

IT IS EXPECTED THAT A QUORUM OF THE PERSONNEL COMMITTEE, BOARD OF PUBLIC WORKS, PLAN COMMISSION, WILL BE ATTENDING THIS MEETING; (ALTHOUGH IT IS NOT EXPECTED THAT ANY OFFICIAL ACTION OF ANY OF THOSE BODIES WILL BE TAKEN)

CITY OF MENASHA
Administration Committee
140 Main Street, 3rd Floor Council Chambers
March 3, 2008

6:00 PM

AGENDA

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1. CALL TO ORDER

A. Call to Order

2. ROLL CALL/EXCUSED ABSENCES

A. Roll Call

3. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

Minutes to approve:

A. Administration Committee Minutes, 2/18/08

[Attachments](#)

4. DISCUSSION

A. Increase General Fund-Revenue Account-Sale of City Property (31100-48-04-391-000) by \$10,000 and General Fund-Expenditure Account-Transfer to Housing Rehabilitation Revolving Loan Fund (31100-59-04-203-251) by \$10,000. (Held 2/18/08) (3/4 vote required) (Ald. Wisneski)

[Attachments](#)

B. Health Department Agreement with Fox Valley Public Health Preparedness Consortium, Jan. 1, 2008 to Dec. 31, 2008, and authorize signature.

[Attachments](#)

C. Renewal of Cell Phone Contract with U.S. Cellular

[Attachments](#)

D. Updated Electronic Communications & Information Technology Policy (recommendation of IT Steering Committee)

[Attachments](#)

E. O-2-08 An Ordinance Relating to Weights and Measures

[Attachments](#)

F. Weights and Measures Proposed Fee for Licensing Period 3-1-08 to 6-30- 09 (Recommendation of Board of Health)

[Attachments](#)

G. Accounts payable and payroll for 2/21/08-2/28/08 in the amount of \$756,213.80

[Attachments](#)

H. Update from Menasha Utilities GM Doug Young on: 1) Steam Utilities Financials; 2) Interest Payment for Steam Utilities; 3) Water Treatment Plant Update.

[Attachments](#)

I. Update from Steam Plant Manager Dick Sturm on: 1) Noise Issue at Steam Plant; 2) Grate System of #3 Boiler

5. ADJOURNMENT

A. Adjournment

"Menasha is committed to its diverse population. Our Non-English speaking population or those with disabilities are invited to contact the Menasha City Clerk at 967-3600 24 hours in advance of the meeting so special accommodations can be made."

CITY OF MENASHA
Administration Committee
140 Main Street, 3rd Floor Council Chambers
February 18, 2008

MINUTES

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1. CALL TO ORDER

Meeting called to order by Chairman Wisneski at 6:30 p.m .

2. ROLL CALL/EXCUSED ABSENCES

A. Roll Call

PRESENT: Ald. Hendricks, Eckstein, Michalkiewicz, Chase, Merkes, Taylor, Wisneski, Pack.

ALSO PRESENT: Mayor Laux, CA/HRD Brandt, PC Stanke, DPW Radtke, CDD Keil, C/T Stoffel, PRD Tungate, Clerk Galeazzi, and the Press.

3. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

Minutes to approve:

A. Administration Committee Minutes, 2/4/08

Moved by Alderman Pack, seconded by Alderman Michalkiewicz to Approve minutes

Motion Carried on voice vote

Results:

4. DISCUSSION

A. Recommendation of Redevelopment Authority for 81/87 Racine Street and 504 Broad Street for site marketing and landscaping.

CDD Keil explained the discussion and action by the Redevelopment Authority. Concerns of the RDA were what should be done with the parcel and what should go on that lot. The RDA recommended the City do some modest landscaping and market the property. The RDA discussed the conditions that limit the use of this parcel, size and traffic access.

Discussion ensued on using the parcel for parking lot; City has ample parking in downtown area; looking at long term for this area.

B. Recommendation of Redevelopment Authority to pursue Dept. of Commerce Planning Grant for the Gilbert Mill Site.

CDD Keil explained the process of submitting the application to the Dept. of Commerce for the planning grant. The purpose of the planning grant is to develop engineering and design details for the redevelopment of the former Gilbert Paper Mill site. The plan will outline the economic, social and recreational benefits of redeveloping the site. Staff had submitted a Brownfields Grant application in 2007 that was not approved. Progress has been made on the project on the Gilbert Mill site that this is a good time to re-submit the Grant application. The Dept. of Commerce has requested more information on the recreational, economic development impact and environmental portions of the application.

Discussion ensued on the relationship of the whitewater park to the overall site development. A public hearing will need to be scheduled on the Planning Grant application at a future Common Council meeting.

C. Increase General Fund-Revenue Account-Sale of City Property (31100-48-04-319-000) by \$25,105 and General Fund-Expenditure Account-Health Department-Other Services-Building Rental (31100-53-09-102-296) by \$25,105. (3/4 vote required) (Ald. Wisneski)

C/T Stoffel submitted a memo detailing the appropriation of funds for the lease that was approved by the Council for the Health Dept.

D. Increase General Fund-Revenue Account-Sale of City Property (31100-48-04-319-000) by \$10,000 and General Fund-Expenditure Account-Transfer to Housing Rehabilitation Revolving Loan Fund (31100-59-04-203-251) by \$10,000. (3/4 vote required) (Ald. Wisneski)

Ald. Wisneski asked for this item to be held as they had not received all the information needed to make a decision.

Moved by Ald. Michalkiewicz, seconded by Ald. Eckstein to hold.

E. Authorization to prepare Offer to Purchase for Badger Highways land swap.

CA/HRD Brandt explained Badger Highways approached the City on the offer to swap 17 acres of land. Staff is looking for direction from Council if there is interest in the land swap. An Offer to Purchase would need to be prepared and a Certified Survey Map would need to be created. The cost of creating the CSM would be split between Badger Highways and the City.

F. R-2-08 Resolution Authorizing the Issuance and Sale of up to \$2,733,387 Sewerage System Revenue Bonds, Series 2008, and Providing for Other Details and Covenants with Respect Thereto. (Clean Water Fund Program)

No Questions or Discussion.

G. Accounts payable and payroll for 2/7/08-2/14/08 in the amount of \$3,457,140.49

Ck. #15697-Accent Business Solutions-\$1,200 - attachment to second floor copier.

Ck. #15809-Manderfield Bakery-\$30 - cake for Senior Center Valentine Party, paid by SC Fundraiser Account.

Ck. #15827-Piggly Wiggly-\$139.29 - supplies for Senior Center Valentine Party, paid by SC Fundraiser Account.

5. ADJOURNMENT

A. Adjournment

Moved by Ald. Taylor, seconded by Ald. Michalkiewicz to adjourn at 7:22 p.m.

Motion carried on voice vote.

Deborah A. Galeazzi

Respectfully submitted by Deborah A. Galeazzi, City Clerk

Approved 9/15/03

**Menasha Landmarks Commission
Facade Improvement Grant/Loan Policies**

Application for facade/grant loans shall be made to the Community Development Department on forms provided by the department.

I. Pre Application

The preliminary application shall include a description of the proposed work including a timetable with a projected start/completion date.

Such description shall include a listing of the number and type of improvements, the type of material, method of construction and color or colors of materials to be used and a rough cost estimate for completing the work.

II. Initial Consultation

The applicant shall meet with the Community Development Director to review the pre application. A preliminary assessment will be made of project eligibility and the appropriateness of materials and/or finishes to be used using National Park Service Guidelines for Rehabilitating Historic Buildings or other standards as may be adopted pursuant to the Landmark's Commission Ordinance. The Director of Community Development may consult with Landmark's Commission members, the State Historical Society, or others of recognized expertise in conducting such assessment.

III. Application

Following the initial consultation the Director of Community Development may authorize proceeding with the application for facade grant/loan funds. Such application shall include a detailed description of the project including those elements described in Section II.

For projects over \$1,000 two written estimates from bona-fide contractors or suppliers shall be submitted. If the owner is proposing to do the work only the cost of materials shall be eligible for funding.

The completed application will be scheduled for review at the next scheduled Landmarks meeting.

IV. Financial Assistance

A. Grants

Grants are available for approved projects on a dollar for dollar match basis up to a maximum of \$2,500 per building facade. A facade shall be defined as a

building elevation which has a primary exposure to a public street or is otherwise highly visible from space dedicated or leased to the public.

For projects related to the implementation of the TID #7 Project Plan, the grant amount may be increased to a maximum of \$10,000 per façade on a dollar for dollar match basis.

Grant funds will be dispersed upon submission of an invoice and verification of completion of the work by the Director of Community Development.

V. Loans

Loans are available for approved projects. Applications shall be reviewed by the Director of Community Development in consultation with the City Comptroller and City Attorney. Such review shall consider the financial capacity of the applicant to repay the loan, and any other considerations relevant to the project or loan program. The applicant may be required to submit corporate and/or personal financial statements, tax returns or other evidence of financial capacity. The applicant may be required to execute a mortgage or provide other means of securing the funds borrowed.

Approved loans will bear interest at the rate of 4% per annum and have a maximum term of one year per \$1,000 borrowed. The maximum loan amount is \$20,000 per project, with a maximum term of ten years.

For projects related to the implementation of the TID #7 Project Plan, loans will bear no interest and repayment of the principal amount shall be deferred until the property is sold or transferred. The maximum amount of the loan shall be \$30,000 per façade.



City of Menasha
Application for Building Alterations
Within Historic Districts

Property Address

Owner Information:

Applicant Information (if different)

Owner Name

Applicant

Address

Address

City, State, Zip

City, State, Zip

Phone Number

Phone Number

Contractor Information:

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Lic. #: _____

Lic. #: _____

Federal ID or SSN: _____

Federal ID or SSN: _____

Project Description:

A complete description of the proposed work is required including dimensioned drawings, color samples, architectural plans, or manufacturer's specification sheets. Other information may be required as requested. Any proposals to paint or stain the building exterior shall be accompanied by a sample of the paint color(s).

Office Use Only

Date Approved: _____

Estimated Start Date: _____

Estimated Completion Date: _____

Notes: _____

REQUEST FOR GRANT OR LOAN
Menasha Landmarks Commission

Date: _____ Property Address: _____

Applicant: _____ Owner or Renter: _____

Mailing Address (if different from property address): _____

Daytime telephone number: _____ Evening telephone number: _____

Description of Planned Improvement: _____

Note: Please attach all available bids, proposals and estimates for the planned improvement. Material samples or brochures and a scale drawing are recommended, and may be required by the Commission.

Names of all contractors, sub-contractors and material suppliers: _____

Estimated start date: _____ Estimated completion date: _____

Total estimated cost: \$ _____

Total amount being requested from Landmark's Commission: \$ _____

Grant request: \$ _____ Loan Request: \$ _____

Terms and Conditions:

1. Landmarks Commission reserves the right, in its sole discretion, to approve or deny any request for grant or loan, in whole or in part, or to condition approval and/or payment of said grant or loan upon such terms as it deems appropriate. No grant or denial of any prior request shall constitute precedent for the grant or denial of any subsequent request.
2. Every request shall comply with the attached Improvement Grant/Loan Policies, which are incorporated herein by reference.
3. Payment shall only be made for those improvements approved by the Landmarks Commission prior to or contemporaneous with the contribution request.
4. Payment shall only be made upon submission of actual invoices for labor or materials and only for work that is performed in compliance with all applicable state, county and municipal code provisions and with required permits. Completion of work shall be verified by the Director of Community Development.

2008
City of Menasha Health Department
Agreement with
Fox Valley Public Health Preparedness Consortium

This agreement is made and entered into for the period of January 1, 2008 to December 31, 2008 by and between the Fox Valley Public Health Preparedness Consortium (Appleton Health Department, fiscal agent) and the City of Menasha Health Department.

Now, therefore, the Fox Valley Public Health Preparedness Consortium and the City of Menasha Health Department agree to the following:

I. SERVICES TO BE PROVIDED

- A. Fox Valley Public Health Preparedness Consortium will provide funding for the completion of the member responsibilities referenced in the CDC Bioterrorism Grant. These activities and responsibilities have been negotiated with the State of Wisconsin Department of Health and Family Services Division of Public Health. Beginning in 2008, the State has determined and communicated that local health departments and the Consortia may no longer carryover unspent CDC Preparedness funds. This final payout represents the Fox Valley Public Health Preparedness unspent 2007 carryover funds.

II. AMOUNT OF CONTRACT AND PAYMENT OF SERVICES

- A. In consideration of services to be provided, the Fox Valley Public Health Preparedness Consortium agrees to pay the City of Menasha Health Department \$20,984. This carryover will be provided on the following schedule: payment of \$20,984 paid when this signed agreement is submitted to the Fox Valley Public Health Preparedness Consortium Fiscal Agent.
- B. This carryover funding from the Fox Valley Public Health Preparedness Consortium is intended to support the Fox Valley Public Health Consortia's related activities. If recipient wishes, a percentage of these surplus funds may be allocated to support the Regional Fox Cities Building for Kids Hand Wash program by indicating here: The undersigned authorizes the Fox Valley Preparedness Consortium fiscal agent to withhold _____ % of its surplus funding with the understanding that said funds will be used to support the Regional Fox Cities Building for Kids Hand Wash Program.

