

**CITY OF MENASHA  
COMMON COUNCIL  
Third Floor Council Chambers  
140 Main Street, Menasha  
Monday, December 1, 2014  
6:00 PM  
AGENDA**

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL/EXCUSED ABSENCES
- D. PUBLIC HEARING
- E. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY  
(five (5) minute time limit for each person)
- F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS
1. Clerk Galeazzi - the following minutes and communications have been received and placed on file:  
Minutes to receive:
    - a. [Board of Health, 10/08/14.](#)
    - b. [Board of Public Works, 11/17/14.](#)
    - c. [Committee on Aging, 10/09/14.](#)
    - d. [Neenah-Menasha Sewerage Commission, 10/28/14.](#)
    - e. [Personnel Committee, 11/17/14.](#)
    - f. [Plan Commission, 11/18/14.](#)Communications:
    - g. [Mayor Merkes to The Common Council, 11/26/14; Website Renovation Update.](#)
    - h. [ASD Steeno to Mayor Merkes, 11/24/14; Website Renovation Recommendation.](#)
    - i. [CA/HRD Captain to Town Board, Town of Harrison, 11/25/14; Intermunicipal Agreement dated October 28, 1999 and Recent Village of Harrison Annexations.](#)
    - j. [Dale Youngquist, Neenah-Menasha Sewerage Commission, to DPW Radtke, 9/23/14; Flow Monitoring & Sampling Stations and Sonoco Contracted User Status.](#)
    - k. Menasha Historical Society News, December 2014.
    - l. [League of Wisconsin Municipalities, Capitol Buzz, November 20, 2014; State's Financial Condition.](#)
    - m. [Fox Cities Regional Partnership, Investor Relations Council Quarterly Update, Third Quarter 2014.](#)
- G. CONSENT AGENDA
- (Prior to voting on the Consent Agenda, items on the Consent Agenda may be removed at the request of any Alderman and place immediately following action on the Consent Agenda. The procedures to follow for the Consent Agenda are: (a) removal of items from Consent Agenda; and (b) motion to approve the items from Consent Agenda.)
- Minutes to approve:
1. [Common Council, 11/17/14.](#)
- Board of Public Works, 11/17/14 – Recommends the Approval of:
2. [Street Use Application for FirstEve, Wednesday, December 31, 2014, 10:30 pm – 12:30 am \(DIDC/Community Forward, Inc.\) contingent on all insurance requirements be met.](#)
  3. [Payment – MCC, Inc.; Contract Unit No. 2014-02; Street Reconstruction – London Street, Lakecrest Drive, Sunset Drive, Emily Street, Ninth Street, DePere Street, Parkview Place; \\$308,225.57 \(Payment No. 3\)](#)
- Personnel Committee, 11/17/14 – Recommends the Approval of:
4. A 1% salary increase for [City non-represented employees](#), excluding Library and Police Supervisory Lieutenants, effective 1/4/15.
- H. ITEMS REMOVED FROM CONSENT AGENDA

I. ACTION ITEMS

1. [Accounts payable and payroll for the term of 11/20/14 to 11/26/14 in the amount of \\$710,771.67.](#)
2. [Beverage Operators License Applications for the 2013-2015 licensing period.](#)
3. [Land swap among WLS Investments and the City of Menasha \(Menasha Conservancy\).](#)
4. [Street Use Application – Menasha Football Parade; Friday, December 5; 5:00PM – 6:00 PM \(Menasha High School\)](#)

J. ORDINANCES AND RESOLUTIONS

K. APPOINTMENTS

L. HELD OVER BUSINESS

1. Budget Review Sessions, [11/05/14](#), [11/06/14](#), [11/10/14](#), [11/12/14](#).

M. CLAIMS AGAINST THE CITY

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

O. RECESS TO ADMINISTRATION COMMITTEE AND BOARD OF PUBLIC WORKS

P. ACTION ITEMS

Motion to Adjourn into Closed Session pursuant to Wis. Stats. §19.85(1)(e) and (g): Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; Conferring with legal counsel for the governmental body who is rendering oral or written advise concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

1. Workers Compensation Case #2014-004297.
2. Intermunicipal Agreement dated October 28, 1999, between City of Menasha, Town of Harrison and Waverly Sanitary District and Village of Harrison November 11, 2014 annexations.
3. City of Menasha vs. Waverly Sanitary District et al. Circuit Court Case Number 2013CV00189. Appellate case number 2014AP001576.
4. May reconvene into open session immediately following any closed session in order to take action on the closed session items. Wis. Stat. 19.85(2).

Q. ADJOURNMENT

**MEETING NOTICE**  
**Monday, December 15, 2014 – 6:00 p.m.**  
**Committee Meetings to Follow**

**CITY OF MENASHA BOARD OF HEALTH**  
**Minutes**  
**October 8, 2014**

A. Meeting called to order at 8:05 AM by Chairman C. Rusin.

B. Present: Candyce Rusin, Lori Asmus, Diane Hotynsk, Dr. Teresa Rudolph, Vicki Schultz, Loretta Kjemhus, Nancy McKenney

C. MINUTES TO APPROVE

1. Motion to approve September 10, 2014 minutes made by and seconded by Diane Htynsk seconded by Dr. Teresa Rudolph.

The motion carried unanimously.

D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

1. The September 2014 Communicable Disease Report was distributed and discussed.
2. An informational letter was sent to all parents in School District on Enterovirus D-68.
3. The Weight of the Fox Valley update was provided.
4. The FCHCC-Needs Assessment 2014 Behavioral Risk Factor Surveillance System questionnaire final review will be completed on October 9. The St. Norbert College Strategic Research Institute will conduct the health risk behavior survey among the residents of Outagamie County, Calumet County Winnebago County, and the Fox Cities. This survey will inform, in part the community needs assessment. The hospital systems and the health departments must conduct needs assessments which are the basis for community health improvement plans.
5. Loretta Kjemhus and Vicki Schulze described the Influenza Vaccine Clinic operations. The Clinic will be an emergency preparedness exercise and a vaccination clinic.
6. 140 Review: The Department of Health Services, Division of Public Health will recognize the City of Menasha for maintaining Level 3 Health Department status on October 20, 2014 at 6 pm. Staff and Board of Health members are welcome to attend.
7. The Senior Center will move operations to 312 Racine Street from November until December 2014. All services will be offered except those requiring a gym floor. The Senior Center renovation project will begin in November.
8. Affiliation Agreements: UWO and UWGB were completed. Allison Reitzner is a UWGB Nursing Leadership Master's Degree candidate who will complete her capstone practicum project at Menasha Health Department (October 2014-August 2015). She will review and develop policies, procedures, and protocols and a documents management system for the Health Department.

E. ACTION ITEMS

1. Staff presented the following policies and procedures: Vision, Hearing, and Foot Care. The Board had suggestions for further development. Candy offered to assist in development of policies, procedures and protocols.

F. HELD OVER ITEMS

None

G. Adjournment

The meeting was adjourned by Candyce Rusin at 9:00 am.

The next meeting will be held on November 12, at 8:00 am.

CITY OF MENASHA  
Board of Public Works  
Third Floor Council Chambers  
140 Main Street, Menasha  
November 17, 2014  
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Sevenich at 7:35 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Sevenich, Langdon, Keehan, Zelinski, Englebert, Benner, Nichols, Taylor

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, FC Auxier, DPW Radtke, CDD Keil, ASD Steeno, PHD McKenney, LD Lenz, Clerk Galeazzi

C. MINUTES TO APPROVE

1. [October 6, 2014](#)

No action.

2. [October 20, 2014](#)

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

Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

1. [Street Use Application – FirstEve; Wednesday, December 31, 2014; 10:30 PM – 12:30 AM \(DIDC/Community Forward, Inc.\)](#)

Moved by Ald. Langdon, seconded by Ald. Sevenich to recommend to Common Council Street Use Application for FirstEve, Wednesday December 31, 2014, 10:30pm-12:30am (DIDC/Community Forward Inc) contingent on all insurance requirements be met.

Ald. Nichols stated as President of DIDC she will be abstaining from voting on this issue.

Ald. Taylor stated as President of Community Forward he will be abstaining from voting on this issue. He also stated he would like the street closure to start at Center Street.

CA/HRD Captain explained she has not received the insurance yet.

Motion carried on roll call 6-0, Ald. Nichols and Taylor abstained.

2. [Payment – MCC, Inc.; Contract Unit No. 2014-02; Street Reconstruction – London Street, Lakecrest Drive, Sunset Drive, Emily Street, Ninth Street, DePere Street, Parkview Place; \\$308,225.57 \(Payment No. 3\)](#)

DPW Radtke explained the contract is completed and final payment request will be on a future agenda.

Moved by Ald. Taylor seconded by Ald. Englebert to recommend to Common Council Payment to MCC, Inc, Contract Unit No. 2014-02 for Street Reconstruction of London Street, Lakecrest Drive, Sunset Drive, Emily Street, Ninth Street, DePere Street, Parkview Place in the amount of \$308,225.57 (Payment No. 3)

Motion carried on roll call 8-0.

3. [Request to Extend No Parking Areas along the South Side of Ninth Street from Ida Street to Arthur Street \(Ald. Keehan\)](#)

DPW Radtke explained the request from a resident to extend the no parking zone further from the crosswalks because of the limited sight distance on Ninth Street when vehicles are parked tight to the limit of the exiting no parking zone. Staff has been monitoring the parking situation in the area and recommends no changes in the parking zone. No action required.

E. ADJOURNMENT

Moved by Ald. Taylor seconded by Ald. Keehan to adjourn at 7:46 p.m.  
Motion carried on voice vote.

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

DRAFT

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  
Menasha Senior Center  
116 Main Street, Menasha**

**October 9, 2014  
8:00 AM**

**Minutes**

- A. Meeting called to order at 8:05 am.
- B. Present: Joyce Klundt, Lee Murphy, Mary Lueke, Tom Stoffel, John Ruck, Todd Drew, Nancy McKenney, Jean Wollerman
- C. MINUTES TO APPROVE
  - 1. Minutes of the September 11, 2014 were deferred.
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
  - 1. Jean Wollerman Senior Center Older Adult Director reported and distributed handouts on recent activities and programs at the Senior Center.
- E. New Business
  - 1. None
- F. HELD OVER BUSINESS
  - 1. Todd Drew provided a Renovation Project update. The bid opening was on September 30. On Monday October 6, 2014 the Menasha Common Council awarded the Senior Center renovation and expansion contract to the Commonwealth Construction Corporation, Fond du Lac, WI.
  - 2. Jean Wollerman provided a fundraising update and distributed the presentation used with potential donors. The newsletter also promoted fundraising for the Senior Center renovation. Pizza Formage at the Farmers Market raised \$210.00 thus far. More activities were planned in October (e.g. craft sale).
  - 3. Senior Center Rental Policies and Fees will be discussed at the next Committee on Aging meeting
  - 4. During the construction period, November 1, 2014 through December 31, 2014, Menasha Senior Center programs will be temporarily relocated to 312 Racine Street, adjacent to the Menasha Health Department.
- G. ADJOURNMENT

The meeting adjourned at 9:15 am.

The next meeting will be held on November 13, 2014 at 8:00 AM at the Senior Center temporary location at 312 Racine Street.

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha Senior Center at 967-3530 24-hours in advance of the meeting for the City to arrange special accommodations."

# NEENAH-MENASHA SEWERAGE COMMISSION

## Regular Meeting

Tuesday October 28, 2014

Meeting was called to order by Commission President Youngquist at 8:00 a.m.

**Present:** Commissioners Mike Sambs, Raymond Zielinski, Kathy Bauer, Steve Coburn, Dale Youngquist; Manager Randall Much, Accountant Roger Voigt.

**Excused:** Commissioners Jim Gunz and Tim Hamblin.

**Also Present:** Tom Kispert (McMAHON); Rob Franck (MCO); Brian Azure, Bob Miltenberger (Atlas Copco).

Public Forum. No one in attendance for public forum.

September 23, 2014 Public Hearing and Regular Meeting minutes: Motion by Commissioner Coburn, second by Commissioner Zielinski to approve the minutes from the September 23, 2014 Public Hearing and Regular Meeting. Motion carried unanimously. President Youngquist asked if there was any update regarding the obstruction in the air line for aeration tank 6. Tom Kispert responded the valve was checked for proper operation; it is operating properly, other items are now being checked for the cause.

## Correspondence

The following correspondence was discussed:

September 23, 2014 letter from Dale Youngquist, NMSC to Mr. Mark Radtke, City of Menasha. RE: Flow monitoring & sampling stations and Sonoco contracted user status.

Manager Much reported he met with Mark Radtke and Taryn Nall; the City is not doing the redesign of the Sonoco metering station. They would like the NMSC to send a letter to Sonoco for them to do the design work. Manager Much was authorized to send a letter to Sonoco regarding the design of the metering station. Manager Much also reported that Mark Radtke will talk with the City Attorney regarding the contract user status of Sonoco.

October 3, 2014 letter from Robert Hannes, DNR to Dale Youngquist, NMSC. RE: DNR approval of Change Order #46.

## Old Business

There is no Old Business to be discussed.

## New Business

### Operations, Engineering, Planning

HSI Blower Status Update. Brian Azure, Atlas Copco Service Manager discussed the update on the HSI Blowers. The element for Blower #6 arrived; it was installed into Blower #5 to make it operational. Blower #4 still needs to be pulled; further discussion occurred on the problems with

Blower #6. President Youngquist addressed the promises of "being completed next month" and not coming through with the promise; we have been struggling with these units for almost 2 years and their issues. President Youngquist asked if the Atlas Copco brand name has blower units that will fit our sizing needs to replace the HSI brand name units. Bob Miltenberger (National Sales Manager) addressed the concerns. The Commission further discussed the promises of repairing the units, the different breakdowns, Blower unit #5 being returned a second time for repair. President Youngquist discussed his request to have some type of proposal by the November 25 meeting on how Atlas Copco would like to proceed to resolve the issues. A letter would be needed by November 19<sup>th</sup> from Atlas Copco addressing the items discussed. Commissioner Coburn added he see three issues; the long term viability of the units, the control system, and can the system do what is expected.

Phosphorus Removal – Nothing to be reported at this time.

Construction Progress Update. Tom Kispert reviewed his memo to the Commission. All punch list items are complete. Items still remaining to be completed is the start-up of the sludge cooling heat exchanger and performance testing on the centrifuge. These items will be completed once the digesters are running normally. The delay on these two items was due to the painters not completing their tasks as scheduled.

Tom Kispert discussed Certificate for Payment #20 with August Winter & Sons, Inc. in the amount of \$161,961.05. This will leave the 1.25% of retainage as the remaining funds to be paid. After discussion, motion by Commissioner Samb's second by Commissioner Zielinski to approve for payment Certificate for Payment #20 with August Winter & Sons, Inc. in the amount of \$161,961.05. Motion carried unanimously.

Tom Kispert reported on a possible future item: polymer system upgrade. Once the centrifuge performance testing is complete, the results of the testing may require upgrading the polymer system. Items remaining for project closeout include: O&M Manual certification checklist, facilities map for the Work Order Management System, and final screen views to be reviewed on 11 control panels.

Motion by Commissioner Zielinski, second by Commissioner Coburn to approve for payment McMahon invoice #40200 related to the Construction Project in the amount of \$12,000.00. Motion carried unanimously.

Tom Kispert discussed the McMahon Agreement for Professional Services to replace the current "OPS32" reporting software with "iReportPlus" reporting software to take advantage of the data generated by the SCADA system. Plant staff would be trained in using the new software and how to generate reports. After discussion motion by Commissioner Bauer second by Commissioner Coburn to accept the McMahon agreement for Professional Services to replace the current reporting software for a lump sum fee of \$18,100. Motion carried unanimously.

Tom Kispert discussed the McMahon Agreement for Professional Services to provide electronic communication of flow data from the 5 remote locations to the new NMSC SCADA system. After discussion motion by Commissioner Coburn second by Commissioner Samb's to accept the McMahon Agreement for Professional Services to provide electronic communication of flow data

from the 5 remote locations to the new NMSC SCADA system for a lump sum fee of \$46,061. Motion carried unanimously.

Manager Much discussed the Operating Report for the month of September 2014. Menasha has a negative BOD pounds for the month; this indicates there is a potential issue with the Sonoco metering station. Manager Much reported on a slug discharge received from Waverly S.D.; the area serviced is a residential area. There was high pH and astronomical ammonia results from the sample taken. The pH and ammonia levels also increased the pH and ammonia results for the Town of Menasha and the City of Menasha. We have been in contact with Waverly S.D. regarding this issue. Manager Much reported an incident from Monday (last night) evening; Gizmo left some sludge on N. Commercial Street due to an issue with the trailer. The Gizmo driver returned to the treatment plant to obtain the front end loader, shovel and broom to clean up the sludge. The incident was reported to the DNR. After discussion, motion by Commissioner Zielinski, second by Commissioner Coburn to accept the Operating Report for the month of September 2014. Motion carried unanimously.

#### Budget, Finance, Personnel

Accountant Voigt discussed the financial statements and the cash & investment report for the month of September 2014. The Operations are now reporting a net income due to the couple of months of increased loadings; however the income for October and November will be less than what is budgeted. There has been no change in the interest rates on our investments. MCO generated \$4,000 in revenues to the Commission during the month of September. After discussion, motion by Commissioner Zielinski, second by Commissioner Coburn to accept the Accountant's Report for the month of September 2014. Motion carried unanimously.

Motion by Commissioner Zielinski, second by Commissioner Bauer to approve for payment MCO invoices #18663 and #18708 in the amounts of \$121,837.01 and \$457.30 with payment to be made after November 1, 2014. Motion carried unanimously.

Accountant Voigt reported the Snow Plowing and Removal Contract with Levenhagen Corp. has no changes from last year. After discussion motion by Commissioner Zielinski second by Commissioner Sambs to accept the Snow Plowing and Removal Contract with Levenhagen Corp. Motion carried unanimously.

Motion by Commissioner Zielinski, second by Commissioner Coburn to approve Operating and Payroll Vouchers #134622 through #134685 in the amount of \$291,178.33 and Construction Vouchers #242 and #243 in the amount of \$423,108.44 for the month of September 2014. Motion carried unanimously.

Motion made by Commissioner Zielinski, seconded by Commissioner Coburn to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:30 a.m. Tom Kispert led the Commissioners on a tour of the facilities. The tour completed at approximately 10:45 am.

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President

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Secretary



CITY OF MENASHA  
PERSONNEL COMMITTEE  
Third Floor Council Chambers  
140 Main Street, Menasha  
November 17, 2014  
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Englebert at 7:47 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Sevenich, Langdon, Keehan, Zelinski, Englebert, Benner, Nichols, Taylor, Mayor Merkes

ALSO PRESENT: CA/HRD Captain, PC Styka, FC Auxier, DPW Radtke, CDD Keil, ASD Steeno, PHD McKenney, LD Lenz, Clerk Galeazzi

C. MINUTES TO APPROVE

1. [Personnel Committee, 8/18/14](#)

Moved by Ald. Langdon seconded by Ald. Keehan to approve minutes.

