

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

**CITY OF MENASHA  
COMMON COUNCIL  
Third Floor Council Chambers  
140 Main Street, Menasha  
Monday February 2, 2009  
6:00 PM**

**AGENDA**

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL/EXCUSED ABSENCES
- D. PUBLIC HEARING
- E. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY  
(five (5) minute time limit for each person)
- F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS
  - 1. PWD Radtke-Snowplowing in the city (Ald. Wisneski)
  - 2. CDD Keil-Update on planning grant for Gilbert Site (Ald. Taylor)
  - 3. Clerk Galeazzi - the following minutes and communications have been received and placed on file:

Minutes to receive:

- a. Administration Committee, 1/19/09
- b. Board of Public Works, 1/19/09
- c. Board of Health, 12/10/08, 1/28/09
- d. IT Steering Committee, 1/21/09, 1/28/09
- e. NM Fire Rescue, 1/28/09; Joint Fire Commission
- f. NM Fire Rescue, 1/27/09; Finance & Personnel Committee
- g. NM Sewerage Commission, 12/23/08
- h. Personnel Committee, 1/19/09
- i. Police Commission, 1/15/09
- j. Safety Committee, 11/5/08; City Hall
- k. Safety Committee, 11/20/08; Police
- l. Safety Committee, 1/20/09; Public Works and Parks

Communications:

- m. WI DNR, 1/16/09; Air pollution control permit, 206 Garfield Ave.
- n. State of WI, 1/21/09; Notice of Entry of Judgement and Judgement
- o. State of WI, 1/22/09; Notice of Foreclosure Sale
- p. Employment Ad for City Attorney
- q. Park Supt. Bob Huss, 1/9/09; Notice of Resignation
- r. AP Jessica Beckendorf, 1/27/09; Notice of Resignation

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha City Clerk at 967-3603 24-hours in advance of the meeting for the City to arrange special accommodations."

- s. PWD Radtke, 1/16/09; Sewer System Evaluation Survey (SSES) foundation drain and sump pump inspections
- t. NM News Record article, 1/28/09; *Student's tribute to King gets rave reviews*

#### G. CONSENT AGENDA

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

##### Minutes to approve:

- 1. Common Council, 1/19/09

##### Administration Committee, 1/19/09 – Recommends Approval of:

- 2. Grant Agreements between Winnebago County and City of Menasha for the term January 1, 2009 to December 31, 2009 for:
  - a) Senior Center Supervisor
  - b) Senior Center Activity Coordinator
  - c) Older Adult health Screening Program

##### Board of Public Works, 1/19/09 – Recommends Approval of:

- 3. Change Order – Coenen Mechanical, LLC; Water Treatment Plant Modifications; Contract Unit No. M002-940266.02; ADD: \$9,157.65 (Recommended by Utilities Commission 12/17/08) (Held 1/5/09)
- 4. Change Order – Insituform Technologies USA, Inc.; City of Menasha Wastewater Collection System Rehabilitation Improvements Project – Phase 3; Contract No. E145-07-01A; Sanitary Sewer Lining; 38-Day Time Extension (Change Order No. 1)
- 5. Payment – Infrastructure Technologies, Inc.; City of Menasha Wastewater Collection System Rehabilitation Improvements Project – Phase 3, Contract No. E145-07-01D; Sanitary Manhole Lining; \$15,819.12 (Payment No. 10 and Final)

##### IT Steering Committee, 1/28/09 – Recommends Approval of:

- 6. Entering into an agreement with Menasha Utilities for increased bandwidth

#### H. ITEMS REMOVED FROM CONSENT AGENDA

#### I. ORDINANCES AND RESOLUTIONS

- 1. O-2-09 An Ordinance Relating to Unpaid Utility Bills (Recommended by Board of Public Works, introduced by Alderman Zelinski)
- 2. O-4-09 A Charter Ordinance Relating to Appointment of the City Assessor (Recommended by Personnel Committee, Introduced by Alderman Pack)
- 3. O-5-09 A Charter Ordinance Relating to Appointment of the City Clerk (Recommended by Personnel Committee, Introduced by Alderman Pack)
- 4. O-6-09 A Charter Ordinance Relating to Appointment of the City Attorney (Recommended by Personnel Committee, introduced by Alderman Pack)
- 5. O-8-09 – An Ordinance Relating to Appointment of Department Heads (Recommended by the Personnel Committee and introduced by Alderman Pack)
- 6. R-2-09 Resolution Relating to Reduction of Poll Worker (Recommended by Administration Committee and introduced by Mayor Merkes)
- 7. R-3-09 Application and Resolution Authorizing the Borrowing from the State Trust Fund Loan Program not to exceed \$7,000,000.00 (Recommended by the Utilities Commission and introduced by Mayor Merkes)

J. ACTION ITEMS

1. Accounts Payable and Payroll for the term 1/16/09-1/29/09 in the amount of \$8,132,977.27
2. Water & Light Commission, 1/28/09 – Recommends approval of
  - a. State Trust Fund Loan Application
  - b. Selection of Stern Brothers & Co. for Investment Banking and Underwriting Services for the City of Menasha and the Steam Utility

K. APPOINTMENTS

L. CLAIMS AGAINST THE CITY

1. A motion is in order for the Common Council to issue a formal notice of disallowance for the claim of Jo Ellen Jahnke and that she be advised of her statutory rights pursuant to Wis. Stats. 893.80
2. A motion is in order for the Common Council to issue a formal notice of disallowance for the claim of Jeralin Sedlock and that she be advised of her statutory rights pursuant to Wis. Stats. 893.80

M. HELD OVER BUSINESS

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

O. ADJOURNMENT

**MEETING NOTICE**

**Monday, February 16, 2009 - Council Chambers**

**Common Council – 6:00 p.m.**

**Administration Committee – to be determined**

**Board of Public Works – to be determined**



January 29, 2009

To: Mark Radtke, Director of Public Works  
Common Council

From: Tim Jacobson, Public Works Superintendent

Re: Alderman Wisneski Inquiry

On January 24, 2009, Alderman Wisneski requested a report explaining the perceived reduced level of snow plowing and how it related to affects on the budget. I believe or assume her request is associated with the Saturday, January 17, 2009 snow event.

This particular snow event produced more than two (2) inches of snow but less than three (3) inches. The Snow and Ice Control Policy has established guidelines that secondary (residential tracts) roads are plowed (Code Red) for snow fall events that accumulate three (3) inches or more.

My response to Alderman Wisneski and the council is as follows:

I believe all that would have been accomplished had we plowed secondary streets is we would have spent a lot of money squaring up the snow banks. This is an agonizing call to make because the conditions were very close but not quite at the threshold to plow. We go through this every couple years, people expect clear pavement and we can not provide that. They can claim it is unsafe, but we are not the guarantors of anyone's safety, they are still responsible for that factor. This really melted down (pardon the pun) to which fight you want to fight.

There is a faction out there who has been complaining about how much Snow and Ice Control spending we have been performing. You are not hearing from them regarding this particular event but you are hearing from those who want more spent. Either way, we knew we would hear from one side or the other. This is a good reminder for all that clear pavement is not going to happen.

The cost is not just wages. Less than one (1) hour after starting to plow the Snow Emergency Routes (Code Blue) we had a wing ripped of one of the trucks. There is a risk/reward element that needs consideration.

As far as the affects on the budget, the Snow and Ice Control Policy provides the instrument to establish anticipated or estimated expenses for a normal winter season (44"-46"). The policy also provides a certain amount of standard operating procedure along with establishing a standard level of service.

The City of Menasha does not expose itself to any liability until we "alter the natural accumulation". Plowing "alters the natural accumulation", but by having a policy in place that establishes procedures and service expectations the potential liability is alleviated. The City can expose itself to liability again if there is a deviation from operating procedure guidelines set forth in the Snow and Ice Control Policy.

This does not mean the potential for deviation from the policy does not exist. As stated by the Wisconsin Department of Transportation, "there are reportedly 60,000 combinations of winter storms that can hit Wisconsin during the winter and each poses unique problems to snow plow operators".

Therefore as the Snow and Ice Control Policy establishes a standard of operating procedures, a certain level of flexibility must also be accepted to combat the different variations of storms. You can not deviate from the policy for lack of funds, or deviate once for no reason, without deviating for no reason thereafter. The decision making process is documented, starting with our weather forecast system and carries through to the final assignments to the operators.

In conclusion the Department of Public Works followed the Snow and Ice Control Policy for the January 17, 2009 snow event. As stated there was more than two (2) inches of snow but less than three (3) inches. The snow emergency routes were treated and plowed and all secondary streets were treated with a chip/salt mix.

There will be copies of the Snow and Ice Control Policy for distribution at the regular council meeting.



**MEMORANDUM**

To: Common Council  
From: Greg Keil, CDD/Brian Tungate, PRD  
Date: January 29, 2009  
RE: Status of Gilbert Mill Site Planning

Vierbicher and Associates commenced work on the redevelopment site and shoreline park master plan in September of 2008. They have completed site topographic work and have prepared a preliminary concept design for the site. This plan is being reviewed by city staff and the site developer. A review of the hydraulic data as related to the whitewater course is underway.

The site developer is proposing to retain some of the existing building foundations and first floor decks to support new buildings and/or parking. There is a grade differential of more than 10 feet extending from Ahnaip Street to the Fox River. These site conditions significantly complicate the design of the site and are being evaluated by city staff and the consultant in an effort to arrive at a site layout that is both functional and aesthetically pleasing.

Just under half of the \$50,000 project cost has been expended. We expect to come to resolution of the basic site layout in the next several weeks and hope to have a conceptual layout ready to present sometime in March.

CITY OF MENASHA  
ADMINISTRATION COMMITTEE  
Third Floor Council Chambers  
140 Main Street, Menasha  
January 19, 2009  
**MINUTES**

A. CALL TO ORDER

Meeting called to order by Chairman Wisneski at 6:46 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Ald. Benner, Pamerter, Taylor, Wisneski, Pack, Hendricks, Zelinski,  
Michalkiewicz

ALSO PRESENT: Mayor Merkes, CA/HRD Brandt, PC Stanke, DPW Radtke, CDD Keil,  
C/T Stoffel, PHD Nett, Connie Wad and Dan Coffey (ILL),  
Clerk Galeazzi, and the Press.

C. MINUTES TO APPROVE

1. Administration Committee, 1/5/09

Moved by Ald. Pack, seconded by Ald. Taylor to approve minutes  
Motion carried on voice vote

D. ACTION ITEMS

1. R-2-09 Resolution Relating to Reduction of Poll Workers

Moved by Ald. Hendricks, seconded by Ald. Pack to recommend approval to Common Council  
Motion carried on voice vote

2. Grant Agreements between Winnebago County and City of Menasha for the term  
January 1, 2009 to December 31, 2009 for:
  - a) Senior Center Supervisor
  - b) Senior Center Activity Coordinator
  - c) Older Adult health Screening Program

PHD Nett explained the grant agreements are the same as the 2008 agreement.

Moved by Ald. Pack, seconded by Ald. Michalkiewicz to recommend approval to Common  
Council  
Motion carried on voice vote

3. Revised Contract Proposal and Building Inspection Fee Schedule-Independent  
Inspections. LTD (ILL)

Connie Watt from Independent Inspections Ltd. reported the last increase in fees was  
in 2005. The increase is necessary to keep up with increases in other costs relating  
to inspections. She explained the procedures the inspectors use when conducting  
inspections. ILL has been doing business with the City since 1994. The current contract  
can be terminated by either party with a 60 day notice.

Some Aldermen suggested that this is not a good time to increase fees. Keeping fees low  
will encourage more people to move into the City, and discourage property owners from doing  
home improvements without a permit.  
Others acknowledged the increased cost of doing business and felt that the fee increases were  
justified.

D. ACTION ITEMS, Cont'd.

3. Revised Contract Proposal and Building Inspection Fee Schedule-Independent Inspections. LTD (IL), cont'd.

Moved by Ald. Pack, seconded by Ald. Zelinski to recommend approval to Common Council  
Discussion

Motion failed on roll call 4-4

Ald. Pack, Zelinski, Michalkiewicz, Benner – yes

Ald. Pamerter, Taylor, Wisneski, Hendricks – no

E. ADJOURNMENT

Moved by Ald. Pamerter, seconded by Ald. Michalkiewicz to adjourn at 7:30 p.m.  
Motion carried on voice vote.

Respectfully submitted by  
Deborah A. Galeazzi, City Clerk

DRAFT

CITY OF MENASHA  
Board of Public Works  
Third Floor Council Chambers  
140 Main Street, Menasha  
January 19, 2009  
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Pack at 7:31 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Ald. Benner, Pamenter, Taylor, Wisneski, Pack, Hendricks, Zelinski,  
Michalkiewicz

ALSO PRESENT: Mayor Merkes, CA/HRD Brandt, PC Stanke, DPW Radtke, CDD Keil,  
C/T Stoffel, Water Plant Supv Sturm, Clerk Galeazzi and the Press.

C. MINUTES TO APPROVE

1. January 5, 2009

Moved by Ald. Michalkiewicz, seconded by Ald. Wisneski to approve minutes.

Motion carried on voice vote.

D. ACTION ITEMS

1. Change Order – Coenen Mechanical, LLC; Water Treatment Plant Modifications;  
Contract Unit No. M002-940266.02 – ADD: \$9,157.65 (Recommended by Utilities  
Commission 12/17/08) (Held 1/5/09)

Water Plant Supervisor Jerry Sturm explained a pipe needed to be re-routed as it was discovered after the installation of the piping had begun the elevation in the walkway was too low. The McMahon Group is the engineering firm for the project, and the piping was installed by Coenen Mechanical. Some Board members would like the Utility Commission to review for possible assignment of liability to McMahon Group.

Moved by Ald. Pamenter, seconded by Ald. Wisneski to recommend approval to  
Common Council

Motion carried on voice vote

2. Change Order – Insituform Technologies USA, Inc.; City of Menasha Wastewater  
Collection System Rehabilitation Improvements Project – Phase 3; Contract No.  
E145-07-01A; Sanitary Sewer Lining; 38-Day Time Extension (Change Order No. 1)

DPW Radtke explained the request for the extension was started in November. They needed to put all the paperwork in order before submitted to Committee. Ald. Taylor stated work is still progressing on Broad Street. DPW Radtke will check on that.

Moved by Ald. Wisneski, seconded by Ald. Michalkiewicz to recommend approval to  
Common Council

Motion carried on voice vote

3. Payment – Infrastructure Technologies, Inc.; City of Menasha Wastewater Collection System Rehabilitation Improvements Project – Phase 3, Contract No. E145-07-01D; Sanitary Manhole Lining; \$15,819.12 (Payment No. 10 and Final)

DPW Radtke explained the change order relating to this payment was approved by the Council at its last meeting.

Moved by Ald. Wisneski, seconded by Ald. Pamerter to recommend approval to Common Council  
Motion carried on voice vote

E. ADJOURNMENT

Moved by Ald. Hendricks, seconded by Ald. Michalkiewicz to adjourn at 7:47 p.m.

Respectfully submitted by  
Deborah A. Galeazz, City Clerk

DRAFT

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

**CITY OF MENASHA  
BOARD OF HEALTH  
Menasha Health Department  
316 Racine Street, Menasha**

**12-10- 2008**

**MINUTES**

- A. Meeting called to order at 8:20 AM by Vice Chairman L. Asmus. Chairman C. Rusin arrived at 8:25 AM and relieved Vice Chairman L. Asmus.
- B. Present: Lori Asmus, Dorothy Jankowski, Dr. Teresa Shoberg, Susan Nett, Candyce Rusin (arrived at 8:25 AM).
- C. MINUTES TO APPROVE
  - 1. Motion to approve minutes from November 12, 2008 meeting made by D. Jankowski and seconded by T. Shoberg. Motion carried.
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
  - 1. November 2008 Communicable Disease Report distributed and discussed.
  - 2. Flu Shot Update---all doses of adult and children vaccine have been given for this year.
  - 3. 2009 Consolidated Contract Update—the contract will be going to the common council for the administration committee meeting on 12-15-08. All objectives were successfully negotiated.
  - 4. 2009 Budget Update—the common council approved pay increases of 2% on 1-1 and 1% on 7-1 for non represented employees. Three health insurance options were offered. There should be a cost savings in the budget if the employees choose the cheaper option of HMO4.
  - 5. Emergency Preparedness – Mortuary Plan Update---There will be a meeting in March to showcase the plan for Winnebago County. The health departments in the county along with the funeral directors, coroner's office, and emergency management have been diligently working on this plan for the past year.
  - 6. Agent of the State – DHS Fees 2009-2010. S. Nett informed board members that the state has increased their fees for restaurants etc. effective in 2009. This will affect our fees because we are billed 10% of their fees on an annual basis for state oversight of the agent health departments. S. Nett distributed a copy of the new state fees which have increased approximately 50% each year for the next two years. The fees for our program will be reviewed in the coming months.
  - 7. MHD-Annual Report 2007---S. Nett distributed a copy of the annual report for the department for 2007. L. Asmus questioned why the immunization numbers

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

showed a decrease. S. Nett explained that now physician offices are able to obtain state supplied vaccine so they are not sending those individuals here for vaccine as they had in the past.

#### E. ACTION ITEMS

1. Immunization Clinic Policy---Missed appointments, and Walk-Ins was listed under held over business but it should have been listed as an action item. Board members reviewed the policy. L. Asmus stated she was glad the policy allowed the health officer to approve the rescheduling of a third appointment because sometimes there are extenuating circumstances that would necessitate this approval. Motion to approve the policy made by T. Shoberg and seconded by L. Asmus. Motion carried.

#### F. HELD OVER BUSINESS

1. Immunization Clinic Policy – Uncontrollable Clients -----S. Nett discussed that she had made the recommended change to the policy of allowing the child only two opportunities to receive immunizations at the health department if uncontrollable and also added unless approved by the health officer to stay consistent with the Missed Appointments policy. Motion to approve the policy made by L. Asmus and seconded by T. Shoberg. Motion carried.

- G. Motion to adjourn at 9:10 AM made by D. Jankowski and seconded by L. Asmus. Motion carried.

Submitted by Susan Nett RN MPA

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**CITY OF MENASHA  
BOARD OF HEALTH  
Menasha Health Department  
316 Racine Street, Menasha**

**01-28-2009**

**MINUTES**

- A. Meeting called to order at 8:30 AM by Chairman C. Rusin.
- B. Present: Dorothy Jankowski, Dr. Teresa Shoberg, Candyce Rusin, Susan Nett  
Excused: Lori Asmus
- C. MINUTES TO APPROVE
1. Motion to approve minutes from December 10, 2008 meeting made by T. Shoberg and seconded by D. Jankowski. Motion carried.
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
1. December 2008 Communicable Disease Report distributed and discussed. T. Shoberg questioned if Menasha was the only one with an increasing incidence of sexually transmitted diseases and if yes, why? S. Nett shared with board members that the CDC reports an increase in sexually transmitted diseases nationwide. As a health department, we have been presenting information to the high school health classes on STD's and preventive measures. Ages of cases reported here vary from as young as 14 to as old as the mid 40's.
  2. 2008 Wisconsin Counties Health Ranking report distributed.
  3. MCH Program – Index of Start Strong Indicators 2008 distributed. This report shows key indicators of the health status of mothers and newborns broken down by county. This report is taken from 2007 birth data.
  4. A report on "Smokeless Tobacco in the US" from the Campaign for Tobacco-Free Kids was distributed. Statistics show some recent declines in youth spit tobacco use, however usage in boys remains at 13.4%. Most view this form of tobacco as not harmful however it is known to cause oral cancer. T. Shoberg related she has young female as well as male patients that use smokeless tobacco and do not realize the health risk involved. Most think it is healthier because they aren't blowing smoke in the faces of others, yet they forget about the oral cancer.
- E. ACTION ITEMS
1. Parochial School Fees – School Year 2009-10. S. Nett presented the proposed fees for the parochial schools for the coming school year. (See attached page.) Two parochial schools in the city contract for services. Annual revenue from these two contracts averages about \$350 per year. The proposed fees for all the

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

categories except the dental hygienist remain the same as the current school year. The hourly rate for the dental hygienist is proposed to increase from \$32/hr to \$34/hr. S. Nett explained the increase needed here is to cover the additional cost of benefits for this employee who has gone from ½ time benefits to 2/3 time benefits. T. Shoberg questioned if costs are met using the proposed rates. S. Nett related the hourly costs per position are met. D. Jankowski questioned what type of services the public health aide provides. S. Nett explained that position monitors the immunization school law requirements and that the parochial schools now have access to the state database for immunizations so they are able to do their own checking and have used the services of the public health aide very minimally. Most of the service provided are the dental, vision, and hearing screenings with nurse follow-up as needed, and dental health education. On occasion, the nurses might be consulted to assist with a student with special health care needs. The sanitarian primarily does the meal site inspections if the school participates in the USDA school lunch program. C. Rusin questioned what is done if there is a communicable disease outbreak at one of the parochial schools such as pertussis. Do they pay us for our time to investigate? S. Nett explained there is no fee charged for communicable disease follow-up because ultimately that is a community issue and the health department's primary role is the prevention and control of communicable disease in the community. Motion to recommend the proposed parochial school fees for the school year 2009-10 to the common council for approval made by D. Jankowski and seconded by T. Shoberg. Motion carried.

2. S. Nett presented the health department policy on 24/7 coverage and explained that for some reason this policy was never approved by the BOH. T. Shoberg questioned the difference between a salaried exempt and salaried non-exempt employee. S. Nett explained one position has supervisory authority and the other does not. C. Rusin questioned at what point are the part time staff called to respond. S. Nett explained only when a full time staff person can't be reached. Motion to approve the 24/7 policy made by T. Shoberg and seconded by D. Jankowski. Motion carried.
3. 2009-10 Agent of the State Fees – DHS. S. Nett explained the fees for this year will be brought to the council at the April meeting. Factors to consider when setting the fees this year include the state is raising their fees so our reimbursement to them increases. The state allows each agent to set their own fees to cover 100% of the agent's costs. S. Nett handed out a fee comparison chart showing agent fees in the area so board members could review and requested this item be held over for the Feb. meeting. Motion to hold this item made by D. Jankowski and seconded by T. Shoberg. Motion carried.
4. 2009-10 Agent of the State Fees – DATCP. S. Nett requested board members review the chart of comparison fees and asked for this item to be held over for the Feb. meeting. Motion to hold this item made by D. Jankowski and seconded by T. Shoberg. Motion carried.
5. Tattoo Parlor/Body Piercing Establishment Fees – 2009-10. S. Nett explained that the one and only tattoo establishment in the city closed last year because of health issues with the owner. S. Nett recommends reviewing the fees and continue

having a fee schedule because there could be a tattoo parlor in the future in the city. S. Nett requested this item be held over to next month for further discussion. Motion to hold item made by D. Jankowski and seconded by T. Shoberg. Motion carried.

F. HELD OVER BUSINESS

1. None

G. Motion to adjourn at 9:25 AM made by T. Shoberg and seconded by D. Jankowski. Motion carried.

DRAFT

**Parochial School Fees  
Proposed 2009-2010 School Year**

	<u>2008-09</u>	<u>2009-10</u>
<b>Vision/Hearing Screenings</b>	<b>\$9.25/hr</b>	<b>\$9.25/hr</b>
<b>Public Health Nurse</b>	<b>\$37/hr</b>	<b>\$37/hr</b>
<b>Public Health Aide</b>	<b>\$26/hr</b>	<b>\$26/hr</b>
<b>Dental Hygienist</b>	<b>\$32/hr</b>	<b>\$34/hr</b>
<b>Registered Sanitarian</b>	<b>\$37/hr</b>	<b>\$37/hr</b>

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**CITY OF MENASHA  
IT STEERING COMMITTEE  
Gegan Room, Menasha Public Library  
440 First Street, Menasha**

**January 21, 2009**

**8:15 AM**

**MINUTES**

**A. CALL TO ORDER**

Meeting called to order at 8:16 AM by CHAIRMAN Wisneski.

**B. ROLL CALL/EXCUSED ABSENCES**

Present: CHAIRMAN Wisneski, COMP Stoffel, HR Specialist Taubel, ITMgr Lacey and PC Stanke

Excused: AP Beckendorf

Also Present: CC Galeazzi, ITSupv James, PL Brunn, Mr. Larry Schmitz of Common Sense Solutions LLC and Mr. Tom Prosser and Mr. Tim Scheffield (by telephone) of One Communications

**C. MINUTES TO APPROVE**

**1. December 17, 2008**

Motion by ITMgr Lacey, seconded by HR Specialist Taubel to approve the minutes of the December 17, 2008 IT Steering Committee meeting. Motion carried

**D. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THIS AGENDA.**

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

NONE

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#### E. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. Committee monthly update on status of projects/operations/costs

ITMgr Lacey distributed and reviewed the IT Department report for the month of December, 2008. All departments were able to remove their NOVUS archived documents from the NOVUS server as requested by year end. ITMgr Lacey did note that MAYOR Merkes was very helpful in reminding departments to stay on task with this project. CHAIRMAN Wisneski made note that the video streaming of Council meetings is going very well.

#### F. ACTION ITEMS

1. Committee discussion on telephone outage in November (Tom Prosser, One Communications)

Mr. Prosser and Mr. Scheffield reviewed with the Committee the one hour and twenty minute (10:05 – 11:25 AM) outage of telephone service on November 18<sup>th</sup>, 2008. The outage was state-wide, including Milwaukee, Madison and Green Bay and was caused by a software bug discovered during a changeover to newer software. Mr. Scheffield explained that all software updates are tested in a lab environment before being applied to the telephone network. This bug was not uncovered during that testing process much to the surprise of the vendor, "Performance Technologies". There was a very high call volume on that particular day which led to the problem. Mr. Schmitz and ITMgr Lacey raised many questions with Mr. Scheffield as to why this was not discovered in the testing phase and what was being done to prevent it from happening in the future. The City has been assured that "One Communications" is doing all it can to prevent a repeat of this incident. CHAIRMAN Wisneski reminded Mr. Prosser that about six months ago when the City experienced a similar outage, similar comments about this not happening again were made. Mr. Prosser left the meeting at 8:55 AM

2. Committee discussion and recommendation on entering into an agreement with Menasha Utilities for increased bandwidth

Mr. Schmitz and ITMgr Lacey briefed the Committee on the agreement proposed by Menasha Utilities to provide increased bandwidth to the City and suggested changes. There were several areas in the agreement that were not satisfactory to the City. ITMgr Lacey would like to get the agreement in place as soon as possible to alleviate current problems with the City's limited bandwidth. The Committee requested that Mr. Schmitz and ITMgr Lacey meet with Mr. John Teale of Menasha Utilities and see if some changes to the agreement can be made. A special meeting of the IT Steering Committee is set for Wednesday, January 28<sup>th</sup> to review the updated agreement so it could be included on the Common Council agenda of February 2<sup>nd</sup> if recommended by the Committee. City Attorney Brandt will be invited to that meeting to discuss the revised agreement. Mr. Schmitz left the meeting at 9:20 AM.

3. Committee discussion on developing a more secure archiving process for all committee minutes

ITSupv reviewed with the Committee a flowchart he had prepared showing how he sees future archiving of agendas and minutes will be accomplished. Documents will be stored on a Storage Area Network with restricted access to prevent alteration of documents. Only the Minutes and

Agenda Coordinators in each department will be able to archive documents on the SAN. Once filed, only by written requests will a MAC be able to retrieve a document. This is the same process in use by the Police Department for the storage of all media used as evidence in a legal matter. This item was only to inform the Committee of the process, and with no objections being raised by the Committee members present, the process will be put into action.

4. Committee discussion on next IT Steering Committee Meeting Date – February 18<sup>th</sup>, third Wednesday

After discussion, by consensus of the Committee members present, the next regular Information Technology Steering Committee meeting will be held on Wednesday, February 18<sup>th</sup>, at 8:15 AM in the Gegan Room of the Menasha Public Library

#### G. ADJOURNMENT

Motion by ITMgr Lacey, seconded by PC Stanke to adjourn. Motion carried. Meeting adjourned at 9:58 AM.