III. SIGNATURE

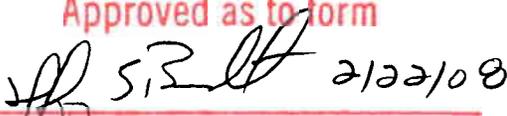
This contract is agreed upon and approved by the authorized representatives.

Fox Valley Public Health Consortium
Fiscal Agent Representative

Date

Sue Nett
City of Menasha Health Department Representative

Date

Approved as to form


Jeffrey S. Brandt, City Attorney



To: Mayor Laux
Ladies and Gentlemen of the Common Council
From: Chief Stanke
Date: February 27, 2008
Re: Renewal of Cell Phone Contract with U.S. Cellular

Our current cell phone contract with U.S. Cellular will be expiring in March. I along with members of the Menasha-Neenah consortium met and reviewed their proposals for a new contract for our user group. To refresh your memories we participate with the City of Neenah, the Menasha Joint School District and the Neenah Joint School District.

This year U.S. Cellular bid on and was awarded the state bid for cellular service and as a result has offered us the same terms as they are giving to the state of Wisconsin. This was an open bidding process open to all cell phone companies doing business in Wisconsin. The terms offered should allow us to see a reduction in monthly bills.

It is my recommendation that we accept the terms of the state bid offered by U.S. Cellular and move to sign a new two year contract.

The terms will allow us to see a reduction in charges from .09 a minute to .05, in addition monthly service charges for base plans will be reduced from \$8.00 a month to \$3.00 a month. In addition the local calling area will be expanded to include the entire state of Wisconsin along with major portions of the Midwest.

City of Menasha
Electronic Communications & Information Technology Policy

I. Electronic Communications

To better serve our citizens and give our workforce the best tools to do their jobs, the City of Menasha ("City") continues to adopt and make use of new means of communication and information exchange. This means that many of our employees have access to one or more forms of electronic media and services, including (but not limited to) computers, e-mail, telephones, cellular telephones, voice mail, fax machines, external electronic bulletin boards, on-line services, the Internet, and the World Wide Web.

The City of Menasha encourages the use of these media and associated services because they are valuable sources of information. However, all employees, and everyone connected with the City, should remember that electronic media and services provided by the City are the sole property of the City of Menasha, and their purpose is to facilitate and support City business. The City expects all electronic communication use to demonstrate the same level of ethical and professional manner as required in face-to-face or written communications.

This policy cannot lay down rules to cover every possible situation; however, the purpose of this policy is to express the City's philosophy and set forth general guidelines to ensure the proper use of the City of Menasha's electronic communications. By adopting this policy, it is the City's intent to ensure the electronic communication systems are used to their maximum potential for business purposes and not used in a way that is disruptive, offensive to others, or contrary to the best interest of the City.

The City encourages the use of electronic communication to:

- Communicate with fellow employees, citizens, elected officials, and other individuals regarding matters within an employee's assigned duties;
- Acquire information related to or designed to facilitate the performance of regular duties; and
- Facilitate performance of any task or project in a manner approved by an employee's supervisor.

Access & Personal Use: Each department supervisor shall determine which employees in their department shall have access to the various media and services, based on business practices and necessity. It is understood that the Police Department may need to have access to various websites that would otherwise be prohibited by this policy. The policy shall not prohibit the legitimate use of City computers or the access to websites used in conjunction with Law Enforcement activities. It is required that authority be given to any Police Officer needing to use City computers for legitimate law enforcement activities prior to that use. Such authority shall be given by a Supervisory Lieutenant, the Operations Lieutenant, Investigations Lieutenant or the Chief of Police. Such authorization shall be documented by the Supervisor and need not be reported to the Information Technology Manager.

Chat Rooms: Employees may not access and/or speak on behalf of the City of Menasha in news groups or chat rooms unless authorized by the department

supervisor. Use of e-mail and/or the Internet does not ensure confidentiality and the City of Menasha has software that can monitor and record Internet use.

Hardware – Software Applications: The City has established a platform of software and hardware that meets the needs of the department and the City. Therefore, employees are not allowed to add, modify or delete any hardware and/or software without the express consent of the systems administrator. This includes any software packages, games, screensavers, etc. Violation of this provision will result in loss of electronic privileges, and/or discipline, up to termination of employment.

Personal Use: The City allows limited, occasional use or incidental personal use of electronic communications systems during lunch and breaks, or immediately before or after normal business hours, subject to the following conditions and restrictions. Personal use must not:

- Involve any prohibited activity (see Prohibited Activities.);
- Interfere with the productivity of the employee or his/her co-workers;
- Consume system resources or storage capacity on an on-going basis; or
- Involve large file transfers or otherwise deplete system resources available for business purposes.

Confidentiality/Public Record: Use of e-mail and/or the Internet does not ensure confidentiality. The City of Menasha has software that can monitor and record Internet use. Electronic mail falls within the definition of a public record and, as such, can be requested as an open record. Any information that is requested or sent by any employee is stored and can be retrieved, even if the user denotes it as classified or personal in nature, or deletes the information at the site. Therefore, remember when utilizing electronic communications, there is no guaranteed right to privacy; inappropriate, unprofessional, illegal activities, or confidential information should not be forwarded via e-mail or the Internet. The City retains the right to enter the system, and the public has a right to request information off the system.

Anyone receiving an electronic communication in error shall notify the sender immediately. The communication may be privileged, confidential and/or exempt from disclosure under applicable law. Such privilege and confidentiality shall be respected.

Prohibited Activities: As a condition of providing electronic access to City employees, the City of Menasha places certain restrictions on workplace use of e-mail and the Internet. The following uses of electronic communication are strictly prohibited:

- The creation, solicitation, and/or exchange of messages or images that are offensive, harassing, disruptive, sexually oriented, defamatory, obscene or threatening. This includes offensive or harassing statements or language including disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political beliefs. Discrimination and/or harassment over computerized systems will not be tolerated and constitutes a clear violation of City policy.
- Vandalism is prohibited. This includes, but is not limited to, any attempt to test, circumvent, harm or destroy the data of another user, the network,

Internet, or any networks or sites connected to the City network. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.

- Engaging in illegal, fraudulent, or malicious activities.
- Hacking or obtaining access to systems or accounts than an individual is not authorized to use.
- Dissemination, copying, downloading or printing of copyrighted materials (including games, articles and software) in violation of copyright laws.
- The creation and/or exchange of advertisements, solicitations, chain letters, gambling and other unsolicited e-mail, or any activity in violation of local, state or federal law.
- Operating a business, usurping business opportunities or soliciting money for personal gain, or searching for jobs outside of the City of Menasha.
- Conducting stock market transactions or operating a stock ticker notice.
- Registration to list servers without proper authorization. Participating in or establishing without administrator's permission any types of electronic bulletin boards, conferencing features, or chat rooms.
- Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system is prohibited. Nothing in this policy shall prohibit the Network Administrator from intercepting and stopping e-mail messages that have the capacity to overload the computer resources.
- Messages should not be read or sent from another user's account except under properly delegated arrangements.
- Sending, altering, reading, deleting, modifying, or copying a message belonging to another user without the permission of the originator, or attempting to hide the identity of the sender, is prohibited.
- The continued usage and/or access to contents of e-mail and/or the Internet when an employee terminates or is laid off from employment with the City.

Note: All City policies and procedures dealing with the privacy, misuse of City resources, sexual harassment, data security and confidentiality apply to all electronic communications usage. As laws and/or decisions regarding electronic communications change, the City reserves the right to change and/or add restrictions to e-mail and Internet use.

Monitoring & Security: The use of electronic communication is a tool for business communications, and users have the responsibility to use this resource in an efficient, effective, ethical and lawful manner. All uses of electronic communications

are the sole property of the City of Menasha. The City of Menasha has the right to monitor any employee's electronic communications for legitimate business reasons, including compliance with this policy and employee performance, and where there is reasonable suspicion of activities that violate this policy.

The use of passwords is intended to keep unauthorized individuals from accessing messages stored on the system. The practice of using passwords should not lead employees to expect privacy with respect to messages sent or received. The use of passwords for security does not guarantee confidentiality.

E-Mail Record Retention: As a general rule, e-mail is a public record whenever a paper message with the same content would be a public record. (See WI Stats. 19.32(2) for a definition of a record.) The same rules apply with respect to record retention and disclosure as do with other City documents.

Components of an E-Mail record: The e-mail record is defined to include the message, the identities of the sender and all recipients, the date, and any non-archived attachments to the e-mail message. Any return receipt indicating the sender received the message is also considered to be part of the record.

Saving and Indexing E-Mail records: The Records Custodian of an e-mail bears the responsibility for determining whether or not a particular e-mail record is a public record which should be saved and ensuring the record is properly indexed and forwarded for retention as a public record. E-Mail which is subject to records retention must be saved and should be indexed so that it is linked to the related records in other media (i.e., paper) so that a complete record can be accessed when needed. E-Mail records to be retained shall be archived to a local diskette or printed out and saved in the appropriate file.

Public Access to Electronic Communications: If a Department receives a request for release of an e-mail, or other public record, the Records Custodian of the record shall determine if it is appropriate for public release, in whole or in part, pursuant to law, consulting the City Attorney's office, if necessary. As with other records, access to, or electronic copies of, disclosable records shall be provided within a reasonable time.

Disciplinary Action: This policy is effective to all stand-alone units as well as units connected to the network and/or Internet. Employees who violate the provisions of the policy will have all user privileges revoked for themselves, and possibly other employees, regardless of the success or failure of the attempts. Disciplinary action for violation of the City of Menasha's Electronic Information Systems Policy may include, but is not limited to, progressive discipline: an oral warning, a written warning, suspension, and/or termination, depending upon the type of offense. The nature of the violation may also be subject to civil liability and criminal prosecution. The measure of the discipline will correspond to the gravity of the offense as weighted by its potential effect on the City of Menasha and fellow employees. Payment will be required for damage necessitating the repair or replacement of equipment and/or software.

Any employee who discovers a violation of this policy shall notify the Help Desk, who, in turn, will notify the Department Head, or Human Resources Director or both.

Any employee who inadvertently violates this policy shall immediately notify the Department Head who shall notify the Help Desk.

II. Purchasing, Installation, and Testing

Any computer system, software, telecommunications, or other technology paid for by, or donated to the City of Menasha, or brought into the City of Menasha for use by a third party, intended for use on any workstation, or which intends to utilize the City's network backbone as a carrier, or will interface in any manner with the City's network, must be evaluated and approved by the Information Technology (IT) Manager prior to purchase, acceptance, use, or distribution with regard to current IT standards. Of greatest concern are those acquisitions or installation plans that involve devotion of large amounts of capital, broad distribution, or non-standard operating systems or protocols. These guidelines apply to all technology purchases or installations, regardless of funding sources. The Information Technology Manager reserves the right to remove any non-approved technology installation.

Any approved technology will be installed by, or have the installation monitored by, the IT Manager. City Departments are advised they have no authority to disseminate information on the City's technology installation to any outside party or vendor without prior approval of the IT Manager, as such dissemination presents the possibility of compromising network security. If a department needs to converse with a vendor concerning the possible implementation of new technology and such discourse requires details on the City's technology setup, the department will arrange to have the IT Manager present during all contacts to provide the necessary information in such a manner as to not compromise security.

The Information Technology Manager will attempt to do all testing of new technology with regard to its effect on network or systems performance. Testing will either be performed in isolated test environments or during times of low network usage. If such testing will require downtime during normal production periods, the IT Manager will arrange suitable testing times with the affected department in advance.

III. E-Mail Open Record Guideline

1. The general rule is that e-mail is a public record whenever a paper message with the same content would be a public record. It is the message and not the medium that determines whether an item is a public record.
2. Each employee must decide whether or not an e-mail that is either sent or received constitutes a public record. If an e-mail is determined to be a public record, then it must be saved. E-mail may be saved electronically or in hard copy, or both.
3. Public record do not include non-final drafts of documents, personal notes or business matters, preliminary computations, or like materials.
4. Public records do not include personal messages, invitations to meetings, or confirmations of meetings.
5. Public records do not include generic requests for information or replies to requests for information.

6. Public records do not include documents subject to attorney-client privilege.
7. Public records do include conversations, discussions, recommendations, or decisions of specific cases or matters under your jurisdiction.
8. If you have any doubt or question as to whether an e-mail is or is not a public record, please contact the City Attorney's office.

Revised: 9-26-07 (IT Committee)

**City of Menasha
Electronic Communications & Information Technology Policy
User Agreement***

As an employee of the City of Menasha (the "City"), I recognize and understand that the City's electronic information systems are provided for conducting the City's business. However, City policy does permit some limited, occasional, or incidental personal use of the equipment and services under certain circumstances. I understand that all equipment, software, messages and files are the exclusive property of the City. I agree not to add, modify, or delete any hardware and/or software application without the authorization of the Information Technology Manager. I agree not to use the electronic information systems in a way that is disruptive, offensive, or harmful to others or to the City of Menasha. I agree not to use passwords, access a file, or retrieve any stored communication other than where authorized. I agree not to copy, send or receive confidential information without prior authorization from my immediate supervisor.

I am aware that the City reserves and will exercise the right to review, audit, intercept, access and disclose all matters on the City's electronic information systems at any time. I am aware that the City may exercise these rights with or without employee notice, and that such access may occur during or after working hours. I am aware that use of a log-in name and password do not guarantee confidentiality, guarantee privacy, or restrict the City's right to access electronic communications or information systems. I am aware that violations of this policy may subject me to disciplinary action, up to and including discharge from employment.