Motion carried on voice vote.

D. ACTION/DISCUSSION ITEMS

1. [Consideration of salary increases for City non-represented employees effective 1/4/15 as per 2015 Budget.](#)

CA/HRD Captain stated the 2015 budget includes a 1% pay increase for non-represented employees except for Library employees and Police Supervisory Lieutenants. Library employees salary increases are set by the Library Board and Police Supervisory Lieutenants are tied to the police union contract. The date of 1/4/15 coincides with the beginning of the first pay period in 2015.

Moved by Ald. Langdon seconded by Ald. Zelinski to recommend to Common Council approve a 1% salary increase for City non-represented employees, excluding Library and Police Supervisory Lieutenants, effective 1/4/15.

Motion carried on roll call 9-0.

E. ADJOURNMENT

Moved by Ald. Langdon seconded by Ald. Taylor to adjourn at 7:53 p.m.

Motion carried on voice vote.

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

**CITY OF MENASHA  
Plan Commission  
Council Chambers, City Hall – 140 Main Street  
November 18, 2014  
DRAFT MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order at 3:35 PM by Mayor Merkes.

**B. ROLL CALL/EXCUSED ABSENCES**

PLAN COMMISSION MEMBERS PRESENT: Mayor Merkes, DPW Radtke and Commissioners Schmidt, DeCoster and Cruickshank.

PLAN COMMISSION MEMBERS EXCUSED: Ald. Benner and Commissioner Sturm.

OTHERS PRESENT: CDD Keil and Brian Moore.

**C. MINUTES TO APPROVE**

1. **Minutes of the November 4, 2014 Plan Commission Meeting**

Motion by DPW Radtke, seconded by Comm. Schmidt, to approve the November 4, 2014 Plan Commission meeting minutes. The motion carried.

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

1. No one spoke.

**E. COMMUNICATION**

1. None.

**F. DISCUSSION**

1. **Comprehensive Plan Review – 2015 Issues to Consider**

a. **Land Use and Zoning – Third and Fourth Street Corridors**

CDD Keil reviewed the Existing Land Use and Zoning and Future Land Use maps from the Year 2030 City of Menasha Comprehensive Plan. Commissioners discussed the pros and cons of expanding the commercial zoning in the corridors and also discussed options for buffering the residential uses from existing industrial facilities. Consensus was to return this item to the agenda for further discussion at the next meeting.

**G. ACTION ITEMS**

1. **Land Swaps – WLS Investments/City of Menasha – Menasha Conservancy**

CDD Keil reviewed the drawings that illustrated the swap areas. Commissioners discussed:

- Existing encroachments into the conservancy area and what will happen to the vehicles, etc. that are being stored on the city property.
- The presence of wetlands on the parcels.
- The area of the territory to be granted to the city and the area that the city is granting to WLS investments.

Motion by DPW Radtke, seconded by Comm. Cruickshank to recommend approval of the land swap among WLS Investments and the City. The motion carried.

**H. ADJOURNMENT**

Motion by DPW Radtke, seconded by Comm. DeCoster, to adjourn at 4:23 PM. The motion carried.

*Minutes respectfully submitted by CDD Keil.*



## MEMORANDUM

**TO:** Members of the Common Council  
**FROM:** Donald Merkes, Mayor  
**DATE:** 26 November 2014

**RE:** Website Renovation Update

As you know, the 2014 Budget includes funds for renovating the City's website. As such, staff began working on this initiative in June of 2014.

The work that has been completed to date includes:

1. Creation and Distribution of an RFQ (request for qualifications) – This document, outlining the City's website related needs, was created to send to all known potential vendors to identify a business partner to work with the City to complete the website renovation. Once a draft of the RFQ was put together, the IT Steering Committee and the Department Heads reviewed the RFQ and provided input/updates. Once finalized, the RQF was sent to six (6) vendors that specialize in this type of work. This solicitation was released on August 6<sup>th</sup>, with a requested return date of September 22<sup>nd</sup>.
2. Creation of a Website Vendor Selection Team – This team was created as a workgroup to analyze the vendors that submitted proposals in regard to the website renovation project. The team make up, as recommended and approved by the IT Steering Committee and the Department Heads, is as follows: Alderman Rebecca Nichols (IT Steering Committee Representative), Aaron Zemlock (Police Department), Kara Homan (Community Development), Dorothy Dworshok (Public Works), and Peggy Steeno (Administrative Services).
3. Work completed by the Website Vendor Selection Team – The team completed the following tasks in the quest to select the most qualified business partner to work with the City on the website renovation:
  - Independent review of the responses/proposals;
  - Meetings to jointly discuss and evaluate the proposals, including a review of the costing (because this was a quality based selection for professional services, pricing statements were requested separately from the proposals to enable the team to analyze the qualifications in advance of revealing the pricing);
  - Pricing analysis;
  - Interviews with the top three (3) potential providers;
  - Follow-up questions and research on the top providers;
  - Reference checks on the top providers; and
  - A recommendation (attached to this communication) to me regarding the business partner that the team believes will be the best fit to work with the City on this critical project.

**Selection of the business partner** – I am pleased to report that I have accepted the recommendation of the team to contract with Revize Government Websites and I am looking forward to getting to work on updating the City's website. I would expect that the implementation portion of the project will be started prior to the end of 2014, with the unveiling of the City's new website occurring in mid-2015.

As we move through the process we will continue to provide additional information as well as request for input from the Common Council, boards, and staff.



## MEMORANDUM

To: Mayor Merkes

From: Website Vendor Selection Team – Alderman Nichols, Dorothy Dworshok, Kara Homan, Peggy Steeno, and Aaron Zemlock

Date: November 24, 2014

RE: Website Renovation Recommendation

We are pleased to recommend that the City of Menasha contract with Revize Government Websites (Revize) to renovate the City's existing website. After a thorough review of the responding vendors and their proposals, we feel confident that Revize is the best fit for the City for this very important project.

By way of details, the following items are the main reasons for our recommendation:

- The responses from Revize (written proposal, interview conducted, follow-ups completed) were very comprehensive and responsive to the request for qualifications released by the City as well as all of the additional requests and questions asked throughout the process;
- Revize has an established track record of creating successful government websites, having been utilized by over 800 municipal clients nationwide, and as was proven through the reference contacts to some of their existing clients;
- Revize's website designs are responsive, visually appealing, distinct from one another, and cater to the needs of the communities they are built for;
- Revize's content management system, which will be used by City staff to update the website on an ongoing basis, has great functionality and appears to be easy to use;
- The process that Revize outlined for the implementation of the new website seems very achievable and flexible for the City, and includes two on-site visits, one for the design phase and one for unveiling the new website to the Council and the Community;
- The team approach that Revize uses in working with their clients, including the experienced project team, will help to keep the project on track during the implementation phase and after the 'go live' date, on an ongoing basis;
- The established approach that Revize uses throughout the renovation process is logical and well-liked by the existing Revize clients that we spoke with;
- Revize offers numerous applications, such as: Alert Center, Citizen Request Center, Email Notify, and Facebook Integration, that will be extremely useful to the City; and
- Revize was the most accommodating vendor, without adding extra costs, as we worked our way through the process.

In regard to pricing, although this was a quality based selection, Revize's pricing was extremely competitive, in fact the lowest overall implementation cost received.

In addition, if the City of Menasha contracts with Revize for a five (5) year period, one year of implementation and support costs, approximately \$16,300, and four additional years of support, approximately \$3,000 per year, Revize will provide a complete redesign of the City's website at the beginning of year five (5) using the most current technology and practices.

As you can see from our comprehensive list above, we feel very strongly that Revize is the best match for the City of Menasha, and we hope that you concur. We are very excited to get this project underway!

Please let us know if you have any questions or need clarification on any part of this recommendation.



November 25, 2014

Town Board  
Town of Harrison  
W5298 Hwy 114  
Menasha, WI 54952

RE: Intermunicipal Agreement dated October 28, 1999 and Recent Village of Harrison Annexations

Dear Town Board:

This letter is sent on behalf of the Common Council of the City of Menasha. It has come to our attention that on November 11, 2014, the Village of Harrison annexed two parcels that are within the designated City of Menasha growth area as it is described under paragraph 2 of the October 28, 1999, Intermunicipal Agreement between the Town of Harrison, the City of Menasha and the Waverly Sanitary District.

The Boundaries described in paragraph 2 of the Intermunicipal Agreement include the Smarzinski Annexation property and Bodway Annexation property. Until the expiration of the agreement, or until September 2, 2029, Menasha has the ability to annex the territory that is subject of the Village's annexation.

The Town is obliged under the terms of the Intermunicipal Agreement to contest these annexations, including, pursuant to §66.0217(6)(d), Wis. Stat., to submit its request to the Wisconsin Department of Administration to review the annexations.

Thank you for your prompt attention to this matter.

Very truly yours,

Pamela A. Captain

Cc: file



**NEENAH-MENASHA SEWERAGE COMMISSION**

101 Garfield Avenue • Menasha, Wisconsin 54952-3397

(920) 751-4760 • Fax (920) 751-4767 • e-mail [info@nmscwtp.com](mailto:info@nmscwtp.com)

September 23, 2014

Mr. Mark Radtke, P.E.  
City of Menasha  
140 Main Street  
Menasha, WI 54952

RE: Flow monitoring & sampling stations and Sonoco contracted user status.

Dear Mark,

The NMSC at its Regular Meeting on September 23, 2014 reviewed flow and loading data from both the City of Menasha and Sonoco. This data indicates the need to upgrade the monitoring station at Sonoco. The City of Menasha has previously requested and was granted permission by the NMSC to submit proposed metering station design changes for Commission review and final approval. The City of Menasha through your consultant Kaempfer & Associates has submitted preliminary designs for the monitoring station upgrades for NMSC's review. We have seen no further activities since our preliminary review many months ago. The Commission feels it is important to proceed with updating Sonoco's metering station. It has therefore imposed a deadline of the Commission's November 25, 2014 meeting for the City of Menasha to submit a final design for the Sonoco station or any other metering station the City would like the NMSC to modify. If a design is not submitted by that date the Commission will retain engineering services to proceed with the Sonoco metering station upgrade.

The Commission also discussed the status of Sonoco as a contracted user of the NMSC. The Commission is still considering ending Sonoco's contract industrial user status which will result in Sonoco becoming a user in the City of Menasha. Per our previous contacts we are still awaiting the City's input on this issue. We are again requesting your input by the November 25, 2014 Regular Meeting of the NMSC.

If you have any questions regarding these items please contact our General Manager Randall Much.

Sincerely,  
Neenah-Menasha Sewerage Commission



Dale Youngquist  
President

cc: Randall Much  
Attorney John Thiel  
Attorney Pam Captain  
Mayor Don Merkes

# MENASHA HISTORICAL SOCIETY NEWS

December 2014

## CHRISTMAS BANQUET & PROGRAM

**THURSDAY, DECEMBER 11**

**WAVERLY BEACH**

**5:00 pm SOCIAL HOUR**

**6:00 pm DINNER**

**7:00 pm "AROUND DOWNTOWN"**

**COST: \$21.00 PER PERSON**

**MAIL CHECKS TO: MENASHA HISTORICAL SOCIETY**

**P. O. BOX 255**

**MENASHA, WI 54952**

**(RESERVATIONS MUST BE IN BY FRIDAY, DECEMBER 5, 2014)**

### **November Program Honors Local Veterans**

50 persons attended a Veteran's program with interviews by John Straw and Norm Bodway, 2 of our local Korean War veterans. A special thank you to Mark Ropella for again presenting this most moving tribute.

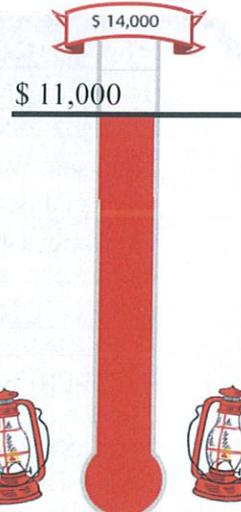
Thank you to ALL veterans for our FREEDOM

**Board Meeting**  
**Monday, December 1st**  
**6:00 p.m. Memorial Bldg.**  
**Anyone is invited to attend.**



### CABOOSE UPDATE

We have reached the \$11,000 mark! We will continue to accept donations for the restoration of the "Little Red Caboose" and hopefully reach our goal prior to the rededication to take place on May 16, 2015. Our next upcoming tour will take place Nov. 25 when we will share this past history with two 3rd grade elementary classes.



### **Reminder**

This will be your last newsletter if your tax deductible  
2014 - 2015 membership dues are not paid.

Membership Dues (\$15/individual - \$25/couple)  
are payable at this time or may be mailed to:

Menasha Historical Society

P. O. Box 255

Menasha, WI 54952

## See You Next Year

Our next program (The Wittman Airport) will be held Thurs., April 9, 2015 at the Elisha D Smith Library and presented by Ken Syring. In the meantime we hope you will survive and enjoy another Wisconsin winter. Even though we complain about the cold and snow, think of the many cities who have endured floods, earthquakes, tornadoes and LOTS of snow already in November. So keep the chin up, put a smile on your face and BE THANKFUL

### **IMPORTANT NOTICE**

Although we no longer have open hours on a regular basis a few of us continue to work diligently to "move forward" in our preservation and knowledge of Menasha's past history. We are continually reminded that we learn from the Past and pursue our endeavors, with modern technology, to preserve. Therefore, it cannot be stressed enough that we need hands-on volunteers who are willing to step forward so progress will not be at a standstill.

### **I'm Glad You're In My Dash -**

A man who stood to speak at the funeral of a friend

Referred to the dates on her tombstone from the beginning...to the end  
He noted that first came her date of birth and spoke the following date with tears  
But he said what mattered most of all was the dash - between those years  
(1930 - 2014)

For that dash - represents all the time that she spent alive on earth  
And now only those who loved her know what that little line is worth  
For it matters not how much we own-- the cars...the house...the cash...  
What matters is how we live and love and how we spend our dash -  
If we could just slow down enough to consider what's true and real  
And always try to understand the way other people feel  
Be less quick to anger and show appreciation more  
And love the people in our lives like we've never loved before  
If we treat each other with respect and more often wear a smile  
Remembering that this special dash -might only last a little while  
So, when your eulogy's being read with your life's actions to rehash  
Would you be proud of the things they say about how you spent your dash -?

From My DASH - TO YOURS -

Laugh long, live long

Yesterday is history

Tomorrow is a mystery

Today is a GIFT...That's why they call it the present

**HAPPY THANKSGIVING, MERRY CHRISTMAS AND HAPPY NEW YEAR  
MAY YOU ALL BE BLESSED WITH THE TRUE MEANING OF THIS SEASON**

Jean Chew-Editor

### **RESOURCE CENTER & MUSEUM**

(Located at 640 Keyes Street)

P.O. Box 255

Menasha, WI 54952

menashahistorical@yahoo.com

www.menashahistorical.webs.com

920 - 840 - 4373

### **OFFICERS & BOARD OF DIRECTORS**

INTERIM PRESIDENT

VICE-PRESIDENT

SECRETARY

TREASURER

Nancy Barker

Kathy Humski

Dick Loehning

Nick Jevne

Jean Chew

Dolores Gear

Nick Jevne

Paul Brunette

Tom Konetzke

Nancy Ropella



**From:** [Don Merkes](#)  
**To:** [Sue Strauss](#)  
**Subject:** Capitol Buzz; State's Financial Condition  
**Date:** Wednesday, November 26, 2014 10:24:16 AM

League of Wisconsin Municipalities

# Capitol Buzz

November 20, 2014

[Witynski@lwm-info.org](mailto:Witynski@lwm-info.org)

[www.lwm-info.org](http://www.lwm-info.org)



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Newsletters](#)

## DOA Report Shows State Faces Fiscal Challenges Going into the Next Biennium

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This afternoon the Wisconsin Department of Administration released a [report](#) on the state's financial condition. According to Sec. Mike Huebsch, the state is projected to have a negative fund balance of \$132.1 million at the end of the 2013-2015 biennium. Also, state agency budget requests submitted to the Governor in preparation for the 2015-2017 budget exceeded what the state expects to take in through taxes and other revenue by \$2.2 billion. DOA Secretary Huebsch noted in his report that this structural deficit number is based on the assumption that all agency budget requests will be funded in their entirety, which, he underscored is a false assumption. While it is certainly common for governors to deny many agency spending requests, the gap between agency requests and revenues is significant none the less.

The state's challenging budget forecast means that there may be pressure in the next state budget to cut funding for municipal programs funded by general purpose revenue such as shared revenue, payment for municipal services, recycling grants, and the expenditure restraint program.

## Recommended 2015 Municipal Services Payments Released

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Last week, DOA released the [recommended amounts to be paid to communities in 2015](#) under the payments for municipal services (PMS) program. Under the PMS program, the state provides annual payments to reimburse municipalities for all or a portion of expenses incurred in providing police, fire and solid waste services to state facilities, which are exempt from property taxes.

The amount of a community's payment is determined largely by formula, and through additional negotiation for special conditions or situations which may arise. Total funding for the program is currently

\$18,584,200. In 2013, this amount covered less than 45% of the actual costs municipalities incurred in serving state facilities statewide. From 2003-2008 the funding level for the PMS program was \$22 million annually. The League is working with Wisconsin cities that host UW System communities to lobby for an increase in funding for the program in the next state budget.

A list of 2015 payments recommended for each eligible community is posted on DOA's website [here](#).

For more information about the PMS program contact Phil Wells at (608) 266-1927, e-mail [mwp@wisconsin.gov](mailto:mwp@wisconsin.gov).

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#### [Forward email](#)



This email was sent to [dmerkes@ci.menasha.wi.us](mailto:dmerkes@ci.menasha.wi.us) by [witynski@lwm-info.org](mailto:witynski@lwm-info.org) | [Update Profile/Email Address](#) | Rapid removal with [SafeUnsubscribe™](#) | [Privacy Policy](#).