Respectfully submitted,

Thomas Stoffel  
Committee Secretary

	<b>Budget \$</b>	<b>YTD \$</b>	<b>% used YTD</b>
<b>Total Budget</b>	<b>\$380,821</b>	<b>\$325,549</b>	<b>85%</b>

January 2008 through December 2008

**I.T. Department  
Projects  
December 17, 2008 through January 20, 2009**

**Open Requests/Projects**

- Hardware
  - Research Hardware for Budget 2009
  - Research Hardware for future City IT projects.
- Software
  - Research Software for City Applications
  - Agenda and Minutes Cleanup and Training.
  - Website updates
  - Health Charting Application development

**Current Requests/Projects**

- Software
  - Tax file updates
  - Assist Assessor Dept with reporting.
- Hardware
  - Assist with Forensics Recovery of Evidence Device (FRED) upgrade.
- Application
  - Implementing Fuel/Fleet project at PWF
  - Coordinate training for HTE\_ASP financial software.

**Completed Requests/Projects**

- Application
  - Tax bill generation.
  - Meeting video to Web.
  - Work with Senior Center on Newsletter.
- Hardware
  - Replace Video Capture Card for Mugshots at Police.

- Replace Police Records Printer and FAX machine.
  - Distribute new Finance PCs.
- Software
  - New Finance/HR software deployment.

	Budget \$	YTD \$	% used YTD
<b>Total Budget</b>	<b>\$380,821</b>	<b>\$283,458</b>	<b>74.43%</b>

January 2008 through November 2008

**I.T. Department  
Projects  
October 14, 2008 through December 16, 2008**

**Open Requests/Projects**

- Hardware
  - Research Hardware for Budget 2009
  - Research Hardware for future City IT projects.
- Software
  - Research Software for City Applications
  - Virus removal from infected PCs

**Current Requests/Projects**

- Software
  - Archival of Agenda and minutes.
- Application
  - Implementing Fuel/Fleet project at PWF
  - Coordinate training for HTE\_ASP financial software.

**Completed Requests/Projects**

- Application
  - Tax bill generation.
  - Meeting video to Web.
  - Work with Senior Center on Newsletter.

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

**CITY OF MENASHA  
IT STEERING COMMITTEE  
Third Floor, Council Chambers  
140 Main Street, Menasha**

**January 28, 2009**

**8:15 AM**

**MINUTES**

**A. CALL TO ORDER**

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

**B. ROLL CALL/EXCUSED ABSENCES**

Present: CHAIRMAN Wisneski, AP Beckendorf, COMP Stoffel, ITMgr Lacey, PC Stanke and PWS Jacobson

Also Present: CA Brandt, ITSupv James and Mr. Larry Schmitz of Common Sense Solutions LLC

**C. MINUTES TO APPROVE**

1. January 21, 2009

Motion by PC Stanke, seconded by ITMgr Lacey to approve the minutes of the January 21, 2009 IT Steering Committee meeting. Motion carried

**D. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THIS AGENDA.**

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

NONE

**E. ACTION ITEMS**

1. Committee discussion and recommendation on entering into an agreement with Menasha Utilities for increased bandwidth

Motion by PC Stanke, seconded by ITMgr Lacey to recommend acceptance of the Agreement with Menasha Utilities for increased bandwidth to the Common Council. ITMgr Lacey explained that this is a straight pass through of cost as charged by Time Warner. The Utility is not making any profit on this agreement, only covering direct cost. Mr. Larry Schmitz also explained that

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha City Clerk at 967-3603 at least 24-hours in advance of the meeting for the City to arrange special accommodations."

this is a dedicated 10 Meg fiber internet connection for the City; no one else can use our bandwidth. The monthly cost is \$1,400 which was included in the 2009 approved Information Technology Budget. There was additional explanation on other parts of the agreement by Mr. Larry Schmitz, CA Brandt and ITMgr Lacey. Motion carried.

#### F. ADJOURNMENT

Motion by PC Stanke, seconded by AP Beckendorf to adjourn. Motion carried. Meeting adjourned at 8:40 AM.

Respectfully submitted,

Thomas Stoffel  
Committee Secretary

DRAFT

Draft

Neenah-Menasha Fire-Rescue  
Joint Fire Commission Meeting Minutes  
Wednesday, January 28, 2009 – 12:00 p.m.  
Hauser Room – City of Neenah

Commissioner Nevitt called the meeting to order at 12:00 p.m.

Present: Commissioners Jim Liebhauser, Dave Brotski, Jason Dionne, Elizabeth Nevitt, Bill Mattes and Chris Wales-Magners.

Also Present: Fire Chief Len Vander Wyst, Administrative Assistant Tara Theisen.

Approval of Minutes: The Commission reviewed the meeting minutes from September 24, 2008. **MSC Liebhauser/Mattes to approve the minutes from September 24, 2008, all voting aye.**

Activity Reports: The Commission reviewed the activity report from December 2008 and 2008 year-end activity report. This is informational only and no action is required.

Department Budget Report: The Commission reviewed the December 2008 budget report. This is informational only and no action is required.

NMFR Joint Finance & Personnel Committee Meeting: The Commission reviewed the Joint Finance & Personnel of December 16, 2008. This is informational only and no action is required.

Town of Menasha and Town of Clayton Discussions: Chief Vander Wyst updated the group with his recent presentation to the Town of Menasha Board. At this time, it will be up to the Town Board and residents on how they would like to proceed. Chief Vander Wyst updated the group on his Town of Clayton proposal

**MSC Liebhauser/Wales-Magners to adjourn at 12:45 p.m., all voting aye.**

Respectfully Submitted,

Len Vander Wyst  
Chief

LV/tt

Neenah-Menasha Fire Rescue  
Finance & Personnel Committee Meeting  
Tuesday, January 27, 2009  
Hauser Room – City of Neenah

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

Present: Ald. Ahles, Lange, Zelinski, Hendricks, Wisneski and Stevenson

Also Present: Chief Vander Wyst and Director Easker

Approval of Minutes: The Committee reviewed the minutes from December 16, 2008. **MSC Lange/Ahles to approve the minutes from December 16, 2008, all voting aye.**

Month End Budget Report: The Committee reviewed the December 2008 month end budget report. Ald. Wisneski asked about Account #0333, All Other Supplies and why that was over budget. Chief Vander Wyst said he would look into it and get back to the Committee members after further research. **MSC Wisneski/Hendricks to accept and place on file the December 2008 month end budget report, all voting aye.**

Monthly and Year End Activity Report: The Committee reviewed the December 2008 and the 2008 year-end activity report. **MSC Lange/Hendricks to accept the December 2008 and 2008 year-end activity reports and place on file, all voting aye.**

Town of Menasha and Town of Clayton Discussions: Chief Vander Wyst updated the group with his recent presentation to the Town of Menasha Board. At this time, it will be up to the Town Board and residents on how they would like to proceed. Chief Vander Wyst updated the group on his Town of Clayton proposal.

**MSC Ahles/Lange to adjourn at 6:04 p.m., all voting aye.**

Respectfully Submitted,

Len Vander Wyst  
Chief

LV/tt

# NEENAH-MENASHA SEWERAGE COMMISSION

## Regular Meeting

Tuesday December 23, 2008

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

**Present:** Commissioners R. Zielinski, D. Youngquist, T. Hamblin, K. Bauer, W. Zelinski; Manager Much, Accountant Voigt.

**Excused:** W. Helein, G. Falck.

**Also Present:** Mike Sambs (Waverly); Mike Dillon.

Motion made by Commissioner R. Zielinski, seconded by Commissioner D. Youngquist to approve the minutes of the Regular Meeting of November 25, 2008. Motion carried unanimously.

## Correspondence

The following correspondence was discussed:

- A. November 10, 2008 letter from John Jurgenson to the NMSC.  
RE: Resignation as Commissioner on the NMSC.
- B. December 1, 2008 letter from Neenah Mayor Scherck to Tim Hamblin.  
RE: Appointment as Commissioner to fill the unexpired term of John Jurgenson.
- C. December 4, 2008 letter from Neenah Mayor Scherck to William Zelinski.  
RE: Re-appointment as Commissioner on the NMSC.
- D. December 16, 2008 letter from Deputy City Clerk Kristin Sewall to Kathy Bauer.  
RE: Re-appointment as Commissioner on the NMSC.

## Action on Correspondence

Appointment of Commission Secretary to fill open position. Commission President W. Zelinski asked Commissioner K. Bauer if she would be willing to fill the open position of Secretary until the elections of officers at the January meeting. Commissioner K. Bauer accepted the position as secretary.

## Budget, Finance, Personnel

Accountant Voigt presented the financial statements for the months of October and November 2008. After discussion, motion made by Commission D. Youngquist, seconded by Commissioner R. Zielinski to accept the financial statements for the months of October and November and place them on file. Motion carried unanimously.

Manager Much presented and discussed the 2009 contract increase from MCO for contract operations. The CPI-U increased 4.9%, however MCO is requesting an increase of only 3.5%. After discussion, motion made by Commissioner D. Youngquist, seconded by Commissioner K. Bauer to approve the contract increase of 3.5% to the contract with MCO. Motion carried unanimously.

Accountant Voigt presented MCO Invoice #13202 in the amount of \$120,451.17 for the month of January 2009. After discussion, motion by Commissioner D. Youngquist, seconded by Commissioner R. Zielinski to approve MCO Invoice #13202 in the amount of \$120,451.17 for the month of January 2009 and to pay the invoice after January 1. Motion carried unanimously.

Accountant Voigt presented the Accountants Reports for the months of October and November. The money market rates have continued to go down; Bond interest and principal were paid on December 1. After discussion, motion by Commissioner D. Youngquist, seconded by Commissioner R. Zielinski to accept the Accountants Reports for the months of October and November 2008. Motion carried unanimously.

McMahon Invoice #44092 was presented for payment. After discussion, motion by Commissioner R. Zielinski, seconded by Commissioner K. Bauer to approve for payment McMahon Invoice #44092. Motion carried unanimously.

### Operations, Engineering, Planning

Manager Much presented and discussed the operating report for the month of November 2008. The plant is running well; and well within permit limits. The new sampler has been installed in the Waverly metering station. After discussion, motion by Commissioner R. Zielinski, seconded by Commissioner D. Youngquist to accept the operating report for the month of November 2008. Motion carried unanimously.

Manager Much reported on a meeting that was held with WPPI and Menasha Utilities to verify information on the NMSC electric billings. Based on the information that we see, there is a 7 year payback on the installation of the micro turbines. Information provided by Menasha Utilities changes the payback to 12 years on the installation of the micro turbines. Menasha Utilities and WPPI will work on obtaining grant money or other assistance to help in the funding of the micro turbine project. Manager Much reported that McMahon Associates has a dairy client with an engine/generator/gas clean unit available for sale. Discussion ensued; based on the discussion it is the consensus it would be worth looking further at this unit to see what it looks like. More information will be provided at the January meeting.

Manager Much reported a response has been received from the MEG Attorney after reviewing the draft discharge permit for the Commission.

Manager Much presented a proposal for a Lab Office HVAC Study. The laboratory is subject to temperature fluctuations and this needs to be corrected based on a lab audit performed by the DNR. After discussion, motion made by Commissioner D. Youngquist, seconded by Commissioner T. Hamblin to approve the Lab Office HVAC Study at a fee of \$4,400. Motion carried unanimously.

**Old Business**

Interceptor ownership. A meeting will be held in January with the Town of Menasha.

Grease Ordinance. No new information to report.

Biosolids Management. We are looking to set up a meeting with Gizmo Farms for further discussions.

**Vouchers**

Motion made by Commissioner R. Zielinski, seconded by Commissioner D. Youngquist to approve operating and payroll fund vouchers #130673 through #130733 in the amount of \$273,956.29. Motion carried unanimously.

Motion made by Commissioner R. Zielinski, seconded by Commissioner D. Youngquist to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:05 a.m.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

**THE NEXT REGULAR MEETING IS ON TUESDAY January 27<sup>th</sup> 2009.**

CITY OF MENASHA  
PERSONNEL COMMITTEE  
Third Floor Council Chambers  
140 Main Street, Menasha  
January 19, 2009  
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Hendricks at 5:30 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Ald. Benner, Pamerter, Taylor, Wisneski, Pack, Hendricks, Zelinski,  
Michalkiewicz, Mayor Merkes

ALSO PRESENT: CA/HRD Brandt, PC Stanke, DPW Radtke, CDD Keil, C/T Stoffel,  
PHD Nett, Paul Meier, Clerk Galeazzi, and the Press

C. MINUTES TO APPROVE

1. Personnel Committee, 12/1/08

Moved by Ald. Pack, seconded by Ald. Wisneski to approve minutes  
Motion carried on voice vote.

D. ACTION ITEMS

1. Report of Ad-Hoc City Attorney Search Committee – Paul Meier

Paul Meier, member of Ad-Hoc City Attorney Study Committee, reported on the findings of the committee and their recommendations. The conclusion of the Committee was to hire an in-house attorney with some human resources background or someone willing to grow into the role of Human Resource Director. To help attract good candidates, the Committee recommends changing the Charter Ordinance to remove the three year term of the Attorney. The candidate should have at least six years of experience. The selection process should be a management decision, whether Mayor or Council.

Mr. Meier answered general questions.

6:15 p.m. - Moved by Mayor Merkes, seconded by Ald. Taylor to recess.  
Motion carried on voice vote.

7:48 p.m. - reconvened.

2. O-4-09 A Charter Ordinance Relating to Appointment of the City Assessor

3. O-5-09 A Charter Ordinance Relating to Appointment of the City Clerk

4. O-6-09 A Charter Ordinance Relating to Appointment of the City Attorney

CA/HRD Brandt explained the passing of Charter Ordinances and the requirements of waiting 60 days before they are in effect. The current Charter Ordinances are for the City Attorney, Clerk and Assessor. Makes sense to change all when changing one. Decision should be made quickly as the current three-year term ends on April 30, 2009.

Discussion ensued on the pros and cons of removing the three year appointment; having the Mayor appoint and Council approve appointment; past practice of hiring City Attorney, Clerk and Assessor.

Moved by Ald. Pack, seconded by Ald. Pamerter to recommend approval of O-4-09, O-5-09 and O-6-09 to Common Council.

Motion carried on roll call 7-2.

Ald. Pamerter, Wisneski, Pack, Hendricks, Michalkiewicz, Benner, Mayor Merkes – yes.  
Ald. Taylor, Zelinski – no.

#### 5. Department Head Selection Process

CA/HRD Brandt recommends making the change to the ordinance and Personnel Policy regarding Department Head selection process.

Moved by Mayor Merkes, seconded by Ald. Michalkiewicz to direct CA/HRD Brandt to draft an ordinance similar to Section 3 of Charter Ordinance for the Department Head selection process.

Motion carried on voice vote.

#### E. ADJOURNMENT

Moved by Ald. Pack, seconded by Ald. Taylor to adjourn at 8:29 p.m.

Motion carried on voice vote.

Respectful submitted by  
Deborah A. Galeazzi, City Clerk



...a new horizon

## MENASHA POLICE COMMISSION MEETING MINUTES

DATE: January 15, 2009

Commissioner Liebhauser called the regular bimonthly meeting to order at 5:00pm at the Menasha Safety Building, 430 First Street, Menasha, WI.

Present: Barb Ballard, Ron Duuck, Jim Liebhauser, Terri Reuss, Chief Stanke, Craig Wussow.

Absent: None.

- I. Minutes of the last meeting: M/S/C Duuck/Reuss to accept the 10-30-2008 Meeting Minutes.
- II. Police Report – Chief Stanke.
  1. Officer Martin Schrapfer informed the Commission that the Menasha Police Union has contacted Senator Ellis and Representative Kaufert about a proposal for the Wisconsin Department of Transportation to issue a Law Enforcement License Plate which would honor fallen officers.
  2. Training Certificates To:
    - Jeff Jorgenson and Bob Stanke-Park and Recreation; Preparing for Emergency Situations, County Village Municipal Insurance Corporation, (CVMIC).
    - Jamal Kavar-Cell Phone Evidence Workshop, Madison Area Technical College, (MATC).
    - Jim Verkuilen-Reflected Ultra Violet Imaging System, Sirchie Finger Print Lab, Fox Valley Technical College, (FVTC).
    - Stephanie Gruss and Aaron Zemlock-Street Crimes, John Reid and Associates, Milwaukee.
    - Paul Scheppf-Narcotic Detection, Foxtail Training Center, Shiocton.
  3. Letters of Appreciation From:
    - Tracy Koenig of Heckrodt Nature Center for Menasha Police Department, (MPD), assistance with an injured animal on 11-29-08.
    - Lynn Nichols' Cub Scout troop for providing them with a station tour.
  4. Nickolas Thorn and Matthew Spiegel have started Recruit Training.
  5. The MPD is receiving three to six applicants per day for the most recent posted opening.
- III. Old Business: None
- IV. New Business: None
- V. Correspondence: None
- VI. Next Meeting: Thursday, March 19, 2009.
- VII. Adjourn: M/S/C Reuss/ Wussow at 5:13pm.

Respectfully submitted,

Barb Ballard  
Commissioner, Secretary



City Hall Safety Committee Meeting  
November 5, 2008  
Minutes

Meeting called to order at 1:20 PM.

Present: Sylvia Bull, Todd Drew, Adam Alix, Tom Stoffel, Kristi Heim, Sue Nett

Absent: Tasha Saecker, Jeff Brandt, Brian Tungate

A. Motion to approve minutes from October 1, 2008 meeting made by S. Bull and seconded by T. Stoffel.

B. Old Business

1. EOEP – Signage update – Adam Alix brought signage for the library for the committee to review. Signs will be 11x14 and displayed inside a wall mounted plastic holder. Committee members were in agreement with approving the signage. Copies of the signage for each building will need to be included with each building's policy.
2. Progress to date – City Hall, Library's, and Senior Center Walk-Through inspections reviewed. The Library's recommendations are complete. City Hall recommendations are about 75% complete (storage closet on second floor needs cleaning; and the basement isn't done). A. Alix to email reminder to City Hall employees that basement hasn't been cleaned of clutter. Senior Center – Al. Alix is working to address the issues noted. Follow-up walk through for the Senior Center will be scheduled in January.

C. New Business

1. Monthly safety topic on stress management distributed and discussed.
2. No injuries to review.

D. Training

1. Safe driving inservice had positive comments from attendees.
2. Bloodborne Pathogen policy review. Maintenance staff almost complete. Senior Center staff needs to complete. Will try and do yet this week.

E. Meeting adjourned at 1:59 PM

Police Safety Committee Meeting  
Minutes  
November 20, 2008

Present: Mike Brunn, Dave Jagla, Mark Mauthe, Todd Drew, Chuck Sahr

Absent: Sue Nett, Aaron Zemlock, Bev Sawyer

Meeting called to order at 2:33 pm

A. Motion to approve minutes from September 18, 2008 meeting made by M. Brunn and seconded by D. Jagla

B. Old Business

1. EOEP update – No changes made since last meeting. Issue of evacuation is still being worked on by Chief Stanke. Revision to policy related to unusual occurrences not yet completed.

C. New Business

1. Monthly safety topic on Stress was sent electronically and distributed by C. Sahr.
2. No injuries to review. M. Brunn expressed concerns related to HIPAA Regulations in discussing injuries.
3. Respiratory protection/Hearing screening for new hire. The new officer had received hearing screening during physical. Respiratory protection medical evaluation had not been conducted as it is the contention of the police department that if respiratory use is not mandatory new hires do not need to be evaluated. M. Brunn expressed concerns that problems encountered re: respiratory evaluation would pose a potential problem to hire the individual. T. Drew presented the language in OSHA 1910.134 Appendix D related to requirements for non-mandatory use of respiratory protection and also recommendations obtained from B. Stenz CVMIC regarding the same. Copies of App. D and CVMIC recommendations provided by T. Drew via interoffice mail.

4. Issue brought up related to having salt container delivered to the Safety Building. T. Drew will check with DPW & Adam Alix regarding salt containers. Questions also raised about who is responsible for clearing snow during the weekends. T. Drew will raise the question with S. Nett and respond accordingly.

D. Training

1. Bloodborne Pathogen review will be completed by the end of December per M. Brunn. T. Drew recommended officers review available on-line refresher, complete test, print and submit copies of certificates to the Menasha Health Department upon completion.

E. Meeting adjourned at 2:52PM. Next meeting January 15, 2009 @ 2:30 at the Safety Building.



PUBLIC WORKS AND PARKS SAFETY COMMITTEE  
MINUTES  
January 20, 2009

Meeting called to order at 8:05 AM.

Present: Jim Julius, Bob Huss, Tim Jacobson, Jeff Nieland, Mark Radke,  
Adam Alix, Todd Drew, Sue Nett, Bill Basler, Cory Gordon

Absent: Ken Popelka, Brian Tungate, Jeff Brandt, Matt Schultz replaced on committee by  
Bill Basler Sr.

A. Motion to approve minutes from December 16, 2008 meeting made by B. Huss second  
by J. Nieland.

**B. Old Business**

1. Safety Shoe Policy Update – C. Gordon presented tasks conducted by  
Engineering Staff which would require safety shoes. Lifting manhole covers /  
frames was cited as the only regular activity. C. Gordon stated safety shoes  
would be maintained in trucks. T. Drew to amend Draft PPE Policy to state  
Engineering Staff to wear safety shoes while lifting manhole covers and frames  
and as necessary to include any other applicable activity. Motion made C. Gordon  
second B. Basler – unanimous vote to approve motion.
2. Maintenance Shop Oil Tanks/ Tires – On hold due to weather. Oil Equipment Co.  
will be consulted regarding piping tanks once moved.

**C. New Business**

1. Monthly Safety Topic – “Good Service... They Deserve it” was discussed and  
distributed. Topic covers the importance of treating people with courtesy and  
respect which will help avoid escalation of incidents.
2. Injury Review- A single injury was reviewed from DPW. Employee slipped on ice  
as he was exiting recycling truck. Injury did not involve any time loss. Issue was  
unavoidable due to extreme ice issue following ice storm. Recommendation was  
to provide employees with ice cleats to help avoid slips and falls on ice. M. Radke  
stated ice cleats would be provided for employee use on an as needed basis.
3. 2009 Objectives – Discussed in Training portion of the agenda.
4. 2009 Facility Walk-thru – to be conducted with CVMIC on February 25<sup>th</sup>  
beginning at the Public Works Facility between 8:00 AM – 8:30 AM. Safety  
Committee members encouraged to participate in the facility walk-thru.
5. Senior Center Parking Lot – Discussion of regular practices of salting and  
clearing. M. Radke stated some procedural changes had been made. T. Jacobson  
stated ice was impossible to avoid. Additional discussion on the merit of closing  
the Senior Center in cases such as that.

D. **Training**

1. Flammable Storage/ MSDS/ Fire Extinguisher Access Training – T. Drew stated training is complete, waiting for IT Department regarding a computer that can be set up at the Public Works Facility.
2. Asbestos Awareness Refresher – T. Drew stated the refresher training will be conducted in the same computer based format as the Bloodborne Pathogen and Flammable Storage Training. New employees will be required to receive the initial class room training (~30-45 minutes).
3. Driver Training DPW/Parks Emphasis – T. Drew to research options based on CVMIC information and Fox Valley Technical College.
4. Respirator Fit Testing – All DPW/Parks employees assigned respirators to receive annual fit testing and care and maintenance refresher March – April 2009. All sessions to be conducted at 7:00 AM weather dependant.
5. Hearing Screening – Annual hearing testing to be conducted between March-May 2009 at Affinity Occupational Health Office on Appleton Road, Menasha.
6. EOEP Signage and Training – Spring 2009 pending completion of signs.
7. CPR/ First Aid – To be conducted by Loretta Kjemhus City of Menasha Health Department. L.Kjemhus will coordinate dates for training with D. Dworshok in March 2009.

E. Meeting adjourned at 8:45 AM. Next meeting February 24, 2009 at 9:00 AM

Wisconsin Department of Natural Resources Air Pollution Control Permit Preliminary Analysis on an Air Pollution Control Permit to Operate an Existing Air Pollution Source at 206 Garfield Avenue, City of Menasha, Winnebago County, Wisconsin.

Air Pollution Operation Permit No. 471031770-P10

Mondi Packaging Akrosil, LLC, Menasha, Winnebago County, Wisconsin submitted to the Department of Natural Resources (DNR) a permit application, including plans and specifications, for the operation of an existing plant for coating and printing paper products.

The Northeast Region Headquarters of the Department has analyzed these materials and has made a preliminary determination that operation of this air pollution source should meet applicable criteria for permit approval as stated in ss. 285.63 and 285.64, Wis. Stats., including both the emission limits and the ambient air standards and that the application is approvable. This preliminary determination does not constitute approval from the Air Management Program or any other DNR sections which may also require a review of the project.

The DNR hereby solicits written comments from the public regarding the preliminary determination to approve an operation permit renewal. These comments will be considered in the DNR's final decisions regarding this renewal. Information, including the draft permit and the DNR's preliminary analysis regarding this renewal, is available for public inspection at the Department of Natural Resources Bureau of Air Management Headquarters, 101 S. Webster Street, Box 7921, Madison, WI, 53707-7921; Northeast Region Headquarters, 2984 Shawano Avenue, Box 10448, Green Bay, WI 54307-0448; and at the Brown County Library, 515 Pine St., Green Bay, WI 54301-5194, or contact Sally Hronek, 920-662-5440. This information is also available for downloading from the Internet using a World Wide Web browser at: [http://dnr.wi.gov/air/permitzip/APM\\_toc.htm](http://dnr.wi.gov/air/permitzip/APM_toc.htm).

Interested persons wishing to comment on the preliminary determination should submit written comments within 30 days of publication of this notice to:

Wisconsin Department of Natural Resources, Northeast Region Headquarters, 2984 Shawano Avenue, Box 10448, Green Bay, WI 54307-0448. Attn.: Sally Hronek.

A public hearing may be requested by a person who may be affected by the issuance of the permit. The request for hearing should indicate the interest of the party filing the request, how the person may be affected by issuance of the permit and reasons why a hearing is warranted. The Department may then hold a public hearing if it determines that there is a significant public interest in holding a hearing.

Reasonable accommodation, including the provision of informational material in an alternative format, will be provided for qualified individuals with disabilities upon request.

After all comments have been considered, a proposed permit will be drafted and sent to the United States Environmental Protection Agency (US EPA) for review. DNR will post the start date of the EPA review on the Internet at [http://dnr.wi.gov/air/permitzip/APM\\_toc.htm](http://dnr.wi.gov/air/permitzip/APM_toc.htm). (or call the person listed above if you cannot access the Internet). Any person may petition the US EPA under 40 CFR Part 70.8(d) within 60 days after the expiration of US EPA's 45-day review period to make an objection to the permit. DNR will post the deadline for this petition on the Internet at the above address. Unless the US EPA objects in writing to the issuance of the permit as proposed within EPA's 45-day review period, DNR will issue the final permit as proposed.

