

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 April 6, 2009
6:00 PM
AGENDA**

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL/EXCUSED ABSENCES
- D. PUBLIC HEARING
 - 1. [Proposed various amendments to Title 13, article F of the Code of Ordinances related to the regulation of signs.](#)
- 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. PW Supt. Tim Jacobson – Report on Fleet and Fuel system and Public Works Facility (Ald. Wisneski)
 - 2. Clerk Galeazzi - the following minutes and communications have been received and placed on file:

Minutes to receive:

- a. [Administration Committee, 3/16/09](#)
- b. [Board of Public Works, 3/16/09](#)
- c. [Board of Health, 2/11/09](#)
- d. [Landmarks Commission, 3/18/09](#)
- e. [Library Board, 3/19/09](#)
- f. [NM Fire Rescue, 3/24/09; Joint Finance & Personnel Committee](#)
- g. [NM Sewerage Commission, 2/24/09](#)
- h. [Personnel Committee, 3/16/09](#)
- i. [Plan Commission, 3/17/09](#)
- j. [Safety Committee, 2/4/09; City Hall](#)
- k. [Safety Committee, 1/15/09; Police](#)
- l. [Safety Committee, 2/24/09; Public Works and Parks](#)
- m. [Sustainability Board, 2/17/09](#)
- n. [Water & Light Commission, 3/25/09](#)

Communications:

- o. [Commissioner of Railroads, 3/25/09; Notice of investigation & assessment of costs-adequacy of warning devices at Garfield Ave.](#)
- p. [Dept. of Army Corp of Engineers, 3/13/09; Lake Winnebago fill-up strategy](#)

"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."

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS, cont.

Communications:

- q. [Dept. of Public Works, Jan-March 2009 Disposal violations](#)
- r. [Menasha Historical Society Newsletter, 4/2009](#)
- s. [Menasha Utilities, 3/31/09; Steam Detail for months ending 2/28/09](#)
- t. [PWD Radtke to residents, 3/31/09; SSES Phase 1- first inspection, third notification letter](#)
- u. [PWD Radtke to residents, 3/31/09; SSES Phase 1- reinspection, third notification letter](#)
- v. [PWD Radtke to residents, 3/31/09; SSES Phase 4- third notification letter](#)
- w. [Town of Menasha Utility Commission minutes; 2/23/09, 3/9/09](#)
- x. [Wis. DNR, 3/17/09; Final determination to reissue a pollutant discharge elimination system permit, NM Sewerage Commission \(permitee\)](#)
- y. [Wis. DNR, 3/26/09; Air pollution permit application review; Graphic Packaging International, Inc.](#)
- z. [Wis. DOT, 3/2009; US 10/WIS 441 Tri-County freeway](#)
- aa. [Wis. Govt. Accountability Board, 3/17/09; receipt of incentive check for providing accurate election reporting data to State of Wisconsin](#)
- bb. [Wis. Municipal Clerks Association, 3/12/09; Clerk Galeazzi's designation as a Wisconsin Certified Municipal Clerk](#)
- cc. [WPPI Energy, 2/24/09; Typical bill comparison summary](#)

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, 3/16/09](#)

Board of Public Works, 3/16/09 – Recommends Approval of:

- 2. [Recommendation to Award – Vinton Construction Co.; Contract Unit No. 2009-01; Midway Business Park \(Wittmann Drive & University Drive\); Concrete Street & Sidewalk Construction; \\$422,617.31](#)
- 3. [Recommendation to Award – Badger Highways, Co., Inc.; Contract Unit No. 2009-02; Appleton Street – Asphalt Street Reconstruction; \\$102,680.96](#)

Plan Commission, 3/17/09 – Recommends Approval of:

- 4. [The final plat-second addition to Woodland Hills with the following conditions: 1\) That the name of the plat be changed to “New Heights”; 2\) That the street be named “Woodcrest Heights Drive”; 3\) That a 20 foot wide drainage easement be created in the rear of lots 82-85; 4\) That the side yard grade between lots 84 and 85 be changed to 774.5’; 5\) That the house grade on lot 80 be changed from 764.0 to “special”; 6\) That land dedication for park purposes be sought within the area previously submitted to the Plan Commission as the Woodland Hills Second Addition Preliminary Plat](#)
- 5. [The Extraterritorial Certified Survey Map – Valley Road](#)

NM Fire-Rescue Joint Finance & Personnel Committee, 3/24/09 – Recommends Approval of:

- 6. [The request to purchase an additional staff vehicle not to exceed the budgeted amount of \\$15,000](#)

H. ITEMS REMOVED FROM CONSENT AGENDA

I. ORDINANCES AND RESOLUTIONS

1. [O-11-09 An Ordinance Relating to Closing Hours for Class "B" Premises \(Introduced by Mayor Merkes, recommended by the Administration Committee\)](#)
2. [O-12-09 An Ordinance Relating to Signs \(Introduced by Ald. Benner, recommended by the Plan Commission\)](#)
3. [R-4-09 Resolution on the Spending of Federal Economic Renewal Grants \(Introduced by Ald. Taylor, recommended by the Administration Committee\)](#)
4. [R-5-09 Resolution adopting the downtown Menasha sign design guidelines for the C-2 central business district \(Introduced by Ald. Pamerter, recommended by the Plan Commission\)](#)
5. [R-6-09 - Resolution pertaining to sign permit and sign inspection fees \(Introduced by Ald. Benner, recommended by the Plan Commission\)](#)
6. [R-9-09 – Resolution authorizing the issuance and sale of up to \\$678,908 combined utility revenue bonds, series 2009, and providing for other details and covenants with respect thereto \(Introduced by Mayor Merkes, recommended by the Utility Commission\)](#)

J. ACTION ITEMS

1. [Request for proposals and selection of Actuarial firm to comply with requirements of GASB 45](#)
2. [Accounts Payable and Payroll for the term 3/19/09-4/2/09 in the amount of \\$969,039.62](#)

K. APPOINTMENTS

L. CLAIMS AGAINST THE CITY

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

Notice of Spring Election – Tuesday, April 7, 2009

Tuesday, April 21, 2009 - Council Chambers

Common Council Sine Die – 6:00 p.m.

New Common Council – 7:30 p.m.

Administration Committee – to be determined

Board of Public Works – to be determined

Personnel Committee - to be determined

City of Menasha
Notice of Public Hearing

Informal Public Hearing – Menasha Plan Commission – 3:30 PM Tuesday, March 17, 2009 Council Chambers, City Hall 140 Main Street

Formal Public Hearing – Menasha Common Council – 6:00 PM, or shortly after the meeting is called to order, Monday, April 6, 2009, Council Chambers, City Hall 140 Main Street

Notice is hereby given that the City of Menasha is proposing various amendments to Title 13, Article F of the Code of Ordinances related to the regulation of signs. If adopted, these amendments would: 1.) expand and clarify signage requirements related to the C-2 Central Business District, 2) clarify the permissible size, use and definition of “Electronic Message Centers”, 3) establish new criteria for off-premises signage for business parks, office parks and similar developments. Notice is further given that the City of Menasha is proposing to create an ordinance establishing criteria for proposing and enacting amendments to the City of Menasha Comprehensive Plan. Persons interested in the proposed changes to the sign code or in the comprehensive plan amendment procedures are encouraged to provide oral or written comments for consideration at the public hearings. Copies of the proposed ordinances will be available from the Department of Community Development after March 12, 2009.

Run March 10 & 30, 2009

CITY OF MENASHA
ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
March 16, 2009
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Wisneski at 7:14 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

ALSO PRESENT: Mayor Merkes, CA/HRD Brandt, Lt. Brunn, DPW Radtke, CDD Keil,
Clerk Galeazzi, and the Press.

C. MINUTES TO APPROVE

1. [Administration Committee, 3/2/09](#)

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

D. ACTION ITEMS

1. O-11-09 An Ordinance Relating to Closing Hours for Class "B" Premises.

CA/HRD Brandt explained State Statute established the closing hours for Class "B" licensed establishments as 2:00 a.m. to 6:00 a.m. for Sunday thru Thursday and 2:30 a.m. to 6:00 a.m. for Friday and Saturday. The current City ordinance states closing hours for Class "B" licensed establishments is 11:00 p.m. to 8:00 a.m. These hours were set to be more in line with park hours as Class "B" licenses were generally issued to the Menasha Athletic Association for their baseball games at Koslo Park.

Mayor Merkes explained removing the closing hours from the City ordinance would mean Class "B" licensed establishments would follow State Statute.

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

2. [R-04-09 Resolution on the Spending of Federal Economic Renewal Grants.](#)

Discussion ensued on how to guarantee the City buy American made products, not to just adopt as a feel good resolution. Have vendors that supply product disclose where items are manufactured. The resolution states whenever or wherever possible to buy American made products with economic recovery monies provided to the City of Menasha. Ald. Taylor read a letter from United Steelworkers that support this resolution.

Moved by Ald. Taylor, seconded by Ald. Hendricks to recommend approval to Common Council
Motion carried on voice vote. Ald. Pack voice vote was no.

E. ADJOURNMENT

Moved by Ald. Hendricks, seconded by Ald. Benner to adjourn at 7:31 p.m.
Motion carried on voice vote.

Respectfully submitted by
Deborah A. Galeazzi, WCMC
City Clerk

CITY OF MENASHA
Board of Public Works
Third Floor Council Chambers
140 Main Street, Menasha
March 16, 2009
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Pack at 7:32 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Ald. Hendricks, Zelinski, Michalkiewicz, Benner, Pamerter, Taylor, Wisneski, Pack
ALSO PRESENT: Mayor Merkes, CA/HRD Brandt, Lt. Brunn, DPW Radtke, CDD Keil,
Clerk Galeazzi, and the Press

C. MINUTES TO APPROVE

1. [March 2, 2009](#)

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

D. ACTION ITEMS

1. [Recommendation to Award – Vinton Construction Co.; Contract Unit No. 2009-01; Midway Business Park \(Wittmann Drive & University Drive\); Concrete Street & Sidewalk Construction; \\$422,617.31](#)

DPW Radtke explained Vinton Construction was the lowest of the four bids submitted. The alternate bid option was not exercised because we received a lower cost alternate bid with the asphalt street reconstruction project. The alternate bid is for asphalt pulverizing on streets to be resurfaced by City Public Works crews.

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

2. [Recommendation to Award – Badger Highways, Co., Inc.; Contract Unit No. 2009-02; Appleton Street – Asphalt Street Reconstruction; \\$102,680.96](#)

DPW Radtke explained Badger Highways was the lowest of the three bids submitted. The recommended award amount includes the alternate bid for additional asphalt pavement pulverizing. Prior to the start of construction, he will review the drainage and storm sewer heaving concerns of residents in that area.

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

E. ADJOURNMENT

Moved by Ald. Michalkiewicz, seconded by Ald. Taylor to adjourn at 7:50 p.m.
Motion carried on voice vote.

Respectfully submitted by
Deborah A. Galeazzi, WCMC
City Clerk

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

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

2-11-2009

MINUTES

- A. Meeting called to order at 8:25 AM by Chairman C. Rusin.
- B. Present: Dorothy Jankowski, Candyce Rusin, Lori Asmus, Dr. Teresa Shoberg, Susan Nett
- C. MINUTES TO APPROVE
1. Motion to approve minutes from January 28, 2009 meeting made by T. Shoberg and seconded by D. Jankowski. Motion carried.
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
1. January 2009 Communicable Disease Report distributed and discussed.
 2. S. Nett explained the project that will be done using radon grant funds. The science classes at the high school will have the students do radon testing in their homes and then will map out the results. It is expected that there will be 330 students participating.
 3. The health department just recently submitted to the state for review, the policies and procedures to become a TB Dispensary Site. S. Nett is waiting for the state to approve the policies and procedures and once approved, an MOU can be brought to the common council for their support.
 4. An order for 210 doses of flu vaccine for the 2009 influenza season has been placed. Cost per dose will stay the same at \$6.
 5. 2008 Consolidated Contract Grant Review was completed by the state. All objectives were met despite the turnover in nursing staff.
 6. Staff Development Report—the orientation of the new nurses continues. All three will be training to become CPR instructors.
- E. ACTION ITEMS
1. Review Wts/Measures Fees 2009-10. S. Nett presented information on the weights and measures program. 20% of the sanitarian's time is spent doing weights and measures inspections. After doing an evaluation of expenditures and revenues, S. Nett reported the current fees would adequately fund this program for 2009. C. Rusin questioned why the fees didn't need to be increased when the sanitarian received a salary increase. S. Nett explained the addition of another health insurance plan at a lower cost to the city kept the personnel costs for the

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sanitarian the same as in this past year. Motion to recommend to the common council for approval keeping the weights and measures fees for 2009-10, the same as 2008-09 made by L. Asmus and seconded by T. Shoberg. Motion carried.

F. HELD OVER BUSINESS

1. S. Nett reviewed the current Agent of the State DHS fees with board members. 60% of the sanitarian's time in the environmental health program is spent doing inspections related to food safety. S. Nett is proposing keeping the same fees with the exception of the temporary not for profit food permit and the preinspection and reinspection fees. The sanitarian has requested a tiered fee structure for preinspection and reinspection fees based on the complexity of the food establishment. This is what the state is currently doing and would have us be consistent. Proposed for the not for profit temporary food permit is keeping the \$25 fee and requirement for food safety training and changing the \$50 permit fee to include inspection required or more than one food booth. The reason for the change is to cover the sanitarian's time to do an onsite inspection especially for the larger events such as Seafood Fest and EATS at UW-Fox Valley. L. Asmus questioned if these permits cover just one event. S. Nett explained that each temporary permit allows the permittee 3 different events in one licensing period. L. Asmus also questioned when the state was going to raise their fees and what impact does that have on our fees. S. Nett explained the state is raising its fees this year but won't impact us until in 2010. According to state statute, each agent is required to reimburse the state 10% of the state's fee. This is done in September and is based on the licensed establishments from the previous licensing period. The 2010 fees will need to be adjusted to cover the state increase. Motion to recommend for approval to the common council the proposed DHS Agent of the State fees for 2009-10 made by D. Jankowski and seconded by T. Shoberg. Motion carried.
2. S. Nett presented the proposed DATCP Agent of the State fees for 2009-10. Again, the sanitarian is requesting a tiered fee structure for preinspections and reinspections to remain consistent with the state's permitting fee structure. C. Rusin questioned if and how the farmers' market booths fit into the fee structure. S. Nett explained that currently most of the farmers' market booths need wts. and measures permits and that those booths that come with processed food usually come with a state permit. Home canned foods are not permitted. L. Asmus questioned if these state fees were increasing. S. Nett indicated they are also increasing in 2009 to 20% and the same reimbursement process is in effect as for DHS agent fees. Motion to recommend for approval the proposed DATCP Agent of the State fees for 2009-10 made by L. Asmus and seconded by D. Jankowski. Motion carried.
3. S. Nett explained that even though there currently is no tattoo/body piercing establishment in Menasha, the fees still need to be reviewed and determined so they are in place if an establishment were to open. Motion to recommend for approval to the common council the proposed fees for tattoo/body piercing establishments for 2009-10 made by T. Shoberg and seconded by L. Asmus. Motion carried.

G. Motion to adjourn at 9:45 AM made by D. Jankowski and seconded by L. Asmus. Motion carried.

Submitted by Susan Nett

CITY OF MENASHA
Landmarks Commission
Council Chambers, City Hall – 140 Main Street
March 18, 2009
DRAFT MINUTES

A. CALL TO ORDER

Meeting called to order by Ald. Pamerter at 4:35 PM.

B. ROLL CALL/EXCUSED ABSENCES

LANDMARKS MEMBERS PRESENT: Alderman Jason Pamerter, Bernie Zimmerman, Patti Rudolph and Mary Nebel

LANDMARKS MEMBERS EXCUSED: Joe Weidert, Charlie Cross and Kristi Lynch

OTHERS PRESENT: CDD Keil, Nancy Barker, Jean Chew, Katie Lamore, Chris Quintero and Sandi Pufahl

C. MINUTES TO APPROVE

1. **Minutes of the February 18, 2009 Landmarks Commission Meeting**

Moved by Mary Nebel, seconded by Ald. Pamerter to approve the minutes of the February 18, 2009 meeting. The motion carried 4-0.

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

1. Nancy Barker commented on the history of the Tayco Street Bridge Tower Museum, its current condition and displays.

E. CORRESPONDENCE

1. **175 Main Street – Atty. Brandt**

F. DISCUSSION

1. **Status Report – Survey of Historical and Architectural Sites**

CDD Keil met with Traci Schnell of History Research, LTD. Traci reported that the historic survey work on Doty Island was completed last November. Work on the remainder of the survey will be started after snowmelt and will be completed in May.

2. **Status Report – Survey of Certified Local Government Designation**

CDD Keil contacted Joe DeRose at the State Historical Society via e-mail to determine status, but has yet to receive a response.

3. **Status Report – Façade Improvement Grant/Loan Capacity**

A report will be provided at the April Landmarks Commission meeting.

4. **Tayco Street Bridge Tower Museum – Potential Landmarks Commission Involvement**

Patti Rudolph requested a tour prior to the next Landmarks Commission meeting. Ald. Pamerter will contact videographer Matt Hoppe for an estimate to update the video. Nancy Barker will meet with UW-Fox Valley staff to discuss prospects for students to prepare the video. A tour of the Bridge Tower Museum is to be scheduled at 4:00 PM on the date of April Landmarks Commission meeting.

5. **Meeting Protocol – Notice, Special Meetings, Minutes, etc.**

Commissioners discussed meeting scheduling, notices, special meetings and response to meeting notices for attendance/quorum purposes. The consensus was to:

- have regularly scheduled monthly meetings
- call special meetings as necessary to accommodate the needs of local businesses
- notices to be sent on Friday before the regular meeting whenever possible
- Commissioners to contact the Community Development Department at least two days prior to the meeting if they are unable to attend

6. **Preservation Month Activities**

- Saturday, May 16, Historical Society volunteers will be downtown to explain history of individual buildings
- Sunday, May 17, Historical Society representatives will be at Memorial Building, Caboose, Indian mounds, and a Veteran will be present on the Isle of Valor
- CDD Keil to e-mail poster prepared by Jessica Beckendorf for last year's preservation week to Ald. Pamerter
- Ald. Pamerter requested a list of historic sites be put together by the Historical Society
- Ald. Pamerter will work with Sandy Pufahl to update the walking tour brochure and coordinate with businesses
- Information to go to library
- CDD Keil to obtain an estimate of a banner across Racine Street announcing preservation week

7. **Landmarks Commission Work Plan**

Held until next meeting

G. ACTION ITEMS

1. **Consideration of Signage Proposal – 196 Main Street – Art Affair**

Moved by Patti Rudolph, seconded by Bernie Zimmerman to approve signage for 196 Main Street as presented with the recommendation that the sign panel be centered on the building. The motion carried 4-0.

2. **Consideration of Signage Proposal – 9 Main Street – BizNet**

Moved by Bernie Zimmerman, seconded by Patti Rudolph to approve the signage for BizNet with the condition that the phone and fax numbers and the e-mail address be removed from the lower portion of the projecting sign. The motion carried 4-0.

3. **Consideration of Signage Proposal – 192 Main Street - Nest**

Moved by Ald. Pamerter, seconded by Patti Rudolph to approve the signage for 192 Main Street as presented. The motion carried 4-0.

H. ADJOURNMENT

Moved by Bernie Zimmerman, seconded Patti Rudolph by to adjourn at 6:12 PM. The motion carried 4-0.

Minutes respectfully submitted by Greg Keil, Community Development Director

D R A F T
MINUTES OF REGULAR MEETING
ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES
March 19, 2009

Call to order at 4:31 p.m. by President Fuchs

Present: Derouin, Eisen, Enos, Fuchs, Nebel, Werley, Wicihowski

Absent: Stanke

Also present: Director Saecker, J. Bongers (Head of Adult & Technical Services), Mayor Don Merkes, K. Seefeldt (Administrative Assistant)

Authorization of Bills

1. Motion to authorize payment of the March list of bills from the 2009 budget by Enos, seconded by Nebel, and carried unanimously.

Werley arrived at 4:32 p.m.

Consent Business

2. Approve minutes from the Board meeting of February 19, 2009.

Motion

Motion to approve minutes from the Board meeting of February 19, 2009 as presented by Nebel, seconded by Derouin, and carried unanimously.

Director's Report/Information Items

3. Statistics. The library lent 44,009 items in February, a 12.4% increase over February 2008. The Adult Department had a 12.1% increase overall, while the Children's Department increased 12.6%.
4. Gates Grant. We received notification that we will not be receiving our second Gates Grant as we had hoped. Out of the six libraries in Winnefox thought to be eligible, only one has been approved to receive a grant during this cycle. We plan to replace four of our public Internet computers, several staff computers and will upgrade RAM in others using our WALs technology funds.
5. Tornado Drill. We will be conducting a tornado drill in April as part of Tornado Safety Month. The drill will be done during open hours.
6. Self-Check Usage. Self-check usage accounts for about 25% of our circulation. We hope to reach 30% by the end of the year. Staff continue to promote use of the machines with our patrons.
7. Diversity Committee. Our staff's Diversity Committee recently discussed ways to meet a variety of our community's needs. The committee initially looked at ways to market our existing programs and create new programs for those with special needs. We will also be exploring bilingual story times for families with young children. Fuchs recommended that we contact the School District's ELL staff. They may be interested in assisting us with this project.
8. Service Animals. Wisconsin's Department of Public Instruction is addressing the issue of comfort animals in the library. These animals are not trained service animals for the disabled. They are pets that may bring comfort to their owners and often have a positive behavioral effect

on the people who use them. Director Saecker will present a policy on this topic for the board's consideration at a future meeting.

9. Winter Reading Program. Our winter reading programs for adults and children were a great success. The Children's Department reported that 252 children participated in *Warm up with a Good Book*, while 375 children attended programming during the reading program.

Discussion/Action Items

10. Green Scene: Found. Nebel gave a brief summary of last year's art show entitled *Green Scene and Heard*. This event was offered to the community as a library sponsored program. Information pertaining to a similar event planned for 2009 entitled *Green Scene: Found* was distributed to board members. Nebel announced that this year's event is scheduled to be held in the library July 16-August 13, 2009. Plans include an art show opening reception, altered book class and composting program. He stated that the goal of the planning committee is to have this event pay for itself. Nebel answered questions from the board. Director Saecker noted pertinent information regarding the solicitation of donations and other plans for the event had not been provided to her as requested. She is unable to approve this as a library sponsored event until this is done. Werley noted that it is the Library Director's responsibility to oversee the planning and execution of all library events and that all relevant information should be provided to the director so that she can carry out this responsibility.
11. Changing Time of Board Meeting. Werley requested that we return to a 4:00 p.m. start time for monthly Library Board meetings. Discussion ensued.

Motion

Motion to change the starting time for future Library Board meetings from 4:30 to 4:00 p.m. beginning in April 2009 by Werley, seconded by Wicichowski, and carried unanimously. Mayor Merkes requested that we notify the City Clerk's office of this change.

12. April Board Meeting. Director Saecker requested that we delay the April Board meeting by one week because Fox Cities Book Festival events are scheduled to be held during the week of April 13th.

Motion

Motion to approve moving the Library Board meeting to April 23, 2009 at 4:00 p.m. by Enos, seconded by Derouin, and carried unanimously.

13. Annual Report. Copies of the annual report to the State were distributed to the board for their review. Director Saecker recommended that they approve the report following discussion pertaining to Winnefox Library System's effectiveness in providing services in 2008.
14. System Effectiveness. Director Saecker asked the board to make a determination about this issue. She explained to new board members that last year our board had responded in our report to the State that WLS had not provided effective leadership because they believed there was a conflict of interest with the Director of Oshkosh Public Library also serving a dual role as Director of Winnefox Library System. She gave examples of how this continued to cause a conflict of interest for our library this past year. Discussion ensued.

Motion

Motion to respond that Winnefox Library System did not provide effective leadership and to include an explanation noting real life experiences to document how the System did not adequately meet the needs of our Library by Werley, seconded by Enos, and carried unanimously.

Motion

Motion to approve the 2008 Annual Report to the State as presented by Nebel, seconded by Wicichowski, and carried unanimously.

15. Trustee Essentials #5. Kathy Wicichowski reviewed Trustee Essentials #5 *Hiring a Library Director*.

Announcements

Liz Derouin volunteered to review Trustee Essentials #7 *The Library Board and Library Personnel* at the April meeting.

Werley noted regression in students who did not participate in summer school. She recommended the library and the school district work together on a project that would put books in the hands of these students at the beginning of summer. Director Saecker stated that she was aware of a grant that was available for a project like this. Enos volunteered to help work on the grant.

It was recommended that we follow up with teachers in the District to see if they are aware of improved reading skills in children who have completed our *1000 Books Before Kindergarten* program.

Adjournment

Motion to adjourn the meeting at 5:40 p.m. by Eisen, seconded by Enos, and carried unanimously.

Future meeting dates

The next regular board meeting will be held in the Gegan Room on Thursday, April 23 at 4:00 p.m.

Respectfully submitted,
Paul Eisen, Secretary
Kris Seefeldt, Recording Secretary

Neenah-Menasha Fire Rescue
Finance & Personnel Committee Meeting
Tuesday, March 24, 2009
2nd Floor Conference Room – City of Neenah

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

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

Also Present: Chief Vander Wyst, Director Easker and Administrative Assistant Theisen.

Approval of Minutes: The Committee reviewed the minutes from February 24, 2009.
MSC Ahles/Hendricks to approve the minutes from February 24, 2009, all voting aye.

Month End Budget Report: The Committee reviewed the February 2009 month end budget report. Chief Vander Wyst reviewed the budget report. Ald. Wisneski asked about clothing allowance. Chief Vander Wyst noted it is paid out the beginning of the year and there was a \$50 increase due to contract negotiations and this was not budgeted for when the budget was set in August of 2008. Ald. Wisneski asked about the auto/physical damage insurance and why this was over budget. Director Easker said when the City of Neenah put values on each vehicle this year this included equipment that had not been included in the past. Therefore this increased the premiums. Other Facility Outlay was discussed and this is for the payment of the phone system. There is one more payment left for this system. **MSC Wisneski/Lange to accept and place on file the February 2009 month end budget report, all voting aye.**

Monthly End Activity Report: The Committee reviewed the February 2009 month end activity report. Chief Vander Wyst noted that there was a lot of training in February conducted by AC Sipin. **MSC Wisneski/Hendricks to accept the February 2009 activity report and place on file, all voting aye.**

Town of Menasha and Town of Clayton Discussions: Chief Vander Wyst noted that the Town of Menasha Town Board has decided not to proceed with full-time fire protection. He was told that it was due to financial concerns and there was not an outcry for full-time service.

Chief Vander Wyst noted that there is nothing new to report on the Town of Clayton proposal. He is trying to obtain more specific information regarding first responder calls before he proceeds further with the Town of Clayton's request.

Apparatus Doors at Station 32: Chief Vander Wyst noted the Neenah Common Council did approve the replacement of the doors and the vendor will be coming to look at the springs to see if there is a way to re-use them. The vendor also said he would give us four brown doors for no additional cost.

Regional Driver's Simulator Grant: Chief Vander Wyst noted both Common Councils have approved proceeding with the grant. Research is continuing on what simulator to purchase.

Purchase of a new staff vehicle: Information was reviewed on the memorandum on the staff vehicle and the additional information that was requested from the last meeting. Chief Vander Wyst said he feels comfortable with staying with a sedan/SUV and not exceeding the budgeted amount of \$15,000. After looking at trucks, we would not be able to get a decent truck with lower miles for our budgeted amount. Ald. Stevenson asked how much money employees are submitting for mileage reimbursement when they have to use their own vehicle due to the lack of a staff vehicle. Chief Vander Wyst said at this time staff members are not submitting mileage reimbursement. **MSC Wisneski/Lange recommend both Common Councils approve the request to purchase an additional staff vehicle not to exceed the budgeted amount of \$15,000, all voting aye.**

City of Neenah Open Burning Ordinance #1387 and City of Menasha Sec.5-2-7: Discussion was held on the open burning ordinances. There are errors that still exist with the Menasha Burning Ordinance that need to be corrected. It was decided to make the necessary corrections and review both ordinances again at our meeting in April for recommendation to both Common Councils in May.

Ald. Ahles asked about adequate fire suppression and why fire extinguishers were not brought up. Chief Vander Wyst explained there are too many times where people have extinguishers that are not working, up-to-date, or they do not know how to properly use them. It is up to the Fire Officer to use their best judgment when they are at the call to determine if there is adequate fire suppression. The Committee asked that language be changed to "Adequate fire suppression equipment shall be immediately available to control or extinguish the recreational fire. Adequate fire suppression shall consist of, but is not limited to, connected or charged garden hose or a large bucket of water within two feet of the fire." It was also asked that both City Attorneys be asked if the specification of the fee be included or just included on the fee list. The Committee thought both Cities now take out specific fees from ordinances in case there are changes in the future then the fee schedule is changed and not every ordinance.

Chief Vander Wyst said the changes will be made and both ordinances will be brought back to the Finance & Personnel Committee meeting in April to review and make a recommendation to both Councils.

Review of Vacation Time for AC Al Auxier: The memo from Chief Vander Wyst was reviewed regarding the request to increase vacation time for AC Auxier from three weeks to six weeks. Ald. Stevenson called CA Godlewski about Human Resources opinion on the additional vacation time that was requested. A memo was handed out from CA Godlewski regarding the support from Human Resources for the request for additional vacation time. Chief Vander Wyst explained when AC Auxier started in his current position in May of 2006; the benefits that were given to him were the same as the previous person. Committee members discussed many items on this subject including

Should this have been an issue resolved upon hire?; Does this impact retention of a good employee?; Are there other qualified NMFR employees to fill this position?; What are the cost/benefit issues?; Could this set a precedence?; Should there be a gradual increase instead of going from three to six weeks?; Can there be unpaid time off?; Can additional vacation time be justified? It was agreed upon that there should not be additional payout upon retirement above the three weeks in the original employment agreement.

Chief Vander Wyst stated that the added vacation time can be justified as presented in the memo and is warranted. He also stated that this proposal is something he initiated and was not done by AC Auxier. From a cost effective basis, Al is at the midpoint of the current salary plan and it would be very difficult to find someone to replace Al with the wealth of knowledge and experience he brings to the position. There is also a huge savings for the Cities with respect to WRS benefits. The Chief's goal is to retain a valued employee for as long as possible. **MSC Ahles/Lange to amend the original employment agreement and approve giving AC Auxier an additional week of vacation effective March 24, 2009 (for a total of four weeks paid vacation) and an option to take two weeks of unpaid time in 2009. Another additional week of vacation (five weeks total) on January 1, 2010 and the option of one week of unpaid time in 2010. A third week of vacation on January 1, 2011, with no additional unpaid time off, for a total of six weeks of paid vacation. Additionally, upon retirement AC Auxier will only be paid out up to three weeks of accumulated vacation time, as per the original employment agreement. All unpaid and paid vacation time is subject to the Chief's approval, all voting aye.**

MSC Wisneski/Hendricks o adjourn at 7:10 p.m. all voting aye.

Respectfully Submitted,

Len Vander Wyst
Chief

LV/tt



Memorandum

TO: Members of NMFR Joint Finance and Personnel Committee

FROM: Len Vander Wyst, Fire Chief

DATE: March 18, 2009

RE: Staff Vehicle – Request to Purchase

At the February 24, 2009, Joint Finance and Personnel Committee, a request was made for more information concerning the purchase of a staff vehicle for NMFR. Deputy Chief Steve DeLeeuw put together the Staff Vehicle Information sheet attached to this memo, which should answer the questions raised in February. If there is additional information needed prior to our meeting on Tuesday, March 24th, please let me know.

After reviewing the information attached and discussing vehicle issues with staff, it is my recommendation that NMFR proceeds with purchasing a used, low mileage sedan/suv, at or below the \$15,000 budgeted amount. While a used pickup truck would be nice to have for various reasons listed, it is not practical to purchase a good used truck with low mileage and remain somewhat close to the \$15,000 budget. Research has revealed most trucks in that price range to either have high miles, or were older in years. I cannot recommend to the committee to exceed the \$15,000 budget for a truck that we would most likely have to spend at least \$20,000 to get a slightly used low mileage truck. A good used low mileage vehicle/suv will suit our needs and remain within the \$15,000 budget.

Following research and meetings, I believe the current 2003 Chevy Impala which is used mainly by myself for all the reasons listed in the attachment can be transferred and used extensively in the inspection area as a staff vehicle. This will allow for a reliable used vehicle with roughly 55,000 miles on it to be available for out of town travel as well for conferences and meetings for staff and for all other activities listed as needed. The additional staff vehicle purchased, if approved by this committee and the city councils, would be a quality used low mileage vehicle/suv that would be utilized by myself for all the reasons listed in the attachment.

I would appreciate your support and recommend that the Joint Finance and Personnel Committee recommend to the respective city council's that NMFR be allowed to purchase a used vehicle/suv for up to \$15,000 currently budgeted and report back to the committee following the actual purchase.

Neenah Menasha Fire Rescue Staff Vehicle Information

We currently have three staff vehicles.

1. 2003 Chevrolet Impala
 - a. 6 years old and average mileage usage is 5,200 per year. Current mileage is a little over 54,000.
 - b. Used by Chief VanderWyst for numerous meetings that he is required to attend not only within Neenah and Menasha but all other outside agency committee meetings.
 - c. Used by Chief VanderWyst to respond to structure fires and haz-mat incidents.
 - d. Used by line personnel of NMFR to attend conference, seminars and meetings of which some require an over night stay. Otherwise, a vehicle would have to be rented or mileage pay would have to be given if an employee took their personal vehicle. It saves the department money by taking a staff vehicle.
 - e. Used by Chief VanderWyst for weekly station visits.
 - f. Used by DC DeLeeuw for committee meetings, station visits and conferences, meetings, seminars.
 - g. Used by Tara to attend meetings and conferences.
 - h. Used by AC's Sipin and Auxier in the event that either the 2008 Silverado or the 1994 Suburban are not available.

2. 1992 Chevrolet Suburban
 - a. 17 years old and average mileage usage is a little over 5,000 miles per year. Current mileage is 74,000.
 - b. Used to carry all fire investigation equipment.
 - c. Used by AC Auxier for on site inspections, plan review, sprinkler test, fire investigations.
 - d. Used by AC Sipin in the event that the 2008 Silverado is not available.
 - e. Used by DC DeLeeuw in the event that the 2003 Impala is not available for monthly station visits, meetings, errands etc.
 - f. Is taken to station 35 for mechanics to use for buildings maintenance projects or to run for parts for vehicle maintenance.
 - g. Used as a back up for Inspectors vehicles due to maintenance issues.

3. 2008 Chevrolet Silverado
 - a. Purchased in late 2007. Average mileage for the past 1-½ year is 5,450.
 - b. Used as back up for Command 32.
 - c. Used by AC Sipin for his response to structure fires and haz-mat incidents.
 - d. Used by AC Sipin for transporting training equipment to off site training locations. (i.e different stations, City Garage, Gibson's, etc.)