League of Wisconsin Municipalities | 122 W. Washington Ave., Suite 300 | Madison | WI | 53703



**INVESTOR RELATIONS COUNCIL  
QUARTERLY UPDATE  
THIRD QUARTER 2014**

FOX CITIES   
**REGIONAL**  
PARTNERSHIP  
A Wisconsin Business Powerhouse  
**MADE BETTER HERE**

## CLIENT REPORT: JANUARY 1—SEPTEMBER, 2014

Client Number	Referral Source	Project Type	Description/update
13012	Municipal Partner	Attraction	Plastics blow molder (Poly Flex) with headquarters in Walworth, WI looking to expand into Fox Cities. Purchased lot in Kaukauna Industrial Park, and plans to break ground in April on 59,000 square foot new facility. Regional Partnership provided general community marketing support, assistance with Kaukauna Industrial Development Board, incentive packaging and construction of media announcement. 40 jobs projected
14001	Direct (company)	Expansion	Calumet County manufacturing and environmental consulting company approached Regional Partnership in connection with securing innovative financing for project-specific expansion that will yield 38 new jobs. <b>UPDATE: Company has since abandoned plans for initial funding source.</b>
14002	Municipal Partner	Attraction	Wisconsin food processing company with proven and patented snack food line seeks to expand significantly, and is pursuing purchase of City of Menasha steam power plant. Regional Partnership working with City staff to define and meet company's needs. Provided economic impact analysis for City Council's review. 80 jobs projected <b>UPDATE: Simply Incredible Foods has announced their location to the former Menasha Steam Plant, along with the announcement of 120 new jobs to be created over the next three years</b>
14003	Direct (company)	Retention/business assistance	Neenah metal fabrication firm contacted Regional Partnership with several needs. Company has recently emerged from bankruptcy, and expressed the need for financial resources, assistance with identifying candidates for new positions, and assistance with manufacturing process efficiencies. Referrals made to Department of Vocational Rehabilitation, Workforce Board, WMEP. 30 existing jobs
14004	Municipal Partner	Expansion/attraction	Kaukauna food processing company target of acquisition by another

			Wisconsin food processor looking to consolidate operations from around Wisconsin and four other states into Kaukauna. Regional Partnership is assisting with incentive packaging. 100-150 jobs projected. April update: Company has completed acquisition, and received approval of loan from Kaukauna Redevelopment Authority. <b>UPDATE: Winona Foods has signed contract with WEDC for financial incentives, and has announced the creation of 29 new jobs.</b>
14005	Direct (company)	Expansion	Medical equipment repair and rehab company (Technical Prospects) expressed interest in Prosperity Fund (new Outagamie County RLF) during course of Regional Partnership existing industry visit. \$70k loan secured, which will aid in significant company expansion. 38 new jobs projected. <b>UPDATE: Company has determined for internal reasons not to proceed with securing the loan, and will not be creating the new jobs at this time.</b>
14006	Direct (company)	Expansion	Hortonville manufacturer anticipates major expansion if successful in securing new contract. Expansion will include new facilities, establishment of new trucking company. Regional Partnership working to facilitate local and state incentive packaging. 50 new jobs projected. <b>UPDATE: Piping Systems has announced \$5.5 million, 65,000 sq. ft. expansion that will create 119 new jobs.</b>
14007	Direct (company)	Retention/Expansion	Appleton business services company requires workforce expansion. Concerned that local market may have reached saturation, requiring company to seek new facility outside Fox Cities. Regional Partnership currently involved in facilitating super-regional transit study in order to assess transit-related solutions for workforce expansion locally.
14008	Direct (company)	Retention/ business assistance	New Holstein manufacturer hard hit during recession requested Regional Partnership assistance with referral to succession planning resource, possible RLF funding for new capital acquisition, and energy efficiencies

			associated with company conversion from propane to natural gas.
14009	Consultant	Attraction	Company is looking for minimum of 10,000 sq. ft. of class B office space in which to establish health care claims office. Company is considering locations throughout NE Wisconsin, availability of appropriately-skilled workers, parking and telecom infrastructure being important. Cost of lease is a secondary consideration. Company looking to be operational within six months, depending on success in securing contracts. Would begin with staff of 25, growing to 100-120 over time. <b>UPDATE: Company plans put on hold until such time as it is able to secure contracts that would trigger the need for the additional real estate.</b>
14010	Direct (company)	Expansion	Growing Neenah distribution firm wishes to purchase 20+ site for expansion project. Access to Highway 41 is important. <b>UPDATE: Werner Electric has selected parcel in Grand Chute, on which it plans to construct 200,000 sq. ft. building, and add 79 new jobs.</b>
14011	Direct (company)	Start up assistance	Hortonville industrial sanding, painting and heat treating company looks to establish operations in response to growth opportunity of one of its customers. Company will construct 45,000 sq. ft. building and create 26 jobs. Company contacted Regional Partnership requesting assistance with initial financing. <b>UPDATE: Company has submitted completed application for the Outagamie County Prosperity Fund, and is awaiting action by the Loan Review Committee.</b>
14012	Direct (company)	Attraction	Company CEO contacted Regional Partnership one day prior to personal visit to Fox Cities for purpose of considering it as a location for his 184-employee mobile app development firm. Company had been established in California, but owner has become disenchanted with business conditions in that State. Because owner's roots are in

			<p>Wisconsin, it was in play as one option for corporate relocation, along with unidentified number of other locations, including Boulder, CO. Worker attraction emerged as most critical factor for this high-growth company, projected to be at 500 employees by the end of 2018.</p> <p><b>UPDATE: Company has made decision to locate in NY, with new Manhattan office announced. Decision apparently made in large part due to ease of attraction of desired type of talent to NYC.</b></p>
14013	Economic development organization	Expansion	<p>Local manufacturer considering significant expansion of up to 350 positions. Headquartered in another Wisconsin community, that area's economic development corporation approached the Regional Partnership due to the fact that the plant in question is located within our service area. Company has expressed concerns regarding its ability to access sufficient applicants to fill the number of anticipated open positions. Regional Partnership is working with the company to generate the kind of data sufficient to answer the company's concerns. <b>UPDATE: Company continues in its planning and evaluation process. It has posted a small number of openings in the interim.</b></p>
14014	Direct (company)	Retention	<p>Local manufacturer (500 jobs) at risk of closure due to corporate restructuring associated with parent company re-missioning. Options include closure, sale to outside entity, and sale to existing local management. As a part of management's purchase proposal, the company would acquire equipment necessary to bring expensive processing in-house. Regional Partnership was contacted to assist in identifying finance options.</p> <p><b>UPDATE: Parent company has approved sale of company to existing local management. Company is working with WEDC to identify grant potential to assist in underwriting equipment costs.</b></p>

14015	Partner referral	Expansion	<p>Strong-growth local manufacturer in the process of deciding whether to expand current facility, acquire another existing Fox Cities facility, or shift new business growth to a new facility outside of Wisconsin. Company needs 44,000 sq. ft. of additional space to accommodate two new manufacturing lines to meet increased product demand. As much of the demand is originating from SE U.S., company is considering options for possible facility in that region as opposed to expanding here. Product line is expensive to ship; therefore freight costs to SE U.S. become a critical factor. Expansion would represent 20 new jobs. Company is completing some analysis of their situation, which will be presented to its July Board of Directors meeting—at which time company hopes to establish its direction for the expansion. Regional Partnership has indicated a desire to work with the company to identify local opportunities.</p>
14016	Direct (company)	Attraction	<p>Southern California supplier to Fox Cities primary employer is looking to establish location closer to the OEM. Looking for 3,500-5,000 sq. ft. of laboratory space. Initial job count would be 5. <b>UPDATE: Company has found local space it feels could work. Waiting for Board approvals.</b></p>
14017	Direct (company)	Expansion	<p>Outagamie County manufacturer considering 50,000 sq. ft. expansion that would include the creation of 20-30 new jobs over five years. Expansion driven by significant growth in particular product line. <b>UPDATE: Company has postponed project due to decline in sales of the product that had initiated consideration of expansion.</b></p>

## EXISTING INDUSTRY PROGRAM UPDATE

As of September 30<sup>th</sup>, we completed eighty-two existing industry visits in 2014. In the previous quarter, we completed thirty-six visits. Of these thirty-six, 4 were in Calumet County; 10 in Winnebago County; and 20 in Outagamie County. This quarter also included a couple of retention visits to the global headquarters of two Fox

Cities primary employers in Savannah, Georgia and Plymouth, Wisconsin. Combined, these two companies represent close to 1,500 jobs within our service area. The top three sectors represented in these thirty-six visits continue to be manufacturing (particularly contract manufacturing/fabricating/machining); IT; and advanced manufacturing (mainly within the paper industry).

Workforce-related issues continue to be a concern for approximately 90% of the companies that we have visited in the past four months, particularly within the manufacturing sector. A number of employers' human resources departments are relying on the services provided by temporary and staffing agencies in order to find the number of employees they need to maintain their operation. While this employee recruitment strategy proves to be effective in the short-term, it also poses some long-term issues for the companies implementing it. It is often the case that retention rates among these temporary workers are unpredictable at best. On the other hand, it should be noted that a few companies have had success transitioning temporary employees into full-time positions and utilizing temp. agency talent as a "filtering process." Thus, it is safe to conclude that most of our area employers continue to execute a variety of worker recruitment methods, since there is no silver bullet in finding and retaining a solid workforce. The opportunity lies in that employers are willing to try any recruitment strategy that they think will yield favorable results. This is why proactive employee recruitment programs like the Regional Partnership and Chamber's "Talent Upload" have been received so well by area employers.

The existing industry program is gaining momentum. Our goal of gaining the trust of the primary employers whom we have visited in the past is evidenced by the number of phone calls we are receiving from those companies regarding a myriad of issues and opportunities. To name a few examples, we are currently working with a food and ingredients manufacturer in Calumet County on a railroad access project, which involves four or five other neighboring primary employers that are located along the same rail line. We are also schedule to meet with an Appleton-based construction company that is looking into developing a worker training program at a local technical college targeted for future ready-mix concrete truck drivers. The Regional Partnership is also working with Calumet County in attempting to develop marketing collateral materials focused on attracting talent to the Hilbert, Chilton and New Holstein areas. This came per the request of a few Calumet County-based companies that travel to job fairs and colleges around the state and country, and would benefit from promotional materials highlighting the quality of life aspects of the region and individual communities where they are located. We also continue to work with regional organizations like Casa Hispana; Hmong-American Partnership; local veterans' employment representatives; and the Fox Valley Workforce Development Board in helping companies diversify their workforce, whether as part of government contract requirements or driven by internal/corporate reorganizational priorities.

## **SITE SELECTOR OUTREACH/MARKETING**

Regional Partnership participated in marketing outreach to seven site selection consultants in conjunction with the American Chamber of Commerce Executives annual conference in August, bringing the number of site selector marketing contacts to 75 year-to-date.

## **FINANCIAL SUMMARY FOR THE AUGUST 1, 2013/JULY 31, 2014 FISCAL YEAR**

	Year end 7/31/2014 actual	2013/2014 Budget
Revenues		
Private Sector Investment	305,375	450,000
Public Sector Investment	<u>357,230</u>	<u>350,000</u>
<b>Total Revenues</b>	<b>662,605</b>	<b>800,000</b>
<b>Expenses</b>	<b>544,397</b>	<b>607,300</b>
<b>Over (Under) Rev/Exp</b>	<b>118,208</b>	<b>192,700</b>

## **MEDIA OUTREACH**

As a piece of its national marketing and brand awareness efforts, the Fox Cities Regional Partnership placed a full page ad in the September, 2014 issue of Site Selection Magazine. Positioned within an article focused on Wisconsin, the ad features spotlights on local household names—Kimberly Clark, Gulfstream Aerospace and Pierce Manufacturing in order to attract attention of readers to the assets of the Fox Cities Region.

The same ad is scheduled to run in the November, 2014 issue of Global Corporate Expansion Magazine—an issue that is focused on manufacturing.

# DO YOU KNOW WHERE THE FOX CITIES REGION OF WISCONSIN IS LOCATED? THESE COMPANIES DO.



 **Kimberly-Clark**

Many other companies—like Nestle, Bel Brands, Sargento, Thrivent Financial, Great Northern Corp. and more—also count on East Central Wisconsin’s highly-productive workforce to assure their success.

MANUFACTURING AS A PERCENTAGE OF EMPLOYMENT BASE		HIGH SCHOOL GRADUATION RATES		VIOLENT CRIME PER 100,000	
FOX CITIES	U.S.A.	FOX CITIES	U.S.A.	FOX CITIES	U.S.A.
22%	9%	88.67%	80.82%	154.0	386.9

MADE BETTER HERE.



FOX CITIES   
**REGIONAL**  
 PARTNERSHIP  
 A Wisconsin Business Powerhouse

Learn why now’s the time to locate or expand your business in the Fox Cities at [foxcitiesregionalpartnership.com](http://foxcitiesregionalpartnership.com) or call (920) 831-4905.

## **REGIONAL PARTNERSHIP WEBSITE ANALYTICS:** **QUARTER 3, 2014**

July 1, 2014-September 30, 2014

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It would be difficult to over-estimate the value of an economic development website. As a marketing tool, the website will often put our community in play for a potential industrial project where it would otherwise be unknown. While site selectors will generate the bulk of the comparative data used to evaluate community options from purchased software programs, even they will consult with a local website to learn about recent expansions and locations, and various news items affecting local economic development.

While site selectors tend to engage with larger, higher profile projects, the majority of industrial expansion and relocation projects tend to be conducted by a firm's CFO, COO, owner or even HR Director. Given the fact that these individuals are engaged in such an endeavor perhaps only once or twice during the course of their career, they will depend on data found on web searches more heavily. Again, this reality mandates that an economic development website be as robust as possible.

The Fox Cities Regional Partnership website focuses on delivering data that is important to location decisions, including a GIS-enabled property search site that allows users to look for buildings or land by size, type or location. In addition, the user has the ability to generate customized demographic; consumer expenditure; housing; and wage and salary reports.

Since its launch in July of 2013, visits to the Regional Partnership website have steadily increased. We believe that these visits are one more way in which we are establishing brand awareness of the Fox Cities Region on a national level.

	<u>3<sup>rd</sup> quarter</u>	<u>Change from 2<sup>nd</sup> quarter</u>
Website Visits	2,689	+8%
New Visits:	1,786	+13%
Unique Visitors	1,919	+12%

# INVESTORS

DO YOU SUPPORT FOX CITIES ECONOMIC DEVELOPMENT?

## GOVERNORS CIRCLE



## LEADERSHIP CIRCLE



## INVESTORS CIRCLE



## SUPPORTERS CIRCLE

American National Bank Fox Cities  
 Business Lending Group  
 CopperLeaf Boutique Hotel and Spa  
 First National Bank Fox Valley

Garrow Oil Corp.  
 Great Northern Corporation  
 Landmark Staffing Resources  
 Nordon Business Environments

Martenson & Eisele  
 OMNNI Associates  
 Prospera Credit Union  
 Time Warner Cable  
 Town of Buchanan

Town of Clayton  
 Town of Greenville  
 Town of Menasha  
 Town of Neenah  
 Winnebago County

The following organizations provide Fox Cities Regional Partnership with specific tools to stimulate industry growth

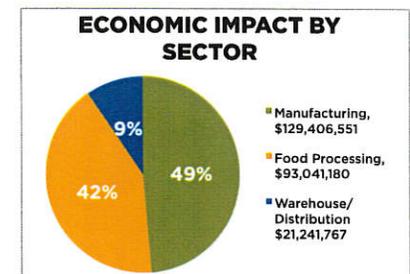
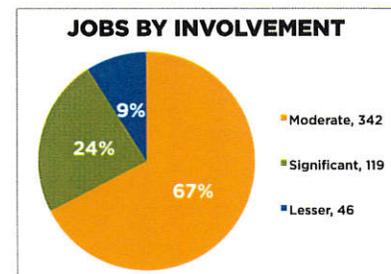
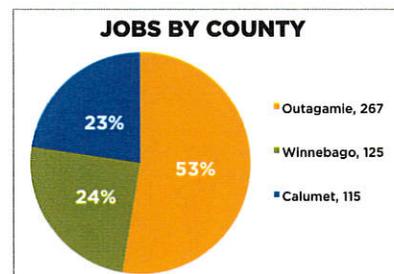
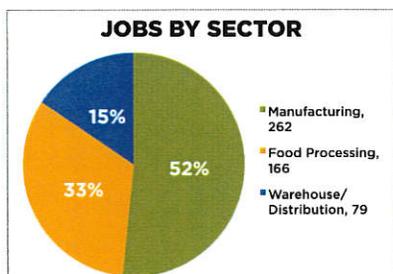


**9 COMPANIES**

**507 NEW JOBS**

**\$222,447,731 IMPACT**

PROJECT NAME	NEW JOBS ANNOUNCED	REGIONAL PARTNERSHIP INVOLVEMENT	PROJECT DESCRIPTION	REGIONAL PARTNERSHIP ROLE	EST. ECONOMIC IMPACT (DIRECT, INDIRECT & INDUCED)
THIEL CHEESE	12	lesser	Cheese producer acquired new equipment that significantly expanded processing capacity	Assisted with governmental land use compliance and economic incentive process	\$ 8,903,494
GALLOWAY FOODS	5	lesser	Liquid processing of concentrated dairy blends and sweetened condensed milk. The company is the largest manufacturer of frozen dairy dessert mixes in Wisconsin	Provided assistance with state economic incentive process	\$ 3,709,789
AMERQUIP	103	moderate	Contract manufacturer producing equipment for OEM's, including Ariens, Toro, John Deere and others. Company has established fast growth plans, and considered expansion in Kiel and in North Carolina.	Participated in problem solving process involving City, County, DNR. Assisted with coordination of state economic incentives	\$ 30,594,805
POLYFLEX	40	significant	Plastics blow molding company headquartered in Walworth, WI. Company growth demanded more production space. Decision made to build 59,000 sq. ft. new facility in Kaukauna	Assisted the City of Kaukauna with marketing of the area to the company, and worked with the Industrial and Commercial Development Commission, the Community Development Department and the Common Council to facilitate negotiations and approval processes	\$ 15,857,807
WINONA FOODS	29	lesser	Cheese processing company headquartered in Green Bay acquired smaller cheese shredding company in Kaukauna. Acquisition will trigger move of Wisconsin -based production operations into Kaukauna, along with operations currently located in four states	Assisted the company with state incentive process	\$ 21,516,777
SIMPLY INCREDIBLE	120	moderate	Central Wisconsin frozen cranberry snack food processor purchased City of Menasha steam generation plant to site expanded production activities	Generated economic impact report to assist City with project assessment and feasibility	\$ 58,911,120
WERNER ELECTRIC	79	significant	Neenah-based electrical Warehouse and distribution company looking to double in size, seeking appropriate location for 200,000 sq. ft. building. Company considering Fox Cities location as well as out of state options	Provided assistance in identifying real estate options, coordination with WEDC for economic incentives, consultation on preparation of presentation for public sector, coordination of meeting with prospect community	\$ 21,241,767
PIPING SYSTEMS	119	moderate	Hortonville manufacturer engaged in \$5.5 million, 65,000 sq. ft. expansion associated with having landed a contract to supply pipe to a liquified natural gas export facility in Maryland	Assisted the company with financial assessment, application and packaging of State incentives and site considerations	\$ 61,712,172
TECHNICAL PROSPECTS	38	moderate	Grand Chute company established around providing Siemens imaging equipment replacement parts. Expansion includes construction and operation of new training facility that will bring technicians from around the country to learn repair and operation of the equipment	Assisted the company with financing, securing the first loan from the Outagamie County Prosperity Fund. NOTE: although company was approved for the loan associated for the expansion, the loan was never finalized by the company, and the new jobs were not created to date.	