STATE OF WISCONSIN  
DEPARTMENT OF NATURAL RESOURCES  
For the Secretary

By Richard W. Stamm for Es  
Imelda Stamm  
Environmental Engineer Supervisor

FOR  
INFORMATION ONLY

RECEIVED

JAN 16 2009

CITY OF MENASHA  
BY dg



PARCEL # & DESCRIPTION	LAST OWNER'S NAME OTHER'S INTERESTED	TAX YEAR	SALE YEAR	CERT NO.	AMOUNT
026-0099-01 TOWN OF VINLAND THAT PART OF THE NORTHWEST ¼ OF THE NORTHWEST ¼ OF SECTION 5, TOWNSHIP 19 NORTH,	ALBERT MONTALVO WISCONSIN DEPARTMENT OF HEALTH & FAMILY SERVICES CLERK - TOWN OF VINLAND	2004	2005	00629	\$866.93

RANGE 16 EAST IN THE TOWN OF VINLAND DESCRIBED AS FOLLOWS: BEGINNING AT A POINT THAT IS 1102.0 FEET DUE WEST OF THE NORTHWEST CORNER OF THE NORTHWEST ¼ OF THE NORTHWEST ¼ OF SAID SECTION 5 AT THE CENTER LINE OF THE TOWN ROAD RUNNING BETWEEN THE TOWNS OF VINLAND AND CLAYTON, FROM THAT POINT RUNNING DUE WEST ALONG SAID TOWN LINE A DISTANCE OF 130.0 FEET TO THE EASTERLY RIGHT OF WAY LINE OF THE CHICAGO AND NORTHWESTERN RAILWAY, FROM THAT POINT RUNNING DUE SOUTH ALONG SAID RIGHT OF WAY LINE A DISTANCE OF 250.0 FEET TO A POINT, FROM THAT POINT RUNNING DUE EAST AND PARALLEL TO SAID TOWN LINE A DISTANCE OF 130.0 FEET TO A POINT, FROM THAT POINT RUNNING DUE NORTH A DISTANCE OF 250.0 FEET TO THE POINT OF BEGINNING, BEING A PARCEL OF LAND SEVENTY TWO HUNDREDTHS OF AN ACRE MORE OR LESS.

026-0099-04 ALL THAT PART OF THE NORTHWEST ¼ OF THE NORTHWEST ¼ OF SECTION 5, TOWNSHIP 19 NORTH, RANGE 16 EAST, IN THE	ESTATE OF ALBERTO MONTALVO BRIDGET MONTALVO WISCONSIN DEPARTMENT OF HEALTH & FAMILY SERVICES CLERK - TOWN OF VINLAND	2004	2005	00630	\$326.84
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TOWN OF VINLAND, WINNEBAGO COUNTY, WISCONSIN DESCRIBED AS FOLLOWS: BEGINNING AT A POINT ON THE NORTH LINE OF SECTION 5 AND THE CENTER LINE OF COUNTY TRUNK HIGHWAY "AG" THAT IS 2432.10 FEET SOUTH 90° 00' WEST OF THE NORTHEAST CORNER OF THE NORTHWEST ¼ OF SAID SECTION 5. FROM THAT POINT RUNNING SOUTH 0° 00' WEST A DISTANCE OF 250.00 FEET TO AN IRON PIPE THENCE NORTH 90° 00' EAST A DISTANCE OF 174.24 FEET TO AN IRON PIPE, THENCE N. 0° 00' EAST A DISTANCE OF 250.00 FEET TO THE NORTH LINE OF SAID SECTION 5, AND THE CENTER LINE OF COUNTY TRUNK HIGHWAY "AG" THENCE SOUTH 90° 00' WEST ALONG SAID CENTER LINE A DISTANCE OF 174.24 FEET TO THE SAID POINT OF BEGINNING.

PARCEL # & DESCRIPTION	LAST OWNER'S NAME OTHER'S INTERESTED	TAX YEAR	SALE YEAR	CERT NO.	AMOUNT
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032-0346-02	SECRETS, INC.	2004	2005	00770	\$15,767.12
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PARCEL I – THAT PART OF FRACTIONAL LOT THREE (3) OF SECTION 16, TOWNSHIP 20 NORTH, RANGE 14 EAST, IN THE TOWN OF WOLF RIVER, WINNEBAGO COUNTY, WISCONSIN, DESCRIBED AS FOLLOWS, VIZ:- COMMENCING ON THE WEST LINE OF SAID FRACTIONAL LOT AT A POINT THAT IS 851.16 FEET SOUTH OF THE NORTH QUARTER POST OF SAID SECTION; THENCE SOUTH ALONG THE WEST LINE OF SAID FRACTIONAL LOT, 78.1 FEET; THENCE SOUTH 58°45' EAST, 384 FEET; THENCE NORTH 60°55' EAST TO A POINT ON THE WESTERLY LINE OF COUNTY TRUNK HIGHWAY "HH", 99 FEET NORTHWESTERLY OF THE POINT OF INTERSECTION OF THE EXTENDED NORTHERLY LINE OF LOT ONE (1) ACCORDING TO PLAT OF ORIHULA RECORDED IN VOLUME 10 OF PLATS ON PAGE 8, WITH THE WESTERLY LINE OF SAID HIGHWAY; THENCE SOUTH 24°6' EAST ALONG THE WESTERLY LINE OF SAID HIGHWAY TO POINT OF INTERSECTION WITH THE EXTENDED NORTHERLY LINE OF SAID LOT ONE (1); THENCE NORTH 57°36' EAST ALONG THE EXTENDED NORTHERLY LINE, AND THE NORTHERLY LINE OF SAID LOT ONE (1), TO THE SHORE OF WOLF RIVER, AT LOW WATER MARK; THENCE NORTHWESTERLY ALONG THE SHORE OF WOLF RIVER, AT LOW WATER MARK, TO A POINT THAT IS NORTH 70° EAST OF THE PLACE OF BEGINNING; THENCE SOUTH 70° WEST TO THE PLACE OF BEGINNING, EXCEPTING THEREFROM THAT PORTION THEREOF INCLUDED WITHIN THE LIMITS OF COUNTY TRUNK HIGHWAY "HH", AND ALSO EXCEPTING THEREFROM THAT PORTION THEREOF DESCRIBED AS FOLLOWS, VIZ:-

COMMENCING AT THE NORTH QUARTER CORNER OF SAID SECTION; THENCE SOUTH 0°0'53" EAST (PREVIOUSLY RECORDED AS SOUTH), ALONG THE WEST LINE OF SAID FRACTIONAL LOT THREE (3), 929.26 FEET; THENCE SOUTH 57°13'27" EAST (PREVIOUSLY RECORDED AS SOUTH 58°45' EAST) ALONG THE SOUTHWESTERLY LINE OF TRACT OF LAND HERETOFORE CONVEYED BY DEED RECORDED IN VOLUME 1216 ON PAGE 581, 384.00 FEET TO THE MOST SOUTHERLY CORNER THEREOF, THE PLACE OF BEGINNING; THENCE NORTH 61°3'32" EAST (PREVIOUSLY RECORDED AS NORTH 60°55' EAST) ALONG THE SOUTHEASTERLY LINE OF SAID TRACT OF LAND CONVEYED, 299.74 FEET (PREVIOUSLY RECORDED AS 301.5 FEET) TO A POINT ON THE WESTERLY RIGHT-OF-WAY LINE OF COUNTY TRUNK HIGHWAY "HH"; THENCE SOUTH 64°37'59" WEST, 310.77 FEET TO A POINT ON THE SOUTHWESTERLY LINE OF SAID TRACT OF LAND CONVEYED; THENCE SOUTH 57°13'27" EAST (PREVIOUSLY RECORDED AS SOUTH 58°45' EAST) ALONG THE SOUTHWESTERLY LINE OF SAID TRACT OF LAND CONVEYED, 22.00 FEET TO THE PLACE OF BEGINNING.

PARCEL II  
THAT PART OF FRACTIONAL LOT THREE (3) OF SECTION 16, TOWNSHIP 20 NORTH, RANGE 14 EAST, IN THE TOWN OF WOLF RIVER, WINNEBAGO COUNTY, WISCONSIN, DESCRIBED AS FOLLOWS, VIZ:- COMMENCING AT THE NORTHWEST CORNER OF LOT ONE (1) IN PLAT OF ORIHULA; THENCE NORTH 23°57' WEST, 43.0 FEET ALONG THE EASTERLY RIGHT-OF-WAY LINE OF COUNTY TRUNK HIGHWAY "HH" TO THE PLACE OF BEGINNING; THENCE CONTINUING NORTH 23°57' WEST, 31.0 FEET ALONG SAID RIGHT-OF-WAY LINE; THENCE NORTH 66°51' EAST, 67 FEET, MORE OR LESS, TO THE WESTERLY SHORE OF THE WOLF RIVER; THENCE SOUTHERLY ALONG SAID SHORE TO A POINT THAT IS NORTH 65°45' EAST OF THE PLACE OF BEGINNING; THENCE SOUTH 65°45' WEST, 78 FEET, MORE OR LESS, TO THE PLACE OF BEGINNING.

PARCEL III  
THAT PART OF FRACTIONAL LOT THREE (3) OF SECTION 16, TOWNSHIP 20 NORTH, RANGE 14 EAST, IN THE TOWN OF WOLF RIVER, WINNEBAGO COUNTY, WISCONSIN, DESCRIBED AS FOLLOWS, VIZ:- COMMENCING AT THE NORTHWEST CORNER OF LOT ONE (1) IN PLAT OF ORIHULA; THENCE NORTH 23°57' WEST, 92.52 FEET ALONG THE EASTERLY RIGHT-OF-WAY LINE OF COUNTY TRUNK HIGHWAY "HH", TO A BEND IN SAID RIGHT-OF-WAY LINE; THENCE NORTH 21°45' WEST, 40.0 FEET ALONG SAID RIGHT-OF-WAY LINE TO THE PLACE OF BEGINNING; THENCE CONTINUING NORTH 21°45' WEST, 16.0 FEET ALONG SAID RIGHT-OF-WAY LINE; THENCE NORTH 65°45' EAST, 33.57 FEET; THENCE SOUTH 36°15' EAST, 16.34 FEET; THENCE SOUTH 65° 45" WEST, 37.67 FEET TO THE PLACE OF BEGINNING.

Common Council 2-2-09 Page 41

PARCEL # & DESCRIPTION	LAST OWNER'S NAME OTHER'S INTERESTED	TAX YEAR	SALE YEAR	CERT NO.	AMOUNT
<b>CITY OF MENASHA</b> <b>FIRST WARD</b> 701-0509 428 6 <sup>th</sup> St. THE WEST 1/2 OF LOTS ONE (1) AND TWO (2) OF BLOCK TWO (2) IN REED'S FIRST ADDITION TO THE VILLAGE OF MENASHA, NOW IN THE FIRST WARD, CITY OF MENASHA, WINNEBAGO COUNTY, WISCONSIN, EXCEPTING THEREFROM THE WEST SEVENTY (70) FEET OF SAID LOTS. ORIGINALLY A PART OF THE EAST 1/2 OF THE NORTH EAST 1/4 OF SECTION FIFTEEN (15), TOWNSHIP TWENTY (20) NORTH, OF RANGE SEVENTEEN (17) EAST.	THOMAS J STANISLAWSKI FIRST NATIONAL BANK - FOX VALLEY KAUKAUNA MEATS, INC. WISCONSIN DEPARTMENT OF HEALTH & FAMILY SERVICES CLERK - CITY OF MENASHA	2004	2005	00929	\$5,014.43

**CITY OF OSHKOSH**  
**TENTH WARD**

910-0006 LOT FIVE (5) OF BLOCK "A" IN BALDWIN AND KNAPP'S ADDITION, IN THE CITY OF OSHKOSH, WINNEBAGO COUNTY, WISCONSIN, PER LEACH'S MAP OF 1894.	KELLY J. BURNETT JERRY & KAY WALLIN CUMINGS ELECTRIC INCORPORATED CAPITAL CREDIT UNION WINNEBAGO COUNTY CLERK OF CIRCUIT COURT NEW-CELL, INC. CLERK - CITY OF OSHKOSH	2004	2005	01763	\$194.10
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**FOURTEENTH WARD**

914-0612-01 THE WEST HALF OF LOT FOURTEEN (14) OF BLOCK ONE HUNDRED TWELVE (112) IN OSBORN'S ADDITION, IN THE 13 <sup>TH</sup> (NOW 14 <sup>TH</sup> ) WARD, CITY OF OSHKOSH, WINNEBAGO COUNTY, WISCONSIN, EXCEPT THE EAST 65 FEET FRONT AND REAR THEREOF.	JAMES A. SCHLENSKE VICTORIA L. SCHLENSKE SECRETARY OF HOUSING & URBAN DEVELOPMENT OF WASHINGTON DC CITY OF OSHKOSH ATTORNEY WINNEBAGO COUNTY CLERK OF CIRCUIT COURT COMMUNITY FIRST CREDIT UNION CITIZENS-FIRST CREDIT UNION CLERK - CITY OF OSHKOSH	2004	2005	02109	\$2,867.59
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STATE OF WISCONSIN

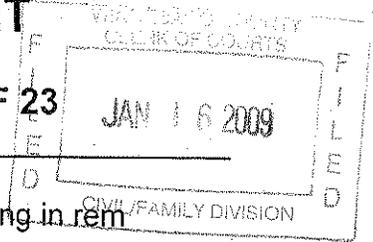
CIRCUIT COURT  
BRANCH 3

WINNEBAGO COUNTY

IN THE MATTER OF THE FORECLOSURE :  
OF TAX LIENS UNDER SECTION :  
75.521, WIS. STATS., BY WINNEBAGO: :  
COUNTY, LIST OF TAX LIENS FOR :  
2008, NUMBER ONE. :

**JUDGMENT**

Case No. 08 GF 23



The above entitled action for foreclosure of tax liens by proceeding in rem pursuant to the provisions of Sec. 75.521, Wis. Stats., having come on to be heard before the Court; and

It appearing by due proof that on the 15<sup>th</sup> day of June, 1976, the County Board of Supervisors of Winnebago County did adopt an ordinance pursuant to the provisions of Sec. 75.521, Wis. Stats., electing to proceed under the provisions of said section in relation to the enforcement and collection of tax liens; and

It appearing that a list of the parcels of property affected by the unpaid tax liens for the year 2004 inclusive as shown on the delinquent tax rolls in the office of the County Treasurer of Winnebago County was filed in the office of the Clerk of Circuit Court of Winnebago County on the 15th day of July, 2008; and

It appearing by the affidavit of Mary Krueger, Winnebago County Treasurer, employed by Winnebago County, on file herein, that on the 28th day of July, 2008, she mailed, by certified mail, to the last known post office address of each owner and mortgagee of record as shown in the list of tax liens mentioned in the caption hereof, a copy of the petition and so much of the list of tax liens as included the description of the particular parcel or parcels in which such owner or mortgagee held any interest of record, except as to those owners and mortgagees of record for whom no post office address could be ascertained after using due diligence for that purpose; and

It appearing by the affidavits of said Mary Krueger, County Treasurer, Winnebago County, and Lori Van Price of the Oshkosh Northwestern, on file herein, that the said list of tax liens (including the petition for judgment being a part thereof) together with a notice in the form required by, and pursuant to, the terms of Sec. 75.521(6), Wis. Stats., was published in the English language in a newspaper of general circulation in Winnebago County, said newspaper having the qualifications specified in Sec. 985.03, Wis. Stats., and having the largest circulation in such county, once a week for three successive weeks, the first publication being on the 28th day of July, 2008, and the last publication being on the 11th day of August, 2008, said notice fixing the 22nd day of September, 2008, as the final redemption date for the redemption of the delinquent tax liens described in said lists; and

It appearing that Daniel Huber, an attorney at law of Winnebago County, Wisconsin was appointed as guardian ad litem for all persons known or unknown who have or may have an interest in the lands described in said list and who are or may be minors or incompetents at the date of filing of such list in the office of the Clerk of Circuit Court; and

It appearing from the affidavit of Mary Krueger, County Treasurer of Winnebago County, that all parcels in said list remain and are unredeemed except as to those parcels which have been deleted from said list on file in the office of the Clerk of Circuit Court; and

It appearing that more than thirty (30) days have elapsed since the 11th day of September, 2008, the last date for redemption, and that no answer herein has been

served on the said Mary Krueger, County Treasurer of Winnebago County, and no persons having appeared in said action.

The plaintiff appearing by John A. Bodnar, Corporation Counsel in and for Winnebago County, and Reports from Attorney Daniel Huber, guardian ad litem, appointed herein for and in behalf of said minors and incompetents;

And proofs of the matters and things alleged in the said list and petition having been duly taken in open court, from which proofs so taken it satisfactorily appears that the allegations contained in said list and petition are true.

**NOW, THEREFORE, IT IS ADJUDGED,** THAT Winnebago County, Wisconsin, is vested with an estate in fee simple absolute in all of the lands hereinafter described, subject, however, to all unpaid taxes and charges which are subsequent to the latest dated tax lien appearing on the list of tax liens herein and to recorded restrictions as provided in Sec. 75.14(4), Wis. Stats.

**IT IS FURTHER ORDERED AND ADJUDGED,** that all persons, both natural and artificial, including the State of Wisconsin, infants, incompetents, absentees and non-residents who may have had any right, title, interest, claim, lien or equity of redemption in such lands hereinafter described and all persons claiming under or through them or any of them from and after the date of filing the said list of tax liens as aforesaid, are forever barred and foreclosed of such right, title, interest, claim, lien or equity of redemption.

The following are the descriptions of the lands remaining unredeemed and affected by this judgment:

**\*\*SEE ATTACHED LIST\*\***

(\*\* Parcel numbers are referenced to list of tax liens being foreclosed by proceedings in rem, which list was attached to petition filed herein on November 7, 2007.)

All descriptions by lot and block number refer to plats or maps filed in the Office of the Register of Deeds of Winnebago County, Wisconsin.

BE IT FURTHER ORDERED AND ADJUDGED that the Guardian ad Litem fees are to be paid by Winnebago County in regards to this matter.

Dated this 14 day of January, 2009.

BY THE COURT:

  
Barbara H. Key  
Circuit Court Judge, Branch 3

Treas\Judgment 08 GF 23

STATE OF WISCONSIN }  
COUNTY OF WINNEBAGO }

This document is a full, true and correct copy of the original on file of record in my office and has been compared by me.

Attest: January 16 2009

Heather Bengert, Clerk

SARA YONG Deputy Clerk

SEAL

PARCEL # & DESCRIPTION	LAST OWNER'S NAME OTHER'S INTERESTED	TAX YEAR	SALE YEAR	CERT NO.	AMOUNT
TOWN OF VINLAND 026-0099-01 THAT PART OF THE NORTHWEST ¼ OF THE NORTHWEST ¼ OF SECTION 5, TOWNSHIP 19 NORTH, RANGE 16 EAST IN THE TOWN OF VINLAND DESCRIBED AS FOLLOWS: BEGINNING AT A POINT THAT IS 1102.0 FEET DUE WEST OF THE NORTHWEST CORNER OF THE NORTHWEST ¼ OF THE NORTHWEST ¼ OF SAID SECTION 5 AT THE CENTER LINE OF THE TOWN ROAD RUNNING BETWEEN THE TOWNS OF VINLAND AND CLAYTON, FROM THAT POINT RUNNING DUE WEST ALONG SAID TOWN LINE A DISTANCE OF 130.0 FEET TO THE EASTERLY RIGHT OF WAY LINE OF THE CHICAGO AND NORTHWESTERN RAILWAY, FROM THAT POINT RUNNING DUE SOUTH ALONG SAID RIGHT OF WAY LINE A DISTANCE OF 250.0 FEET TO A POINT, FROM THAT POINT RUNNING DUE EAST AND PARALLEL TO SAID TOWN LINE A DISTANCE OF 130.0 FEET TO A POINT, FROM THAT POINT RUNNING DUE NORTH A DISTANCE OF 250.0 FEET TO THE POINT OF BEGINNING, BEING A PARCEL OF LAND SEVENTY TWO HUNDREDTHS OF AN ACRE MORE OR LESS.	ALBERT MONTALVO WISCONSIN DEPARTMENT OF HEALTH & FAMILY SERVICES CLERK – TOWN OF VINLAND	2004	2005	00629	\$866.93
026-0099-04 ALL THAT PART OF THE NORTHWEST ¼ OF THE NORTHWEST ¼ OF SECTION 5, TOWNSHIP 19 NORTH, RANGE 16 EAST, IN THE TOWN OF VINLAND, WINNEBAGO COUNTY, WISCONSIN DESCRIBED AS FOLLOWS: BEGINNING AT A POINT ON THE NORTH LINE OF SECTION 5 AND THE CENTER LINE OF COUNTY TRUNK HIGHWAY "AG" THAT IS 2432.10 FEET SOUTH 90° 00' WEST OF THE NORTHEAST CORNER OF THE NORTHWEST ¼ OF SAID SECTION 5. FROM THAT POINT RUNNING SOUTH 0° 00' WEST A DISTANCE OF 250.00 FEET TO AN IRON PIPE THENCE NORTH 90° 00' EAST A DISTANCE OF 174.24 FEET TO AN IRON PIPE, THENCE N. 0° 00' EAST A DISTANCE OF 250.00 FEET TO THE NORTH LINE OF SAID SECTION 5, AND THE CENTER LINE OF COUNTY TRUNK HIGHWAY "AG" THENCE SOUTH 90° 00' WEST ALONG SAID CENTER LINE A DISTANCE OF 174.24 FEET TO THE SAID POINT OF BEGINNING.	ESTATE OF ALBERTO MONTALVO BRIDGET MONTALVO WISCONSIN DEPARTMENT OF HEALTH & FAMILY SERVICES CLERK – TOWN OF VINLAND	2004	2005	00630	\$326.84

PARCEL # & DESCRIPTION	LAST OWNER'S NAME OTHER'S INTERESTED	TAX YEAR	SALE YEAR	CERT NO.	AMOUNT
032-0346-02 PARCEL 1 – THAT PART OF FRACTIONAL LOT THREE (3) OF SECTION 16, TOWNSHIP 20 NORTH, RANGE 14 EAST, IN THE TOWN OF WOLF RIVER, WINNEBAGO COUNTY,	SECRETS, INC. BMI WINNEBAGO COUNTY – CLERK OF COURTS ORIHULA SANITARY DISTRICT CLERK – TOWN OF WOLF RIVER	2004	2005	00770	\$15,767.12

WISCONSIN, DESCRIBED AS FOLLOWS, VIZ:- COMMENCING ON THE WEST LINE OF SAID FRACTIONAL LOT AT A POINT THAT IS 851.16 FEET SOUTH OF THE NORTH QUARTER POST OF SAID SECTION; THENCE SOUTH ALONG THE WEST LINE OF SAID FRACTIONAL LOT, 78.1 FEET; THENCE SOUTH 58°45' EAST, 384 FEET; THENCE NORTH 60°55' EAST TO A POINT ON THE WESTERLY LINE OF COUNTY TRUNK HIGHWAY "HH", 99 FEET NORTHWESTERLY OF THE POINT OF INTERSECTION OF THE EXTENDED NORTHERLY LINE OF LOT ONE (1) ACCORDING TO PLAT OF ORIHULA RECORDED IN VOLUME 10 OF PLATS ON PAGE 8, WITH THE WESTERLY LINE OF SAID HIGHWAY; THENCE SOUTH 24°6' EAST ALONG THE WESTERLY LINE OF SAID HIGHWAY TO POINT OF INTERSECTION WITH THE EXTENDED NORTHERLY LINE OF SAID LOT ONE (1); THENCE NORTH 57°36' EAST ALONG THE EXTENDED NORTHERLY LINE, AND THE NORTHERLY LINE OF SAID LOT ONE (1), TO THE SHORE OF WOLF RIVER, AT LOW WATER MARK; THENCE NORTHWESTERLY ALONG THE SHORE OF WOLF RIVER, AT LOW WATER MARK, TO A POINT THAT IS NORTH 70° EAST OF THE PLACE OF BEGINNING; THENCE SOUTH 70° WEST TO THE PLACE OF BEGINNING, EXCEPTING THEREFROM THAT PORTION THEREOF INCLUDED WITHIN THE LIMITS OF COUNTY TRUNK HIGHWAY "HH", AND ALSO EXCEPTING THEREFROM THAT PORTION THEREOF DESCRIBED AS FOLLOWS, VIZ:-

COMMENCING AT THE NORTH QUARTER CORNER OF SAID SECTION; THENCE SOUTH 0°0'53" EAST (PREVIOUSLY RECORDED AS SOUTH), ALONG THE WEST LINE OF SAID FRACTIONAL LOT THREE (3), 929.26 FEET; THENCE SOUTH 57°13'27" EAST (PREVIOUSLY RECORDED AS SOUTH 58°45' EAST) ALONG THE SOUTHWESTERLY LINE OF TRACT OF LAND HERETOFORE CONVEYED BY DEED RECORDED IN VOLUME 1216 ON PAGE 581, 384.00 FEET TO THE MOST SOUTHERLY CORNER THEREOF, THE PLACE OF BEGINNING; THENCE NORTH 61°3'32" EAST (PREVIOUSLY RECORDED AS NORTH 60°55' EAST) ALONG THE SOUTHEASTERLY LINE OF SAID TRACT OF LAND CONVEYED, 299.74 FEET (PREVIOUSLY RECORDED AS 301.5 FEET) TO A POINT ON THE WESTERLY RIGHT-OF-WAY LINE OF COUNTY TRUNK HIGHWAY "HH"; THENCE SOUTH 64°37'59" WEST, 310.77 FEET TO A POINT ON THE SOUTHWESTERLY LINE OF SAID TRACT OF LAND CONVEYED; THENCE SOUTH 57°13'27" EAST (PREVIOUSLY RECORDED AS SOUTH 58°45' EAST) ALONG THE SOUTHWESTERLY LINE OF SAID TRACT OF LAND CONVEYED, 22.00 FEET TO THE PLACE OF BEGINNING.

PARCEL II

THAT PART OF FRACTIONAL LOT THREE (3) OF SECTION 16, TOWNSHIP 20 NORTH, RANGE 14 EAST, IN THE TOWN OF WOLF RIVER, WINNEBAGO COUNTY, WISCONSIN, DESCRIBED AS FOLLOWS, VIZ:-

COMMENCING AT THE NORTHWEST CORNER OF LOT ONE (1) IN PLAT OF ORIHULA; THENCE NORTH 23°57' WEST, 43.0 FEET ALONG THE EASTERLY RIGHT-OF-WAY LINE OF COUNTY TRUNK HIGHWAY "HH" TO THE PLACE OF BEGINNING; THENCE CONTINUING NORTH 23°57' WEST, 31.0 FEET ALONG SAID RIGHT-OF-WAY LINE; THENCE NORTH 66°51' EAST, 67 FEET, MORE OR LESS, TO THE WESTERLY SHORE OF THE WOLF RIVER; THENCE SOUTHERLY ALONG SAID SHORE TO A POINT THAT IS NORTH 65°45' EAST OF THE PLACE OF BEGINNING; THENCE SOUTH 65°45' WEST, 78 FEET, MORE OR LESS, TO THE PLACE OF BEGINNING.

PARCEL III

THAT PART OF FRACTIONAL LOT THREE (3) OF SECTION 16, TOWNSHIP 20 NORTH, RANGE 14 EAST, IN THE TOWN OF WOLF RIVER, WINNEBAGO COUNTY, WISCONSIN, DESCRIBED AS FOLLOWS, VIZ:-

COMMENCING AT THE NORTHWEST CORNER OF LOT ONE (1) IN PLAT OF ORIHULA; THENCE NORTH 23°57' WEST, 92.52 FEET ALONG THE EASTERLY RIGHT-OF-WAY LINE OF COUNTY TRUNK HIGHWAY "HH", TO A BEND IN SAID RIGHT-OF-WAY LINE; THENCE NORTH 21°45' WEST, 40.0 FEET ALONG SAID RIGHT-OF-WAY LINE TO THE PLACE OF BEGINNING; THENCE CONTINUING NORTH 21°45' WEST, 16.0 FEET ALONG SAID RIGHT-OF-WAY LINE; THENCE NORTH 65°45' EAST, 33.57 FEET; THENCE SOUTH 36°15' EAST, 16.34 FEET; THENCE SOUTH 65° 45" WEST, 37.67 FEET TO THE PLACE OF BEGINNING.