I acknowledge that I have read and that I understand the City of Menasha's policies regarding e-mail, electronic communications, and acceptable software.

Printed Name of Employee _____

Signature of Employee _____

Date _____

* To be placed in Employee's personnel file.

Revised: 9-26-07 (IT Committee)

**City of Menasha
Information Technology Steering Committee
Gegan Room
Menasha Public Library
Wednesday September 26, 2007
8:15 A.M.
Minutes**

I. Call to Order

Meeting called to order at 8:15 AM by CHAIRMAN Wisneski.

Present: CHAIRMAN Wisneski, AP Beckendorf, CLERK Galeazzi, COMP Stoffel, ITMgr Lacey, PC Stanke and PWD Radtke (8:25)

Also Present: CA Brandt (10:00), ITSupv James, PL Brunn, PO Mauthe (9:35), PWS Jacobson (10:40) and Mr. Larry Schmitz of Schenck Technology Solutions.

II. Approval of Minutes of August 15, 2007 IT Steering Committee meeting.

Motion by ITMgr Lacey, seconded by AP Beckendorf to approve the minutes of the August 15, 2007 IT Steering Committee meeting. Motion carried.

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

ITMgr Lacey distributed and reviewed the monthly departmental update on usage. There was a significant increase in the Clerk area due to working with the NOVUS AGENDA update. ITMgr Lacey also explained what had been happening in other departments during the month.

IV. Action Items – Committee discussion and recommendation of 2008 IT Budget

The discussion opened concerning the fleet and fuel system software being requested for the Public Works Facility. ITMgr Lacey explained how the new software will work; each vehicle will be equipped with a transmitter and the pumps will only work for City vehicles. The software was developed by a company in Canada. ITMgr Lacey explained why the CHAMPS software for the Health Department was not included in the 2008 budget request. The Committee also discussed the need for the Cemetery software, but AP Beckendorf said she would talk to PS Huss to see if this need can be met with software currently owned by the City. If it can, then this item could be removed from the budget request. There was also an explanation on the need for a more

high speed copier. After further discussion, it was the consensus of the Committee members present to recommend the 2008 IT Budget as presented to the Common Council.

Action Items – Committee discussion on IT Policy concerns

Mr. Schmitz opened the discussion on defining who the custodian of public records is. CA Brandt responded that any public employee could be the custodian of a public record. If that is not understood by our employees, then it may require some additional training. PO Mauthe stated his concerns with the term “confidential” in the policy. PC Stanke talked about the guidelines he has received from Calumet County in his capacity as a county supervisor and the policy we have for the City concerning open records. The Committee then went on to discuss specific language in the policy, page 5 Disciplinary Action which would be taken if the policy is willfully violated; remove IT Manager on page 7. Mr. Schmitz was concerned with the copying of software. CLERK Galeazzi asked if the signature page would need to be resigned by everyone if the policy is changed. Motion by CLERK Galeazzi, seconded by ITMgr Lacey to adopt the policy as changed. Motion carried.

Action Items – Committee update and discussion on NOVUS AGENDA software

ITSupv James explained the changes to the Menasha template to make it more user friendly. Agenda creation is more time consuming with a three step approval process and no work around. It could take months for this issue to be resolved. CA Brandt is of the opinion that this software will not perform as expected and to stop using it and move on. If the City would like to change the approval process it would require customization, an added expense. What benefit would be gained by going back to the old way of preparing agendas and minutes? The Mayor wishes to have those items available on the internet. The new “Search” function will search minutes or agendas. ITSupv James felt that we should stay with NOVUS AGENDA at this time. But a search for other comparable software will be started. The Committee listened to explanations of further changes in NOVUS AGENDA. A list of concerns had been prepared and was included with the Committee packet. Motion by ITMgr Lacey, seconded by PC Stanke to keep that list in tact and review at the next Committee meeting to determine progress. Motion carried.

Action Items – Committee discussion on responsibility of FAQ updates to website

No action, include on the next IT Committee Meeting agenda

Action Items – Committee discussion on next Committee meeting date –
October 17, third Wednesday

By consensus of the Committee members present, the Next IT Steering
Committee meeting will be held on October 24, 2007 at 8:15 AM in the Gegan
Room of the Menasha Public Library.

V. Adjournment

Motion by PC Stanke, seconded by CLERK Galeazzi to adjourn. Motion carried.
Meeting adjourned at 11:00 AM.

Respectfully submitted,

Thomas Stoffel
Committee Secretary

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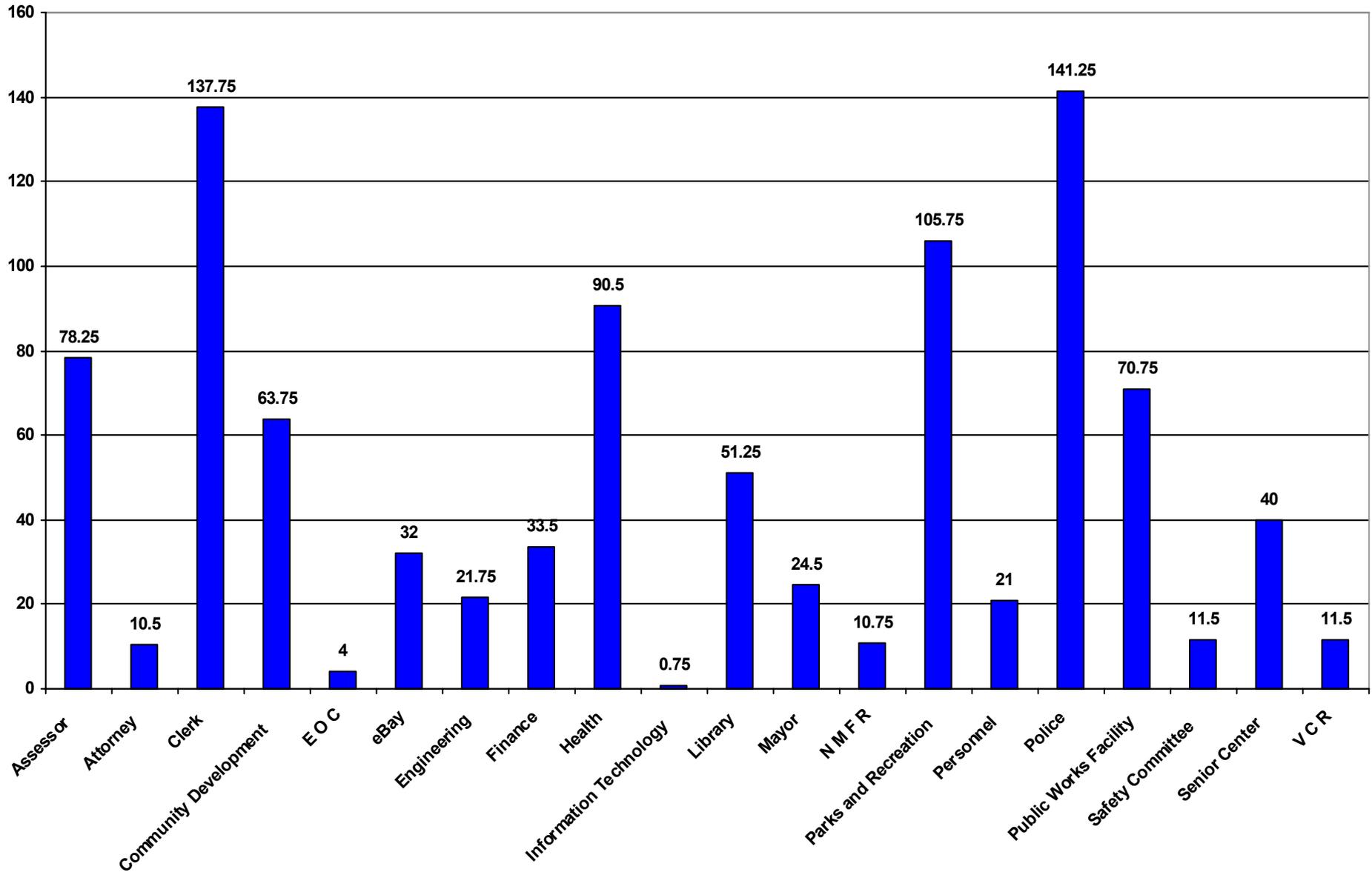
	Budget \$	YTD \$	% used YTD
Total Budget	\$326,117	\$203,193	62.31%

January 2007 through August 2007

**I.T. Department
Projects
August 15, 2007 through September 25, 2007**

- Novus Agenda upgrade and training.
- Continue monitoring virus activity and block SPAM e-mail.
- Monitor and administrate City Network.
- Monitor and administrate City phone system.
- Project planning for 2008
- Work with Assessor Consultants on Assessor database.
- Research Fleet and Fuel management systems for Pubic Works Facility
- Assist with City Web site modifications.
- Implement new SQL server for use by Com. Dev., Assessor, and Health Dept.
- 2008 budget research and creation.
- Implemented open records disclaimer on all e-mail leaving the City.
- Assist new Public School Liaison Officer at High School with setting up communications to and from City network resources.
- Replaced FAX machines at Police Department and PWF with multi-function Color Printer/Copier/Scanner/FAX machines.
- Patched e-mail server to work with Microsoft Vista Web Client.
- Made modifications to budget program to fix date issues.

Year to Date Hours by Department



The hours represented on the graph do not include administration time or time spent on the Network as a whole, encompassing all departments. All hours not accounted for on the graphs will be categorized as Global time. Global time can fluctuate depending on the projects being accomplished and emergencies that arise.

ORDINANCE O - 02 -08

AN ORDINANCE RELATING TO WEIGHTS AND MEASURES

Introduced by Aldermen Pack

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

SECTION 1: Sec.8 – 2 - 10 (d) is repealed and recreated to read as follows:

(d) **ISSUANCE AND FEES.** The City Sealer shall issue a license to the applicant based on the total number of weighing and measuring devices operated by the applicant if the requirements of this ordinance have been complied with and upon payment to the City the fees required.

SECTION 2: Sec.8 – 2 – 10(e) is created to read as follows:

(e) **PERMIT REQUIREMENTS AND FEES.** The application for permit or the request for renewal of permit covered in this Section shall be accompanied with an appropriate fee to be established annually by the Common Council. A list of fees shall be maintained by the City Clerk and the Health Department. Items requiring fees are:

Scales, estimate only scales, point of sale systems, prepack scales, weight, rules/tapes, timing devices, pumps (LMD), vehicle tank and bulk plant meters, scanners, high accuracy scales (pharmaceuticals, jewelers or precious metals) linear (fabric, wire, rope meters), *vehicle scales, taximeters, electric pill counters, recycling machines, high speed diesel fuel dispensers*, all other non-categorized devices.

- (1) Any establishment required by this section to pay any fee may, in addition to any other penalties, also be required to pay a permit fee equal to twice the amount of the normal fee if the failure is due to a late payment, insufficient funds or account closed checks, or for any other reason the City has not received the proper payment.
- (2) Any establishment required by this section to pay any fee may, in addition to any other penalties, also be required to pay a permit fee equal to twice the amount of the normal fee if such establishment opens for business without paying the required fee. The Public Health Director, or designee, may also order such establishment to close until the fee is paid.

SECTION 3: Sec.8 – 2 – 10(e) through (k) are renumbered (f) through (l).

The license required by sec. 7 – 11 – 4 runs from July 1 to June 30.

SECTION 4: This ordinance shall become effective upon its passage and publication as provided by law.

Passed and approved this _____ day of _____, 2008.

Joseph F. Laux, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk

ATTORNEY’S NOTE: This ordinance is designed to add the new items in italics to be inspected and accompanying fees. It also conforms to fees for restaurants and park programs such that the authority for establishing fees in the ordinance, but the actual fees are established and approved by the Council upon request so as to avoid changing the ordinance every year.

WEIGHTS AND MEASURES PROPOSED FEE
(NEW CATEGORY)
LICENSING YEAR 3-1-08 TO 6-30-09

<u>Device Category</u>	<u>Current Fee</u>	<u>Proposed Fee</u>
High Speed Diesel Fuel Dispenser	New	\$ 84.00

CITY OF MENASHA DISBURSEMENTS

Accounts Payable for 2/21/08-2/28/08 Checks # 15854-16049	\$ 605,846.40
Payroll Checks for 2/21/08-2/28/08 Checks # 37138-37360	<u>150,367.40</u>
Total	\$ 756,213.80

**Gaps in the sequence of accounts payable check numbers may be caused by: voiding checks at the start of a new check run to set up printing of the checks correctly, having a large number of invoices on a particular vendor which causes the payment to be printed on more than one accounts payable check , incorrect alphabetizing of a vendor causing the accounts payable check to appear out of sequence or software/printer problems which result in accounts payable checks being printed incorrectly and needing to be discarded.