- e. Used by AC Sipin, AC Auxier and Dc DeLeeuw for numerous reasons as listed above in the event that another staff vehicle is not available.
- f. Used for transporting fire hose and equipment from fires. In the past it was just thrown on the hose beds of the trucks or tailboards. This practice is not only unsafe but with the new vehicles it is not possible due to vehicle design.

Needs for an additional staff vehicle:

1. The mechanics do not have a vehicle to make station visits to perform maintenance of vehicles, equipment and station repairs. Currently when minor work needs to be done on a vehicle it is driven to Station 35 because the mechanic has no way of getting to the station. It would make more sense to drive a smaller vehicle to a station for repair compared to a fire engine going to Station 35 for the maintenance. This will also allow engines to remain in district (31 & 32).
2. The administration staff currently uses their own personal vehicles when a staff vehicle is not available.
3. If the 2003 Impala is out of town due to a conference or seminar or the Chief is using it we are limited to what two vehicles for the remainder of the staff.

Realistically having another pick up truck would be ideal. We could then put the 1994 Suburban with the mechanics for all their needs. AC Sipin would have the 2008 Silverado for transporting his training equipment and all other reasons listed above and then AC Auxier would have a four-wheel drive vehicle when visiting sites. The four-wheel drive comes in handy during the spring and fall when job sites are less than favorable due to the weather.

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday February 24, 2009

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. Helein, G. Falck, W. Zelinski; Manager Much, Accountant Voigt.

Also Present: Paul Much, Jim Peichl, Rob Franck (MCO).

Motion made by Commissioner R. Zielinski, seconded by Commissioner W. Helein to approve the minutes of the Regular Meeting of January 27, 2009. Motion carried unanimously.

Correspondence

The following correspondence was discussed:

- A. January 26, 2009 letter from Mark Radtke, City of Menasha to Catherine Girdley, Waverly Sanitary District.
RE: Menasha to suspend monthly confirmation testing of Waverly sampling results.

Budget, Finance, Personnel

Accountant Voigt presented the preliminary financial statements for the month of January 2009. The auditors were here on February 9-10 to begin the financial audit of 2008. After discussion, motion made by Commission D. Youngquist, seconded by Commissioner R. Zielinski to accept the financial statements for the month of January and place it on file. Motion carried unanimously.

Accountant Voigt presented MCO Invoice #13343 in the amount of \$113,854.58 for the month of March 2009. After discussion, motion by Commissioner D. Youngquist, seconded by Commissioner R. Zielinski to approve MCO Invoice #13343 in the amount of \$113,854.58 for the month of March 2009 and to pay the invoice after March 1. Motion carried unanimously.

Accountant Voigt presented the Accountants Report for the month of January. The money market rates have continued to decrease. Income generated for the Commission by MCO in January totaled \$2,647. Commissioner G. Falck inquired about investing in TIPS; Accountant Voigt will look further into these and report back at the March meeting. After discussion, motion by Commissioner D. Youngquist, seconded by Commissioner G. Falck to accept the Accountants Report for the month of January 2009. Motion carried unanimously.

McMahon Invoice #44710 was presented for payment. After discussion, motion by Commissioner D. Youngquist, seconded by Commissioner R. Zielinski to approve for payment McMahon Invoice #44710. Motion carried unanimously.

Operations, Engineering, Planning

Manager Much presented and discussed the operating report for the month of January 2009. The plant is running well. After discussion, motion by Commissioner R. Zielinski, seconded by Commissioner D. Youngquist to accept the operating report for the month of January 2009. Motion carried unanimously.

Manager Much presented and discussed NMSC Resolution 2009-1. The changes needed to be made to the document that were reported in January have been made. After approval of this resolution, staff will meet with communities to obtain business information and discuss/explain the procedure for issuing permits. After discussion, motion made by Commissioner K. Bauer, seconded by Commissioner D. Youngquist to approve NMSC Resolution 2009-1, a resolution "Promulgating a policy regulating and permitting discharge of animal and vegetable fats, oils, grease, food wastes and related materials". Motion carried unanimously on a roll call vote.

Manager Much reported to the Commission on the Biogas engine that is for sale and authorized for purchase at the January meeting. The engine will be available in April. In discussing the delivery and installation of the engine, Manager Much reported that they will breakdown the engine for delivery; a new slab will need to be poured at the WWTP to place the unit on; larger tanks will be needed for the Siloxane removal; wood chips will be used for sulfide removal; a new tank will be needed for the wood chips; need to look at electrical connections to tie into the electric grid. Based on this addition information obtained, it is felt the total cost for purchase, delivery, and installation will end up being in the \$200,000 to \$225,000 price range. After discussion, motion made by Commissioner D. Youngquist, seconded by Commissioner G. Falck to approve an increase in the total cost for the purchase, delivery and installation of the 230kW Biogas CHP of an additional \$75,000. The new cost is not to exceed \$225,000. Motion carried unanimously.

Manager Much reported receiving a request for a Co-op student currently enrolled in water/wastewater programs. The co-op student needs to work 80-hours in the water/wastewater industry. This item is budgeted for in the 2009 Budget and the Commission has given prior approval for having co-op students. After discussion, motion made by Commissioner G. Falck, seconded by Commissioner T. Hamblin to approve the co-op student for 80-hours. Motion carried unanimously.

Sewer Extension Request. Manager Much presented a sewer extension request received from Martenson & Eisele, Inc. for Woodland Hills 2nd Addition located in the City of Menasha, Waverly Sanitary District. After discussion, motion made by Commissioner T. Hamblin, seconded by Commissioner W. Helein to approve the sewer extension request for Woodland Hills 2nd Addition. Motion carried unanimously.

Old Business

Interceptor ownership. Commissioner D. Youngquist reported on a Town Utility Commission meeting where they discussed ownership of the Interceptor north of the 9th Street metering

station. The Town is in favor of owning this portion of the interceptor sewer. The Town will talk with Menasha officials concerning the interceptor sewers south of the 9th Street metering station.

Biosolids Management. Manage Much reported on talks with Gizmo Farms. They have interest in burning the sludge at the ethanol plant however they are currently unable to obtain loans for the equipment. Gizmo Farms will send a letter addressing our concerns of switching from land application to burning of the sludge. The Oshkosh Treatment Plant has been having trouble scheduling meetings with the City of Oshkosh officials to discuss the biosolids issue. It was questioned what if Gizmo would have problems? What can we do? Manager Much reported the Commission can landfill the sludge. In order to resurrect talks of a regional facility, we would need more interest from other communities. If the NMSC would either purchase land or look at different land for spreading, we would need about 600 acres. More information will be brought to the March meeting.

Heat Exchanger. The heat exchanger is currently set up as a test unit. During the testing, the primary sludge and scum lines were removed from the heat exchanger. The unit no longer has grease buildup in the piping. Pricing has been received from Lee's Contracting to add additional piping to the test unit to increase the size of the heat exchanger. The price received is \$41,000. After discussion, motion made by Commissioner D. Youngquist, seconded by Commissioner R. Zielinski to approve the installation of additional banks to the heat exchanger by Lee's Contracting at a cost of \$41,000. Motion carried unanimously.

Lab Office – HVAC Study. No information to report at this time.

Vouchers

Motion made by Commissioner R. Zielinski, seconded by Commissioner W. Helein to approve operating and payroll fund vouchers #130796 through #130846 in the amount of \$389,199.71 for the month of January. Motion carried unanimously.

Motion made by Commissioner R. Zielinski, seconded by Commissioner T. Hamblin to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:00 a.m.

President

Secretary

THE NEXT REGULAR MEETING IS ON TUESDAY March 24th 2009.

CITY OF MENASHA
PERSONNEL COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
March 16, 2009
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Hendricks at 7:51 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

ALSO PRESENT: CA/HRD Brandt, Lt. Brunn, CDD Keil, Clerk Galeazzi, and the Press.

C. MINUTES TO APPROVE

1. [Personnel Committee, 2/16/09](#)

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

Motion carried on voice vote

D. ACTION ITEMS

1. [Presentation of Post Employment Health Plan](#)

CA/HRD Brandt explained a proposal on a post employment health plan from Precision Retirement Group. A representative of Precision Retirement Group would work with the employee to determine their specific needs for health insurance at retirement and follow IRS rules. There are investment alternatives within the plan based on an employees' needs.

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

Discussion ensued on who would qualify for this plan, what would be the cost savings.

Should have more details before making decision

Ald. Pack and Pamerter withdrew their motion.

2. [Motion to Adjourn into Closed Session pursuant to Sec.19.85\(1\)\(e\) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. \(Local 603\).](#)

Moved by Ald. Wisneski, seconded by Ald. Pack to adjourn into Closed Session at 8:15 p.m.

Motion carried on unanimous voice vote.

Respectfully submitted by
Deborah A. Galeazzi, WCMC
City Clerk

**CITY OF MENASHA
Plan Commission
Third Floor Council Chambers
140 Main Street, Menasha**

March 17, 2009

3:30 PM

MINUTES

INFORMAL PUBLIC HEARING

1. Proposed amendment to Title 13, Article F of the Code of Ordinances Related to the Regulation of Signs. No one spoke and no comments were received.
2. Creation of An Ordinance for Proposing and Enacting Amendments to the City of Menasha Comprehensive Plan. No one spoke and no comments were received.

A. CALL TO ORDER

The meeting was called to order at 3:30 p.m. by Mayor Donald Merkes.

B. ROLL CALL/EXCUSED ABSENCES

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

PLAN COMMISSION MEMBERS EXCUSED: David Schmidt, Norm Sanders

OTHERS PRESENT: CDD Keil, PRD Tungate, Scott Timm, Mike Hagens

C. MINUTES TO APPROVE

1. Minutes of the February 17, 2009 Plan Commission Meeting.
 - a. Moved by Comm. Sturm, seconded by Comm. Cruickshank to approve the February 17, 2009 Plan Commission meeting minutes. The motion carried.

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

No one spoke.

E. DISCUSSION

1. None

F. ACTION ITEMS

1. Final Plat – Second Addition to Woodland Hills
 - a. Commissioners discussed the following:
 - I. Parkland dedication & Park Board recommendation
 - II. Bike/pedestrian connections and trail routes
 - III. Drainage easements and lot grading plans

- IV. Name of the plat
- V. Street name
- VI. Street lights in boulevard
- VII. Entrance sign
- VIII. Vertical curb in boulevard

Motion by Comm. Cruickshank, seconded by DPW Radtke to recommend approval of the final plat with the following changes/considerations:

- That the name of the plat be changed to "New Heights"
- That the street be named "Woodcrest Heights Drive"
- That a 20 foot wide drainage easement be created in the rear of lots 82-85
- That the side yard grade between lots 84 and 85 be changed to 774.5'
- That the house grade on lot 80 be changed from 764.0 to "special"
- That land dedication for park purposes be sought within the area previously submitted to the Plan Commission as the Woodland Hills Second Addition Preliminary Plat

The motion carried.

2. Proposed Amendment to Title 13, Article F of the Code of Ordinances Related to the regulation of Signs

a. Commissioners discussed the following:

- I. The definition of "Static Display"
- II. Technological considerations related to electronic message centers (EMC's)
- III. Impacts of EMC's on neighboring residential properties
- IV. Size of the EMC relative to the sign as a whole
- V. Whether EMC's should be a permitted use or a special use
- VI. Consideration for averaging the permissible size of monument signs on corner lots
- VII. Correction of typographical errors and formatting on pages 4 and 15
- VIII. The definition of "Business Center"

Motion by Ald. Benner, Seconded by Comm. Cruickshank to recommend approval of the changes to Title 13, Article F with the following changes:

- That a EMC be limited to 75 percent of the total sign face
- That a Special Use Permit be required for EMC's proposed to be located within 200 feet of a residential use or zoning district
- That averaging the size of monument signs on corner lots be permitted with the limitation that the sign on the short side cannot exceed 125 percent of the allowable sign area based on building exposure
- That Section 13-1-61 (j) and (hh) be modified to eliminate "under common ownership" and "sharing a common development plan" from the criteria used to define a "Business Center" and "Premises", respectively

The motion carried.

Motion by Comm. Cruickshank, seconded by DPW Radtke to recommend approval of the Downtown Menasha Sign Design Guidelines for the C-2 Central Business District

The motion carried.

3. Extraterritorial CSM- Valley Road

Commissioners discussed the relationship of the proposed CSM to adjoining city parcels.

Motion by DPW Radtke, seconded by Comm. Sturm to recommend approval of the extraterritorial CSM on Valley Road

The motion carried

G. ADJURNMENT

Moved by DPW Radtke, seconded by Comm. Sturm to adjourn at 6:00 p.m. The motion carried.

Minutes respectfully submitted by Greg Keil, Community Development Director

DRAFT



**City Hall Safety Committee
Minutes
February 4, 2009**

Meeting called to order at 1:20 PM

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

Absent: Jeff Brandt, Brian Tungate

A. Motion to approve minutes made by S. Bull and seconded by T. Stoffel.

B. Old Business

1. **EOEP Plan Review** –Copies of completed plans provided to Safety Committee members present, instructed to make copies of the appropriate plan for staff and provide awareness introductory training. Drill to be conducted in April in conjunction with tornado awareness month. Red Cross emergency kits will be raffled to those employees who participate in the drills.
2. **Emergency Evacuation Signage** – Signage posted in City Hall, Senior Center and Library. Copies are included in the appropriate EOEP manual.
3. **Building Walk Thru**- Safety Committee members reminded of the CVMIC building walk thru on February 25, 2009. (DPW 8:00am, Library 10:00am, City Hall 1:30pm)
4. **Emergency Evacuation Signage for other City Owned Buildings** – T. Drew consulted with B. Stenz CVMIC and Al Auxier Neenah-Menasha Fire and determined that the Memorial Building and Jefferson Park Pool Building would require posted emergency evacuation signage to be posted. K. Heim will provide any signage, evacuation procedures already in place for the pool. Separate EOEP manuals will also be generated for those facilities. A. Alix to obtain any plans already in place for the Memorial Building and obtain floor plans.

C. New Business

1. **Monthly Safety Topic** – *Don't be like him! Take Safety Seriously* was distributed and discussed. Topic covered horseplay around the workplace.

2. **Injury Review** – No injuries reported. S. Bull stated the necessity to add a signature line on the witness form and to add victim to the title of the witness reporting form.
3. **Red Cross Emergency Preparedness Kits** were shown and discussed.
4. T. Drew provided A. Alix clarification from NFPA code regarding the prohibition on storing Category I and Category II flammable materials in basements.

D. Training

1. **Accident Investigation Procedures / Completeness Training** will be provided for Supervisory employees. This training will provide information and procedures on properly and completely investigating and reporting employee injury/patron injury incidents.
2. **EOEP Training / Hazard Communication Refresher Training** to be conducted in a computer based format. Classroom Hazard Communication will be provided for new employees (Library, MPD, DPW).
3. **Asbestos Awareness Training** – (Building Maintenance, IT) Building Maintenance refresher training will be provided in computer based format. IT and new DPW employees will be conducted in classroom format on February 11, 2009 @ 8:30 AM.
4. Information provided regarding visit by Terry Clark DComm Safety in Buildings Section regard the requirement to update lock out tag out procedures for vehicle power source locks/tags during service. Building maintenance impacted related to any work on lawnmowers/snow blowers or any other equipment which would fall under the scope of the lock out tag out program. T. Drew to provide written information on proper procedures and additional training to reinforce requirements.

E. A. Alix made motion to adjourn second by T. Saecker at 2:15 PM



Police Department Safety Committee
January 15, 2009
Minutes

Meeting called to order at 2:10 PM.

Present: Mike Brunn, Chuck Sahr, Mark Mauthe, Dave Jagla, Bev Sawyer, Sue Nett

Absent: Jeff Brandt, Aaron Zemlock, Todd Drew

- A. Motion to approve minutes from November 20, 2008 meeting made by D. Jagla and seconded by C. Sahr. Motion carried.
- B. Old Business
 - 1. EOEP update – M. Brunn reports nothing has been determined yet for alternate location if building needs to be evacuated. He will remind Chief Stanke about this.
 - 2. Discussion about respiratory assessments and fit testing for voluntary use of respiratory protection when encountering foul/offensive odors; and for SWAT team members. S. Nett to do further research and bring topic back for next meeting.
 - 3. Safety members report they still don't have placement of the large salt container behind their building. S. Nett to check with A. Alix on this.
- C. New Business
 - 1. Monthly safety topic on providing good customer service was electronically sent out to staff by C. Sahr.
 - 2. No injuries to review.
 - 3. The safety walk through of the building by CVMIC is scheduled for 2-25-09 at 11AM. Safety Committee members are welcome to participate.
- D. Training
 - 1. The bloodborne pathogen review has been completed. M. Brunn handed in the completion certificates.
 - 2. Hazard communication training will need to be completed. T. Drew is working on an online review. Completion certificates will be able to be printed after taking test.
 - 3. Confined space review may be needed. Online review is preferred.
 - 4. M. Brunn has been doing the record keeping for the safety training for police personnel. Records for mandatory trainings will be kept at the health department.
- E. Meeting adjourned at 2:55 PM.



Public Works and Parks Safety Committee
February 24, 2009
9:00 AM
Menasha Library – Gegan Room

Minutes

Meeting called to order at 9:05 AM

Present: Bill Basler, Adam Alix, Mark Radtke, Jeff Nieland, Ken Popelka, Sue Nett, Todd Drew, Cory Gordon

Absent: Tim Jacobson, Brian Tungate, Jeff Brandt

- A. Motion to approve minutes from January 20, 2009 meeting made by M. Radtke second J. Nieland.
- B. Old Business
 1. Maintenance Shop Oil Tanks / Tires – no change / on hold due to weather.
 2. Ice Cleats garbage / recycling trucks – total of 12 sets purchased (2 different styles).
 3. 2009 CVMIC Walk Thru 2/25/09 @ 8:00 AM PWF. J. Nieland, B. Basler, A. Alix to participate in walk thru.
- c. New Business
 1. Monthly Safety Topic – “Don’t be like him – Take safety seriously No horseplay at work” was distributed and discussed. Topic covers the hazards related to horseplay on the job.
 2. Injury Review – A single injury was reviewed involving a lift arm assembly slipping out of a Maintenance employees hand and it swinging striking him in the face. Issues related to the use of proper eye protection and also an issue of proper isolation / lockout of an energy source is also a concern. T. Drew will research options regarding prescription safety glasses. Kinetic energy will also be discussed in the Lockout/Tagout vehicle supplemental training.
 3. Workers Comp. Claims Review – 5 year breakout of workers comp. claims including costs incurred for each type of injury was discussed.
 4. DComm. Lockout/Tagout procedures specific to vehicles was discussed related to a visit by T. Clarke DComm regarding the issue of strict vehicle

component to Lockout/Tagout programs. Assumption is that he will conduct a compliance inspection in the near future (likely 30-60 days) T. Drew will obtain video clips per request of K. Popelka. J. Nieland also suggested that the issue be directly discussed with Vehicle Maintenance crew. T. Drew to have this meeting yet this week. Video clips and short summary of vehicle / motorized (gas) Lockout/ Tagout requirements will also be discussed with the entire crew including Parks. T. Drew will order appropriate tags (100/roll) as discussed and agreed upon by committee. B. Basler to construct a box for locking out keys. The box will include 3 separate lockable compartments with 3 hasps per compartment. T. Drew will appropriately label the box and provide container for completed tags.

D. Training

1. Flammable Storage / Fire Extinguisher Training – Completed and logged into training records.
2. Revised Lockout/Tagout training including specifics with vehicles in process at DPW. Additional training will be conducted with Maintenance and a short instructional session will also be conducted along with video clips within the next 30 days by T. Drew.
3. Asbestos Awareness training in process at DPW.
4. Driver Training Discussion – J. Nieland to discuss with T. Jacobson regarding training options. CVMIC will be consulted regarding options on 2/25/09 during building walk thru.
5. Hearing Screening to be conducted the first 3 Thursdays in April (2,9,16). DPW signed up for 4/2/09. After all Parks employees sign up the sheets will be forwarded to A. Alix and M. Radtke.
6. EOEP Training – A. Alix to complete maps for Garage. C. Gordon stated that he could assist in generating the maps while T. Montour is on vacation.
7. CPR/ First Aid – tentative dates week of March 30, 2009 to be confirmed by L. Kjemhus – Menasha Health Department.

E. Meeting adjourned at 10:10 AM. Next meeting to be March 24, 2009 @ 9:00AM.

**CITY OF MENASHA
SUSTAINABILITY BOARD
Common Council Chambers
140 Main Street, Menasha
Tuesday, February 17, 2009**

MINUTES

A. CALL TO ORDER

Meeting called to order by Linda Stoll 6:30 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Linda Stoll, Becky Bauer, Roger Kanitz, Mike Dillon, Trevor Frank

ALSO PRESENT: Mayor Merkes, CDD Greg Keil, Sadie Schroeder, Kristin Sewall

C. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE SUSTAINABILITY BOARD (five (5) minute time limit for each person)

No one spoke

D. MINUTES TO APPROVE

1. Sustainability Board Minutes, 1/20/09

Motion made by Mike Dillon, seconded by Becky Bauer to approve the minutes.

Motion carried.

E. COMMUNICATIONS

None

F. DISCUSSION ITEMS

1. City Department TNS Presentations/Sustainability Policy

The "Toward a Sustainable Community" toolkit is to be used as the framework for department head/supervisor sustainability training. The training is to focus on the the first four elements for adapting local governmental functions (energy, buildings, transportation/mobility, & procurement). It was suggested the waste management be added to the list.

The expected outcome of the training is that sustainability principles will be incorporated into departmental goal setting, planning, budgeting, management and implementation of departmental functions.

2. Pool Baseline Study

Greg Keil reported that the technology and costs for implementing solar water heating at the pool are still under consideration. Sustainability Board involvement in the broader baseline study is on hold pending hiring of a replacement for former Parks Superintendent Bob Huss.

3. Menasha's Farm Fresh Market

Kristin Sewall reported on the planning status of the 2009 market. She summarized the rules and regulations and reported that the Farm Market budget has a balance of \$173.00. The Farm Market is presently posted to five websites. There will be an article in the spring city newsletter. Several suggestions were advanced together with specific actions as follows:

- Distribute informational flyer to Menasha schools (Becky Bauer)
- Distribute informational flyer to Menasha Senior Center (Linda Stoll)
- Contact the Stone Cellar about selling root beer (Trevor Frank)
- Approach Mary Jo Weidert about hosting an arts and crafts booth for kids
- Create an email list with automatic Farm Market reminders
- Focus marketing efforts on families during summer school vacation
- Add the Farm Market to the Marina event listing
- Determine whether vendors accept food stamps
- Introduce a "Growing Local" cookbook into the market
- Set-up one stall for local/sustainable businesses to share
- Produce an article for "On the Water" magazine
- Create an opportunity for Master Gardeners to set up a display
- Host one main event (including entertainment) during the season
- Increase cross-cultural aspects of the Farmers Market
- Solicit support from health care providers and other potential sponsors-Marina and Master Gardeners

4. Demonstration projects - Stormwater/Water quality, natural landscaping
No new activities were reported.

5. Walking & Bike Audit

Greg Keil reported that Linda Stoll furnished the template for conducting the "Livable Communities Analysis". Community Development Department staff will be entering information into the model and conducting the analysis. Becky Bauer and Mike Kading are to be contacted to obtain support from the schools and Fox Cities Greenways, respectively.

6. Neighborhood Electric Vehicle Ordinance

CDD Keil reported that he requested assistance from the East Central Wisconsin Regional Planning Commission to evaluate inter-community connections and put together a map of the Fox Cities designating where NEV use is permissible.

7. Sub-committee formation

Consensus was to use the sub committee list previously developed to create a list of categories and/or areas of interest and email it Sustainability Board members for review/comment. Following review, a general invitation will be distributed through the city newsletter this spring to develop a list of contacts/resource people for the Sustainability Board to draw upon for future initiatives.

8. Green Scene Art Show

Titled "Slow the Flow", the event will be held in July of 2009, and feature "hands-on" setups related to how various activities impact surface and groundwater. Becky Bauer will provide a stream flow model. – July 2009.

G. ACTION ITEMS

1. Set next meeting date

The next meeting is set for March 17 at 6:30 p.m. in the Common Council Chambers, City Hall

H. REPORT OF COMMISSIONERS

1. Report on ECOS-FV meeting (Roger Kanitz)

Roger reported that the meeting has been scheduled for Tuesday, March 10 at Heckrodt Wetland Reserve from 6:30-8:00 PM. The purpose of the meeting is to introduce the city and town of Menasha Sustainability Boards to the broader community and encourage citizen participation in sustainability initiatives.

2. Report on Natural Step Study Circle (Mike Dillon)

Mike reported that 8-12 persons have been attending the meetings held weekly at Heckrodt. Sadie Schroeder stated that she is a very enthusiastic participant.

3. Report on Wild Ones Conference

Roger Kanitz reported on the Wild Ones "Toward Harmony with Nature" conference held on January 24.

4. Wisconsin Conservation Voters Forum- Madison

Roger Kanitz announced that the forum is to be held on February 25th, and a contingent from ECOS Fox Valley will be attending.

5. Valley Transit Update

Roger Kanitz stated that a meeting is to be arranged with Valley Transit to discuss routes and potential service improvements. A date has yet to be determined.

ADJOURNMENT

Motion made by Mike Dillon, seconded by Trevor Frank to adjourn at 8:40 p.m.

Motion carried

Respectfully submitted by,
CDD Greg Keil

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

March 25, 2009

Draft

Commission President Allwardt called the Regular Meeting of the Water and Light Commission to order at 7:30 A.M., with Commissioners Bob Fahrbach, Joe Guidote, Don Merkes, and Carla Watson present on roll call. Also present were Carl Verhagen, Interim General Manager; Melanie Krause, Manager of Business Operations; Lonnie Pichler, Electric Distribution Supervisor; Dave Rodriguez, Customer and Utility Services Manager; Kristin Schalinski, Business Operations Accountant;; John Teale, Technical Services Engineer; and Chris Voigtlander, Energy Services Representative.

Item II. People from the Gallery to be heard on any topic of public concern to the Utility:

Mary Nebel, 713 First Street, asked about the work schedule regarding budgeted repairs for Winz Park and the water tower. Ms. Nebel also commented on the replacement of the 1999 Venture van.

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

- A. Minutes of the Regular Meeting of Feb. 25, 2009.
- B. Minutes of the Special Joint Common Council and MU Commission Meeting of Feb. 18, 2009.
- C. Minutes of the Closed Session of Feb. 25 (Personnel), 2009.
- D. Approve and warrant payments summarized by checks dated March 5 - 25, 2009, which includes Net Payroll Voucher Checks, Void O & M Check #037153, and Operation and Maintenance Voucher Checks for a total of \$1,169,282.68, and Operation and Maintenance Vouchers and Rebates to be paid prior to the next Regular Meeting. Motion approved unanimously on roll call.
- E. Correspondence, as listed.
 - Copy of memorandum dated February 25, 2009, to WPPI Energy Member Managers, from Tammy Freeman, re: Bill Comparison Summary
 - Copy of letter dated February 24, 2009, to Menasha Utilities, from McMahon Associates, re: Change Order adding 7 days to the dates of Substantial Completion and Final Completion
 - Copy of minutes from January 9 MEUW Board of Directors Meeting
 - Copy of memorandum dated March 4, 2009, to MEUW Members, from Dave Benforado, re: WI Presence at APPA Legislative Rally

Manager of Steam Production Dick Sturm arrived at 7:40 a.m.

Item IV. February Financial and Operations Statement – Manager of Business Operations Krause reviewed the electric income statement, stating the electric sales are down for the month. Sales were also down on the water side, and chemical costs are holding close to budget. Steam customers took less steam than budgeted, as well as there being a difference in the pricing. The MISO sales are also down, but are offset by coal, chemicals, and water on the income statement. The MISO market is not expected to improve this year.

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

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

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

Comm. Merkes recommended exploring the option of purchasing a used vehicle instead of a new vehicle to replace the 1999 van. Manager of Customer and Utility Services Rodriguez stated the van was currently valued at \$2,500, and the cost to rebuild the transmission is \$3,000. The van has over 104,000 miles and has been used very little in the city; most of the miles are highway miles from trips to Sun Prairie. Options and pricing were obtained on a five passenger vehicle.

After discussion, the Commission requested obtaining additional information and pricing on used vehicles.

The motion by Comm. Fahrbach, seconded by Comm. Merkes, was unanimous on roll call to hold PO #6556 to Les Stumpf Ford, and to approve PO #6561 to Bell Lumber & Pole in the amount of \$31,022.00 to purchase 51 poles.

Item VII. Unfinished Business, Workout Plan – Mrs. Krause stated the majority of staff time has again been spent on Item #1, Steam Pricing/Contract Negotiations.

Telco Rate Update – Technical Services Engineer Teale reported he is evaluating our current rates compared to other competitors. Quotes have been received from only one vendor, and Mr. Teale will have new rates to recommend at the April Commission meeting.

Mr. Teale reported there are several connections that are not being charged for between City buildings. Since the City's budget has been completed, there are not funds available for a rate increase.

Interim General Manager stated staff will be evaluating rates from competitors, and will be proposing adjustable rates. Implementation will be based on current contracts which are not necessarily calendar year contracts. It is likely we will be negative for 2009, and will be seeking support from the Electric Utility. On a commercial level we are far less than the competition and there is room for adjustment.

With the arrival of Tom Karman, Schenck Associates, at 8:00 am, Comm. President Allwardt advanced Agenda Item VIII, 2008 Audit for discussion.

Mr. Karman reviewed the independent auditor's report of the financial statements, similar to prior years. The audit received a standard clean opinion with no reported instances of non-compliance and no management recommendations for this year. Narrative summary information was prepared by management discussing various areas of operations of the Utility.

He commented on the operating statements; the balance sheet is down approximately \$900,000 comparing 2008 to 2007. The current liabilities are down about \$1.3M. The restricted assets went up about \$3.5M, and plant assets are about the same as the prior year. More long term debt

was paid off during 2008 than what was incurred. Net assets increased about \$3.7M from the prior year.

Essentially, the electric operation stayed the same as 2007, water increased as the new rates were implemented to pay for plant expansion, and steam increased because of the full year of operation.

He added, once again, staff was well prepared and the audit process went very well.

The motion by Comm. Watson, seconded by Comm. Guidote, was unanimous to accept the 2008 Audit as presented. Mr. Karman departed the meeting.

Revised Memorandum of Understanding, Steam System Maintenance/Operations Supervisor – Mrs. Krause stated the original memorandum contained a 90 probationary period, but the Union requested 30 days. They are now willing to agree to a 90 day probationary period, and staff would like to offer this to the Supervisor.

The motion by Comm. Merkes, seconded by Comm. Fahrbach, was unanimous to approve the Revised Memorandum of Understanding, Steam System Maintenance/Operations Supervisor.

Storm Water Update – Mr. Rodriguez gave an update on the listing of information. There have been issues with missing account numbers, incomplete mailing addresses, incorrect ERUs, and parcel numbers not matching. Mayor Merkes will have a letter to Menasha residents ready to be included with the first billing.

Item VIII. New Business, 2008 Audit – this item was discussed earlier in the meeting.

Soda Ash Pump Recommendation – Mr. Verhagen reviewed the bid tabulation for replacing the soda ash pumps at the Water Plant. Two bids were received, and staff recommends awarding the bid to Energenecs in the amount of \$36,796.00. The recommendation will also need to be forwarded to the Board of Public Works for their recommendation to the Common Council. Funds are still available in the contingency funds of the Safe Drinking Water Loan.

Mr. Verhagen will discuss the pump specification issue and warranty concerns with McMahon Associates.

The motion by Comm. Merkes, seconded by Comm. Guidote, was unanimous on roll call to approve awarding the bid for soda ash pumps to Energenecs, in the amount of \$37,796.00, in addition to recommending the Board of Public Works approve this contract and forward their recommendation to the Common Council.

Right to Maintain Interest in ATC LLC & Second of Four Opportunities to Participate in Voluntary Additional Capital Contributions – Mrs. Krause reviewed the voluntary capital contribution request from ATC. Staff recommends allowing WPPI Energy to make the call on our behalf if they would like to do so.

The motion by Comm. Fahrbach, seconded by Comm. Watson, was unanimously approved to pass on this voluntary call, and to allow WPPI Energy to participate on our behalf if they wish.

DeGroot Change Order –Electric and Water Distribution Supervisor Pichler reported the state highway detour signage, installation, and maintenance requirement was not received in time to be included in the bidding process. The Change Order will cover the extra cost associated with posting the detour, and will need to be approved by the Board of Public Works and Common Council before the loan is closed.

The motion by Comm. Guidote, seconded by Comm. Watson, was unanimous on roll call to approve Change Order No. 1, in the amount of \$10,500, and to forward this Change Order to the Board of Public Works for their approval and recommendation to the Common Council.

Biofuel Investigation – Mr. Verhagen gave an update on opportunities staff is reviewing for co-firing the Steam Plant boilers with biomass fuel. There is a grant available through the Wisconsin Department of Administration that will assist up to \$25,000 to fund a study of biomass inventories, the cost of obtaining those resources, and their general availability.

Staff is requesting authorization to make application for the grant, to evaluate the proposals currently received, and to select an engineering firm to conduct the study.

The motion by Comm. Guidote, seconded by Comm. Fahrback, was unanimously approved to proceed with the grant application, evaluate the proposals under \$25,000, and to select an engineering firm to conduct the study.

Item IX. Project Reports, Third Street Water Main Project – Mayor Merkes expressed concerns regarding communication to the businesses regarding street and driveway access closings. Supv. Pichler stated DeGroot sent out notices to the businesses, and signage reflects that there is access to local traffic. Comm. Guidote requested a copy of the letter sent to the local businesses.

Item X. Staff Reports, General Manager – Mr. Verhagen reported staff is still pursuing all efforts with steam customers and their contracts.

Electric and Water Distribution/Safety Report – Mr. Pichler added there are still three customers with frozen services, and hopefully they will be resolved by the end of this week.

Steam Utility – Manager of Steam Production Sturm stated there will be an additional outage for three days in April at the largest steam customer, and some provisions will be needed to handle the contingency. He also reviewed the condensate contamination episodes causing boiler upsets.

Water Plant – Comm. Allwardt requested target (range of operation) information be added to the system data information provided each month.

Telecommunications & Substations – there were no additional questions to the report presented.

Business Operations – there were no additional questions to the report presented.

Customer and Utility Services – Mr. Rodriguez added dealer vehicle discounts may change during the next month.

Comm. Allwardt asked about the winter moratorium and number of customers that are behind on bill payments. Mr. Rodriguez stated the moratorium ends April 15, and a press release has been sent to the local newspaper.

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

Comm. Allwardt stated the information on the key accounts was an interesting insight on the business climate of those customers.