PARCEL # & DESCRIPTION	LAST OWNER'S NAME OTHER'S INTERESTED	TAX YEAR	SALE YEAR	CERT NO.	AMOUNT
<b>CITY OF MENASHA</b> <b>FIRST WARD</b> 701-0509 428 LOTS ST. THE WEST 1/2 OF LOTS ONE (1) AND TWO (2) OF BLOCK TWO (2) IN REED'S FIRST ADDITION TO THE VILLAGE OF MENASHA, NOW IN THE FIRST WARD, CITY OF MENASHA, WINNEBAGO COUNTY, WISCONSIN, EXCEPTING THEREFROM THE WEST SEVENTY (70) FEET OF SAID LOTS. ORIGINALLY A PART OF THE EAST 1/2 OF THE NORTH EAST 1/4 OF SECTION FIFTEEN (15), TOWNSHIP TWENTY (20) NORTH, OF RANGE SEVENTEEN (17) EAST.	THOMAS J STANISLAWSKI FIRST NATIONAL BANK - FOX VALLEY KAUKAUNA MEATS, INC. WISCONSIN DEPARTMENT OF HEALTH & FAMILY SERVICES CLERK - CITY OF MENASHA	2004	2005	00929	\$5,014.43

**CITY OF OSHKOSH**  
**TENTH WARD**

910-0006 LOT FIVE (5) OF BLOCK "A" IN BALDWIN AND KNAPP'S ADDITION, IN THE CITY OF OSHKOSH, WINNEBAGO COUNTY, WISCONSIN, PER LEACH'S MAP OF 1894.	KELLY J. BURNETT JERRY & KAY WALLIN CUMINGS ELECTRIC INCORPORATED CAPITAL CREDIT UNION WINNEBAGO COUNTY CLERK OF CIRCUIT COURT NEW-CELL, INC. CLERK - CITY OF OSHKOSH	2004	2005	01763	\$194.10
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**FOURTEENTH WARD**

914-0612-01 THE WEST HALF OF LOT FOURTEEN (14) OF BLOCK ONE HUNDRED TWELVE (112) IN OSBORN'S ADDITION, IN THE 13 <sup>TH</sup> (NOW 14 <sup>TH</sup> ) WARD, CITY OF OSHKOSH, WINNEBAGO COUNTY, WISCONSIN, EXCEPT THE EAST 65 FEET FRONT AND REAR THEREOF.	JAMES A. SCHLENSKE VICTORIA L. SCHLENSKE SECRETARY OF HOUSING & URBAN DEVELOPMENT OF WASHINGTON DC CITY OF OSHKOSH ATTORNEY WINNEBAGO COUNTY CLERK OF CIRCUIT COURT COMMUNITY FIRST CREDIT UNION CITIZENS FIRST CREDIT UNION CLERK - CITY OF OSHKOSH	2004	2005	02109	\$2,867.59
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ASSOCIATED BANK, N.A.,

Plaintiff,

vs.

Case No. 08-CV-306

Hon. Karen L. Seifert, Br. 4

ANTHONY M. RODMAN,  
KATHY L. RODMAN,  
CITY OF MENASHA,

Defendants.

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NOTICE OF FORECLOSURE SALE

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PLEASE TAKE NOTICE, that by virtue of a Judgment of Foreclosure and sale entered in the above-captioned action on April 23, 2008, in the amount of \$83,889.46, the undersigned Sheriff of Winnebago County will sell at public auction as follows:

**TIME:** March 17, 2009 at 9:00 a.m.

**PLACE:** in the main lobby of the Winnebago County Courthouse  
415 Jackson Street, Oshkosh, WI 54903

**DESCRIPTION:**

The South 74 feet, front and rear, of Lots 1 and 2 in RE-PLAT OF LOTS 1, 2 AND NORTH ONE HALF OF LOT 3, OF BLOCK 8, ROUND'S ADDITION, in the Fourth Ward, City of Menasha, Winnebago County, Wisconsin.

Tax Key No. 704-0429

**PROPERTY ADDRESS:** 750 Wilson Street, Menasha, WI 54952

**TERMS:** Cash; down payment required at the time of Sheriff's Sale in the amount of 10% by cash, money order, cashier's check or certified check made payable to the Winnebago County Clerk of Courts; balance of sale price due upon confirmation of sale by Court. Property to be sold as a whole "as is" and subject to all real estate taxes, accrued and accruing, special assessments, if any,

---

This is an attempt to collect a debt. Any information obtained will be used for that purpose.

This communication is from a debt collector.

penalties and interest. Buyer to pay applicable Wisconsin Real Estate Transfer Tax from the proceeds of the Sale upon Confirmation of the Court. Purchaser to pay the cost of title evidence.

/s/ Michael Brooks  
Michael Brooks, Sheriff  
Winnebago County, Wisconsin

Plaintiff's Attorney:

Mallery & Zimmerman, S.C.  
500 Third Street, Suite 800  
P.O. Box 479  
Wausau, Wisconsin 54402-0479  
(715) 845-8234

---

This is an attempt to collect a debt. Any information obtained will be used for that purpose.  
This communication is from a debt collector.

AFFIDAVIT OF MAILING

STATE OF WISCONSIN )  
 )  
COUNTY OF MARATHON )

ss.

Case No. 08-CV-306

The undersigned being first duly sworn on oath deposes and says that a true copy of the NOTICE OF FORECLOSURE SALE was served upon the hereinafter named persons as shown below, by enclosing the same in an adequately postpaid envelope which bore the sender's name and return address and which was addressed to each such person at his respective post office address and which was mailed on the same date as set forth below when notarized.

ANTHONY M. RODMAN,  
1748 Bayberry Street  
Appleton, WI 54915

KATHY L. RODMAN,  
750 Wilson Street  
Menasha, WI 54952

CITY OF MENASHA  
140 Main Street  
Menasha, WI 54952

Mary Sabatke

Subscribed and sworn to before me  
this 22<sup>nd</sup> day of January, 2009.

Heidi Knatwell  
Notary Public, State of Wisconsin  
My commission expires 10-10-10.

The logo for the City of Menasha, featuring the word "Menasha" in a stylized, cursive script font. Above the text is a horizontal, textured brushstroke.

City of Menasha • Department of Parks, Forestry and Cemeteries

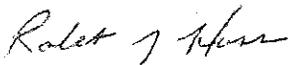
Date: 1/9/2009  
To: Jeff Brandt, Attorney/HR Director  
Cc: Brian Tungate, Director of Parks and Recreation  
From: Bob Huss, Superintendent  
Parks, Forestry and Cemeteries  
Re: Notice of Resignation

Good Afternoon,

It is with heavy heart and fond memories that I am writing this notice of resignation. As per our conversation this morning I am tendering my resignation effective January 30, 2009.

The City of Menasha has been very generous to me and my family and for that I will always be grateful. Thanks for the opportunity to be a part of the team here at the City for the last eight plus years.

Sincerely,

A handwritten signature in cursive script that reads "Robert J. Huss".

Robert J Huss



January 27, 2009

TO: CDD Keil

CC: City Attorney Jeff Brandt

FROM: AP Jessica Beckendorf

RE: Resignation

Greg,

Please accept this letter as formal notification of my resignation from my position as Associate Planner at the City of Menasha. My last day will be February 13, 2009.

I have taken a position with the Advance Department (economic development) of the Green Bay Area Chamber of Commerce. This position will build upon the economic development experience I have gained at the City of Menasha.

Thank you for the professional and personal development you have assisted me with over the last eight years. I am truly grateful for the opportunities, mentoring and camaraderie. I hope the future brings Menasha much success.

I will remain available to assist in the transition and will forward my contact information as soon as I have it.

Sincerely,



Jessica Beckendorf



City of Menasha • Department of Public Works

January 16, 2009

«Owner»  
«Owner2»  
«Owner\_Address»  
«Owner\_City», «Owner\_State» «Owner\_Zip»

«Property\_Address»

To Whom It May Concern:

City of Menasha Sewer System Evaluation Survey (SSES), Phase No. 1:  
Foundation Drain and Sump Pump Inspections

During periods of rain and high groundwater conditions, the City of Menasha has experienced high flows in the sanitary sewer. These high flows contribute to extra cost for City residents in conveyance and treatment. The high flows in question are primarily due to the infiltration and inflow (I/I) of surface water and ground water into the sewer system. Given the problems experienced with I/I, it is extremely important to take steps to eliminate clear water that does not belong in the sanitary sewer system.

A Sewer System Evaluation Survey (SSES) is being performed by the City of Menasha on its wastewater collection system to identify sources of I/I that are cost-effective to eliminate. The purposes and goals of the SSES and sewer rehabilitation programs are to identify and correct defects before they become major failures; address capacity issues with trunk and interceptor sewers to handle existing and future growth; reduce cost to the City for wastewater treatment; conform to requests from the Neenah Menasha Sewerage Commission (NMSC) that the City be up-to-date on I/I reduction; minimize sewer rehabilitation costs by funding improvements with low interest loans from the Clean Water Fund Program; and scheduling sewer repair or replacement work prior to street paving.

The project approach is to perform SSES and sewer rehabilitation work in phases. Work in Phase 1 began in the Fall of 2002. At the direction of the Wisconsin Department of Natural Resources and the Clean Water Fund Program, the City is currently doing a follow-up audit of Phase 1.

The purpose of this inspection program is to identify any buildings that may have foundation drains, sump pumps or other types of drainage systems improperly connected to the sanitary sewer system. Such connections are improper under both the state codes and City Sewer Use Ordinance.

State law does provide for an issuance of an inspection warrant, in the event the property owner refuses to cooperate with this inspection process.

The City feels it is very important to inspect all buildings to identify clear water sources. The City Council passed Ordinance 0-7-04 on June 9, 2004, which allows the City to impose a sewer user surcharge to any user who does not allow authorized City representatives to inspect their property. Surcharges will range from \$50.00 per month for residential properties with two or less dwelling units to \$1,000 per month for industrial properties and commercial properties 2000 square feet or greater. A grant program is available to residential properties (two or less dwelling units) to assist in the correction of illegal foundation drain cross-connections.

140 Main Street • Menasha, Wisconsin 54952-3190 • (920) 967-3610 • Fax (920) 967-5272

The goal of the City is to remove any source of clear water that may contribute to an infiltration/inflow problem. It is not the intent of the City to unnecessarily cause any legal problems for the owner of the properties in question. If a property owner cooperates with the City by voluntarily allowing an inspection of their property by City representatives, no municipal ordinance citations will be issued by the City for any faults discovered. The property owner will be required to remove or eliminate the improper connections, but the City will make every effort to provide a reasonable time frame for the property owner to take the necessary steps.

According to our records, your property receives sewer service within the Phase 1 drainage district. We would accordingly, like to schedule an inspection of your property as described above, at a time and date when a resident representative can meet with an inspector. The resident representative must be at least 18 years of age and familiar with the property history.

Prior to the inspection appointment, please identify and provide access to any and all floor drains on the lowest level of your residence.

This inspection will include properties without sump pumps or basements

Inspections will be scheduled at 20-minute intervals, weekdays from 7:20 A.M. until 5:40 P.M. during the week of January 26 - 30, 2009.

Please call to personally schedule your appointment. The number to call is (920) 967-3610. Our office hours are 8:00 A.M. to 4:00 P.M., Monday through Friday. We will make every effort to conduct the inspection at a time and date you request.

We thank you in advance for your help and cooperation. The inspection program is extremely important to the City of Menasha.

Sincerely,



Mark Radtke  
Public Works Director

MR/TM/tjm

C: Mayor Merkes  
Common Council (Communication)



City of Menasha • Department of Public Works

January 16, 2009

«Owner»  
«Owner2»  
«Owner\_Address»  
«Owner\_City», «Owner\_State», «Owner\_Zip»

«Property\_Address»

To Whom It May Concern:

City of Menasha Sewer System Evaluation Survey (SSES) – Phase No. 1:  
Foundation Drain and Sump Pump Inspections

Your property was inspected in 2002 to determine the sump pump history and discharge location, condition and type of foundation, overall property drainage including gutter/downspout location and the foundation drain discharge, if applicable. At the direction of the Wisconsin Department of Natural Resources we are currently doing a follow-up audit in Phase 1. We are requesting a follow-up inspection to confirm the existing inspection information and complete any missing inspection data. **To complete the overall inspection process, please have all floor drains on the lowest level located and accessible prior to your inspection appointment.**

Please contact this office to arrange for an on-site inspection of your property. It is important that your property be re-inspected as part of the overall inspection program and to complete the audit process.

A schedule of inspection dates has been set for January 26 – 30, 2009. Inspections may be scheduled for Monday through Friday, with the first appointment starting at 7:20 AM and the last appointment at 5:40 PM. Your cooperation is imperative to meet the DNR established deadline. Please contact our office at (920) 967-3610 between 8:00 AM and 4:00 PM, Monday through Friday to schedule your inspection. We will make every effort to conduct the inspection at a time and date that is convenient for you.

The SSES program is extremely important to the City of Menasha. Please contact Tim Montour or me at 920-967-3610 if you have any questions. Thank you for your continued cooperation.

Sincerely,

Mark Radtke  
Public Works Director

C: Mayor Merkes  
Common Council (Communication)



City of Menasha • Department of Public Works

January 19, 2009

«Owner»  
«Owner\_2»  
«Owner\_address»  
«City», «State» «Zip»

«Rental\_Address»

To Whom It May Concern:

City of Menasha Sewer System Evaluation Survey (SSES), Phase No. 4, Segment 1  
Foundation Drain and Sump Pump Inspections

During periods of rain and high groundwater conditions, the City of Menasha has experienced high flows in the sanitary sewer. These high flows contribute to extra cost for City residents in conveyance and treatment. The high flows in question are primarily due to the infiltration and inflow (I/I) of surface water and ground water into the sewer system. Given the problems experienced with I/I, it is extremely important to take steps to eliminate clear water that does not belong in the sanitary sewer system.

A Sewer System Evaluation Survey (SSES) will be performed by the City of Menasha on its wastewater collection system to identify sources of I/I that are cost-effective to eliminate. The purposes and goals of the SSES and sewer rehabilitation programs are to identify and correct defects before they become major failures; address capacity issues with trunk and interceptor sewers to handle existing and future growth; reduce cost to the City for wastewater treatment; conform to requests from the Neenah Menasha Sewerage Commission (NMSC) that the City be up-to-date on I/I reduction; minimize sewer rehabilitation costs by funding improvements with low interest loans from the Clean Water Fund Program; and scheduling sewer repair or replacement work prior to street paving.

The project approach is to perform SSES and sewer rehabilitation work in phases. Each phase will target a drainage district. This will make the program easier to manage and implement. Currently, we are targeting the drainage district in the south eastern portion of the City collection system.

Foundation Drain and Sump Pump Inspections will be performed in the area approximately bounded by the following City Streets or waterway:

Fox River (North); Park Street (West)  
Nicolet Boulevard (South); and Lake Winnebago (East)

The purpose of this inspection program is to identify any buildings that may have foundation drains, sump pumps or other types of drainage systems improperly connected to the sanitary sewer system. Such connections are improper under both the state codes and City Sewer Use Ordinance.

State law does provide for an issuance of an inspection warrant, in the event the property owner refuses to cooperate with this inspection process.

140 Main Street • Menasha, Wisconsin 54952-3190 • (920) 967-3610 • Fax (920) 967-5272

The City feels it is very important to inspect all buildings to identify clear water sources. The City Council passed Ordinance 0-7-04 on June 9, 2004, which allows the City to impose a sewer user surcharge to any user who does not allow authorized City representatives to inspect their property. Surcharges will range from \$50.00 per month for residential properties with two or less dwelling units to \$1,000 per month for industrial properties and commercial properties 2000 square feet or greater. A grant program is available to residential properties (two or less dwelling units) to assist in the correction of illegal foundation drain cross-connections.

The goal of the City is to remove any source of clear water that may contribute to an infiltration/inflow problem. It is not the intent of the City to unnecessarily cause any legal problems for the owner of the properties in question. If a property owner cooperates with the City by voluntarily allowing an inspection of their property by City representatives, no municipal ordinance citations will be issued by the City for any faults discovered. The property owner will be required to remove or eliminate the improper connections, but the City will make every effort to provide a reasonable time frame for the property owner to take the necessary steps.

According to our records, your property receives sewer service within this drainage district. We would accordingly, like to schedule an inspection of your property as described above, at a time and date when a resident representative can meet with an inspector. The resident representative must be at least 18 years of age and familiar with the property history.

**Prior to the inspection appointment, please identify and provide access to any and all floor drains on the lowest level of your residence.**

**All properties with improvements (buildings) need to be inspected; including those with or without sump pumps or basements. Any outbuildings (for example: boathouses) with plumbing also need to be inspected.**

Inspections will be scheduled at 20-minute intervals, weekdays from 7:20 A.M. until 5:40 P.M. during the following weeks:

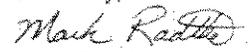
February 2 – 6, 2009

February 9 – 13, 2009

**Please call to personally schedule your appointment. The number to call is (920) 967-3610. Our office hours are 8:00 A.M. to 4:00 P.M., Monday through Friday. We will make every effort to conduct the inspection at a time and date you request.**

We thank you in advance for your help and cooperation. The inspection program is extremely important to the City of Menasha.

Sincerely,

  
Mark Radtke  
Public Works Director

MR/TM/tjm

C: Mayor Merkes  
Common Council (Communication)

# Student's tribute to King gets rave reviews

## Meulemans' winning essay on civil rights leader praised

THE NEWS-RECORD

Shawn Meulemans, a junior at Menasha High School, was among the four grade-level winners in the annual Martin Luther King Jr. essay contest sponsored by Toward Community: Unity in Diversity.

The contest's theme was "Beyond Dr. King's Dream: Next Steps." The authors of the four winning essays were invited to read their essays at last week Monday's Martin Luther King Jr. Celebration at Lawrence University's Memorial Chapel.

This is Meulemans' winning essay:

### "A Remarkable Change"

I believe that if there was ever a place in which the idea of People's Government has flourished, it has been in the United States. However, I am not in the least bit unaware of the countless violations of our ancestors and our own promise as Americans to uphold the undeniable rights of justice and equality to all people.

Alongside the accomplishments of our founding fathers, I have seen in the history books the way in which innocent men and women have been ensnared by the net of colonialism, commoditized as slaves, segregated, not only physically but economically, have been deemed scapegoats and, worst of all, murdered on account of pure biological probability.

But fortunately, I have also heard the legend of a great



News-Record photo by Patrick Ferron

**VOLUNTEER SHAWN MEULEMANS** 16, registers voter Jamie Budiacat, at the Heckrodt Wetland Reserve in Menasha on Election Day, last November. Meulemans, a junior at Menasha High School, was honored for his essay on the Rev. Martin Luther King Jr.

man who when backed into a corner by the ills of society, fought back in the most revolutionary of ways, through the rejection of violence and the celebration of diversity.

Martin Luther King's timeless dream of social harmony and equality in all its forms has been deferred for far too long. It is a sad fact, considering the untold intellectual, technological, and material potential stored within us as a people, that any one of our brothers or sisters in this country lives in poverty.

The land of the free has gone into hiding. It is completely unacceptable that in a land of plenty, citizens suffer under the lash of hunger; their means of sustenance not under their own democratic control, but instead held hostage by the whims of the market. The home of the brave is no more. More than 46 million people

stand at the precipice of bankruptcy, disease and death, unable to pay for quality health care. Thousands of jobs have been lost.

There are currently 11.7 million American children living below the poverty line. Along with drug addiction, homicide and high school dropout rates in poor and predominately ethnic communities are skyrocketing. While my own school chokes from lack of funding, I see on the news blatant corporatism in the Wall Street bailouts. Over and over again, I see our wealth being used by politicians not to rebuild our crumbling economic infrastructure, but to fuel the very same outdated system that brought us here in the first place. Poverty has no legitimate place within America; a chain is only as strong as its weakest link.

There is hope. History has

shown itself to be the product of its discontents. Believe me when I say that the young people of America are discontent. We look at the world we are to inherit and we are not satisfied. Endless war, greed and want are not what we have been promised. Like those who have come before us, we have been presented with our own struggle. We must follow in the established tradition of history's discontents and demand the affirmation of our rights. Only this time we must demand access to health care, quality education, affordable food and utilities, an end to the war, affordable housing and economic accountability, all of which will lead us closer to the elimination of the infectious scourge of poverty.

However, the implicit laws of society prevent us young people from doing this alone. Remarkable change has only

come with remarkable organization. I believe that the only way to achieve this seemingly impossible goal, our two generations must set aside our differences and together embrace an environment of progressive education and unity of interests. I know this will not be easy. Then again, is doing the right thing ever easy? Was it easy for the colonized to become free? Was it easy for the commodities to become men? Was it easy to expose the ignorant for what they were? Was it easy for the southern preacher to stand up to the power of Jim Crow and win?

I shall close with a quote. "Change does not roll in on the wheels of inevitability, but comes through continuous struggle. And so we must straighten our backs and work for our freedom. A man cannot ride you unless your back is bent." — Martin Luther King Jr.

CITY OF MENASHA  
COMMON COUNCIL  
Third Floor Council Chambers  
140 Main Street, Menasha  
Monday January 19, 2009  
MINUTES

A. CALL TO ORDER

Meeting called to order by Mayor Merkes at 6:18 p.m.

B. PLEDGE OF ALLEGIANCE

A moment of silence observed for Dr. Martin Luther King Jr. Day

C. ROLL CALL/EXCUSED ABSENCES

PRESENT: Ald. Benner, Pamerter, Taylor, Wisneski, Pack, Hendricks, Zelinski,  
Michalkiewicz

ALSO PRESENT: Mayor Merkes, CA/HRD Brandt, PC Stanke, DPW Radtke, CDD Keil, C/T Stoffel,  
PHD Nett, Clerk Galeazzi, and the Press

DEPT. HEAD EXCUSED: PRD Tungate

D. PUBLIC HEARING

1. Proposed amendment to the floodplain zoning ordinance  
No one spoke.

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

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

1. Stan Sevenich, 645 9<sup>th</sup> Street. Charter Ordinances relating to appointment of City Assessor, City Clerk, City Attorney; no need to change, current procedure has worked well.

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. Police Chief Stanke- introduce Officer Paul Scheppf and K-9 Gommez and new officers: Pete Sawyer, Matt Spiegel and Nick Thorn

PC Stanke introduced Pete Sawyer-hired April, 2008; Matt Spiegel-hired Dec. 2008;  
Nick Thorn-hired Jan. 2009. Council greeted the new officers.

PC Stanke then introduced Officer Scheppf and Gommez, a 2 year old German shepherd. Officer Scheppf thanked the Council for their support on moving forward with the K-9 Corp and the residents that help with the fundraising for the purchase, equipping and training.

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

Minutes to receive:

- a. Administration Committee, 1/5/09
- b. Board of Public Works, 1/5/09
- c. Landmarks Commission, 11/12/08
- d. Library Board, 12/18/08
- e. Personnel Committee, 12/1/08
- f. Plan Commission, 1/6/09
- g. Water & Light Commission, 12/29/08; Special Session
- h. Water & Light Commission, 12/29/08; Closed Session

Communications:

- i. Post Crescent article, 1/2/09; Menasha police K-9 nets quick drug arrests
- j. U.S Dept. of Homeland Security, 1/5/09; floodplain management
- k. Public Works Facility, 12/2008; Disposal Violations
- l. Memorandum of Understanding between Menasha Health Dept. and Lamers Bus Service, January 2009

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS, Cont'd.

2. Clerk Galeazzi - the following minutes and communications have been received and placed on file:, Cont'd.

Communications:, cont'd.

m. Lawrence Schmitz, President of Common Sense Solutions LLC, resume

n. U.S Dept. of Transportation, 1/12/09; Correspondence pertaining to Quiet Zone status (Train Whistle sounding at crossings)

o. Town of Menasha Utility Commission minutes, 11/24/08

p. Waverly Sanitary District minutes, 12/11/08

q. Arbor Day 2009 Proclamation

r. Comp. Stoffel, 1/15/09, Changes over to SunGard Accounts Payable Software

Ald. Taylor & Wisenski – Comm. N (DOT, Quiet Zone Status).

DPW Radtke explained City of Menasha has regained its quiet zone status with the railroad.

G. CONSENT AGENDA

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

Minutes to approve:

1. Common Council, 1/5/09

Board of Public Works, 1/5/09 – Recommends Approval of:

2. Change Order – Infrastructure Technologies, Inc., City of Menasha Wastewater Collection System Rehabilitation Improvements Project – Phase 3; Contract No. E145-07-01D; Sanitary Manhole Lining; 30-Day Time Extension (Change Order No. 2)

3. Change Order – Infrastructure Technologies, Inc.; City of Menasha Wastewater Collection System Rehabilitation Improvements Project – Phase 3; Contract No. E145-07-01D; Sanitary Manhole Lining; DEDUCT: \$516,688 (Change Order No. 3)

4. Authorization to Execute County/Municipal Recycling Agreement Extension

Plan Commission, 1/6/09 – Recommends approval of:

5. The extraterritorial Certified Survey Map (Town of Menasha), finding that the CSM would have no impact on the city.

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

H. ITEMS REMOVED FROM CONSENT AGENDA

None

I. ORDINANCES AND RESOLUTIONS

1. O-2-09 An Ordinance Relating to Unpaid Utility Bills (Recommended by Board of Public Works)  
No Action

2. O-7-09 An Ordinance Relating to the Adoption of Floodplain Maps (Recommended by the Plan Commission)

Moved by Ald. Michalkiewicz, seconded by Ald. Pack to adopt O-7-09  
Motion carried on roll call 8-0.

3. R-1-09 – Resolution to Support 21<sup>st</sup> Century Transportation for America (Recommended by the Administration Comm., introduced by Mayor Merkes)

Moved by Ald. Hendricks, seconded by Ald. Wisnesk to adopt R-1-09  
Motion carried on voice vote.

J. ACTION ITEMS

1. Accounts Payable and Payroll for the term 1/8/09-1/15/09 in the amount of \$643, 915.06

Moved by Ald. Wisneski, seconded by Ald. Pack to approve Accounts Payable and Payroll Discussion

Motion carried on roll call 8-0

K. APPOINTMENTS

1. Mayor's reappointments to the Committee on Aging:

a. Sue Steffen, 936 London St., for the term of Feb. 1, 2009 – Feb. 1, 2012

b. Lee Murphy, 812 Ida St., for the term of Feb. 1, 2009 – Feb. 1, 2012

Moved by Ald. Wisneski, seconded by Ald. Hendricks to approve reappointments A & B.  
Motion carried on voice vote.

L. CLAIMS AGAINST THE CITY

None

M. HELD OVER BUSINESS

None

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

No one spoke.

O. ADJOURNMENT

Moved by Ald. Hendricks, seconded by Ald. Parnenter to adjourn at 6:45 p.m.  
Motion carried on voice vote.

Respectfully submitted by  
Deborah A. Galeazzi, City Clerk



MENASHA UTILITIES  
INTERNET ACCESS SERVICE AGREEMENT

For MU office use only

Customer Name: City of Menasha

Service Address: 140 Main Street

Billing Address: 140 Main Street

Phone: 967.3637

Requested Service: Dedicated 10 Meg Fiber Internet Connection

Comments: \_\_\_\_\_

Installation Date: \_\_\_\_\_

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

Work Order No. \_\_\_\_\_

Account No. \_\_\_\_\_

Billing Entered: \_\_\_\_\_

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

This Agreement is between Menasha Utilities ("MU") and Customer for the purpose of establishing the terms and conditions under which MU will provide Internet Access Service to Customer.

1. Service Description. MU shall provide Internet Access Services ("Service") to Customer's site and provide maintenance for this Service. MU shall provide Customer any electronic equipment required to interface with Customer's Ethernet network. Customer will, at its own expense, be responsible for all site preparation activities necessary for installation of the Service.

2. Applicable Fees.

a. \$1400.00 per month from installation date to December 4, 2013.

3. Term. This Agreement shall commence on the Installation Date and shall remain in effect until December 4, 2013. At the end of the Initial Contract Term, this Agreement shall automatically renew for successive 30-day periods at a rate to be established, unless terminated by either party on giving 60 days' prior written notice.

