marine to the City will be ~~\$1782.00~~ \$1000.00 with payments to be made ~~quarterly due on January 1, April 1, July 1 and October 1.~~
8. Valley Marine shall indemnify and hold harmless the City of Menasha for all claims filed as a result of the use of leased premises by Valley Marine and shall file with the City of Menasha a Certificate of Insurance showing that Valley Marine has liability insurance in at least an amount of a \$1,000,000 umbrella.

It is understood that the leased premises are part of City-owned land that is currently being considered for a number of potential uses. The existence of this lease shall not be construed such that Valley Marine receives a prescriptive right nor any other right to the use of this property for the future other than by the terms of this lease.

Dated at Menasha, Wisconsin this \_\_\_\_ day of \_\_\_\_\_, 2012

City of Menasha, by:

VALLEY MARINE MART, INC., by:

\_\_\_\_\_  
Donald Merkes, Mayor

\_\_\_\_\_  
Doug Bodway, President

\_\_\_\_\_  
Deborah A. Galeazzi, City Clerk

\_\_\_\_\_  
, Secretary

This document drafted by  
City Attorney Pamela A. Captain



To: Common Council  
From: Mayor Merkes  
Date: 31 January 2012  
RE: Redevelopment Authority Appointment

I am pleased to submit Susan Schrage as my appointment to the Redevelopment Authority for the term of February 6, 2012 to August 31, 2014. Ms. Schrage is being appointed to fill the remaining portion of Dave Wuestenberg who recently relocated outside of the city and has been designated an unpaid advisor to RDA by its board.

Ms. Schrage brings a wealth of pertinent experience to the position including a Masters Degree in Project Management and Bachelors Degree in Business Administration. Her professional responsibilities have included: defining scopes and goals, effective communications, identifying risks, and building business relationships. Susan has also developed strategic plans, designed marketing materials, and successfully written grants.

As our community continues down its track of recovery the RDA will continue to play a valuable role in the form that the development takes. Susan's experience will assist Menasha on that path. It is with great pleasure that I submit her for your confirmation.

**Susan G. Schrage**  
161 Marina Place  
Menasha, WI 54952  
920-251-0788  
[susan54935@yahoo.com](mailto:susan54935@yahoo.com)

**Summary:** Motivated, personable professional with over 24 years experience in customer service. Diplomatic and tactful with professionals and non-professionals at all levels. Accustomed to handling sensitive and confidential information. Talented with proven track record for quickly mastering new tasks and technologies.

Flexible and versatile - able to maintain a sense of humor under pressure. Poised and confident with demonstrated ability to easily foster relationships with co-workers and clients. Thrive in deadline-driven environments. Excellent team building and teamwork skills.

**Experience:** Humana Inc. Green Bay, WI  
**Business Project Manager** 2011 to Present

- Direct and manage project development from beginning to end.
- Define project scope, goals and deliverables that support business goals in collaboration with senior management and stakeholders.
- Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion.
- Set and continually manage project expectations with team members and other stakeholders.
- Delegate tasks and responsibilities to appropriate personnel
- Identify and resolve issues and conflicts within the project team.
- Identify and manage project dependencies and critical path.
- Plan and schedule project timelines and milestones using appropriate tools.
- Develop and deliver progress reports, proposals, requirements documentation, and presentations.
- Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion.
- Proactively manage changes in project scope, identify potential crises, and devise contingency plans.
- Coach, mentor, motivate and supervise project team members and contractors, and influence them to take positive action and accountability for their assigned work.
- Build, develop, and grow any business relationships vital to the success of the project.

Guardian Life Insurance

Appleton, WI

**Business Analyst**

2007 to 2011

- Respond to and resolve support inquiries, and improve support procedure documentation as needed.
- Design, maintain and execute test plans.
- Report defects through appropriate tools and monitor progress.
- Analyze new initiatives as assigned and provide effective and timely feedback.
- Translate business needs into clearly-defined system requirements and/or instructions.
- Write project status documentation and notify management of urgent issues.
- Complete assigned project phases on time,
- Advise management of any risks to project implementation, providing options and solutions.
- Obtain time and cost estimates and approval for all proposed and assigned projects.
- Follow best practices for implementing projects within scope, within budget, and on time.
- Develop and maintain operational standards documents as needed.
- Appropriated escalate issues at risk of delay or cost overrun.
- Participate in assigned disaster recovery plans.
- Assist with select risk reviews and assessments as directed.

Guardian Life Insurance

Appleton, WI

**Workforce Management Planner**

2006 to 2007

- Provide technical support to specialists in Customer Response Unit (CRU) departments.
- Execute daily operations of Impact 360.
- Wrote, designed and produced an Impact 360 agent training manual.
- Instrumental in the implementation of Time Management function of Impact 360 (Vacations, Sick, Disability, FMLA, etc.).
- Troubleshoot and make recommendations for improvements in Impact 360.
- Generate optimal weekly schedules for agents in the call center.
- Utilized data collection and interpretation techniques of historical information to produce optimal agent schedules.
- Consulted with agents to identify current operating procedures and clarify program objectives.
- Read manuals, periodicals and technical reports to learn ways to provide solutions for the changing environment in the call center.
- Researched and recommended training needs for the Workforce Management Planners.
- Tested and reported issues regarding upgrade of Impact 360.
- Provided direction and assistance to CRU agents.
- Presented and expedited solutions to issues related to Impact 360.