Menasha Employees Credit Union-Employee Deductions

Menasha Employees Local 1035-Union Dues

Menasha Employees Local 1035B-Union Dues

Wisconsin Support Collections-Child/Spousal Support

United Way-Employee Donations

AMT-Garnishments

Date: Thursday, February 21, 2008
 Time: 11:15AM
 User: MGRIESBACH

CITY OF MENASHA
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 Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
01053 ACCENT BUSINESS SOLUTIONS INC	210013	31100	53	09-212-241	851.71	COPIER MAINTENANCE CONTRACT/SR
	Check Date 2/21/2008	Check Nbr	015854		Check Total:	851.71
01075 ACCURATE SUSPENSION WAREHOUSE	8001573	31731	54	10-149-383	964.62	SPRINGS/WASHERS/NUTS/BOLTS
	Check Date 2/21/2008	Check Nbr	015855		Check Total:	964.62
01315 AIRGAS NORTH CENTRAL	105457689	31731	54	10-149-300	46.62	OXYGEN CYLINDERS
	Check Date 2/21/2008	Check Nbr	015856		Check Total:	46.62
01745 APPLETON HYDRAULIC COMPONENTS	15627	31731	54	10-149-294	1,527.71	INSPECT HYDRAULIC CYLINDER
	Check Date 2/21/2008	Check Nbr	015857		Check Total:	1,527.71
01860 ASSOC OF S.W.A.T. PERSONNEL-WI	022008	31100	52	08-101-320	200.00	MEMBERSHIP (8)
	Check Date 2/21/2008	Check Nbr	015859		Check Total:	200.00
01842 ASSOCIATED APPRAISAL	5809	31100	51	04-107-219	4,708.33	PROFESSIONAL SERVICES
	5809	31100	51	04-107-310	25.04	POSTAGE/ENV/PHONE/FAX/SUPPLIES
	Check Date 2/21/2008	Check Nbr	015858		Check Total:	4,733.37
02050 BADGER LAB & ENGINEERING INC	INV000032715	31201	54	10-301-212	280.00	MENASHA UTILITIES WASTEWATERS
	Check Date 2/21/2008	Check Nbr	015860		Check Total:	280.00
02260 BAYCOM INC	205035	31100	52	08-101-295	147.83	INSTALL NEW DOCK/GPS/SQD 22
	205028	31100	52	08-101-295	83.83	INSTALL GPS/UNIT 25
	205026	31100	52	08-101-295	147.83	INSTALL DOCK/GPS/UNIT 23
	205027	31100	52	08-101-295	211.83	INSTALL DOCK/GPS/SQUAD 21
	205033	31100	52	08-101-295	115.83	INSTALL GPS/SQUAD 24
	205034	31100	52	08-101-295	115.83	INSTALL GPS/SQUAD 20
	Check Date 2/21/2008	Check Nbr	015861		Check Total:	822.98

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Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
02795 SAMANTHA BUCHKO	021808	31100	46	04-177-000	20.00	CANCELLED CLASS REFUND
	Check Date 2/21/2008	Check Nbr	015862		Check Total: 20.00	
03040 CALL ONE INC	917032	31100	51	04-109-315	264.08	WIRELESS PHONE HEADSET/PWF
	Check Date 2/21/2008	Check Nbr	015863		Check Total: 264.08	
03185 CARTEGRAPH SYSTEMS INC	R-04880	31100	51	04-109-243	1,000.00	SIGN SOFTWARE FOR ENGINEERING
	Check Date 2/21/2008	Check Nbr	015864		Check Total: 1,000.00	
03247 CDW GOVERNMENT INC	JFQ0863	31100	51	04-109-315	1,953.60	HARD DRIVE DUPLICATOR/PC
	Check Date 2/21/2008	Check Nbr	015866		Check Total: 1,953.60	
03490 CLEAR WATER CAR WASH	2048	31100	52	08-101-295	94.95	INTERIOR CLEANING
	Check Date 2/21/2008	Check Nbr	015868		Check Total: 94.95	
04290 DIGITAL INTELLIGENCE INC	12706	31100	52	08-101-300	2,490.00	ACCESSDATA FTK STANDALONE
	12706	31100	52	08-101-805	5,999.00	FORENSIC RECOV EVIDENCE DEVICE
	Check Date 2/21/2008	Check Nbr	015869		Check Total: 8,489.00	
06075 FASTENAL COMPANY	WINEE30954	31100	55	07-202-240	9.33	2 HIT PINS/JEFFERSON PK DOORS
	Check Date 2/21/2008	Check Nbr	015870		Check Total: 9.33	
06115 FERRELLGAS	1020150102	31266	54	10-307-216	49.50	LIQUEFIED PETROLEUM GAS
	Check Date 2/21/2008	Check Nbr	015871		Check Total: 49.50	
06565 FOX VALLEY HUMANE ASSOCIATION	021308	31100	53	08-115-250	1,488.18	1/2 ANNUAL FEE+7 ANIMALS
	Check Date 2/21/2008	Check Nbr	015872		Check Total: 1,488.18	

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06615 FOX VALLEY TECHNICAL COLLEGE	021808	31100	21	04-229-000	5.90	TAX COLLECTION PAYMENTS
	Check Date 2/21/2008	Check Nbr	015873		Check Total:	5.90
06625 FOX VALLEY TRUCK	478581	31731	54	10-149-383	80.57	ABSORBER
	Check Date 2/21/2008	Check Nbr	015874		Check Total:	80.57
07075 GANNETT NEWSPAPERS	012308	31100	51	10-115-322	187.20	52 WEEK SUBSCRIPTION RENEWAL
	Check Date 2/21/2008	Check Nbr	015875		Check Total:	187.20
07080 GANNETT WISCONSIN NEWSPAPERS	0003224870	31100	51	02-105-293	456.60	MECHANIC AD
	Check Date 2/21/2008	Check Nbr	015876		Check Total:	456.60
07580 GUNDERSON UNIFORM & LINEN RENT	1239039	31100	53	09-212-240	100.05	MAT BRUSH/SENIOR CENTER
	1240414	31100	51	10-115-201	24.53	MOP/MAT SERVICE
	1240414	31100	53	09-212-313	3.36	MOP/MAT SERVICE
	1240414	31100	55	07-202-313	3.36	MOP/MAT SERVICE
	1238200	31100	52	08-101-313	31.00	TOWEL/DISH/MAT SERVICE
	Check Date 2/21/2008	Check Nbr	015877		Check Total:	162.30
09270 INTERNATIONAL TRANSLATORS	LC-2-17795	31100	53	09-102-215	10.00	TRANSLATION/SPANISH
	Check Date 2/21/2008	Check Nbr	015878		Check Total:	10.00
10230 JOHN'S SAW SERVICE	8144	31731	54	10-149-383	249.95	CYL W/PISTON
	Check Date 2/21/2008	Check Nbr	015879		Check Total:	249.95
10307 KIMBERLY JONES	021908	31100	46	04-177-000	57.00	CLASS REFUND
	Check Date 2/21/2008	Check Nbr	015880		Check Total:	57.00
11235 KONE INC	17701886	31100	51	10-115-204	218.07	MAINTENANCE AGREEMENT
	Check Date 2/21/2008	Check Nbr	015881		Check Total:	218.07

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11365 KUNDINGER FLUID POWER INC	5002866	31731	54	10-149-383	13.40	PARKRIMP COUPLING
	5001811	31731	54	10-149-383	52.21	COUPLING
	Check Date 2/21/2008	Check Nbr	015882		Check Total:	65.61
11380 KUSTOM SIGNALS INC	342559	31100	52	08-101-243	65.00	BRIGHTNESS CONTROL BDS
		Check Date 2/21/2008	Check Nbr	015883	Check Total:	65.00
12170 LAPPEN SECURITY PRODUCTS INC	27566	31100	52	08-101-240	30.50	REKEY CYLINDER/EVIDENCE RM/PD
	27583	31100	54	10-304-300	12.18	BROAD ST DUMPSTER SITE LOCK
	Check Date 2/21/2008	Check Nbr	015884	Check Total:	42.68	
12450 LINCOLN CONTRACTORS SUPPLY INC	10416020	31100	54	10-111-300	33.66	TAPE MEASURE
		Check Date 2/21/2008	Check Nbr	015885	Check Total:	33.66
13175 M-B COMPANIES INC	57509	31100	51	04-109-315	-410.46	REVERSE/WRONG VENDOR
	57509	31100	51	04-109-315	410.46	REVERSE/WRONG VENDOR
	122774	31731	54	10-149-383	-630.21	SWING FRAME
	122774	31731	54	10-149-383	630.21	SWING FRAME
	Check Date 2/21/2008	Check Nbr	015888	Check Total:	0.00	
13175 M-B COMPANIES INC	57509	31100	51	04-109-315	410.46	TELCOM TOOLKIT/TELEPHONE ISSUE
	57509	31100	51	04-109-315	-410.46	REVERSE/WRONG VENDOR
	122774	31731	54	10-149-383	630.21	SWING FRAME
		Check Date 2/21/2008	Check Nbr	015930	Check Total:	630.21
13185 M-B ELECTRONICS A V INC	57509	31100	51	04-109-315	410.46	TOOLKIT/TELEPHONE TROUBLESHOOT
		Check Date 2/21/2008	Check Nbr	015890	Check Total:	410.46
13010 MACHINE SERVICE INC	1280290035	31731	54	10-149-383	1,125.25	PTO UNIT
		Check Date 2/21/2008	Check Nbr	015886	Check Total:	1,125.25

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Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
13149 MATTHEWS COMMERCIAL TIRE CTR	024120	31731	54	10-149-382	176.48	TIRE REPAIR
	024165	31731	54	10-149-382	63.82	GRADER TIRE
	Check Date 2/21/2008	Check Nbr	015887		Check Total:	240.30
13180 MC CLONE INSURANCE GROUP	022008	31100	51	02-103-310	20.00	BOND/NOTARY/B TAUBEL
	Check Date 2/21/2008	Check Nbr	015889		Check Total:	20.00
13360 MENASHA ELECTRIC & WATER UTILI	002933	31201	54	10-302-250	24,755.14	DEC 07 SEWER CHGS
	2934	31100	54	10-134-212	1,594.57	CITY SHARE OF DIGGERS HOTLINE
	2934	31201	54	10-301-212	1,594.58	CITY SHARE OF DIGGERS HOTLINE
	020708	31100	12	04-399-000	857.64	FIRE DEPT
	020708	31100	12	04-399-000	175.55	FIRE DEPT
	020708	31100	12	04-399-000	7.56	TRAFFIC LIGHTS
	020708	31100	12	04-399-000	242.42	POLICE DEPT
	020708	31100	52	08-101-223	1,184.37	POLICE DEPT
	020708	31100	54	10-131-223	849.74	TRAFFIC LIGHTS
	020708	31100	54	10-131-225	28.75	TRAFFIC LIGHTS
	020708	31731	54	10-149-223	1,888.07	PUBLIC WORKS FACILITY
	020708	31731	54	10-149-225	734.00	PUBLIC WORKS FACILITY
	020708	31201	54	10-301-223	28.45	LIFT STATIONS
	020708	31266	54	10-308-223	8.48	RECYCLING
	020708	31100	55	06-101-223	2,436.05	LIBRARY
	020708	31100	55	06-101-225	410.49	LIBRARY
	020708	31100	55	07-202-223	1,361.99	PARKS
	020708	31100	55	07-203-223	136.80	SWIMMING POOL
	020708	31100	55	07-203-225	315.51	SWIMMING POOL
	020708	31100	55	10-215-223	422.24	LIFT BRIDGES
	Check Date 2/21/2008	Check Nbr	015891		Check Total:	39,032.40

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Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
13370 MENASHA EMPLOYEES CREDIT UNION		31100	21	04-299-020	1,801.00	
	Check Date 2/21/2008	Check Nbr	015892		Check Total:	1,801.00
	021908	31100	21	04-299-022	27.69	AUX OFF BLAIR UNION DUES
	Check Date 2/21/2008	Check Nbr	015893		Check Total:	27.69
13375 MENASHA EMPLOYEES LOCAL 1035		31100	21	04-299-031	225.00	
	Check Date 2/21/2008	Check Nbr	015894		Check Total:	225.00
13400 MENASHA JOINT SCHOOL DISTRICT	021808	31100	21	04-229-000	29.16	TAX COLLECTION PAYMENTS
	Check Date 2/21/2008	Check Nbr	015895		Check Total:	29.16
	021908	31100	41	04-103-000	5,929.00	FEB MOBILE HOME TAX
	Check Date 2/21/2008	Check Nbr	015896		Check Total:	5,929.00
13460 MENASHA TREASURER	021908	31100	44	04-201-000	21.00	CORRECT DOG LIC RECT/COUNTY
	Check Date 2/21/2008	Check Nbr	015897		Check Total:	21.00
13785 MOTION INDUSTRIES INC	WI-25-429624	31731	54	10-149-383	39.13	SPIDER CPLGS/SOX
	Check Date 2/21/2008	Check Nbr	015898		Check Total:	39.13
14010 N&M AUTO SUPPLY	204569	31731	54	10-149-383	54.69	SERP BLT
	204530	31731	54	10-149-383	129.98	HERCULINER
	204505	31731	54	10-149-383	280.58	ALTERNATOR/DEPOSIT
	Check Date 2/21/2008	Check Nbr	015899		Check Total:	465.25
14395 NORTH AMERICAN SALT CO	70142600	31100	54	10-124-300	9,029.85	SALT
	Check Date 2/21/2008	Check Nbr	015900		Check Total:	9,029.85