Item XI. People from the Gallery to be heard on any items discussed at this Meeting:

Mary Ann Mulvey, 274 Misty Meadows, asked about the lack of numbers for coal system repairs on the workout plan, and receiving a copy of the 2008 Audit.

Mary Nebel, 713 First Street, spoke regarding the coal system, the financial impact of litigation and new claims.

Comm. Allwardt commented on the coal system repairs. There are a lot of issues with the belts, and splices coming apart that are being managed with the materials on hand. Mr. Sturm stated there was information in his report on an estimate from a competing vendor to make suggestions on changes to the system. Staff is currently managing what we have until we can afford to change it.

Mrs. Krause added the 2008 Audit is available on line.

Item XII. The motion by Comm. Fahrbach, seconded by Comm. Guidote, was unanimously approved on roll call at 9:30 a.m. to convene into Closed Session pursuant to Section 19.85 (1) (g) of the Wisconsin Statutes for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. RE: Potential Litigation and Steam Customer Contracts

And pursuant to Section 19.85 (1) (f) of the Wisconsin Statutes for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. RE: Personnel

By: MARK L. ALLWARDT
President

CARLA R. WATSON
Secretary

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

BEFORE THE OFFICE OF THE COMMISSIONER OF RAILROADS
STATE OF WISCONSIN

On the Commissioner's Own Motion for a Determination of the Adequacy of Warning Devices at the Grade Crossing of the Wisconsin Central Ltd. Tracks with Garfield Avenue in the City of Menasha, Winnebago County.

9164-RX-723

NOTICE OF INVESTIGATION
AND ASSESSMENT OF COSTS

On March 2, 2009, the Commissioner of Railroads directed the staff of the Office of the Commissioner of Railroads (OCR) to investigate the adequacy of warning devices under §195.28, Stats., at the grade crossing of the Wisconsin Central Ltd. (WCL) tracks with Garfield Avenue (Crossing No. 690 276S) in the City of Menasha, Winnebago County.

NOTICE IS HEREBY GIVEN that the OCR will investigate this matter and issue an appropriate order without a public hearing.

PLEASE NOTE: The Office finds that the expenses which are reasonably attributable to this investigation will be assessed against the Wisconsin Central Ltd. in accordance with §195.60, Stats., and RR 2.04.

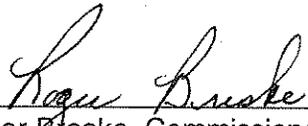
Upon reasonable notice, the Office will accommodate the needs of disabled individuals. Contact the Office at (608) 266-9536, (608) 267-1479/TTY, or (Fax) (608) 261-8220, or by writing to the Office at 610 N. Whitney Way, Room 110, PO Box 8968, Madison, Wisconsin 53708-8968.

Please contact the OCR staff with any questions, at (608) 266-7607.

MAR 24 2009

Dated at Madison, Wisconsin, _____.

By the Office of the Commissioner of Railroads.



Roger Bjeske, Commissioner

9164N723/ekp

RECEIVED

MAR 25 2009

CITY OF MENASHA

BY dg

JANUARY & FEBRUARY & MARCH 2009 Disposal Violations

<u>Date</u>	<u>Address</u>	<u>QTY</u>	<u>Comment</u>
01/06/09	Unknown		microwave in Broad St alley \$15.00 permit #5979
01/06/09	Unknown		microwave in scrap metal area \$15.00 permit #5978
01/23/09	Unknown		fridge in appliance area without permit \$15.00 #5990
02/04/09	Unknown		a/c unit illegal drop off in Broad St Alley \$15.00 permit #5997
02/16/09	Unknown		microwave, 2 vacuum, misc refuse in recycling center-permit #6004 \$15.00
03/06/09	Unknown		microwave in appliance area without permit \$15.00 #6010
03/13/09	Unknown		1 LP tanks, vacuum in recycle center, fridge in appliance area without permit \$15.00, permit #6014
03/23/09	Unknown		microwave in Broad St alley \$15.00 permit #6020
03/27/09	Unknown		3 dehumidifiers, 1 microwave, 1 fridge-illegal drop in appliance area without permits \$75.00, permits #6025-6029
03/30/09	Unknown		vacuum cleaner and dehumidifier in recycling center from weekend \$1500, permit #6031
03/30/09	Unknown		microwave in Broad St alley \$15.00 permit #6033
			***FREON APPLIANCES & MICROWAVES IN SCRAP METAL THAT ARE NOT CAUGHT GO TO PROCESSING AT SADOFF. IF DISCHARGED AT THEIR FACILITY WE RISK NOT HAVING SCRAP METAL COLLECTED IN THE FUTURE BY SADOFF OR ANY OTHER METAL VENDOR.
			***ELECTRONICS MUST BE RECYCLED BY US WHEN DROPPED OFF AT OUR FACILITY (CURRENTLY APPROXIMATELY \$0.35 PER POUND) - average weight of each electronic 10#
			3/30/09 email from Sadoff & Ruddy Industries (our metal vendor): "Had several ballasts in one of the loads. Please have your guys keep an eye out." This is a hazardous material and we must dispose of them as required. When residents leave them attached to the light fixture we must remove them before disposal.
			Clear fill (concrete, sod, etc) dumping violations - we must transport to Badger Hwys for disposal (Badger charges \$
			Hazardous material disposal violations - cost to remove unknown - removed twice each year approx cost \$750/year
	\$40.00	4	Bulky item disposal (\$10.00 each)
	\$225.00	15	Freon or Microwave Disposal Permits (\$15.00 each)
	\$4.50	1	LP Tank disposal (\$4.50 each)
			Tire disposal \$3.00 each
	\$30.00	1	Refuse disposal violations (\$30/2 yard dumpster rental)
			Yardwaste disposal violations (\$20/min pickup charge)
	\$90.70	11	Total disposal violations-cleanup (15 minutes/cleanup X \$32.98/hr wage + benefits)
	\$390.20		JAN-FEB-MAR 2009 TOTALS

Not included: gas cans () & compressed gas cylinders () will be disposed of with other hazardous waste left here illegally.

Incident like those listed above are reasons other communities have closed their drop off sites.



DEPARTMENT OF THE ARMY

DETROIT DISTRICT, CORPS OF ENGINEERS

BOX 1027

DETROIT, MICHIGAN 48231-1027

March 13, 2009

Engineering & Technical Services Division
H&H Watershed Hydrology Branch

To Our Lake Winnebago Partners,

The purpose of this letter is to inform you of our upcoming interagency conference call regarding the Lake Winnebago fill-up strategy. During the conference call, the timing and extent of the 2009 fill-up on Lake Winnebago will be discussed. The agenda for the conference call is as follows:

- Introduction and Conference Call Guidelines
- Recap of Drawdown
- Basin Conditions
 - Lake Winnebago water levels
 - Snow pack
 - Ice cover
 - River flows
- Expected spring conditions
- Fill-up Strategy
- Wrap-up session

This conference call is open to the public. To join the conference call please dial (888) 390-1268 and enter 17960 when prompted for the pass code. After dialing in, please press *6 to mute your phone. You may press *6 again during the call when you wish to speak. The conference call is scheduled for April 8, 2009 at 10:00 AM (C.D.T.).

If you have any questions please feel free to call Mr. John Allis at (313) 226-2137.

Sincerely,

A handwritten signature in cursive script that reads "Michael K. O'Bryan".

Michael K. O'Bryan, P.E.

Chief, Engineering & Technical
Services Division



MENASHA CITY SQUARE 1888

MENASHA HISTORICAL SOCIETY NEWSLETTER APRIL, 2009

LOOKING BACK

If, as a child, you wished you could grow up to be a fireman, your dream came true at our March meeting. Our firemen and their equipment keep us safe. Thanks, firemen! And thanks to Marty at Michiels Bar and Grill for a very good lunch.

LOOKING AHEAD

Same date: Thursday, April 9th; same place: Resource Center; same program: Jack Speech, Neenah Historical Society representative. He will tell us about the history of Neenah. Jack is informed and able as a speaker, and we'll learn more about our neighboring city. But not the same time! **NOTE CHANGE OF TIME - 1:00 P.M.** When we discovered April 9th was Maundy Thursday, a decision was made to not compete with local churches. We moved our time from evening to afternoon. So -- **IT'S THURSDAY, APRIL 9th AT 1:00 P.M. AT THE RESOURCE CENTER.** We plan to lure you with offers of dessert at 1:00 p.m.

April is always our annual meeting. This year there is no election because all present officers and board members will continue to fulfill their elected term of office.

MAY MEETING

May is our annual "Spring-trip" meeting. This time it's to Brillion on Thursday, May 14th. The Brillion Historical Society has a museum of interest to us, showing what a small town can do. Following the tour, we'll enjoy lunch at a local restaurant. More information in the May newsletter.

PRESERVATION MONTH

Our Historical Society will be partnering with Menasha merchants and the City's Landmark Commission to celebrate Wisconsin State Preservation Month. We will celebrate Saturday, May 16th downtown and Sunday, May 17th at Smith Park and the Memorial Building. The resource rooms will be open to display our spruced-up center. Tours of the caboose, history of the Indian mounds and tours of the Isle of Valor will be provided. At the Memorial Building Nancy Barker will give Menasha history talks and answer questions at 1:00, 2:00 and 3:00 o'clock. We are looking for volunteers to man the building, bake cookies, make coffee, etc.

LONGEST DAY OF THE YEAR CELEBRATION

There will be a celebration downtown Menasha on Saturday, June 20 put on by the merchants to celebrate the longest day of the year. There will be music, food, and entertainment. The Menasha Historical Society has been asked to participate. We are looking for volunteers.

SPECIAL RECOGNITION

Long-time member Dolores Gear has served as president, board member and all-around reliable helper. Dolores, presently serving as secretary, also assists with typing and mailing the newsletter. She reminds us of our jobs and volunteers whenever given an occasion which calls for help. Do you know how often you've eaten one (or more) of her cookies? We can always count on Dolores, and she does it all with a smile. Thanks, Dolores. Rah! Rah for you!

NOTES FROM NANCY B. (EASTER)

How many remember the colored baby chicks and bunnies in the pet store windows? Pets that survived usually ended up at our farm in less than a month. A good law was passed when it became illegal to dye animals. We saved money by using onion skins and beet juice to dye our eggs. We were always happy for a warm Easter because then we didn't have to wear brown cotton stockings and could wear our new Easter bonnets and ankle socks to church.

MEMORIES BY CARYL HERZIGER (ARBOR DAY)

When we moved to Park Street across from Smith Park in 1953, there were so many oak and elm trees that we could not see the homes on Cleveland Street across the park from us. Later, it was so difficult to watch as, one by one, the elms in the park began to fall prey to Dutch Elm disease. Over 210 trees had to be removed in the park along with twelve of the elms in our own yard. I remember my husband, Bill, going from door-to-door around the park asking residents to contribute to buying replacements. Today, park care-takers have done an excellent job of reforesting Smith Park. When I drive past the park, I can see evidence that this will again be a real woods.

Menasha Utilities
Steam Detail
For the Two Months Ending February 28, 2009

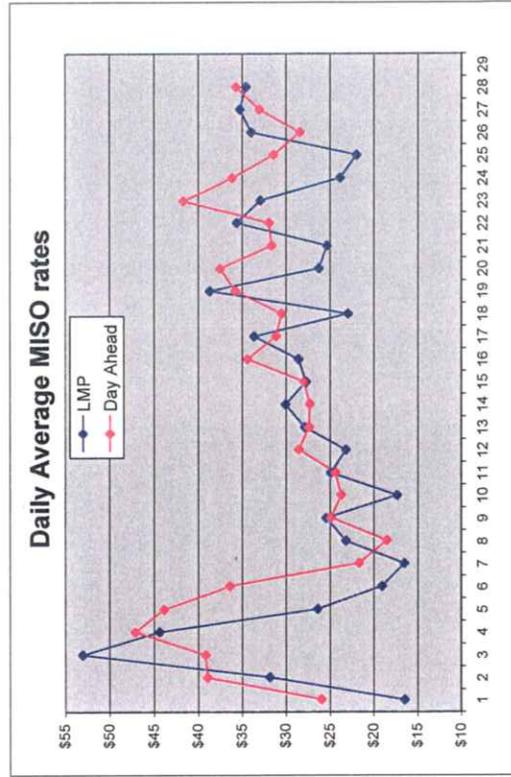
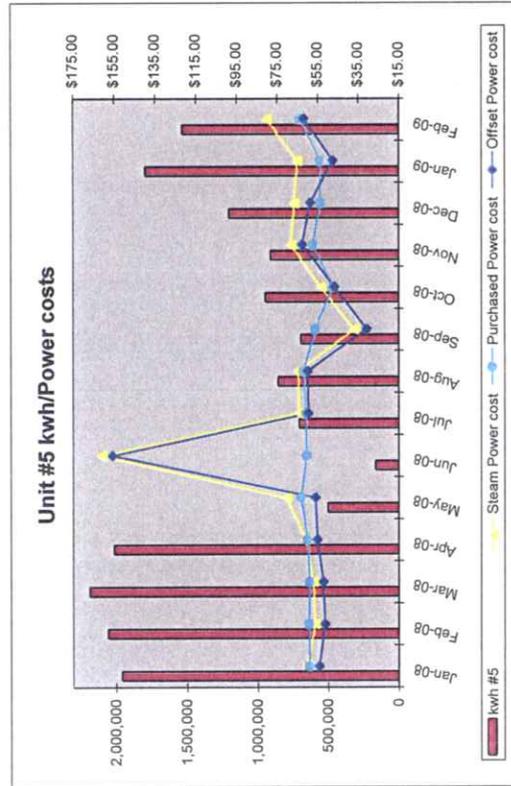
	Current Month		Actual	Year-to-Date		Annual Budget
	Actual	Budget		Variance	Actual	
Operating Revenues						
Steam Sales - Sonoco	\$599,055.41	\$774,932.18	\$1,352,610.65	\$1,570,275.12	\$8,543,839.45	(\$217,664.47)
Steam Sales - Alcan	38,335.13	47,826.13	83,167.96	91,245.17	417,042.35	(8,077.21)
Steam Sales - Whiting	36,131.95	49,773.19	77,863.80	96,730.38	464,176.92	(18,866.58)
Electric Sales	122,469.55	134,026.97	242,645.08	281,907.01	1,224,408.33	(39,261.93)
MISO Sales	3,279.54	185,832.30	3,279.54	389,849.03	2,750,992.54	(386,569.49)
Capacity Payment	13,734.02	14,134.04	27,468.04	27,868.06	172,685.26	(400.02)
Forfeited Discounts-Late Charges			357.43			357.43
Total Operating Revenues	813,005.60	1,206,524.81	1,787,392.50	2,457,874.77	13,573,144.85	(670,482.27)
Operation and Maintenance Expenses						
Steam Power Generation						
Labor	106,172.31	129,164.99	196,371.79	258,329.98	1,553,979.85	(61,958.19)
Coal	289,090.09	481,406.00	613,825.44	937,591.00	6,104,100.00	(323,765.56)
Ash Disposal	9,992.32	15,222.00	18,853.05	29,646.00	166,056.00	(10,792.95)
Other Fuel Expenses	1,765.44	5,310.00	3,974.27	10,620.00	63,720.00	(6,645.73)
Steam Expenses	2,016.01	1,500.00	2,633.58	3,000.00	97,600.00	(366.42)
City Water and Sewer	16,829.37	24,074.56	35,009.65	50,230.97	258,173.40	(15,221.32)
Electric Expenses	567.88	750.00	900.88	1,500.00	12,100.00	(599.12)
Miscellaneous Steam Power Expenses	4,087.59	4,446.05	7,608.54	10,374.13	69,943.40	(2,765.59)
Auxiliary Power	61,421.44	93,358.90	135,878.88	188,794.11	1,068,598.04	(52,915.23)
Maintenance of Structures	10.00	833.33	145.99	1,666.66	10,000.00	(1,520.67)
Maintenance of Boiler Plant	12,095.94	5,080.00	26,151.84	10,160.00	320,960.00	15,991.84
Maintenance of Electric Plant	1,826.03	1,500.00	2,224.94	3,000.00	50,000.00	(775.06)
Maintenance of Miscellaneous Steam Plant	513.66	1,200.00	604.14	2,400.00	36,800.00	(1,795.86)
Total Steam Power Generation	506,388.08	763,845.83	1,044,182.99	1,507,312.85	9,812,030.69	(463,129.86)
Distribution Expenses						
Chemical Expense	6,291.89	8,687.81	13,727.34	23,693.10	145,000.00	(9,965.76)
Steam Line Expense		625.00	57.51	1,250.00	10,000.00	(1,192.49)
Customer Installation	253.75	600.00	1,175.18	800.00	10,000.00	375.18
Maintenance of Mains	917.13	500.00	1,172.09	1,000.00	25,000.00	172.09
Maintenance of Services		400.00		800.00	4,800.00	(800.00)
Maintenance of Meters		200.00		400.00	2,400.00	(400.00)
Total Distribution Expenses	7,462.77	11,012.81	16,132.12	27,943.10	197,200.00	(11,810.98)
Administrative and General Expenses						
Administrative and General Salaries	4,665.85	3,117.86	6,009.38	6,235.72	37,414.37	(226.34)
Office Supplies and Expenses	125.48	325.00	151.45	650.00	6,235.00	(498.55)
Outside Services Employed	129,782.40	4,505.00	142,058.37	9,527.00	51,363.00	132,531.37
Property Insurance	4,151.16	4,665.81	8,302.32	9,331.62	55,989.75	(1,029.30)
Injuries and Damages	2,745.74	3,785.42	5,742.95	7,570.84	45,425.07	(1,827.89)
Employee Pensions and Benefits	29,725.63	35,089.37	77,220.62	91,746.24	445,352.38	(14,525.62)
Miscellaneous General Expenses	605.85	820.87	1,058.46	3,594.74	17,533.69	(2,536.28)
Vehicle Clearing	14.47	14.47	70.87			70.87
Power Operated Clearing	759.90	50.00	1,543.06	100.00	600.00	1,543.06
Rents	50.00		100.00			
Maintenance of General Plant						
Total Administrative and General Expenses	172,626.48	52,359.33	242,317.48	128,756.16	659,913.26	113,561.32
Total Operation and Maintenance Expenses	686,477.33	827,217.97	1,302,632.59	1,664,012.11	10,669,143.95	(361,379.52)
Other Operating Expenses						

Menasha Utilities
Steam Detail
For the Two Months Ending February 28, 2009

	Current Month		Year-to-Date		Annual Budget	
	Actual	Budget	Actual	Budget	Actual	Budget
GE Water Treatment Lease Expense	\$29,166.03	\$29,166.03	\$58,332.06	\$58,332.06	\$349,992.36	\$349,992.36
Taxes	7,776.12	9,863.57	14,346.58	19,727.14	118,362.78	118,362.78
Total Other Operating Expenses	36,942.15	39,029.60	72,678.64	78,059.20	468,355.14	468,355.14
Total Operating Expenses	723,419.48	866,247.57	1,375,311.23	1,742,071.31	11,137,499.09	11,137,499.09
Net Operating Income (Loss)	89,586.12	340,277.24	412,081.27	715,803.46	2,435,645.76	2,435,645.76
<i>Other Income</i>						
Interest and Dividend Income	7,368.55	7,790.00	16,099.82	15,830.00	88,091.00	88,091.00
Total Other Income	7,368.55	7,790.00	16,099.82	15,830.00	88,091.00	88,091.00
Income Before Interest Charges	96,954.67	348,067.24	428,181.09	731,633.46	2,523,736.76	2,523,736.76
<i>Interest Charges</i>						
Interest on Long-Term Debt	100,615.67	100,658.32	201,231.34	201,316.64	1,428,242.36	1,428,242.36
Interest on Debt to Municipality	76,598.33	78,436.83	153,196.66	156,873.66	941,241.96	941,241.96
Other Interest Expense	1,417.97	2,500.00	3,068.81	4,700.00	13,000.00	13,000.00
Total Interest Charges	178,631.97	181,595.15	357,496.81	362,890.30	2,382,484.32	2,382,484.32
Net Income (Loss)	(81,677.30)	166,472.09	70,684.28	368,743.16	141,252.44	141,252.44

STEAM DISTRIBUTION FOR FEBRUARY 2009

	Monthly Total	Budget	YTD	YTD Budget
Total Steam purchased				
Sonoco	60,389	68,883	136,352	139,580
Alcan	3,968	4,348	8,610	8,295
Whiting	3,756	4,525	8,094	8,794
Steam Total	68,113	77,756	153,055	156,669
Total Generation kwh	On-Peak	Off-Peak	Monthly Total	YTD
MISO Market	0	0		
Unit #3	0	0	0	7,251,000
Unit #4	107,400	58,343	165,743	0
Real-Time - MISO				
Average MISO Price	107,400	58,343	165,743	165,743
	34.18	12.86	29.27	29.27
Day-Ahead - MISO				
Average MISO Price	0	0	0	7,251,000
				53.76
Total MISO Market	107,400	58,343	165,743	7,251,000
Behind the Meter				
Unit #5	623,424	907,433	1,530,857	4,405,000
Average Price			80.00	64.00
MW Total	730,824	965,776	1,696,600	11,656,000





March 31, 2009

City of Menasha • Department of Public Works

«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 Follow-up Inspections

In January and February of 2009 we sent you a letter requesting to do a follow-up inspection to the original inspection performed on your property in 2002. As was stated in the previous letters, 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. The City Council passed Ordinance 0-7-04 on June 7, 2004 (see attached) which allows the City to inspect your property. **If you do not contact our office and set up an appointment, the City will bill you the appropriate sewer surcharge as explained in the attached ordinance (\$50.00 per month for residential properties) beginning May 1, 2009, and continuing until such time you contact us for an appointment.**

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

Enclosure

C: Mayor Merkes
Common Council (Communication)

[Faint, illegible text]

Owner	Owner2	Property Address	Owner Address	Owner City	Owner State	Owner Zip
Joshua M. Arndt	Kelli J. Arndt	RE: 1144 Woodland Drive	838 Emily Street	Menasha	WI	54952
Spring Meadow Homes LLC	C/O Shane & Paula Dorn	RE: 917 Meadowview Drive	1920 Anita Court	Appleton	WI	54913
Spring Meadow Homes LLC	C/O Shane & Paula Dorn	RE: 919 Meadowview Drive	1920 Anita Court	Appleton	WI	54913
Charles E. Burns			1009 Meadowview Drive	Menasha	WI	54952
Lance T. Willie	Jessica L. Willie		1116 Meadowview Drive	Menasha	WI	54952
Dennis M. Maney		RE: 928A Meadowview Drive	7940 County Road T	Larsen	WI	54947



March 31, 2009

«Owner»
«Owner2»
«Owner_address»
«Owner_City», «Owner_State» «Owner_Zip»

«Property_Address»

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

To Whom It May Concern:

In January and February of 2009 you received a letter requesting that you contact our office and set up a Foundation Drain/Sump Pump Inspection. To date we have had no response from you.

Your property needs to be checked for correct storm and drain water disposal. The purpose of this inspection program is to identify any buildings that may have sump pumps, foundation drains 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. It is imperative that your property be inspected as part of the overall inspection program.

All properties with improvements need to be inspected; including those with or without sump pumps and basements

It is extremely important to the City of Menasha to inspect all buildings to identify clear water sources. The City Council passed Ordinance 0-7-04 on June 7, 2004 (see attached) which allows the City to inspect your property. **If you do not contact our office and set up an appointment, the City will bill you the appropriate sewer surcharge as explained in the attached ordinance (\$50.00 per month for residential properties) beginning May 1, 2009, and continuing until such time you contact us for an appointment.**

Please contact this office immediately at 967-3610 to schedule an inspection. 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. We will try to accommodate inspections outside of these time slots if necessary. Inspections will take approximately fifteen minutes.

This will be your last opportunity to have your property inspected before being billed the appropriate sewer surcharge beginning May 1, 2009. Please contact me or Tim Montour at 967-3610 if you have any questions.

Sincerely,

Mark Radtke
Public Works Director

Enclosure

C: Mayor Merkes
Common Council (Communication)

Owner	Owner2	Owner Address	Property Address	Owner City	Owner State	Owner Zip	Zoning	Year Built	Parcel Number
Andrew Ujazdowski LLC		318 12th Street	RE: 1045 Ninth Street	Neeah	WI	54956	R2	1992	6-01435-00
Andrew Ujazdowski LLC		318 12th Street	RE: 1047 Ninth Street	Neeah	WI	54956	R2	1992	6-01435-00
Dennis M. Maney		7940 County Road T	RE: 928B Meadowview Drive	Larsen	WI	54947	R2	1985	6-01223-00
Joshua M. Arndt	Kelli J. Arndt	838 Emily Street	RE: 1146 Woodland Drive	Menasha	WI	54952	R2	1976	6-00959-00
Robin A. Voight		1004 W. Brewster Street	RE: 1500 Jennie Street	Appleton	WI	54914	R2	1970	6-01019-00
Robin A. Voight		1004 W. Brewster Street	RE: 1502 Jennie Street	Appleton	WI	54914	R2	1970	6-01019-00



March 30, 2009

«Owner»
«Owner_2»
«Owner_address»
«City», «State» «Zip»

«Rental_Address»

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

To Whom It May Concern:

In January and February of 2009 you received a letter requesting that you contact our office and set up a Foundation Drain/Sump Pump Inspection. To date we have had no response from you.

Your property needs to be checked for correct storm and drain water disposal. The purpose of this inspection program is to identify any buildings that may have sump pumps, foundation drains 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. It is imperative that your property be inspected as part of the overall inspection program.

All properties with improvements need to be inspected; including those with or without sump pumps and basements

It is extremely important to the City of Menasha to inspect all buildings to identify clear water sources. The City Council passed Ordinance 0-7-04 on June 7, 2004 (see attached) which allows the City to inspect your property. **If you do not contact our office and set up an appointment, the City will bill you the appropriate sewer surcharge as explained in the attached ordinance (\$50.00 per month for residential properties) beginning May 1, 2009, and continuing until such time you contact us for an appointment.**

Please contact this office immediately at 967-3610 to schedule an inspection. 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. We will try to accommodate inspections outside of these time slots if necessary. Inspections will take approximately fifteen minutes.

This will be your last opportunity to have your property inspected before being billed the appropriate sewer surcharge beginning May 1, 2009. Please contact me or Tim Montour at 967-3610 if you have any questions.

Sincerely,


Mark Radtke
Public Works Director

Enclosure

C: Mayor Merkes
Common Council (Communication)

Owner	Owner 2	Owner address	Rental Address	City	State	Zip	Zoning	Land use	Year built	Parcel No.
Bobby A Dunning	Karen M Dunning	309 Lopas St		Menasha	WI	54952	R1		1932	730026700
Calvin K Mace Rev Living Trust		411 Lake Rd		Menasha	WI	54952	R1		1932	730001100
Chris J Smith	Stacie L Grimsley	329 Lopas St		Menasha	WI	54952	R1		1953	730010100
Daniel J Roberts	Francoise M Falise	324 Willow Ln		Menasha	WI	54952	R1		1962	730002400
David Londo		315 Willow Ln		Menasha	WI	54952	R1		1954	730028000
Everett L Sachs		375 Lopas St		Menasha	WI	54952	R1		1952	730009400
Hud C/O Best Assets Inc.		501 Marquette Ave Ste 1200	RE: 304 Lopas St	Minneapolis	MN	55402	R1		1950	730028300
John H Griffith	Ann M Griffith	364 Park St		Menasha	WI	54952	R1		1982	730003600
Justin S Reeder	Annie M Reeder	716 Nicolet Blvd		Menasha	WI	54952	R1		1961	730023100
Kamie R Ogden		305 Willow Ln		Menasha	WI	54952	R1		1953	730027800
Stanford B Popovich	Karen J Popovich	368 Lopas St		Menasha	WI	54952	R1		1955	730011700
Therese L Tully		313 Winnebago Ave		Menasha	WI	54952	R1		1950	730005500
Thomas J Fink		319 Winnebago Ave		Menasha	WI	54952	R1		1941	730005700

Town of Menasha Utility District Commission Regular Meeting
Municipal Complex - Assembly Room - Monday, February 23, 2009

Minutes

1. Call to Order, Pledge of Allegiance and Roll Call

President Arden Tews called the meeting to order at 5:00 p.m., followed by the Pledge of Allegiance. Secretary Backman took roll call and present were President Tews, Commissioners Gerhart, Hanson, Ziegler and Youngquist. Also present were Administrator Sturgell, Finance Dir. Piergrossi, Accts. Mgr/Deputy Treas. Pagel, Com. Dev. Dir. Dearborn, Wastewater Supt. Laabs, Water Supt. Roth, Engineer Werner, Josh Woodside, Paul Eisen.

2. Awards/Presentations

3. Public Forum

4. Discussion Items

a) **Neenah-Menasha Sewerage Commission Interceptor Discussion:** Administrator Sturgell explained he was contacted and had discussions with Manager Randy Much, and Neenah-Menasha Sewerage Commission (NMSC) Attorney Jim Gunz. NMSC owns a series of interceptors, one which runs from Ninth Street to Airport Road and services Town utility customers. He explained NMSC paid off their debt and would now like to see the Town of Menasha take over ownership and maintain the interceptor pipe which runs north of Ninth Street in the Town, and south of Ninth Street in the City. Administrator Sturgell feels the southern portion of the interceptor should remain in the hands of the NMSC, however stated the Town could consider taking over ownership of our portion of the pipe that runs north of Ninth Street. Administrator Sturgell asked whether the NMSC had set aside money to fund future maintenance, but it was determined there were no such funds available. Wastewater Superintendent Laabs showed a mapped route of the interceptor as well as pictures of the condition of the interceptor when televised which showed some deterioration, but he feels that overall it is in good shape. Supt. Laabs did suggest lining the interceptor on Airport Road within the next two to three years. Engineer Werner quoted the cost at approximately \$125-\$150,000 and suggested while getting bids on another project, he could obtain an alternate bid for the re-lining. Supt. Laabs stated the Town televises our portion of the interceptor and suggested it would be a good idea for the City to do televising of their portion of the pipe as well. Commission members asked how often televising is done, and Supt. Laabs stated about every five years. Supervisor Ziegler then suggested it may be a good idea to have a written stipulation that the City of Menasha does televising every five years also. Commissioner Gerhart asked whether the NMSC should be the driver of the discussions for both the Town and the City to work together, and Commissioner Youngquist stated he would take that suggestion back to the Neenah-Menasha Sewerage Commission at their next meeting.

5. Old Business

6. New Business

a) 090223-1:UD Expenditures

MOTION: Ziegler/Hanson to approve the expenditures as submitted with the exception of none. Motion carried.

7. Ordinances/Policies/Agreements

8. Approval of Minutes

a) **Regular Utility District Meeting - January 19, 2009**

b) **Regular Utility District Meeting - February 9, 2009**

MOTION: Hanson/Ziegler to dispense with reading the above minutes and approve as submitted. Motion carried with Commissioner Youngquist abstaining on the Feb. 9 minutes due to absence.

9. Correspondence

10. Reports

- a) **Water Superintendent Roth - Well Project Update:** Reported at Well #7, they successfully extracted the drill bit lodged down in the well using a special tool and may now finish drilling. It is anticipated the crew will be finished within about two weeks. Commissioner Youngquist inquired about the status of drilling Well #8 and Supt. Roth gave an update but stated they want Well #7 operational before resuming their drilling of Well #8.

11. Motions by Commissioners

12. Adjournment

At 5:30 p.m., MOTION: Ziegler/Hanson to adjourn. Motion carried.

Respectfully submitted,

Karen Backman, Secretary

Note: These minutes are not to be considered official until acted upon at an upcoming regular meeting, therefore, are subject to revision.

Town of Menasha Utility District Commission Regular Meeting
Municipal Complex - Assembly Room - Monday, March 9, 2009

Minutes

1. Call to Order, Pledge of Allegiance and Roll Call

President Arden Tews called the meeting to order at 5:00 p.m., followed by the Pledge of Allegiance. Secretary Backman took roll call and present were President Tews, Commissioners Gerhart, Hanson, Ziegler and Youngquist. Also present were Administrator Sturgell, Finance Dir. Piergrossi, Accts. Mgr/Deputy Treas. Pagel Com. Dev. Dir. Dearborn, Wastewater Supt. Laabs, Water Supt. Roth, Engineer Werner, Melvin Schultz, Barb Knaack, Pat Dobberke, and Josh Woodside.

2. Awards/Presentations

3. Public Forum

4. Discussion Items

5. Old Business

6. New Business

a) 090309-1:UD Expenditures

MOTION: Youngquist/Ziegler to approve the expenditures as submitted with the exception of none. Motion carried.

7. Ordinances/Policies/Agreements

8. Approval of Minutes

a) Regular Utility District Meeting - February 23, 2009

MOTION: Hanson/Gerhart to dispense with reading the above minutes and approve as submitted. Motion carried.

9. Correspondence

a) Water Pumpage Report - February 2009

b) Water Main Report - February 2009

MOTION: Youngquist/Hanson to accept the correspondence for filing as submitted. Motion carried.

10. Reports

a) Supervisor Youngquist - Neenah-Menasha Sewerage Commission Update: On request of the Utility Commission, Comm. Youngquist went back to the Neenah-Menasha Sewerage Commission (NMSC) and reported that the Utility Commission is in consensus of not being opposed of the town taking possession of the north end of the Ninth Street interceptor, and if the City of Menasha is financially able would welcome their maintaining the southern portion as well. Hopefully, this effort can be coordinated through Attorney Gunz. Commissioner Youngquist explained that NMSC has assured us that the city must comply, possibly mandated, to see that repairs are made and that flowage goes to the treatment plant. President Tews commented that he would like to see the City of Menasha have the opportunity to take over their portion of the interceptor, stating it would be in the spirit of cooperation that we work together. Comm. Hanson asked that Comm. Youngquist go back to the NMSC to ask whether, if the interceptor is in their possession, they are mandated to do repairs. Comm. Youngquist stated he would ask. Staff discussed the location of the interceptor and where the dividing line of the two municipalities meets in the road should a problem occur. Wastewater Superintendent Laabs described this area.

b) Finance Director Piergrossi - Utility Online Services: Dir. Piergrossi reported that after ironing out a couple of minor issues, the town went live with online services to allow residents to review their utility bills and pay bills 24/7 with the hope of increasing its customer service. The convenience of going online for your account services requires that you have internet service and an e-mail account set up on your

home computer. You may access the Town of Menasha home page, www.town-menasha.com, and go to the link, "Online Services". Dir. Piergrossi indicated that she hopes to alleviate people having to wait at the Finance counter for service. It also has allowed her to go without re-hiring an additional part-time person in the department to assist customers.

- c) **Water Superintendent Roth - Well Project Update:** Reported that on the east side, drilling of Well #7 is now completed with a final depth of 585 feet. Samples were taken and when approved will complete the well; on the west side Well #8 drilling has begun, reaching approximately 90 feet so far.

11. **Motions by Commissioners**

12. **Adjournment**

At 5:18 p.m., MOTION: Gerhart/Hanson to adjourn. Motion carried.