- Analyzed, reviewed and improved use of Impact 360 by agents to ensure efficiency and adaptation to new requirements.
- Scheduled training, meetings, and various other events for agents.

Guardian Life Insurance Appleton, WI  
**Member/RX Customer Service Specialist** 2003 to 2006

- Tested Siebel and IVR System prior to implementation.
- Resolution Manager - Investigated customer complaints about insurance claims, benefits and service.
- Conversed and corresponded with customers regarding medical and prescription insurance benefits and claim information.
- Assisted with training of new Member CRU staff.

Fond du Lac Transportation Association Fond du Lac, WI  
**Mobility Manager** 2000 to 2002

- Wrote for and received 100% of all grant funding requests submitted.
- Researched and developed programs as outline in grant requests
- Developed and implemented strategic plans.
- Designed and delivered a series of informational sessions resulting in business community development.
- Designed marketing materials for business development and client base.
- Designed a website for marketing and informational purposes.

Agnesian Healthcare Fond du lac, WI  
**Staff Accountant** 1998 to 2000

- General ledger and fixed asset tracking
- Hospital project expense tracking
- Asset management

Marian College of Fond du Lac Fond du Lac, WI  
**Coordinator of Operations and Office Services** 1991 to 1998

- Fiscal management of multiple operating budgets.
- Supervision of on-site and off-site personnel.
- Conducted small group motivational sessions.
- Recruitment and retention of adult students.
- Developed marketing materials for college students.
- Student advisor for adult college students.
- Facility procurement and day-to-day management.
- Researched, wrote and presented student handbooks and instructional handbooks for teaching teams.
- Prepared a course on customer service techniques for staff members.
- Created course schedules with the use of PageMaker software.
- Structured a college recruiting process targeting returning adult students from the public sector.

Wallschlaeger and Associates  
**Accounting Assistant** Fond du Lac, WI  
1989 to 1991

- Personal and corporate tax preparation.
- Customer payrolls and tax payments.
- Quarterly business tax processing.

Washington County Auditor's Office  
**Accounting Assistant** West Bend, WI  
1987 to 1989

- Payroll for 800 employees.
- Employee Insurance enrollments.
- Employee benefit management.

Dr. Robert Heinen  
**Office Manager** Chilton, WI  
1978 to 1989

- Patient scheduling.
- Patient accounts.
- Corporate Tax reporting.
- Employee benefit monitoring.

**Education:** University of Wisconsin - Platteville Platteville, WI  
**Masters of Science in** Graduation - December 2008  
**Project Management, GPA 3.87**

Marian College of Fond du Lac Fond du Lac, WI  
**Bachelor in Business Administration, Minor in** 1995  
**Operations Management, GPA 3.89**

**Affiliations:** Project Management Institute (PMI) Member since 2006.

**References:** Available upon request



To: Common Council  
From: Mayor Merkes  
Date: 31 January 2012  
RE: Board of Review Appointment

I am pleased to submit Jeffrey Nichols as my appointment to the Board of Review as an alternate.

Mr. Nichols is a veteran of the mortgage industry bringing with him ten years of experience as a Mortgage Loan Officer. His experience reviewing appraisals within the residential market brings an understanding of the valuation process that will aid in the board's duties to ensure fair and consistent valuation of properties within Menasha.

Jeff's experience will complement others on the board whose backgrounds include: property appraisal, mortgage banking, assessor, and clerk. It is with great pleasure that I submit him for your confirmation.

Jeffrey J. Nichols  
402 Elm St.  
Menasha, WI 54952

January 10, 2012

Mayor Don Merkes  
140 Main St.  
Menasha, WI 54952

re: Board of Review

Dear Mayor Merkes,

I'm writing you to express my interest in the appointment to the alternate seat on the Board of Review. As a Mortgage Loan Officer with over 10 years in the industry, I believe my experience with reviewing appraisals will serve me well for this appointment. I will be a fair and competent addition to the Board of Review. Please consider me for the appointment.

Sincerely,

Jeffrey J. Nichols



**MEMORANDUM**

To: Mayor and Common Council

From: PRD Tungate

Date: February 2, 2012

RE: Resolution R-2-12 – Special Event Electric Fees

It was confirmed with the Public Service Commission (PSC) that Ald. Benner was indeed correct with his assertion that the city cannot re-read an electric meter to determine a charge for a special event.

After discussing this with several people, including Park Board Chairman Dick Sturm, you will see a revision to what was originally proposed in the resolution. There seemed to be consensus that a reasonable approach to resolve this question was to charge \$5.00 for each electric pedestal/receptacle that the event used on a daily basis. While recovering a portion of the electric expense, this would also simplify planning for event coordinators and for city staff during the invoice process. To draw a correlation, this is the same amount the State of Wisconsin DNR charges for the difference between an electric and non-electric campsite.