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Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
15080 OFFICEMAX CONTRACT INC	488436	31731	54	10-149-310	188.77	OFFICE SUPPLIES
	488436	31100	55	07-202-310	32.48	OFFICE SUPPLIES
	Check Date 2/21/2008	Check Nbr	015901		Check Total:	221.25
15090 OGDEN PLUMBING & HEATING INC	54090	31100	52	05-201-240	633.92	FIX SHOWER HEAD/REPAIR KIT
	Check Date 2/21/2008	Check Nbr	015902		Check Total:	633.92

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Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
03405 ONE COMMUNICATIONS	020208	31100	12	04-399-000	10.72	BUILD INSPECT
	020208	31100	12	04-399-000	420.32	BILL TO MENASHA UTILITIES
	020208	31207	12	04-399-000	19.18	MARINA
	020208	31100	51	01-102-221	9.90	MAYOR
	020208	31100	51	02-103-221	7.68	ATTORNEY
	020208	31100	51	02-104-221	16.09	CLERK
	020208	31100	51	02-105-221	15.30	PERSONNEL
	020208	31100	51	04-106-221	43.06	FINANCE
	020208	31100	51	04-107-221	4.91	ASSESSOR
	020208	31100	51	04-109-221	25.17	IT
	020208	31100	51	10-115-221	58.36	CITY HALL
	020208	31100	52	05-701-221	58.88	EOC
	020208	31100	52	08-101-221	331.08	POLICE
	020208	31100	53	09-102-221	88.83	HEALTH
	020208	31100	53	09-212-221	29.85	SENIOR
	020208	31100	54	10-111-221	59.04	ENGINEERING
	020208	31100	54	10-131-221	5.24	SIGN
	020208	31731	54	10-149-221	41.45	GARAGE
	020208	31100	55	06-101-221	210.89	LIBRARY
	020208	31100	55	07-201-221	21.58	RECREATION
020208	31100	55	07-202-221	79.59	PARKS	
020208	31100	55	07-203-221	33.86	POOL	
020208	31100	55	10-215-221	34.28	BRIDGE	
020208	31100	56	03-202-221	29.15	COM DEV	
Check Date 2/21/2008 Check Nbr 015867					Check Total: 1,654.41	
16025 PACKER CITY INTERNATIONAL	3280250006	31731	54	10-149-383	313.22	PIPES
	3280280002	31731	54	10-149-383	111.33	STOCK SUPPLIES
	3280290009	31731	54	10-149-383	21.46	PIPE
	3280250075	31731	54	10-149-383	29.37	CLAMP
Check Date 2/21/2008 Check Nbr 015904					Check Total: 475.38	

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Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
16452 PONTEM SOFTWARE	33383	31100	51	04-109-315	4,272.00	CEMETERY SOFTWARE
	Check Date 2/21/2008	Check Nbr	015905		Check Total: 4,272.00	
16802 PREMIERE DOOR & SUPPLY INC	15379	31261	56	03-207-701	665.00	WINDOW PRICE ADJ NATURES WAY
	Check Date 2/21/2008	Check Nbr	015906		Check Total: 665.00	
18400 ROAD EQUIPMENT	478812	31731	54	10-149-383	459.97	BEARING CONES/SEAL/GASKET
	Check Date 2/21/2008	Check Nbr	015907		Check Total: 459.97	
19280 OFFICE OF SECRETARY OF STATE	021308	31100	51	02-103-310	20.00	NOTARY/B TAUBEL
	Check Date 2/21/2008	Check Nbr	015908		Check Total: 20.00	
19327 SERVICEMASTER BUILDING MTNCE	18358	31100	52	08-101-201	50.00	CLEAN GARAGE IN FEBRUARY 2008
	118294	31100	52	08-101-201	1,395.00	JANITORIAL SERVICE JAN 2008
	Check Date 2/21/2008	Check Nbr	015909		Check Total: 1,445.00	
19435 SNAP-ON TOOLS	172369	31100	55	07-202-315	89.70	VANDAL PROOF SCREEN
	Check Date 2/21/2008	Check Nbr	015910		Check Total: 89.70	
19650 STATE CHEMICAL MFG CO	93670911	31100	13	04-106-000	171.03	TRADEWIND SPICE
	Check Date 2/21/2008	Check Nbr	015911		Check Total: 171.03	
19678 DENNIS STEFFENS	021308	31100	21	04-229-000	27.18	DUMPSTER OVERPAYMENT
	Check Date 2/21/2008	Check Nbr	015912		Check Total: 27.18	
19693 STEPP EQUIPMENT COMPANY	251145	31731	54	10-149-383	18.66	RUBBER PAD
	Check Date 2/21/2008	Check Nbr	015913		Check Total: 18.66	

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19725 STREICHERS PROF POLICE EQUIPME	I493036	31100	52	08-101-315	126.95	GUN/SUPPLIES
	I494663	31100	52	08-101-315	89.99	HOLSTER
	I492904	31100	52	08-101-300	935.00	.223 CAQL PRACTICE ROUNDS
	Check Date 2/21/2008	Check Nbr	015914		Check Total:	1,151.94
19787 SWIDERSKI EQUIPMENT INC	012485	31731	54	10-149-383	68.96	ELEMENT FILTERS
	Check Date 2/21/2008	Check Nbr	015915		Check Total:	68.96
20290 TOUGH SOLUTIONS	TSI331921	31100	52	08-101-295	2,596.00	TUFF DOCK
	Check Date 2/21/2008	Check Nbr	015916		Check Total:	2,596.00
21045 UNIFIRST CORPORATION	0970026740	31731	54	10-149-201	63.01	MAT/MOP/CLOTHING SERVICE
	Check Date 2/21/2008	Check Nbr	015917		Check Total:	63.01
21050 UNIFORM SHOPPE	166857	31100	52	08-101-193	93.40	TROUSERS/LINER BELT
	Check Date 2/21/2008	Check Nbr	015918		Check Total:	93.40
21162 UNIVERSITY OF WISCONSIN-EXTENS	1052543	31100	54	10-124-332	45.00	ROAD MAINTENANCE/M RADTKE
	1052535	31100	54	10-124-332	45.00	ROAD MAINTENANCE/T JACOBSON
	1052537	31100	54	10-124-332	45.00	ROAD MAINTENANCE/J NIELAND
	Check Date 2/21/2008	Check Nbr	015919		Check Total:	135.00
21200 UR WASHINSTUFF INC	10005	31100	52	08-101-295	68.52	12 CAR WASHES
	Check Date 2/21/2008	Check Nbr	015920		Check Total:	68.52
21226 US OIL CO INC	670026	31100	13	04-103-000	2.00	FEDERAL LUST TAX
	670028	31100	13	04-103-000	5.60	FEDERAL LUST TAX
	Check Date 2/21/2008	Check Nbr	015921		Check Total:	7.60

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22045 VALLEY CAMERA	22672	31100	52	08-101-300	19.99	FILM PROCESSING
	Check Date 2/21/2008	Check Nbr	015922		Check Total:	19.99
15190 VEOLIA ENVIRONMENTAL SERVICES	B4185337	31100	12	04-399-000	75.28	BROAD ST RECYCLING
	Check Date 2/21/2008	Check Nbr	015903		Check Total:	75.28
23090 WATERBLAST EQUIPMENT LLC	9816	31731	54	10-149-242	95.00	PRESSURE MAINTENANCE
	Check Date 2/21/2008	Check Nbr	015923		Check Total:	95.00
23135 WAYNE ENGINEERING CORP	61990	31731	54	10-149-383	552.52	JOYSTICK,AIR W/ELEC ROCKR
	Check Date 2/21/2008	Check Nbr	015924		Check Total:	552.52
03225 WC INDUSTRIAL SUPPLY COMPANY	0135203-IN	31731	54	10-149-383	34.33	OIL SEAL/BEARING
	0135274-IN	31731	54	10-149-383	20.48	COUPLING HALF
	Check Date 2/21/2008	Check Nbr	015865		Check Total:	54.81
23152 WE ENERGIES	020708	31100	53	09-102-224	443.13	226 MAIN ST
	020508	31100	55	07-202-223	34.70	MENASHA CONSERVANCY
	020608	31100	55	07-202-224	418.57	2170 PLANK RD
	Check Date 2/21/2008	Check Nbr	015925		Check Total:	896.40
23275 WINNEBAGO COUNTY TREASURER	021808	31100	21	04-229-000	19.24	TAX COLLECTION PAYMENT
	Check Date 2/21/2008	Check Nbr	015926		Check Total:	19.24
23371 WISCONSIN DEPT OF JUSTICE-TIME	L7101T	31100	52	08-101-216	45.00	NAME SEARCHES
	Check Date 2/21/2008	Check Nbr	015927		Check Total:	45.00
23450 WISCONSIN STATE LAB OF HYGIENE	3624294	31100	52	08-101-240	35.00	ASBESTOS BACK HALL TESTING
	Check Date 2/21/2008	Check Nbr	015928		Check Total:	35.00

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23455 WISCONSIN SUPPORT COLLECTIONS		31100	21	04-299-015	436.31	
		31100	21	04-299-016	138.40	
	Check Date 2/21/2008	Check Nbr	015929		Check Total:	574.71

Grand Total: 100,161.77

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01050 ACC PLANNED SERVICE INC	13108	31100	55	06-101-240	1,230.50	BUILDING REPAIR & MAINTENANCE
	Check Date 2/22/2008	Check Nbr 015931			Check Total: 1,230.50	
01053 ACCENT BUSINESS SOLUTIONS INC	210092	31100	55	06-101-243	250.00	MAINTENANCE CONTRACT
	Check Date 2/22/2008	Check Nbr 015932			Check Total: 250.00	
01130 ADT SECURITY SERVICES	64987383	31100	55	06-101-240	133.00	BUILDING REPAIR & MAINTENANCE
	Check Date 2/22/2008	Check Nbr 015933			Check Total: 133.00	
01655 AMERICAN-WISCONSIN FIRE PROTEC	13168	31100	55	06-101-240	105.95	ANNUAL SERVICE CONTRACT
	Check Date 2/22/2008	Check Nbr 015934			Check Total: 105.95	
02115 BAKER & TAYLOR INC	5008514175	31100	55	06-101-314	25.81	LIBRARY MATERIALS
	5008564041	31100	55	06-101-314	667.77	LIBRARY MATERIALS
	5008620160	31100	55	06-101-314	12.89	LIBRARY MATERIALS
	H24663030	31100	55	06-101-314	1,123.55	LIBRARY MATERIALS
	H24663040	31100	55	06-101-314	38.86	LIBRARY MATERIALS
	H24836490	31100	55	06-101-314	323.67	LIBRARY MATERIALS
	S15464230	31100	55	06-101-314	20.87	LIBRARY MATERIALS
	2020371749	31100	55	06-101-314	748.14	LIBRARY MATERIALS
	2020397068	31100	55	06-101-314	720.47	LIBRARY MATERIALS
	2020416934	31100	55	06-101-314	286.94	LIBRARY MATERIALS
	Check Date 2/22/2008	Check Nbr 015935			Check Total: 3,968.97	
02409 BERLIN PUBLIC LIBRARY	02212008	31100	55	06-101-314	13.95	LIBRARY MATERIALS
	Check Date 2/22/2008	Check Nbr 015936			Check Total: 13.95	
02428 KATHY BESON	02192008	31100	55	06-101-316	16.53	PROGRAM SUPPLIES
	02152008	31100	55	06-101-331	10.61	MILEAGE REIMBURSEMENT
	Check Date 2/22/2008	Check Nbr 015937			Check Total: 27.14	

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02628 JOSEPH BONGERS	02212008	31100	55	06-101-316	10.26	LIBRARY MATERIALS
	02162008	31100	55	06-101-320	110.00	MEMBERSHIP DUES
	02142008	31100	55	06-101-332	215.00	CONFERENCE REGISTRATION FEE
Check Date	2/22/2008	Check Nbr	015938	Check Total:	335.26	
02635 BOOK WHOLESALERS INC	M152278A	31100	55	06-101-314	138.10	LIBRARY MATERIALS
	M160673A	31100	55	06-101-314	31.69	LIBRARY MATERIALS
	M164781A	31100	55	06-101-314	5.22	LIBRARY MATERIALS
	M163828A	31100	55	06-101-314	11.92	LIBRARY MATERIALS
	M171563A	31100	55	06-101-314	15.54	LIBRARY MATERIALS
	M176307A	31100	55	06-101-314	13.92	LIBRARY MATERIALS
Check Date	2/22/2008	Check Nbr	015939	Check Total:	216.39	
02660 BORSCHÉ ROOFING PROFESSIONALS	16093	31100	55	06-101-240	596.43	REPAIRS
Check Date	2/22/2008	Check Nbr	015940	Check Total:	596.43	
02673 THOMAS BOUREGY & CO INC	51315A	31100	55	06-101-314	138.50	LIBRARY MATERIALS
Check Date	2/22/2008	Check Nbr	015941	Check Total:	138.50	
03265 CENTER POINT LARGE PRINT	696287	31100	55	06-101-314	38.94	LIBRARY MATERIALS
Check Date	2/22/2008	Check Nbr	015942	Check Total:	38.94	
03628 THE COMPASS	02212008	31100	55	06-101-314	28.00	LIBRARY MATERIALS
Check Date	2/22/2008	Check Nbr	015943	Check Total:	28.00	
04195 DEMCO INC	3072152	31100	55	06-101-300	192.67	DEPARTMENT SUPPLIES
Check Date	2/22/2008	Check Nbr	015944	Check Total:	192.67	
05111 ELISHA D SMITH PUBLIC LIBRARY	02212008	31100	55	06-101-316	112.00	ENDOWMENT REIMBURSEMENT
Check Date	2/22/2008	Check Nbr	015945	Check Total:	112.00	