CITY OF MENASHA  
COMMON COUNCIL  
Third Floor Council Chambers  
140 Main Street, Menasha  
Monday, November 17, 2014  
MINUTES

DRAFT

A. CALL TO ORDER

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

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Sevenich, Langdon, Keehan, Zelinski, Englebert, Benner, Nichols, Taylor  
ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, FC Auxier, DPW Radtke, CDD Keil,  
ASD Steeno, PRD Tungate PHD McKenney, LD Lenz, Clerk Galeazzi

D. PUBLIC HEARING

Proposed City of Menasha Budget for the year 2015.  
No one spoke.

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

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

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

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

Minutes to receive:

- a. [Administration Committee, 11/03/14.](#)
- b. [Parks & Recreation Board, 11/10/14.](#)
- c. [Plan Commission, 11/04/14.](#)

Communications:

- d. [DPW Radtke, 11/11/14; Collection of Additional Recyclable Materials.](#)
- e. [Alderman Nichols, 11/11/14; Online and email responses to the question proposing picking up recycling every three weeks instead of every four weeks.](#)
- f. [CC Galeazzi, 11/13/14; Final result numbers from the November 4, 2014 General Election.](#)
- g. [Menasha Historical Society, November 2014.](#)
- h. [Wisconsin Park & Recreation Association, November, 2014; Vince Maas named the 2014 Park Section Outstanding Professional of the Year.](#)

Moved by Ald. Benner seconded by Ald. Langdon to receive Minutes and Communications A-H.  
Motion carried on voice vote.

PRD Tungate presented Pk. Supr. Vince Maas the 2014 Wisconsin Park & Recreation Association  
Outstanding Professional of the Year Award.

G. CONSENT AGENDA

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

Minutes to approve:

1. [Common Council, 11/03/14.](#)
2. Budget Review Sessions, [11/05/14](#), [11/06/14](#), [11/10/14](#), [11/12/14](#).

Administration Committee, 11/03/14 – Recommends the Approval of:

3. [Amendment to Special Event Policy to exempt the Memorial Day Parade from all special event fees.](#)
- Park and Recreation Board, 11/10/14 – Recommends the Approval of:
4. [Increasing the Marina seasonal slip rental rate from \\$38 per foot to \\$38.25 for 2015.](#)

Plan Commission, 11/04/14 – Recommends the Approval of:

5. [Extraterritorial Certified Map for 501-505 Valley Road, Town of Menasha.](#)
6. [The Fountain Way/Georgetown Place Certified Survey Map.](#)
7. [That Outlot 3 of CSM 3277 be made available for sale and to further recommend that the outlot be attached to Lots 1 and 2 of the proposed Fountain Way/Georgetown Place Certified Survey Map.](#)
8. [The Georgetown Place Certified Survey Map.](#)
9. [The Eden Court Certified Survey Map.](#)

Ald. Taylor requested to remove from Consent Agenda item 2, Budget Review Session minutes.

Moved by Ald. Benner seconded by Ald. Keehan to approve Consent Agenda items 1, 3-9.

Motion carried on roll call 8-0.

#### H. ITEMS REMOVED FROM CONSENT AGENDA

Moved by Ald. Benner seconded by Ald. Keehan to approve Consent Agenda item 2, Budget Review Session minutes

Moved by Ald. Taylor seconded by Ald. Sevenich to hold Consent Agenda item 2, Budget Review Session minutes.

Item held.

#### I. ACTION ITEMS

1. [Accounts payable and payroll for the term of 11/06/14 to 11/13/14 in the amount of \\$1,512,185.87.](#)

Moved by Ald. Nichols seconded by Ald. Keehan to approve accounts payable and payroll.

Motion carried on roll call 8-0.

2. [Beverage Operators License Applications for the 2013-2015 licensing period.](#)

Moved by Ald. Nichols seconded by Ald. Taylor to approve beverage operator's license applications as listed in memo dated 11/13/14.

Motion carried on roll call 8-0.

3. [Authorization to Execute Revised WisDOT Agreement for STH 441/Appleton Road Interchange \(2<sup>nd</sup> Revision\).](#)

Moved by Ald. Sevenich seconded by Ald. Taylor to approve Authorization to Execute Revised WisDOT Agreement for STH 441/Appleton Road Interchange (2<sup>nd</sup> Revision) previously approved on 10/6/14.

DPW Radtke explained the revision adds to the funding level for project enhancements.

Motion carried on roll call 8-0.

#### J. ORDINANCES AND RESOLUTIONS

1. [R-26-14. Resolution Approving a 2014 Budget Adjustment of \\$10,000 for Koslo Park Renovations. \(Introduced by Alderman Langdon\)](#)

Moved by Ald. Langdon seconded by Ald. Sevenich to adopt R-26-14 Resolution Approving a 2014 Budget Adjustment of \$10,000 for Koslo Park Renovations.

Motion carried on roll call 8-0.

2. [R-27-14. Resolution Levying Taxes for the Purpose of Paying the Operating Expenditures for the Year 2015 for the City of Menasha. \(Introduced by Mayor Merkes\)](#)

Moved by Ald. Benner seconded by Ald. Keehan to adopt R-27-14 Resolution Levying Taxes for the Purpose of Paying the Operating Expenditures for the Year 2015 for the City of Menasha.

Moved by Ald. Benner seconded by Ald. Sevenich to increase Heckrodt Wetland Reserve budget by \$1,425 for a total budget of \$4,000.

General discussion ensued on additional funds needed for planting along the fence by the trail.

Motion carried on roll call 8-0.

Moved by Ald. Sevenich, seconded by Ald. Taylor to increase Community Development budget by \$4,857.00 for another intern.

General discussion ensued on need for additional help in Community Development, restructuring the department, hiring for Principal Planner position.

Motion carried on roll call 6-2.

Ald. Taylor, Sevenich, Langdon, Keehan, Englebert, Benner voted yes.

Ald. Nichols and Zelinski voted no.

Moved by Ald. Sevenich, seconded by Ald. Taylor to reduce Recycling Budget/Vehicle Equipment Rental by \$22,117 and direct staff to redirect labor costs associated.

General discussion ensued on once a month recycling pick-up, option available for disposing of recyclables, service needs in different parts of the City.

Motion carried on 5-3.

Ald. Taylor, Sevenich, Langdon, Zelinski, Englebert voted yes.

Ald. Nichols, Keehan, Benner voted no.

Original motion to adopt R-27-14 Resolution Levying Taxes for the Purpose of Paying the Operating Expenditures for the Year 2015 for the City of Menasha as amended carried on roll call 5-3

Ald. Taylor, Sevenich, Langdon, Keehan, Englebert voted yes.

Ald. Nichols, Zelinski, Benner voted no.

3. [R-28-14. Resolution Approving the 2015 Capital Improvement Program. \(Introduced by Mayor Merkes\)](#)

Moved by Ald. Benner seconded by Ald. Englebert to adopt R-28-14 Resolution Approving the 2015 Capital Improvement Program.

Motion carried on roll call 7-1. Ald. Zelinski voted no.

4. [R-29-14. Resolution Authorizing 2015 General Obligation Borrowing and the Issuance of Certificate of Indebtedness and Levying a Tax in Connection Therewith. \(Introduced by Mayor Merkes\)](#)

Moved by Ald. Benner seconded by Ald. Englebert to adopt R-29-14 Resolution Authorizing 2015 General Obligation Borrowing and the Issuance of Certificate of Indebtedness and Levying a Tax in Connection Therewith

Motion carried on roll call 7-1. Ald. Zelinski voted no.

## K. APPOINTMENTS

## L. HELD OVER BUSINESS

1. [R-25-14 A Resolution Providing for the Method of Amending and Approving the 2015 City of Menasha Operating Budget and Capital Improvement Plan.](#) (Introduced by Alderman Benner).

Mayor Merkes stated the resolution is no longer germane, no action required.

## M. CLAIMS AGAINST THE CITY

## N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

No one spoke.

## O. RECESS TO BOARD OF PUBLIC WORKS AND PERSONNEL COMMITTEE

Moved by Ald. Benner seconded by Ald. Sevenich to recess at 7:25 p.m.

Motion carried on voice vote.

Reconvened at 8:00 p.m.

## P. ACTION ITEMS

Moved by Ald. Benner seconded by Ald. Englebert to adjourn into Closed Session pursuant to Wis. Stats. §19.85(1)(g): Conferring with legal counsel for the governmental body who is rendering oral or written advise concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

1. Updates on PCB Litigation
2. City of Kaukauna vs. Village of Harrison et al. Case No. 13-CV-159. Appeal of circuit court decision.
3. Intermunicipal Agreement dated October 28, 1999, between City of Menasha, Town of Harrison and Waverly Sanitary District and Village of Harrison November 11, 2014 annexations.

Motion carried on roll call 8-0.

4. Moved by Ald. Englebert seconded by Ald. Benner to reconvene into Open Session to take action on Closed Session items pursuant to Wis. Stat. 19.85(2).  
Motion carried on voice vote.

Moved by Ald. Benner seconded by Ald. Keehan to authorize City of Menasha join City of Kaukauna appeals process of City of Kaukauna vs Village of Harrison et al, Case No. 13-CV-159 not to exceed \$10,000.

Motion carried on roll call 8-0.

Moved by Ald. Benner seconded by Ald. Nichols to direct City Attorney to send notice to Town of Harrison of its obligation to contest the November 11, 2014, Village of Harrison annexations consisting of property that is designated City of Menasha growth area as described in the October 28, 1999 Intermunicipal Agreement between the Town of Harrison, City of Menasha and Waverly Sanitary District.

Motion carried on roll call 8-0.

## Q. ADJOURNMENT

Moved by Ald. Benner seconded by Ald. Nichols to adjourn at 9:00 p.m.

Motion carried on voice vote.

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



### STREET USE APPLICATION

Event: FIRST EVE

Sponsored by: DDDC/COMMUNITY FORWARD INC

Responsible Person: JAMES TAYLOR

Address: 340 BROAD ST.

Email Address: jamestaylor04@tds.net Phone: 725-4857

Street Route: CURTIS REED SQUARE (ON FILE)  
Description of Use (attach map)

Street Use Date:	<u>12-31-14</u>
Start Time:	<u>10:30 PM</u>
End Time:	<u>12:30 AM</u>
Number of Units:	_____
(Parades)	

**Liability Insurance has been secured in the amount of \$ \_\_\_\_\_ with the City of Menasha named as the additional insured. This is primary insurance.**

Insurance Company \_\_\_\_\_ Policy No. \_\_\_\_\_  
(Attached are samples of the certificate of insurance and endorsement; each naming the City of Menasha as additional insured)

Date: 10-31-14 Applicant's Signature: James Taylor

**Permit Fee:** Each application for a Street Use Permit shall be accompanied by a fee of \$25.00 along with a Special Event Fee of \$25.00. Please make checks payable to City of Menasha.

**Note to events planning to use City Parks and/or greenspace:** Any multi-day event or event which plans to sell beer and/or wine to the public must appear before the Parks and Recreation Board.

**TO BE COMPLETED BY CITY STAFF** (Revised February 4, 2013)

Scheduled Park & Recreation Board Review Date: \_\_\_\_\_

Not Required:  Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Scheduled Common Council Review Date: 12-1-14

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

**APPROVAL:**

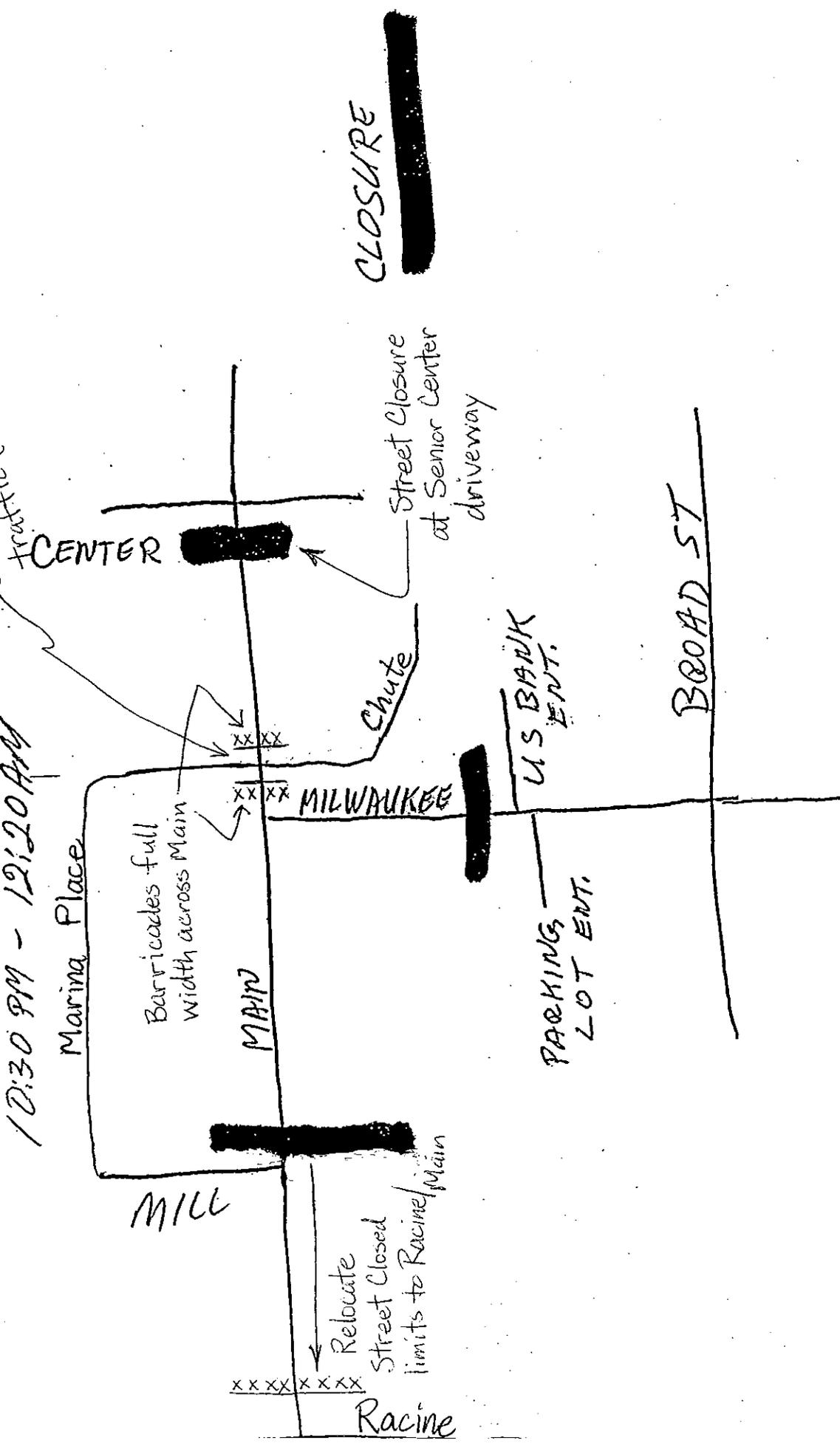
Police Dept. [Signature] Fire Dept. [Signature] Public Works Dept. MR City Attorney \_\_\_\_\_

# 1977 FIRST EVE FOX CITIES

207X

12-31-13  
10:30 PM - 12:20 AM

Chute Marina Place open to traffic (across Main only)



**CLOSURE**

# 187A FIRST EYE FOX CITIES

12-31-14

10:30 PM - 12:20 AM

2/17A

to  
Place open  
Marina  
Main only  
Chute  
traffic across



**CLOSURE**

## Certificate of Payment

Date: November 12, 2014

Payment Request: 3 (Three)

Contractor: MCC, Inc.

Address: P.O. Box 1137, Appleton, WI 54912-1137

Contract Unit No.: 2014-02

Project Description: Street Reconstruction  
Concrete Curb & Gutter – Asphalt Pavement – Concrete Sidewalk

Original Contract Amount \$ 554,283.77

Change Order No.: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Previous Change Order(s): \$ \_\_\_\_\_

Total Contract Amount (Including Change Orders) \$ 554,283.77

Total Earned to Date (Summary Attached) \$ 532,874.98

Less Retainage \$ 1,000

Amount Due \$ 531,874.98

Previous Payments \$ 223,649.41

Amount Due this Payment \$ 308,225.57

Estimate Period from October 16, 2014 to November 12, 2014

*I certify that all bills for labor, equipment, materials and services are paid for which previous certificates for payment were issued.*

Date: \_\_\_\_\_ By: \_\_\_\_\_

*Lien Waivers from all subcontractors and suppliers shall accompany each Request for Payment. Affidavit of Compliance with Prevailing Wage Rates shall accompany Request for Final Payment.*

**Recommended for Payment**

Director of Public Works: Mark Raddler Date: 11/13/14

**Common Council Approval Date:** \_\_\_\_\_

### Finance Department

Account Number	Budget	Charge to Account
	\$	
	\$	
	\$	
	\$	

**Itemized Bid Tabulation**  
**City of Menasha Contract Unit No. 2014-02**  
**Street Reconstruction - Concrete Curb & Gutter - Asphalt Pavement - Concrete Sidewalk**  
**Various Streets**

Payment No. 3 (Three)