Respectfully submitted,

Karen Backman, Secretary

Note: These minutes are not to be considered official until acted upon at an upcoming regular meeting, therefore, are subject to revision.

STATE OF WISCONSIN DEPARTMENT OF NATURAL RESOURCES

NOTICE OF FINAL DETERMINATION TO REISSUE A WISCONSIN POLLUTANT DISCHARGE
ELIMINATION SYSTEM (WPDES) PERMIT No. WI-0026085-08-0

Permittee: Neenah-Menasha Sewerage Commission, 101 Garfield Avenue, Menasha, WI, 54952-3397

Facility Where Discharge Occurs: Neenah Menasha Sewerage Commission, 101 Garfield Avenue, Menasha,
Wisconsin

Receiving Water And Location: Menasha Channel of the Fox River in Winnebago County.

Brief Facility Description: The permittee owns - and a private contractor operates - an activated sludge wastewater treatment facility that treats domestic wastewater as well as wastewater from twenty-five industrial contributors. The permittee administers an industrial pretreatment program that regulates these contributors. The facility is designed to treat an annual average flow of 12.8 million gallons per day (MGD) and currently treats an average of 10.6 MGD. Phosphorous removal and seasonal disinfection are provided. Sludge is thickened and anaerobically digested prior to land application.

Permit Drafter's Name, Address and Phone: Richard Sachs, DNR, 2984 Shawano Avenue, Green Bay, WI, 54313-6727, (920) 662-5176

Basin Engineer's Name, Address, and Phone: James Savinski, 625 E County Road Y, Suite 700, Oshkosh, WI 54901, (920) 424-4013

Date Permit Signed/Issued: March 4, 2009

Date of Effectiveness: April 1, 2009

Date of Expiration: December 31, 2013

Following the public notice period the Department has made a final determination to reissue the WPDES permit for the above-named permittee for this existing discharge. The permit application information from the WPDES permit file, comments received on the proposed permit and applicable Wis. Adm. Codes were used as a basis for this final determination.

The Department has the authority to issue, modify, suspend, or revoke WPDES permits and to establish effluent limitations and permit conditions under ch. 283, Stats.

Following is a summary of significant comments and any significant changes which have been made in the terms and conditions set forth in the draft permit:

Comments Received from the Applicant, Individuals or Groups and Any Permit Changes as Applicable

No comments received.

Comments Received from EPA or Other Government Agencies and Any Permit Changes as Applicable

The proposed variance from the water quality standards for mercury was approved by EPA on February 4, 2009.

As provided by s. 283.63, Stats., and ch. 203, Wis. Adm. Code, persons desiring further adjudicative review of this final determination may request a public adjudicatory hearing. A request shall be made by filing a verified petition for review with the Secretary of the Department of Natural Resources within 60 days of the date the permit was signed (see permit signature date above). Further information regarding the conduct and nature of public adjudicatory hearings may be obtained by contacting the Department of Natural Resources, Bureau of Watershed Management, WPDES Permits, Box 7921, Madison, Wisconsin 53707 and by review of ch. NR 203, Wis. Adm. Code, s. 283.63 Stats., and applicable code law.

Information on file for this permit action may be inspected and copied at either the above named permit drafter's address or the above named basin engineer's address, Monday through Friday (except holidays), between 9:00 a.m. and 3:30 p.m. Information on this permit action may also be obtained by calling the permit drafter at (920) 662-5176 or by writing to the Department. Reasonable costs (usually 20 cents per page) will be charged for copies of information in the file other than the public notice and fact sheet. Pursuant to the Americans with Disabilities Act, reasonable accommodation, including the provision of informational material in an alternative format, will be made to qualified individuals upon request.

RECEIVED

MAR 17 2009

CITY OF MENASHA
BY dg

Public Notice of an Air Pollution Permit Application Review

RECEIVED
MAR 26 2009
NATURAL RESOURCES

Facility Description.

Graphic Packaging International, Inc., 160 Washington Street, Menasha, Winnebago County, Wisconsin, FID 471033970, submitted to the Department of Natural Resources (DNR) a permit application, including plans and specifications for construction and operation of a sheet fed offset non-heat set lithographic press (#52). Air pollution construction permit no. 09-JJW-059, and permit 471033970-F30, renewal of a synthetic minor operation permit.

Application Review.

DNR has made a preliminary determination that the application meets state and Federal air pollution control requirements and that the permit should be approved. You can review the permit application, the DNR's analysis and draft permit prepared by the DNR at the Department of Natural Resources Bureau of Air Management Headquarters, Seventh Floor, 101 South Webster Street, Madison, Wisconsin; Northeast Region Air Program, Oshkosh Service Center, 625 E. County Road Y, Suite 700, Oshkosh, Wisconsin, tel. 920-424-3050; and at the Elisha D. Smith Public Library, 440 First Street, Menasha, Wisconsin, or contact Jonathan Wright at 920-303-5432 or by e-mail at Jonathan.Wright@wisconsin.gov.

This information is also available for downloading from the Internet at <http://dnr.wi.gov/air/permits/permitsearch.html>.

This type of proposal normally does not have the potential to cause significant adverse environmental effects and the DNR has not prepared an Environmental Assessment of the proposal. 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.

Public Comments.

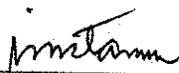
Interested persons wishing to comment on the application or DNR-s review of it or wishing to request a public hearing should do so by April 27, 2009, or within 30 days of publication of this notice, whichever is later, and send comments or requests to:

Wisconsin Department of Natural Resources, Northeast Region Air Program, Oshkosh Service Center, 625 E. County Road Y, Suite 700, Oshkosh, WI 54901-9731; Attn.: Jonathan Wright.

If a hearing is requested, the requester shall indicate their interest in the permit and the reasons why a hearing is warranted. Information on the public commenting and hearing process is available at <http://dnr.wi.gov/air/citguide.htm>.

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

STATE OF WISCONSIN
DEPARTMENT OF NATURAL RESOURCES
For the Secretary

By 
Imelda Stamm
Environmental Engineer Supervisor

**FOR
INFORMATION ONLY**



US 10/WIS 441 Tri-County freeway

Winnebago County

March 2009

Contact information

For additional information about the project, contact:

Bill Bertrand, P.E.
Project Manager
WisDOT Northeast Region
PO Box 28080
944 Vanderperren Way
Green Bay, WI 54324-0080
(920) 492-5708
william.bertrand@dot.wi.gov

Kim Rudat
WisDOT Northeast Region
Communications Manager
(920) 492-5743

Public meeting scheduled

A public information meeting about the project will be held on April 2 from 5 p.m. to 7 p.m. at the Menasha Community Center. See back page for details.

Mission statement:

To provide leadership in the development and operation of a safe and efficient transportation system.

Included in this project information sheet:

- Contact information
- Introduction
- Proposed improvements
- Schedule
- Public meeting notice

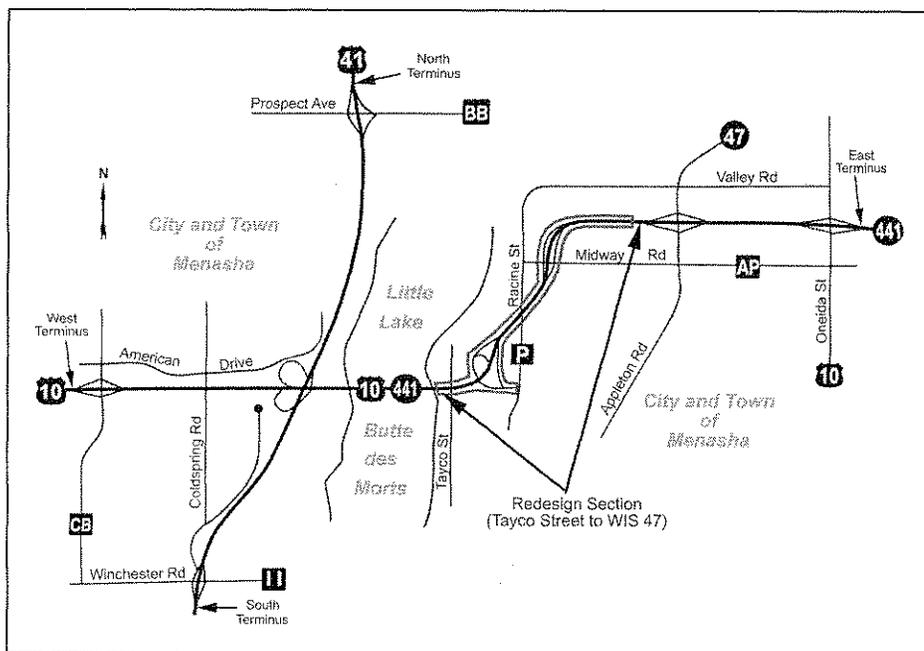
Introduction

The Wisconsin Department of Transportation (WisDOT) northeast region office in Green Bay is redesigning previous plans for improving traffic flow and safety in the US 10/WIS 441 Tri-County freeway corridor in Winnebago County (see map). The six mile freeway corridor extends from County CB west of US 41 to Oneida Street east of US 41. The project also includes the portion of US 41 from County II (Winchester Road) to County BB (Prospect Avenue).

Proposed improvements

A long range planning study for improvements in the Tri-County freeway corridor was completed in 2004 with a concept plan for modernizing the interchanges at US 41, County P (Racine Street), County AP (Midway Road), WIS 47 (Appleton Road) and US 10 (Oneida Street). The plan also included expanding US 10/WIS 441 from four to six lanes between US 41 and Oneida Street, constructing a second parallel bridge over Little Lake Butte des Morts and adding a northbound auxiliary lane on US 41 between County II and the Tri-County freeway.

Based on a safety study of the Tri-County freeway conducted by WisDOT in 2007, additional safety improvements are now being proposed between Tayco Street and County AP. The current plan would redesign this portion of the freeway to flatten the sharp curves through the County P and County AP interchanges. The possibility of using roundabouts rather than signalized intersections within the County P, County AP, WIS 47 and Oneida Street interchanges is also being considered.





WisDOT Northeast Region
944 Vanderperron Bay, PO Box 28080
Green Bay, WI 54324-0080

WisDOT web site: www.dot.wisconsin.gov

PRSRT STD
US POSTAGE
PAID
MADISON WI
PERMIT #2783

US 10/WIS 441 Tri-County Freeway Public Meeting Notice



AUTO
DONALD MERKES
MAYOR
CITY OF MENASHA
140 MAIN ST
MENASHA WI 54952-3190

Schedule

The redesigned concept plan is anticipated to be completed in spring 2010. Other activities will include an updated environmental document, agency coordination, meetings with local officials (first meeting held on March 3 2009), and another public information meeting in late summer 2009.

The 2007 safety study also identified some short term improvements that are currently targeted for construction in 2010 and 2011. These include adding auxiliary lanes on both sides of the Tri-County freeway between County P and County AP, improving the westbound parallel on ramp at County P, flattening the steep slopes in the County P interchange area, improving overhead signing and upgrading the crash impact attenuators at some sign bridges.

Public information meeting set

WisDOT invites the public to attend an information meeting about the US 10/WIS 441 Tri-County freeway project on Thursday, April 2, 2009 at the Menasha Community Center, 1000 Valley Road, Menasha. The informal open house meeting will be conducted from 5 p.m. to 7 p.m. Interested persons may stop in anytime between those hours to visit with the project team, review the displays and share ideas or concerns. The meeting facility is wheelchair accessible. Hearing impaired persons needing assistance should contact the Wisconsin Telecommunications Relay System (dial 711). To allow for arranging assistance, please call no later than three working days prior to the meeting.

Public information meeting
Thursday, April 2, 2009
5 p.m. to 7 p.m.
Menasha
community center

To keep informed about the US 10/WIS 441 Tri-County freeway project, interested persons may also visit the project website at www.dot.wisconsin.gov/projects/d3/wis441/index.htm.

State of Wisconsin\Government Accountability Board

Post Office Box 7984
212 East Washington Avenue, 3rd Floor
Madison, WI 53707-7984
Voice (608) 266-8005
Fax (608) 267-0500
E-mail: gab@wisconsin.gov
<http://gab.wi.gov>



JUDGE MICHAEL BRENNAN
Chair

KEVIN J. KENNEDY
Director and General Counsel

March 13, 2009

DEBBI GALEAZZI
CITY OF MENASHA
140 MAIN STREET
MENASHA WI 54952

RECEIVED
MAR 17 2009
CITY OF MENASHA
BY dg

On behalf of members of the Government Accountability Board, we are pleased to enclose an incentive check for your municipality, for accurately providing valuable voter participation and election data on the revised Election Voting and Registration Statistics Reports, also known as "GAB-190 Forms" for all wards within your municipality, for the November 4, 2008, General and Presidential Election.

The amount of the enclosed check for your municipality is calculated as follows:

\$100 x 1 Reporting Units with GAB-190 Forms Accurately Completed = \$100

This one-time incentive payment is made possible by a grant that the Government Accountability Board, Elections Division received from the U.S. Election Assistance Commission to: 1) Provide detailed election data from the November 4, 2008, General and Presidential Election, at the precinct level; 2) Improve the State's existing elections data collection business practices; and, 3) Develop an elections data collection model protocol that can be replicated by other states.

Given the purposes of the Federal grant funds, please note the incentive payment may not be spent on, or used for any initiatives other than to improve elections data collection business practices within your municipality. As required by Federal law, the incentive check is addressed to your municipality, addressed to the treasurer. We ask that you submit the check to your treasurer, and return the enclosed Certification of Assurance -- completed by your treasurer and affirmed by you -- to our office within 20 days of receiving this correspondence.

We need a written assurance jointly signed by you and your municipal treasurer for Federal and State compliance and audit purposes. You and your municipal treasurer should maintain records for the specific election activities on which the incentive funds are spent. There is no need to submit this information to our office.

Thank you for your contribution to improving elections data collection business practices and elections administration in Wisconsin. Please let Nat Robinson know should you have questions. Nat may be contacted at (608) 267-0715, or Nat.Robinson@wi.gov.

Sincerely,

Handwritten signature of Kevin J. Kennedy in cursive.

Kevin J. Kennedy
Director and General Counsel
Government Accountability Board

Handwritten signature of Nathaniel E. Robinson in cursive.

Nathaniel E. Robinson
Elections Division Administrator
Government Accountability Board

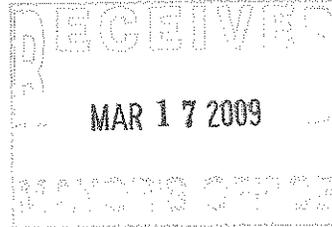
Wisconsin Municipal Clerks Association

Growth Through Caring, Knowledge Through Sharing
Since 1980



March 12, 2009

Chief Elected Official
City Of Menasha
140 Main St
Menasha, WI 54952-3190



Dear Chief Elected Official:

I am pleased to inform you that your Clerk, Deborah Galeazzi, has received the designation of Wisconsin Certified Municipal Clerk (WCMC) from the Wisconsin Municipal Clerks Association. This designation comes only after completing many hours of training and experience related to your municipality's business. This designation shows the dedication that Deborah has to you and the citizens of your municipality.

Please accept my sincere thank you for allowing Deborah to attend the training sessions necessary to complete this certification. Your municipality will benefit from her achievement.

Sincerely,

Nancy J. Zastrow, WCMC/CMC
WMCA President

fae

MEMORANDUM

TO: WPPI Energy Member Managers

CC: Roy Thilly, Tom Paque, Tim Ament, Peggy Jesion, Melanie Juedes, Lauri Isaacson, Anne Rodriguez, Mallory Stanford, Nicole Guld, WPPI Energy ESRs

FROM: Tammy Freeman

DATE: February 24, 2009

SUBJECT: *Typical Bill Comparison Summary*

RECEIVED
FEB 25 2009
FINANCIAL UTILITIES

Attached is a summary of the current typical bill comparison for WPPI Energy members. It compares members' current electric rates to comparable rates of the Wisconsin investor-owned utilities for standard usage of residential, commercial and large power/industrial customers. WPPI Energy's approved 2009 wholesale rates reflecting the 2009 projected operating results were used to estimate your average annual PCAC. Your actual monthly PCAC will vary from this average annual estimate.

This comparison applies the current approved rates for Alliant, MG&E, WE Energies, WPS and XCEL. All associated fuel surcharges or credits are also applied. The table below summarizes the most recent approved rate activity for the IOUs.

Investor-Owned Utility	Percent Change	Effective Date
Alliant Energy (fuel cost surcharge) (2009 rate adjustment)	1.60% 0.00%	4/25/08 1/1/09
Madison Gas & Electric (fuel cost surcharge) (2009 rate adjustment)	2.35% (0.74%)	5/6/08 1/1/09
WE Energies (fuel cost surcharge) (Point Beach sales credit adj.)	5.10% 3.20%	7/8/08 1/1/09
Wisconsin Public Service (final fuel cost surcharge) (2009 rate adjustment)	5.10% 0.00%	7/4/08 1/1/09
XCEL Energy (fuel cost surcharge) (2009 rate adjustment)	3.00% 0.00%	5/6/08 1/1/09

We are aware of two approved one-time credits to retail customer bills as a result of over- collection in 2008 for fuel costs. The refunds to customers from Alliant and XCEL are (\$0.00297) per kWh and

**MENASHA UTILITIES
ELECTRIC RATE COMPARISON - BASED ON 2009 ESTIMATES
MONTHLY BILL CALCULATION**

RATES	Menasha (1)	WE Energies (2)	Percent Above or Below	Wisconsin Public Service (3)	Percent Above or Below	Alliant Energy (4)	Percent Above or Below	XCEL Energy (5)	Percent Above or Below	Madison Gas & Electric (6)	Percent Above or Below
RESIDENTIAL											
100 kWh	\$16.22	\$19.00	17.1%	\$17.44	7.5%	\$18.16	11.9%	\$17.81	9.8%	\$21.50	32.5%
500 kWh	\$53.10	\$64.58	21.6%	\$64.40	21.3%	\$60.10	13.2%	\$57.05	7.4%	\$72.68	36.9%
750 kWh	\$76.15	\$93.07	22.2%	\$93.74	23.1%	\$86.32	13.4%	\$81.57	7.1%	\$104.66	37.4%
1,000 kWh	\$99.20	\$121.56	22.3%	\$123.09	24.1%	\$112.53	13.4%	\$106.09	6.9%	\$136.65	37.8%
2,000 kWh	\$191.40	\$235.52	23.1%	\$240.48	25.6%	\$217.39	13.6%	\$204.18	6.7%	\$264.60	38.2%
GENERAL SERVICE											
4 kW 500 kWh (1-phase)	\$54.75	\$64.58	18.0%	\$64.92	18.6%	\$60.10	9.8%	\$57.05	4.2%	\$72.68	32.7%
16 kW 2,000 kWh (1-phase)	\$195.00	\$235.52	20.8%	\$237.93	22.0%	\$217.39	11.5%	\$204.18	4.7%	\$264.60	35.7%
30 kW 6,000 kWh (3-phase)	\$576.00	\$698.97	21.3%	\$702.29	21.9%	\$644.71	11.9%	\$622.84	8.1%	\$782.80	35.9%
40 kW 10,000 kWh (3-phase)	\$950.00	\$1,154.81	21.6%	\$1,163.65	22.5%	\$1,064.15	12.0%	\$924.87	(2.6%)	\$1,168.30	23.0%
SMALL POWER SERVICE											
150 kW 60,000 kWh (secondary)	\$5,130.00	\$5,506.61	7.3%	\$4,725.87	(7.9%)	\$4,801.90	(6.4%)	\$4,560.42	(11.1%)	\$5,818.00	13.4%
LARGE POWER TOD SERVICE (7)											
300 kW 120,000 kWh (secondary)	\$9,464.19	\$10,966.73	15.9%	\$9,421.23	(0.5%)	\$9,776.00	3.3%	\$9,520.58	0.6%	\$11,250.09	18.9%
500 kW 200,000 kWh (primary)	\$15,267.91	\$16,864.56	10.5%	\$15,356.72	0.6%	\$15,655.19	2.3%	\$15,312.98	0.3%	\$18,344.16	20.1%
1,000 kW 400,000 kWh (primary)	\$29,912.62	\$32,963.05	10.2%	\$28,663.54	(4.2%)	\$31,077.09	3.9%	\$30,243.95	1.1%	\$35,255.92	17.9%
INDUSTRIAL POWER TOD SERVICE											
4,000 kW 2,000,000 kWh (primary)	\$143,561.80	\$150,647.88	4.9%	\$132,769.70	(7.5%)	\$142,610.25	(0.7%)	\$132,634.76	(7.6%)	\$163,723.60	14.0%
10,000 kW 5,700,000 kWh (transmission)	\$385,876.52	405,540.49	5.1%	\$343,601.47	(11.0%)	\$365,612.37	(5.3%)	\$355,842.57	(7.8%)	\$449,630.10	16.5%
20,000 kW 12,000,000 kWh (transmission)	\$795,014.79	\$841,391.19	5.8%	\$714,888.81	(10.1%)	\$755,681.29	(4.9%)	\$738,234.10	(7.1%)	\$933,866.58	17.5%
35,000 kW 21,000,000 kWh (transmission)	\$1,390,900.88	\$1,472,040.84	5.8%	\$1,250,411.92	(10.1%)	\$1,322,022.26	(5.0%)	\$1,291,793.43	(7.1%)	\$1,634,147.26	17.5%
50,000 kW 30,000,000 kWh (transmission)	\$1,986,786.97	\$2,102,690.48	5.8%	\$1,785,935.03	(10.1%)	\$1,888,363.23	(5.0%)	\$1,845,352.76	(7.1%)	\$2,334,427.94	17.5%

(1) MENASHA UTILITIES bills estimated using rates effective 11/3/06 and a projected 2009 PCAC of \$ 0.0153 per kWh
 (2) WE Energies bills based on their approved 2008 rates and includes a Point Beach sales credit which varies by rate class. Also included is a fuel surcharge which varies by rate class.
 (3) WPSC based on their approved 2009 rates and includes a fuel surcharge of \$ - per kWh
 (4) Alliant Energy based on their approved 2009 rates and includes a fuel surcharge of \$ - per kWh
 (5) XCEL Energy based on their approved 2009 rates and includes a proposed fuel surcharge of \$ - per kWh
 (6) MG&E based on their approved 2009 rates and includes a proposed fuel surcharge of \$ - per kWh
 (7) For TOU rates, on- and off-peak energy splits are adjusted to match the billing periods of each utility.

CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday March 16, 2009
MINUTES

A. CALL TO ORDER

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

B. PLEDGE OF ALLEGIANCE

1. Moment of Silence for James A. Adams, a former Menasha Mayor

C. ROLL CALL/EXCUSED ABSENCES

PRESENT: Ald. Hendricks, Zelinski, Michalkiewicz, Benner, Pamerter, Taylor, Wisneski, Pack
ALSO PRESENT: Mayor Merkes, CA/HRD Brandt, Lt. Brunn, DPW Radtke, CDD Keil, PRD Tungate,
Clerk Galeazzi, and the Press
DEPT. HEAD EXCUSED: PHD Nett, C/T Stoffel

D. PUBLIC HEARING

None

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

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

Nancy Barker, 506 Keyes Street. Tayco Street Bridge Museum needs attention.

David Zelinski, 57 Appleton Street. Appleton Street reconstruction, should do it right to correct problems.

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. CDD Keil – Update on 230-232 Main Street (Ald. Taylor)

CDD Keil reported the proposal Mike McClone, owner of 230-232 Main Street had presented to the City to assist with the demolishing of the building and replace with a new structure was removed from the table due to some negative feedback on the project. Mr. McClone is checking into the cost to renovate the building. There are some repairs that need to be taken care of. His intent is to make the property an asset to the City. Discussion ensued on the condition of the building causing problems to neighboring buildings. When asked if there has been a timetable for the repairs to be completed, CDD Keil and CA/HRD Brandt explained this is currently not a City issue as there has been no evidence of public nuisance on the part of the owner.

2. CDD Keil, PWD Radtke, PRD Tungate – Update on Tayco Street Bridge Museum-opening and equipment repairs (Ald. Taylor)

DPW Radtke reported the building has been maintained. It may need a fresh coat of paint. The technology would need to be updated, but there are no funds in the current budget to help with upgrading. CDD Keil reported this would be an item for the Landmarks Commission. Discussion ensued on forming a committee of City staff and/or residents to discuss and raise funds.

3. CDD Keil – Update on Lake Park Villas (Ald. Pack)

CDD Keil reported the agreement with John Coughlin expired in Dec, 2008. Mr. Coughlin sold two residential lots. He did adjust the sale price of the lots. The commercial lots are listed with Bomier Properties. No lots have sold recently. The City will need to look at other options to get the lots sold as these are trying times for the housing market

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

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

Minutes to receive:

- a. [Administration Committee, 3/2/09](#)
- b. [Board of Public Works, 3/2/09](#)
- c. [Board of Health, 1/28/09](#)
- d. [Library Board, 2/19/09](#)
- e. [Parks and Recreation Board, 3/9/09](#)
- f. [Water and Light Commission, 2/25/09](#)
- g. [Water and Light Commission, 2/25/09, Closed Session](#)

Communications:

- h. [Comp. Stoffel, 2/27/09; Positive Pay agreement with FNB](#)
- i. [Customers First! Newsletter, 3/2009; The Wire](#)
- j. [League of Women Voters presents, 3/19/09; Menasha's Aldermanic Voters' Forum](#)
- k. [The Municipality, 3/2009; Minute taking responsibilities](#)
- l. [Menasha Historical Society Newsletter, 3/2009](#)
- m. [Winn. Cnty, 3/11/09; Weekly testing of outdoor warning sirens 2009](#)

Ald. Taylor-Minutes F (Water & Light Comm), reconstruction of Appleton Street, replace water main.

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, 3/2/09](#)
2. [Special Common Council, 3/9/09](#)

Administration Committee, 3/2/09 – Recommends Approval of:

3. [Agreement and Contract between Advocap, Inc. and Menasha Committee on Aging with Menasha Senior Center, January 1, 2009-December 31, 2009, and authorize signatures.](#)
4. [Approval of keeping the Weights and Measures fees for the licensing period July 1, 2009-June 30, 2010 the same as 2008-09 licensing period.](#)
5. [Approval of proposed fees for the licensing period July 1, 2009-June 30, 2010: a\) DHFS Agent of the State; b\) DATCP Agent of the State; c\) Tattoo Parlor/Body Piercing Establishments.](#)

Board of Public Works, 3/2/09 – Recommends Approval of:

6. [Change Order – Carl Bowers & Sons Construction Co., Province Terrace; Contract Unit No. TIF 9 2006-07; DEDUCT: \\$116,272.10 \(Change Order No. 3 and Final\)](#)
7. [Payment – Carl Bowers & Sons Construction Co., Province Terrace; Contract Unit No. TIF 9 2006-07; \\$4,523.50 \(Payment No. 4 and Final\)](#)
8. [Recommendation to Award Contract for Third Street Water Main Replacement – DeGroot, Inc. of Green Bay in the amount of \\$598,292.47 \(Recommended by the Menasha Utilities\)](#)

Parks and Recreation Board, 3/9/09 – Recommends Approval of:

9. [Reciprocity agreements with Cities of Appleton and Neenah and Town of Menasha for 2009-2011](#)

Moved by Ald. Wisneski, seconded by Ald. Taylor to approve Items 1-9 on Consent Agenda
Motion carried on roll call 8-0

H. ITEMS REMOVED FROM CONSENT AGENDA

None

I. ORDINANCES AND RESOLUTIONS

None

J. ACTION ITEMS

1. [Fee for Outdoor Alcoholic Beverage Service Permit](#)

Moved by Ald. Wisneski, seconded by Ald. Hendricks to approve at \$25 fee as recommended by the clerk's office.

Discussion

Motion carried on roll call 8-0.

2. [Accounts Payable and Payroll for the term 3/5/09-3/12/09 in the amount of \\$422,075.10](#)

Moved by Ald. Pack, seconded by Ald. Wisneski to approve accounts payable and payroll.

Motion carried on roll call 8-0.

K. APPOINTMENTS

None

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)

Paul Brunette, 226 Main Street. 230-232 Main Street; condition of building has been an ongoing issue, property owner should be accountable for the condition of their property.

O. ADJOURNMENT

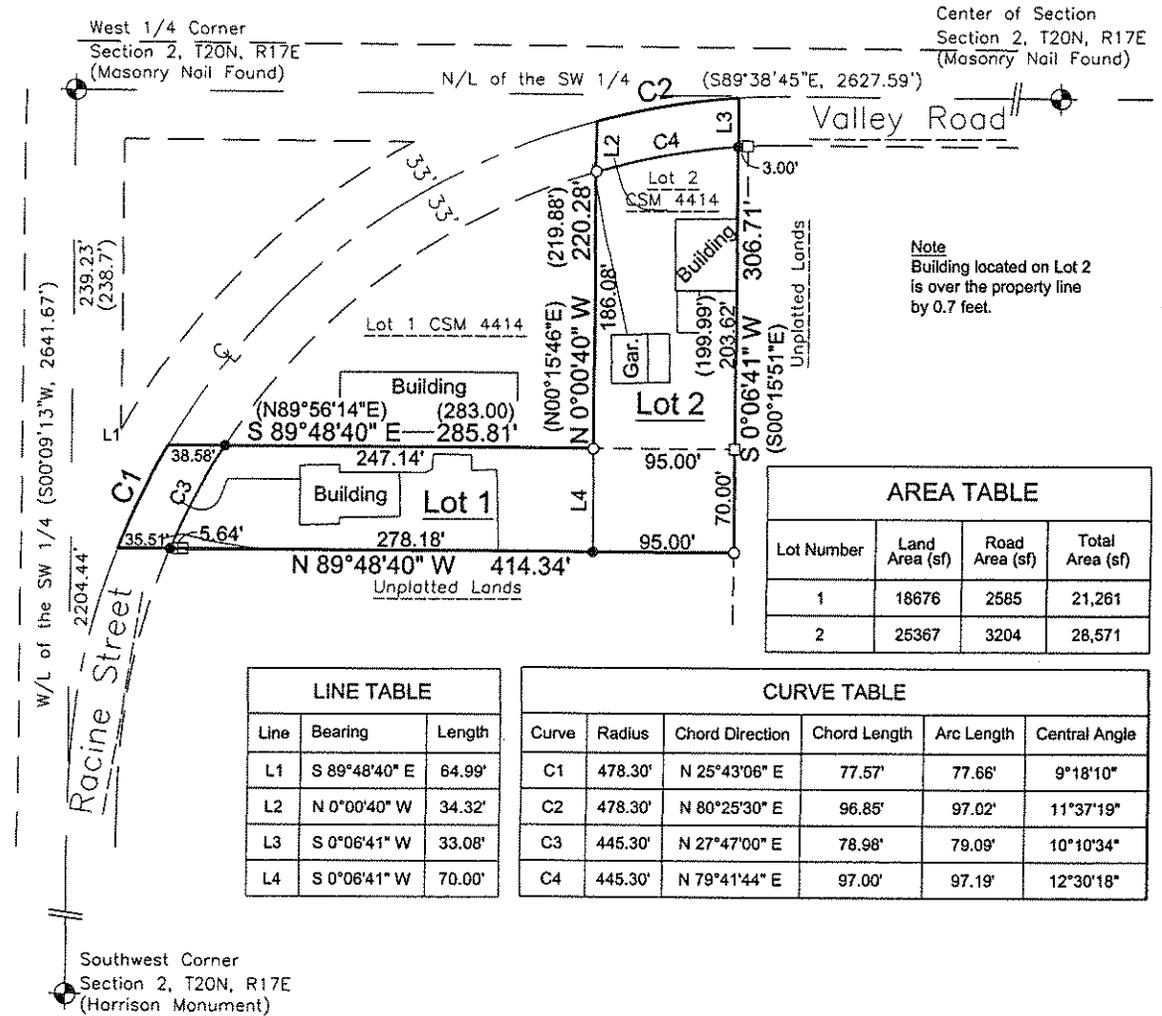
Moved by Ald. Pack, seconded by Ald. Zelinski to adjourn at 7:10 p.m.

Motion carried on voice vote

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

Certified Survey Map No. _____

All of Lot 2, Certified Survey Map 4414, and part of the Northwest 1/4 of the Southwest 1/4 of Section 2, Township 20 North, Range 17 East, Town of Menasha, Winnebago County, Wisconsin.



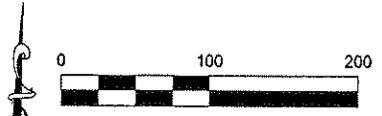
AREA TABLE			
Lot Number	Land Area (sf)	Road Area (sf)	Total Area (sf)
1	18676	2585	21,261
2	25367	3204	28,571

LINE TABLE		
Line	Bearing	Length
L1	S 89°48'40" E	64.99'
L2	N 0°00'40" W	34.32'
L3	S 0°06'41" W	33.08'
L4	S 0°06'41" W	70.00'

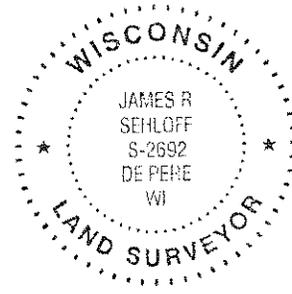
CURVE TABLE					
Curve	Radius	Chord Direction	Chord Length	Arc Length	Central Angle
C1	478.30'	N 25°43'06" E	77.57'	77.66'	9°18'10"
C2	478.30'	N 80°25'30" E	96.85'	97.02'	11°37'19"
C3	445.30'	N 27°47'00" E	78.98'	79.09'	10°10'34"
C4	445.30'	N 79°41'44" E	97.00'	97.19'	12°30'18"

LEGEND

- 3/4" x 18" Steel Rebar @ 1.50lbs/LF SET
- 3/4" Rebar Found
- 1" Iron Pipe Found
- ⊙ Government Corner
- () Recorded As



Bearings are referenced to the West line of the Southwest 1/4 Section 2, T20N, R17E, assumed to bear S00°09'13"E, based on the Winnebago County Coordinate System



James R. Sehloff 10 FEB 09
James R. Sehloff, Wisconsin Registered Land Surveyor No. S-2692 Date

Davel Engineering, Inc.
Civil Engineers and Land Surveyors
1811 Racine Street
Menasha, Wisconsin
Ph. 920-991-1866, Fax 920-830-9595

Survey for:
John Davel
1811 Racine Street
Menasha, WI Zip 54952

File: 3283CSM.dwg
Date: 02/10/2009
Drafted By: Joe
Sheet: 1 of 3

Certified Survey Map No. _____

Surveyor's Certificate

I, James R. Sehloff, registered land surveyor, hereby certify: That in full compliance with the provisions of Chapter 236 of the Wisconsin Statutes and the subdivision regulations of the Town of Menasha and Winnebago County, and under the direction of D & D Landscaping and John R. & Cathy A. Davel, owners of said land, I have surveyed, divided and mapped this Certified Survey Map; that such map correctly represents all exterior boundaries and the subdivision of the land surveyed; and that this land is All of Lot 2, Certified Survey Map 4414, and part of the Northwest 1/4 of the Southwest 1/4 of Section 2, Township 20 North, Range 17 East, Town of Menasha, Winnebago County, Wisconsin containing 49,832 Square Feet (1.1439 Acres) of land described as follows:

Commencing at the West 1/4 corner of Section 2; thence along the West line of the Southwest 1/4 of said Section 2, S00°09'13"W, 239.23 feet to a point on the center line of Racine Street; thence S89°48'40"E, 64.99 to the point of beginning; thence continuing S89°48'40"E, 285.81 feet; thence N00°00'40"W, 220.28 feet to a point on the centerline of Valley Road; thence along said center line, 97.02 feet along the arc of a curve to the Right with a radius of 478.30 feet and a chord of 96.85 feet which bears N80°25'30"E; thence S00°06'41"W, 306.71 feet; thence N89°48'40"W, 414.34 feet to the said center line of Racine Street; thence along said center line, thence 77.66 feet along the arc of a curve to the Right with a radius of 478.30 feet and a chord of 77.57 feet which bears N25°43'06"E to the point of beginning, subject to all easements, and restrictions of record.