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07044 GALE	RM859287	31100	55	06-101-314	-6.79	CREDIT
	RM859932	31100	55	06-101-314	-6.79	CREDIT
	15562849	31100	55	06-101-314	38.93	LIBRARY MATERIALS
Check Date	2/22/2008	Check Nbr	015946		Check Total:	25.35
07110 GAYLORD BROTHERS INC	1131432	31100	55	06-101-300	215.60	DEPARTMENT SUPPLIES
	Check Date	2/22/2008	Check Nbr	015947		Check Total:
08088 TOM HANNAH	02212008	31100	55	06-101-205	150.00	LIBRARY PROGRAM
	Check Date	2/22/2008	Check Nbr	015948		Check Total:
08109 ANN HARDGINSKI	02212008	31100	55	06-101-316	26.28	PROGRAM SUPPLIES
	Check Date	2/22/2008	Check Nbr	015949		Check Total:
09135 INGRAM LIBRARY SERVICES	33789559	31100	55	06-101-314	118.26	LIBRARY MATERIALS
	33972062	31100	55	06-101-314	261.75	LIBRARY MATERIALS
	34085633	31100	55	06-101-314	66.63	LIBRARY MATERIALS
	34213346	31100	55	06-101-314	114.50	LIBRARY MATERIALS
	Check Date	2/22/2008	Check Nbr	015950		Check Total:
11155 KITZ & PFEIL INC	01-03-140016	31100	55	06-101-313	12.91	HOUSEKEEPING SUPPLIES
	01-04-140024	31100	55	06-101-313	36.67	HOUSEKEEPING SUPPLIES
	01-10-140085	31100	55	06-101-313	22.10	HOUSEKEEPING SUPPLIES
	01-11-140039	31100	55	06-101-313	9.93	HOUSEKEEPING SUPPLIES
	Check Date	2/22/2008	Check Nbr	015951		Check Total:
11235 KONE INC	17664096	31100	55	06-101-240	336.33	MAINTENANCE CONTRACT
	Check Date	2/22/2008	Check Nbr	015952		Check Total:

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11315 KRUEGER TRUE VALUE	870917	31100	55	06-101-313	38.19	HOUSEKEEPING SUPPLIES
	Check Date 2/22/2008	Check Nbr 015953			Check Total: 38.19	
12064 BARBARA LAFONTAINE	02222008	31100	55	06-101-310	17.63	OFFICE SUPPLIES
	02182008	31100	55	06-101-314	10.00	LIBRARY MATERIALS
	02142008	31100	55	06-101-336	5.55	MILEAGE REIMBURSEMENT
	02112008	31100	55	06-101-338	8.30	MEAL REIMBURSEMENT
	02102008	31100	55	06-101-339	1.00	PARKING REIMBURSEMENT
	Check Date 2/22/2008	Check Nbr 015954			Check Total: 42.48	
12090 LAKELAND CHEMICAL SPECIALTIES	26890	31100	55	06-101-313	197.02	HOUSEKEEPING SUPPLIES
	Check Date 2/22/2008	Check Nbr 015955			Check Total: 197.02	
12215 LASERWORKS	160988	31100	55	06-101-300	148.00	DEPARTMENT SUPPLIES
	Check Date 2/22/2008	Check Nbr 015956			Check Total: 148.00	
12460 RON LINDBERG	02212008	31100	55	06-101-205	290.00	LIBRARY PROGRAM
	Check Date 2/22/2008	Check Nbr 015957			Check Total: 290.00	
12510 MARGE LOCH-WOUTERS	02212008	31100	55	06-101-314	20.00	LIBRARY MATERIALS
	02162008	31100	55	06-101-316	22.00	PROGRAM SUPPLIES
	Check Date 2/22/2008	Check Nbr 015958			Check Total: 42.00	
13100 MARSHALL CAVENDISH CORP	R781354	31100	55	06-101-314	164.51	LIBRARY MATERIALS
	Check Date 2/22/2008	Check Nbr 015959			Check Total: 164.51	
13294 ADAM MECKLER	02212008	31100	55	06-101-205	50.00	LIBRARY PROGRAM
	Check Date 2/22/2008	Check Nbr 015960			Check Total: 50.00	

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13538 MGM BUSINESS SOLUTIONS	B9002713	31100	55	06-101-311	87.96	METER INK CARTRIDGE
	Check Date 2/22/2008	Check Nbr	015961		Check Total:	87.96
13675 MINITEX-CPP	49053	31100	55	06-101-300	433.00	DEPARTMENT SUPPLIES
	Check Date 2/22/2008	Check Nbr	015962		Check Total:	433.00
13720 MODERN BUSINESS MACHINES	26147216	31100	55	06-101-243	416.35	MAINTENANCE CONTRACT
	Check Date 2/22/2008	Check Nbr	015963		Check Total:	416.35
14196 NEENAH PUBLIC LIBRARY	02212008	31100	55	06-101-314	49.80	LIBRARY MATERIALS
	02212008	31100	55	06-101-314	119.25	LIBRARY MATERIALS
	Check Date 2/22/2008	Check Nbr	015964		Check Total:	169.05
15045 OFFICE DEPOT CREDIT PLAN	142013813000	31100	55	06-101-310	365.36	OFFICE SUPPLIES
	4145066730010	31100	55	06-101-310	383.88	OFFICE SUPPLIES
	142032451000	31100	55	06-101-310	53.95	OFFICE SUPPLIES
	142017634000	31100	55	06-101-310	53.97	OFFICE SUPPLIES
	Check Date 2/22/2008	Check Nbr	015965		Check Total:	857.16
15210 ORIENTAL TRADING CO INC	621966666-01	31100	55	06-101-316	70.90	PROGRAM SUPPLIES
	622426769-01	31100	55	06-101-316	78.45	PROGRAM SUPPLIES
	Check Date 2/22/2008	Check Nbr	015966		Check Total:	149.35
16300 PIGGLY WIGGLY #24	00215885	31100	55	06-101-316	2.70	PROGRAM SUPPLIES
	00215885DUP	31100	55	06-101-316	48.79	PROGRAM SUPPLIES
	Check Date 2/22/2008	Check Nbr	015967		Check Total:	51.49
16890 PROQUEST LLC	1677667	31100	55	06-101-314	715.00	LIBRARY MATERIALS
	Check Date 2/22/2008	Check Nbr	015968		Check Total:	715.00

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18094 RANDOM HOUSE INC	1084308819	31100	55	06-101-314	44.00	LIBRARY MATERIALS
	1084308820	31100	55	06-101-314	32.00	LIBRARY MATERIALS
	1084306651	31100	55	06-101-314	72.00	LIBRARY MATERIALS
	1084308818	31100	55	06-101-314	232.80	LIBRARY MATERIALS
	1084346057	31100	55	06-101-314	30.00	LIBRARY MATERIALS
	1084330026	31100	55	06-101-314	60.00	LIBRARY MATERIALS
	1084330027	31100	55	06-101-314	256.00	LIBRARY MATERIALS
	1084359343	31100	55	06-101-314	176.00	LIBRARY MATERIALS
Check Date	2/22/2008	Check Nbr	015969	Check Total:	902.80	
19140 SCHARPF'S OFFICE PRODUCTS INC	382234	31100	55	06-101-310	81.83	OFFICE SUPPLIES
	Check Date	2/22/2008	Check Nbr	015970	Check Total:	81.83
19385 SHOWCASES	238714	31100	55	06-101-300	66.96	DEPARTMENT SUPPLIES
	238715	31100	55	06-101-300	354.56	DEPARTMENT SUPPLIES
	Check Date	2/22/2008	Check Nbr	015971	Check Total:	421.52
19388 DUANE SHUKOSKI	154	31100	55	06-101-292	45.00	INTERNET HOSTING
	Check Date	2/22/2008	Check Nbr	015972	Check Total:	45.00
21054 UNIQUE MANAGEMENT SERVICES INC	170588	31100	46	04-171-000	375.90	COLLECTION AGENCY FEE
	Check Date	2/22/2008	Check Nbr	015973	Check Total:	375.90
23095 WATSON LABEL PRODUCTS	71686	31100	55	06-101-300	1,783.84	DEPARTMENT SUPPLIES
	Check Date	2/22/2008	Check Nbr	015974	Check Total:	1,783.84
23160 WERNER ELECTRIC SUPPLY CO	S2355050.001	31100	55	06-101-313	193.50	HOUSEKEEPING SUPPLIES
	Check Date	2/22/2008	Check Nbr	015975	Check Total:	193.50

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23229 JULIE WING	02202008	31100	55	06-101-300	9.79	DEPARTMENT SUPPLIES
	<u>Check Date</u> 2/22/2008	<u>Check Nbr</u>	<u>015976</u>		<u>Check Total:</u>	<u>9.79</u>
23293 WINNEFOX LIBRARY SYSTEM	2943	31100	55	06-101-314	27.25	LIBRARY MATERIALS
	<u>Check Date</u> 2/22/2008	<u>Check Nbr</u>	<u>015977</u>		<u>Check Total:</u>	<u>27.25</u>
				Grand Total:	16,477.00	

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02115 BAKER & TAYLOR INC	2020203876	31100	55	06-101-314	90.99	LIBRARY MATERIALS
	H23160290	31100	55	06-101-314	169.80	LIBRARY MATERIALS
	H23160291	31100	55	06-101-314	35.95	LIBRARY MATERIALS
	H23160292	31100	55	06-101-314	35.99	LIBRARY MATERIALS
	2020237734	31100	55	06-101-314	128.22	LIBRARY MATERIALS
	2020282397	31100	55	06-101-314	54.51	LIBRARY MATERIALS
	2020340056	31100	55	06-101-314	56.04	LIBRARY MATERIALS
	H25274800	31100	55	06-101-314	17.99	LIBRARY MATERIALS
	2020371749DUP	31100	55	06-101-314	55.83	LIBRARY MATERIALS
	H26053731	31100	55	06-101-314	14.39	LIBRARY MATERIALS
	H26053732	31100	55	06-101-314	25.16	LIBRARY MATERIALS
	H26053733	31100	55	06-101-314	18.00	LIBRARY MATERIALS
	2020397068DUP	31100	55	06-101-314	54.97	LIBRARY MATERIALS
	2020416934DUP	31100	55	06-101-314	42.59	LIBRARY MATERIALS
Check Date	2/26/2008	Check Nbr	015979	Check Total:	800.43	
02635 BOOK WHOLESALERS INC	M163827A	31100	55	06-101-314	105.51	LIBRARY MATERIALS
	M167905A	31100	55	06-101-314	350.52	LIBRARY MATERIALS
	M176170A	31100	55	06-101-314	47.99	LIBRARY MATERIALS
Check Date	2/26/2008	Check Nbr	015980	Check Total:	504.02	
07044 GALE	RM859288	31100	55	06-101-314	-57.71	CREDIT
	15564346	31100	55	06-101-314	65.90	LIBRARY MATERIALS
Check Date	2/26/2008	Check Nbr	015981	Check Total:	8.19	
13100 MARSHALL CAVENDISH CORP	R779292	31100	55	06-101-314	137.09	LIBRARY MATERIALS
	Check Date	2/26/2008	Check Nbr	015982	Check Total:	137.09
13710 MISTER ANDERSON'S COMPANY	105901	31100	55	06-101-314	185.52	LIBRARY MATERIALS
	Check Date	2/26/2008	Check Nbr	015983	Check Total:	185.52

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18115 RECORDED BOOKS INC	3896884	31100	55	06-101-314	2,296.40	LIBRARY MATERIALS
	<u>Check Date</u> 2/26/2008	<u>Check Nbr</u>	<u>015984</u>		<u>Check Total:</u>	<u>2,296.40</u>
18460 ROSEN PUBLISHING GROUP	437940	31100	55	06-101-314	15.95	LIBRARY MATERIALS
	<u>Check Date</u> 2/26/2008	<u>Check Nbr</u>	<u>015985</u>		<u>Check Total:</u>	<u>15.95</u>
				Grand Total:	3,947.60	

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01075 ACCURATE SUSPENSION WAREHOUSE	8001797	31731	54	10-149-300	257.64	BRAKLEEN
	Check Date 2/28/2008	Check Nbr 015986			Check Total: 257.64	
01210 AFFINITY OCCUPATIONAL HEALTH	217611	31100	51	02-105-215	144.00	DRUG SCREENING
	217977	31100	51	02-105-215	99.00	QUICK SCREEN/PRE-PLACEMENT EXM
	Check Date 2/28/2008	Check Nbr 015987			Check Total: 243.00	
01315 AIRGAS NORTH CENTRAL	105509705	31100	55	07-202-204	26.97	ACETYLENE/ARGON/OXYGEN CYL
	105509706	31731	54	10-149-242	54.87	ACETYLENE/ARGON/OXYGEN CYL
	105487204	31731	54	10-149-242	62.99	ARGON LARGE
	Check Date 2/28/2008	Check Nbr 015988			Check Total: 144.83	
01630 AMERICAN RED CROSS OF NEENAH-	1754	31100	12	04-399-000	14.00	EMERGENCIES POSTERS
	Check Date 2/28/2008	Check Nbr 015989			Check Total: 14.00	
01675 AMT		31100	21	04-299-022	150.00	
	Check Date 2/28/2008	Check Nbr 015990			Check Total: 150.00	
01790 ARING EQUIPMENT CO INC	362331	31731	54	10-149-383	38.51	FUEL/OIL FILTERS
	362229	31731	54	10-149-383	184.62	HOUR COUNTER/PRIMARY FILTER
	Check Date 2/28/2008	Check Nbr 015991			Check Total: 223.13	
01842 ASSOCIATED APPRAISAL	5917	31100	51	04-107-219	4,708.33	PROFESSIONAL SERVICES FEB 2008
	5917	31100	51	04-107-310	13.77	POSTAGE/SUPPLIES/ENV/PHONE/FAX
	Check Date 2/28/2008	Check Nbr 015992			Check Total: 4,722.10	
01920 AVASTONE TECHNOLOGIES LLC	67698-A	31100	51	04-109-214	63.75	HELP FIX DOG LICENSE ISSUE
	Check Date 2/28/2008	Check Nbr 015993			Check Total: 63.75	