ITEM	QUANTITY	DESCRIPTION	BASE BID		YTD	
			UNIT PRICE	ITEM TOTAL	QUANTITY	ITEM TOTAL
1	15,479	Pavement / Base Pulverizing	\$ 0.31	\$ 4,798.49	15091.00	\$ 4,678.21
2	1,919	Unclassified Excavation/Pulverized Material	\$ 7.28	\$ 13,970.32	1864.00	\$ 13,569.92
3	2,089	Unclassified Excavation	\$ 7.16	\$ 14,957.24	2013.00	\$ 14,413.08
4	79	Backfilling Abandoned Street Section (London Street)	\$ 11.58	\$ 914.82	79.00	\$ 914.82
5	1	Abandon Storm Sewer Including Inlet Removal	\$ 3,823.21	\$ 3,823.21	1.00	\$ 3,823.21
6	20,024	Fine Grading and Compaction	\$ 1.10	\$ 22,026.40	20024.00	\$ 22,026.40
7	1,891	3" Crushed Stone Base Course	\$ 13.76	\$ 26,020.16	1216.39	\$ 16,737.53
8	547	Pulverized Stone Placement	\$ 6.77	\$ 3,703.19	518.00	\$ 3,506.86
9	277	30" Concrete Curb & Gutter	\$ 15.59	\$ 4,318.43	248.00	\$ 3,866.32
10	658	30" Concrete Curb & Gutter-Remove & Replace	\$ 24.90	\$ 16,384.20	844.00	\$ 21,015.60
11	1,020	30" Mountable (Roll Back) Concrete Curb & Gutter	\$ 15.59	\$ 15,901.80	993.00	\$ 15,480.87
12	390	No. 4 Epoxy Coated Rebar	\$ 1.21	\$ 471.90	0.00	\$ -
13	64	Utility Adjustment	\$ 174.03	\$ 11,137.92	10.00	\$ 1,740.30
14	31	Water Valve Adjustment	\$ 116.02	\$ 3,596.62	0.00	\$ -
15	1,069	Sawcut	\$ 1.08	\$ 1,154.52	688.00	\$ 743.04
16	1,268	Asphalt Binder Course Pavement 2 1/4" Thick	\$ 51.92	\$ 65,834.56	1154.76	\$ 59,955.14
17	984	Asphalt Surface Course Pavement 1 3/4" Thick	\$ 57.08	\$ 56,166.72	1154.43	\$ 65,894.86
18	1,766	Asphalt Binder Course Pavement 3" Thick	\$ 50.44	\$ 89,077.04	1726.57	\$ 87,088.19
19	1,177	Asphalt Surface Course Pavement 2" Thick	\$ 56.48	\$ 66,476.96	1320.94	\$ 74,606.69
20	1,198	3" Thick Asphalt Driveway Remove and Replace	\$ 3.40	\$ 4,073.20	425.44	\$ 1,446.50
21	1,408	6" Thick Concrete Driveway Remove and Replace	\$ 4.53	\$ 6,378.24	1299.00	\$ 5,884.47
22	15	7" Thick Gravel Driveway	\$ 24.39	\$ 365.85	0.00	\$ -
23	955	4" Thick Concrete Sidewalk Remove and Replace	\$ 4.02	\$ 3,839.10	738.75	\$ 2,969.78
24	960	4" Thick Concrete Sidewalk	\$ 3.87	\$ 3,715.20	942.25	\$ 3,646.51
25	385	6" Thick Concrete Handicap Ramp Remove and Replace	\$ 4.53	\$ 1,744.05	602.67	\$ 2,730.10
26	1	Street Rehabilitation on Plank Road (S.T.H. "114")	\$ 4,451.15	\$ 4,451.15	1.00	\$ 4,451.15
27	1,211	Terrace and Lawn Restoration	\$ 6.79	\$ 8,222.69	1027.00	\$ 6,973.33
28	1	Erosion Control	\$ 716.72	\$ 716.72	1.00	\$ 716.72
29	1	Traffic Control	\$ 2,118.34	\$ 2,118.34	1.00	\$ 2,118.34
30	1	Construction Mobile/Demobile; Project Coordination; all incidental utility and miscellaneous roadway work; and all other project work area restoration and clean-up to an equal and/or better preconstruction condition, as required and related to the overall Project.	\$ 1,676.72	\$ 1,676.72	1.00	\$ 1,676.72
<b>Total Base Bid (Items 1-30)</b>			<b>\$</b>	<b>\$ 458,035.76</b>	<b>\$</b>	<b>\$ 442,674.65</b>

**Alternate Bid - De Pere Street from Fox River to Third Street**

1a.	5,367	Pavement/Base Pulverizing	\$	0.44	\$	2,361.48	0.00	\$	-
2a.	660	Unclassified Excavation/Pulverized Material	\$	7.42	\$	4,897.20	0.00	\$	-
3a.	5,367	Fine Grading and Compaction	\$	1.17	\$	6,279.39	5367.00	\$	6,279.39
4a.	195	Asphalt Binder Course Pavement 2 1/4" Thick	\$	52.23	\$	10,184.85	195.00	\$	10,184.85
5a.	151	Asphalt Surface Course Pavement 1 3/4" Thick	\$	59.22	\$	8,942.22	151.00	\$	8,942.22
6a.	666	Asphalt Binder Course Pavement 3" Thick	\$	50.44	\$	33,593.04	646.01	\$	32,584.74
7a.	444	Asphalt Surface Course Pavement 2" Thick	\$	56.49	\$	25,081.56	512.33	\$	28,941.52
8a.	8	Utility Adjustment	\$	174.03	\$	1,392.24	2.00	\$	348.06
9a.	1	Water Valve Adjustment	\$	151.33	\$	151.33	0.00	\$	-
10a.	307	Sawcut	\$	1.45	\$	445.15	0.00	\$	-
11a.	1	Erosion Control	\$	1,075.08	\$	1,075.08	1.00	\$	1,075.08
12a.	1	Traffic Control	\$	1,006.11	\$	1,006.11	1.00	\$	1,006.11
13a.	1	Construction Mobile/Demobile; Project Coordination; all incidental utility and miscellaneous roadway work; and all other project work area restoration and clean-up to an equal and/or better preconstruction condition, as required and related to the overall Project.	\$	838.36	\$	838.36	1.00	\$	838.36
<b>Alternate Bid Totals (Items 1a-13a)</b>			\$		\$	<b>96,248.01</b>		\$	<b>90,200.34</b>
<b>Total Contract (Base Bid &amp; Alternate Bid Items)</b>			\$		\$	<b>554,283.77</b>		\$	<b>532,874.98</b>



## MEMORANDUM

Date: November 13, 2014

To: Personnel Committee

From: Pamela A. Captain  
*PAC*

RE: 2015 Non-Represented Employee Cost of Living Salary/Wage Increase  
(Excluding Library/Police Supervisory)

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The proposed 2015 budget includes a 1% pay increase for non-represented employees (excluding police supervisory lieutenants). We are requesting Common Council approval of a 1% pay increase effective January 4, 2015 for non-represented employees (excluding library\*/police supervisory\*\*). The January 4<sup>th</sup> effective date coincides with the beginning of the first pay period in 2015.

This increase is below the CPI-U available increase. The Wisconsin Department of Revenue has advised that the maximum increase applicable to certain one year collective bargaining agreements with a term beginning January 1, 2015 (excluding police/fire/transit) is 1.57%.

### FISCAL IMPACT

The impact of implementing a 1% pay increase for non-represented employees is approximately \$60,000.

### RECOMMENDED MOTION

Approve a 1% pay increase for non-represented employees, excluding police supervisory lieutenants, effective January 4, 2015.

\*The library board sets wage/salary increases for library employees.

\*\*The wage plan associated with police supervisory lieutenants is tied to the police union contract.

**City of Menasha Disbursements**

Weekly Accounts Payable	11/20/14-11/26/14 Checks # 48238-48376	\$ 422,135.20
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Bi-Weekly Payroll	11/26/14	\$ 183,839.64
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Additional Regular Cycle Accounts Payables -Paid Electronically

Nationwide Retirement	11/14/14	\$ 11,086.50
BMO Harris-Flex Spending	11/14/14	\$ 3,680.35
Delta Dental	11/19/14	\$ 661.30
Federal Tax Withholding	11/19/14	\$ 67,570.06
Advanced Disposal-Broad St Recycling	11/20/14	\$ 113.00
Wire Fee	11/24/14	\$ 10.00
Delta Dental	11/26/14	\$ 2,022.30
Community First Credit Union-Payroll Deductions	11/26/14	\$ 7,275.00
State Tax Withholding	11/26/14	\$ 12,378.32
		<u>\$ 104,796.83</u>

<b>Total</b>	<u><u>\$ 710,771.67</u></u>
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Items included on this list have been properly audited and certified by the City Comptroller and are being presented for approval by the Common Council.

  
 \_\_\_\_\_  
 Peggy Steeno  
 Administrative Services Director

11/26/14  
 \_\_\_\_\_  
 Date

Notes:

- Medical Expense Reimbursement Trust-Retirement Pay Out
- Community First Credit Union-Employee Deductions
- United Way-Employee Donations
- Wisconsin Support Collections-Child/Spousal Support
- WI SCTF-Child Support Annual Fee
- Gaps in check numbers indicate that more invoices being paid than fit on one check stub  
 (The last check stub used is the check number that will appear on the check register)

**AP Check Register**  
**Check Date: 11/20/2014**

Date: 11/20/2014

<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>
ACCURATE	48238	11/20/2014	1416363	731-1022-541.30-18	101.29	Supplies
			<b>Total for check: 48238</b>		<b>101.29</b>	
BAHCALL RUBBER CO INC	48239	11/20/2014	675915-001	731-1022-541.38-03	106.50	Supplies
			<b>Total for check: 48239</b>		<b>106.50</b>	
BAYCOM INC	48240	11/20/2014	89888	100-0801-521.29-04	325.00	Remote Mount Kit
			<b>Total for check: 48240</b>		<b>325.00</b>	
BUBRICK'S	48241	11/20/2014	984412	100-0801-521.30-10	91.78	Office Supplies
			<b>Total for check: 48241</b>		<b>91.78</b>	
CALUMET COUNTY CLERK	48242	11/20/2014	CALUMET COUNTY	100-0000-201.03-00	25.00	Dog Licenses 5115-5119
			<b>Total for check: 48242</b>		<b>25.00</b>	
CLEAR WATER CAR WASH	48243	11/20/2014	327	100-0801-521.29-04	69.45	October Car Washes
			<b>Total for check: 48243</b>		<b>69.45</b>	
CULLIGAN WATER CONDITIONING	48244	11/20/2014	718387	100-1001-514.20-01	18.90	DPW/Rental
			<b>Total for check: 48244</b>		<b>18.90</b>	
KORTNEY DAHM	48245	11/20/2014	DAHM	100-0903-531.33-01	52.20	October Expenses
			<b>Total for check: 48245</b>		<b>52.20</b>	
UNEMPLOYMENT INSURANCE	48246	11/20/2014	000006413497	100-0703-553.15-09	617.11	10/1/14 - 10/31/14
				100-1019-552.15-09	579.00	10/1/14 - 10/31/14
			<b>Total for check: 48246</b>		<b>1,196.11</b>	

## AP Check Register

### Check Date: 11/20/2014

<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>
DIGIPRINT	48247	11/20/2014	145523	100-0702-552.29-01	42.00	Hayride Tickets
			<b>Total for check: 48247</b>		<b>42.00</b>	
EARTHLINK BUSINESS	48248	11/20/2014	EARTHLINK	100-0402-513.22-01	7.57	Assessor October, 2014
				100-0201-512.22-01	7.36	Attorney October, 2014
				100-0000-123.00-00	16.80	Bldg Insp. October, 2014
				100-0203-512.22-01	15.30	Clerk October, 2014
				100-0304-562.22-01	27.53	Com Dev October, 2014
				100-1001-514.22-01	83.37	City Hall October, 2014
				100-0401-513.22-01	37.14	Finance October, 2014
				731-1022-541.22-01	29.89	Garage October, 2014
				100-0903-531.22-01	56.47	Health October, 2014
				743-0403-513.22-01	17.66	IT October, 2014
				100-0601-551.22-01	195.73	Library October, 2014
				100-0101-511.22-01	11.61	Mayor October, 2014
				100-0702-552.22-01	31.13	Recreation October, 2014
				100-0703-553.22-01	52.30	Parks October, 2014
				100-0202-512.22-01	18.60	Personnel October, 2014
				100-0801-521.22-01	288.61	Police October, 2014
				100-1002-541.22-01	48.50	Engineering October, 2014
				100-0920-531.22-01	15.18	Senior Ctr October, 2014
				100-1008-541.22-01	4.38	Sign Shop October, 2014
				100-0502-522.22-01	46.10	EOC October, 2014
				207-0000-123.00-00	30.91	Marina October, 2014
				100-0000-123.00-00	346.00	Menasha Utilities October
			<b>Total for check: 48248</b>		<b>1,388.14</b>	
FOX VALLEY HUMANE ASSOCIATION	48249	11/20/2014	FOX VALLEY HUMA	100-0806-532.25-01	1,647.33	September, 2014
			<b>Total for check: 48249</b>		<b>1,647.33</b>	

## AP Check Register

### Check Date: 11/20/2014

<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>
FOX VALLEY TECHNICAL COLLEGE	48250	11/20/2014	249675/FY14-15	100-0903-531.34-02	114.52	Training
			<b>Total for check: 48250</b>		<b>114.52</b>	
GRIESBACH READY-MIX LLC	48251	11/20/2014	3164	100-1009-541.30-18	355.00	Concrete
				100-1003-541.30-18	143.00	Concrete
			<b>Total for check: 48251</b>		<b>498.00</b>	
GUSTMAN CHEVROLET SALES INC	48252	11/20/2014	33820	731-1022-541.38-03	135.62	Pump & Bolts
		11/20/2014	33859	731-1022-541.38-03	591.09	Sensor, Belt, Module, Cam
			<b>Total for check: 48252</b>		<b>726.71</b>	
INFINITY TECHNOLOGY INC	48253	11/20/2014	507164	743-0403-513.21-04	990.00	Managed IT Services
			<b>Total for check: 48253</b>		<b>990.00</b>	
KAEMPFER & ASSOCIATES INC	48254	11/20/2014	17671	601-1020-543.21-02	680.24	San Sew Lat Repair PolicyProject E145-01.11
		11/20/2014	17672	601-1020-543.21-02	722.76	2013 Monitoring Station Project E145-01.12
		11/20/2014	17673	601-1020-543.21-02	143.11	9th St Monitoring StationProject E145-01.13
			<b>Total for check: 48254</b>		<b>1,546.11</b>	
KUNDINGER FLUID POWER INC	48255	11/20/2014	50305335	731-1022-541.38-03	618.77	Coupling/Adapter/Hoses
			<b>Total for check: 48255</b>		<b>618.77</b>	
MCPMAHON	48256	11/20/2014	40460	625-1010-541.21-02	5,310.26	Prof Serv to 9/27/14
			<b>Total for check: 48256</b>		<b>5,310.26</b>	
MENARDS-APPLETON EAST	48257	11/20/2014	57198	100-0601-551.30-13	(2.46)	CREDIT
		11/20/2014	59160	100-0920-531.24-03	32.48	SC Floor Covers
			<b>Total for check: 48257</b>		<b>30.02</b>	

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MENASHA UTILITIES	48258	11/20/2014	MENASHA UTILITI	100-1008-541.22-03	43.23	Electric
				601-1020-543.22-03	25.48	Electric
				100-0704-552.22-03	280.71	Electric
				100-0704-552.22-05	409.00	Water/Sewer
				731-1022-541.22-03	1,165.82	Electric
				731-1022-541.22-05	437.00	Water/Sewer
				731-1022-541.22-06	901.88	Storm
				266-1028-543.22-06	73.13	Storm
				100-0801-521.22-03	1,302.10	Electric
				100-0801-521.22-05	364.01	Water/Sewer
				100-0801-521.22-06	62.72	Storm
				100-0000-123.00-00	942.90	Electric
				100-0000-123.00-00	263.59	Water/Sewer
				100-0000-123.00-00	45.41	Storm
				100-0801-521.22-03	73.21	Electric
				100-0601-551.22-03	3,476.05	Electric
				100-0601-551.22-05	489.32	Water/Sewer
				100-0601-551.22-06	103.75	Storm
				207-0707-552.22-05	198.60	Water/Sewer
				100-1019-552.22-03	187.74	Electric
				100-1019-552.22-05	12.38	Water/Sewer
				100-0000-123.00-00	6.20	Electric
				100-1001-514.22-05	12.38	Water/Sewer
				100-1001-514.22-06	2.50	Storm
				100-0703-553.22-03	1,420.67	Electric
				100-0703-553.22-05	34.42	Water/Sewer
				100-0703-553.22-06	667.51	Storm
				485-0304-562.22-06	33.13	Storm
				457-0304-562.22-06	2.50	Storm
				485-0304-562.22-06	15.00	Storm
				457-0304-562.21-10	32.27	Electric
				100-0305-562.22-06	5.00	Storm
				501-0304-562.22-06	253.76	Storm
				100-1008-541.22-03	290.49	Electric
				100-0000-123.00-00	18.60	Electric

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MENASHA UTILITIES...	48258...	11/20/2014...	MENASHA UTILITI...	100-1012-541.22-03	104.61	Electric	
				501-0304-562.22-03	15.46	Electric	
				501-0304-562.22-06	43.13	Storm	
				100-0304-562.22-03	30.52	Electric	
				625-0304-562.22-03	8.24	Electric	
				100-1013-541.22-03	32.54	Electric	
				100-1013-541.22-06	277.51	Storm	
				207-0707-552.22-03	498.86	Electric	
				207-0707-552.22-05	68.84	Water/Sewer	
				207-0707-552.22-06	48.76	Storm	
				100-0703-553.22-03	1,336.44	Electric	
				100-0703-553.22-05	(16,507.10)	Water/Sewer	
				100-0703-553.22-06	343.77	Storm	
				100-1001-514.22-03	1,416.25	Electric	
				100-1001-514.22-05	484.60	Water/Sewer	
				743-0403-513.21-04	167.75	Internet Charge	
				743-0403-513.21-04	2,310.40	Dark Fiber Charge	
				100-0305-562.22-06	2.50	Storm	
				100-1014-543.22-06	53.13	Storm	
				100-1019-552.22-03	156.34	Electric	
100-1019-552.22-05	82.42	Water/Sewer					
601-1020-543.22-03	31.41	Electric					
	11/20/2014	ST LIGHTS	100-1012-541.22-03		18,003.55	Oct Street Lighting	
			<b>Total for check: 48258</b>		<b>22,662.39</b>		
MORTON SAFETY	48259	11/20/2014	151185-00	100-0918-531.30-18	18.96	Fit Test Solution	
				151189-00	100-0918-531.30-18	38.68	Supplies
				<b>Total for check: 48259</b>	<b>57.64</b>		
NEENAH FOUNDRY	48260	11/20/2014	107061	601-1020-543.30-18	370.50	Adjusting Ring	
				625-1010-541.30-18	123.50	Adjusting Ring	
				<b>Total for check: 48260</b>	<b>494.00</b>		