Given under my hand this 10 day of Feb, 2009.

James R. Sehloff
James R. Sehloff, Wisconsin Registered Land Surveyor No. S-2692



Owners' Certificate

As owners, we hereby certify that we caused the land described on this certified survey map to be surveyed, divided, mapped and dedicated all as shown and represented on this map.

Dated this _____ day of _____, 20_____

John R. Davel, owner

Cathy A. Davel, owner

State of Wisconsin)
)SS
_____) County)

John R. & Cathy A. Davel personally came before me on the _____ day of _____, 20_____, the above owner(s) to me known to be the persons who executed the foregoing instrument and acknowledge the same.

Notary Public, Wisconsin My Commission Expires _____

County Planning Agency Approval Certificate

Resolved, that this certified survey map in the Town of Menasha, Winnebago County, David G. & Deborah L. Korth and John R. & Cathy A. Davel, owners, are hereby approved by Winnebago County.

Planning & Zoning Chairperson Date

ORDINANCE O – 11 – 09

AN ORDINANCE RELATING TO CLOSING HOURS FOR CLASS “B” PREMISES

Introduced by Mayor Merkes

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

SECTION 1: Sec. 7- 2 – 15 (b) is repealed and the subsequent sections are re-lettered accordingly.

SECTION 2: 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: The ordinance defining closing hours for licensed premises was amended on May 6, 2002. At that time, the only Class “B” licenses were ones for the Macs at Koslo Park and one or more of the churches. The closing time was established as between 11:00 p.m. and 8:00 am to avoid problems at Koslo Park for any games that had extended hours. We now have a request for a Class “B” license to sell beer and wine at a proposed coffee shop. This ordinance makes our closing hours consistent with State law and other combination licensed premises.

SEC. 7-2-15 CLOSING HOURS.

Closing hours shall be established in conformance with Section 125.32(3), Wis. Stats., and further restricted as follows:

(a) "CLASS B" LICENSES.

- (1) No premises for which a retail "Class B" liquor and fermented malt beverage license has been issued shall be permitted to remain open for the sale of liquor or fermented malt beverages or for any other purpose between the hours of 2:00 a.m. and 6:00 a.m., Monday through Friday, and 2:30 a.m. and 6:00 a.m. Saturday and Sunday. There shall be no closing hours on January 1.
- (2) Hotels and restaurants, whose principal business is the furnishing of food or lodging to patrons shall be permitted to remain open for the conduct of their regular business but shall not sell liquor or malt beverages during the closing hours of Subsection (a)(1) above.
- (3) The licensee or permittee and one (1) employee shall be permitted to check out receipts, check the licensed premises for security and do minor cleaning during closed hours. Under no circumstances shall the consumption of alcohol beverages be permitted during closed hours. Commercial janitorial service personnel shall be allowed to enter the licensed premises for the purpose of cleaning during closed hours. The premises shall be well lighted during cleanup.

(b) CLASS "B" LICENSES. Class "B" licenses premises may not sell fermented malt beverages or wine between 11:00 p.m. and 8:00 a.m.

- (c) **CLASS "A" LICENSES.** Premises that have been granted a "Class A" license may remain open for the conduct of their regular business daily but may not sell fermented malt beverages between 12 midnight and 8 a.m. Intoxicating liquor may not be sold between 9 p.m. and 8 a.m. If such "Class A" premise wishes to sell fermented malt beverages between 9 p.m. and 12 midnight, all intoxicating liquor must either be locked up or removed from that portion of the business open to customers.

ORDINANCE O-12-09

AN ORDINANCE RELATING TO SIGNS

Introduced by Alderman Benner at the recommendation of the Plan Commission.

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

SECTION 1: Article F, SEC.13-1-60 through SEC. 13-1-70 is repealed and recreated to read as follows:

ARTICLE F

Signs

SEC. 13-1-60 APPLICABILITY AND PURPOSE OF SIGN REGULATIONS

- (a) **Applicability.** This ordinance shall apply to all outdoor/exterior signs. The standards of the ordinance shall apply to all persons, firms, partnerships, associations, and corporations owning, occupying, or having control or management of any premises located within the limits of the City of Menasha.
- (b) **Purpose.** The purpose of this ordinance is to regulate signs and outdoor advertising within the City of Menasha in order to protect public safety, health, and welfare; minimize abundance and size of signs; reduce motorist distraction and loss of safe sight distance; promote public convenience; preserve property values; support and complement land use objectives as set forth in the city’s zoning ordinance; and enhance the aesthetic appearance and quality of life within the city. The standards contained herein are intended to achieve the following objectives:
 - (1) Establish a sign permit system to allow a variety of types of signs in the community and prohibit all signs not expressly permitted by this ordinance.
 - (2) Encourage the effective use of signs as a means of communication.
 - (3) Enable the public to locate goods, services, and facilities without excessive difficulty and confusion by restricting the number and placement of signs.
 - (4) Protect the public right to receive messages, especially non-commercial messages such as political, religious, economic, social, philosophical, and other types of information protected by the First Amendment of the U.S. Constitution.
 - (5) Recognize that the principal intent of commercial signs, to meet the purpose of these standards and serve the public interest, should be for identification of an establishment on the premises, and not for advertising special events, brand names, or off-premise activities. Alternative channels of advertising communication and media are available which do not create visual blight and compromise the safety of the motoring public.
 - (6) Recognize that the proliferation of signs is unduly distracting to motorists and non-motorized travelers, reduces the effectiveness of signs directing and warning the public, causes confusion, reduces desired uniform traffic flow, and creates potential for vehicular accidents.
 - (7) Maintain and improve the image of the city by encouraging signs that are compatible with existing signs, have good viewing qualities with passing

- motorists, and are compatible with buildings and streets, through the establishment of specific standards for various zoning districts in the city.
- (8) Prevent signs that are potentially dangerous to the public due to structural deficiencies, disrepair, or distraction to motorists.
 - (9) Reduce visual pollution and physical obstructions caused by a proliferation of signs that could diminish the city's image, property values, and quality of life.
 - (10) Prevent placement of signs that will conceal or obscure signs of adjacent uses.
 - (11) Limit the use of portable commercial signs in recognition of their collective significant negative impact on traffic, safety, and aesthetics of the community.
- (c) The regulations and standards of this ordinance are considered the minimum amount of regulation necessary to achieve a substantial government interest for public safety, aesthetics, and protection of property values.

SEC. 13-1-61 DEFINITIONS

- (a) **Accessory Structure Sign.** Any sign permanently attached to an accessory structure.
- (b) **Animated Sign.** Any sign that uses movement or change of lighting to depict action or create a special effect or scene.
- (c) **Awning/Canopy.** A permanently-mounted durable hood or cover which projects from the wall of the building and may or may not be retracted, folded, or collapsed against the face of a supporting structure.
- (d) **Banner.** Any sign of lightweight fabric or similar material that is mounted to the ground, pole, sign, or structure and is designed to be easily moved from one location to another. Government-related flags shall not be considered banners.
- (e) **Bench Sign.** A sign attached to or painted on any bench that is located in any right-of-way or is in view from any right-of-way.
- (f) **Billboard.** A sign directing attention to a use, facility, activity, message, product, or service which is not conducted on or related to the premises upon which the sign is located.
- (g) **Blanketing.** The unreasonable obstruction of view of a sign caused by the placement of another sign.
- (h) **Building Exposure.** For the purposes of this ordinance only, a building exposure shall be determined by enclosing the most protruding points or edges of a structure within a square or rectangle that will encompass the extreme limits of the structure. Each side of such square or rectangle shall be designated a building exposure.
- (i) **Business.** A person, partnership, organization, cooperative, association, trust, corporation, or similar entity which has a legal existence and functions for commercial, industrial, professional, or philanthropic purposes.
- (j) **Business Center.** Multiple businesses located on a unit or units of contiguous property meeting any of the following criteria:
 - (1) utilizing shared or inter-connected parking areas;
 - (2) utilizing shared access drives;
- (k) **Business Center Sign.** A monument sign identifying the entrance to a business center and/or the names of the businesses located within the business center.
- (l) **Commercial Message.** Any sign wording, logo, or other representation that directly or indirectly names, advertises, or calls attention to a business, product, service, or other commercial activity.

- (m) **Commercial Vehicle Sign.** A commercial vehicle containing sign copy which is parked in such a manner and for such duration as to demonstrate its intention to serve as a sign. This definition does not include any commercial vehicle that is used in the normal day-to-day operations of the business and is parked in any parking space approved for such parking by the City of Menasha.
- (n) **Construction Sign.** A temporary sign erected on the premises on which city approved construction is taking place. Such signs may indicate the names of the architects, engineers, landscape architects, contractors, or similar artisans, and the owners, financial supporters, sponsors, and similar individuals or firms having a role or interest with respect to the structure or project.
- (o) **Directional Sign.** Signs limited to directional messages, principally for pedestrian or vehicular traffic, such as “one-way,” “entrance,” or “exit.”
- (p) **Electronic Message Center.** A permanent sign whose informational content can be changed or altered by electronic means.
- (q) **Erect.** Shall mean to build, construct, attach, hang, place, install, suspend, affix, reconstruct, or relocate.
- (r) **Flag.** Any fabric, banner, or bunting containing distinctive colors, patterns, or symbols, used as a symbol of a government, school, or other political subdivision.
- (s) **Frontage.** The boundary of a lot which abuts an existing or dedicated public street.
- (t) **Hanging Sign.** A small pedestrian-oriented sign that is permanently suspended below a horizontal plane surface such as a marquee or canopy.
- (u) **Integral Sign.** A sign containing the names of buildings, dates or erection and other similar monumental citation, when carved into stone, concrete, or similar material or made of bronze, aluminum, or other non-combustible material and made an integral part of the structure.
- (v) **Landmark Sign.** An older sign of artistic or historic merit, uniqueness, or extraordinary significance to the city or a sign which describes state or national designation of an historic site or structure. Such signs shall be identified by the Landmarks Commission.
- (w) **Legal Non-Conforming Sign.** A sign lawfully existing at the time of the adoption of this ordinance, or amendment thereto, which does not conform to this ordinance.
- (x) **Marquee Sign.** A sign attached to or consisting in part of an interchangeable copy reader on a permanent overhanging shelter which projects from the face of a building.
- (y) **Monument Sign.** A sign in which the entire bottom is in contact with or is close to the ground and is independent of any other signs.
- (z) **Non-Commercial Sign.** Signs containing non-commercial messages, such as those designating the location of public telephones, restrooms, restrictions on smoking, and restrictions on building entrances.
- (aa) **Off-Premise Sign.** A sign directing attention to a use, business, commodity, service, or activity not conducted, sold, or offered upon the premises where the sign is located.
- (bb) **On-Premise Sign.** A sign which identifies the occupant(s) of the premises or relates solely to the use, business, or profession conducted, or to a principal commodity, service, or entertainment sold, offered, or provided upon the premises.
- (cc) **Pennant.** Any lightweight plastic, fabric, or other material, whether or not containing a message of any kind, suspended from a rope, wire, or string, sometimes in series, designed to move in the wind. Flags as defined in this Section shall not be considered pennants.
- (dd) **Plaque Sign.** A small, pedestrian-oriented version of a wall sign that is permanently attached to surfaces adjacent to store front entries.

- (ee) **Pole Sign.** A sign in which the bottom is not in contact with or close to the ground and that is mounted on a freestanding pole(s), column(s), or similar support.
- (ff) **Political Sign.** A temporary sign announcing or supporting political candidates or issues in connection with any national, state, or local election or political event, or expressing a political opinion.
- (gg) **Portable Sign.** Any sign designed or constructed to be easily moved or transported, including, but not limited to the following signs:
 - (1) banners;
 - (2) non-government related flags;
 - (3) pennants;
 - (4) sandwich board signs;
 - (5) signs with wheels or wheels removed;
 - (6) signs with chassis or support constructed without wheels;
 - (7) signs designed to be transported by trailer or wheels;
 - (8) signs attached temporarily to the ground, structure, or other signs;
 - (9) searchlights and stands;
 - (10) hot-air or gas-filled balloons or umbrellas used for advertising; and,
 - (11) substantially similar signs as determined by the Zoning Administrator.
- (hh) **Premises.** Shall mean a unit or units of contiguous property meeting any of the following criteria:
 - (1) utilizing shared or inter-connected parking areas;
 - (2) utilizing shared access drives;
- (ii) **Projecting Sign.** A pedestrian-oriented sign that is permanently affixed to the face of a building or structure and projects in a perpendicular manner more than twelve (12) inches from the wall surface of that portion of the building or structure to which it is mounted.
- (jj) **Real Estate Sign.** A temporary sign which is used to offer for sale, lease, or rent the property, business, or structure upon which the sign is placed.
- (kk) **Restaurant Menu Sign.** A small, pedestrian-oriented sign which incorporates a menu containing a list of products and prices offered by the restaurant.
- (ll) **Roof Sign.** A sign located on a roof or projecting above any portion of a roof or exterior wall of the structure.
- (mm) **Sandwich Board Sign.** A portable sign having two separate and opposite facing sign faces which are hinged at the top, and supported by spreading the sign faces into an upside down "V" formation.
- (nn) **Sidewalk Sign.** A portable sign placed on a public sidewalk.
- (oo) **Sign.** Any object, device, display, or structure, or part thereof, situated outdoors or indoors, which is used to advertise, identify, display, direct, or attract attention to an object, person, institution, organization, business, product, service, event, or location by any means, including words, letters, figures, design, symbols, fixtures, colors, illumination, or projected images.
- (pp) **Static Display.** A sign display whose characters or images are not changed more than once in a 24-hour period.
- (qq) **Store Front.** A store front shall be determined by measuring the linear feet of that portion of a building exposure that corresponds to the interior ground level space occupied by a single tenant and abutting a public street, parking area, access drive, or pedestrian walkway.

- (rr) **Structure.** Anything constructed or erected, the use of which requires a permanent location on the ground or attached to something having a permanent location on the ground.
- (ss) **Temporary Sign.** Any sign designed or constructed to be easily moved from one location to another and which are only planned to be in use for time periods of limited duration. Under this ordinance, real estate signs, political signs, and construction signs shall be considered temporary signs. Portable signs as defined in this Section are not included in this definition.
- (tt) **Tenant Directory Sign.** A sign used to identify multi-tenant buildings and businesses that do not have direct frontage on a public street.
- (uu) **Wall Sign.** A sign fastened to the wall of a building or structure in such a manner that the wall becomes the supporting structure for, or forms the background surface of, the sign and that does not project more than twelve (12) inches from such buildings or structure.
- (vv) **Window Sign.** Any sign that is placed inside a window or upon window panes or glass and is visible from the exterior of the window.

SEC. 13-1-62 SIGNS EXEMPT FROM PERMIT REQUIREMENTS

- (a) **Artwork.** Works of art which do not identify a business, product, or service.
- (b) **Construction Signs.** Temporary construction signs shall be permitted in accordance with the following standards:
 - (1) Construction signs in single and two family residential districts shall not exceed six (6) square feet per sign face, twelve (12) square feet per sign, and six (6) feet in height, and are limited to one (1) per lot. The sign shall be removed within three (3) days of the end of construction activity.
 - (2) Construction signs in multi-family and other districts shall not exceed thirty-two (32) square feet per sign face, sixty-four (64) square feet per sign. Such signs shall be limited to one (1) sign per street frontage per company. The signs shall be removed within fifteen (15) days of the end of construction activity.
- (c) **Directional Signs.** Directional signs shall be permitted in accordance with the following standards:
 - (1) Each premises shall be permitted two (2) directional signs per driveway, plus additional directional signs to improve circulation on-site provided they are not placed within the front yard.
 - (2) Directional signs shall not exceed twelve (12) square feet per sign face, twenty-four (24) square feet per sign, and shall not exceed six (6) feet in height.
 - (3) Directional signs may be placed in the vision control area provided they do not exceed three (3) feet in height.
 - (4) The sign may contain the following information only:
 - a. name of business or symbol (not both);
 - b. directional arrows;
 - c. the words “entrance” or “exit” or similar terms.
- (d) **Flags.** Government-related flags.
- (e) **Government Signs.** Signs erected by a governmental body.
- (f) **Hanging Signs.** Hanging signs shall be permitted in accordance with the following standards:
 - (1) One sign is allowed per business

- (2) Signs may not exceed four (4) sq. ft. per sign face excluding supports
 - (3) Signs may not be illuminated
 - (4) Signs must be pedestrian-oriented and positioned in a perpendicular manner to the building's wall surface.
 - (5) Hanging signs may be used only at ground floor locations except for upper floor businesses with covered entry porches or balconies.
- (g) **Holiday Lighting.** Temporary lighting and displays that are part of customary holiday decoration, provided that they contain no commercial message and are not located in the right-of-way. Holiday displays and lighting in commercial, industrial, or multi-family districts may be displayed up to sixty (60) days prior to the holiday and shall be removed within fifteen (15) days after the holiday.
 - (h) **Integral Sign.** Names of buildings, dates of erection, monumental citation, commemorative tablets when carved into stone, concrete, or similar material, or made of bronze, aluminum, or other non-combustible material and made an integral part of the structure. Such signs shall not exceed twenty-five (25) square feet in area.
 - (i) **Landmark Signs.** Landmark signs as defined in this ordinance.
 - (j) **Nameplate.** Address, owner, or occupant nameplate and other signs of up to two (2) square feet in area attached to a mailbox, light fixture, or an exterior wall.
 - (k) **Off-Premise Special Event Signs.** Announcements by public or non-profit organizations of fund raising events, special events, or activities of interest to the general public which are located off-premise, other than political signs, provided that they meet the following:
 - (1) Such signs shall not exceed six (6) square feet per sign face, twelve (12) square feet per sign in residential districts and thirty-two (32) square feet per sign face for other districts.
 - (2) Such signs may be placed in the right-of-way at the discretion of and with authorization by the Director of Public Works.
 - (3) Signs may be erected up to two (2) weeks before the event and shall be removed within three (3) days after the event.
 - (l) **Parking Lot Signs.** Parking lot signs indicating restrictions on parking, when placed within approved parking lots.
 - (m) **Plaque Signs.** Plaque signs shall be permitted in compliance with the following standards:
 - (1) Signs must be located adjacent to a business entrance;
 - (2) One (1) sign shall be allowed per business entrance;
 - (3) Signs shall not exceed two (2) sq. ft. maximum and shall not project from wall surfaces more than two (2) inches;
 - (4) Signs may not be illuminated.
 - (n) **Political Signs.** Temporary political signs shall be removed within fifteen (15) days after the election or event.
 - (o) **Portable Signs.** Portable signs as defined in Sec. 13-1-61 shall be permitted in compliance with the following standards.
 - (1) The use of a portable sign shall be limited to thirty (30) days at a time, and not more frequently than three (3) times per calendar year at any one business. The placement of one portable sign constitutes one (1) event.
 - (2) For a special event, such as a grand opening or special sale, multiple portable signs may be used (such as banners, flags, or pennants). Use of multiple portable signs for special events shall be permitted one (1) time per calendar year per

business, not to exceed (30) days at a time. This time period will be counted towards the allowable portable sign use of three (3) times per calendar year.

- (3) The maximum size of any portable sign shall be thirty-two (32) square feet per sign face, sixty-four (64) square feet per sign.
 - (4) Portable signs shall be securely mounted, legible, and maintained in good condition.
 - (5) Portable signs with commercial messages are prohibited on properties employing the use of electronic message centers.
- (p) **Real Estate Signs.** Real estate signs are permitted in compliance with the following standards:
- (1) Real estate signs in residential districts are limited to one (1) sign per street frontage and may not exceed six (6) square feet per sign face, twelve (12) square feet per sign, and six (6) feet in height.
 - (2) Real estate signs in nonresidential district are limited to one (1) sign per street frontage and may not exceed thirty-two (32) square feet per sign face, sixty-four (64) square feet per sign, and eight (8) feet in height.
 - (3) Real estate signs shall be removed on or before fifteen (15) calendar days after the sale, lease, or rental of the premises or structure, property, subdivision, or condominium. The date of the acceptance of an offer to purchase, to lease, or to rent by the current owner, or the date of a placement of a sold, leased, or rented sign on the premises, whichever date is earlier, shall determine the beginning of the fifteen (15) day period.
- (q) **Restaurant Menu Sign.** Restaurant menu signs shall be permitted in compliance with the following standards:
- (1) Signs must be located adjacent to the business entrance;
 - (2) One (1) sign shall be allowed per business entrance;
 - (3) Signs shall not exceed six (6) sq. ft. maximum;
 - (4) Menus shall be located within a permanently mounted display area and protected from the elements;
 - (5) Menus may be illuminated from an exterior source only.
- (r) **Rummage Sale and Seasonal Home Occupation Signs.** Signs announcing rummage sales or seasonal home occupations in accordance with Section 13-1-86 are permitted in compliance with the following:
- (1) One (1) sign is allowed per street frontage.
 - (2) Signs may be located off-premises but must be on private property; such signs in the public right-of-way are prohibited.
 - (3) Signs may not exceed six (6) square feet per sign face, twelve (12) square feet per sign.
 - (4) Such signs may be erected no more than seven (7) days before and shall be removed within three (3) days after the announced sale.
- (s) **Window Signs.** Window signs and other signs within a building provided such signs shall not occupy more than thirty percent (30%) of the window space.
- (t) **Warning Signs.** Signs that provide warning messages, such as no trespassing or warning of electrical currents or animals.
- (u) **Certain Non-Commercial Signs.** Signs containing non-commercial messages, such as those designating the location of public telephones, restrooms, restrictions on smoking, and restrictions of building entrances, provided that such signs do not exceed a maximum of four (4) square feet.

- (v) **Certain Incidental Commercial Signs.** Vending machines, automatic tellers, gasoline pumps, and similar devices which display prices and/or the name, trademark, or logo of a company or brand, provided the display is an integral part of the device and does not exceed four (4) square feet in area per side of the device.

SEC. 13-1-63 PROHIBITED SIGNS.

- (a) **Animated Signs.** Animated signs, including but not limited to the following:
 - (1) Signs having moving members or parts, excluding barber poles and time and temperature signs which do not contain commercial messages.
 - (2) Signs using high intensity or flashing lights.
 - (3) Signs or lighting which in any way simulate or could be confused with the lighting of emergency vehicles or traffic signals.
- (b) **Bench Signs.** Signs attached to or painted on any bench that is located in any right-of-way or is in view from any right-of-way or public area.
- (c) **Commercial Vehicle Signs.** Commercial vehicle signs as defined in Sec. 13-1-61.
- (d) **Off-Premise Signs and Billboards.** Off-premise signs and billboards erected for the purposes of directing attention to a use, facility, activity, message, product, or service which is not conducted on or related to the premises upon which the sign is located, except as provided for in this ordinance.
- (e) **Pole Signs.** Except as allowed in 13-1-67, a sign in which the bottom is not in contact with or close to the ground and that is mounted on a freestanding pole(s), column(s), or similar support.
- (f) **Roof Signs.** Signs located on a roof or projecting above any portion of a roof or exterior wall of a structure.
- (g) **Signs Obstructing Access or Egress.** Signs which obstruct free access or egress from any building, including those that obstruct any fire escape, required exit way, window, or door opening or that prevent free access to the roof by firefighters.
- (h) **Signs in Vision Control Area.** Signs located in any vision control area as defined in Sec. 13-1-53, except signs that are three (3) feet or lower or are pole-mounted (with a pole diameter of twelve (12) inches or less) and maintain ten (10) feet in height to the bottom of the sign. This vision control area shall be applied to any intersection of street right-of-way, driveways, or combination thereof.
- (i) **Signs in the Right-of-Way.** Signs placed in, or projecting into any public street right-of-way, with the exception of signage erected by any governmental body having jurisdiction over the right-of-way or as provided for in this ordinance.
- (j) **Signs Painted on Walls.** Signs painted directly on an exterior building wall. Murals or artwork of a non-commercial nature are permitted.

SEC. 13-1-64 SIGN PERMITS REQUIRED.

- (a) **Permit Required.** No person shall erect any sign in the City of Menasha without first having obtained the appropriate permit from the Zoning Administrator, except as provided for in this ordinance.
- (b) **Exceptions.** A permit is not required for the following changes to existing signs with valid permits, however, a drawing or photo of the changes shall be submitted in order to update the sign permit:
 - (1) repainting of a sign message;

- (2) a copy change or replacement of panels within an existing sign frame or cabinet;
- (3) repair of a conforming sign with a valid permit.
- (c) **Application.** Before construction of any sign(s) requiring a permit, applicants shall consult with the Zoning Administrator and submit an application that shall include:
 - (1) A completed permit application with the signature of the property owner.
 - (2) An accurate plot plan drawn to scale of the entire lot on which the sign(s) will be located.
 - (3) Location of buildings, parking lots, driveways, and landscaped areas on the lot.
 - (4) A table (or tables) containing:
 - a. Computation of the maximum total sign area;
 - b. Maximum area for individual signs;
 - c. Height and number of monument signs; and
 - d. Statement of the maximum total sign area and maximum number of signs permitted on the site by this Code.
 - (5) An accurate indication on the plot plan of the location and orientation of all existing signs, each sign for which a permit is requested, and the anticipated location of future signs requiring a permit.
 - (6) A description and illustration of the following:
 - a. Colors and materials to be used in sign construction (e.g., limestone base with bronze letters, etc);
 - b. Style of lettering for all signs;
 - c. Appearance/location of logos or icons;
 - d. Location of each sign on the building(s), with building elevations if necessary (e.g., over doors, over windows, awnings, etc);
 - e. All sign proportions; and,
 - f. Types of illumination (e.g., internally illuminated, or external illumination with description of type of outdoor light fixture).
 - (7) In addition, optional submittals may be required by the Zoning Administrator if deemed necessary due to the character of the proposed signs and/or site.
- (d) **Permit Fees.**
 - (1) A permit fee established by the Common Council shall be paid to the City of Menasha for each sign permit issued under this Code.
 - (2) A fee shall not be charged for putting an existing sign into conformance with this ordinance or for a copy change as listed in 13-1-64(a).
 - (3) The fee does not include electrical permit fees, which shall be in addition to the sign permit fees listed in this section.
 - (4) Any person failing to obtain a sign permit prior to erecting a sign shall pay double permit fees.
- (e) **Approval by Landmarks Commission.** Signs to be located in a designated historic district are subject to review and approval by the Landmarks Commission prior to the issuance of a sign permit.
- (f) **Signs in Right-of-Way.** Permit applications for a sign which projects into a public right-of way as allowed in this ordinance must include the following:
 - (1) **Liability Agreement.** An agreement by the business and/or property owner to indemnify and hold harmless the City of Menasha for any damages or liabilities whatsoever resulting from the placement of such sign.
 - (2) **Revocation Agreement.** An agreement by the business and/or property owner that in the event it is deemed necessary to revoke the sign permit on the basis of a

need to expand capacity, improve safety, or other reason related to the orderly use of the right-of-way, the City of Menasha may terminate the permit and order the sign to be removed according to the process outlined in Sec. 13-1-70(a).

- (g) **Revocation of Permit; Appeal.** The Zoning Administrator, Building Inspector, and/or designee may at any time for a violation of this ordinance revoke a permit or require changes to bring the sign into conformance with this ordinance. Notice shall be given according to the process outlined in Sec. 13-1-70(a). The holder of a revoked permit shall be entitled to an appeal before the Board of Appeals.

SEC. 13-1-65 GENERAL SIGN REGULATIONS

- (a) **Design.** Signs shall be designed to be compatible with the character of building materials and landscaping to promote an overall unified and aesthetic effect.
- (b) **Maintenance.** Every sign shall be constructed and maintained in good structural condition at all times. All signs shall be kept neatly painted, stained, sealed, or preserved including all parts and supports.
- (c) **Illumination.** Illumination of signs as permitted in Sec. 13-1-66 shall be subject to the following standards:
- (1) Illumination of signs shall be directed or shaded so that the no direct rays shall:
 - a. interfere with the vision of persons on adjacent streets or properties
 - b. be directed onto adjacent residential uses or districts; or,
 - c. create a nuisance condition as determined by the Zoning Administrator and/or designee.
 - (2) Where internal illumination of signs is permitted, signs shall be designed to minimize the amount of light that is transmitted through the sign panel. The display of white light should be limited to the sign copy. If lighting the sign copy only is not an option, the display of internal illumination through the background shall be controlled by one or more of the following:
 - a. limiting the illuminated background to 30% of the sign area;
 - b. changing the shape of the sign to reduce the lighted surface area,
 - c. using a dark color;
 - d. using an opaque screen.
 - (3) Underground wiring shall be required for illuminated signs not attached to a building.
- (d) **Blanketing.** Blanketing of signs is prohibited.
- (e) **Clearance Areas.**
- (1) **Vehicle Area Clearance.** When a sign extends over a private area where vehicles travel or are parked, the bottom of the overhanging sign must be at least twelve (12) feet above the ground. Vehicle areas include but are not limited to driveways, alleys, parking areas, and loading and maneuvering areas.
 - (2) **Pedestrian Area Clearance.** When a sign extends over a sidewalk, walkway, or other space accessible to pedestrians, the bottom of the sign structure must be at least seven (7) feet above the ground.
- (f) **Corner Lots.** Corner lot properties may choose one of the following options for monument signs:
- (1) One sign may be placed along each street frontage in accordance with the standards for the zoning district; alternatively, the area for each sign may be equal to that of the average linear feet of both building exposures, with the area of the

sign on the short side not to exceed 125% of the shorter building exposure. In no case shall the signage exceed the maximum sign area permitted within the district.

- (2) In lieu of two signs, one sign may be erected not to exceed 125% of the permissible sign area based on the average of both building exposures and in accordance with the standards for the zoning district.
- (g) **Transitional Areas.** Signs are prohibited within any transitional area required by Sec. 13-1-17.
- (h) **Calculation of Sign Area.** Sign area shall be calculated as follows:
 - (1) **Calculation of Area of Individual Signs.** The allowable area of a sign face shall be measured by enclosing the most protruding points or edges of a sign within the smallest square, circle, rectangle, triangle, or combination thereof that will encompass the extreme limits of the writing, representation, emblem, or other display, together with any material, color, or decoration forming an integral part of the background of the display or used to differentiate the sign from the backdrop or structure against which it is placed. Such area shall not include any base, supports, bracing, supporting fence, or supporting wall when they are clearly incidental to the display itself.
 - (2) **Calculation of Area of Multi-faced Signs.** The allowable sign area for a sign with more than one face shall be computed by adding together the area of all sign faces visible from any one point. When two identical sign faces are placed back to back, so that both faces cannot be viewed from any point at the same time, and when such sign faces are part of the same sign structure and are not more than two (2) feet apart, the sign area shall be computed by measurement of one of the faces.
- (i) **Computation of Height.** The allowable height of a sign shall be measured by calculating the distance from the base of the sign at normal grade to the top of the highest attached component of the sign. Normal grade shall be the lower of:
 - (1) the existing grade prior to construction; or,
 - (2) the newly established grade after construction, exclusive of any filling, berming, mounding, or excavating solely for the purpose of locating the sign.
- (j) **Assignment of Allowable Sign Area - Multi-Tenant Buildings.** When the allowable area for signs is based on the linear feet of a building exposure, the allowable sign area may be assigned to each tenant as follows:
 - (1) allowable sign area multiplied by the percent of building exposure or building space occupied by each tenant;
 - (2) the allowable sign area divided by the number of tenants; or,
 - (3) the allowable sign area may be assigned at the discretion of the property owner.

SEC. 13-1-66 SIGN STANDARDS BY ZONING DISTRICT.