RESOLUTION R-2-12

RESOLUTION PERTAINING TO CHANGES IN FEES FOR PARKS AND RECREATION PROGRAMS AND SERVICES FOR 2012

Introduced by Ald. Langdon

WHEREAS, SECTION 2-4-6(e), of the Code of Ordinances of the City of Menasha provides that the Parks and Recreation Board will establish fees for parks and recreation programs and services subject to approval of the Common Council; and,

WHEREAS, the Parks and Recreation Board has reviewed all current fees and recommends approval of changes for 2012 as forth below and deemed necessary for the proper operation of recreation programs and other activities under the Board's control.

NOW, THEREFORE BE IT RESOLVED that the Common Council accepts the recommendations of the Parks and Recreation Board and approves fee changes for 2012 as follows:

|   | Current   |           | Proposed                   |            |
|---|-----------|-----------|----------------------------|------------|
|   | Fee       | NR        | Fee                        | NR         |
| Grunski Runski Pre-registration                     | \$ 15     | \$ 15     | \$ 16                      | \$ 16      |
| Grunski Runski Late Registration                    | \$ 17     | \$ 17     | \$ 18                      | \$ 18      |
| Adult Basketball (sponsor)                          | \$190     | \$190     | \$200                      | \$200      |
| Adult Basketball (team)                             | \$250     | \$250     | \$265                      | \$265      |
| Adult Grave   | \$550     | \$725     | \$575                      | \$750      |
| Infant Grave  | \$225     | \$275     | No Change                  | \$300      |
| Infant Opening                                      | \$250     | \$300     | \$325                      | \$375      |
| Saturday Opening                                    | \$165     | \$190     | \$200                      | \$250      |
| Winter Burial (Dec.1 – April 1)                     | \$ 75     | \$100     | \$100                      | \$120      |
| Weekday OT Burial                                   | \$ 0      | \$ 0      | \$100                      | \$175      |
| Marina – Overnight                                  | \$0.70/ft | \$0.70/ft | \$0.75/ft                  | \$0.075/ft |
| Hart Park Shelter                                   | \$ 25     | \$ 45     | \$ 30                      | \$ 50      |
| Marina Terrace (on Main Street)                     | \$ 20     | \$ 20     | \$ 20                      | \$ 20      |
| Use of 220 Amp Cord (per cord)                      | \$ 10     | \$ 10     | \$ 10                      | \$ 10      |
| *Stage (trailer only)                               | \$100     | \$100     | \$100                      | \$100      |
| Special Event Electric<br>(per receptacle, per day) | \$ 0      | \$ 0      | \$ 5                       | \$ 5       |
| *Stage (two row)                                    | \$200     | \$200     | \$200                      | \$200      |
| 2 yd Recycling Dumpster                             | \$ 45     | \$ 45     | \$ 45                      | \$ 45      |
| Bleacher (3 row)                                    | \$ 15     | \$ 15     | \$ 15                      | \$ 15      |
| Bleacher (5 row)                                    | \$ 20     | \$ 20     | \$ 20                      | \$ 20      |
| Picnic Table (each)                                 | \$ 4      | \$ 4      | \$ 4                       | \$ 4       |
| Bench (each)  | \$ 3      | \$ 3      | \$ 3                       | \$ 3       |
| Garbage Container (each)                            | \$ 3      | \$ 3      | \$ 3                       | \$ 3       |
| Recycling Stand (each, bag needed)                  | \$ 2      | \$ 2      | \$ 2                       | \$ 2       |
| Riverwalk Gift Brick                                | \$ 75     | \$ 75     | \$100                      | \$100      |
| Pool – 3 & Under                                    | Free      | Free      | Change to 2 & Under - Free |            |
| Pool – 4-17   | \$ 2.50   | \$ 2.50   | Change to 3-17 - \$2.50    |            |
| Swim Lessons  | \$ 21     | \$ 30     | \$ 25                      | \$ 35      |
| Groups of 20 or More (each)                         | \$ 2      | \$ 2      | \$ 2.25                    | \$ 2.25    |
| Pool Rental (by hour)                               | \$115     | \$115     | \$145                      | \$145      |
| Season/A.M. Swim Pass (Youth)                       | \$ 34     | \$ 39     | \$ 35                      | \$ 55      |
| Season/A.M. Swim Pass (Senior)                      | \$ 34     | \$ 39     | \$ 35                      | \$ 55      |
| Non-Resident Family of 2 Pool Pass                  | NA        | \$ 75     | NA                         | \$ 90      |
| Non-Resident Family of 3 Pool Pass                  | NA        | \$ 95     | NA                         | \$110      |
| Non-Resident Family of 4 Pool Pass                  | NA        | \$110     | NA                         | \$125      |

\*assumes weekday set up/take down

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Donald Merkes, Mayor

\_\_\_\_\_  
Deborah A. Galeazzi, City Clerk