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NEENAH-MENASHA SEWERAGE COMMISSION	48261	11/20/2014	2014-193	601-1021-543.21-01	11,402.30	Fox River Cleanup Legal
			<b>Total for check: 48261</b>		<b>11,402.30</b>	
NORTHEAST ASPHALT INC	48262	11/20/2014	1315087	100-1003-541.30-18	1,170.95	Asphalt
				100-1004-541.30-18	2,367.20	Asphalt
			<b>Total for check: 48262</b>		<b>3,538.15</b>	
ODB COMPANY	48263	11/20/2014	0065882-IN	731-1022-541.38-03	335.86	Motor Supports
		11/20/2014	0066076-IN	731-1022-541.38-03	1,510.17	Assembly
			<b>Total for check: 48263</b>		<b>1,846.03</b>	
OFFICE DEPOT	48264	11/20/2014	4942802	100-0903-531.30-10	160.79	Office Supplies
			<b>Total for check: 48264</b>		<b>160.79</b>	
OGDEN PLUMBING & HEATING INC	48265	11/20/2014	73175	100-0501-522.24-03	3,578.29	Repair Wtr Htr/St 36
			<b>Total for check: 48265</b>		<b>3,578.29</b>	
OUTAGAMIE COUNTY CLERK OF COURTS	48266	11/20/2014	OUTAGAMIE COUNT	100-0000-201.03-00	200.00	Bond/MEPD 14-103034
			<b>Total for check: 48266</b>		<b>200.00</b>	
PROFESSIONAL PROCESS SERVICE	48267	11/20/2014	14462	100-0000-123.00-00	74.00	115 Kaukauna St
			<b>Total for check: 48267</b>		<b>74.00</b>	
LIZ ROSIN	48268	11/20/2014	ROSIN	100-0903-531.33-01	25.40	October Expenses
				100-0903-531.33-04	2.00	October Expenses
			<b>Total for check: 48268</b>		<b>27.40</b>	

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SMT MANUFACTURING & SUPPLY	48269	11/20/2014	0030348-IN	731-1022-541.38-03	15.25	Bearing
			<b>Total for check: 48269</b>		<b>15.25</b>	
SPEEDY METALS LLC	48270	11/20/2014	4086111-AP	731-1022-541.38-03	53.09	Supplies
			<b>Total for check: 48270</b>		<b>53.09</b>	
SPORTS GRAPHICS	48271	11/20/2014	1014-130	100-0702-552.30-18	475.00	T-Shirts
			<b>Total for check: 48271</b>		<b>475.00</b>	
STAPLES ADVANTAGE	48272	11/20/2014	3246525050	731-1022-541.30-10	26.26	Office Supplies
				100-1001-514.30-18	24.84	Office Supplies
		11/20/2014	3246525054	100-0801-521.30-10	81.33	Office Supplies
			<b>Total for check: 48272</b>		<b>132.43</b>	
STREICHER'S INC	48273	11/20/2014	I1120758	100-0801-521.19-03	9.99	Badge Holder, Chain
		11/20/2014	I1120779	100-0801-521.19-03	135.47	Helmet Light/Knife
			<b>Total for check: 48273</b>		<b>145.46</b>	
SUPERIOR VISION INSURANCE PLAN	48274	11/20/2014	154610	100-0000-204.10-00	1,073.69	December Insurance
			<b>Total for check: 48274</b>		<b>1,073.69</b>	
TAPCO	48275	11/20/2014	I470664	100-1008-541.30-18	117.23	Replace Traffic Loop
			<b>Total for check: 48275</b>		<b>117.23</b>	
SHANE TAYLOR	48276	11/20/2014	000020	100-0304-562.21-06	50.00	Support ECOS Fox Valley
			<b>Total for check: 48276</b>		<b>50.00</b>	

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UNIFIRST CORPORATION	48277	11/20/2014	097 0175388	731-1022-541.20-01	113.33	Clothing/Supply Cleaning
			<b>Total for check: 48277</b>		<b>113.33</b>	
UNITED PAPER CORPORATION	48278	11/20/2014	84074	100-1016-543.30-18	108.60	Supplies
				266-1027-543.30-18	108.60	Supplies
				266-1028-543.30-18	108.60	Supplies
			<b>Total for check: 48278</b>		<b>325.80</b>	
UNITEL INC	48279	11/20/2014	39239	743-0403-513.24-04	178.00	Phone System Maint.
			<b>Total for check: 48279</b>		<b>178.00</b>	
UR WASHINSTUFF INC	48280	11/20/2014	10076	100-0801-521.29-04	74.23	September Car Washes
			<b>Total for check: 48280</b>		<b>74.23</b>	
VALLEY SEALCOAT INC	48281	11/20/2014	10529	100-0703-553.24-05	2,296.00	Trestle Trail Maintenance
			<b>Total for check: 48281</b>		<b>2,296.00</b>	
VERIZON WIRELESS	48282	11/20/2014	9734782461	100-0703-553.22-01	24.52	Cell Phones
				100-1001-514.22-01	42.51	Cell Phones
				207-0707-552.22-01	40.01	Cell Phones
		11/20/2014	9734782462	100-1002-541.22-01	144.63	Cell Phones
				625-1002-541.22-01	48.21	Cell Phones
				601-1020-543.22-01	22.44	Cell Phones
		11/20/2014	9734782463	100-1001-514.22-01	3.81	Cell Phone Charges
		11/20/2014	9734782464	100-0919-531.22-01	131.90	Health Dept
				100-0801-521.22-01	40.01	Investigator Ipad
		11/20/2014	9734782465	743-0403-513.22-01	61.09	Cell Phones
		11/20/2014	9734782466	100-0801-521.22-01	425.69	Police Dept
			<b>Total for check: 48282</b>		<b>984.82</b>	

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WAUSAU EQUIPMENT COMPANY INC	48283	11/20/2014	161579	731-1022-541.38-03	68.03	Springs
			<b>Total for check: 48283</b>		<b>68.03</b>	
WG INC	48284	11/20/2014	216352	100-0703-553.30-18	25.10	Signs
			<b>Total for check: 48284</b>		<b>25.10</b>	
WINNEBAGO COUNTY CLERK OF COURTS	48285	11/20/2014	WINNEBAGO COUNT	100-0000-201.03-00	135.00	Bond/MEPD 14-103034
			<b>Total for check: 48285</b>		<b>135.00</b>	
WINNEBAGO COUNTY TREASURER	48286	11/20/2014	LF121556	100-1016-543.25-01	14,794.92	Oct Haul to Outagamie
				100-1017-543.25-01	3,986.28	Oct Haul to Outagamie
				266-1027-543.25-01	439.75	Oct Haul to Outagamie
		11/20/2014	WINNEBAGO COUNT	100-0000-201.03-00	100.00	Dog Licenses 7401-7420
				100-0000-201.03-00	50.75	Dog Licenses 7301-7313
				100-0000-201.03-00	91.00	Dog Licenses 7251-7274
			<b>Total for check: 48286</b>		<b>19,462.70</b>	
WISCONSIN DEPT OF JUSTICE	48287	11/20/2014	L7101T	100-0801-521.21-06	63.00	Name Searches
			<b>Total for check: 48287</b>		<b>63.00</b>	
WISCONSIN FBI NATIONAL ACADEMY	48288	11/20/2014	WISCONSIN FBI	100-0801-521.34-03	28.00	Meeting
			<b>Total for check: 48288</b>		<b>28.00</b>	
ZEP SALES & SERVICE	48289	11/20/2014	9001284133	731-1022-541.30-18	252.00	Supplies
			<b>Total for check: 48289</b>		<b>252.00</b>	
					<b>85,007.24</b>	

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ACC PLANNED SERVICE INC	48290	11/24/2014	13475	100-0601-551.24-03	430.56	Maintenance
			<b>Total for check: 48290</b>		<b>430.56</b>	
BAKER & TAYLOR INC	48292	11/24/2014	2029858036	100-0601-551.30-14	329.53	Library Materials
		11/24/2014	2029860090	100-0601-551.30-14	216.68	Library Materials
		11/24/2014	2029874605	100-0601-551.30-14	655.15	Library Materials
		11/24/2014	2029895863	100-0601-551.30-14	453.44	Library Materials
		11/24/2014	2029898019	100-0601-551.30-14	180.12	Library Materials
		11/24/2014	2029910171	100-0601-551.30-14	681.81	Library Materials
		11/24/2014	2029922632	100-0601-551.30-14	269.68	Library Materials
		11/24/2014	2029936094	100-0601-551.30-14	607.30	Library Materials
		11/24/2014	2029948988	100-0601-551.30-14	225.11	Library Materials
		11/24/2014	2029952901	100-0601-551.30-14	872.05	Library Materials
		11/24/2014	2029953242	100-0601-551.30-14	3.14	Library Materials
		11/24/2014	5013320127	100-0601-551.30-14	152.14	Library Materials
		11/24/2014	5013339256	100-0601-551.30-14	70.00	Library Materials
		11/24/2014	5013359379	100-0601-551.30-14	130.19	Library Materials
		11/24/2014	M52949670	100-0601-551.30-14	64.77	Library Materials
		11/24/2014	M53282090	100-0601-551.30-14	107.95	Library Materials
		11/24/2014	M53710770	100-0601-551.30-14	64.77	Library Materials
			<b>Total for check: 48292</b>		<b>5,083.83</b>	
NANCY BARKER	48293	11/24/2014	BARKER NANCY	100-0601-551.20-05	25.00	Dec 16 Program
			<b>Total for check: 48293</b>		<b>25.00</b>	
BLACKSTONE AUDIO INC	48294	11/24/2014	733580	100-0601-551.30-14	200.00	Library Materials
			<b>Total for check: 48294</b>		<b>200.00</b>	
JOE BONGERS	48295	11/24/2014	BONGERS, JOE	100-0601-551.34-01	44.00	WLA Conference

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JOE BONGERS...	48295...	11/24/2014...	BONGERS, JOE...	100-0601-551.33-03	49.50	WLA Conference
			<b>Total for check: 48295</b>		<b>93.50</b>	
CDW GOVERNMENT INC	48296	11/24/2014	QC85040	100-0601-551.30-10	74.38	Ink
		11/24/2014	QM10176	100-0601-551.30-10	81.60	Toner
			<b>Total for check: 48296</b>		<b>155.98</b>	
CENTER POINT LARGE PRINT	48297	11/24/2014	1224370	100-0601-551.30-14	133.02	Library Materials
			<b>Total for check: 48297</b>		<b>133.02</b>	
DEMCO INC	48298	11/24/2014	5429629	100-0601-551.30-18	18.87	Supplies
		11/24/2014	5451640	100-0601-551.30-18	495.19	Supplies
		11/24/2014	5457835	100-0601-551.30-18	151.81	Supplies
				100-0601-551.30-10	12.09	Office Supplies
			<b>Total for check: 48298</b>		<b>677.96</b>	
EBSCO INDUSTRIES INC	48299	11/24/2014	1485067	100-0601-551.30-14	6,378.54	Library Materials
			<b>Total for check: 48299</b>		<b>6,378.54</b>	
FINDAWAY WORLD LLC	48300	11/24/2014	139485	100-0601-551.30-14	127.48	Library Materials
		11/24/2014	139494	100-0601-551.30-14	981.58	Library Materials
			<b>Total for check: 48300</b>		<b>1,109.06</b>	
GALE	48301	11/24/2014	53452009	100-0601-551.30-14	107.16	Library Materials
		11/24/2014	53463732	100-0601-551.30-14	86.37	Library Materials
		11/24/2014	53477093	100-0601-551.30-14	26.39	Library Materials
		11/24/2014	53513594	100-0601-551.30-14	38.92	Library Materials
		11/24/2014	53562159	100-0601-551.30-14	23.20	Library Materials
		11/24/2014	53647348	100-0601-551.30-14	212.70	Library Materials
		11/24/2014	53669563	100-0601-551.30-14	29.59	Library Materials

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GALE...	48301...	11/24/2014	53670038	100-0601-551.30-14	143.95	Library Materials
			<b>Total for check: 48301</b>		<b>668.28</b>	
KITZ & PFEIL INC	48302	11/24/2014	101614-0097	100-0601-551.30-18	12.99	Batteries
			<b>Total for check: 48302</b>		<b>12.99</b>	
LERNER PUBLISHING GROUP	48303	11/24/2014	1152318	100-0601-551.30-14	20.26	Library Materials
			<b>Total for check: 48303</b>		<b>20.26</b>	
MADER NEWS AGENCY INC	48304	11/24/2014	38042	100-0601-551.30-14	129.56	Subscriptions
			<b>Total for check: 48304</b>		<b>129.56</b>	
MIDWEST TAPE	48305	11/24/2014	0092227191	100-0601-551.30-14	153.89	Library Materials
		11/24/2014	0092227193	100-0601-551.30-14	114.95	Library Materials
		11/24/2014	0092246577	100-0601-551.30-14	71.96	Library Materials
		11/24/2014	0092267165	100-0601-551.30-14	31.98	Library Materials
		11/24/2014	0092290571	100-0601-551.30-14	12.99	Library Materials
		11/24/2014	0092308765	100-0601-551.30-14	246.88	Library Materials
		11/24/2014	0092308767	100-0601-551.30-14	68.97	Library Materials
			<b>Total for check: 48305</b>		<b>701.62</b>	
MODERN BUSINESS MACHINES	48306	11/24/2014	26360448	100-0601-551.24-04	625.56	Copier Contract
			<b>Total for check: 48306</b>		<b>625.56</b>	
OFFICE DEPOT CREDIT PLAN	48307	11/24/2014	9864163	100-0601-551.30-10	71.15	Supplies
			<b>Total for check: 48307</b>		<b>71.15</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>
PENWORTHY COMPANY	48308	11/24/2014	0002752-IN	100-0601-551.30-14	741.99	Library Materials
	<b>Total for check: 48308</b>				<b>741.99</b>	
PIGGLY WIGGLY MIDWEST LLC	48309	11/24/2014	PWM-001176	100-0601-551.30-16	44.81	
	<b>Total for check: 48309</b>				<b>44.81</b>	
RANDOM HOUSE INC	48310	11/24/2014	1081589604	100-0601-551.30-14	26.25	Library Materials
		11/24/2014	1081650860	100-0601-551.30-14	33.75	Library Materials
		11/24/2014	1081720201	100-0601-551.30-14	33.75	Library Materials
	<b>Total for check: 48310</b>				<b>93.75</b>	
RECORDED BOOKS LLC	48312	11/24/2014	75017198	100-0601-551.30-14	99.00	Library Materials
		11/24/2014	75017954	100-0601-551.30-14	62.98	Library Materials
		11/24/2014	75018297	100-0601-551.30-14	22.49	Library Materials
		11/24/2014	75018320	100-0601-551.30-14	80.98	Library Materials
		11/24/2014	75018585	100-0601-551.30-14	26.99	Library Materials
		11/24/2014	75019428	100-0601-551.30-14	74.20	Library Materials
		11/24/2014	75019970	100-0601-551.30-14	58.48	Library Materials
		11/24/2014	75020592	100-0601-551.30-14	22.49	Library Materials
		11/24/2014	75022137	100-0601-551.30-14	82.20	Library Materials
		11/24/2014	75023071	100-0601-551.30-14	99.00	Library Materials
		11/24/2014	75023491	100-0601-551.30-14	118.15	Library Materials
		11/24/2014	75027272	100-0601-551.30-14	35.99	Library Materials
		11/24/2014	75028285	100-0601-551.30-14	13.49	Library Materials
		11/24/2014	75028666	100-0601-551.30-14	17.99	Library Materials
		11/24/2014	75032494	100-0601-551.30-14	82.20	Library Materials
		11/24/2014	75032945	100-0601-551.30-14	31.45	Library Materials
	11/24/2014	75035701	100-0601-551.30-14	22.48	Library Materials	
<b>Total for check: 48312</b>				<b>950.56</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>
SERVICEMASTER BUILDING MAINTENANCE	48313	11/24/2014	14133	100-0601-551.20-01	1,425.00	Janitorial Service
			<b>Total for check: 48313</b>		<b>1,425.00</b>	
SHOWCASES	48314	11/24/2014	282353	100-0601-551.30-14	61.95	Library Materials
		11/24/2014	282354	100-0601-551.30-14	32.38	Library Materials
			<b>Total for check: 48314</b>		<b>94.33</b>	
SYNCB/AMAZON	48317	11/24/2014	019811936506	100-0601-551.30-14	32.94	Library Materials
		11/24/2014	01981567978	100-0601-551.30-14	78.94	Library Materials
		11/24/2014	019815952628	100-0601-551.30-14	44.37	Library Materials
		11/24/2014	019819372614	100-0601-551.30-14	29.97	Library Materials
		11/24/2014	02040404755082	100-0601-551.30-14	21.46	Library Materials
		11/24/2014	020404286800	100-0601-551.30-14	86.91	Library Materials
		11/24/2014	020404395413	100-0601-551.30-14	57.98	Library Materials
		11/24/2014	020407814684	100-0601-551.30-14	(1.19)	Library Materials/CREDITS
		11/24/2014	020408723100	100-0601-551.30-14	50.97	Library Materials
		11/24/2014	045170258682	100-0601-551.30-14	35.93	Library Materials
		11/24/2014	045171024918	100-0601-551.30-14	(3.00)	Library Materials/CREDITS
		11/24/2014	045171226737	100-0601-551.30-14	152.85	Library Materials
		11/24/2014	045172168625	100-0601-551.30-14	(3.09)	Library Materials/CREDITS
		11/24/2014	045173806188	100-0601-551.30-14	45.00	Library Materials
		11/24/2014	045174590714	100-0601-551.30-14	(0.09)	Library Materials/CREDITS
		11/24/2014	045175391169	100-0601-551.30-14	29.96	Library Materials
		11/24/2014	045176679109	100-0601-551.30-14	9.00	Library Materials
		11/24/2014	045176815271	100-0601-551.30-14	(4.00)	Library Materials/CREDITS
		11/24/2014	045177374190	100-0601-551.30-14	84.80	Library Materials
		11/24/2014	045177835570	100-0601-551.30-14	22.70	Library Materials
		11/24/2014	045178896726	100-0601-551.30-14	171.83	Library Materials
		11/24/2014	045179383677	100-0601-551.30-14	(3.89)	Library Materials/CREDITS
		11/24/2014	083911168128	100-0601-551.30-14	50.97	Library Materials
		11/24/2014	083915641748	100-0601-551.30-14	72.96	Library Materials
		11/24/2014	102671959012	100-0601-551.30-14	(2.28)	Library Materials/CREDITS
		11/24/2014	102672983703	100-0601-551.30-14	41.76	Library Materials