- (a) All signs in the C-2 Central Business District shall be subject to the Downtown Menasha Sign Design Guidelines as adopted by the Common Council.
- (b) The following charts list standards by zoning district for signs that require a sign permit:

Zoning District	Sign Type Permitted	Restrictions see Sec. 13-1-67	Allowable Sign Area per Building Exposure	Min & Max Sign Area/ Business*	Max #	Max Height	Setback see Sec. 13-1-65(e)
A-1, R-1, R-2, R2-A (2 unit only)	wall (for general home occupations only)	no illumination	2 sq. ft./sign	NA	1/unit	below 2nd floor windows or 20', whichever is less	NA
R-2A (3+ units), R-3, R-4	monument	external illumination only	32 sq. ft./sign face, not to exceed 64 sq. ft./sign	NA	1/street frontage; see Sec. 13-1-65(f) for corner lots	10'	2'
Special Use: A-1, R-1, R-2, R-2A, R-3, R-4	wall	external illumination only	1 sq. ft. for each linear ft. of the building exposure	at least 20 sq. ft., not to exceed 50 sq. ft.	allowable sign area may be applied per building exposure	below 2nd floor windows or 20', whichever is less	NA
	monument	external illumination only	32 sq. ft./sign face, not to exceed 64 sq. ft./sign		1/street frontage; see Sec. 13-1-65(f) for corner lots	10'	10'

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

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

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

Zoning District	Type Permitted	Restrictions (See Sec. 13-1-67)	Allowable Sign Area per Building Exposure	Min & Max Sign Area per Business*	Max#	Max Height	Setback see Sec. 13-1-65(e)
C-1, I-1, I-2 adjacent STH 441 frontage	wall		1 sq. ft. for each linear ft. of the building exposure	at least 20 sq. ft, not to exceed 500 sq. ft.	1/business on building exposure facing STH 441 only	top of wall	NA
	monument		1 sq. ft./sign face for each linear ft. of the building exposure, not to exceed 200 sq. ft.	not to exceed 100 sq. ft./sign face for first business, 50 sq. ft./sign face for each business thereafter	1/lot	16'	2'
	pole	See Sec. 13-1-67	1 sq. ft./sign face for each linear ft. of the building exposure, not to exceed 300 sq. ft./sign face	not to exceed 150 sq. ft./sign face for first business, plus 50 sq. ft./sign face for each business thereafter	1/lot facing STH 441	16' above STH 441 centerline grade	2'

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

Zoning District	Type Permitted	Restrictions (See Sec. 13-1-67)	Allowable Sign Area per Building Exposure	Min & Max Sign Area per Business*	Max#	Max Height	Setback see Sec. 13-1-65(e)
C-2	wall - ground floor businesses, including awning, canopy, and marquee	external or back lit/halo illumination only	1 sq. ft. for each linear ft. of the store front	at least 10 sq. ft., not to exceed 50 sq. ft.	allowable sign area may be applied per store front	below 2nd floor windows or 20', whichever is less	NA
	wall - upper floor businesses and/or tenant directory	external or back lit/halo illumination only	8 sq. ft.	NA	1/entrance	at entrance below 2nd floor windows or 20', whichever is less	NA
	projecting - ground floor businesses	external or back lit/halo illumination only	1 sq. ft for each linear ft. of store front, not to exceed 25 sq. ft./sign face	NA	1/business	below 2nd floor windows or 20', whichever is less	NA
	projecting - upper floor businesses or tenant directory	external or back lit/halo illumination only	8 sq. ft.	NA	1/entrance	at entrance below 2nd floor windows or 20', whichever is less	NA
	monument	external or back lit/halo illumination only	1 sq. ft./sign face for each linear ft. of the building exposure; not to exceed 50 sq. ft.	NA	1/street frontage, see Sec. 13-1-65(f) for corner lots	8'	2'
	business center	requires Special Use Permit	not to exceed 100 sq. ft.	not to exceed 50 sq. ft./sign face for 1 st business, plus 25 sq. ft./sign face for each business thereafter	1/business center entrance	8'	per Special Use Permit
	sidewalk	see Sec. 13-1-67	8 sq. ft./sign face, 16 sq. ft./sign	NA	1/business	6'	see Sec. 13-1-67

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

Zoning District	Type Permitted	Restrictions (See Sec. 13-1-67)	Allowable Sign Area per Building Exposure	Min & Max Sign Area per Business*	Max#	Max Height	Setback see Sec. 13-1-65(e)
C-3, C-4	wall - ground floor businesses, including awning, canopy, and marquee	for retail uses, the C-1 standards for wall signs shall apply	1 sq. ft. for each linear ft. of the building exposure	at least 20 sq. ft., not to exceed 75 sq. ft.	allowable sign area may be applied per building exposure facing a street or customer parking lot	below 2nd floor windows or 20', whichever is less	NA
	wall - upper floor businesses or tenant directory	external or back lit/halo illumination only	8 sq. ft.	NA	1/entrance	at entrance below 2nd floor windows or 20', whichever is less	NA
	monument	for retail uses, the C-1 standards for monument signs shall apply	1 sq. ft./sign face for each linear ft. of the building exposure; not to exceed 100 sq. ft.	not to exceed 50 sq. ft./sign face for 1st business, 25 sq. ft./sign face for each business thereafter	1/street frontage, see Sec. 13-1-65(f) for corner lots	16'	2 ft
	business center	requires Special Use Permit	not to exceed 100 sq. ft.	not to exceed 50 sq. ft./sign face for 1 st business, 25 sq. ft./sign face for each business thereafter	1/business center entrance	16'	per Special Use Permit
	projecting - ground floor businesses	external or back lit/halo illumination only	1 sq. ft for each linear ft. of store front, not to exceed 25 sq. ft./sign face	NA	1/business	below 2nd floor windows or 20', whichever is less	NA
	projecting - upper floor businesses or tenant directory signs	external or back lit/halo illumination only	8 sq. ft.	NA	1/entrance	at entrance below 2nd floor windows or 20', whichever is less	NA

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

SEC. 13-1-67 REQUIREMENTS BY SIGN TYPE

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

- (1) Electronic message centers shall only be allowed in the C-1, I-1, and I-2 districts. Electronic message centers shall require a Special Use Permit if they are located within two hundred (200) feet of either of the following:
 - a. a residential use or district;
 - b. any property use that requires a Special Use Permit.
 - (2) Electronic message centers shall be allowed on monument signs only and are subject to all monument sign requirements of the applicable zoning district.
 - (3) The sign shall be equipped with photosensitive equipment which automatically adjusts the brightness and contrast of the sign in direct relation to the ambient outdoor illumination.
 - (4) Electronic message centers shall be integral to and a part of the original approved monument sign and may not comprise more than 30% of the sign face. Static displays consisting only of letters or numerals that are not changed more than once in a 24-hour period shall not be included in the area computation of the electronic message center. The combined square footage of the electronic message center plus any static display area may not comprise more than 75% of the total allowable square footage.
 - (5) Each message displayed on an electronic message center must be static or depicted for a minimum of 2 seconds. The minimum allowed if using a special entrance/exit method that does not violate 13-1-67(g)(4) above is 1.3 seconds.
 - (6) Electronic message centers shall not utilize animation, chasing, flashing, scintillation, scrolling or running messages, fade, or any other effect which depicts movement or is intended to draw attention to the sign.
 - (7) Multi-colored electronic message centers are prohibited.
 - (8) Including an electronic message center as part of a permanent sign will prohibit the use of any portable signs (as defined in Sec. 13-1-61) containing commercial messages.
 - (9) Electronic message centers shall not display off-premise commercial advertising.
 - (10) The Zoning Administrator shall inspect annually or at such other times as deemed necessary each electronic message center for the purpose of ascertaining whether the software settings are in compliance with the requirements of this Code. The owner of the electronic message center shall pay to the City of Menasha an annual inspection fee in an amount established by the Common Council.
- (e) **Monument Signs.** Monument signs shall be permitted subject to the following standards:
- (1) Monument signs shall keep the first two (2) feet of the sign closest to the ground free of sign copy for the purposes of snow storage and landscaping. This portion of the sign shall not be counted toward the calculation of allowable sign area.
 - (2) Monument signs must incorporate design details, materials, and colors of the associated building(s). EIFS shall not be allowed on the bottom 3 feet.
 - (3) The maximum height of the sign base shall be no more than 1/3 the total sign height.
- (f) **Pole Signs.** Pole signs are allowed on properties zoned C-1, I-1, or I-2 that directly abut WIS 441. Pole signs shall be subject to the following standards:
- (1) The structure shall be constructed on no less than two columns which must be designed to incorporate design details, materials, and colors of the associated building(s). EIFS shall not be allowed on the bottom 3 feet. Poles shall be shrouded and integrated into the overall sign design.

- (2) Maximum height of a pole sign is sixteen (16) feet above the WIS 441 centerline grade directly adjacent to the subject property.
 - (3) Individual tenant sign panels should be uniform in size, recognizing that the major tenant, or the name of the center may have a slightly larger sign panel.
 - (4) Sign panels shall not extend more than two (2) feet beyond the width of the architectural support elements on the sign.
 - (5) Electronic Message Centers are prohibited.
- (g) **Projecting Signs.** Projecting signs shall be subject to the following standards:
- (1) They shall project from the wall at an angle of ninety (90) degrees.
 - (2) A minimum clearance of seven (7) feet shall be maintained from ground level.
 - (3) No projecting sign may be erected within twenty (20) feet of any other projecting sign; however, this provision shall not deny any place of business at least one (1) projecting sign.
 - (4) In the C-2 Central Business District, such signs may project into the public right-of-way, but may not be erected closer than three (3) feet to any street curb line.
- (h) **Sidewalk Signs.** Sidewalk Signs in the C-1 General Commercial District. Sidewalk signs may be placed in the C-1 General Commercial District subject to the following limitations:
- (1) Number of Signs Allowed.
 - a. The number of signs shall be limited to one (1) per building exposure per business with direct street and/or public area entry. Multi-tenant buildings are allowed a total of three sidewalk signs per street and/or public area entry. No business shall be displayed on more than one sign per street or public area entry.
 - b. When a sidewalk sign is in use for a business, no other temporary signage on the property may be in use for said business.
 - c. Sidewalk signs are not permitted on parcels with electronic message centers.
 - (2) Design.
 - a. Sidewalk signs shall be a sandwich board type (“A-frame”) with multiple (minimum of 2) or one continuous hinge across the top.
 - b. Signs must be portable.
 - c. Signs shall not exceed a width of two and one-half feet.
 - d. Removable signage panels on thin sign board material such as; aluminum, Centrex, or other quality sign grade material, shall be attached to the sign frame with screws or through the use of slide rails – no Velcro, staples, or double-sided tape. Cardboard or paper as sign materials shall not be permitted.
 - e. Interchangeable letters or letter copy on rails are discouraged.
 - f. Sidewalk signs shall not be illuminated, animated, have moving parts, or electrically powered in any way.
 - g. Windblown devices such as balloons, banners, or other similar items shall not be attached or otherwise made part of the sidewalk sign.
 - h. Signs shall contain a device such as a chain, rope, or cable to prevent the sign panels from spreading.
 - i. Signs shall not have more than two (2) sign faces.
 - j. Sidewalk signs shall be free standing, internally weighted and shall not be anchored or affixed to any sidewalk, light pole, sign, traffic signal, bench,

newspaper vending box, planting structure or similar structure or appurtenances. The signs shall be placed at sidewalk grade level and shall not be placed on planters, walls, curbs or any similar structure.

(3) Materials.

- a. Signs shall be constructed using quality exterior sign board materials, wood or other durable material.
- b. All wood and metal shall be painted or stained.
- c. All signs shall be professionally printed or painted, changeable copy that is hand lettered shall comprise no more than 75% of the sign face.

(4) Location and Removal.

- a. Placement is allowed on landscaped areas in front of the business, between building frontage and sidewalk or in terrace space of the right-of-way when the terrace is larger than forty-eight (48) inches.
- b. All signs must be removed after the conclusion of business hours each day and are allowed only from 5:00 a.m. to 10:00 p.m.
- c. Signage shall not obstruct the ingress/egress of parked vehicles.
- d. Signs placed near points of ingress/egress will be subject to vision control review.
- e. When multiple signs are placed on one parcel, signs shall have a minimum clear spacing of twenty-five (25) feet between signs.
- f. Sidewalk signs shall not be anchored or affixed to any sidewalk, light pole, sign, traffic signal, bench, newspaper vending box, planting structure or other similar structure or appurtenances. The signs shall be placed at sidewalk grade level and shall not be placed on planters, wall, curbs or any similar structure.

(5) General Condition of Signs.

- a. To keep signs legible and functional, all sidewalk signs shall be maintained and kept free of peeling or fading paint or vinyl.
- b. Any signs which have become deteriorated due to lapse of time, weather, or other reason may be ordered to be removed by the Zoning Administrator and/or designee according to the process outlined in Sec. 13-1-70(a).

(i) **Sidewalk Signs in the C-2 Central Business District.** Sidewalk signs may be placed in the C-2 Central Business District subject to the following limitations:

(1) Number of Signs Allowed.

- a. The number of signs shall be limited to one (1) per building exposure per business with direct street and/or public area entry. Multi-tenant buildings are allowed a total of three sidewalk signs per street and/or public area entry. No business shall be displayed on more than one sidewalk sign per street or public area entry.
- b. When a sidewalk sign is in use for a business, no other temporary signage on the property may be in use for said business.

(2) Design.

- a. Design of such signs in the C-2 district shall be subject to approval of the Landmarks Commission.
- b. Sidewalk signs shall be a sandwich board type (“A-frame”) with multiple (minimum of 2) or one continuous hinge across the top.
- c. Signs must be portable.

- d. Signs shall not exceed a width of two and one-half feet.
- e. Removable signage panels on thin sign board material such as; aluminum, Centrex, or other quality sign grade material, shall be attached to the sign frame with screws or through the use of slide rails – no Velcro, staples, or double-sided tape. Cardboard or paper as sign materials shall not be permitted.
- f. Interchangeable letters or letter copy on rails are discouraged.
- g. Sidewalk signs shall not be illuminated, animated, have moving parts, or electrically powered in any way.
- h. Windblown devices such as balloons, banners, or other similar items shall not be attached or otherwise made part of the sidewalk sign.
- i. Signs shall contain a device such as a chain, rope, or cable to prevent the sign panels from spreading.
- j. Signs shall not have more than two (2) sign faces.
- k. Signs shall be free standing, internally weighted and shall not be anchored or affixed to any sidewalk, light pole, sign, traffic signal, bench, newspaper vending box, planting structure or similar structure or appurtenances. The signs shall be placed at sidewalk grade level and shall not be placed on planters, walls, curbs or any similar structure.

(3) Materials.

- a. Sign materials in the C-2 district shall be subject to approval of the Landmarks Commission.
- b. Signs shall be constructed using quality exterior sign board materials, wood or other durable material.
- c. All wood and metal shall be painted or stained.
- d. All signs shall be professionally printed or painted, changeable copy that is hand lettered shall comprise no more than 75% of the sign face.

(4) Location and Removal.

- a. Signs shall be located within twenty (20) feet of the building exposure whose business name, goods, or services are being offered.
- b. Such signs may be placed in the first four (4) feet adjacent to the building or the first 4 (4) feet adjacent to the curb. Signage shall not obstruct the ingress/egress of parked vehicles. A minimum of four (4) feet of sidewalk shall remain open between the sign and any other impediment to pedestrian movement.
- c. All signs must be removed from the public right-of-way after the conclusion of business hours each day and are allowed only from 5:00 a.m. to 10:00 p.m.
- d. When multiple signs are placed on one parcel, signs shall have a minimum clear spacing of twenty-five (25) feet between signs.
- e. Signs shall not be anchored or affixed to any sidewalk, light pole, sign, traffic signal, bench, newspaper vending box, planting structure or other similar structure or appurtenances. The signs shall be placed at sidewalk grade level and shall not be placed on planters, wall, curbs or any similar structure.

(5) General Condition of Signs.

- a. To keep signs legible and functional, all sidewalk signs shall be maintained and kept free of peeling or fading paint or vinyl.

- b. Any signs which have become deteriorated due to lapse of time, weather, or other reason may be ordered to be removed by the Zoning Administrator and/or designee according to the process outlined in Sec. 13-1-70(a).
- (j) **Wall Signs.** Wall signs shall be subject to the following standards:
 - (1) They shall not project more than twelve (12) inches from the building surface.
 - (2) They shall not extend above the lowest point of the roof, nor beyond the ends of the wall to which it is attached.
 - (3) They shall not obscure architectural features of the building, including but not limited to windows, arches, sills, moldings, cornices, and transoms.
 - (4) For multiple story building in the C-2 Central Business District and C-3 Business and Office District, wall signs shall only be permitted as follows (except as provided for in this ordinance):
 - a. on the building sign frieze;
 - b. on a window;
 - c. on an awning, canopy, or marquee;
 - d. on a first story panel; and,
 - e. in the area between the first floor and the window sill of the second story window; if no windows are present, then no higher than twenty (20) feet.

SEC. 13-1-68 NONCONFORMING SIGNS.

- (a) **Legal Nonconforming Status.** Any sign located within the City of Menasha limits as of the date of adoption of this ordinance or located in an area annexed to the City of Menasha hereafter which does not conform with the provisions of this ordinance shall be considered a legal nonconforming sign and may be permitted to remain in accordance with this ordinance as long as the sign is properly maintained and not detrimental to the health, safety, and welfare of the community.
- (b) **Loss of Legal Nonconforming Status.**
 - (1) A sign shall lose its legal nonconforming status when one or more of the following occurs:
 - a. the business, event, or use ceases and the building, unit of the building, or property remains vacant for a period of ninety (90) days;
 - b. the sign is expanded or changed to another nonconforming sign;
 - c. the sign is removed or relocated to another site;
 - d. the sign is altered so as to change the shape, size, type, placement, or design of its structural or basic parts;
 - e. the sign is enhanced with any new feature, including the addition of illumination;
 - f. the sign is repaired, except if such repair brings the sign into conformance with this ordinance, when such repair involves the following:
 - 1. the replacement of both the sign frame and sign panels;
 - 2. the replacement of the primary support poles or other support structure;
 - 3. for signs without framework for sign panels, requires replacement of the sign panels.
 - (2) A sign that loses its legal nonconforming status shall be immediately brought into compliance with this ordinance with a new permit secured or shall be removed.

The Zoning Administrator and/or designee shall order the removal or repair of such sign according to the process outlined in Sec. 13-1-70(a).

- (c) **Permitted Modifications.** Routine repairs are permitted in order to maintain the sign in a safe and aesthetic condition exactly as it existed at the time of the enactment of the ordinance. A change of sign copy or replacement of sign panels within an existing sign frame is permitted except as provided herein.
- (d) **Elimination of Nonconforming Signs.** The City of Menasha may acquire by purchase, condemnation, or by other means any nonconforming sign which is deemed necessary to preserve the health, safety, and welfare of the city's residents.
- (e) **Annual Billboard/Off-Premise Sign Inspection.** The Zoning Administrator and/or designee shall inspect annually or at such other times as deemed necessary each existing billboard or off-premise sign for the purpose of ascertaining whether the same is secure or insecure and whether it is in need of removal or repair. The owner of the billboard or off-premise sign shall pay to the City of Menasha an annual inspection fee in an amount established by the Common Council.

SEC. 13-1-69 ABANDONED, DANGEROUS, UNSAFE, AND ILLEGALLY ERECTED SIGNS.

- (a) **Abandoned Signs.**
 - (1) When a business, event, or use ceases and the building, unit of the building, or property remains vacant for a period of thirty (30) days or more, the property owner shall be required to:
 - a. remove all signs advertising the former business, event, or use (including any frame, support poles, wiring, etc.); or,
 - b. if applicable, install blank panels in the sign frames.
 - (2) The provisions of Sec. 13-1-68(b) shall apply to abandoned nonconforming signs.
- (b) **Dangerous Signs.** Any sign constituting an immediate hazard to health or safety shall be deemed a public nuisance by the Zoning Administrator and/or designee and may be removed by the city according to the process outlined in Sec. 11-7-5 and the cost thereof charged against the owner of the property on which it was installed. If the property owner fails to pay for such costs, the costs shall be placed as a special tax on the property and entered on the tax rolls.
- (c) **Unsafe Signs.** Any sign that is determined by the Zoning Administrator and/or designee to be unsafe, but not representing an immediate health or safety hazard, shall be removed or repaired according to the process outlined in Sec. 13-1-70(a).
- (d) **Illegally Erected Signs.** The Zoning Administrator and/or designee shall order the removal of any sign erected illegally in violation of this ordinance, according to the process outlined in Sec. 13-1-70(a). Persons erecting a sign prior to securing a sign permit shall be given notice to submit a sign permit application according to the process outlined in Sec. 13-1-70(a).

SEC. 13-1-70 ENFORCEMENT PROCESS.

- (a) **Enforcement Process.** The Zoning Administrator and/or designee shall have the authority to enforce the provisions of this ordinance and issue orders related to and promoting the purposes of this ordinance. The provisions of the sign ordinance shall be enforced according to the following procedures:

- (1) Notice of the violation or required action shall be sent by certified mail addressed to the property owner and/or permit holder at the last known address.
 - (2) The notice shall describe the violation or required action and allow the following time period for removal, repair, or completion of the required action:
 - a. fifteen (15) days for violations of portable or temporary sign requirements, failure to secure a sign permit, and repair or removal of unsafe signs;
 - b. thirty (30) days for all other violations, required actions, or permit revocations.
 - (3) Should the sign not be removed or repaired or the required action completed within the time specified, the Zoning Administrator and/or designee shall have the authority to remove the sign, and the property owner shall be liable for the cost thereof. If the property owner fails to pay for such costs, the costs shall be placed as a special tax on the property and entered on the tax rolls.
- (b) **Exceptions.** Signs illegally located in the right-of-way may be removed by the City of Menasha and held for a period of thirty (30) days. The owner of said sign(s) may recover the sign after paying a fee in an amount established by the Common Council. If the owner does not recover the sign(s) held by the city within the specified time period, the sign will be destroyed.
- (c) **Penalties.** Failure to comply with the standards specified in this ordinance may subject the property owner and/or permit holder to the penalties listed in Sec. 1-1-7.
- (d) **Appeal.** Decisions by the Zoning Administrator and/or designee based on this ordinance shall be subject to appeal to the Board of Appeals.

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

Passed and approved this 6th day of April, 2009.

Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk

RESOLUTION R – 4 – 09

RESOLUTION ON THE SPENDING OF FEDERAL ECONOMIC RENEWAL GRANTS

Introduced by Alderman Taylor

WHEREAS, the economic downturn is having a critical impact on everyday Americans who are struggling to maintain or find jobs in an increasingly difficult environment, and

WHEREAS, those same Americans are the taxpayers that provide the revenue needed to operate essential government services, and

WHEREAS, Congress and President Obama are planning a taxpayer-sponsored economic recovery package that will provide billions of dollars to help economically devastated cities and states immediately provide jobs to millions of out-of-work Americans through considerable infrastructure rebuilding, green energy projects and other projects that will require manufactured components, and

WHEREAS, our taxpayer dollars should be spent to maximize the creation of American jobs and restoring the economic vitality of our communities, and

WHEREAS, any domestically produced products that are purchased with economic recovery plan monies will immediately help struggling American families and will help stabilize our greater economy, and

WHEREAS, any economic recovery plan spending should – to every extent possible – include a commitment from the City of Menasha to buy materials, goods and services for projects from companies that are produced within the United States, thus employing the very workers that pay the taxes for the economic recovery plan spending in the first place.

THEREFORE, BE IT RESOLVED THAT, the City of Menasha will work to maximize the creation of American jobs and restoring economic growth and opportunity by spending economic recovery plan funds on products and services that both create jobs and help keep Americans employed, and

BE IT FURTHER RESOLVED THAT, the City of Menasha commit to purchasing only products and services that are made or performed in the United States of America whenever and wherever possible with any economic recovery monies provided to the City of Menasha by the American taxpayers, and

BE IT FURTHER RESOLVED THAT, the Common Council as legislators of the City of Menasha commit to publish any requests to waive these procurement priorities so as to give American workers and producers the opportunity to identify and provide the American products and services that will maximize the success of our nation's economic recovery program.

Passed and approved this _____ day of _____, 2009.

Donald Merkes, Mayor

Deborah A. Galeazzi, City Clerk

RESOLUTION R-05-09

A RESOLUTION ADOPTING THE DOWNTOWN MENASHA SIGN DESIGN GUIDELINES FOR THE C-2 CENTRAL BUSINESS DISTRICT

Introduced by Alderman Pamerter at the recommendation of the Plan Commission.

WHEREAS, the City of Menasha has a substantial public interest in preserving and enhancing the unique historic character of the C-2 Central Business District; and,

WHEREAS, the City of Menasha seeks to encourage creative and innovative approaches to signage in the C-2 District to promote a quality visual environment and to integrate new signs with historic buildings and sites; and,

WHEREAS, the establishment of sign design guidelines will promote a quality visual environment by allowing signs that are compatible with their surroundings and which effectively identify businesses; and,

WHEREAS, such guidelines have been prepared in consultation with the Landmarks Commission and are recommended by the Plan Commission;

NOW, THEREFORE, BE IT RESOLVED THAT the City of Menasha Common Council hereby adopts the **Downtown Menasha Design Guidelines for the C-2 Central Business District** attached hereto as Appendix A.

Passed and approved this 6th day of April, 2009.

Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk



DOWNTOWN MENASHA SIGN DESIGN GUIDELINES

C-2 CENTRAL BUSINESS DISTRICT



GUIDELINES

GENERAL GUIDELINES FOR ALL SIGNS IN THE C-2 DISTRICT

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APPLICABILITY

The standards and guidelines set forth in this manual apply to all properties within the C-2 Central Business District of the City of Menasha as indicated on the map at the end of this document.

- All proposed signs consistent with the guidelines stated herein shall require approval.
- Signs not consistent with the guidelines stated herein, shall be subject to design review by the Menasha Landmarks Commission.



- Signs may not be changed or installed until the Community Development Department has issued the permit.
- Many non-conforming signs will exist within the commercial core of Downtown Menasha after these guidelines are implemented. The intent of the Community Development Department is to improve the Downtown experience for everyone. Therefore, voluntary compliance with these guidelines is highly encouraged for businesses with existing signage.

PURPOSE

The intent of the sign design guidelines is to accomplish the following:

- Establish reasonable and improved standards for business identification.

- Assist property owners and business owners in understanding city expectations.
- Reduce the time involved for processing sign approvals.
- Encourage creative and innovative approaches to signage within an established framework.
- Promote economic vitality in the downtown.
- Enhance overall property values and the visual environment in the city by discouraging signs which contribute to the visual clutter of the streetscape.
- Ensure that commercial signs are designed for the purpose of identifying a business in an attractive and functional manner, rather than to serve primarily as general advertising.
- Ensure signs on the façade of buildings reinforce the existing character and are integrated into the architectural scheme of the building.
- Promote a quality visual environment by allowing signs that are compatible with their surroundings and which effectively communicate their message.



Downtown Menasha Sign Design Guidelines 2



PERMITTED SIGNS

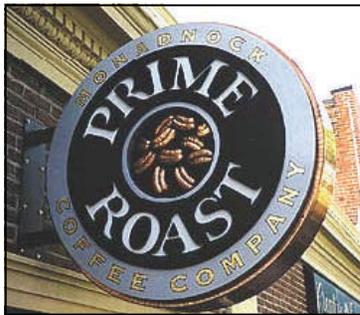
THE FOLLOWING SIGN TYPES ARE PERMITTED IN THE C-2 CENTRAL BUSINESS DISTRICT:

- WALL SIGNS
- AWNING & CANOPY SIGNS
- PROJECTING SIGNS
- WINDOW SIGNS
- PLAQUE SIGNS
- RESTAURANT MENU SIGNS
- MONUMENT SIGNS
- BUSINESS CENTER SIGNS
- SIDEWALK SIGNS (A-FRAME SIGNS)
- PORTABLE SIGNS (LIMITED USE)

ALL SIGNS IN THE C-2 CENTRAL BUSINESS DISTRICT MUST BE EITHER EXTERIOR-LIT, BACK-LIT (HALO) OR NON-LIGHTED.

SIGN OVERVIEW

- All signs should be architecturally integrated with their surroundings in terms of size, shape, color texture, and lighting so that they are complementary to the overall design of the buildings.
- Signs should reflect the character of the building and its use.
- Signs should respect the immediate context of the building's location and the overall character of Downtown Menasha.
- Signs should enhance the primary design elements or unique architectural features of buildings.



- Signs should be designed with the purpose of promoting commercial and street activity while enhancing the pedestrian experience.
- The size of signs and its letters should be located in logical "signable areas" which relate to the pattern of the façade.
- The number of signs per building façade should be limited to the fewest necessary to clearly identify businesses located within.
- Signs are not permitted to cover or obscure architectural features of buildings.
- Consider the layout and shape of the architectural features of the building when determining the size and location of a sign.
- Design elements such as window patterns (vertical and horizontal rectangles, arches, squares, etc.) will help determine the sign shape that will suit the building.



- All signs are to be maintained properly such that they are always in clean, working condition and the copy is not obscured or damaged.
- Signs that encroach or project over the public right-of-way shall be subject to approval of an revocable occupancy permit.
- New signs proposed for existing buildings shall provide a compatible appearance with the existing signage of other tenants. Signs should not attempt to unify the business with its nearest neighboring tenants.



PERMITTED SIGN AREA

Table 1 applies to the following types of signs which require a sign permit: wall, awning/canopy, marquee, projecting, monument, and sidewalk (A-frame), and business center. Permitted sign area for all other signage is addressed individually in the specific guidelines' section throughout the remainder of this document.

Downtown Menasha Sign Design Guidelines 3

The allowable square footage of sign area in the C-2 Central Business District shall be computed based upon amount of frontage as indicated in the following table (generally, one square foot of signage per lineal foot of store frontage).

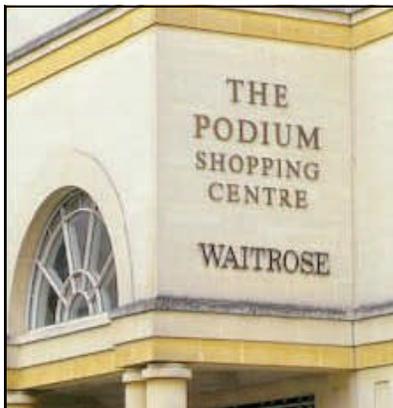
ALLOWABLE SIGN AREA PER BUILDING EXPOSURE	
WALL	MAXIMUM 1 SQ. FT. FOR EACH LINEAL FT. OF STOREFRONT NOT TO EXCEED 50 SQ. FT. (SEE CODE FOR SECOND FLOOR BUSINESSES)
AWING / CANOPY	MAXIMUM 1 SQ. FT. FOR EACH LINEAL FT. OF STOREFRONT NOT TO EXCEED 50 SQ. FT.
MARQUEE	MAXIMUM 1 SQ. FT. FOR EACH LINEAL FT. OF THE STOREFRONT NOT TO EXCEED 50 SQ. FT. LIMITED USES PERMITTED
PROJECTING	MAXIMUM 1 SQ. FT. FOR EACH LINEAL FT. OF STOREFRONT NOT TO EXCEED 25 SQ. FT./FACE
MONUMENT	MAXIMUM 1 SQ. FT. FOR EACH LINEAL FT. OF THE BUILDING EXPOSURE; NOT TO EXCEED 50 SQ. FT.
SIDEWALK (A-FRAME)	MAXIMUM 8 SQ. FT./SIGN FACE, 16 SQ. FT./SIGN
BUSINESS CENTER	REQUIRES SPECIAL USE PERMIT; MAXIMUM 50 SQ. FT./SIGN FACE FOR 1ST BUSINESS, 25 SQ. FT./SIGN FACE FOR EACH BUSINESS THEREAFTER; NOT TO EXCEED 100 SQ. FT.

PLACEMENT

- The architecture of the building often identifies specific locations for signs, and these locations should be used.



- The size of signs shall be in proportion to the size of their location.
- Repetitious signage information on the same building frontage should be avoided, regardless of the sign area square footage allowed in the zoning code.
- To minimize irreversible damage to masonry, all mounting and supports should be inserted into mortar joints and not into the face of the masonry. This technique does not damage the surface and allows for easy removal.
- Signs that are replaced on stucco exteriors can result in unattractive “patched” areas. These potential maintenance problems shall be addressed during the approval process for the sign replacement.



MULTI-STORIED BUILDINGS

- Ground floor tenants should place signs at the storefront level.
- Window signs are permitted on upper portions (see guidelines for qualifying signs).
- Upper story tenant signs are restricted to signs above the entrance and window signs (see guidelines for details).
- Window signs for upper story tenants are permitted if the tenant has an entrance at the sidewalk and a directory sign is located at the ground floor. Window signs shall not exceed 30% of each window area.

DESIGN & MATERIALS

- Exterior materials, finishes, and colors should be the same or similar to those of the building or structures on site.



- Signs should be professionally constructed using high-quality materials such as metal, stone, wood, brass-plated, and exposed neon.
- Internally lit letters (other than exposed inert gas tubing) or box signs are prohibited.
- The colors and lettering styles should complement the building façade and harmonize with neighboring businesses.
- Excessively bright colors or over-scaled letters shall not be used as a means to attract attention.

Downtown Menasha Sign Design Guidelines 4



- The design and alignment of signs on multiple use buildings should be harmonious with each other such that a unified appearance is achieved.

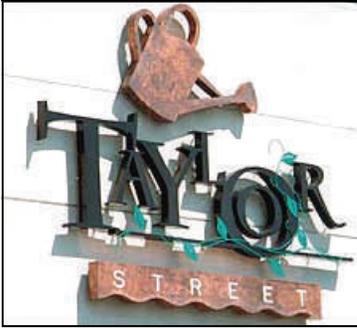


- Signs shall respect the zoning district's dominant characteristics.



SIGN MESSAGE

- Primary signs contain only the name of the business and/or its logo. Secondary text identifies products and should be located in a secondary location.



- Signage that contains advertising is not permitted. However, signs may include information describing the products sold or services provided.
- Sign message must be designed to fit properly into the sign location.
- Modification to logos and corporate identifiers may be required to fit attractively in the space provided.
- Sign fonts shall be selected to provide both clarity and artistic integrity.



SIGN LIGHTING

- Arrange any external spot or flood lighting such that the light source is directed away from passersby. The light source must be directed against the sign such that it does not shine into adjacent property or cause glare for motorists and pedestrians.
- Back-lit, halo-lit illumination, or reverse channel letters with halo illumination are allowed for lighting



purposes. Such signs convey a subtle and attractive appearance and are very legible under moderate ambient lighting conditions.



- Internally lit signs and signs which use blinking or flashing lights are not permitted.
- Visible raceways and transformers are prohibited. Sign installation details shall indicate the location of the transformer and other mechanical equipment.

- Projecting luminaries used for externally illuminated signs should be simple and unobtrusive in appearance. They should not obscure the graphics of the sign.



- Where individual letter signs face nearby residential areas, a low level of brightness shall be maintained with the use of halo-lit letters or down lighting (i.e., gooseneck luminaries).



Downtown Menasha Sign Design Guidelines 5

WALL SIGNS ARE TO BE MOUNTED FLUSH AND FIXED SECURELY TO A BUILDING WALL, PROJECTING NO MORE THAN 30 INCHES FROM THE FACE OF A BUILDING WALL, AND NOT EXTENDING SIDEWAYS BEYOND THE BUILDING FACE OR ABOVE THE WINDOW SILL OF THE SECOND STORY WINDOW.

- Wall signs should be located on the upper portion of the storefront, within or just above the enframed storefront opening. The length of the sign should not exceed the width of the enframed storefront.
- Wall signs shall be placed within a clear signable area. Signable areas are defined as an architecturally continuous wall surface uninterrupted by doors, windows or architectural detail.
- Wall signs shall not exceed 1 square foot for each linear foot of storefront, with a maximum of 50 square feet and a minimum of 10 square feet for ground floor businesses. Second floor businesses are allowed 1 shared wall sign per entrance not to exceed 8 square feet.



- Wall signs shall be mounted in locations that respect the design of a building, including the arrangement of bays and openings.



- Signs should not obscure windows, grillework, piers, pilasters, and ornamental features. Typically, wall signs should be centered on horizontal surfaces (i.e., over a storefront opening).
- Wall signs shall be designed to be compatible with the storefront in scale, proportions, and color.
- Signs should be designed to create a projection, provide shadow relief, and a substantial appearance.
- Signs painted directly onto buildings are prohibited.

AWNING & CANOPY

SIGNS ARE SIGNS THAT ARE PRINTED ON, PAINTED ON, OR ATTACHED TO AN AWNING OR CANOPY ABOVE A BUSINESS DOOR OR WINDOW. THEY GENERALLY SERVE TO BRING COLOR TO THE SHOPPING ENVIRONMENT AND ARE ORIENTED TOWARD PEDESTRIANS FROM THE OPPOSITE SIDE OF THE STREET.

- Sign lettering and/or logo should comprise no more than 30% of the total exterior surface of an awning or canopy. The maximum allowed is 1 square foot for each lineal foot of storefront.
- Awnings and canopies must be permanently attached to buildings.
- The minimum height of awnings shall be 7 feet from the lowest point to the sidewalk.
- Open-ended awnings are preferred.