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02260 BAYCOM INC	27286	31100	52	08-101-295	4,712.00	KEYBOARD/POWER CORD/CABLE
	Check Date 2/28/2008	Check Nbr	015994		Check Total: 4,712.00	
02335 BECK ELECTRIC INC	E009	31100	54	10-131-243	578.07	WASHINGTON/GARFIELD LIGHTS
	E40	31100	54	10-131-243	75.00	THIRD/DE PERE LIGHTS
	E33	31100	54	10-131-243	310.29	NINTH/RACINE LIGHTS
	E39	31731	54	10-149-240	451.53	GATE AT CITY GARAGE
	E43	31100	55	07-202-240	154.29	3 BULBS & PHOTO EYE/HART PARK
	Check Date 2/28/2008	Check Nbr	015995		Check Total: 1,569.18	
02400 BERBEE INFORMATION NETWORKS	AP0800040	31100	51	04-109-214	150.00	ON-SITE SUPPORT FOR GARAGE APP
	Check Date 2/28/2008	Check Nbr	015996		Check Total: 150.00	
02410 BERGSTROM	FOCS111618	31100	52	08-101-295	261.45	DIAGNOSE/REPLAC AIR BAG SWITCH
	Check Date 2/28/2008	Check Nbr	015997		Check Total: 261.45	
02542 BLOCK IRON & SUPPLY COMPANY	162927	31100	52	05-201-240	117.45	LOCK/CYLINDER
	Check Date 2/28/2008	Check Nbr	015998		Check Total: 117.45	
02758 CATHERINE BRITO	022208	31100	21	04-229-000	20.00	OVERPAY PARKING TICKET
	Check Date 2/28/2008	Check Nbr	015999		Check Total: 20.00	
03247 CDW GOVERNMENT INC	JHC7799	31100	52	08-101-310	17.94	MEMOREX 100PK
	Check Date 2/28/2008	Check Nbr	016001		Check Total: 17.94	
03810 CRI RECYCLING SERVICE INC	18710	31266	54	10-307-216	140.00	GRANULAR RECYCLE FEE
	Check Date 2/28/2008	Check Nbr	016002		Check Total: 140.00	

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04275 DIGICORPORATION	52143	31100	51	04-106-291	497.60	2008 OPERATING BUDGET BOOKS
	52212	31100	13	04-113-000	-59.80	ADJ
	52212	31100	51	01-102-291	81.90	IMPRINT ENVELOPES/CLERK
	52212	31100	51	02-104-291	81.90	IMPRINT ENVELOPES/MAYOR
Check Date	2/28/2008	Check Nbr	016003	Check Total:	601.60	

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05100 ELAN CARDMEMBER SERVICE	021208	31100	51	02-104-310	9.50	BLANK CD-R'S/CLERK
	021208	31100	51	04-106-320	25.00	IGFOA MEMBERSHIP DUES/STOFFEL
	021208	31100	51	04-109-310	9.49	BLANK CD-R'S
	021208	31100	51	04-109-315	7,566.00	10 PC'S BUDGETED FOR POLICE
	021208	31100	51	04-109-315	1,608.98	TABLET PC CITY SANITARIAN
	021208	31100	51	04-109-315	1,399.95	4 PRINTERS/FINANCE
	021208	31100	51	10-115-310	28.50	TONER FOR CITY HALL
	021208	31100	52	08-101-214	157.02	KVM UNIT FOR FRED/RESEARCH PC
	021208	31100	52	08-101-240	31.49	KITZ & PFEIL/POLICE
	021208	31100	52	08-101-310	335.27	PRINTER TONER/POLICE
	021208	31100	52	08-101-310	112.94	TONER FOR POLICE
	021208	31100	52	08-101-312	20.29	BLANK CD-R'S FOR TRAFFIC CLERK
	021208	31100	52	08-101-315	513.98	BEACH CAMERA/POLICE
	021208	31100	52	08-101-315	140.29	MIDWAY USA/POLICE
	021208	31100	52	08-101-322	39.50	WI DEPT ADM DOCMT SALE/POLICE
	021208	31100	52	08-101-333	96.14	SHERATON/BROOKFIELD/POLICE
	021208	31100	52	08-101-337	95.00	FOX VALLEY TECH/POLICE
	021208	31100	52	08-101-338	33.82	RESTAURANT/BROOKFIELD/POLICE
	021208	31100	53	09-102-310	28.50	TONER FOR HEALTH
	021208	31100	54	10-111-333	509.46	EXP CIVIL 3D 2008 TRAINING/DPW
	021208	31731	54	10-149-310	335.27	PRINTER TONER/PWF
	021208	31731	54	10-149-313	66.74	SHIFFLER EQPT SALES/BLDG SERV
	021208	31100	54	10-202-300	1,205.98	CYBARCODE/PARKING LOT FUND
	021208	31100	55	06-101-313	63.11	CIG BUTT CONTAINER/BLDG SERV
	021208	31100	55	06-101-313	12.03	FIRST AID SUPPLIES/BLDG SERV
	021208	31100	55	06-101-314	63.54	AMAZON.COM/LIBRARY
	021208	31100	55	06-101-316	6.40	WALGREENS/LIBRARY
	021208	31100	55	07-201-320	325.00	WI PARK/REC/TUNGATE
021208	31100	56	03-202-214	19.95	REMOTE ACCESS FOR GOVERN TECH	
Check Date	2/28/2008	Check Nbr	016004	Check Total:	14,859.14	

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06065 FAMILY THERAPY & ANXIETY CTR	021808	31100	52	08-101-215	162.50	SERVICES PROVIDED/PD
	Check Date 2/28/2008	Check Nbr	016005		Check Total:	162.50
06115 FERRELLGAS	1020484501	31266	54	10-307-216	50.77	LIQUEFIED PETROLUEM GAS
	1020484477	31731	54	10-149-300	58.82	LIQUEFIED PETROLUEM GAS
	Check Date 2/28/2008	Check Nbr	016006		Check Total:	109.59
06680 FRONTLINE UNIFORM	2114	31100	52	08-109-300	28.00	AUXILIARY PATCHES
	Check Date 2/28/2008	Check Nbr	016007		Check Total:	28.00
07081 GANNETT WISCONSIN NEWSPAPERS	0003188703	31100	51	04-101-292	833.10	LEGALS
	Check Date 2/28/2008	Check Nbr	016008		Check Total:	833.10
07400 GRAY'S INC	24751	31100	54	10-124-315	6,016.82	TRUCK SUPPLIES
	Check Date 2/28/2008	Check Nbr	016009		Check Total:	6,016.82
10243 JOHNSON CONTROLS INC	0801310386	31100	52	05-201-240	1,295.35	SMOKE DETECTOR 35 SLEEP QTRS
	Check Date 2/28/2008	Check Nbr	016010		Check Total:	1,295.35
11057 KCB SUPPLY INC	3880	31100	52	08-101-244	617.76	WELDED BUL STORAGE/SUPPORT
	Check Date 2/28/2008	Check Nbr	016011		Check Total:	617.76
11380 KUSTOM SIGNALS INC	343375	31100	52	08-101-315	71.00	DVD-RAM MEDIA
	Check Date 2/28/2008	Check Nbr	016012		Check Total:	71.00
12250 LAWSON PRODUCTS INC	6489782	31731	54	10-149-300	108.82	STOCK
	Check Date 2/28/2008	Check Nbr	016013		Check Total:	108.82

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13149 MATTHEWS COMMERCIAL TIRE CTR	024239	31731	54	10-149-382	38.48	TIRE SERVICE
	024238	31731	54	10-149-382	63.82	GRADER TIRE SERVICE
	Check Date 2/28/2008	Check Nbr	016014		Check Total:	102.30
13360 MENASHA ELECTRIC & WATER UTILI	013108	31100	55	07-202-223	8.48	572 RIVERWAY
	012908	31100	12	04-399-000	18.27	TRAFFIC LIGHTS
	012908	31100	51	04-109-214	763.00	FIBER CONNECTION
	012908	31100	51	10-115-223	1,629.04	CITY BUILDINGS
	012908	31100	51	10-115-225	266.61	CITY BUILDINGS
	012908	31100	53	09-102-214	112.50	HEALTH DEPT
	012908	31100	53	09-102-223	155.93	HEALTH DEPT
	012908	31100	53	09-102-225	47.69	HEALTH DEPT
	012908	31100	53	09-212-223	324.20	SENIOR CENTER
	012908	31100	53	09-212-225	74.39	SENIOR CENTER
	012908	31100	54	10-131-223	315.90	TRAFFIC LIGHTS
	012908	31201	54	10-301-223	34.72	LIFT STATION
	012908	31100	55	04-221-223	8.48	CURTIS REED SQUARE
	012908	31100	55	07-202-223	610.40	PARKS
	012908	31100	55	07-202-225	196.51	PARKS
	012908	31207	55	07-205-223	534.21	MARINA
	012908	31207	55	07-205-225	26.00	MARINA
012908	31100	55	10-215-223	321.62	LIFT BRIDGES	
	Check Date 2/28/2008	Check Nbr	016015		Check Total:	5,447.95
13370 MENASHA EMPLOYEES CREDIT UNION		31100	21	04-299-020	1,801.00	
		31100	21	04-299-020	18,253.50	
	Check Date 2/28/2008	Check Nbr	016016		Check Total:	20,054.50
13375 MENASHA EMPLOYEES LOCAL 1035		31100	21	04-299-031	225.00	
	Check Date 2/28/2008	Check Nbr	016017		Check Total:	225.00

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13377 MENASHA EMPLOYEES LOCAL 1035B		31100	21	04-299-032	248.16	
	Check Date 2/28/2008	Check Nbr	016018		Check Total:	248.16
13550 MICHELS MATERIALS	193443	31100	54	10-124-300	1,128.29	SCREENING
	Check Date 2/28/2008	Check Nbr	016019		Check Total:	1,128.29
14205 CITY OF NEENAH TREASURER	022008	31100	21	04-616-000	406.63	REFUND OF OVERPAYMENT
	Check Date 2/28/2008	Check Nbr	016020		Check Total:	406.63
	30991	31100	51	02-113-250	2,400.00	JT MUNICIPAL CT BLDG USE FEE
	Check Date 2/28/2008	Check Nbr	016021		Check Total:	2,400.00
	022208	31100	52	05-201-250	234,311.00	N-M FIRE RESCUE MARCH 2008
	Check Date 2/28/2008	Check Nbr	016022		Check Total:	234,311.00
14270 NETWORK HEALTH PLAN	00361794	31100	21	04-619-003	114,697.84	EMPLOYEES
	00361794	31100	21	04-650-000	9,547.29	RETIREEES/COBRA
	Check Date 2/28/2008	Check Nbr	016023		Check Total:	124,245.13
15080 OFFICEMAX INC	643225	31100	51	02-103-310	16.49	OFFICE SUPPLIES/ATTY
	643225	31100	51	02-104-310	5.40	OFFICE SUPPLIES/CLERK
	643225	31100	51	02-105-310	16.39	OFFICE SUPPLIES/PERSONNEL
	643225	31100	51	02-117-310	32.39	OFFICE SUPPLIES/ELEC
	720877	31100	51	04-106-310	105.19	OFFICE SUPPLIES
	956941	31100	51	04-106-310	-3.95	CREDIT ON SHIPPING
	814332	31100	51	04-106-310	-13.14	RETURN OF RIBBONS
	Check Date 2/28/2008	Check Nbr	016024		Check Total:	158.77
15130 NICHOLAS OLESZAK	021208	31100	52	08-101-331	31.24	MEG UNIT SURVEILLANCE
	Check Date 2/28/2008	Check Nbr	016025		Check Total:	31.24