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SYNCB/AMAZON...	48317...	11/24/2014	124804426581	100-0601-551.30-14	27.29	Library Materials
		11/24/2014	149570326679	100-0601-551.30-14	27.99	Library Materials
		11/24/2014	149573995620	100-0601-551.30-14	(0.98)	Library Materials/CREDITS
		11/24/2014	149576563756	100-0601-551.30-14	361.96	Library Materials
		11/24/2014	149577112040	100-0601-551.30-14	(1.96)	Library Materials/CREDITS
		11/24/2014	149577148531	100-0601-551.30-14	361.91	Library Materials
		11/24/2014	149579219995	100-0601-551.30-14	104.82	Library Materials
		11/24/2014	187480264514	100-0601-551.30-14	46.96	Library Materials
		11/24/2014	187480783686	100-0601-551.30-14	19.95	Library Materials
		11/24/2014	187482641628	100-0601-551.30-14	94.20	Library Materials
		11/24/2014	187483432814	100-0601-551.30-14	13.69	Library Materials
		11/24/2014	248020424288	100-0601-551.30-14	36.89	Library Materials
		11/24/2014	248025765608	100-0601-551.30-14	212.80	Library Materials
		11/24/2014	248025790200	100-0601-551.30-14	294.78	Library Materials
		11/24/2014	248029490689	100-0601-551.30-14	221.20	Library Materials
		11/24/2014	254943557082	100-0601-551.30-14	59.95	Library Materials
		11/24/2014	254944587046	100-0601-551.30-14	(0.01)	Library Materials/CREDITS
		11/24/2014	254945573427	100-0601-551.30-14	(0.01)	Library Materials/CREDITS
		11/24/2014	254948563531	100-0601-551.30-14	167.81	Library Materials
				<b>Total for check: 48317</b>		<b>3,153.00</b>
VANESSA TAYLIR	48318	11/24/2014	TAYLIR VANESSA	100-0601-551.34-01	109.00	WLA Conference
				100-0601-551.33-03	23.00	WLA Conference
			<b>Total for check: 48318</b>		<b>132.00</b>	
SUSAN THELEN	48319	11/24/2014	THELEN SUSAN	100-0601-551.30-14	60.00	Receipt 406122/Reimburse
			<b>Total for check: 48319</b>		<b>60.00</b>	
UNIQUE MANAGEMENT SERVICES INC	48320	11/24/2014	295272	100-0000-441.19-00	313.25	Collection Agency Fees
			<b>Total for check: 48320</b>		<b>313.25</b>	

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US BANK EQUIPMENT FINANCE	48321	11/24/2014	265633313	100-0601-551.24-04	142.03	Contract Payment
			<b>Total for check: 48321</b>		<b>142.03</b>	
WINNEFOX AUTOMATED LIBRARY SYSTEM	48322	11/24/2014	2459	100-0601-551.30-11	126.63	Postage
		11/24/2014	WINNEFOX	100-0601-551.25-01	5,000.00	Technology
			<b>Total for check: 48322</b>		<b>5,126.63</b>	
WISCONSIN DEPT OF JUSTICE	48323	11/24/2014	G3228	100-0601-551.21-06	14.00	Name Searches
			<b>Total for check: 48323</b>		<b>14.00</b>	
WOOD BOILER SOLUTIONS LLC	48324	11/24/2014	8093	100-0601-551.24-03	59.14	Cooling Tower
			<b>Total for check: 48324</b>		<b>59.14</b>	
					<b>28,867.36</b>	

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ACCESSDATA GROUP LLC	48325	11/26/2014	00139819	743-0403-513.24-04	1,063.05	Standalone License Renew
			<b>Total for check: 48325</b>		<b>1,063.05</b>	
AIRGAS USA LLC	48326	11/26/2014	9922365722	731-1022-541.30-18	155.00	Cylinder Lease Renewal
				100-0703-553.30-18	77.50	Cylinder Lease Renewal
		11/26/2014	9922622552	100-0703-553.30-18	18.48	Cylinder Rental
		11/26/2014	9922622554	731-1022-541.30-18	180.69	Cylinder Rental
			<b>Total for check: 48326</b>		<b>431.67</b>	
APARSI SOLUTIONS LLC	48327	11/26/2014	APA 6241	100-0801-521.21-06	105.00	Interpretors
			<b>Total for check: 48327</b>		<b>105.00</b>	
APPLETON SIGN COMPANY	48328	11/26/2014	7025	100-0801-521.29-04	101.42	Vinyl Graphics on Squad
			<b>Total for check: 48328</b>		<b>101.42</b>	
CITY OF APPLETON	48329	11/26/2014	222078	100-0918-531.21-06	500.00	Preparedness Agreement
			<b>Total for check: 48329</b>		<b>500.00</b>	
ASSOCIATED APPRAISAL CONSULTANTS	48330	11/26/2014	18502	100-0402-513.21-09	4,991.67	Professional Services
				100-0402-513.30-11	12.00	Postage
		11/26/2014	18503	100-0402-513.21-09	59.76	Internet Postings
			<b>Total for check: 48330</b>		<b>5,063.43</b>	
AT&T	48331	11/26/2014	920R09453011	100-1001-514.22-01	113.90	Alarms
				601-1020-543.22-01	292.50	Alarms
			<b>Total for check: 48331</b>		<b>406.40</b>	

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BILLY JOY LLC	48332	11/26/2014	BILLY JOY LLC	203-0306-562.70-01	20,000.00	Facade Loan Lemon Loves Lime
			<b>Total for check: 48332</b>		<b>20,000.00</b>	
CDW GOVERNMENT INC	48333	11/26/2014	QL31314	743-0403-513.24-04	1,206.04	2 Windows Serv 2012 Lic
			<b>Total for check: 48333</b>		<b>1,206.04</b>	
CRESCENT ELECTRIC SUPPLY COMPANY	48334	11/26/2014	S500035359.001	100-0703-553.24-03	345.27	Ceil VP Fix
		11/26/2014	S500065588.001	100-0801-521.24-03	14.27	Hpslmp
		11/26/2014	S500065591.001	100-0801-521.24-03	37.45	C Lev Blk Conn-N5-OR
		11/26/2014	S500070817.001	100-0703-553.30-18	82.78	Fountain
		11/26/2014	S500070826.001	100-0704-552.24-03	298.99	Pool
		11/26/2014	S500070826.002	100-0704-552.24-03	29.18	Pool
		11/26/2014	S500080109.001	100-0703-553.30-18	323.55	Wire
		11/26/2014	S500080296.001	100-0703-553.30-18	(24.87)	CREDIT
			<b>Total for check: 48334</b>		<b>1,106.62</b>	
DIGIPRINT	48335	11/26/2014	145261	731-1022-541.29-01	122.00	Envelopes
				100-0000-134.00-00	(54.00)	Envelopes
			<b>Total for check: 48335</b>		<b>68.00</b>	
DUMKE & ASSOCIATES &	48336	11/26/2014	316 RACINE ST	100-0903-531.29-06	2,163.33	316 Racine St
			<b>Total for check: 48336</b>		<b>2,163.33</b>	
EVANS TITLE COMPANIES	48337	11/26/2014	925-650201976	501-0304-562.21-08	155.00	870 Fountain Way
			<b>Total for check: 48337</b>		<b>155.00</b>	
FAMILY THERAPY & ANXIETY CENTER	48338	11/26/2014	FAMILY THERAPY	100-0801-521.34-02	192.50	Training/Meetings
			<b>Total for check: 48338</b>		<b>192.50</b>	

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FIRST SUPPLY LLC - APPLETON	48339	11/26/2014	2816553-00	100-0704-552.24-04	63.20	Pressure Switch
			<b>Total for check: 48339</b>		<b>63.20</b>	
GRIESBACH READY-MIX LLC	48340	11/26/2014	3170	100-1009-541.82-02	601.50	Sidewalk Construction
		11/26/2014	3180	100-1009-541.82-02	909.75	Concrete/DePere St
			<b>Total for check: 48340</b>		<b>1,511.25</b>	
GUNDERSON CLEANERS	48341	11/26/2014	220073	100-0801-521.30-13	34.66	Mats & Towels
			<b>Total for check: 48341</b>		<b>34.66</b>	
GUSTMAN CHEVROLET SALES INC	48342	11/26/2014	33914	731-1022-541.38-03	133.70	Lamps
		11/26/2014	33958	731-1022-541.38-03	62.00	Housing
		11/26/2014	33961	731-1022-541.38-03	4.49	Bolts
			<b>Total for check: 48342</b>		<b>200.19</b>	
HORST DISTRIBUTING INC	48343	11/26/2014	43414-000	731-1022-541.38-03	43.16	Fuel Cap
			<b>Total for check: 48343</b>		<b>43.16</b>	
JOE'S POWER CENTER	48344	11/26/2014	153822	100-1003-541.30-15	203.96	Replace Handheld Blower
			<b>Total for check: 48344</b>		<b>203.96</b>	
LORETTA KJEMHUS	48345	11/26/2014	KJEMHUS	100-0909-531.33-01	2.45	Sept/Oct Expenses
		11/26/2014	KJEMHUS, LORETT	100-0903-531.33-01	10.90	Sept/Oct Expenses
				100-0918-531.33-01	8.85	Sept/Oct Expenses
			<b>Total for check: 48345</b>		<b>22.20</b>	
KUNDINGER FLUID POWER INC	48346	11/26/2014	50307099	731-1022-541.38-03	20.57	Coupling
			<b>Total for check: 48346</b>		<b>20.57</b>	

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LARK UNIFORM OUTFITTERS INC	48347	11/26/2014	180972	100-0801-521.19-03	142.99 PD	
			<b>Total for check: 48347</b>		<b>142.99</b>	
LEVENHAGEN CORPORATION	48348	11/26/2014	054669A-IN	207-0707-552.24-02	31.89 Gas Tank Supplies	
		11/26/2014	86234	207-0707-552.38-01	538.94 Fuel	
			<b>Total for check: 48348</b>		<b>570.83</b>	
LINCOLN CONTRACTORS SUPPLY INC	48349	11/26/2014	J60976	100-1003-541.30-15	167.49 Supplies	
			<b>Total for check: 48349</b>		<b>167.49</b>	
MANDERFIELD BAKERY	48350	11/26/2014	460829	100-0204-512.20-02	87.50 Poll Workers	
			<b>Total for check: 48350</b>		<b>87.50</b>	
MATTHEWS TIRE & SERVICE CENTER	48351	11/26/2014	52735	731-1022-541.38-02	52.04 Flat Repair	
			<b>Total for check: 48351</b>		<b>52.04</b>	
MCKAY NURSERY COMPANY	48352	11/26/2014	10-22-1448385	100-0706-561.30-18	3,765.00 Trees	
		11/26/2014	10-31-1448615	100-0706-561.30-18	125.00 Freight	
			<b>Total for check: 48352</b>		<b>3,890.00</b>	
MENARDS-APPLETON EAST	48353	11/26/2014	59314	100-0703-553.30-18	15.96 White Stake Flags	
		11/26/2014	59457	100-0703-553.30-18	6.97 Supplies	
		11/26/2014	59767	100-0801-521.24-03	90.53 Dash Cam Battery Holder	
			<b>Total for check: 48353</b>		<b>113.46</b>	
MENASHA NEENAH MUNICIPAL COURT	48354	11/26/2014	MENASHA NEENAH	100-0000-201.03-00	149.00 Bond/MEPD #MP14-266	
				100-0000-201.03-00	187.00 Bond/MEPD #MP14-249	
			<b>Total for check: 48354</b>		<b>336.00</b>	

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MID-AMERICAN RESEARCH CHEMICAL	48355	11/26/2014	0537513-IN	731-1022-541.30-18	343.00	Cleaning Supplies
			<b>Total for check: 48355</b>		<b>343.00</b>	
MODERN BUSINESS MACHINES	48356	11/26/2014	26358692	743-0403-513.29-01	243.10	Monthly Print Agreement
			<b>Total for check: 48356</b>		<b>243.10</b>	
MORTON SAFETY	48357	11/26/2014	151333-00	100-0703-553.30-18	39.15	Supplies
			<b>Total for check: 48357</b>		<b>39.15</b>	
NEENAH MAIN AUTO BODY INC	48358	11/26/2014	18316	100-0801-521.29-04	461.20	Vehicle Repair
			<b>Total for check: 48358</b>		<b>461.20</b>	
CITY OF NEENAH	48359	11/26/2014	NM FIRE SVCS	100-0501-522.25-01	259,082.00	Fire/Rescue Services
			<b>Total for check: 48359</b>		<b>259,082.00</b>	
NETWORK HEALTH SYSTEM INC	48360	11/26/2014	325227	100-0202-512.21-06	124.00	Screenings
			<b>Total for check: 48360</b>		<b>124.00</b>	
LINDA PALMBACH	48361	11/26/2014	PALMBACH, LINDA	100-0903-531.33-01	19.15	October Expenses
			<b>Total for check: 48361</b>		<b>19.15</b>	
PERSONNEL EVALUATION INC	48362	11/26/2014	11226	100-0801-521.21-06	240.00	October
			<b>Total for check: 48362</b>		<b>240.00</b>	
ROCKET TOWING	48363	11/26/2014	ROCKET TOWING	100-0801-521.29-04	339.00	MPD Incident 14-102449
			<b>Total for check: 48363</b>		<b>339.00</b>	

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DR TERESA RUDOLPH	48364	11/26/2014	RUDOLPH, TERESA	100-0903-531.21-05	150.00	City Physician
			<b>Total for check: 48364</b>		<b>150.00</b>	
DIANE SCHABACH	48365	11/26/2014	SCHABACH DIANE	207-0707-552.30-18	829.61	Credit Card Process Fee
			<b>Total for check: 48365</b>		<b>829.61</b>	
STAPLES ADVANTAGE	48366	11/26/2014	3246525039	100-0702-552.30-10	22.72	Supplies
				100-0304-562.30-10	52.40	Supplies
				100-1002-541.30-10	54.39	Supplies
				100-1001-514.30-10	25.26	Supplies
				100-0301-523.30-18	96.89	Supplies
				625-1002-541.30-10	18.13	Supplies
		11/26/2014	3247443602	100-0401-513.30-10	93.87	Supplies
				100-0401-513.30-10	(93.87)	Fix Transaction
		11/26/2014	3247443606	731-1022-541.30-10	18.99	Supplies
			<b>Total for check: 48366</b>		<b>288.78</b>	
SUNGARD PUBLIC SECTOR INC	48367	11/26/2014	90454	743-0403-513.24-04	2,806.00	Mthly Acctg System Maint
			<b>Total for check: 48367</b>		<b>2,806.00</b>	
TAPCO	48368	11/26/2014	1471205	100-1008-541.30-18	23.18	Supplies
			<b>Total for check: 48368</b>		<b>23.18</b>	
UNIFIRST CORPORATION	48369	11/26/2014	097 0175857	731-1022-541.20-01	107.33	Clothing/Supply Cleaning
			<b>Total for check: 48369</b>		<b>107.33</b>	
UNITED WAY FOX CITIES	48370	11/26/2014	20141126	100-0000-202.09-00	31.75	PAYROLL SUMMARY
			<b>Total for check: 48370</b>		<b>31.75</b>	

**AP Check Register**  
**Check Date: 11/26/2014**

<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>
VALLEY GRINDING & MANUFACTURING INC	48371	11/26/2014	198159	731-1022-541.38-03	109.20	Sharpening
			<b>Total for check: 48371</b>		<b>109.20</b>	
JANET VAN LANKVELT	48372	11/26/2014	VAN LANKVELT	100-0000-201.12-00	143.52	Senior Ctr Quilters/Reimb
			<b>Total for check: 48372</b>		<b>143.52</b>	
WE ENERGIES	48373	11/26/2014	WE ENERGIES	100-0000-123.00-00	169.77	N-M Fire Dept
				100-1001-514.22-04	367.75	City Hall
				100-0801-521.22-04	234.44	Police
				100-0920-531.22-04	43.74	Senior Center
				100-0601-551.22-04	439.80	Library
				100-0703-553.22-04	268.09	Parks
				100-0704-552.22-04	43.20	Pool
				207-0707-552.22-04	32.77	Marina
				731-1022-541.22-04	197.74	Garage
		11/26/2014	WE ENERGIES	100-0703-553.22-04	8.99	2170 Plank Road
			<b>Total for check: 48373</b>		<b>1,806.29</b>	
WINNEBAGO COUNTY TREASURER	48374	11/26/2014	LF121466	266-1027-543.25-01	42.00	Computers/Electronics
			<b>Total for check: 48374</b>		<b>42.00</b>	
WISCONSIN CHIEFS OF POLICE ASSN INC	48375	11/26/2014		100-0801-521.21-06	377.50	Police Exams
			<b>Total for check: 48375</b>		<b>377.50</b>	
WISCONSIN SUPPORT COLLECTIONS	48376	11/26/2014	20141126	100-0000-202.03-00	632.88	PAYROLL SUMMARY
			<b>Total for check: 48376</b>		<b>632.88</b>	
					<b>308,260.60</b>	



To: Menasha Common Council  
From: Jenny Groeschel and Ginger Tralongo, Police Records  
RE: Beverage Operator License (Bartender) Applicants  
Date: November 25, 2014

The below individuals have applied for a bartender license to serve, dispense and/or sell alcohol at a licensed establishment within the City. They have all met the criteria under the "Guidelines for Operator Licenses" approved by the Common Council. Therefore, staff is recommending the following people be **APPROVED** for an Operator's License for the 2013-2015 licensing period:

Amy Johnson

The following individual has applied for a bartender license to serve, dispense and/or sell alcohol at a licensed establishment in the City. They have not met the criteria under the "Guidelines for Operator Licenses" approved by the Common Council. Therefore, staff is recommending the following person be **DENIED** an Operator's License:

Kristin Schupp

cc: chief via email

CITY OF MENASHA  
ALCOHOL OPERATORS LICENSE APPLICATION

Current Certification -  
Bootleggers in Greenville

Establishment of Employment The Locker Room  
SPECIAL EVENT \_\_\_\_\_ PROVISIONAL (TEMP)  REGULAR \_\_\_\_\_ RENEWAL \_\_\_\_\_

Name Schupp Kristia L  
Last First Middle

Address 019 S. Lyndale Drive APT 4 APPLETON WI 54914  
Street City State/Zip Code

Phone \_\_\_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_ Eyes \_\_\_\_\_ Hair \_\_\_\_\_ Sex \_\_\_\_\_ Race \_\_\_\_\_

Birth Date \_\_\_\_\_ Age \_\_\_\_\_ Birthplace \_\_\_\_\_

Scars, Marks, Tattoos \_\_\_\_\_  
Drivers License No. \_\_\_\_\_ State of Issue \_\_\_\_\_  
Expiration Date \_\_\_\_\_

NOTE: A license may be denied if applicant fails to provide accurate information or if the information is incomplete! Please read this section carefully.

Please explain all yes answers completely on the back of this form!

Do you currently have any criminal charges **pending** against you? N  
Have you ever been **convicted** of a felony? N  
Have you ever been **convicted** of a misdemeanor? N  
Have you ever been **convicted** of operating a motor vehicle while under the influence of an intoxicant or drug? N  
Have you ever been **convicted** of any law statute or ordinance pertaining to the use or sale of alcohol (including drinking alcohol underage)? YES  
Have you ever been **convicted** of any law, statute or ordinance pertaining to the possession, use or sale illegal drugs? N

I UNDERSTAND THAT THE APPLICATION FEE WILL NOT BE RETURNED IF LICENSE IS DENIED.