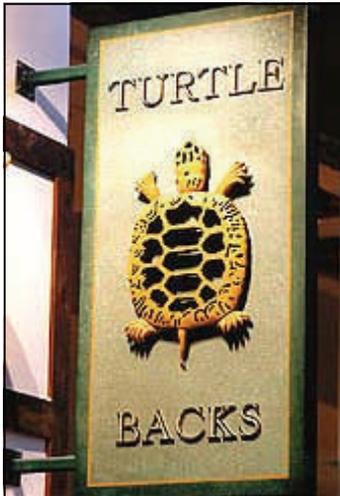
- Awnings and canopies shall be mounted on the horizontal framing element separating the storefront window from the transom (a crosspiece separating a doorway from a window).
- Awnings shall be designed to project over individual window and door openings and not project as a single continuous feature extending over masonry pier or arches.
- Awnings shall be mounted on the wood or metal framing within a door or window opening, not on the wall surrounding the opening.
- Awnings with back-lit graphics or other kinds of



- interior illumination are not permitted.
- Matte finish canvas is preferred
- Awnings with a solid color are preferred. Striped awnings may be appropriate for some buildings without ornamental facades. Striped awnings with highly contrasting, bright colors are discouraged.

PROJECTING SIGNS ARE

AFFIXED TO THE FACE OF A BUILDING OR STRUCTURE AND PROJECT IN A PERPENDICULAR MANNER MORE THAN 12 INCHES FROM THE WALL SURFACE OF THAT PORTION OF THE BUILDING OR STRUCTURE TO WHICH IT IS MOUNTED. PROJECTING SIGNS ARE STRONGLY ENCOURAGED AND SHOULD BE CAREFULLY DESIGNED TO REFLECT THE CHARACTER OF EACH BUILDING AND BUSINESS AS WELL AS FITTING COMFORTABLY WITH OTHER ADJACENT SIGNAGE.



- Projecting signs shall not be mounted above the second floor windowsill in multi-storied buildings.
- The design of the sign should consider visually interesting elements such as square or rectangular shapes with painted or applied letters, two or three dimensional symbols or icons, irregular outlines, and/or internal cut-outs.
- Projecting signs should be small in scale and provide a vertical clearance of 7 feet along pedestrian areas.
- Projecting signs shall be oriented to pedestrians passing on the sidewalk in front of the buildings rather than to automobiles or pedestrians on the far side of the street. This can be achieved by providing a minimum



clearance of 12 inches between the building face and sign and maintaining a projection of 36 inches.

- Projecting signs shall be allowed 1 square foot for each linear foot of the storefront, not to exceed 25 square feet per sign face for ground floor businesses. Upper floor businesses may have 1 shared projecting sign per entrance not to exceed 8 square feet.
- Mounting hardware should be an attractive and integral part of the sign design. Simple round pipe brackets with plugged ends or added decorative end elements are generally appropriate for signs. However, metal brackets of a more decorative and complex shape are encouraged where appropriate to add to the character of the building.



Downtown Menasha Sign Design Guidelines 7



MARQUEE SIGNS ARE PROJECTING SIGNS ATTACHED TO OR SUPPORTED BY A PERMANENT CANOPY OFTEN MADE OF METAL AND GLASS.

- Marquee signs are to be installed only on buildings occupied by theaters, cinemas, performing arts facilities, or parking structures.
- The sign copy of marquee signs shall be limited to include only the facility's name and changeable copy related to current and future attractions.
- The facility name portion of the sign should not exceed 40 percent of the total sign area and the changeable copy portions of the sign should not exceed 80 percent of the total sign area.
- Marquee signs are subject to 1 square foot for each linear foot of building exposure, not to exceed 50 square feet.
- Marquee signs must maintain a minimum clearance of 7 feet.



HANGING SIGNS ARE SIMILAR TO PROJECTING SIGNS EXCEPT THAT THEY ARE SUSPENDED BELOW A MARQUEE OR UNDER A CANOPY. HANGING SIGNS ARE GENERALLY SMALLER THAN PROJECTING SIGNS DUE TO THEIR LOWER MOUNTING HEIGHT.

- Hanging signs shall be used only at ground floor locations except for upper floor businesses with covered entry porches and balconies.



- Hanging signs shall be treated similar to but smaller than projecting signs.
- Hanging signs, excluding support rods, chains or similar hangers, shall fit within an imaginary rectangle with a maximum area of 4 square feet.
- Signs shall be oriented toward the pedestrian and should impart a sense of creativity in its design.



WINDOW SIGNS ARE SIGNS THAT ARE PAINTED, POSTED, DISPLAYED, OR ETCHED ON AN INTERIOR TRANSLUCENT OR TRANSPARENT SURFACE, INCLUDING WINDOWS OR DOORS. THIS TYPE OF SIGNAGE GENERALLY CONTAINS ONLY TEXT BUT IN SOME CIRCUMSTANCES CAN EXPRESS A SPECIAL BUSINESS PERSONALITY THROUGH GRAPHIC LOGOS OR IMAGES COMBINED WITH COLOR.

- Window signs shall not exceed 30% of the window area so that visibility into and out of the window is not obscured.
- Sign copy should not exceed 8 inches in height.
- Window sign copy shall be applied directly to glazed area.
- Window signs should be created from high quality materials such as paint, gold-leaf, or neon. Appropriate techniques for window signs include sandblasting or etched glass.

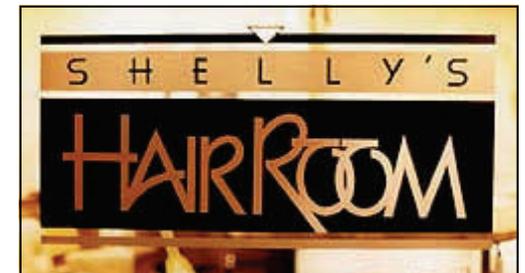


Downtown Menasha Sign Design Guidelines 8

- Window signs should be applied directly to the interior face of the glazing or hung inside the window thereby concealing all mounting hardware and equipment.



- Well-designed window graphics should be used in the construction of the sign to attract attention but still allow pedestrians to view store interiors.

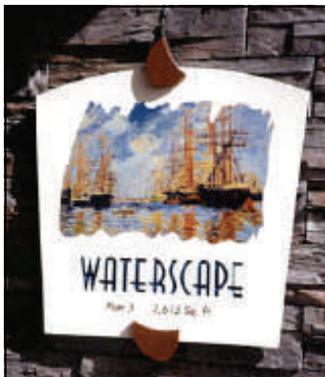


PLAQUE SIGNS ARE SMALL VERSIONS OF WALL SIGNS THAT ARE ATTACHED TO SURFACES ADJACENT TO SHOP FRONT ENTRIES.

- Plaque signs are to be located only on wall surfaces adjacent to tenant entries.
- Plaque signs are to fit within an imaginary rectangle with a maximum area of 2 square feet.



- Limit plaque sign projections from wall surfaces to a maximum of 2 inches.
- Signs are to include the business name and a business logo only.
- Plaque signs are encouraged to include unique designs or other visually stimulating decorations and may be irregular in outline shape.
- Limited to one at each entrance.



RESTAURANT MENU SIGNS

ARE SIGNS THAT INCORPORATE A MENU CONTAINING A LISTING OF PRODUCTS AND PRICES OFFERED BY THE BUSINESS. SUCH SIGNS FACILITATE THE CUSTOMER IN LOCATING A RESTAURANT IN WHICH TO PATRONIZE. THEREFORE, PROMINENTLY DISPLAYED MENUS WITH PRICES AND OTHER IMPORTANT INFORMATION CAN HELP THE CUSTOMER IN MAKING THIS DECISION.

- Restaurant menu signs should be located in a permanently mounted display box on the surface of the building adjacent to the entry. Taping a menu to a box is not an appropriate menu sign.



- Menus may also be decoratively displayed in the window adjacent to the entry.
- Restaurant menu signs should be provided for all restaurants with table service.
- High quality materials and artistic designs should be used in the construction of menu signs.
- Limited to one at each entrance.

Downtown Menasha Sign Design Guidelines 9



- Restaurant menu signs are not included in the calculation of maximum sign area.
- The allowable area for restaurant menu signs shall be a maximum of 6 square feet.
- Restaurant menu signs shall be appropriate in size, location, and design to the character and architectural detail of the building as well as to the character of the restaurant.

MONUMENT SIGNS ARE

FREESTANDING SIGNS WITH A LOWER HEIGHT CONFIGURATION. SUCH SIGNS ARE USUALLY USED FOR BUILDING COMPLEXES THAT ARE SEPARATED FROM ADJACENT STREETS BY SUBSTANTIAL SETBACKS.

- Low profile or monument signs shall not overhang public property and shall have a solid footing in or upon the ground.
- Low profile signs should be constructed out of materials that complement the building structure and its use.

- Architectural lines which complement that of the building should be incorporated, especially with respect to the top of the sign.
- The design of the sign structure and the text should express high quality construction.
- Low profile or monument signs should be composed of individual lettering that is consistent with the image of the business and the surrounding architectural style.
- Letter heights should not exceed 12 inches.



- Monument signs may be illuminated either by external fixtures designed to complement the appearance of the sign or halo-lit illumination.
- Internal illumination is not permitted.
- Sign text should be limited to the building or project name, logos, and the business address.
- The maximum sign height, including the sign base, shall not exceed 8 feet. Limiting sign height to 6 feet is encouraged.
- Monument signs should only be used when other alternative types of signage would not provide adequate identification.

BUSINESS CENTER SIGNS

ARE MONUMENT SIGNS USED TO IDENTIFY MULTI-TENANT BUILDINGS OR DEVELOPMENTS AND BUSINESSES THAT DO NOT HAVE DIRECT FRONTAGE ON A PUBLIC STREET. BUSINESS CENTER SIGNS SHALL BE CONSTRUCTED AND ORIENTED TO THE PEDESTRIAN.

- Business center signs require a special use permit.
- The maximum area per business is 50 square feet/sign face for first business, plus 25 square feet/sign face for each business thereafter, not to exceed 100 square feet.
- The maximum height is not to exceed 8 feet.
- The sign copy may include the following: building or project name, project logo, address, business tenant names, and suite numbers or letters.
- The letter size of the building name, project name, or logo should not exceed 4 inches in height. All other copy should not exceed 2 inches in height.



- Business center signs should be constructed out of materials that complement both the building structure and its use.
- Business center signs may be illuminated either by external fixtures designed to complement the appearance of the sign or halo-lit illumination.

SIDEWALK (A-FRAME) SIGNS

ARE DESIGNED TO STAND ON THEIR OWN EITHER ON PUBLIC OR PRIVATE PROPERTY. SUCH SIGNS ARE PORTABLE AND ARE USUALLY PLACED ALONG PUBLIC SIDEWALKS TO ATTRACT PEDESTRIANS INTO SHOPPING AREAS.

Downtown Menasha Sign Design Guidelines 10

- Sidewalk signs should be constructed using one of the following durable materials: wooden or metal signs suspended from a wire frame or wooden A-Frame signs with open bases.
- Glass, breakable materials, paper, laminated paper, vinyl, plastic, PVC pipe frames, or illumination are not permitted materials for sidewalk signs.

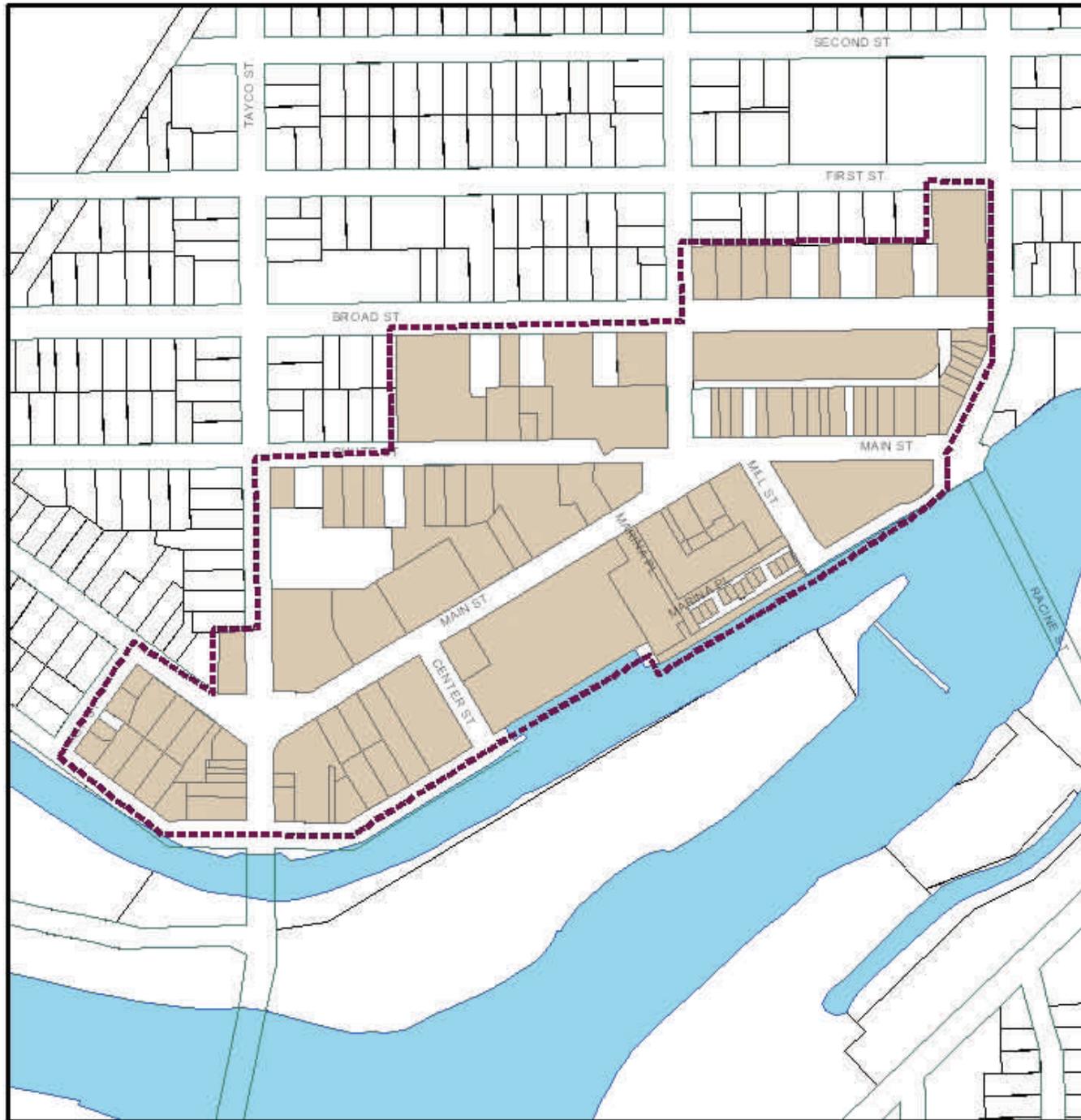


- Sidewalk sign designs should be uncluttered, with a minimum of text. Logos and graphics are encouraged.
- Sidewalk signs must not be permanently affixed to any object, structure, or the ground.
- The maximum sign area per Sidewalk sign is 8 square feet. Sign area is calculated on one side only.
- Sign lettering should be between 2-4 inches high.

PORTABLE SIGNS & OTHER SIGNS EXEMPT FROM PERMIT REQUIREMENTS

- Please see Sec. 13-1-62 of the Menasha Code of Ordinances.

City of Menasha
**C-2 Central
Business District**
March, 2008



Legend

- Roads
- Lakes & Rivers
- C-2 District
- General Boundary of the C-2 District



RESOLUTION R-06-09

RESOLUTION PERTAINING TO SIGN PERMIT AND SIGN INSPECTION FEES

Introduced by Alderman Benner.

WHEREAS, Article F of the City of Menasha Code of Ordinances relating to signs contains a provision that sign permit and sign inspection fees shall be established by the Common Council; and,

WHEREAS, such sign permit and sign inspection fees have been recommended by the Plan Commission;

THEREFORE, BE IT RESOLVED that sign permit and sign inspection fees shall be established as follows:

Sign Permit Fees

- Sidewalk Sign: \$50/sign
- Awning/Canopy/Marquee Sign: \$75/sign
- Projecting Sign: \$75/sign
- Wall Sign: \$75/sign
- Monument/Business Center/Pole Sign: \$150/sign
- Electronic Message Center: \$250/sign

Annual Sign Inspection Fees

- Billboard/Off-Premise Sign: \$100/sign/year
- Electronic Message Center: \$100/sign/year

Passed and approved this 6th day of April, 2009.

Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk

RESOLUTION NO. R-9-09

RESOLUTION AUTHORIZING THE ISSUANCE AND
SALE OF UP TO \$678,908 COMBINED UTILITY REVENUE BONDS, SERIES 2009,
AND PROVIDING FOR OTHER DETAILS AND
COVENANTS WITH RESPECT THERETO

Introduced by Mayor Merkes:

WHEREAS, the City of Menasha, Calumet and Winnebago Counties, Wisconsin (the "Municipality") owns and operates a combined electric and water utility (the "System") which is operated for a public purpose as a public utility by the Municipality; and

WHEREAS, pursuant to Resolution No. R-48-05 adopted on December 19, 2005 (the "2005 Resolution"), the Municipality has heretofore issued its Combined Utility Revenue Refunding Bonds, Series 2005, dated December 28, 2005 (the "2005 Bonds"), which 2005 Bonds are payable from the income and revenues of the System; and

WHEREAS, pursuant to Resolution No. R-20-06 adopted on April 18, 2006 (the "2006 Resolution"), the Municipality has heretofore issued its Combined Utility Revenue Bonds, Series 2006, dated April 26, 2006 (the "2006 Bonds"), which 2006 Bonds are payable from the income and revenues of the System; and

WHEREAS, pursuant to Resolution No. R-8-07 adopted on April 2, 2007 (the "2007 Resolution"), the Municipality has heretofore issued its Combined Utility Revenue Bonds, Series 2007, dated April 11, 2007 (the "2007 Bonds"), which 2007 Bonds are payable from the income and revenues of the System; and

WHEREAS, certain improvements to the System are necessary to meet the needs of the Municipality and the residents thereof, consisting of the construction of a project (the "Project") assigned Safe Drinking Water Loan Program Project No. 4845-04 by the Department of Natural Resources, and as described in the Department of Natural Resources approval letter for the plans and specifications of the Project, or portions thereof, issued under Section 281.41 of the Wisconsin Statutes, assigned No. W-2008-0254 and dated April 10, 2008 by the DNR; and

WHEREAS, under the provisions of Chapter 66 of the Wisconsin Statutes any municipality may, by action of its governing body, provide for purchasing, acquiring, constructing, extending, adding to, improving, operating and managing a public utility from the proceeds of bonds, which bonds are to be payable only from the revenues received from any source by such utility, including all rentals and fees; and

WHEREAS, the Municipality deems it to be necessary, desirable and in its best interest to authorize and sell combined utility revenue bonds of the Municipality payable solely from the revenues of the System, pursuant to the provisions of Section 66.0621 of the Wisconsin Statutes, to pay the cost of the Project; and

WHEREAS, the 2005 Resolution, the 2006 Resolution and the 2007 Resolution permit the issuance of additional bonds on a parity with the 2005 Bonds, the 2006 Bonds and the 2007 Bonds upon certain conditions, and those conditions have been met; and

WHEREAS, other than the 2005 Bonds, the 2006 Bonds and the 2007 Bonds, no bonds or obligations payable from the revenues of the System are now outstanding.

NOW, THEREFORE, be it resolved by the Governing Body of the Municipality that:

Section 1. Definitions. The following terms shall have the following meanings in this Resolution unless the text expressly or by implication requires otherwise:

- (a) "Act" means Section 66.0621 of the Wisconsin Statutes;
- (b) "Bond Registrar" means the Municipal Treasurer which shall act as Paying Agent for the Bonds;
- (c) "Bonds" means the \$678,908 Combined Utility Revenue Bonds, Series 2009, of the Municipality dated their date of issuance, authorized to be issued by this Resolution;
- (d) "Bond Year" means the twelve-month period ending on each May 1;
- (e) "Current Expenses" means the reasonable and necessary costs of operating, maintaining, administering and repairing the System, including salaries, wages, costs of materials and supplies, insurance and audits, but shall exclude depreciation, debt service, tax equivalents and capital expenditures;
- (f) "Debt Service Fund" means the Combined Utility Special Redemption Fund of the Municipality, which shall be the "special redemption fund" as such term is defined in the Act;
- (g) "Financial Assistance Agreement" means the Financial Assistance Agreement by and between the State of Wisconsin by the Department of Natural Resources and the Department of Administration and the Municipality pursuant to which the Bonds are to be issued and sold to the State, substantially in the form attached hereto and incorporated herein by this reference;
- (h) "Fiscal Year" means the twelve-month period ending on each December 31;
- (i) "Governing Body" means the Common Council, or such other body as may hereafter be the chief legislative body of the Municipality;
- (j) "Gross Earnings" means the gross earnings of the System, including all revenues, income and earnings of the System derived from water and electric charges imposed by the Municipality, all payments to the Municipality under any agreements between the Municipality and any contract users of the System, and any other monies received from any source including all rentals and fees and any special assessments levied and collected in connection with the Project;

(k) "Municipal Treasurer" means the Treasurer of the Municipality who shall act as Bond Registrar and Paying Agent;

(l) "Municipality" means the City of Menasha, Calumet and Winnebago Counties, Wisconsin;

(m) "Net Revenues" means the Gross Earnings of the System after deduction of Current Expenses;

(n) "Parity Bonds" means bonds payable from the revenues of the System other than the Bonds but issued on a parity and equality with the Bonds pursuant to the restrictive provisions of Section 11 of this Resolution;

(o) "Project" means the Project described in the preamble to this Resolution. All elements of the Project are to be owned and operated by the Municipality as part of the System as described in the preamble hereto;

(p) "Record Date" means the close of business on the fifteenth day of the calendar month next preceding any principal or interest payment date;

(q) "System" means the combined water and electric utility of the Municipality specifically including that portion of the Project owned by the Municipality and including all property of every nature now or hereafter owned by the Municipality for the collection, treatment, storage and distribution of water and the generation and distribution of electricity (provided however, that it shall not include any property for the generation or distribution of electricity which is part of the Municipality's Steam Utility System), including all improvements and extensions thereto made by the Municipality while any of the Bonds and Parity Bonds remain outstanding, including all real and personal property of every nature comprising part of or used or useful in connection with such combined utility and including all appurtenances, contracts, leases, franchises, and other intangibles;

(r) "2005 Bonds" means the Municipality's Combined Utility Revenue Refunding Bonds, Series 2005, dated December 28, 2005;

(s) "2005 Resolution" means Resolution No. R-48-05 adopted on December 19, 2005, authorizing the issuance of the 2005 Bonds;

(t) "2006 Bonds" means the Municipality's Combined Utility Revenue Bonds, Series 2006, dated April 26, 2006;

(u) "2006 Resolution" means Resolution No. R-20-06 adopted on April 18, 2006, authorizing the issuance of the 2006 Bonds;

(v) "2007 Bonds" means the Municipality's Combined Utility Revenue Bonds, Series 2007, dated April 11, 2007; and

(w) "2007 Resolution" means Resolution No. R-8-07 adopted on April 2, 2007, authorizing the issuance of the 2007 Bonds.

Section 2. Authorization of the Bonds and the Financial Assistance Agreement. For the purpose of paying the cost of the Project (including legal, fiscal, engineering and other expenses), there shall be borrowed on the credit of the income and revenue of the System up to the sum of \$678,908; and fully registered revenue bonds of the Municipality are authorized to be issued in evidence thereof and sold to the State of Wisconsin Safe Drinking Water Loan Program in accordance with the terms and conditions of the Financial Assistance Agreement, which is incorporated herein by this reference and the Mayor and City Clerk of the Municipality are hereby authorized, by and on behalf of the Municipality, to execute the Financial Assistance Agreement.

Section 3. Terms of the Bonds. The Bonds shall be designated "Combined Utility Revenue Bonds, Series 2009" (the "Bonds"); shall be dated their date of issuance; shall be numbered one and upward; shall bear interest at the rate of 2.668% per annum; shall be issued in denominations of \$0.01 or any integral multiple thereof; and shall mature on the dates and in the amounts as set forth in Exhibit B of the Financial Assistance Agreement and in the Bond form attached hereto as Exhibit A as it is from time to time adjusted by the State of Wisconsin based upon the actual draws made by the Municipality. Interest on the Bonds shall be payable commencing on November 1, 2009 and semiannually thereafter on May 1 and November 1 of each year. The Bonds shall not be subject to redemption prior to maturity except as provided in the Financial Assistance Agreement.

The schedule of maturities of the Bonds is found to be such that the amount of annual debt service payments is reasonable in accordance with prudent municipal utility practices.

Section 4. Form, Execution, Registration and Payment of the Bonds. The Bonds shall be issued as registered obligations in substantially the form attached hereto as Exhibit A and incorporated herein by this reference.

The Bonds shall be executed in the name of the Municipality by the manual signatures of the Mayor and City Clerk, and shall be sealed with its official or corporate seal, if any.

The principal of, premium, if any, and interest on the Bonds shall be paid by the Municipal Treasurer, who is hereby appointed as the Municipality's Bond Registrar.

Both the principal of and interest on the Bonds shall be payable in lawful money of the United States of America by the Bond Registrar. Payment of principal of the final maturity on the Bond will be payable upon presentation and surrender of the Bond to the Bond Registrar. Payment of principal on the Bond (except the final maturity) and each installment of interest shall be made to the registered owner of each Bond who shall appear on the registration books of the Municipality, maintained by the Bond Registrar, on the Record Date and shall be paid by check or draft of the Municipality and mailed to such registered owner at his or its address as it appears on such registration books or at such other address may be furnished in writing by such registered owner to the Bond Registrar.

Section 5. Security for the Bonds. The Bonds, together with interest thereon, shall not constitute an indebtedness of the Municipality nor a charge against its general credit or taxing power. The Bonds, together with interest thereon, shall be payable only out of the Debt Service

Fund hereinafter created and established, and shall be a valid claim of the registered owner or owners thereof only against such Debt Service Fund and the revenues of the System pledged to such fund, on a parity with the pledge granted to the holders of the 2005 Bonds, the 2006 Bonds and the 2007 Bonds. Sufficient revenues are hereby pledged to said Debt Service Fund, and shall be used for no other purpose than to pay the principal of, premium, if any, and interest on the 2005 Bonds, the 2006 Bonds, the 2007 Bonds and the Bonds as the same becomes due.

Section 6. Funds and Accounts. In accordance with the Act, for the purpose of the application and proper allocation of the revenues of the System, and to secure the payment of the principal of and interest on the 2005 Bonds, the 2006 Bonds, the 2007 Bonds, the Bonds and Parity Bonds, certain funds of the System which were provided by the 2005 Resolution, the 2006 Resolution and the 2007 Resolution are hereby continued and shall be used solely for the following respective purposes:

- (a) Combined Utility Revenue Fund (the "Revenue Fund"), into which shall be deposited as received the Gross Earnings of the System, which money shall then be divided among the Operation and Maintenance Fund, the Debt Service Fund, the Depreciation Fund and the Surplus Fund in the amounts and in the manner set forth in Section 7 hereof and used for the purposes described below.
- (b) Combined Utility Operation and Maintenance Fund (the "Operation and Maintenance Fund"), which shall be used for the payment of Current Expenses.
- (c) Combined Utility Special Redemption Fund (the "Debt Service Fund"), which shall be divided into two separate accounts known as the "Interest and Principal Account" and the "Reserve Account." The Interest and Principal Account shall be used for the payment of the principal of, premium, if any, and interest on, the 2005 Bonds, the 2006 Bonds, the 2007 Bonds, the Bonds and Parity Bonds as the same becomes due. The Reserve Account is not pledged to the payment of the principal of or interest on the 2006 Bonds, the 2007 Bonds or the Bonds and moneys on deposit in the Reserve Account shall under no circumstances be used to pay principal of or interest on the 2006 Bonds, the 2007 Bonds or the Bonds.
- (d) Combined Utility Depreciation Fund (the "Depreciation Fund"), which shall be used to provide a proper and adequate depreciation account for the System.
- (e) Combined Utility Surplus Fund (the "Surplus Fund"), which shall first be used whenever necessary to pay principal of, premium, if any, or interest on the 2005 Bonds, the 2006 Bonds, the 2007 Bonds, the Bonds and Parity Bonds when the Debt Service Fund shall be insufficient for such purpose, and thereafter shall be disbursed as follows: (i) at any time, to remedy any deficiency in any of the Funds provided in this Section 6 hereof; and (ii) money thereafter remaining in the Surplus Fund at the end of any Fiscal Year may be transferred to any of the funds or accounts created herein or to reimburse the general fund of the Municipality for advances made by the Municipality to the System.

Section 7. Application of Revenues. After the delivery of the Bonds, the Gross Earnings of the System shall be deposited as collected in the Revenue Fund and shall be transferred monthly to the funds listed below in the following order of priority and in the manner set forth below:

- (a) to the Operation and Maintenance Fund, in an amount equal to the estimated Current Expenses for such month and for the following month (after giving effect to available amounts in said Fund from prior deposits);
- (b) to the Debt Service Fund, for monthly transfer to the Interest and Principal Account thereof, if and to the extent necessary, the amount needed to make the balance therein equal the Accrued Debt Service (as defined in the 2005 Resolution) for all 2005 Bonds, 2006 Bonds, 2007 Bonds, the Bonds and any Parity Bonds then outstanding (after giving effect to available amounts in said Fund from accrued interest, any premium or any other source); and
- (c) to the Debt Service Fund, for monthly transfer to the Reserve Account thereof, the amount provided by the 2005 Resolution; and
- (d) to the Depreciation Fund, an amount determined by the Governing Body to be sufficient to provide a proper and adequate depreciation account for the System; and
- (e) to the Surplus Fund, any amount remaining in the Revenue Fund after the monthly transfers required above have been completed.

Transfers from the Revenue Fund to the Operation and Maintenance Fund, the Debt Service Fund, the Depreciation Fund and the Surplus Fund shall be made monthly not later than the tenth day of each month, and such transfer shall be applicable to monies on deposit in the Revenue Fund as of the last day of the month preceding. Any other transfers and deposits to any fund required or permitted by subsection (a) through (e) of this Section, except transfers or deposits which are required to be made immediately or annually, shall be made on or before the tenth day of the month. Any transfer or deposit required to be made at the end of any Fiscal Year shall be made within sixty (60) days after the close of such Fiscal Year. If the tenth day of any month shall fall on a day other than a business day, such transfer or deposit shall be made on the next succeeding business day.

It is the express intent and determination of the Governing Body that the amounts transferred from the Revenue Fund and deposited in the Debt Service Fund shall be sufficient in any event to pay the interest on the 2005 Bonds, the 2006 Bonds, the 2007 Bonds, the Bonds and any Parity Bonds as the same accrues and the principal thereof as the same matures, and to provide any amounts required to be paid monthly into the Reserve Account.

Section 8. Deposits and Investments. The Interest and Principal Account of the Debt Service Fund shall be kept apart from monies in the other funds and accounts of the Municipality and the same shall be used for no purpose other than the prompt payment of principal of and interest on the 2005 Bonds, the 2006 Bonds, the 2007 Bonds, the Bonds and any Parity Bonds as the same becomes due and payable. All monies therein shall be deposited in special and

segregated accounts in a public depository selected under Chapter 34 of the Wisconsin Statutes and may be temporarily invested until needed in legal investments subject to the provisions of Wisconsin Statutes Section 66.0603(1m). The other funds herein created (except the Water System SDWLP Project Fund) may be combined in a single account in a public depository selected in the manner set forth above and may be temporarily invested until needed in legal investments subject to the provisions of Section 66.0603(1m) of the Wisconsin Statutes.

Section 9. Service to the Municipality. The reasonable cost and value of services rendered to the Municipality by the System by furnishing water and electric services for public purposes shall be charged against the Municipality and shall be paid in quarterly installments as the service accrues, out of the current revenues of the Municipality collected or in the process of collection, exclusive of the revenues derived from the System; that is to say, out of the tax levy of the Municipality made by it to raise money to meet its necessary current expenses. The reasonable cost and value of such service to the Municipality in each year shall be equal to an amount which, together with other revenues of the System, will produce in each Bond Year Net Revenues equivalent to not less than the annual principal and interest requirements on the 2005 Bonds, the 2006 Bonds, the 2007 Bonds, the Bonds, any Parity Bonds and any other obligations payable from the revenues of the System then outstanding, times the greater of (i) 110% or (ii) the highest debt service coverage ratio required with respect to any obligations payable from revenues of the System then outstanding. However, such payment out of the tax levy shall be subject to (a) approval of the Public Service Commission, or successors to its function, if applicable, (b) yearly appropriations therefor, and (c) applicable levy limitations, if any; and neither this Resolution nor such payment shall be construed as constituting an obligation of the Municipality to make any such appropriation over and above the reasonable cost and value of the services rendered to the Municipality and its inhabitants or to make any subsequent payment over and above such reasonable cost and value.

Section 10. Operation of System; Municipality Covenants. It is covenanted and agreed by the Municipality with the owner or owners of the Bonds, and each of them, that the Municipality will perform all of the obligations of the Municipality as set forth in the Financial Assistance Agreement.

Section 11. Additional Bonds. The Bonds are issued on a parity with the 2005 Bonds, the 2006 Bonds and the 2007 Bonds as to the pledge of revenues of the System. No bonds or obligations payable out of the revenues of the System may be issued in such manner as to enjoy priority over the Bonds. Additional obligations may be issued if the lien and pledge is junior and subordinate to that of the Bonds. Parity Bonds may be issued only under the following circumstances:

(a) Additional Parity Bonds may be issued for the purpose of completing the Project and for the purpose of financing costs of the Project which are ineligible for payment under the State of Wisconsin Safe Drinking Water Loan Program. However, such additional Parity Bonds shall be in an aggregate amount not to exceed 20% of the face amount of the Bonds; or

(b) Additional Parity Bonds may also be issued if all of the following conditions are met:

(1) The Net Revenues of the System for the Fiscal Year immediately preceding the issuance of such additional bonds must have been in an amount at least equal to the maximum annual interest and principal requirements on all bonds outstanding payable from the revenues of the System, and on the bonds then to be issued, times the greater of (i) 1.10 or (ii) the highest debt service coverage ratio to be required with respect to the Additional Parity Bonds to be issued or any other obligations payable from the revenues of the System then outstanding. Should an increase in permanent rates and charges, including those made to the Municipality, be properly ordered and made effective during the Fiscal Year immediately prior to the issuance of such additional bonds or during that part of the Fiscal Year of issuance prior to such issuance, then Net Revenues for purposes of such computation shall include such additional revenues as an independent certified public accountant, consulting professional engineer or the Wisconsin Public Service Commission may certify would have accrued during the prior Fiscal Year had the new rates been in effect during that entire immediately prior Fiscal Year.