4. Billing/Payments. Customer's usage billing period begins on the 1<sup>st</sup> day of each month and ends on the last day of the month. MU will furnish Customer a bill for such usage on a monthly basis. Payments are due within 45 days of the date of the bill. Customer's account will be subject to termination if payment is not received within this 45-day period. Customer will be notified 2 days before Service is disconnected.

5. Late Fee. A 1.5% per month late payment fee will be assessed on all past due amounts.

6. Termination.

a. In the event Customer terminates Service during the Contract Term, the customer shall notify MU in writing sixty (60) days prior to the termination date and customer shall owe two (2) monthly payments on the termination date to MU.

7. **Limitations.** MU is not responsible or liable for: (a) installing hardware and/or software in a different computer after initial installation; (b) re-configuration of network settings due to, but not limited to: tampering, re-installation of operating system, accidental removal, moving the hardware to another computer; or (c) damage to equipment or property as a result of lightning, wind, or other acts of nature.

8. **Damages.** Under no circumstances shall MU be liable for any indirect, incidental, special, punitive, or consequential damages that result from Customer's use of or inability to access any part of the Internet or Customer's reliance on or use of information, services, or merchandise provided on or through the Service, or that result from mistakes, omissions, interruptions, loss, theft, deletion of files, errors and defects, unless caused by the conduct of MU.

9. **Use of Internet.** Customer hereby acknowledges that the Internet is not owned, operated, or managed by MU and that it is a separate network of computers independent of MU. Customer's use of the Internet is solely at Customer's own risk and is subject to all applicable federal, state, and local laws and regulations.

10. **Lawful Uses.** Customer agrees to use MU's network only for lawful purposes. The transmission of any material in violation of any federal, state, or local laws or regulations is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, material protected by trade secret.

11. **No Warranties.** MU makes no warranties, expressed or implied, including, but not limited to, those of merchantability or fitness for a particular purpose. MU specifically disclaims any responsibility for the accuracy of quality of information obtained through use of its Service.

12. **Interruption of Service.** Routine maintenance and periodic system repairs, upgrades and reconfigurations public emergency or necessity, force majeure, restrictions imposed by law, acts of nature, labor

disputes and other situations, including mechanical or electronic breakdowns may result in temporary impairment or interruption of Service. Such interruption shall not exceed six (6) hours. MU shall provide notice to customer when service will be interrupted.

13. **Additional Terms.**

- a. This Agreement shall be governed by and construed in accordance with the laws of the State of Wisconsin, without regard to its conflict of law provisions.
- b. This Agreement shall not be assignable by Customer.
- c. If any one of the paragraphs in the Agreement is found to be unenforceable or invalid, Customer's and MU's agreement on all other paragraphs is not affected.
- d. This Agreement contains the entire agreement of the parties with respect to the matters covered under this Agreement.

The undersigned Customer hereby requests MU to install the Service and agrees to the terms and conditions stated in this Agreement.

Customer Signature:

Date:

\_\_\_\_\_  
Mayor

Date:

\_\_\_\_\_  
Clerk

MU Signature:

Date:

Approved as to form

 1128/09  
\_\_\_\_\_  
Jeffrey S. Brandt, City Attorney

ORDINANCE O - 2 - 09

AN ORDINANCE RELATING TO UNPAID UTILITY BILLS

Introduced by Alderman Zelinski

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

SECTION 1: Sec. 3-2-17(a) is repealed and recreated to read as follows:

- (a) At least once each year the General Manager or *his designee* of the Utilities shall certify to the City Treasurer those utility bills, water, sewer, electric, and *storm water* deemed by him as uncollectible with administrative reasons therefore. An unpaid bill in the hands of a collection agency for more than 120 days without being collected is deemed uncollectible.

SECTION 2: Sec. 3-2-17(c) is repealed and recreated to read as follows:

- (b) Each and every notice shall contain a provision that the user may appeal the amount owed. In no event will a hearing be granted after November 1<sup>st</sup> of each and every year.
- (1) *In the event of a dispute involving electric or water bills, the appeal shall be to the Electric & Water Utility Commission and who shall conduct a hearing. granted.*
  - (2) *In the event of a dispute involving sanitary sewer or storm water bills, the appeal shall be to the Board of Public Works who shall conduct a hearing.*
  - (3) *The results of any hearing shall be communicated to the owner of the real estate pursuant to the notice provisions of sec. 3-2-17(a) and (d).*

SECTION 3: This ordinance shall become effective upon its passage and publication as provided by law.

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

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

ATTEST:

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

Attorney's Note: This should clean up the problems relating to delinquencies in storm water utility payments. It is not designed to address the policy issues raised in my 11/19/08 memorandum.

CHARTER ORDINANCE O - 4 - 09

A CHARTER ORDINANCE RELATING TO APPOINTMENT OF THE CITY ASSESSOR

Introduced by Alderman Pack

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

SECTION 1: Charter Ordinance O-28-83 is repealed and recreated to read as follows:

Home Rule Provision. The City of Menasha hereby elects, pursuant to sec. 62.09, Wis. Stats., and Chapter 66, Wis. Stats. to provide for the appointment of the assessor.

SECTION 2: Charter Ordinance Provisions. This ordinance shall be deemed to be an amendment of the Charter of the City of Menasha relating to the term of the office of assessor and sec. 62.09(1) of the statutes of the State of Wisconsin being a part of the general charter law of the City of Menasha, Wisconsin shall not apply to the assessor insofar as statutory terms conflict with this ordinance.

SECTION 3: How selected. The Mayor shall appoint the assessor, with confirmation by the Common Council. A firm may be designated as City Assessor.

SECTION 4: Term: There shall be no specific term designated for the City Assessor.

SECTION 5: This is a charter ordinance and shall take effect sixty (60) days after its publication unless within such sixty (60) day period a referendum petition is filed as provided for by s. 66.0101 Wis. Stats. In such event, this ordinance shall not take effect until it shall have been submitted to a referendum vote of the electors and approved by a majority of the electors voting thereon.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

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

ATTEST:

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

Attorney's Note: This is a charter ordinance and requires an affirmative vote of two-thirds of the Common Council. It has been recommended by the Ad-Hoc City Attorney Search Committee.

CHARTER ORDINANCE O - 5 - 09

A CHARTER ORDINANCE RELATING TO APPOINTMENT OF THE CITY CLERK

Introduced by Alderman Pack

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

SECTION 1: Charter Ordinance O-21-80 is repealed and recreated to read as follows:

Home Rule Provision. The City of Menasha hereby elects, pursuant to sec. 62.09, Wis. Stats., and Chapter 66, Wis. Stats. to provide for the appointment of the City Clerk.

SECTION 2: Charter Ordinance Provisions. This ordinance shall be deemed to be an amendment of the Charter of the City of Menasha relating to the term of the office of City Clerk and sec. 62.09(1) of the statutes of the State of Wisconsin being a part of the general charter law of the City of Menasha, Wisconsin shall not apply to the City Clerk insofar as statutory terms conflict with this ordinance.

SECTION 3: How selected. The Mayor shall appoint the City Clerk, with confirmation by the Common Council.

SECTION 4: Term: There shall be no specific term designated for the City Clerk.

SECTION 5: This is a charter ordinance and shall take effect sixty (60) days after its publication unless within such sixty (60) day period a referendum petition is filed as provided for by s. 66.0101 Wis. Stats. In such event, this ordinance shall not take effect until it shall have been submitted to a referendum vote of the electors and approved by a majority of the electors voting thereon.

SECTION 6: Any other ordinances in conflict with ordinance are hereby repealed.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

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

ATTEST:

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

Attorney's Note: This is a charter ordinance and requires an affirmative vote of two-thirds of the Common Council. It has been recommended by the Ad-Hoc City Attorney Search Committee.

CHARTER ORDINANCE O - 6 - 09

A CHARTER ORDINANCE RELATING TO APPOINTMENT OF THE CITY ATTORNEY

Introduced by Alderman Pack

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

SECTION 1: Charter Ordinance O-4-80 is repealed and recreated to read as follows:

*Home Rule Provision. The City of Menasha hereby elects, pursuant to sec. 62.09, Wis. Stats., and Chapter 66, Wis. Stats. to provide for the appointment of the City Clerk.*

SECTION 2: Charter Ordinance Provisions. This ordinance shall be deemed to be an amendment of the Charter of the City of Menasha relating to the term of the office of City Attorney and sec. 62.09(1) of the statutes of the State of Wisconsin being a part of the general charter law of the City of Menasha, Wisconsin shall not apply to the City Attorney insofar as statutory terms conflict with this ordinance.

SECTION 3: How selected. The Mayor shall appoint the City Attorney, with confirmation by the Common Council. The City Attorney may be a combined position with that of the Human Resources Director.

SECTION 4: Term: There shall be no specific term designated for the City Attorney.

SECTION 5: This is a charter ordinance and shall take effect sixty (60) days after its publication unless within such sixty (60) day period a referendum petition is filed as provided for by s. 66.0101 Wis. Stats. In such event, this ordinance shall not take effect until it shall have been submitted to a referendum vote of the electors and approved by a majority of the electors voting thereon.

SECTION 6: Any other ordinances in conflict with ordinance are hereby repealed.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

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

ATTEST:

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

Attorney's Note: This is a charter ordinance and requires an affirmative vote of two-thirds of the Common Council. It has been recommended by the Ad-Hoc City Attorney Search Committee.

ORDINANCE O - 8 - 09

AN ORDINANCE RELATING TO APPOINTMENT OF DEPARTMENT HEADS

Introduced by Alderman Pack

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

SECTION 1: Sec. 2-3-2(b) is repealed and recreated to read as follows:

How selected. The Mayor shall appoint the department heads, with confirmation by the Common Council.

SECTION 2: This ordinance shall become effective upon its passage and publication as provided by law.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

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

ATTEST:

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

RESOLUTION R – 2 – 09

RESOLUTION RELATING TO REDUCTION OF POLL WORKERS.

Introduced by Mayor Merkes

WHEREAS, there will be a Primary Election in the City of Menasha on February 17, 2009, and

WHEREAS, it is expected that the voter turnout will be light.

NOW, THEREFORE, BE IT RESOLVED, that the number of poll workers at each polling location in the City of Menasha be reduced from five to three.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

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

Attest:

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

RESOLUTION R - 3 - 09

APPLICATION AND RESOLUTION AUTHORIZING THE BORROWING FROM THE STATE TRUST FUND LOAN PROGRAM NOT TO EXCEED \$7,000,000.00

Introduced by Mayor Donald Merkes  
TO: BOARD OF COMMISSIONERS OF PUBLIC LANDS

We, the undersigned mayor and clerk of the City of **Menasha**, in the County(ies) of **Calumet And Winnebago**, Wisconsin, in accordance with the provisions of Chapter 24 of the Wisconsin Statutes, do hereby make application for a loan of **Seven Million And 00/100 Dollars (\$7,000,000.00)** from the Trust Funds of the State of Wisconsin for the purpose of **refinancing a portion of the existing Steam Utility revenue bond anticipation notes**.

The loan is to be continued for a term of **20** years from the 15th day of March preceding the date the loan is made. The loan is to be repaid in annual installments, as provided by law, with interest at the rate of **5.50** percent per annum.

We agree to the execution and signing of such certificates of indebtedness as the Board may prepare and submit, all in accordance with Chapter 24, Wisconsin Statutes.

The application is based upon compliance on the part of the City with the provisions and regulations of the statutes above referred to, as set forth by the following statements which we do hereby certify to be correct and true.

The meeting of the common council of the City of **Menasha**, in the County(ies) of **Calumet And Winnebago**, Wisconsin, which approved and authorized this application for a loan was a regularly called meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

At the aforesaid meeting a resolution was passed by a majority vote of the members of the common council approving and authorizing an application to the Board of Commissioners of Public Lands, State of Wisconsin, for a loan of **Seven Million And 00/100 Dollars (\$7,000,000.00)** from the Trust Funds of the State of Wisconsin to the City of **Menasha** in the County(ies) of **Calumet And Winnebago**, Wisconsin, for the purpose of **refinancing a portion of the existing Steam Utility revenue bond anticipation notes**. That at the same time and place, the common council of the City of **Menasha** by a majority vote of the members, adopted a resolution levying upon all the taxable property in the city, a direct annual tax sufficient in amount to pay the annual installments of principal and interest, as they fall due, all in accordance with Article XI, Sec. 3 of the Constitution and Sec. 24.66(5), Wisconsin Statutes.

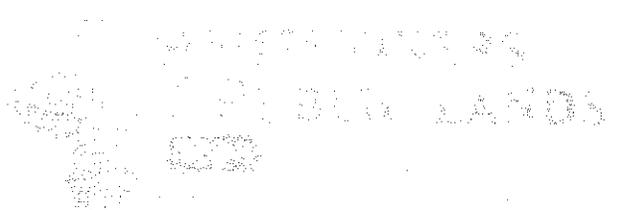
A copy of the aforesaid resolutions, certified to by the city clerk, as adopted at the meeting, and as recorded in the minutes of the meeting, accompanies this application.

A statement of the equalized valuation of all the taxable property within the City of **Menasha**, certified to by the mayor and clerk, accompanies this application.

Given under our hands in the City of **Menasha** in the County(ies) of **Calumet And Winnebago**, Wisconsin, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Mayor, City of **Menasha**

\_\_\_\_\_  
Clerk, City of **Menasha**



RETURN THIS ORIGINAL. DO NOT PHOTOCOPY.

## CITY OF MENASHA DISBURSEMENTS

Accounts Payable for 1/16/09-1/29/09 Checks # 19855-20079	\$ 7,972,786.10
Payroll Checks for 1/16/09-1/29/09	<u>160,191.17</u>
Total	\$ 8,132,977.27

\*\*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

CITY OF MENASHA

Check Register - w/Alternate Description

Vendor ID / Name	Invoice Nbr	CpyID	Acct	Subaccount	Amount	Invoice Description
01050 ACC PLANNED SERVICE INC	286	31731	54	10-149-240	756.98	IGNITION MODULE/PWF
	281	31100	51	10-115-240	517.25	INSTALL CONTROLS/IT
	282	31100	55	07-202-240	4.12	FALL PM/PLEATED FILTER
	287	31100	55	07-203-240	263.45	REPLACED MOTOR/BATHROOM
	280	31100	51	10-115-240	101.84	FALL PMV BELTS
	278	31100	51	10-115-240	423.18	REPLACED REGULATOR/CITY HALL
	275	31731	54	10-149-240	381.50	REPLACED AIR SENSOR/PWF
	285	31100	51	10-115-240	845.40	CONTROL VALVES/CITY HALL
	277	31731	54	10-149-240	1,078.00	CHECK/REPAIR AIR EXCHANGE/PWF
	288	31100	51	10-115-240	115.00	REINSTALL AIR GRILL/HEALTH
01210 AFFINITY OCCUPATIONAL HEALTH	276	31100	52	05-201-240	253.19	EXHAUST FAN/LOBBY
	276	31100	52	08-101-240	305.26	EXHAUST FAN/JAIL CELL & LOBBY
	279	31100	52	05-201-240	127.95	FALL PM/FILTERS
	279	31100	52	08-101-240	446.92	FAN MOTOR/POLICE
					<b>5,620.04</b>	<b>Check Total:</b>
01315 AIRGAS NORTH CENTRAL	80100	31100	51	02-105-215	130.00	DRUG SCREENING
					<b>130.00</b>	<b>Check Total:</b>
01920 AVASTONE TECHNOLOGIES LLC	105867133	31100	55	07-202-204	29.76	ACETYLENE/ARGON/OXYGEN CYL
					<b>29.76</b>	<b>Check Total:</b>
02400 BERBEE INFORMATION NETWORKS	86047-A	31100	51	04-109-214	332.50	WEB SITE ASSISTANCE
					<b>332.50</b>	<b>Check Total:</b>
02565 BOARDMAN LAW FIRM	AP0801203	31100	51	04-109-214	450.00	ON SITE SUPPORT/TAX ASSMENTS
					<b>450.00</b>	<b>Check Total:</b>
02565 BOARDMAN LAW FIRM	182709	31100	51	02-103-211	219.72	CABLE TV REG ORDINANCE
					<b>219.72</b>	<b>Check Total:</b>

Date: Thursday, January 29, 2009  
 Time: 11:38AM  
 User: MGRIESBACH

**CITY OF MENASHA**  
Check Register - w/Alternate Description

Page: 2 of 5  
 Report: 03630Alt.rpt  
 Company: 31100

Vendor ID / Name	Invoice Nbr	CpyID	Acct	Subaccount	Amount	Invoice Description
03247 CDW GOVERNMENT INC	MTV6130	31100	51	04-109-315	337.38	PRINTER/PSLO AT MAPLEWOOD
	1/29/2009	Check Nbr	020008		337.38	Check Total:
04135 DAVIS & KUELTHAU SC	302130	31201	54	10-301-211	547.00	INSURANCE MATTERS
	1/29/2009	Check Nbr	020009		547.00	Check Total:
05100 ELAN CARDMEMBER SERVICE	011309	31100	51	04-109-315	-45.00	CAMERA RETURN
	011309	31100	51	10-115-310	45.95	TONER/CITY HALL
	011309	31824	52	08-101-300	26.00	ALL SPORT TROPHY
	011309	31824	52	08-101-300	185.67	PET SUPPLIES
	011309	31100	52	08-101-310	118.98	TONER/POLICE
	011309	31100	52	08-101-310	210.00	TONER/POLICE
	011309	31100	52	08-101-312	50.94	AVANGATE CIN/SMART-PRO
	011309	31100	52	08-101-338	15.32	CULVERS/HALES CORNERS
	011309	31100	52	08-101-381	15.00	SHELL OIL
	011309	31100	53	09-212-310	210.00	TONER/SR CENTER
	011309	31100	55	07-202-300	77.24	BUDGET LIGHTING INC
	011309	31100	55	07-202-310	55.98	TONER/PARKS
		1/29/2009	Check Nbr	020010		966.08
06565 FOX VALLEY HUMANE ASSOCIATION	01152009	31100	53	08-115-250	1,405.78	DECEMBER 2008
	1/29/2009	Check Nbr	020011		1,405.78	Check Total:
06565 FRANK'S RADIO SERVICE INC	79962	31100	52	08-101-242	579.00	ANTENNA
	1/29/2009	Check Nbr	020012		579.00	Check Total:
07255 GOLD CROSS AMBULANCE SERVICE	0026269-IN	31100	52	08-109-332	500.00	CPR CLASS
	1/29/2009	Check Nbr	020013		500.00	Check Total:

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**CITY OF MENASHA**

Check Register - w/Alternate Description

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Vendor ID / Name	Invoice Nbr	CpyID	Acct	Subaccount	Amount	Invoice Description
11155 KITZ & PFEIL INC	120114-0140	31100	55	07-202-315	7.19	MAIN ST FOUNTAIN COVER
	122203-0030	31731	54	10-149-383	39.91	BELT/V-BELT
	122914-0013	31731	54	10-149-300	25.18	RUBB SWIV CASTERS
	122914-0058	31100	55	07-202-240	9.98	REPAIR EQUIPMENT
	122914-0118	31100	54	10-124-300	4.55	BRINE MACHINE PARTS
	123009-0012	31100	55	07-202-315	8.38	HARDWARE MISC
	<b>Check Date</b>	<b>Check Nbr</b>	<b>020014</b>		<b>95.19</b>	<b>Check Total:</b>
13045 MANDERFIELD BAKERY	306669	31100	51	02-117-202	87.25	POLLWORKERS DONUTS/COOKIES
	<b>Check Date</b>	<b>Check Nbr</b>	<b>020015</b>		<b>87.25</b>	<b>Check Total:</b>
13127 MAS MODERN MARKETING	MM1061647	31100	52	08-101-300	383.89	BADGE STICKER POLICE SHIELD
	<b>Check Date</b>	<b>Check Nbr</b>	<b>020016</b>		<b>383.89</b>	<b>Check Total:</b>
13360 MENASHA ELECTRIC & WATER UTILI	12302008	31100	54	10-143-223	82.37	LAKE PARK LITES
	<b>Check Date</b>	<b>Check Nbr</b>	<b>020017</b>		<b>82.37</b>	<b>Check Total:</b>
13720 MODERN BUSINESS MACHINES	26175380	31100	51	10-115-243	110.27	CONTRACT MAINTENANCE 12/31
	<b>Check Date</b>	<b>Check Nbr</b>	<b>020018</b>		<b>110.27</b>	<b>Check Total:</b>
14220 NEENAH-MENASHA SEWERAGE COMM	2008-230	31201	54	10-302-211	37,236.75	FOX RIVER CLEAN UP REIMBURSE
	<b>Check Date</b>	<b>Check Nbr</b>	<b>020019</b>		<b>37,236.75</b>	<b>Check Total:</b>
16025 PACKER CITY INTERNATIONAL	3283660052	31731	54	10-149-383	18.86	3000 SERIES OUTPUT SEA
	<b>Check Date</b>	<b>Check Nbr</b>	<b>020020</b>		<b>18.86</b>	<b>Check Total:</b>
18040 RADIOSHACK CORPORATION	253942	31100	55	07-202-300	99.99	HART PARK RECEIVER
	<b>Check Date</b>	<b>Check Nbr</b>	<b>020021</b>		<b>99.99</b>	<b>Check Total:</b>

Date: Thursday, January 29, 2009  
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**CITY OF MENASHA**  
**Check Register - w/Alternate Description**

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Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
19440 SOMMERVILLE FLAG	123108	31100	55	07-202-300	362.00	FLAGS
	<b>1/29/2009</b>	<b>Check Nbr</b>	<b>020022</b>		<b>362.00</b>	<b>Check Total:</b>
19692 STEP INDUSTRIES INC	22456	31100	55	07-202-216	204.00	LANDSCAPE/LAKE PARK VILLAS
	<b>1/29/2009</b>	<b>Check Nbr</b>	<b>020023</b>		<b>204.00</b>	<b>Check Total:</b>
19765 SUNGARD PUBLIC SECTOR INC	887134	31100	51	04-109-339	1,697.16	SUNGARD TRAINER
	<b>1/29/2009</b>	<b>Check Nbr</b>	<b>020024</b>		<b>1,697.16</b>	<b>Check Total:</b>
21200 UR WASHINSTUFF INC	10016	31100	52	08-101-295	17.13	CAR WASHES
	<b>1/29/2009</b>	<b>Check Nbr</b>	<b>020025</b>		<b>17.13</b>	<b>Check Total:</b>
23152 WE ENERGIES	12032008	31100	55	07-202-224	1,261.04	MEM
	01112009	31207	55	07-205-224	9.80	MARINA
	01012009	31100	55	07-202-224	106.87	JEFFERSON PARK
	12232008	31731	54	10-149-224	9,743.27	PWF
	12232008	31100	55	07-203-224	399.16	POOL
	01112009	31100	51	10-115-224	3,424.35	CITY OFFICE
	01112009	31100	53	09-212-224	688.66	SENIOR CENTER
	01142009	31100	55	07-202-224	392.07	HART PARK
	01022009	31207	55	07-205-224	98.11	MARINA
	12232008	31100	55	06-101-224	4,245.54	LIBRARY
	12232008	31100	12	04-399-000	1,884.88	PUBLIC PROT BLDG
	12232008	31100	52	08-101-224	2,602.92	PUBLIC PROT BLDG
	12232008	31100	55	07-202-224	482.36	21070 PLANK RD
<b>1/29/2009</b>	<b>Check Nbr</b>	<b>020027</b>		<b>25,294.60</b>	<b>Check Total:</b>	
23165 WEST PAYMENT CENTER	817464653	31100	51	02-103-320	107.29	INFORMATION CHARGES
	<b>1/29/2009</b>	<b>Check Nbr</b>	<b>020028</b>		<b>107.29</b>	<b>Check Total:</b>

Date: Thursday, January 29, 2009  
 Time: 11:38AM  
 User: MGRIESBACH

**CITY OF MENASHA**

Check Register - w/Alternate Description

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Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
23275 WINEBAGO COUNTY TREASURER	LF114308	31100	54	10-304-250	7,749.59	LANDFILL FACILITY
	LF114308	31100	54	10-305-216	2,373.25	LANDFILL FACILITY
	LF114308	31266	54	10-307-216	1,160.32	LANDFILL FACILITY
	100447	31100	52	08-602-250	726.00	JAIL DIVISION
	<b>Check Date</b>	<b>Check Nbr</b>	<b>020029</b>		<b>Check Total:</b>	<b>12,009.16</b>
23439 WISCONSIN PUBLIC POWER INC	000828	31100	51	04-106-291	11.63	1099 ORDER
	<b>Check Date</b>	<b>Check Nbr</b>	<b>020030</b>		<b>Check Total:</b>	<b>11.63</b>

Grand Total: 88,934.80

QSYSPT780454  
 PREPARED 01/22/2009, 9:53:36      ACCOUNTS PAYABLE CHECK REGISTER  
 PAGE 1  
 PROGRAM: GM346L  
 ACCOUNTING PERIOD 2009/01  
 City of Menasha  
 REPORT NUMBER 5

CHECK NO	VENDOR NO	VENDOR NAME	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	VOUCHER CHECK NO	P.O. NO	DATE
19966	24	AIRGAS NORTH CENTRAL	62.99			01/22/2009
731-1022-541.24-03						01/22/2009
			65.42			
			128.41 *	128.41		
19967	5	ASSOCIATED APPRAISAL CONS	4,781.79			01/22/2009
100-0402-513.21-09						
			4,781.79 *	4,781.79		
19968	503	AT&T	244.00			01/22/2009
100-1001-514.22-01						01/22/2009
601-1020-543.22-01			91.00			
			335.00 *	335.00		
19969	78	BAYCOM INC	55.00			01/22/2009
100-0801-521.24-04						
			55.00 *	55.00		
19970	80	BECK ELECTRIC INC	563.00			01/22/2009
731-1022-541.24-01						
			563.00 *	563.00		
19971	505	BROOKS, REBECCA L	20.00			01/22/2009
100-0000-201.03-00						
			20.00 *	20.00		
19972	515	CHILDREN'S HEALTH ALLIANC	25.00			01/22/2009
100-0801-521.34-02						
			25.00 *	25.00		
19973	119	COMMON SENSE SOLUTIONS LL	9,000.00			01/22/2009
100-0403-513.21-04						
			9,000.00 *	9,000.00		
19974	506	CPS-TRAINING	85.00			01/22/2009
100-0915-531.34-02						
			85.00 *	85.00		
19975	128	CULLIGAN WATERCARE SERVIC	17.85			01/22/2009
100-1001-514.20-01						01/22/2009
731-1022-541.30-13			5.95			
			23.80 *	23.80		
19976	483	DEPARTMENT OF WORKFORCE D	4,462.00			01/22/2009
100-1019-552.15-09						

19977 508 4,462.00 \* 4,462.00  
 100-1006-541.30-18 GRIESBACH, MARY C 50.00 01/22/2009

19978 183 50.00 \* 50.00  
 100-1001-514.20-01 GUNDERSON UNIFORM & LINEN 24.89 01/22/2009  
 100-0920-531.30-13 3.47 01/22/2009  
 100-0703-553.30-13 3.48 01/22/2009

19979 186 31.84 \* 31.84  
 822-0413-554.30-16 HACKMASTER, JILL 250.00 01/22/2009

19980 206 250.00 \* 250.00  
 100-0801-521.32-01 INTERNATIONAL ASSOCIATION 120.00 01/22/2009

19981 224 120.00 \* 120.00  
 100-0801-521.24-01 KONE INC 149.34 01/22/2009  
 PREPARED 01/22/2009, 9:53:36

ACCOUNTS PAYABLE CHECK REGISTER

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ACCOUNTING PERIOD 2009/01

City of Menasha

REPORT NUMBER 5

-----  
 CHECK VENDOR VENDOR VOUCHER P.O. DATE  
 NO REMITTANCE AMOUNT CHECK NO  
 ACCOUNT NO NAME (NET OF DISC/RETAIN) TOTAL NO  
 -----