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16025 PACKER CITY INTERNATIONAL	3280300008	31731	54	10-149-383	21.40	BLADE
	3280360050	31731	54	10-149-383	99.63	STOCK
	3280360076	31731	54	10-149-383	318.15	FILTERS/ELEMENTS/LAMPS
	3280360067	31731	54	10-149-383	5.91	AIR HOSE
	Check Date 2/28/2008	Check Nbr 016026			Check Total: 445.09	
16235 PERSONNEL EVALUATION INC	84414	31100	52	08-101-216	16.00	PERSONNEL EVALUATION PROFILE
		Check Date 2/28/2008	Check Nbr 016027		Check Total: 16.00	
18190 REGISTRATION FEE TRUST TVRP	022708	31100	52	08-101-295	75.00	2003 CHEV REGISTRATION
		Check Date 2/28/2008	Check Nbr 016028		Check Total: 75.00	
	022708	31100	45	04-403-000	500.00	PARKING TICKET PROCESS FEE
	Check Date 2/28/2008	Check Nbr 016029		Check Total: 500.00		
19150 SCHENCK BUSINESS SOLUTIONS	244659	31100	51	04-109-214	427.76	REVIEW IT ISSUES/PROF SERVICES
		Check Date 2/28/2008	Check Nbr 016030		Check Total: 427.76	
19370 DR TERESA SHOBERG	022708	31100	53	09-102-215	150.00	CITY PHYSICIAN
		Check Date 2/28/2008	Check Nbr 016032		Check Total: 150.00	
19634 CAL STANKE	022108	31100	55	07-201-203	792.00	PTICING CLINIC INSTRUCTION
		Check Date 2/28/2008	Check Nbr 016033		Check Total: 792.00	
19725 STREICHERS PROF POLICE EQUIPME	1497308	31100	52	08-101-315	1,242.00	PISTOL
		Check Date 2/28/2008	Check Nbr 016034		Check Total: 1,242.00	
19787 SWIDERSKI EQUIPMENT INC	012658	31731	54	10-149-383	5.42	GASKET
		Check Date 2/28/2008	Check Nbr 016035		Check Total: 5.42	

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20145 THEDACARE	9802702	31100	52	08-101-215	331.20	VENIPUNCTURE
	Check Date 2/28/2008	Check Nbr 016036			Check Total: 331.20	
20325 TRAFFIC & PARKING CONTROL CO	289158	31100	54	10-131-300	249.39	SIGNAL HEAD/MOUNTING ARM STOCK
	Check Date 2/28/2008	Check Nbr 016037			Check Total: 249.39	
21045 UNIFIRST CORPORATION	0970027122	31731	54	10-149-201	69.25	MAT/MOP/CLOTHING SERVICE
	Check Date 2/28/2008	Check Nbr 016038			Check Total: 69.25	
21095 UNITED WAY FOX CITIES		31100	21	04-299-021	95.75	
	Check Date 2/28/2008	Check Nbr 016039			Check Total: 95.75	
21205 US CELLULAR	200267787-048	31100	51	01-102-221	40.31	LAUX
	200267787-048	31100	51	02-103-221	38.75	BRANDT
	200267787-048	31100	51	04-106-221	10.11	STOFFEL
	200267787-048	31100	51	04-109-221	58.86	JAMES/LACEY
	200267787-048	31100	51	10-115-221	38.75	ALIX
	200267787-048	31100	52	08-101-221	636.90	POLICE
	200267787-048	31100	53	09-103-221	44.98	DREW
	200267787-048	31100	53	09-119-221	115.35	HEALTH
	200267787-048	31100	54	10-111-221	115.68	DPW
	200267787-048	31731	54	10-149-221	66.27	JACOBSON/NEILAND/MECHANIC
	200267787-048	31201	54	10-301-221	9.69	CONFINED SPACE
	200267787-048	31100	55	07-201-221	54.75	TUNGATE
	200267787-048	31100	55	07-202-221	151.88	PARKS
	200267787-048	31100	56	03-202-221	52.64	KEIL/BECKENDORF
	Check Date 2/28/2008	Check Nbr 016040			Check Total: 1,434.92	

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21226 US OIL CO INC	M83117	31731	54	10-149-300	955.14	THP FLUID
	677901	31100	13	04-103-000	4,116.92	NO LEAD GAS
	677899	31100	13	04-103-000	20,293.94	FUEL OIL
	Check Date 2/28/2008	Check Nbr	016041		Check Total:	25,366.00
	L33243	31731	54	10-149-242	72.00	SAMPLES
	Check Date 2/28/2008	Check Nbr	016042		Check Total:	72.00
22430 VISION INSURANCE PLAN OF AMERI	56950	31100	21	04-619-005	1,109.20	EMPLOYEES
	56950	31100	21	04-619-005	15.40	EMPLOYEES
	Check Date 2/28/2008	Check Nbr	016043		Check Total:	1,124.60
22995 VOICE DATA & ELEC SERVICES LLC	021508	31100	52	08-101-244	232.50	INSTALL CAT5E LINE/PD
	Check Date 2/28/2008	Check Nbr	016044		Check Total:	232.50
19185 WAUSAU EQUIPMENT COMPANY INC	129106	31100	54	10-124-300	1,781.45	SHOCKS
	129053	31100	54	10-124-300	178.09	STOCK
	Check Date 2/28/2008	Check Nbr	016031		Check Total:	1,959.54
03225 WC INDUSTRIAL SUPPLY COMPANY	0135317-IN	31731	54	10-149-383	5.51	O-RING/OIL SEAL
	0000051-IN	31731	54	10-149-383	12.80	BOLT FLANGETTE
	Check Date 2/28/2008	Check Nbr	016000		Check Total:	18.31

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23152 WE ENERGIES	022108	31100	12	04-399-000	1,881.68	BILL TO N-M FIRE RESCUE
	022108	31100	51	10-115-224	3,172.03	CITY HALL
	022108	31100	52	08-101-224	2,598.51	POLICE
	022108	31100	53	09-212-224	531.94	SENIOR CENTER
	022108	31731	54	10-149-224	8,157.05	GARAGE
	022108	31100	55	06-101-224	4,229.00	LIBRARY
	022108	31100	55	07-202-224	1,385.36	PARKS
	022108	31100	55	07-203-224	384.68	POOL
	022108	31207	55	07-205-224	79.35	MARINA
	Check Date	2/28/2008	Check Nbr	016045		Check Total:
23154 WEDA	022508	31100	56	03-202-320	380.00	2008 MEMBERSHIP DUES
	Check Date	2/28/2008	Check Nbr	016046		Check Total:
23165 WEST PAYMENT CENTER	815352421	31100	51	02-103-322	100.27	INFORMATION CHARGES
	Check Date	2/28/2008	Check Nbr	016047		Check Total:
23455 WISCONSIN SUPPORT COLLECTIONS		31100	21	04-299-015	436.31	
		31100	21	04-299-016	138.40	
		31100	21	04-299-015	894.60	
	Check Date	2/28/2008	Check Nbr	016049		Check Total:
23434 WMCA DISTRICT VI	022708	31100	51	02-104-337	15.00	REGISTRATION CLERK DIST MEETIG
	Check Date	2/28/2008	Check Nbr	016048		Check Total:
Grand Total:					485,260.03	

Menasha Utilities
Steam Detail
For the Month Ending January 31, 2008

	Current Month		Year-to-Date		Annual	
	Actual	Budget	Actual	Budget	Actual	Budget
Operating Revenues						
Steam Sales - Sonoco	\$701,885.13	\$898,250.73	\$701,885.13	\$898,250.73	\$9,247,958.92	
Steam Sales - Alcan	42,664.52	41,075.18	42,664.52	41,075.18	457,784.79	
Steam Sales - Whiting	46,380.70	47,614.12	46,380.70	47,614.12	485,503.77	
Electric Sales	117,911.74	111,976.08	117,911.74	111,976.08	742,944.54	
MISO Sales	185,699.98	106,307.65	185,699.98	106,307.65	2,250,064.38	
Capacity Payment	13,334.00	13,334.00	13,334.00	13,334.00	163,288.00	
Forfeited Discounts-Late Charges	227.64		227.64			
Total Operating Revenues	1,108,103.71	1,218,557.76	1,108,103.71	1,218,557.76	13,347,544.40	
Operation and Maintenance Expenses						
Steam Power Generation						
Labor	119,793.36	107,339.69	119,793.36	107,339.69	1,288,076.00	
Coal	419,203.69	519,211.56	419,203.69	519,211.56	6,154,125.89	
Ash Disposal	11,954.02	10,629.68	11,954.02	10,629.68	125,991.80	
Other Fuel Expenses	6,692.45	3,667.00	6,692.45	3,667.00	44,004.00	
Steam Expenses	777.08	8,633.33	777.08	8,633.33	8,633.33	
City Water and Sewer	22,630.26	17,775.14	22,630.26	17,775.14	103,600.00	
Electric Expenses	600.00	2,158.33	600.00	2,158.33	179,434.14	
Miscellaneous Steam Power Expenses	7,743.92	4,532.17	7,743.92	4,532.17	25,900.00	
Auxiliary Power	73,362.60	84,944.43	73,362.60	84,944.43	54,386.00	
Maintenance of Structures		1,295.00		1,295.00	942,020.37	
Maintenance of Boiler Plant	3,239.35	10,125.00	3,239.35	10,125.00	15,540.00	
Maintenance of Electric Plant	1,001.09	8,333.33	1,001.09	8,333.33	301,500.00	
Maintenance of Miscellaneous Steam Plant	642.15	833.33	642.15	833.33	100,000.00	
Total Steam Power Generation	667,639.97	779,477.99	667,639.97	779,477.99	9,344,578.20	
Distribution Expenses						
Chemical Expense	16,809.99	11,568.67	16,809.99	11,568.67	138,824.00	
Steam Line Expense	219.50	157.92	219.50	157.92	1,895.00	
Customer Installation	393.50	479.42	393.50	479.42	5,753.00	
Maintenance of Mains	8.36	1,181.17	8.36	1,181.17	14,174.00	
Maintenance of Services		172.33		172.33	2,068.00	
Maintenance of Meters		8.36		8.36		
Total Distribution Expenses	17,431.35	13,559.51	17,431.35	13,559.51	162,714.00	
Administrative and General Expenses						
Administrative and General Salaries	2,353.30	7,765.96	2,353.30	7,765.96	93,191.52	
Office Supplies and Expenses	407.89	416.67	407.89	416.67	5,000.00	
Outside Services Employed	12,225.59	7,383.00	12,225.59	7,383.00	80,105.00	
Property Insurance	4,552.04	3,750.00	4,552.04	3,750.00	45,000.00	
Injuries and Damages	2,841.41	3,467.50	2,841.41	3,467.50	41,610.00	
Employee Pensions and Benefits	25,959.17	33,461.42	25,959.17	33,461.42	403,780.01	
Miscellaneous General Expenses	2,713.24	4,404.00	2,713.24	4,404.00	19,783.00	
Vehicle Clearing	(346.90)	0.01	(346.90)	0.01		
Power Operated Clearing	303.52	303.52	303.52	303.52		
Rents	50.00	50.00	50.00	50.00	600.00	
Total Administrative and General Expenses	51,059.26	60,698.56	51,059.26	60,698.56	689,069.53	
Total Operation and Maintenance Expenses	736,130.58	853,736.06	736,130.58	853,736.06	10,196,361.73	
Other Operating Expenses						
GE Water Treatment Lease Expense	29,166.03	29,166.03	29,166.03	29,166.03	349,992.36	

Menasha Utilities
 Steam Detail
 For the Month Ending January 31, 2008

	Current Month		Year-to-Date		Annual Budget
	Actual	Budget	Actual	Budget	
Taxes	\$5,696.17	\$8,862.67	\$5,696.17	\$8,862.67	\$106,352.00
Total Other Operating Expenses	34,862.20	38,028.70	34,862.20	38,028.70	456,344.36
Total Operating Expenses	770,992.78	891,764.76	770,992.78	891,764.76	10,652,706.09
Net Operating Income (Loss)	337,110.93	326,793.00	337,110.93	326,793.00	2,694,838.31
Other Income					
Interest and Dividend Income	6,834.27	6,714.00	6,834.27	6,714.00	98,406.00
Total Other Income	6,834.27	6,714.00	6,834.27	6,714.00	98,406.00
Income Before Interest Charges	343,945.20	333,507.00	343,945.20	333,507.00	2,793,244.31
Interest Charges					
Interest on Long-Term Debt	100,658.32	100,517.50	100,658.32	100,517.50	1,206,210.00
Interest on Debt to Municipality	77,140.05	77,140.00	77,140.05	77,140.00	925,680.00
Other Interest Expense	2,245.10	2,245.10	2,245.10	2,245.10	
Total Interest Charges	180,043.47	177,657.50	180,043.47	177,657.50	2,131,890.00
Net Income (Loss)	163,901.73	155,849.50	163,901.73	155,849.50	661,354.31

STEAM DISTRIBUTION FOR JANUARY 2008

	Monthly Total	Budget	YTD	YTD Budget
Total Steam purchased				
Sonoco	68,543	72,851	68,543	72,851
Alcan	4,563	3,331	4,563	3,331
Whiting	4,638	3,900	4,638	3,900
Steam Total	77,745	80,082	77,745	80,082
Total Generation kwh	Monthly Total	Budget	YTD	YTD Budget
MISO Market	On-Peak	Off-Peak		
Unit #3	1,698,763	1,657,362	3,356,125	1,987,000
Unit #4	0	0	0	0
Real-Time - MISO				
Average MISO Price	406,341	431,507	837,848	837,848
	66.57	42.15	59.88	59.88
Day-Ahead - MISO				
Average MISO Price	1,292,422	1,225,855	2,518,277	1,987,000
	65.91	42.15	62.46	53.50
Behind the Meter				
Unit #5	813,347	1,142,942	1,956,289	1,931,000
Average Price			60.27	57.99
MW Total	2,512,110	2,800,304	5,312,414	3,918,000