SIGNATURE K Schupp Date 11/20/14

WITNESS \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Denied X Expiration Date \_\_\_\_\_  
Chief of Police W. J. [Signature] Date 11/20/14  
Comments: Habitual law offender

REVOKED FOR VIOLATION: \_\_\_\_\_

Please answer all yes questions from the front of this form completely! Include correct charges, date of offense, and sentence. Failure to include all information or inaccurate information may result in the denial of your application!

was in training for a different bartending job in 2011 and a customer ordered an alcoholic beverage. I asked for ID and the manager of the bar told me it was OK - I didn't need to see it. He was of age, and came in often. Later that night the police came in to do a random ID check and that customer was NOT of age. I got the fine because I was behind the bar. in Blackcreek, Outagamie Co. paid fine



November 20, 2014

Kristin L. Schupp  
619 S. Lynndale Drive, Apt. 4  
Appleton, WI 54914

Re: City of Menasha Alcohol Operator's License Application

Dear Ms. Schupp,

Upon conducting a background investigation in relationship to your alcohol operator's license application, the following information was determined:

On October 1, 2014 you were convicted of Operating after Revocation in the Town of Grand Chute Municipal Court.

On September 10, 2014 you were convicted of Operating after Revocation in the Town of Grand Chute Municipal Court.

On June 4, 2014 you were convicted of Operating after Revocation in the Village of Hortonville Municipal Court.

On April 2, 2014 you were convicted of Operating after Revocation in the Outagamie County Circuit Court.

On April 2, 2014 you were found guilty of Operating after Revocation in the Village of Hortonville Municipal Court.

On March 25, 2014 you were found guilty of Operating after Revocation in the Winnebago County Circuit Court.

On March 19, 2014 you were found guilty of Operating after Revocation in the Neenah/Menasha Municipal Court.

On June 13, 2014 you were convicted of Operating after Revocation in the Outagamie County Circuit Court.

On January 22, 2014 you were found guilty of Operating after Revocation in the Outagamie County Circuit Court.

On December 2, 2013 you were found guilty of Operating after Revocation in the Calumet County Circuit Court.

On November 13, 2013 you were found guilty of Operating after Revocation in the Town of Grand Chute Municipal Court.

On October 2, 2013 you were found guilty of Operating after Revocation in the Town of Grand Chute Municipal Court.

On June 19, 2013 you were found guilty of Operating after Revocation in the Outagamie County Circuit Court.

On May 15, 2013 you were found guilty of Operating after Revocation in the Outagamie County Circuit Court.

On April 24, 2013 you were found guilty of Operating after Revocation in the Outagamie County Circuit Court.

On April 3, 2013 you were found guilty of Operating after Revocation in the Outagamie County Circuit Court.

On March 13, 2013 you were found guilty of Operating after Revocation in the Outagamie County Circuit Court.

On March 13, 2013 you were found guilty of Operating after Revocation in the Neenah/Menasha Municipal Court.

On February 13, 2013 you were found guilty of Operating after Revocation in the Outagamie County Circuit Court.

On February 6, 2013 you were found guilty of Operating after Revocation in the Outagamie County Circuit Court.

On January 16, 2013 you were found guilty of Operating after Revocation in the Outagamie County Circuit Court.

In addition to these listed charges, your driving record reflects similar type convictions going all the way back to 2010.

Based on this background investigation, I will be recommending that the city of Menasha Common Council deny your request for an alcohol operator's license in the city of Menasha, because under Guideline 3 you are considered a Habitual Law Offender.

Engaging in bartending involves the purchase and sale of a closely regulated substance/alcohol. Individuals granted an operator's license must act in cooperation with Law Enforcement to enforce the alcohol beverage laws, drunk driving laws and assist with minimizing disturbances of the peace in maintaining the safety of the community. The incidents that you have been convicted of substantially relate to the license for which you have applied and arose out of separate incidents which occurred within a short period of time within the last five years.

The city of Menasha Police Department is recommending to the city of Menasha Common Council that they deny your application for an alcohol operator's license with the city of Menasha. The recommendation will be given to the Common Council at its next meeting on Monday, December 1, 2014 at 6:00 p.m. or shortly thereafter. Should you wish to provide comment to the Common Council on your application you may do so during the public participation portion of the meeting.

Sincerely,

Lt. Ron Bouchard  
Investigative Services  
City of Menasha Police Department

2244 Fox Heights Lane, Suite 101  
Green Bay, WI 54304

(920) 497-1849 work  
(920) 497-3559 fax



Residential • Commercial • Governmental • Litigation

Appleton Fox Clinic  
(920) 735-1414

[www.steiroappraisal.com](http://www.steiroappraisal.com)

October 9, 2014

Jolene Brod  
Review Appraiser, WCGA #1339- Bureau of Facilities and Lands/Land Division  
Wisconsin Department of Natural Resources  
2984 Shawano Ave., Green Bay, WI 54313  
(920) 662-5155  
[Jolene.Brod@wisconsin.gov](mailto:Jolene.Brod@wisconsin.gov)

RE: Amendment to Land Exchange Appraisal between the City of Menasha and Lynn Schmalz, Walter Schmalz, & WLS Investments, LLC located in Section 18, Township 20 North, Range 18 East, City of Menasha, Calumet County, Wisconsin.

Dear Jolene Brod:

Per our recent correspondence, it has come to my attention that during your review of the above referenced appraisal report an error was made in the overall size of the land exchange. In my appraisal report, I had been provided a map that can be found on page 18 that indicated the approximate area of the proposed property exchange. The land exchange was parcel A and parcel E that had a combined total of 18,572 square feet of area. Since that time it has come to your attention that parcel A would not qualify for the exchange because the City of Menasha already owns this area. Therefore, only parcel E with an area of 16,002 square feet should be used for this proposed land exchange. ✓

The question has come about if this relatively small change in parcel size has an impact on value. It is my opinion that the price per square foot unit values would remain the same and only a recalculation using the 16,002 square foot area of parcel E would be appropriate. This slight adjustment will not have a measurable impact for the land exchange as the 16,002 square foot site is larger, has the same utility and has a higher value than the 9,286 square foot parcel that has remained the same.

The land exchange recalculation is as follows:

9,286 square feet x \$1.65 = \$15,322

16,002 square feet x \$1.57 = \$25,123

Based on the recalculation the most probable indicated value for the land exchange parcels as of May 29, 2014 is \$15,322 for the City of Menasha 9,286 square foot parcel that will be exchanged for a market value of \$25,123 for the Schmalz 16,002 square foot parcel.

I hope this clarifies the issue regarding the change in size and recalculation of the land exchange. Please let me know if you have any further questions.

Sincerely,

A handwritten signature in black ink, appearing to read "David E. Steiro".

David E. Steiro  
Wisconsin Certified General Appraiser #933  
Steiro Appraisal Services, Inc.

State of Wisconsin  
DEPARTMENT OF NATURAL RESOURCES  
101 S. Webster Street  
Box 7921  
Madison WI 53707-7921

Scott Walker, Governor  
Cathy Stepp, Secretary  
Telephone 608-266-2621  
Toll Free 1-888-936-7463  
TTY Access via relay - 711



November 14, 2014

Brian Tungate  
Menasha Parks & Recreation  
140 Main Street  
Menasha WI 54952

Subject: Permission to Proceed with Land Transfer within Menasha Conservancy Property Boundaries

Dear Brian:

The City of Menasha has proposed to exchange properties at the Menasha Conservancy Property. However due to the City receiving grant funding for the property, several items needed to be addressed before proceeding with the land transfer.

#### Fiscal Review

The final analysis of the revised appraisal from Dave Steiro has provided the following land values:

16,002 square foot parcel (replacement), referred to as parcel E, is valued at \$25,123;

9,286 square foot parcel (converted), referred to as parcels B & C, is valued at \$15,322.

This fiscal review supports the fact that Parcel E which will be added to the Menasha Conservancy Property is of equal or greater value than the land that is being subtracted (Parcels B & C) from the Conservancy.

#### Recreational Use

DNR staff and City of Menasha staff have reviewed the properties and associated boundaries and determined that the new configuration of the Conservancy, after parcel E is added and parcels B & C are subtracted, will have equal or greater outdoor recreation use than the current property boundary configuration.

The two determinations outlined above support moving forward with the land transfers between the City of Menasha; and Lynn Schmalz, Walter Schmalz, and WLS Investments LLC. Therefore, the city has permission to transfer parcels B & C to the Schmalz's, removing them from the Menasha Conservancy property boundary; and to acquire parcel E and add it to the Menasha Conservancy.

A final grant contract amendment to the original stewardship grant for the acquisition of the conservancy property will be issued when the following conditions are met:

1. The land transfers have been completed.
2. Stewardship deed restrictions have been removed from parcels B & C.
3. Stewardship deed restrictions have been added to parcel E.
4. Copies of recorded deeds have been provided to Chris Halbur.
5. A new property boundary map and legal description for the entire Menasha Conservancy Property with parcel E included and Parcels B & C excluded, has been provided to Chris Halbur.
6. Parcel A (see page 18 of the Steiro appraisal) is cleared of all debris/garbage/non-conservancy refuse and photos of the cleared property with full boundary restored is provided to Chris Halbur.

Please contact me if you have any questions about any of the above conditions. I can be reached at (920) 662-5121 or [Christine.Halbur@Wisconsin.gov](mailto:Christine.Halbur@Wisconsin.gov).

Sincerely,

A handwritten signature in black ink, appearing to read 'Chris Halbur', with a long horizontal flourish extending to the right.

Chris Halbur  
DNR Northeast Grants & Loans Team Leader







### STREET USE APPLICATION

Event: Menasha Football Parade

Sponsored by: MENASHA HIGH SCHOOL

Responsible Person: Rick Grable

Address: 420 7TH ST  
MENASHA, WI 54952

Email Address: grable@msd.k12.wi.us Phone: 967-1806

Street Route: Main St.

Description of Use (attach map)

Street Use Date:	<u>12/05/2014</u>
Start Time:	<u>5:30pm</u>
End Time:	<u>6:00pm</u>
Number of Units:	<u>8-10</u>
(Parades)	

Liability Insurance has been secured in the amount of \$ 5,000,000 with the City of Menasha named as the additional insured. This is primary insurance.

Insurance Company Community Ins. Corp. Policy No. SEL2221314  
(Attached are samples of the certificate of insurance and endorsement; each naming the City of Menasha as additional insured)

Date: 11/20/14 Applicant's Signature: [Signature]

**Permit Fee:** Each application for a Street Use Permit shall be accompanied by a fee of \$25.00 along with a Special Event Fee of \$25.00. Please make checks payable to City of Menasha.

**Note to events planning to use City Parks and/or greenspace:** Any multi-day event or event which plans to sell beer and/or wine to the public must appear before the Parks and Recreation Board.

-----  
**TO BE COMPLETED BY CITY STAFF** (Revised February 4, 2013)

Scheduled Park & Recreation Board Review Date: \_\_\_\_\_

Not Required:  Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Scheduled Common Council Review Date: 12/11/14

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

**APPROVAL:**  
 Police Dept. [Signature] Fire Dept. [Signature] Public Works Dept. MR City Attorney [Signature]

City of Menasha  
Common Council  
2015 Budget Review Session  
Common Council Chambers  
Wednesday, November 5, 2014  
MINUTES

DRAFT

- A. Call to Order  
Meeting called to order by Mayor Merkes at 5:00 p.m.
- B. Pledge of Allegiance
- C. Roll Call/Excused Absences  
PRESENT: Aldermen Nichols, Taylor (5:20pm), Sevenich, Langdon, Keehan, Zelinski, Englebert, Benner  
ALSO PRESENT: Mayor Merkes, ASD Steeno, FC Auxier, DFC DeLeeuw, DPW Radtke, DDMO Alix, PWS Nieland, Clerk Galeazzi
- D. People from the Gallery to be heard on matters pertaining to the agenda (five (5) minute time limit for each person)  
Geraldine Jay, 1305 Lucerne Drive, Menasha. Comments on new businesses in Menasha and supports Farm Fresh Market.
- E. Fire Department  
FC Auxier and DFC DeLeeuw gave an overview of the Fire Department's 2014 accomplishments and 2015 goals.  
General discussion ensued on the Fire Department budget.
- F. Public Works  
DPW Radtke, DDMO Alix and PWS Nieland gave an overview of the Public Works Department's 2014 accomplishments and 2015 goals.  
General discussion ensued on the Public Works budget.  
  
Moved by Ald. Sevenich, seconded by Ald. Taylor to reduce City Garage Buildings account #731-1022-541.82-01 by \$3,000 (generator).  
Motion carried on roll call 8-0.
- G. Council/Mayor  
Mayor Merkes gave an overview of the Council and Mayor budgets.  
General discussion ensued on the Council and Mayor budgets.
- H. Adjourn  
Moved by Ald. Sevenich, seconded by Ald. Taylor to adjourn at 8:32 p.m.  
Motion carried on voice vote.

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

City of Menasha  
Common Council  
2015 Budget Review Session  
Common Council Chambers  
Thursday, November 6, 2014  
MINUTES

DRAFT

- A. Call to Order  
Meeting called to order by Mayor Merkes at 5:00 p.m.
- B. Pledge of Allegiance
- C. Roll Call/Excused Absences  
PRESENT: Aldermen Sevenich, Taylor (5:05pm) Langdon, Keehan, Zelinski, Nichols.  
EXCUSED: Alderman Benner, Englebert  
ALSO PRESENT: Mayor Merkes, ASD Steeno, CA/HRD Captain, PC Styka, LD Lenz, Cpt. Halderson, Clerk Galeazzi
- D. People from the Gallery to be heard on matters pertaining to the agenda (five (5) minute time limit for each person)  
No one spoke.
- E. Library  
LD Lenz introduced Library Board members present, Kathy Wicichowski, Bob Golz, MJSD Superintendent Chris VanderHeyden and Ald. Becky Nichols.  
LD Lenz gave an overview of the Library budget.  
General discussion ensued on the Library budget.
- F. Personnel/Attorney/Clerk/Elections  
CA/HRD Captain gave an overview of the Personnel Department, Attorney, Clerk and Elections budgets.  
General discussion ensued on the Personnel Department, Attorney, Clerk and Elections budgets.
- G. Police Department  
PC Styka and Cpt. Halderson gave an overview of the Police Department's 2014 accomplishments and 2015 goals. Also present were Lt. Bouchard, Lt. Sahr and Lt. Albrecht.  
General discussion ensued on Police Department budget.
- H. Adjourn  
Moved by Ald. Taylor, seconded by Ald. Langdon to adjourn at 7:40 p.m.  
Motion carried on voice vote.

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

City of Menasha  
Common Council  
2015 Budget Review Session  
Common Council Chambers  
Monday, November 10, 2014  
MINUTES

DRAFT

- A. Call to Order  
Meeting called to order by Mayor Merkes at 5:00 p.m.
- B. Pledge of Allegiance
- C. Moment of Silence recognizing Veterans' Day  
Mayor Merkes asked for a moment of silence in recognition of Veterans' Day.
- D. Roll Call/Excused Absences  
PRESENT: Ald. Langdon, Keehan, Zelinski, Englebort, Benner, Nichols (5:15pm), Taylor, Sevenich  
ALSO PRESENT: Mayor Merkes, ASD Steeno, PHD McKenney, CDD Keil, PP Homan, Clerk Galeazzi
- D. People from the Gallery to be heard on matters pertaining to the agenda (five (5) minute time limit for each person)  
No one spoke.
- E. Health/Senior Center/Weights & Measures/Employee Safety  
PHD McKenney gave an overview of the Health Department budget.  
General discussion ensued on Health Department budget.
- F. Community Development  
CDD Keil and PP Homan gave an overview of the Community Development Department's 2014 accomplishment and 2015 goals.  
General discussion ensued on Community Development Department budget.
- G. Finance Department/Revenues/Assessor/IT  
ASD Steeno gave an overview of the Finance Department and IT Department 2014 accomplishments and 2015 goals. She reviewed some of the revenue accounts.  
General discussion ensued on the Finance, Assessor and IT budgets.
- H. Adjourn  
Moved by Ald. Taylor, seconded by Ald. Englebort to adjourn at 7:20 p.m.  
Motion carried on voice vote.

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

City of Menasha  
Common Council  
2015 Budget Review Session  
Common Council Chambers  
Wednesday, November 12, 2014  
MINUTES

DRAFT

- A. Call to Order  
Meeting called to order by Mayor Merkes at 5:00 p.m.
- B. Pledge of Allegiance
- C. Roll Call/Excused Absences  
PRESENT: Aldermen Keehan, Englebert, Benner, Nichols, Taylor (6pm),  
Sevenich, Langdon  
EXCUSED: Alderman Zelinski  
ALSO PRESENT: Mayor Merkes, ASD Steeno, PRD Tungate, Pk Supt Maas,  
DPW Radtke, CDD Keil, Clerk Galeazzi
- D. People from the Gallery to be heard on matters pertaining to the agenda  
(five (5) minute time limit for each person)
- Michael Taylor, 545 Broad Street, Representing American Legion. Support  
funding for improvements to Koslo Park. Presented to PRD Tungate \$1250  
donations received for Koslo Park.
- Tom Konetzke, 858 Emily Street, Representing Menasha Athletic Assoc (MACs).  
Support funding for improvements to Koslo Park.
- Larry Konetzke, President of Menasha Athletic Assoc. MACs donate funds to  
area organizations; need improvements to Koslo Park.
- Gary Coopman, Treasurer of Menasha Athletic Assoc. Current condition of  
baseball field at Koslo Park could be a safety issue.
- Paul Johnson, Menasha Athletic Assoc. Koslo Park baseball field drainage issues.
- E. Parks/Recreation/Forestry/Cemetery/Pool  
PRD Tungate and Pk Supt Maas gave an overview of the 2015 budgets for Parks,  
Recreation, Forestry, Cemetery and Pool.
- General discussion ensued on the budgets.
- Moved by Ald. Langdon, seconded by Ald. Englebert to increase spending from  
Park Development Fund by \$30,000 for Koslo Park.  
General discussion ensued on the amount needed, where it should come from,  
can be an action by Common Council.
- Ald. Langdon and Englebert withdrew their motion.
- Mayor Merkes stated a resolution to transfer \$10,000 will appear on the next  
Common Council agenda.

F. Capital Improvement Plan (CIP)

ASD Steeno gave an overview of the Capital Improvement Plan for the years 2015-2019. ASD Steeno and Mayor Merkes discussed the priority of the projects.

General discussion ensued on the CIP and projects.

Mayor Merkes explained the request to include Calumet County Emergency Sirens in the CIP. This would give staff direction to explore options for installing the sirens.

General discussion ensued on Winnebago County vs Calumet County responsibility for emergency sirens, funding for installation and maintenance.

Moved by Ald. Sevenich, seconded by Ald. Englebert to add the Calumet County Emergency Siren to the 2015 CIP under the potential projects not included in the 2015 budget/borrowing plan.

General discussion ensued on working with County and other entities for funding. Motion carried on roll call 7-0.

G. Adjourn

Moved by Ald. Englebert, seconded by Ald. Benner to adjourn at 7:38 p.m.

Motion carried on voice vote.

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