19981 224 KONE INC  
 149.34 \* 149.34  
 19982 241 LEARNING SHOP 01/22/2009  
 100-0702-552.30-18 36.97

19983 267 MENASHA EMPLOYEES CREDIT PR0122 01/22/2009  
 100-0000-202.05-00 1,767.00

19984 269 MENASHA EMPLOYEES LOCAL 1 PR0122 01/22/2009  
 100-0000-202.06-00 1,767.00 \* 1,767.00  
 260.00

19985 271 MENASHA JOINT SCHOOL DIST 01/22/2009  
 100-0000-412.00-00 260.00 \* 260.00  
 5,925.62

19986 282 MODERN BUSINESS MACHINES 01/22/2009  
 100-1001-514.24-01 5,925.62 \* 5,925.62  
 777.64

19987 516 NATIONAL CRIME PREVENTION 01/22/2009  
 100-0801-521.32-01 777.64 \* 777.64  
 35.00

35.00 \* 35.00  
 Page 2

QSYSPRT780454

19988 300 NEUMAN POOLS INC 01/22/2009  
100-0704-552.24-04 3,182.06

100-0704-552.24-03 315.24 01/22/2009

3,497.30 \* 3,497.30  
19989 304 NORTH AMERICAN SALT CO 01/22/2009  
100-1006-541.30-18 8,541.67

100-1006-541.30-18 10,244.44 01/22/2009

18,786.11 \* 18,786.11  
19990 510 RAETHER REVOCABLE TRUST 01/22/2009  
100-1006-541.30-18 50.00

50.00 \* 50.00  
19991 360 SERVICEMASTER BUILDING MA 01/22/2009  
100-0801-521.20-01 50.00

100-0801-521.20-01 1,395.00 01/22/2009

1,445.00 \* 1,445.00  
19992 382 SWIDERSKI EQUIPMENT INC 01/22/2009  
731-1022-541.29-04 580.00

580.00 \* 580.00  
19993 393 TOUGH SOLUTIONS 01/22/2009  
100-0801-521.29-05 32.00

100-0801-521.29-05 15.00 01/22/2009

47.00 \* 47.00  
19994 410 US OIL CO INC 01/22/2009  
100-0000-131.00-00 3.70

100-0000-131.00-00 11.80 01/22/2009

15.50 \* 15.50  
19995 513 VALLEY DIESEL INJECTION I 01/22/2009  
731-1022-541.38-03 64.10

64.10 \* 64.10  
19996 314 VEOLIA ES SOLID WASTE MID 01/22/2009  
100-0000-123.00-00 81.00

81.00 \* 81.00  
PREPARED 01/22/2009, 9:53:36

ACCOUNTS PAYABLE CHECK REGISTER

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ACCOUNTING PERIOD 2009/01

City of Menasha

REPORT NUMBER 5

CHECK NO	VENDOR NO	VENDOR NAME (NET OF DISC/RETAIN)	VOUCHER CHECK NO	P.O. NO	DATE
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19997	504	WCPA CONFERENCE REGISTRAT			01/22/2009
100-0801-521.34-02		75.00			

				QSYSPRT780454	
		75.00	*	75.00	
19998	440	WINNEBAGO	COUNTY TREASURE		01/22/2009
100-0801-521.22-01			5,419.22		
		5,419.22	*	5,419.22	
19999	514	WISCONSIN	DEPT OF COMMERC		01/22/2009
100-0801-521.32-01			40.00		
		40.00	*	40.00	
20000	517	WISCONSIN	FBI NATIONAL AC		01/22/2009
100-0801-521.32-01			75.00		
		75.00	*	75.00	
20001	476	WISCONSIN	SUPPORT COLLECT PR0122		01/22/2009
100-0000-202.03-00			515.23		
				PR0122	01/22/2009
100-0000-202.04-00			138.40		
		653.63	*	653.63	
TOTAL		59,711.27		59,711.27	BANK/CHECK
TOTAL		59,711.27		59,711.27	ALL BANKS/CHECKS

Date: Thursday, January 22, 2009  
 Time: 08:39AM  
 User: MGRIESBACH

**CITY OF MENASHA**  
Check Register - w/Alternate Description

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 Report: 03630Alt.rpt  
 Company: 31100

Vendor ID / Name	Invoice Nbr	CpyID	Acct	Subaccount	Amount	Invoice Description
07181 APPRAISAL GROUP ONE	011909	31100	54	10-111-212	3,086.95	APPRAISAL 300-310 DEPERE
	1/22/2009	Check Nbr	019942		3,086.95	Check Total:
01850 ASSESSMENT TECHNOLOGIES LLC	2050	31100	51	04-107-214	120.00	CUSTOM PROGRAMMING
	1/22/2009	Check Nbr	019934		120.00	Check Total:
02260 BAYCOM INC	116499	31100	52	08-101-243	13.73	REPLACED CABLE ON MIC
	116500	31100	52	08-101-243	13.73	REPLACED CABLE ON MIC
	1/22/2009	Check Nbr	019935		27.46	Check Total:
02335 BECK ELECTRIC INC	E263	31100	53	09-118-821	2,110.28	TRAINING ROOM/GRANT REIMBURSE
	1/22/2009	Check Nbr	019936		2,110.28	Check Total:
02796 BUBRICK'S	190886	31100	52	08-101-310	69.50	OFFICE SUPPLIES
	1/22/2009	Check Nbr	019937		69.50	Check Total:
03075 CAMERA CORNER	0189231-IN	31100	51	04-109-214	80.00	TROUBLESHOOT CAMERA/POLICE
	1/22/2009	Check Nbr	019938		80.00	Check Total:
03247 CDW GOVERNMENT INC	MTF5884	31100	51	04-109-315	114.09	LAPTOP STANDS/IT
	MTC4296	31100	51	04-109-315	230.63	WEB UPDATE WORK/SR CENTER
	MTL5519	31100	51	04-109-315	5,075.64	LAPTOPS FOR IT
	1/22/2009	Check Nbr	019939		5,420.36	Check Total:
05095 EJ ARENA SPORTS	166708	31100	55	07-201-300	55.00	SKATE SHARPENING
	1/22/2009	Check Nbr	019940		55.00	Check Total:
07081 GANNETT WISCONSIN MEDIA	0003787108	31100	51	04-101-292	761.85	LEGAL PUBLICATIONS
	1/22/2009	Check Nbr	019941		761.85	Check Total:

Date: Thursday, January 22, 2009  
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 Company: 31100

Vendor ID / Name	Invoice Nbr	CpyID	Acct	Subaccount	Amount	Invoice Description
07295 GOSS AUTO BODY INC	40053	31100	52	08-101-295	100.00	MPD IMPOUND
	Check Date: 1/22/2009	Check Nbr: 019943			100.00	Check Total:
08537 HSBC BUSINESS SOLUTIONS	1296000041740	31100	51	10-115-310	13.37	SUPPLIES
	Check Date: 1/22/2009	Check Nbr: 019944			13.37	Check Total:
09105 INDEPENDENT INSPECTIONS LTD	302169	31100	52	03-301-216	8,874.53	PERMITS/LICENSES/DEC 2008
	Check Date: 1/22/2009	Check Nbr: 019945			8,874.53	Check Total:
11030 KAEMPFER & ASSOCIATES INC	14393	31201	54	10-301-212	365.65	IND DISC REG PROG
	14394	31201	54	10-301-212	277.13	IND DISC REG PROG/PERMIT UPD
	14395	31201	54	10-301-212	884.61	IND DISC REG PROG/SEWER USER
	14396	31201	19	04-540-000	3,031.72	WW COLL SYS REHAB IMPROV
	14397	31201	54	10-301-212	90.31	BYPASS/OVERFLOW ISSUES
	14398	31201	54	10-301-212	2,982.96	NINTH ST LIFT STATION IMPROV
	14399	31201	54	10-301-212	1,163.28	WW COLLECTION SYS IMPROV
Check Date: 1/22/2009	Check Nbr: 019946			8,895.66	Check Total:	
12092 LAKE PARK VILLAS HOMEOWNERS	12312008	31100	54	10-143-223	36.51	UTILITIES
	12312008	31100	55	07-202-216	2,238.54	GROUNDS MAINTENANCE
	12312008	31100	55	07-202-223	70.41	UTILITIES
Check Date: 1/22/2009	Check Nbr: 019947			2,345.46	Check Total:	
12250 LAWSON PRODUCTS INC	7618022	31731	54	10-149-300	533.21	STOCK SUPPLIES
	Check Date: 1/22/2009	Check Nbr: 019948			533.21	Check Total:
13345 MENARDS-APPLETON EAST	35327	31100	54	10-124-300	2.63	REPAIRS TO SALT BRINE MAKER
	Check Date: 1/22/2009	Check Nbr: 019949			2.63	Check Total:

Date: Thursday, January 22, 2009  
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Vendor ID / Name	Invoice Nbr	CpyID	Acct	Subaccount	Amount	Invoice Description
13360 MENASHA ELECTRIC & WATER UTILI	12312008	31100	12	04-399-000	948.99	FIRE DEPT
	12312008	31100	12	04-399-000	163.61	FIRE DEPT
	12312008	31100	12	04-399-000	7.96	TRAFFIC LIGHTS
	12312008	31100	52	08-101-223	1,310.50	POLICE
	12312008	31100	52	08-101-225	225.94	POLICE
	12312008	31100	54	10-131-223	927.06	TRAFFIC LIGHTS
	12312008	31100	54	10-131-225	30.59	TRAFFIC LIGHTS
	12312008	31731	54	10-149-223	1,956.93	PWF
	12312008	31731	54	10-149-225	746.79	PWF
	12312008	31201	54	10-301-223	33.90	LIFT STATIONS
	12312008	31266	54	10-308-223	8.48	RECYCLING
	12312008	31100	55	06-101-223	2,664.23	LIBRARY
	12312008	31100	55	06-101-225	426.32	LIBRARY
	12312008	31100	55	07-202-223	1,370.11	PARKS
	12312008	31100	55	07-203-223	129.60	SWIM POOL
	12312008	31100	55	07-203-225	344.25	SWIM POOL
	12312008	31100	55	10-215-223	572.62	LIFT BRIDGES
	011408	31100	12	04-399-000	18.49	TRAFFIC LIGHTS
	011408	31100	51	04-109-214	763.00	DARK FIBER CONNECTION
	011408	31100	51	10-115-223	1,557.31	CITY BUILDINGS
	011408	31100	51	10-115-225	259.93	CITY BUILDINGS
	011408	31100	53	09-212-223	301.25	SENIOR CENTER
	011408	31100	53	09-212-225	69.97	SENIOR CENTER
	011408	31100	54	10-131-223	407.99	TRAFFIC LIGHTS
	011408	31201	54	10-301-223	27.72	LIFT STATION
	011408	31100	55	04-221-223	8.48	CURTIS REED SQUARE
	011408	31100	55	07-202-223	479.93	PARKS
	011408	31100	55	07-202-225	180.09	PARKS
	011408	31207	55	07-205-223	475.38	MARINA
	011408	31207	55	07-205-225	41.08	MARINA
011408	31100	55	10-215-223	130.11	LIFT BRIDGES	
<b>Check Date</b> 1/22/2009	<b>Check Nbr</b> 019950	<b>Check Total:</b>		<b>16,588.61</b>		

Date: Thursday, January 22, 2009  
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Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
13480 TOWN OF MENASHA	4199	31100	52	08-101-216	6,458.24	2008 GREAT PROGRAM COSTS
	Check Date	1/22/2009	Check Nbr	019951	6,458.24	Check Total:
13640 MILLER-BRADFORD & RISBERG INC	WC04946	31100	54	10-111-243	95.00	LASER LEVEL MAINTENANCE
	Check Date	1/22/2009	Check Nbr	019952	95.00	Check Total:
13717 MLTINSTRUCTING TECHNOLOGIES	IN-9409	31100	51	04-109-337	4,000.00	TRAINING VOUCHERS
	Check Date	1/22/2009	Check Nbr	019953	4,000.00	Check Total:
13755 MORTON SAFETY	353072	31100	55	07-201-300	10.85	FIRST AID SUPPLIES
	Check Date	1/22/2009	Check Nbr	019954	10.85	Check Total:
14206 TOWN OF NEEHAH TREASURER		31100	53	07-401-225	51.80	STORMWATER CHARGE
	Check Date	1/22/2009	Check Nbr	019955	51.80	Check Total:
14385 NOFFKE LUMBER INC	0809208133	31100	55	07-202-300	3.50	LUMBER
	080920813306	31100	55	07-202-300	2.90	LUMBER
	080920813113	31100	55	07-202-300	4.87	LUMBER
	Check Date	1/22/2009	Check Nbr	019956	11.27	Check Total:
16025 PACKER CITY INTERNATIONAL	3283610060	31731	54	10-149-383	71.10	CRIMP FI
	3283650071	31731	54	10-149-383	100.16	AIR FILTER
	3283640055	31731	54	10-149-383	76.64	SEAL/BEARING
	3283640024	31731	54	10-149-383	7.42	BRACKET
3283640023	31731	54	10-149-383	273.05	STOCK	
Check Date	1/22/2009	Check Nbr	019957	528.37	Check Total:	

Date: Thursday, January 22, 2009  
 Time: 08:39AM  
 User: MGRIESBACH

**CITY OF MENASHA**

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Vendor ID / Name	Invoice Nbr	CpyID	Acct	Subaccount	Amount	Invoice Description
19130 DIANE SCHABACH	011609	31207	55	07-205-291	32.70	CARDS
	011609	31207	55	07-205-300	149.19	SUPPLIES
	011609	31207	55	07-205-311	66.78	POSTAGE
	<b>Check Date</b> 1/22/2009	<b>Check Nbr</b> 019958			<b>Check Total:</b>	<b>248.67</b>
19391 SEXAUER	193274701	31100	53	09-212-240	143.66	SR CENTER EMERGENCY LIGHTING
	<b>Check Date</b> 1/22/2009	<b>Check Nbr</b> 019960			<b>Check Total:</b>	<b>143.66</b>
20145 THEDACARE	9942982	31100	52	08-101-215	220.80	VENIPUNCTURE
	<b>Check Date</b> 1/22/2009	<b>Check Nbr</b> 019961			<b>Check Total:</b>	<b>220.80</b>
20290 TOUGH SOLUTIONS	TS1332236	31824	52	08-101-295	61.30	CONSOLE BOX
	<b>Check Date</b> 1/22/2009	<b>Check Nbr</b> 019962			<b>Check Total:</b>	<b>61.30</b>
21045 UNIFIRST CORPORATION	0970042830	31731	54	10-149-201	96.91	MAT/MOP/CLOTHING SERVICE
	<b>Check Date</b> 1/22/2009	<b>Check Nbr</b> 019963			<b>Check Total:</b>	<b>96.91</b>
21160 UWI-FOX VALLEY	09-22075	31100	51	04-101-218	1,142.50	VIDEOTAPING COUNCIL
	09-22075	31100	55	07-201-300	75.00	VIDEOTAPING
	<b>Check Date</b> 1/22/2009	<b>Check Nbr</b> 019964			<b>Check Total:</b>	<b>1,217.50</b>
19185 WAUSAU EQUIPMENT COMPANY INC	133024	31100	54	10-124-300	90.62	SPRING
	<b>Check Date</b> 1/22/2009	<b>Check Nbr</b> 019959			<b>Check Total:</b>	<b>90.62</b>
23152 WE ENERGIES	12312008	31100	53	09-102-224	101.38	316 RACINE ST
	<b>Check Date</b> 1/22/2009	<b>Check Nbr</b> 019965			<b>Check Total:</b>	<b>101.38</b>
					<b>Grand Total:</b>	<b>62,401.24</b>



PREPARED 01/20/2009, 14:25:11

ACCOUNTS PAYABLE CHECK REGISTER

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ACCOUNTING PERIOD 2009/01

City of Menasha

REPORT NUMBER 3

CHECK NO	VENDOR NO	VENDOR NAME	VENDOR REMITTANCE AMOUNT (NET OF DISC/RETAIN)	VOUCHER CHECK NO	P.O. NO	DATE
19918	99	BRAZEE ACE HARDWARE	41.57			01/20/2009
			41.57 *	41.57		
19919	526	CENGAGE LEARNING	331.73			01/20/2009
			331.73 *	331.73		
19920	527	COMPASS, THE	28.00			01/20/2009
			28.00 *	28.00		
19921	528	FOX RIVER NEWS DISTRIBUTO	325.00			01/20/2009
			325.00 *	325.00		
19922	523	HANNAH, KATHY	16.97			01/20/2009
			16.97 *			
			219.40			01/20/2009
19923	529	HARDGINSKI, ANN	16.77			01/20/2009
			16.77 *	16.77		
19924	224	KONE INC	362.22			01/20/2009
			362.22 *	362.22		
19925	277	MIDWEST TAPE	72.72			01/20/2009
			72.72 *	72.72		
19926	524	MINITEX	565.00			01/20/2009
			565.00 *	565.00		
19927	403	UNITED PAPER CORPORATION	12.55			01/20/2009
			12.55 *			
			105.65			01/20/2009
19928	518	VANESKY, JODY	50.00			01/20/2009
			118.20 *	118.20		
19929	525	WING, JULIE	50.00			01/20/2009
			50.00 *	50.00		

				QSYSPRT775743	
100-0601-551.30-10		8.88	*	8.88	
19930	522	WINNEFOX	AUTOMATED	LIBRAR	01/20/2009
100-0601-551.25-01		64,190.00			01/20/2009
100-0601-551.25-01		9,437.00			
		73,627.00	*	73,627.00	
19931	519	WOOD, LISA			01/20/2009
100-0601-551.20-05		50.00			
		50.00	*	50.00	
19932	521	ZOLKOWSKI, JACK			01/20/2009
100-0601-551.20-05		150.00			
		150.00	*	150.00	
TOTAL		75,983.46		75,983.46	BANK/CHECK
TOTAL		75,983.46		75,983.46	ALL BANKS/CHECKS

CITY OF MENASHA

Check Register - w/Alternate Description

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
01050 ACC PLANNED SERVICE INC	284	31100	55	06-101-240	539.50	REPAIR & MAINTENANCE
	283	31100	55	06-101-240	195.92	REPAIRS & MAINTENANCE
	<b>1/20/2009</b>	<b>019891</b>			<b>735.42</b>	
02115 BAKER & TAYLOR INC	5009727923	31100	55	06-101-314	57.59	LIBRARY MATERIALS
	5009766204	31100	55	06-101-314	18.42	LIBRARY MATERIALS
	2022552638	31100	55	06-101-314	38.24	LIBRARY MATERIALS
	2022585162	31100	55	06-101-314	14.29	LIBRARY MATERIALS
	2022507569	31100	55	06-101-314	424.45	LIBRARY MATERIALS
	2022524655	31100	55	06-101-314	233.31	LIBRARY MATERIALS
	2022524852	31100	55	06-101-314	367.16	LIBRARY MATERIALS
	2022531606	31100	55	06-101-314	452.82	LIBRARY MATERIALS
	2022549021	31100	55	06-101-314	279.18	LIBRARY MATERIALS
	2022572308	31100	55	06-101-314	325.50	LIBRARY MATERIALS
	2022596951	31100	55	06-101-314	75.59	LIBRARY MATERIALS
	2022602343	31100	55	06-101-314	164.40	LIBRARY MATERIALS
	20225596746	31100	55	06-101-314	302.34	LIBRARY MATERIALS
	2022605263	31100	55	06-101-314	120.94	LIBRARY MATERIALS
	2022627393	31100	55	06-101-314	238.03	LIBRARY MATERIALS
	2022633375	31100	55	06-101-314	423.01	LIBRARY MATERIALS
	0001854540	31100	55	06-101-314	-20.17	CREDIT
	2022651411	31100	55	06-101-314	239.83	LIBRARY MATERIALS
	2022679745	31100	55	06-101-314	203.11	LIBRARY MATERIALS
	2022712465	31100	55	06-101-314	179.11	LIBRARY MATERIALS
H51292030	31100	55	06-101-314	82.02	LIBRARY MATERIALS	
H54038960	31100	55	06-101-314	136.76	LIBRARY MATERIALS	
H54038961	31100	55	06-101-314	30.91	LIBRARY MATERIALS	
H54124090	31100	55	06-101-314	10.79	LIBRARY MATERIALS	
H55222760	31100	55	06-101-314	123.78	LIBRARY MATERIALS	
H55222761	31100	55	06-101-314	86.38	LIBRARY MATERIALS	
H56682540	31100	55	06-101-314	96.42	LIBRARY MATERIALS	
H56682541	31100	55	06-101-314	149.69	LIBRARY MATERIALS	

Date: Tuesday, January 20, 2009  
 Time: 09:06AM  
 User: MGRIESBACH

**CITY OF MENASHA**  
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Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
	H56682542	31100	55	06-101-314	129.55	LIBRARY MATERIALS
	H57368870	31100	55	06-101-314	62.55	LIBRARY MATERIALS
	H58961780	31100	55	06-101-314	21.59	LIBRARY MATERIALS
	H58961781	31100	55	06-101-314	86.36	LIBRARY MATERIALS
	H59140800	31100	55	06-101-314	930.81	LIBRARY MATERIALS
	H59140801	31100	55	06-101-314	43.18	LIBRARY MATERIALS
	H59140802	31100	55	06-101-314	43.18	LIBRARY MATERIALS
	H59140820	31100	55	06-101-314	256.89	LIBRARY MATERIALS
	H59559600	31100	55	06-101-314	20.15	LIBRARY MATERIALS
	H59655650	31100	55	06-101-314	43.16	LIBRARY MATERIALS
	H60082830	31100	55	06-101-314	40.28	LIBRARY MATERIALS
	H60082831	31100	55	06-101-314	21.59	LIBRARY MATERIALS
	H60082832	31100	55	06-101-314	66.92	LIBRARY MATERIALS
	S55756520	31100	55	06-101-314	14.38	LIBRARY MATERIALS
	H60424380	31100	55	06-101-314	21.56	LIBRARY MATERIALS
	H60424381	31100	55	06-101-314	32.35	LIBRARY MATERIALS
	H61061010	31100	55	06-101-314	132.32	LIBRARY MATERIALS
	H61061011	31100	55	06-101-314	194.13	LIBRARY MATERIALS
	S56363280	31100	55	06-101-314	14.36	LIBRARY MATERIALS
	H61390530	31100	55	06-101-314	21.56	LIBRARY MATERIALS
	H62148101	31100	55	06-101-314	64.77	LIBRARY MATERIALS
	H62148100	31100	55	06-101-314	129.48	LIBRARY MATERIALS
	H63075490	31100	55	06-101-314	21.59	LIBRARY MATERIALS
					<b>7,266.61</b>	<b>Check Total:</b>
<b>03265 CENTER POINT LARGE PRINT</b>	748915	31100	55	06-101-314	38.94	LIBRARY MATERIALS
					<b>38.94</b>	<b>Check Total:</b>
<b>03665 CONKEY'S BOOK STORE</b>	75172	31100	55	06-101-316	950.30	PROGRAM SUPPLIES
					<b>950.30</b>	<b>Check Total:</b>

**CITY OF MENASHA**  
Check Register - w/Alternate Description

Vendor ID / Name	Invoice Nbr	CpyNbr	Acct	Subaccount	Amount	Invoice Description
07044 GALE	16093932	31100	55	06-101-314	90.24	LIBRARY MATERIALS
	16099795	31100	55	06-101-314	38.93	LIBRARY MATERIALS
	16107025	31100	55	06-101-314	25.56	LIBRARY MATERIALS
	16108421	31100	55	06-101-314	222.90	LIBRARY MATERIALS
	16111272	31100	55	06-101-314	84.68	LIBRARY MATERIALS
	<b>1/20/2009</b>	<b>Check Nbr</b>	<b>019899</b>		<b>462.31</b>	<b>Check Total:</b>
08465 HOME DEPOT CREDIT SERVICES	5563037	31100	55	06-101-313	27.96	HOUSEKEEPING SUPPLIES
	3563168	31100	55	06-101-313	7.99	HOUSEKEEPING SUPPLIES
	<b>1/20/2009</b>	<b>Check Nbr</b>	<b>019900</b>		<b>35.95</b>	<b>Check Total:</b>
09135 INGRAM LIBRARY SERVICES	40437151	31100	55	06-101-314	15.85	LIBRARY MATERIALS
	40437152	31100	55	06-101-314	66.91	LIBRARY MATERIALS
	40437153	31100	55	06-101-314	33.03	LIBRARY MATERIALS
	40612572	31100	55	06-101-314	33.68	LIBRARY MATERIALS
	40612573	31100	55	06-101-314	31.66	LIBRARY MATERIALS
	40612574	31100	55	06-101-314	50.77	LIBRARY MATERIALS
	40612575	31100	55	06-101-314	15.63	LIBRARY MATERIALS
	40612576	31100	55	06-101-314	78.80	
	40612577	31100	55	06-101-314	32.49	LIBRARY MATERIALS
	<b>1/20/2009</b>	<b>Check Nbr</b>	<b>019901</b>		<b>358.82</b>	<b>Check Total:</b>
11290 K KRANSKI & SONS INC	0018058-IN	31100	55	06-101-240	175.00	REPAIRS & MAINTENANCE
	<b>1/20/2009</b>	<b>Check Nbr</b>	<b>019902</b>		<b>175.00</b>	<b>Check Total:</b>
12285 LEARNING SHOP	101-1090720	31100	55	06-101-316	532.47	PROGRAM SUPPLIES
	101-1090720 DUP	31100	55	06-101-314	436.35	LIBRARY MATERIALS
	<b>1/20/2009</b>	<b>Check Nbr</b>	<b>019903</b>		<b>968.82</b>	<b>Check Total:</b>

Date: Tuesday, January 20, 2009  
 Time: 09:06AM  
 User: MGRIESBACH

**CITY OF MENASHA**  
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 Company: 31100

Vendor ID / Name	Invoice Nbr	CmpnyID	Acct	Subaccount	Amount	Invoice Description
13100 MARSHALL CAVENDISH CORP	R808984	31100	55	06-101-314	176.29	LIBRARY MATERIALS
	R807594	31100	55	06-101-314	146.90	LIBRARY MATERIALS
	<b>Check Date</b> 1/20/2009	<b>Check Nbr</b> 019904			<b>Check Total:</b> 323.19	
13465 MENASHA UTILITIES	003179	31100	55	06-101-240	295.54	REPAIRS & MAINTENANCE
	<b>Check Date</b> 1/20/2009	<b>Check Nbr</b> 019905			<b>Check Total:</b> 295.54	
	13610 MIDWEST TAPE	1782752	31100	55	06-101-314	31.24
1777385		31100	55	06-101-314	543.63	LIBRARY MATERIALS
1777386		31100	55	06-101-314	27.98	LIBRARY MATERIALS
1782639		31100	55	06-101-314	112.93	LIBRARY MATERIALS
1782640		31100	55	06-101-314	24.98	LIBRARY MATERIALS
1787279		31100	55	06-101-314	9.99	LIBRARY MATERIALS
14255 NEOPOST	1790117	31100	55	06-101-314	12.99	LIBRARY MATERIALS
	<b>Check Date</b> 1/20/2009	<b>Check Nbr</b> 019906			<b>Check Total:</b> 763.74	
	16236 JANA PETERS	44806334	31100	55	06-101-311	223.95
<b>Check Date</b> 1/20/2009		<b>Check Nbr</b> 019907			<b>Check Total:</b> 223.95	
16236 JANA PETERS		01152009	31100	55	06-101-314	16.50
	<b>Check Date</b> 1/20/2009	<b>Check Nbr</b> 019908			<b>Check Total:</b> 16.50	

**CITY OF MENASHA**  
**Check Register - w/Alternate Description**

Vendor ID / Name	Invoice Nbr	CpyID	Acct	Subaccount	Amount	Invoice Description
18094 RANDOM HOUSE INC	1085447216	31100	55	06-101-314	120.00	LIBRARY MATERIALS
	9037690000	31100	55	06-101-314	96.00	LIBRARY MATERIALS
	1085478995	31100	55	06-101-314	132.00	LIBRARY MATERIALS
	1085720444	31100	55	06-101-314	80.00	LIBRARY MATERIALS
	1085720445	31100	55	06-101-314	72.00	LIBRARY MATERIALS
	1085756631	31100	55	06-101-314	225.60	LIBRARY MATERIALS
	1085742753	31100	55	06-101-314	567.20	LIBRARY MATERIALS
	1085756630	31100	55	06-101-314	160.00	LIBRARY MATERIALS
	1085792093	31100	55	06-101-314	144.00	LIBRARY MATERIALS
	1085828166	31100	55	06-101-314	36.00	LIBRARY MATERIALS
	1085828167	31100	55	06-101-314	72.00	LIBRARY MATERIALS
	1085841818	31100	55	06-101-314	19.50	LIBRARY MATERIALS
	1085841819	31100	55	06-101-314	303.20	LIBRARY MATERIALS
	1085841820	31100	55	06-101-314	88.00	LIBRARY MATERIALS
1085867719	31100	55	06-101-314	72.00	LIBRARY MATERIALS	
1085867720	31100	55	06-101-314	44.00	LIBRARY MATERIALS	
1085867721	31100	55	06-101-314	36.00	LIBRARY MATERIALS	
1085868536	31100	55	06-101-314	72.00	LIBRARY MATERIALS	
	<b>Check Date</b>	<b>Check Nbr</b>	<b>019910</b>		<b>2,339.50</b>	<b>Check Total:</b>
18115 RECORDED BOOKS INC	4296358	31100	55	06-101-314	13.90	LIBRARY MATERIALS
	4296360	31100	55	06-101-314	520.61	LIBRARY MATERIALS
	<b>Check Date</b>	<b>Check Nbr</b>	<b>019911</b>		<b>534.51</b>	<b>Check Total:</b>
21054 UNIQUE MANAGEMENT SERVICES INC	176532	31100	46	04-171-000	474.35	COLLECTION AGENCY FEES
	<b>Check Date</b>	<b>Check Nbr</b>	<b>019912</b>		<b>474.35</b>	<b>Check Total:</b>
	<b>Check Date</b>	<b>Check Nbr</b>	<b>019913</b>		<b>269.00</b>	<b>Check Total:</b>
22160 VALUE LINE PUBLISHING INC	IN3852243	31100	55	06-101-314	269.00	LIBRARY MATERIALS
	<b>Check Date</b>	<b>Check Nbr</b>	<b>019913</b>		<b>269.00</b>	<b>Check Total:</b>

Date: Tuesday, January 20, 2009  
 Time: 09:06AM  
 User: MGRIESEBACH

**CITY OF MENASHA**  
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 Company: 31100

Vendor ID / Name	Invoice Nbr	CpyID	Acct	Subaccount	Amount	Invoice Description
23229 JULIE WING	01152009	31100	55	06-101-300	13.72	DEPARTMENT SUPPLIES
	Check Date: 1/20/2009	Check Nbr: 019914			Check Total: 13.72	
23290 WINNEFOX COOPERATIVE TECH SERV	200901061	31100	55	06-101-314	268.50	LIBRARY MATERIALS
	Check Date: 1/20/2009	Check Nbr: 019915			Check Total: 268.50	
23293 WINNEFOX LIBRARY SYSTEM	3271	31100	55	06-101-311	1,724.68	WLS SYSTEM POSTAGE
	3257	31100	55	06-101-314	36.00	LIBRARY MATERIALS
Check Date: 1/20/2009	Check Nbr: 019916			Check Total: 1,760.68		
23391 WISCONSIN DEPARTMENT OF REVENU	01152009	31100	46	04-172-000	76.29	SALES TAX
	Check Date: 1/20/2009	Check Nbr: 019917			Check Total: 76.29	

Grand Total: 18,351.64

PREPARED 01/16/2009, 9:53:09

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City of Menasha

REPORT NUMBER 2

CHECK NO	VENDOR NO	VENDOR NAME	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	VOUCHER CHECK NO	P.O. NO	DATE
19855	53	APPLETON SCHOOL DISTRICT	620,003.66			01/16/2009
100-0000-203.05-00						
			620,003.66 *	620,003.66		
19856	108	CALUMET COUNTY TREASURER	20,405.62			01/16/2009
100-0000-203.08-00						
100-0000-203.01-00			463,318.42			01/16/2009
			483,724.04 *	483,724.04		
19857	120	COMMUNITY HOUSING COORDIN	1,800.00			01/16/2009
100-0304-562.21-06						
			1,800.00 *	1,800.00		
19858	496	DE GROOT INC	5,087.78			01/16/2009
601-0000-196.00-00						
601-0000-201.04-00			5,305.84			01/16/2009
			10,393.62 *	10,393.62		
19859	162	FOX VALLEY TECHNICAL COLL	733,571.42			01/16/2009
100-0000-203.04-00						
			733,571.42 *	733,571.42		
19860	162	FOX VALLEY TECHNICAL COLL	221.90			01/16/2009
100-0403-513.34-02						
			221.90 *	221.90		
19861	183	GUNDERSON UNIFORM & LINEN	31.70			01/16/2009
100-0801-521.30-13						
			31.70 *	31.70		
19862	185	HACKMASTER, DENA	250.00			01/16/2009
822-0413-554.30-16						
			250.00 *	250.00		
19863	203	INFRASTRUCTURE TECHNOLOGI	45,873.92			01/16/2009
601-0000-196.00-00						
601-0000-196.00-00			212,047.00			01/16/2009
601-0000-196.00-00			212,047.00-			01/16/2009
			45,873.92 *	45,873.92		
19864	205	INSITIFORM TECHNOLOGIES U	212,047.00			01/16/2009
601-0000-196.00-00						
			212,047.00 *	212,047.00		
19865	208	INTERSTATE BATTERY OF GRE				01/16/2009

731-1022-541.38-03 73.95 01/16/2009  
 731-1022-541.38-03 85.95

159.90 \* 159.90  
 19866 500 KOBUSSEN BUSES LTD 01/16/2009  
 100-0000-201.11-00 98.00

98.00 \* 98.00  
 19867 267 MENASHA EMPLOYEES CREDIT PR0115 01/16/2009  
 100-0000-202.05-00 15,968.00  
 100-0000-202.05-00 1,767.00 PR0115 01/16/2009

17,735.00 \* 17,735.00  
 19868 268 MENASHA EMPLOYEES CREDIT PR0115 01/16/2009  
 100-0000-202.10-00 101.53

101.53 \* 101.53  
 19869 269 MENASHA EMPLOYEES LOCAL 1 PR0115 01/16/2009  
 100-0000-202.06-00 260.00

260.00 \* 260.00  
 PREPARED 01/16/2009, 9:53:09 ACCOUNTS PAYABLE CHECK REGISTER

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City of Menasha REPORT NUMBER 2

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 CHECK VENDOR VENDOR VOUCHER P.O. DATE  
 NO NO REMITTANCE AMOUNT CHECK NO NO  
 ACCOUNT (NET OF DISC/RETAIN) TOTAL  
 -----

19870 270 MENASHA EMPLOYEES LOCAL 1 PR0115 01/16/2009  
 100-0000-202.07-00 260.13

260.13 \* 260.13  
 19871 271 MENASHA JOINT SCHOOL DIST 01/16/2009  
 100-0000-203.03-00 3,098,124.28

3,098,124.28 \* 3,098,124.28  
 19872 452 MENASHA TREASURER 01/16/2009  
 310-0000-211.00-00 4,840.00

4,840.00 \* 4,840.00  
 19873 280 MINNESOTA MUTUAL LIFE INS 01/16/2009  
 100-0000-204.07-00 2,455.50

2,455.50 \* 2,455.50  
 19874 2 N&M AUTO SUPPLY 01/16/2009  
 731-1022-541.38-03 9.68

9.68 \* 9.68  
 19875 295 NEENAH-MENASHA MUNICIPAL 01/16/2009  
 100-0000-201.03-00 134.00

100-0000-201.03-00 557.80 01/16/2009

100-0000-201.03-00 308.00 01/16/2009

QSYSPRT768534

100-0000-201.03-00	108.80		01/16/2009
	1,108.60 *	1,108.60	
19876 299 NETWORK HEALTH PLAN	120,067.72		01/16/2009
100-0000-204.08-00			01/16/2009
100-0000-204.11-00	9,104.63		
	129,172.35 *	129,172.35	
19877 502 NEW TITLE SERVICES INC	3,360.48		01/16/2009
100-0000-121.01-00			
	3,360.48 *	3,360.48	
19878 304 NORTH AMERICAN SALT CO	5,480.17		01/16/2009
100-1006-541.30-18			
	5,480.17 *	5,480.17	
19879 116 ONE COMMUNICATIONS	10.31		01/16/2009
100-0201-512.22-01			01/16/2009
100-0000-123.00-00	11.07		01/16/2009
100-0203-512.22-01	17.12		01/16/2009
100-0304-562.22-01	24.81		01/16/2009
100-1001-514.22-01	77.39		01/16/2009
100-0401-513.22-01	50.02		01/16/2009
731-1022-541.22-01	55.13		01/16/2009
100-0903-531.22-01	95.68		01/16/2009
100-0403-513.22-01	24.14		01/16/2009
100-0601-551.22-01	212.74		01/16/2009
100-0101-511.22-01	12.41		01/16/2009
100-0702-552.22-01	22.07		01/16/2009
100-0703-553.22-01	119.81		01/16/2009
100-0202-512.22-01	17.96		01/16/2009
100-0801-521.22-01	380.48		01/16/2009
100-1002-541.22-01	59.81		01/16/2009
100-0920-531.22-01	38.70		01/16/2009
100-1008-541.22-01	5.38		01/16/2009
100-0502-522.22-01	64.57		01/16/2009
100-1019-552.22-01	49.60		01/16/2009

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ACCOUNTS PAYABLE CHECK REGISTER

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City of Menasha

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REPORT NUMBER 2

CHECK NO ACCOUNT	VENDOR NO	VENDOR REMITTANCE AMOUNT NAME (NET OF DISC/RETAIN)	VOUCHER CHECK NO TOTAL	P.O. NO	DATE
19879 207-0000-123.00-00	116	ONE COMMUNICATIONS 24.32			01/16/2009
100-0704-552.22-01		54.44			01/16/2009
100-0000-123.00-00		437.35			01/16/2009
100-0402-513.22-01		5.38			01/16/2009
19880 100-0403-513.24-04	497	1,870.69 * PONTEM SOFTWARE BY RIA 987.00	1,870.69		01/16/2009
19881 822-0413-554.30-16	498	987.00 * SCHULTZ, LAUREN 250.00	987.00		01/16/2009
19882 100-0801-521.30-15	458	250.00 * STREICHERS PROFESSIONAL P 98.98	250.00		01/16/2009
19883 100-0000-202.09-00	405	98.98 * UNITED WAY FOX CITIES 73.00	98.98 PR0115		01/16/2009
19884 100-0000-203.07-00	429	73.00 * WAVERLY SANITARY DISTRICT 190,518.78	73.00		01/16/2009
19885 100-0401-513.32-01	499	190,518.78 * WGFOA MEMBERSHIP C/O IGFO 25.00	190,518.78		01/16/2009
19886 100-0000-201.03-00	438	25.00 * WINNEBAGO COUNTY CLERK OF 350.00	25.00		01/16/2009
100-0000-201.03-00		150.00			01/16/2009
19887 100-0000-203.08-00	440	500.00 * WINNEBAGO COUNTY TREASURE 58,284.72	500.00		01/16/2009
19888 100-0000-203.02-00	440	58,284.72 * WINNEBAGO COUNTY TREASURE 1,757,308.71	58,284.72		01/16/2009
19889 100-0000-202.03-00	476	1,757,308.71 * WISCONSIN SUPPORT COLLECT 711.92	1,757,308.71	PR0115	01/16/2009
100-0000-202.03-00		515.23		PR0115	01/16/2009
100-0000-202.04-00		138.40		PR0115	01/16/2009

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	1,365.55 *	1,365.55	
19890	470 WMCA DISTRICT VI		01/16/2009
100-0203-512.32-01	45.00		
100-0203-512.32-01	45.00		01/16/2009
	90.00 *	90.00	
TOTAL	7,382,455.31	7,382,455.31	BANK/CHECK
TOTAL	7,382,455.31	7,382,455.31	ALL BANKS/CHECKS

PREPARED 01/29/2009, 14:13:52

ACCOUNTS PAYABLE CHECK REGISTER

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City of Menasha

REPORT NUMBER 6

CHECK NO	VENDOR NO	VENDOR NAME	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	VOUCHER CHECK NO	P.O. NO	DATE
20031	14	ACCURATE SUSPENSION WAREH	111.78			01/29/2009
731-1022-541.30-15			111.78 *	111.78		
20032	27	ALLEN, MARGARET	250.00			01/29/2009
822-0413-554.30-16			250.00 *	250.00		
20033	28	ALLIED GLOVE & SAFETY PRO	22.66			01/29/2009
731-1022-541.30-18			22.66 *	22.66		
20034	46	AMT	300.00	PR0129		01/29/2009
100-0000-202.08-00			300.00 *	300.00		
20035	55	APPLETON STEEL INC	284.59			01/29/2009
100-0703-553.24-03			284.59 *	284.59		
20036	87	BLUE PRINT SERVICE CO INC	1,575.00			01/29/2009
100-0403-513.24-04			1,575.00 *	1,575.00		
20037	530	DEGOEY, JIM	50.00			01/29/2009
827-0920-531.20-05			50.00 *	50.00		
20038	147	DUMKE & ASSOCIATES &	2,977.75			01/29/2009
100-0903-531.29-06			2,915.97 *	2,915.97		
100-0903-531.29-06			61.78-			01/29/2009
20039	149	ELAN CARDMEMBER SERVICE	165.00			01/29/2009
100-0702-552.32-01			984.22			01/29/2009
100-0703-553.30-18			149.51			01/29/2009
100-1001-514.30-18			207.00			01/29/2009
100-0601-551.32-01			115.96			01/29/2009
100-0801-521.30-18			44.00			01/29/2009
100-0801-521.32-01			362.26			01/29/2009
100-0801-521.30-18						01/29/2009

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100-0801-521.30-12	249.99		01/29/2009
100-0801-521.30-18	194.70		01/29/2009
100-0801-521.30-12	808.13		

20040	3	FAMILY THERAPY & ANXIETY	3,280.77 *	3,280.77	01/29/2009
100-0801-521.21-05			285.00		

20041	158	FONDY AUTO ELECTRIC	285.00 *	285.00	01/29/2009
731-1022-541.38-03			153.74		

20042	160	FOX STAMP SIGN & SPECIALT	153.74 *	153.74	01/29/2009
100-0401-513.30-10			7.64		

20043	163	FOX VALLEY TRUCK	7.64 *	7.64	01/29/2009
731-1022-541.29-04			95.40		

20044	170	GANNETT WISCONSIN MEDIA	95.40 *	95.40	01/29/2009
100-1001-514.32-02			205.35		

PREPARED 01/29/2009, 14:13:52      205.35 \*      205.35      ACCOUNTS PAYABLE CHECK REGISTER

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REPORT NUMBER 6

CHECK NO	VENDOR NO	VENDOR NAME (NET OF DISC/RETAIN)	VOUCHER CHECK NO	P.O. NO	DATE
20045	178	GRAINGER INC			01/29/2009
731-1022-541.30-18			159.00		
20046	216	JX ENTERPRISES INC	159.00 *		01/29/2009
731-1022-541.38-03			1.46		
20047	220	KITZ & PFEIL INC	1.46 *		01/29/2009
100-0801-521.30-18			10.23		01/29/2009
100-0801-521.29-05			40.46		01/29/2009
100-0703-553.30-15			33.87		01/29/2009
100-0703-553.30-15			11.68		01/29/2009
100-0000-132.00-00			91.75		01/29/2009
100-0703-553.30-15			4.28		01/29/2009

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100-0920-531.24-01	9.99	01/29/2009
100-0703-553.24-03	30.74	01/29/2009
100-0903-531.30-13	19.13	01/29/2009
100-0703-553.24-03	29.95	01/29/2009
100-0703-553.24-03	18.87	01/29/2009
100-0703-553.24-03	135.89	01/29/2009
100-0703-553.24-03	22.28	01/29/2009
100-0703-553.24-03	2.69	01/29/2009
100-1006-541.30-18	57.58	01/29/2009
100-1006-541.30-18	2.87	01/29/2009
100-0703-553.30-15	8.05	01/29/2009
100-0703-553.24-03	52.18	01/29/2009
100-0703-553.30-18	78.27	01/29/2009
100-0703-553.24-03	54.15	01/29/2009
100-1001-514.30-18	7.72	01/29/2009
100-0903-531.30-18	3.14	01/29/2009
100-0904-531.30-18	3.14	01/29/2009

	728.91 *	728.91	
20049	531 KUROWSKI, FRED		01/29/2009
827-0920-531.20-05	50.00		

	50.00 *	50.00	
20050	230 KUSTOM SIGNALS INC		01/29/2009
100-0801-521.24-04	43.00		

	43.00 *	43.00	
20051	239 LAWSON PRODUCTS INC		01/29/2009
731-1022-541.30-18	546.77		

	546.77 *	546.77	
20052	266 MENASHA ELECTRIC & WATER		01/29/2009
100-0703-553.22-03	76.82		

	76.82 *	76.82	
20053	267 MENASHA EMPLOYEES CREDIT	PR0129	01/29/2009
100-0000-202.05-00	15,593.00		

100-0000-202.05-00	1,792.00	PR0129	01/29/2009
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	17,385.00 *	17,385.00	
20054	269 MENASHA EMPLOYEES LOCAL 1	PR0129	01/29/2009
100-0000-202.06-00	260.00		

	260.00 *	260.00	
PREPARED	01/29/2009, 14:13:52		

ACCOUNTS PAYABLE CHECK REGISTER

PROGRAM: GM346L

City of Menasha

ACCOUNTING PERIOD 2009/01

REPORT NUMBER 6

CHECK NO	VENDOR NO	VENDOR NAME	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	VOUCHER CHECK NO	P.O. NO	DATE
20055	270	MENASHA EMPLOYEES LOCAL 1	260.13	PR0129		01/29/2009
100-0000-202.07-00			260.13 *	260.13		
20056	272	MENASHA POSTMASTER	100.00			01/29/2009
100-0920-531.30-11			100.00 *	100.00		
20057	275	MID-AMERICAN RESEARCH CHE	80.35			01/29/2009
100-1006-541.30-18			80.35 *	80.35		
20058	286	MORTON SAFETY	78.00			01/29/2009
731-1022-541.30-18			78.00 *	78.00		
20059	295	NEENAH-MENASHA MUNICIPAL	242.80			01/29/2009
100-0000-201.03-00			242.80 *	242.80		
100-0000-201.03-00			293.20			01/29/2009
20060	492	NEENAH, CITY OF	241,716.00			01/29/2009
100-0501-522.25-01			241,716.00 *	241,716.00		
20061	311	OFFICEMAX INC	42.08			01/29/2009
100-0702-552.30-10			42.08 *	42.08		
100-0304-562.30-10			4.49			01/29/2009
100-1002-541.30-10			4.50			01/29/2009
601-1020-543.30-10			7.99			01/29/2009
20062	317	PACKER CITY INTERNATIONAL	13.64			01/29/2009
731-1022-541.38-03			59.06 *	59.06		
731-1022-541.38-03			28.72			01/29/2009
731-1022-541.38-03			18.96			01/29/2009
731-1022-541.38-03			17.48			01/29/2009
20063	533	PICARD, TAYLOR	250.00			01/29/2009
822-0413-554.30-16			78.80 *	78.80		
			250.00 *	250.00		

QSYSPRT795937

20064 501 PIGGLY WIGGLY MIDWEST LLC 01/29/2009  
 827-0920-531.30-18 142.41

142.41 \* 142.41

20065 346 ROSS IMAGING INC 01/29/2009  
 100-1001-514.24-04 819.00

819.00 \* 819.00

20066 352 SCHENCK BUSINESS SOLUTION 01/29/2009  
 100-0401-513.21-03 4,200.00

4,200.00 \* 4,200.00

20067 512 SEXAUER 01/29/2009  
 100-0501-522.24-03 65.51

65.51 \* 65.51

20068 456 SHOBERG, TERESA 01/29/2009  
 100-0903-531.21-05 150.00

150.00 \* 150.00

20069 375 STEPP EQUIPMENT COMPANY 01/29/2009  
 731-1022-541.38-03 122.82

122.82 \* 122.82

PREPARED 01/29/2009, 14:13:52

ACCOUNTS PAYABLE CHECK REGISTER

PAGE 4

PROGRAM: GM346L

ACCOUNTING PERIOD 2009/01

City of Menasha

REPORT NUMBER 6

-----  
 CHECK VENDOR VENDOR VOUCHER P.O. DATE  
 NO REMITTANCE AMOUNT CHECK NO  
 ACCOUNT NO (NET OF DISC/RETAIN) TOTAL  
 -----

20070 458 STREICHERS PROFESSIONAL P 01/29/2009  
 100-0801-521.30-18 109.22

109.22 \* 109.22

20071 380 SUNGARD PUBLIC SECTOR INC 01/29/2009  
 100-0403-513.24-04 2,227.00

2,227.00 \* 2,227.00

20072 399 UNIFIRST CORPORATION 01/29/2009  
 731-1022-541.20-01 96.91

96.91 \* 96.91

20073 405 UNITED WAY FOX CITIES 01/29/2009  
 100-0000-202.09-00 73.00 PR0129

73.00 \* 73.00

20074 410 US OIL CO INC 01/29/2009  
 731-1022-541.24-03 36.00

36.00 \* 36.00

20075 411 US PETROLUEM EQUIPMENT 01/29/2009  
 731-1022-541.30-18 49.43

49.43 \* 49.43

20076 536 VOGEL LUBRICATION INC 01/29/2009

Page 5

			QSYSPRT795937	
731-1022-541.38-03		89.33		
		89.33 *	89.33	
20077 438 WINNEBAGO COUNTY CLERK OF				01/29/2009
100-0000-201.03-00		150.00		
				01/29/2009
100-0000-201.03-00		150.00		
				01/29/2009
100-0000-201.03-00		705.00		
		1,005.00 *	1,005.00	
20078 440 WINNEBAGO COUNTY TREASURE				01/29/2009
310-0410-571.61-02		468.43		
				01/29/2009
310-0409-571.61-01		1,681.57		
		2,150.00 *	2,150.00	
20079 476 WISCONSIN SUPPORT COLLECT PR0129				01/29/2009
100-0000-202.03-00		711.92		
			PR0129	01/29/2009
100-0000-202.03-00		515.23		
			PR0129	01/29/2009
100-0000-202.04-00		138.40		
		1,365.55 *	1,365.55	
TOTAL		284,648.38	284,648.38	BANK/CHECK
TOTAL		284,648.38	284,648.38	ALL BANKS/CHECKS

RESOLUTION R - 3 - 09

APPLICATION AND RESOLUTION AUTHORIZING THE BORROWING FROM THE STATE TRUST FUND LOAN PROGRAM NOT TO EXCEED \$7,000,000.00

Introduced by Mayor Donald Merkes  
TO: BOARD OF COMMISSIONERS OF PUBLIC LANDS

We, the undersigned mayor and clerk of the City of **Menasha**, in the County(ies) of **Calumet And Winnebago**, Wisconsin, in accordance with the provisions of Chapter 24 of the Wisconsin Statutes, do hereby make application for a loan of **Seven Million And 00/100 Dollars (\$7,000,000.00)** from the Trust Funds of the State of Wisconsin for the purpose of **refinancing a portion of the existing Steam Utility revenue bond anticipation notes**.

The loan is to be continued for a term of **20** years from the 15th day of March preceding the date the loan is made. The loan is to be repaid in annual installments, as provided by law, with interest at the rate of **5.50** percent per annum.

We agree to the execution and signing of such certificates of indebtedness as the Board may prepare and submit, all in accordance with Chapter 24, Wisconsin Statutes.

The application is based upon compliance on the part of the City with the provisions and regulations of the statutes above referred to, as set forth by the following statements which we do hereby certify to be correct and true.

The meeting of the common council of the City of **Menasha**, in the County(ies) of **Calumet And Winnebago**, Wisconsin, which approved and authorized this application for a loan was a regularly called meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

At the aforesaid meeting a resolution was passed by a majority vote of the members of the common council approving and authorizing an application to the Board of Commissioners of Public Lands, State of Wisconsin, for a loan of **Seven Million And 00/100 Dollars (\$7,000,000.00)** from the Trust Funds of the State of Wisconsin to the City of **Menasha** in the County(ies) of **Calumet And Winnebago**, Wisconsin, for the purpose of **refinancing a portion of the existing Steam Utility revenue bond anticipation notes**. That at the same time and place, the common council of the City of **Menasha** by a majority vote of the members, adopted a resolution levying upon all the taxable property in the city, a direct annual tax sufficient in amount to pay the annual installments of principal and interest, as they fall due, all in accordance with Article XI, Sec. 3 of the Constitution and Sec. 24.66(5), Wisconsin Statutes.

A copy of the aforesaid resolutions, certified to by the city clerk, as adopted at the meeting, and as recorded in the minutes of the meeting, accompanies this application.

A statement of the equalized valuation of all the taxable property within the City of **Menasha**, certified to by the mayor and clerk, accompanies this application.

Given under our hands in the City of **Menasha** in the County(ies) of **Calumet And Winnebago**, Wisconsin, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Mayor, City of **Menasha**

\_\_\_\_\_  
Clerk, City of **Menasha**

RETURN THIS ORIGINAL. DO NOT PHOTOCOPY.

STATE OF WISCONSIN  
BOARD OF COMMISSIONERS OF PUBLIC LANDS  
125 SOUTH WEBSTER STREET, ROOM 200  
POST OFFICE BOX 8943  
MADISON, WISCONSIN 53708-8943

APPLICATION FOR STATE TRUST FUND LOAN  
CITY - 20 YEAR MAXIMUM

Chapter 24 Wisconsin Statutes

CITY OF MENASHA

Date sent: January 26, 2009

Received and filed in Madison, Wisconsin:

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ID # 05602747

SDE

RETURN THIS ORIGINAL. DO NOT PHOTOCOPY.

**BOARD MEETING  
JANUARY 26, 2009**

**AGENDA ITEM 4  
LOAN LIMIT EXCEPTION – CITY OF MENASHA**

The city of Menasha has requested an exception to the State Trust Fund Loan Program's current loan limit, which is currently set at \$5,000,000 for all loans to any customer in a single calendar year. The purpose of this loan to Menasha would be to refinance currently outstanding bond anticipation notes that were originally issued to finance the conversion of an existing power plant into a municipally-owned, industrial steam production facility. The City originally requested a loan limit exception that would allow a total loan amount of \$21,000,000 from the State Trust Funds. BCPL staff is recommending that the Board approve a loan limit exception for \$7,000,000 rather than the full request of \$21,000,000.

BCPL staff believes that a loan limit exception for the full request of \$21,000,000 may leave the trust funds without enough unencumbered funds to satisfy the borrowing needs of many other Wisconsin municipalities and school districts. Approximately \$77,000,000 in unencumbered funds are available to lend at this point in time. The Board approved more than \$77,000,000 in loans in just the last two months. A full \$21,000,000 exemption would encumber more than 27% of available funds and leave less than \$56,000,000 available for lending to other borrowers. BCPL staff is concerned that at the present time, the available funds are too low and loan demand is too high to warrant a loan limit exception of the size originally requested.

A smaller loan limit exception of \$7,000,000 will address the most critical borrowing needs of Menasha while still leaving a reasonable amount of funds available for the borrowing needs of other municipalities and school districts. In addition, if loan demand subsides and sufficient funds remain available at a later point this year, Menasha could submit another loan limit exception request.

Menasha would use the \$7,000,000 loan towards refinancing revenue bond anticipation notes that mature this year and must be paid or refinanced within the next eight months. This loan would take Menasha up to its current general obligation borrowing limit. The other \$14,000,000 in loans that Menasha requested would have been used to refinance other outstanding general obligation debt that must be paid or refinanced before September of 2010. That debt could still be refinanced either later this year or next year.

The proposed loan to the city of Menasha would be for a term of 20 years and carry an interest rate of 5.5%. Currently, unencumbered funds in the State Investment Fund are earning less than 2.0%. Therefore, the loan would provide more trust fund income than if the money were left in the SIF. We believe that this loan will offer the Board an opportunity to make an investment with a good rate of return and help a Wisconsin community during this difficult economic time.

BCPL staff recommends that the Board of Commissioners of Public Lands grant the city of Menasha an exception to the \$5,000,000 loan limit in an amount sufficient to allow Menasha to apply for up to \$7,000,000 in loans in 2009.



321 Milwaukee Street • P.O. Box 340 • Menasha, WI 54952-0340 • [www.menashautilities.com](http://www.menashautilities.com)

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## MEMORANDUM

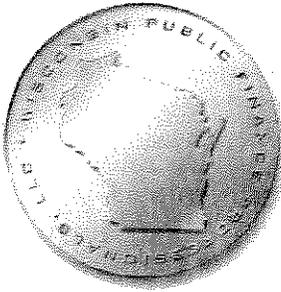
TO: City of Menasha Common Council

FROM: Carl Verhagen, Interim General Manager  
Melanie Krause, Manager of Business Operations

DATE: January 28, 2009

SUBJECT: Recommendation of Investment Banking and Underwriting Services

At the Regular Meeting of the Water and Light Commission held this morning, the Commission unanimously approved a motion requesting the Common Council award the agreement for Investment Banking and Underwriting Services for the City of Menasha and the Menasha Steam Utility to Stern Brothers, St. Louis, Missouri, per their proposal dated January 13, 2009.



WISCONSIN PUBLIC FINANCE PROFESSIONALS, LLC  
1661 N. WATER STREET, SUITE 307  
MILWAUKEE, WI 53202  
414-434-9644  
FAX: 414-226-2014

TO: Menasha Utilities Commission

FROM: Carol Wirth, Financial Advisor  
Wisconsin Public Finance Professionals, LLC ("WPPF")

DATE: January 26, 2009

RE: Selection Committee Recommendation for Investment Banking and  
Underwriting Services for the City of Menasha and the Steam Utility

---

On December 22, 2008 a Request for Proposal for Investment Banking and Underwriting Services was distributed to certain qualified firms to assist the City of Menasha with one or more financings to be undertaken for the Menasha Steam Utility. An ad was also placed in The Bond Buyer, a financial industry publication, requesting proposals by January 14<sup>th</sup>.

Proposals received on January 14<sup>th</sup> included the following firms:

Stifel Nicolaus & Company, Inc., Milwaukee Office ("Stifel")  
Barclays Capital, Chicago Office ("Barclays")  
William Blair & Company, Chicago Office ("William Blair")  
Stern Brothers & Co., St. Louis Office ("Stern Brothers")

A Selection Committee, consisting of representatives of the Menasha Utilities Commission, Mayor, City Finance Director, City Attorney, Quarles & Brady, Boardman Law Firm and WPPF was formed to evaluate the proposals and make a recommendation to the Commission. The Committee's initial evaluation of the proposals eliminated the Stifel firm, whose proposal was not as strong as the other three firms. Interviews were held with the banking teams for the remaining three firms on January 19<sup>th</sup> and 20<sup>th</sup>.

The criteria for the evaluations included: relevant experience, availability of the team members, the firm's capital and marketing strength, the proposed approach to working with the City and the Steam Utility, and the scope of services to be provided. The firms were instructed to include their fees and compensation in a sealed envelope to be evaluated based on the overall "best value" that would meet the objectives of the proposal.

#### **Selection Committee Recommendation**

The Selection Committee recommends the firm of Stern Brothers to work with the City and Utility to develop solutions based on a variety of possible approaches as represented in the firm's proposal and presentation. The proposal from William Blair and presentation by its banking team also received high marks from the Committee and provides the City with an acceptable second choice in the event Stern Brothers were to prove unable or unwilling to proceed.

Following is a brief description of the rationale for the recommendation.

### **Relevant Experience and Availability of Banking Team**

While all three firms offered banking teams experienced in taxable revenue bond financing, William Blair and Stern Brothers included team members with a long personal history of working with a variety of distressed clients and utilities. The Barclays' team had limited experience with this type of issuer.

Both the Stern Brothers and Blair teams have strong financial, analytical and quantitative skills. The Stern Brother's banking team is led by a 35-year investment banking veteran with unique experience and involvement with numerous workout financings for municipalities, including Orange County, California. Another member of the Stern Brothers team is a 30-year investment banking expert in airport revenue bonds and the utilization of financing tools such as private public partnerships and private placements. A third investment banker on the Stern Brothers team has 15 years of experience and is recognized as one of the top renewable energy bankers in the country with a focus on biofuels, biomass and coal gasification. The team also includes an investment research expert with 16 years experience in analyzing credit quality and developing an approach to capital market strategy for various municipal and investor-owned utilities nationwide. The Stern Brothers team pledged their commitment and availability to begin working with Menasha upon notification of its selection.

The William Blair team also includes highly capable and experienced individuals. While these individuals offered examples of relevant "outside the box thinking" (e.g., private public partnerships, asset sales and private placements), the Committee felt that Stern Brothers demonstrated more direct knowledge and experience working with a city that faces the same challenges as Menasha.

### **Approach to Working with City and Steam Utility**

Both William Blair and Stern Brothers developed responses identifying a multi-phase approach to working on the project and structured their fees accordingly. Their proposals and presentations described the banking teams' history of experience with this approach. The Barclays' response and presentation focused on the structuring and underwriting of taxable, long-term, revenue bonds. Upon completion of the interviews, the Selection Committee narrowed the analysis of the firms to William Blair and Stern Brothers.

The Stern Brothers proposal describes Stage One as "Analysis and Exploration" and Stage Two as "Execution." Solutions and alternatives are identified, explored and evaluated in Stage One. The marketing, underwriting or placement of securities are Stage Two activities which includes "institutional roadshows" similar to the effort made with Wisconsin banks for the City's July 2008 financings.

William Blair's proposal also described a three function approach, with a concentration of analysis and exploration in the first two functions. The third function primarily involved the underwriting of a transaction.

Both William Blair and Stern Brothers indicated that their teams were willing to commit resources and begin working with the City as soon as they were formally invited to join the "Menasha team."

## **Capital and Marketing Strength of Firm**

William Blair, headquartered in Chicago, is an independent, employee-owned firm with sizeable net capital permitting underwriting commitments of \$1.5 billion. The firm provides investment banking, asset management, equity research, institutional and private brokerage, and private capital to individual, institutional and issuing clients. The firm has nearly 1,000 employees with approximately 50 individuals devoted to public finance activities. William Blair does not have a commitment committee that pledges capital to a transaction. The commitment is made by key personnel in the firm during the underwriting phase. The proposal contained numerous examples of transactions underwritten by Blair over the past three years.

Stern Brothers, headquartered in St. Louis, is an independent boutique investment banking firm focused on public finance. As a smaller firm, the limited capital permits underwriting commitments of \$75 million in bonds. The firm's principals joined the interview via conference call and responded to direct questions regarding capital. The President committed the firm's capital to the Menasha transaction. The firm has approximately 50 individuals devoted to public finance activities and is in the process of recruiting for growth. Stern Brothers' commitment committee includes the President, Chief Operating Officer, members of the banking team, and various Managing Directors. The committee meets as needed and is informed of the status of the assignment. The proposal contained numerous examples of transactions underwritten by Stern Brothers over the past three years.

Both Stern Brothers and William Blair expressed the same philosophy with respect to firm underwriting, indicating that their willingness to undertake credit risk would be dictated by market circumstances rather than a desire to pursue investment opportunity. Ultimately, the Committee felt that Stern Brothers' avowed commitment to working with the City, as expressed by the top level of management as well as the banking team itself, outweighed any perceived disadvantages on the balance sheet.

With respect to approach to marketing and distribution resources, both firms demonstrated adequate capabilities and willingness to commit resources to achieve optimum pricing and promote buyer interest. Stern Brothers' activities with respect to the City's recent 2008 offering attests to its ability to work with potential investors.

## **Fees**

As instructed in the Request for Proposal, fees were quoted based on two specific financing structures. The Request also provided firms with public information regarding the current circumstances facing the City and Steam Utility to identify potential complexities associated with the financing.

The fees quoted by Stern Brothers were broken down into stages.. Stage One fees would be a monthly fee of \$9,000, not to exceed six months from the engagement date. All fees paid during this period would be credited against the underwriting fee earned in Stage Two. Stage Two fees are broken down into various components as a dollar per thousand charge ranging from a total of approximately \$6 to \$10 per \$1,000. The total cost of Stage Two is determined by the dollar amount of bonds issued and term of maturity.

### **Summary of Recommendation**

The Selection Committee recommends Stern Brothers. This recommendation reflects the Committee's confidence in the experience of the Stern Brothers' banking team to produce a workout financing plan for the City of Menasha based on its recommended two-stage approach. The unique challenges associated with this project require the talent of individuals with similar experiences. Stern Brothers' banking team is led by an individual with a long career in workout financings and is supported by a highly skilled, experienced team of technicians. The capital commitment has been made to the City of Menasha by the President of the firm. The banking team has pledged its availability to servicing the City and Utility. As the underwriter of the City's July 2008 taxable and tax-exempt financings, Stern Brothers understands the importance of finding solutions to best meet the City's and the Utility's long-term financing needs. Upon approval by the Commission and Council, Stern Brothers will join the team of professionals engaged by the City and Menasha Utilities for the Steam Utility project.

The Selection Committee agrees that the proposal from William Blair, and the presentation by its banking team, provides the City with an acceptable second choice in the event Stern Brothers were to prove unable or unwilling to proceed.

Menasha 1-26-09 HC



City of Menasha • Office of the City Attorney  
Jeffrey S. Brandt, City Attorney

January 23, 2009

Jo Ellen Jahnke  
2520 N. McDonald Street  
Appleton, WI 54915

RE: Claim against the City of Menasha

Dear Ms. Jahnke:

I have reviewed the claim you filed with the City of Menasha with CVMIC, the City's insurance carrier. Tom Mann of CVMIC and I agree that your claim is barred by the doctrine of recreational immunity. As such, I have forwarded it to the Common Council with this recommendation for formal denial. This will be considered at the February 2, 2009 meeting. It starts at 6:00 p.m. If the Council follows my recommendation, you will receive such a notice from my office.

Sincerely,

A handwritten signature in cursive script, appearing to read "J. S. Brandt".

Jeffrey S. Brandt  
City Attorney  
State Bar No. 1018652



Menasha

COPY

September 11, 2007

*mailed*  
*2nd notice mailed 10-16-08 per Jeff KC*

Jo Ellen Jahnke  
2520 N. McDonald Street  
Appleton, WI 54915

RE: Claim against City of Menasha

Dear Ms. Jahnke:

I have reviewed the paperwork you submitted to the City of Menasha. Please be advised that it has not been completed sufficiently for me to process this matter further.

Specifically, you failed to fill out the claim form and to sign the claim. Should you wish to pursue this, you need to either file a new notice of claim and claim or you need to come to my office and complete the form you partially filled out.

*I included claim in with mailing letter.*

The law of the State of Wisconsin limits a person's right to make a claim against a municipality unless that person complies with certain procedures. Additionally, there are time limits that can extinguish a person's right to make a claim.

I have placed this file in inactive status pending your compliance with the statutory requirements.

Sincerely,

Jeffrey S. Brandt  
City Attorney/Human Resources Director  
State Bar No. 101 8652

*Original mailed along with Jeff's letter. 9/11/07*

*KC*

NOTICE OF CLAIM AGAINST THE CITY OF MENASHA

NAME Jo Ellen Jahnke TELEPHONE NO. 733-7452  
ADDRESS 2520 N. McDonald St (street)  
Appleton, WI 54915 (city, state, zip code)

**CIRCUMSTANCES OF CLAIM:** On the reverse side, describe the circumstances of your claim (attach additional sheets if necessary). For auto/property damages attach a copy of police report, if any; and a diagram of the accident scene including north, south, east or west. For personal injury indicate the nature of the injury; if medical attention was given, the name of the physician/immediate care/hospital. List the names and addresses of any witnesses to the incident/accident. The more specific the information, the easier the processing will be.

Incident/Accident Information:

Date 7/4/07 Place By a tree after  
Time 10:35 the walkways

(Circumstances of claim and witnesses on reverse)

Signed: Jo Ellen Jahnke Date: 7/23/07

CLAIM FORM

You are not required to make a claim at this time. As long as you have completed and filed the above Notice of Claim with the City of Menasha, you may file a claim against the City of Menasha at any time consistent with the applicable statute of limitations. **In order for the City of Menasha to formally accept or disallow your claim at this time, you must complete and sign the form below.** Please provide copies of any bills supporting the amount of the claim. For claims involving auto/truck/property damage, attach two estimates.

The undersigned hereby makes a claim against the City of Menasha arising out of the circumstances described above. The claim is for relief in the form of money damages in the amount as indicated below, and non-monetary relief as follows: \_\_\_\_\_

Auto/truck: \$ \_\_\_\_\_ Personal Injury: \$ \_\_\_\_\_  
Property: \$ \_\_\_\_\_ Other (specify:) \$ 28,000  
Income 30,000  
suffer

Signed: Jo Ellen Jahnke Date: 11-02-08

Address: 2520 N. McDonald St (street)  
Appleton, WI 54911 (city, state, zip code)

RECEIVED  
NOV 20 2007  
CITY OF MENASHA  
BY dg

Circumstances of claim (attach additional sheets if necessary): On July 4, 2007  
around 9:35. The kids was playing in the  
playground and heard a fire work starting,  
so Theresa, Deric, I gather the kids started to  
jog to where we set the blanket by the water.  
People was sitting everywhere, we had to  
swat around people. There was a little walk  
area to go by and there was a big low  
level of ground by the tree. I plant my  
foot somewhat sideways in the hole. My left  
~~foot~~ knee went back and twisted and fell.  
My friend was behind me. It took me for  
a while to get up. They help me up and get to  
our spot. We watch the fireworks. I thought I  
just strained it, but by the time I got home,  
it swelled up big. I went to emergency that night.

Witnesses (names and addresses): \_\_\_\_\_

Theresa Rathloff

Deric Plaintiff

Procedure for filing claims:

1. In most instances, a Notice of Claim must be filed within 120 days from the date of the incident or will be barred by the Statute of Limitations.
2. In order for the City to make a determination regarding your claim, a Claim stating the damages sought must be completed, dated, signed and submitted to the City Clerk or City Attorney's office. This is the bottom portion of the form entitled "Claim Form" Until this portion is completed and submitted to the City, no action will be taken. Mail or submit claims to: City Clerk, City of Menasha, 140 Main Street, Menasha, WI 54952.
3. The City Risk Manager and/or CVMIC (the City's liability insurance carrier) will then determine if your claim should be paid, compromised or disallowed. You will be notified by letter should the City determine to pay or compromise your claim. If your claim is determined to be disallowed, the matter will go before the Common Council for formal disallowance;
4. This procedure is established by State Statutes to provide a mechanism for persons to recover damages in the event a municipality is responsible for an incident. This procedure is also designed to protect the municipality and its taxpayers from having to pay out inappropriate and/or nuisance claims.

they took ex-ray, no broken bone. Dr said I strained my knee, and put ice on it, take the medicine he prescribed. The next day it hurt so bad and swelled more, so called my Dr. He recommended to see orthopedic Dr. ~~at the~~ At the orthopedic Dr. he took x-ray - MRI, and the result was ACL torn right off the bone, and meniscus was torned too. I will need surgery. The surgery will be Aug 3 and the recovery will be about 4 or 5 months. I am off work, unable to do anything due to walking. We don't have my income coming. We will be behind on bills. I have three kids to take care of with my bum knee.



Incident Review  
By: PRD Brian Tungate

Jo Ellen Janke attended the city fireworks show on July 4, 2007 in Jefferson Park. I was contacted by Ms. Janke on July 20, 2007 and met with her at Jefferson Park on July 23, 2007. She stated that she was near the playground area with her child behind the swimming pool at approximately 9:30 p.m. She heard a loud boom that signals that the show was about to begin. She moved in a "slow run" across the park road in a southerly direction toward the Fox River. She stated she was "looking behind" as she crossed the road, presumably to see where her child was. She then stepped in a small depression in the ground in the ground (photos attached). Depth of the sloping edge depression was approximately 3-3 ½" deep.

It appeared as though a tree or other plant had been removed from this location quite a long time ago. There were signs that the location had been filled and reseeded at one point. Approximately 30' to the east was another dirt-filled, reseeded area which appeared to have been done more recently.

Ms. Janke stated that she did not see the "hole" because it was dark. She originally was told by an emergency room staff member that her knee was sprained. She has had the knee re-examined and stated she has a torn ACL ligament.

Two witnesses to the incident were Teresa Rolloff (364-0220) and Derrick, her boyfriend, (915-0717). Jo Ellen's phone number is 716-2652.



Mailed  
1-26-09  
KC

City of Menasha • Department of Personnel  
Jeffrey S. Brandt, Personnel Director  
jbrandt@ci.menasha.wi.us

January 23, 2009

Jeralin Sedlock  
840 DePere Street  
Menasha, WI 54952

RE: Claim against the City of Menasha

Dear Ms. Sedlock:

I have reviewed the claim you filed with the City of Menasha on behalf of your daughter, Madison Sedlock with CVMIC, the City's insurance carrier. Tom Mann of CVMIC and I agree that your claim is barred by the doctrine of recreational immunity. As such, I have forwarded it to the Common Council with this recommendation for formal denial. This will be considered at the February 2, 2009 meeting. It starts at 6:00 p.m. If the Council follows my recommendation, you will receive such a notice from my office.

Sincerely,

Jeffrey S. Brandt  
City Attorney  
State Bar No. 1018652

Madison Sedlock got injured - 8 yrs old

parent  
↓

NOTICE OF CLAIM AGAINST THE CITY OF MENASHA

NAME Jeralin L. Sedlock

TELEPHONE NO. 920.527-9190  
cell

ADDRESS 840 De Pere St. (street)

h- 920.969.0214

Menasha, WI 54952 (city, state, zip code)

**CIRCUMSTANCES OF CLAIM:** On the reverse side, describe the circumstances of your claim (attach additional sheets if necessary). For auto/property damages attach a copy of police report, if any; and a diagram of the accident scene including north, south, east or west. For personal injury indicate the nature of the injury; if medical attention was given, the name of the physician/immediate care/hospital. List the names and addresses of any witnesses to the incident/accident. The more specific the information, the easier the processing will be.

Incident/Accident Information:

Date 6/26/08

Place Jefferson Park

Time 7:40pm

- softball diamond -

(Circumstances of claim and witnesses on reverse)

Signed: Jeralin L. Sedlock  
(parent)

Date: 7/12/08

\*\*\*\*\*

CLAIM FORM

You are not required to make a claim at this time. As long as you have completed and filed the above Notice of Claim with the City of Menasha, you may file a claim against the City of Menasha at any time consistent with the applicable statute of limitations. **In order for the City of Menasha to formally accept or disallow your claim at this time, you must complete and sign the form below.** Please provide copies of any bills supporting the amount of the claim. For claims involving auto/truck/property damage, attach two estimates.

The undersigned hereby makes a claim against the City of Menasha arising out of the circumstances described above. The claim is for relief in the form of money damages in the amount as indicated below, and non-monetary relief as follows:

Auto/truck: \$ \_\_\_\_\_  
Property: \$ \_\_\_\_\_  
Personal Injury: \$ Pending *med bills to come*  
Other (specify:): \$ summer school reimbursement  
*loss of hours work*

\*I have ambul. bill

Signed: Jeralin L. Sedlock

Date: 7/12/08

Address: 840 De Pere St. (street)

Menasha, WI 54952 (city, state, zip code)

RECEIVED

JUL 15 2008

CITY OF MENASHA  
BY dg

\*tence is not per OSHA regulation

Circumstances of claim (attach additional sheets if necessary):

6/26/08 - 7:30 - went to watch Jitters softball @ Jefferson Park vs. opposite team - sitting in bleachers side by the pavillion - by 7:40 outfielder threw a ball to 3rd base; 3rd base couldn't / didn't catch - therefore resulting in hitting my 8yr old in the upper bleacher @ top; - my daughter, Madison who is 8 was sitting upper bleacher, w/ my step daughter next to her and my 3yr old sitting next to her as well (see diagram) - attached -

\* my 8yr old daughter was hit in the right eye  
\* bruised cornea; fractured eye socket. mild concussion > eventually her eye was hemorrhaging  
\* my daughter was unable to swim, bike, play or finish summer school > 2wks timeframe

↪ entire Jitters softball team (happened 6/24/08 7:40 @ softball diamond vs. opponent team) str. 100

Witnesses (names and addresses):

Garrett Gill; Zac Spange; Kevin Spange; Danny Spange; Roy Mader; Mark Mader; Jerod Quick; Shyan Hombeck \* ENTIRE JITTERS & STONE DRAG SOFTBALL TEAM

Procedure for filing claims:

1. In most instances, a Notice of Claim must be filed within 120 days from the date of the incident or will be barred by the Statute of Limitations.
2. In order for the City to make a determination regarding your claim, a Claim stating the damages sought must be completed, dated, signed and submitted to the City Clerk or City Attorney's office. This is the bottom portion of the form entitled "Claim Form" Until this portion is completed and submitted to the City, no action will be taken. Mail or submit claims to: City Clerk, City of Menasha, 140 Main Street, Menasha, WI 54952.
3. The City Risk Manager and/or CVMIC (the City's liability insurance carrier) will then determine if your claim should be paid, compromised or disallowed. You will be notified by letter should the City determine to pay or compromise your claim. If your claim is determined to be disallowed, the matter will go before the Common Council for formal disallowance;
4. This procedure is established by State Statutes to provide a mechanism for persons to recover damages in the event a municipality is responsible for an incident. This procedure is also designed to protect the municipality and its taxpayers from having to pay out inappropriate and/or nuisance claims.

July 12th, 2008

My name is Jeralin Sedlock. I am the mother to the 8yr old girl that was severely injured on Thurs July 26th--Her name is Madison.

I have attached the paperwork to properly file a claim against the city of Menasha.

However I have only attached one of the many medical bills (i.e. the ambulance bill) the other bills (hospital care/over night at St.E's and Affinity Opthamology appts).

I want to give you alittle backround on myself and my family.

Madison who is 8, is my oldest daughter.

I have a younger daughter-Brooklyn who is 3;

Madison was an active little girl, who has a beautiful face, personality and has an awesome attitude...she is just a delight to her friends and family.

To bring you up to speed re: the accident;

Madison was hit in the eye when a ball that was thrown from outfield, was missed from 3rd basemen when it wasn't caught and hit Madison in the upper bleacher stands.

She has /was diagnosed with a mild concussion, fractured eye socket, and bruised cornea.

Which the cornea lead to her eye hemorrhaging....and a continuous bruise to the cornea

Since this accident that occured at Jefferson Park, she looks in the mirror and thinks that she is ugly and cries repeatedly.

She is unable to play outside (actively)-she is unable to go swimming and she was not able to finish summer school --this accident has taken a toll on her attitude and her sense of security of herself.

She is unable to be the 8yr old little girl that she was before the accident.

I only have 1 bill so far-the Ambulance bill to shuttle her to the hospital (i.e St.E's)

the hospital bill is yet to come;

--->combo with the eye and the pediatrician which is Affinity related-have yet to come.

I have a great following in the handling of this issue-there is OSHA regulations of which the fence height and the bleacher height are not compatible-therefore resulting in a 8yr old getting hit;

We are unsure to the extent of her eye injury in the future of whether this is a permanent issue or such;

Those dr.appts are soon to follow.

I have a friend by the name of Garrett Gill who has petitioned this fence issue with signatures for Jefferson Park;

I'm only sorry that this has affected my daughter the way it has;

She's a beautiful daughter and a wonderful little girl that has a great personality. She has a strong support system with friends and family in this tragedy.

I would appreciate as a single mother of 2 to help me out and process this claim. Something has to be done---

I have/or will have medical bills that will need to be assisted with.

Thank you for your time.

Jeralin Sedlock

\*(mother to Madison Sedlock)

A handwritten signature in cursive script that reads "Jeralin A. Sedlock". The signature is written in dark ink and is positioned below the typed name and title.

**Non-Employee Incident and Witness Statement Form**

*Rec'd from Brian 7/30/08*

*KC*

**Directions:**

- This form should be filled out immediately after first-aid has been performed.
- Upon completion, this form should be given to the Department Supervisor/Department Head within 24 hours of the incident. A copy should also be kept on file at the facility for review and possible further distribution.
- First page to be filled out by City Employee.
- Second page to be filled out by a witness of the incident if applicable.
- Third page to be filled out by department head.

Madison Sedlock 8

Name of Injured Person 840 DeDere St. Menasha WI 54957

Street Address Menasha WI 54957  
City of Menasha State Zip

920-969-0214 Cell- 920-527-9196  
Home Telephone Number/Cell Phone Number Work Telephone Number

6-26-08 approx. 7:35 p.m. AM (PM)  
Date of Incident Time of Incident (circle one)

Describe How the Incident Occurred: SEE attached description  
from City Scottkeeper MONICA ALLEN

Description of Injury: Softball struck girl in the head/face  
mild concussion, fractured eye socket

Was First Aid Given? yes By Whom? EMS personnel

Describe First-Aid Given: Adults in area cared for her, 911  
was called by a spectator

Was injured person transported from the area by emergency medical personnel? yes

If yes, to where and by whom (Name, Address, Telephone Number):

Gold Cross - local hospital emergency room - St. Elizabeth's

Does the injured person have health insurance? Yes or No? If yes, who is the carrier?

Not sure

Name, address and telephone number of person notified (parent and/or guardian if injured person is minor): Jeratin Sedlock was notified (mom)

(same address as above)

Brian Tysie, Director of Personnel

Signature and Title of person filling out form

## Administrative Review

Administrative Review/Corrective Action: \_\_\_\_\_

I was not made aware of this incident until July 16. This is an issue I have addressed and will continue to address with seasonal staff - we need this form filled out within 24 hours. There was a petition signed by over 100 people asking to have the protective fencing raised at the Jefferson Park fields. Attached are several photos of the fencing now in place. Civic staff informed us that there are no uniform standards for softball fencing. Still, it was discovered that the third base line fencing ~~was~~ is approximately 16" lower than the other 8' protective fencing

Document Sent to:

Department Head

Date: 7-30-08 - Brantingale

City Attorney

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

we have up. Park staff removed the top 2 rows of the bleachers behind the section of fence. This effectively makes all our protective fencing at a uniform height for fans sitting in the bleachers. The leader of the petition seemed satisfied with this action.

There is one discrepancy in the reports filed by Monica Allen and Jeralin Sedlock. Monica states the ball that struck Madison was off a bat and Ms. Sedlock states the ball was thrown by an outfielder

(3)

Revised (2-08)

Name, Addresses and Telephone Numbers of ALL Witnesses:

MONICA ALLEN - City employee -

(see attached)

808 Arthur St.

Menasha

779-1006

scri

Softball Thurs. June 26

West

Foul ball was hit over third baseline fence and hit little girl sitting in the bleachers in the face. There was no blood but face was badly bruised. Players called 911. Police, fire truck and ambulance came. The ambulance took her away to the hospital to make sure she was okay.

Little girl was watching the game sitting in the bleachers. The foul ball was hit and smacked her right in the face. (I could hear it hit her from the scorers box.) She was facing the field.