(2) The payments required to be made into the funds enumerated in Section 6 of this Resolution must have been made in full.

(3) The additional bonds must have principal maturing on May 1 of each year and interest falling due on May 1 and November 1 of each year.

(4) The proceeds of the additional bonds must be used only for the purpose of providing extensions or improvements to the System, or to refund obligations issued for such purpose.

Section 12. Sale of Bonds. The sale of the Bonds to the State of Wisconsin Safe Drinking Water Loan Program for the purchase price of up to \$678,908 and at par, is ratified and confirmed; and the officers of the Municipality are authorized and directed to do any and all acts, including executing the Financial Assistance Agreement and the Bonds as hereinabove provided, necessary to conclude delivery of the Bonds to said purchaser, as soon after adoption of this Resolution as is convenient. The purchase price for the Bonds shall be paid upon requisition therefor as provided in the Financial Assistance Agreement, and the officers of the Municipality are authorized to prepare and submit to the State requisitions and disbursement requests in anticipation of the execution of the Financial Assistance Agreement and the issuance of the Bonds.

Section 13. Application of Bond Proceeds. The proceeds of the sale of the Bonds shall be deposited by the Municipality into a special fund designated as "Water System SDWLP Project Fund." The Water System SDWLP Project Fund shall be used solely for the purpose of paying the costs of the Project as more fully described in the preamble hereof and in the Financial Assistance Agreement. Moneys in the Water System SDWLP Project Fund shall be disbursed within three (3) business days of their receipt from the State of Wisconsin and shall not be invested in any interest-bearing account.

Section 14. Amendment to Resolution. After the issuance of any of the Bonds, no change or alteration of any kind in the provisions of this Resolution may be made until all of the Bonds have been paid in full as to both principal and interest, or discharged as herein provided, except: (a) the Municipality may, from time to time, amend this Resolution without the consent of any of the owners of the Bonds, but only to cure any ambiguity, administrative conflict, formal defect, or omission or procedural inconsistency of this Resolution; and (b) this Resolution may be amended, in any respect, with a written consent of the owners of not less than two-thirds (2/3) of the principal amount of the Bonds then outstanding, exclusive of Bonds held by the Municipality; provided, however, that no amendment shall permit any change in the pledge of revenues derived from the System or the maturity of any Bond issued hereunder, or a reduction in the rate of interest on any Bond, or in the amount of the principal obligation thereof, or in the amount of the redemption premium payable in the case of redemption thereof, or change the terms upon which the Bonds may be redeemed or make any other modification in the terms of the payment of such principal or interest without the written consent of the owner of each such Bond to which the change is applicable.

Section 15. Defeasance. When all Bonds have been discharged, all pledges, covenants and other rights granted to the owners thereof by this Resolution shall cease. The Municipality may discharge all Bonds due on any date by irrevocably depositing in escrow with a suitable bank or trust company a sum of cash and/or bonds or securities issued or guaranteed as to principal and interest of the U.S. Government, or of a commission, board or other instrumentality of the U.S. Government, maturing on the dates and bearing interest at the rates required to provide funds sufficient to pay when due the interest to accrue on each of said Bonds to its maturity or, at the Municipality's option, if said Bond is prepayable to any prior date upon which it may be called for redemption, and to pay and redeem the principal amount of each such Bond at maturity, or at the Municipality's option, if said Bond is prepayable, at its earliest redemption date, with the premium required for such redemption, if any, provided that notice of the redemption of all prepayable Bonds on such date has been duly given or provided for.

Section 16. Rebate Fund. Unless the Bonds are exempt from the rebate requirements of the Internal Revenue Code of 1986, as amended (the "Code"), the Municipality shall establish and maintain, so long as the Bonds and any Parity Bonds are outstanding, a separate account to be known as the "Rebate Fund." The sole purpose of the Rebate Fund is to provide for the payment of any rebate liability with respect to the Bonds under the relevant provisions of the Code and the Treasury Regulations promulgated thereunder (the "Regulations"). The Rebate Fund shall be maintained by the Municipality until all required rebate payments with respect to the Bonds have been made in accordance with the relevant provisions of the Code and the Regulations.

The Municipality hereby covenants and agrees that it shall pay to the United States from the Rebate Fund, at the times and in the amounts and manner required by the Code and the Regulations, the portion of the "rebate amount" (as defined in Section 1.148-3(b) of the Regulations) that is due as of each "computation date" (within the meaning of Section 1.148-3(e) of the Regulations). As of the date of this Resolution, the provisions of the Regulations specifying the required amounts of rebate installment payments and the time and manner of such payments are contained in Sections 1.148-3(f) and (g) of the Regulations, respectively. Amounts held in the Rebate Fund and the investment income therefrom are not pledged as security for the

Bonds or any Parity Bonds and may only be used for the payment of any rebate liability with respect to the Bonds.

The Municipality may engage the services of accountants, attorneys or other consultants necessary to assist it in determining the rebate payments, if any, owed to the United States with respect to the Bonds. The Municipality shall maintain or cause to be maintained records of determinations of rebate liability with respect to the Bonds for each computation date until six (6) years after the retirement of the last of the Bonds. The Municipality shall make such records available to the State of Wisconsin upon reasonable request therefor.

Section 17. Resolution a Contract. The provisions of this Resolution shall constitute a contract between the Municipality and the owner or owners of the Bonds, and after issuance of any of the Bonds no change or alteration of any kind in the provisions of this Resolution may be made, except as provided in Section 14, until all of the Bonds have been paid in full as to both principal and interest. The owner or owners of any of the Bonds shall have the right in addition to all other rights, by mandamus or other suit or action in any court of competent jurisdiction, to enforce such owner's or owners' rights against the Municipality, the Governing Body thereof, and any and all officers and agents thereof including, but without limitation, the right to require the Municipality, its Governing Body and any other authorized body, to fix and collect rates and charges fully adequate to carry out all of the provisions and agreements contained in this Resolution.

Section 18. Continuing Disclosure. The officers of the Municipality are hereby authorized and directed, if requested by the State of Wisconsin, to provide to the State of Wisconsin Safe Drinking Water Loan Program and to such other persons or entities as directed by the State of Wisconsin such ongoing disclosure regarding the Municipality's financial condition and other matters, at such times and in such manner as the Safe Drinking Water Loan Program may require, in order that securities issued by the Municipality and the State of Wisconsin satisfy rules and regulations promulgated by the Securities and Exchange Commission under the Securities Exchange Act of 1934, as amended and as it may be amended from time to time, imposed on brokers and dealers of municipal securities before the brokers and dealers may buy, sell, or recommend the purchase of such securities.

Section 19. Conflicting Resolutions. All ordinances, resolutions (other than the 2005 Resolution, the 2006 Resolution and the 2007 Resolution), or orders, or parts thereof heretofore enacted, adopted or entered, in conflict with the provisions of this Resolution, are hereby repealed and this Resolution shall be in effect from and after its passage. In case of any conflict between this Resolution and the 2005 Resolution, the 2006 Resolution and the 2007 Resolution, the provisions of the 2005 Resolution, the 2006 Resolution and the 2007 Resolution shall control as long as any 2005 Bonds, 2006 Bonds or 2007 Bonds, respectively, are outstanding.

Passed: April 6, 2009

Approved: April 6, 2009

Donald Merkes
Mayor

Attest:

Deborah A. Galeazzi
City Clerk

EXHIBIT A

(Form of Municipal Obligation)

REGISTERED
NO. _____

UNITED STATES OF AMERICA
STATE OF WISCONSIN
CALUMET AND WINNEBAGO COUNTIES
CITY OF MENASHA

REGISTERED
\$ _____

COMBINED UTILITY REVENUE BOND, SERIES 2009

Final
Maturity Date

Date of
Original Issue

May 1, 2028

_____, 20__

REGISTERED OWNER: STATE OF WISCONSIN SAFE DRINKING WATER LOAN PROGRAM

FOR VALUE RECEIVED the City of Menasha, Calumet and Winnebago Counties, Wisconsin (the "Municipality") hereby acknowledges itself to owe and promises to pay to the registered owner shown above, or registered assigns, solely from the fund hereinafter specified, the principal sum of an amount not to exceed _____ DOLLARS (\$ _____) (but only so much as shall have been drawn hereunder, as provided below) on May 1 of each year commencing May 1, 2010 until the final maturity date written above, together with interest thereon (but only on amounts as shall have been drawn hereunder, as provided below) from the dates the amounts are drawn hereunder or the most recent payment date to which interest has been paid, at the rate of 2.668% per annum, calculated on the basis of a 360-day year made up of twelve 30-day months, such interest being payable on the first days of May and November of each year, with the first interest being payable on November 1, 2009.

The principal amount evidenced by this Bond may be drawn upon by the Municipality in accordance with the Financial Assistance Agreement entered by and between the Municipality and the State of Wisconsin by the Department of Natural Resources and the Department of Administration including capitalized interest transferred (if any). The principal amounts so drawn shall be repaid in installments on May 1 of each year commencing on May 1, 2010 in an amount equal to an amount which when amortized over the remaining term of this Bond plus current payments of interest (but only on amounts drawn hereunder) at Two and 668/1000ths percent (2.668%) per annum shall result in equal annual payments of the total of principal and the semiannual payments of interest. The State of Wisconsin Department of Administration shall record such draws and corresponding principal repayment schedule on a cumulative basis in the format shown on the attached Schedule A.

Both principal and interest hereon are hereby made payable to the registered owner in lawful money of the United States of America. On the final maturity date, principal of this Bond shall be payable only upon presentation and surrender of this Bond at the office of the Municipal Treasurer. Principal hereof (except the final maturity) and interest hereon shall be payable by electronic transfer or by check or draft dated on or before the applicable payment date and mailed from the office of the Municipal Treasurer to the person in whose name this Bond is registered at the close of business on the fifteenth day of the calendar month next preceding such interest payment date.

The Bonds shall not be redeemable prior to their maturity, except with the consent of the registered owner.

This Bond is transferable only upon the books of the Municipality kept for that purpose at the office of the Municipal Treasurer, by the registered owner in person or its duly authorized attorney, upon surrender of this Bond, together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the Municipal Treasurer, duly executed by the registered owner or its duly authorized attorney. Thereupon a replacement Bond shall be issued to the transferee in exchange therefor. The Municipality may deem and treat the person in whose name this Bond is registered as the absolute owner hereof for the purpose of receiving payment of or on account of the principal or interest hereof and for all other purposes. This Bond is issuable solely as a negotiable, fully-registered bond, without coupons, and in denominations of \$0.01 or any integral multiple thereof.

This Bond is issued for the purpose of providing for the payment of the cost of constructing improvements to the water system of the Municipality, pursuant to Article XI, Section 3, of the Wisconsin Constitution, Section 66.0621, Wisconsin Statutes, and a resolution adopted April 6, 2009, and entitled: "Resolution Authorizing the Issuance and Sale of Up to \$678,908 Combined Utility Revenue Bonds, Series 2009, and Providing for Other Details and Covenants With Respect Thereto" and is payable only from the income and revenues derived from the operation of the Combined Water and Electric Utility of the Municipality (the "Utility"). The Bonds are issued on a parity with the Municipality's Combined Utility Revenue Refunding Bonds, Series 2005, dated December 28, 2005, the Municipality's Combined Utility Revenue Bonds, Series 2006, dated April 26, 2006 and the Municipality's Combined Utility Revenue Bonds, Series 2007, dated April 11, 2007, as to the pledge of the revenues of the Utility. This Bond does not constitute an indebtedness of said Municipality within the meaning of any constitutional or statutory debt limitation or provision.

It is hereby certified, recited and declared that all acts, conditions and things required to exist, happen, and be performed precedent to and in the issuance of this Bond have existed, have happened and have been performed in due time, form and manner as required by law; and that sufficient of the income and revenue to be received by said Municipality from the operation of its Utility has been pledged to and will be set aside into a special fund for the payment of the principal of and interest on this Bond.

IN WITNESS WHEREOF, the Municipality has caused this Bond to be signed by the signatures of its Mayor and City Clerk, and its corporate seal to be impressed hereon, all as of the date of original issue specified above.

CITY OF MENASHA,
WISCONSIN

(SEAL)

By: _____
Donald Merkes
Mayor

COPY
By: _____
Deborah A. Galeazzi
City Clerk

(Form of Assignment)

FOR VALUE RECEIVED the undersigned hereby sells, assigns and transfers unto

(Please print or typewrite name and address, including zip code, of Assignee)

Please insert Social Security or other identifying number of Assignee

the within Bond and all rights thereunder, hereby irrevocably constituting and appointing

Attorney to transfer said Bond on the books kept for the registration thereof with full power of substitution in the premises.

Dated: _____

COPY

NOTICE: The signature of this assignment must correspond with the name as it appears upon the face of the within Bond in every particular, without alteration or enlargement or any change whatever.

Signature(s) guaranteed by

SCHEDULE A

\$678,908

CITY OF MENASHA, WISCONSIN
COMBINED UTILITY REVENUE BONDS, SERIES 2009

<u>Amount of Disbursement</u>	<u>Date of Disbursement</u>	<u>Series of Bonds</u>	<u>Principal Repaid</u>	<u>Principal Balance</u>
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SCHEDULE A (continued)

PRINCIPAL REPAYMENT SCHEDULE

<u>Date</u>	<u>Principal Amount</u>
May 1, 2010	\$27,901.94
May 1, 2011	28,646.37
May 1, 2012	29,410.65
May 1, 2013	30,195.33
May 1, 2014	31,000.94
May 1, 2015	31,828.05
May 1, 2016	32,677.22
May 1, 2017	33,549.05
May 1, 2018	34,444.14
May 1, 2019	35,363.10
May 1, 2020	36,306.59
May 1, 2021	37,275.25
May 1, 2022	38,269.76
May 1, 2023	39,290.79
May 1, 2024	40,339.07
May 1, 2025	41,415.32
May 1, 2026	42,520.28
May 1, 2027	43,654.72
May 1, 2028	44,819.43

COPY



MEMORANDUM

TO: Mayor Merkes, Council President Hendricks and the members of the City of Menasha Common Council

FROM: Tom Stoffel - Comptroller/Treasurer *ts*

DATE: 04/03/2009

SUBJECT: Selection of Actuarial Firm to comply with requirements of GASB 45

The City of Menasha is in the process of engaging a consultant to perform the actuarial calculation needed to comply with Government Accounting Standards Board (GASB) Statement 45. GASB is the rule-setting body for governmental accounting and their statements must be followed or the audit opinion for the City will be qualified.

Like most other governmental entities, the City currently accounts for its retiree medical plan on a pay-as-you-go basis, as retiree medical plan cost are paid for by current retirees. Accrual accounting under GASB 45 accelerates the recognition of the County's retiree medical plan costs by accruing the cost during the employee's working lifetime.

It is important to note that:

- GASB 45 does not change the ultimate cost of the County's retiree medical [plan, it only changes the timing of the cost recognition
- GASB 45 does not require pre-funding of the retiree medical plan in a separate trust. The City of Menasha will continue funding the retiree medical plan on a pay-as-you-go basis from the City's general assets. The difference between the GASB 45 liability accrual and pre-funded amounts (if any) would be an unfunded liability.

For your additional reference, I have attached a GASB 45 basic question and answer form which was prepared by the Governmental Accounting Standards Board.

In a few months a report will be finalized by our consultants detailing the amount of the past service component, current service component and future service component of the City's expected post retirement health benefit obligation.

I have reviewed the proposals submitted to the City to perform the GASB 45 calculation. The City received five proposals from the following consultants:

1. Alliance Benefit Group – Indianapolis, Indiana
2. Donlon & Associates, Inc. – Lisle, Illinois
3. Foster & Foster, Inc. – Lincolnshire, Illinois
4. Key Benefits Concepts – Waukesha, Wisconsin
5. United Health Actuarial Services, Inc. – Carmel, Indiana

Enclosed is a copy of the Request for Proposals sent out and also posted on the City's website. The proposal requests responses in four key areas: expertise of consultant in performing this type of work, minimum of three municipal references, ability to meet timeline set by City and an price for the report.

. All companies submitting proposals met the levels of expertise necessary for performing the work and were able to meet the timeline as set by the City.

After reviewing all the proposals, I determined that United Health Actuarial Services, Inc. had the least amount of experience in preparing this report and I removed them from further consideration.

The City budgeted \$8,000 for this report and of the remaining four consultants, the proposal from Donlon & Associates, Inc. exceeded that amount and so I removed them from further consideration.

The three remaining consultants, Alliance Benefit Group, Foster & Foster, Inc. and Key Benefits Concepts all had submitted timetables that met the City's needs and listed several municipal clients they had worked with. Foster & Foster, Inc. references were strong but were not from municipalities I had had contact with and so I removed them from further consideration

The two remaining proposals submitted are both very strong in the areas outlined in the RFP but based on a conversation with Mark Van Der Zee, Director of Business and Personnel Services for the Menasha Joint School District,, I would recommend The City award the project to Key Benefits Concepts.

GASB STATEMENT 45 ON OPEB ACCOUNTING BY GOVERNMENTS A FEW BASIC QUESTIONS AND ANSWERS

1. Why was Statement 45 on OPEB accounting by governments necessary?

Statement 45 was issued to provide more complete, reliable, and decision-useful financial reporting regarding the costs and financial obligations that governments incur when they provide postemployment benefits other than pensions (OPEB) as part of the compensation for services rendered by their employees. *Postemployment healthcare benefits*, the most common form of OPEB, are a very significant financial commitment for many governments.

2. How was OPEB accounting and financial reporting done prior to Statement 45?

Prior to Statement 45, governments typically followed a “pay-as-you-go” accounting approach in which the cost of benefits is not reported until after employees retire. However, this approach is not comprehensive—only revealing a limited amount of data and failing to account for costs and obligations incurred as governments receive employee services each year for which they have promised future benefit payments in exchange.

3. What does Statement 45 accomplish?

- When they implement Statement 45, many governments will report, for the first time, annual OPEB cost and their unfunded actuarial accrued liabilities for past service costs. This will foster improved accountability and a better foundation for informed policy decisions about, for example, the level and types of benefits provided and potential methods of financing those benefits.

The Standard also:

- Results in reporting the estimated cost of the benefits as expense each year *during the years that employees are providing services* to the government and its constituents in exchange for those benefits.
- Provides, to the diverse users of a government’s financial reports, more accurate information about the *total cost of the services* that a government provides to its constituents.
- Clarifies whether the amount a government has paid or contributed for OPEB during the report year has covered its annual OPEB cost. Generally, the more of its annual OPEB cost that a government chooses to defer, the higher will be (a) its unfunded actuarial accrued liability and (b) the cash flow demands on the government and its tax or rate payers in future years.
- Provides better information to report users about a government’s *unfunded actuarial accrued liabilities* (the difference between a government’s total obligation for OPEB and any assets it has set aside for financing the benefits) and changes in the *funded status of the benefits* over time.

4. What are the most common misconceptions about Statement 45?

- a. That it requires governments to fund OPEB.** Statement 45 establishes standards for *accounting and financial reporting*. How a government actually finances benefits is a policy decision made by government officials. The objective of Statement 45 is to more accurately reflect the financial effects of OPEB transactions, including the amounts paid or contributed by the government, whatever those amounts may be.
- b. That it requires immediate reporting of a financial-statement liability for the entire unfunded actuarial accrued liability.** Statement 45 does not require immediate recognition of the unfunded actuarial accrued liability (UAAL) as a financial-statement liability. The requirements regarding the reporting of an OPEB liability on the face of the financial statements work as follows:
- Governments may apply Statement 45 prospectively. At the beginning of the year of implementation, nearly all governments will start with zero financial-statement liability.
 - From that point forward, a government will accumulate a liability called the *net OPEB obligation*, if and to the extent its actual OPEB contributions are less than its annual OPEB cost, or expense.
 - The net OPEB obligation (not the same as the UAAL) will increase rapidly over time if, for example, a government's OPEB financing policy is pay-as-you-go, and the amounts paid for current premiums are much less than the annual OPEB cost.

Statement 45 does, however, also require the *disclosure* of information about the *funded status* of the plan, including the UAAL, in the notes to the financial statements—and the presentation of multi-year funding progress trend information as a required supplementary schedule.

- c. That it requires governments to report “future costs” for OPEB.** It is misleading and incorrect to describe accrual accounting for OPEB as requiring the expensing of “future costs.” From an accrual accounting standpoint (the basis of accounting required for all transactions in the government-wide financial statements), the reported expenses relate entirely to transactions (exchanges of employee services for the promised future benefits) that *already have occurred*. Statement 45 requires governments to report costs and obligations incurred as a consequence of receiving employee services, for which benefits are owed in exchange. The *normal cost* component of annual expense is the portion of the present value of estimated total benefits that is attributed to services received in the current year. The annual expense also includes an amortization component representing a portion of the UAAL, which relates to past service costs. Estimated benefit costs associated with *projected future years of service* are *not reported*.

**CITY OF MENASHA, WI
REQUEST FOR PROPOSALS
ACTUARIAL SERVICES**

FEBRUARY 2009

CITY OF MENASHA, WISCONSIN REQUEST FOR PROPOSALS-ACTUARIAL SERVICES

Section 1 – Introduction

The City of Menasha is currently seeking actuarial services that will assist in the implementation of Governmental Accounting Standards Board (GASB) Statement No. 45 (Accounting and Financial Reporting by Employers for Post Employment Benefits Other Than Pensions), for its current other post employment benefits (OPEB).

In preparation for implementation of GASB 45, an actuarial valuation is needed to determine the City's liability related to OPEB. The actuarial valuation should be performed in accordance with paragraph 13 of GASB 45 and applicable actuarial standards issued by the Actuarial Standards Board.

The requirements of GASB 45 will be effective for the City's financial statements covering the fiscal year beginning on January 1, 2008, with a reporting date of December 31, 2008. The full, initial GASB valuation will be a one-time project to bring the City into compliance. It is expected that there will be periodic follow-up reviews and updated forecasting as required by GASB regulations.

Section 2 – Background

The City is located in northeast Wisconsin in Winnebago and Calumet Counties, approximately 90 miles north of Milwaukee, 96 miles northeast of Madison and 38 miles southwest of Green Bay. Incorporated in 1874, the City encompasses approximately 6.77 square miles, with a 2008 estimated population of 17,408. The form of government is mayor/aldermanic with 8 alderpersons elected for two-year alternating terms. Currently the City has approximately 100 full-time and 6 regular part-time insurance eligible employees.

The City purchases a comprehensive employee health plan from Network Health Plans, comparable to those offered by other Wisconsin municipalities. The cost to the City for the plan is negotiated on an annual basis with Network Health Plan. The City has no continuing obligation beyond the annual contract.

City of Menasha retirees are eligible to remain on the City of Menasha health insurance plan until they become eligible for Medicare. Spouses and eligible dependants may also remain on this plan as long as the retiree is on the plan and until their COBRA rights are exhausted. The retiree is obligated to pay the entire cost of the plan for themselves, spouses and dependants, except as described in Sick Leave Payouts.

Retirees become qualified when they have reached the age necessary to immediately receive a pension annuity from the Wisconsin Retirement System (WRS). Current employees become eligible for health insurance coverage on the first day of the month following their hire date if they work at least 640 hours per year on a year-round basis in WRS covered positions. The City makes a contribution of \$55/month towards the premium of a single plan and \$190 towards the premium of a family plan for all Fire Department personnel retiring after 1/1/1998. This contribution continues until the fireman leaves the plan.

The City of Menasha has two sick leave payout provisions upon retirement under the Wisconsin Retirement System. For any accumulation of sick leave after 120 days, employees are eligible to remain on the City Health Insurance Plan and offset the premium cost by the sick leave payout. Once this benefit is exhausted, there is no more offset. If an employee chooses not to remain on the City Health Insurance Plan, this payout provision is forfeited.

For accumulated sick leave up to 120 days, employees are eligible to receive a payment in cash or an offset of the premiums if the employee chooses to remain on the City Health Insurance Plan. The specific amount is determined by respective Collective Bargaining Agreements with Unionized employees and by the rules of the Personnel Policy Handbook for non-unionized employees.

Section 3 – Scope of Services

The City of Menasha is seeking proposals in response to the Request for Proposal from qualified actuaries to provide actuarial services for the City's OPEB. The desired completion date of the study is June 30, 2009, and a formal presentation to the City Council may be required.

To be considered, a Proposer must have at least three (3) years of successful contracting experience in the type of work involved in this project, and must have successfully performed work similar in scope to the work proposed in this project.

Evidence of Firm's qualifications and at least three (3) municipal references shall be submitted. Failure to include this information may result in firm being found non-responsive.

The City will make available the following information:

1. Current health insurance census
2. Health insurance census history
3. Health insurance premium schedule

The primary project is the GASB 45 valuation. The proposal should include the following comprehensive actuarial services provided in a written report:

1. Prepare an actuarial valuation following GASB 45 standards. Include the following information:
 - The actuarial present value of total projected benefits
 - Unfunded actuarial accrued liability
 - Actuarial accrued liability
 - Actuarial value of assets
 - Normal cost
 - Annual required contribution of the employer as a level dollar amount and as a level percentage of covered payroll
 - Net OPEB obligation for employer disclosure under GASB Statement 45, if necessary.
2. Prepare the necessary material for the audit report to comply with GASB OPEB reporting and disclosure requirements.
3. Determine the implicit rate subsidy, if any, and the impact it would have on the OPEB liability.
4. Provide recommendations on managing the OPEB liability.

Section 4 – Selection Criteria

The selected firm will be given written notification of being selected by the City. Firms shall be ranked on the following:

1. Compliance with the RFP.
2. Expertise, experience and qualifications of the firm, and its personnel.
3. Current and projected workload and ability to complete the work by desired completion date.
4. Performance on all projects within the past three (3) years.
5. Experience working with governmental agencies.
6. Size of the firm submitting the proposal relative to the size of the project.
7. Price and timeline as indicated in the proposal.

Section 5 – Contract Awards

Each proposal will be reviewed by City personnel and a recommendation made to the City Council. The City anticipates entering into a written contract with the vendor who submits the proposal judged by the City to be most advantageous.

The City reserves the right to reject all proposals, to abandon the project, or to re-advertise or solicit other proposals. The City may, in its discretion, waive any informalities, technicalities and irregularities contained in a proposal or in the manner of its submittal and award a contract to the vendor who, in the city's opinion, has submitted the proposal most advantageous to the City.

Section 6 – Cost and Fee Arrangements

The proposal must provide a maximum "not to exceed" cost for the project based on the project as described herein. Additional recommendations and services or options may be included as additions to the project on an optional basis.

Section 7 – Procurement Rules and Information

Deadline/Instructions for Submission:

For consideration to be given to any proposal submitted pursuant to this RFP, three (3) paper copies of the RFP materials must be received by 4:00 p.m. on Friday, March 27, 2009 at the address listed below:

Actuarial Service Proposal
City of Menasha
ATTN: Thomas Stoffel/Comptroller/Treasurer
140 Main Street
Menasha, WI 54952

A vendor may submit the proposal by personal delivery, or by mail, but not by facsimile.

Insurance Requirements:

Successful vendor shall purchase and maintain through the contract period workers compensation, comprehensive general liability, comprehensive automobile liability, and other insurance as is appropriate for the project being performed hereunder by the vendor, its employees, subcontractors or agents. The successful vendor will provide a certificate of insurance with the following limits: \$250,000/person, \$500,000/accident, \$100,000/property damage, \$1,000,000 excess automobile liability; general liability with limits of not less than \$1,000,000 per occurrence, and \$1,000,000 per aggregate. The City of Menasha will be named as additional insured on the policies.

City of Menasha
Request for Proposals-Actuarial Services
Page 5 of 5

Contact Person:

Thomas Stoffel
Comptroller/Treasurer
140 Main Street
Menasha, WI 54952
920-967-3630
Fax: 920-967-5271
Email: tstoffel@ci.menasha.wi.us

Proposed Calendar of Events:

<u>Date</u>	<u>Action</u>
February 27, 2009	Issue RFP, mail to vendors
March 2, 2009	Advertise RFP on City Website
March 27, 2009	Proposal due no later than 4:00 p.m.
April 6, 2009	Council approval of recommended vendor
April 8, 2009	Contract signed
June 30, 2009	Completion of actuarial evaluation

Key Benefit Concepts, LLC



Proposal for an Actuarial Valuation of Post Employment Benefits

March 2009



BBB Rating: A+

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City of Menasha

Other Post-Employment Benefit Actuarial Liability Study

About Key Benefit Concepts, LLC

Key Benefit Concepts, LLC (KBC) is an employee benefits and actuarial consulting firm. Established in 1992, our mission statement is grounded in the delivery of unbiased counsel to employers in the evaluation, design and implementation of employee benefit programs. Over the years, we have provided innovative solutions to public and private employers in addition to Taft Hartley groups.

As consultants, we do not receive commissions, overrides, bonuses, trips, etc. as payment for our services. Our compensation comes from our clients based on an hourly fee or project basis. This guarantees that our motivation is to serve our clients' needs.

We bring to our clients a variety of experiences and diversity of talents. From strategists to claim audit experts, we add value by providing a depth and breadth of knowledge, which has defined our success. Associations with individuals who provide legal and clinical expertise assure that we provide thorough assessments and comprehensive solutions that meet our clients' goals.

Summary and Objectives

With the issuance of a Government Accounting Standards Board ("GASB") statement on Other Post Employment Benefits ("OPEBs"), the City of Menasha ("the City") desires to have an actuarial study conducted that will provide a calculation of their OPEB liability. (This statement requires a change from cash to an accrual basis for retiree benefit programs.) The City appreciates that the liability calculations obtained will allow them to better understand the potential impact of the statement. The City wishes to use this information in a proactive manner that will help them plan for long-term financial and business goals. The City anticipates the proposal will provide an evaluation and forecast of future employer liabilities for post-retirement medical benefits.

The City has identified the following objectives:

- The desire to understand and appreciate the nature of the obligation.
- Quantify the City's OPEB liabilities to determine the magnitude and impact of the liability.

Project Scope

Preparation Phase

- I. Mutually determine the scenarios and desired outcomes of the project.
- II. Review data gathered from the City.
- III. Follow up with the City, vendors or any other party to obtain additional information, as needed.
- IV. Create data worksheets.
- V. Evaluate and prepare demographic and service tables.

Actuarial Valuation Phase

- I. Determine appropriate assumptions to complete valuation.
- II. Calculate the present value of future benefits, based upon the data provided and current GASB actuarial liability methodologies. This will be calculated for *each* employee and retiree - valuing the implicit rate subsidy occurring from those retirees that choose to self-pay 100% of the medical premiums to remain on the City's medical plan.
- III. Calculate the OPEB liability scenarios based upon trends, plan design and/or interest assumptions.
- IV. Develop and prepare the Summary Report for the District including a telephonic review of the draft report and one visit to the District to present the finalized report to the District.

The City's OPEB liability is a direct and sole result of the implicit rate subsidy occurring from retirees that choose to remain on the City's group medical plan provided that the retiree pays the full amount (100%) of the required medical premium. The implicit rate subsidy, as defined by GASB Statement 45 is "the difference between a premium rate charged to retirees for a particular benefit and the estimated rate that would be applicable to those retirees if that benefit was acquired for them as a separate group". Included in the proposal is a summary of the required eligibility needed to qualify for the City's post-retirement benefit (i.e. direct payments by retirees eligible for Wisconsin Retirement System in order to remain in the group medical plan). This summary is the basis by which our proposal was developed.

Sick Leave Benefit

The City of Menasha offers two sick leave payout provisions upon retirement under the Wisconsin Retirement System (WRS). The District provides City employees who retire with a cash benefit for unused sick days, which may be received in cash or applied to continued health insurance. According to current GASB regulations, compensated absences should currently be accounted for under GASB statement 16. Since the retirees have the option of using these amounts for continued health insurance, the implicit rate subsidy applicable to the "value" of the benefit for those who continue health insurance coverage is considered an OPEB benefit. Our proposal includes the valuation of the OPEB benefit relative to the implicit rate subsidy. It does not include valuation of the compensated absences, as it is not necessary.

Value

Successful outcomes are assured when our clients play an active role in their projects, which in turn, provides great value to the City. Key Benefit Concepts, LLC engages in projects when we know we can deliver value to our client.

The value to the City of Menasha is:

- To more thoroughly and thoughtfully address the provision of retiree health care benefits.
- Gain an understanding of how the new accounting requirements for the OPEB liability will impact the City, its employees and retirees.

Actuarial Valuation Components

As outlined in the City's RFP, the actuarial valuation prepared by KBC will contain the following components:

- The actuarial present value of total projected benefits
- Unfunded actuarial accrued liability (UAAL)
- Actuarial accrued liability (AAL)
- Actuarial value of assets
- Normal Cost
- Annual required contribution of the employer as a level dollar amount and as a level percentage of covered payroll
- Net OPEB obligation for employer disclosure under GASB Statement 45
- The necessary materials for the audit report to comply with GASB OPEB reporting and disclosure requirements
- Determination of implicit rate subsidy, if any, and the impact it would have on the OPEB liability
- Recommendations for managing OPEB liability

OPEB Project Fee

Our fee for this project is based upon the retirement benefits offered to those classifications as described in the Post Employment Benefit summaries at the end of the proposal. The City's employees that are eligible for a post employment benefit encompass over one hundred actives and retirees. Therefore, we offer the City our standard OPEB valuation:

<i>OPEB Valuation Fee Range</i>	
Standard Detailed OPEB Valuation	\$ 5,000 - \$ 5,400

The fee for services is expected to be within the fee range shown, but shall be no more than the higher fee noted in the range. This allows for discrepancies in the benefit summaries and/or modifications to the valuation as determined at acceptance. Subsequent studies and alterations are not included in the above noted fee range. Our fees include preparation of an electronic version of the report and 2 hard copies of the final valuation report. Additional expenses such as travel, additional copies of the report, and/or materials other than correspondence will be billed at cost. Statements for work completed will be invoiced on a monthly basis. The first invoice will be sent following completion of the draft report. Payment is due upon receipt. A second invoice will be sent if/when a presentation of the final report is provided to the District.

Acceptance

This forms an agreement between the City of Menasha and Key Benefit Concepts, LLC. Please check the box of the type of valuation the City is accepting:

Standard Detailed OPEB Valuation:

The City accepts KBC's proposal for an OPEB valuation.

Please indicate if the County's medical plan is: Insured Self-insured

Please check one box below:

- The Post Employment Benefit Summaries as provided in this proposal, accurately and completely reflect the retirement benefits offered by the City.
- The Post Employment Benefit Summaries accurately and completely reflect the retirement benefits offered by the City given the modifications made by the City and noted with this acceptance. (*Please mark changes on page 4.*)

City of Menasha

Thomas Stoffel, City Comptroller/Treasurer

Key Benefit Concepts, LLC

Linda R. Mont 3/23/08

Linda R. Mont, RHU, Senior Benefit Consultant, Managing Member

Facsimiles of acceptance signatures shall be as valid as the original signatures.

City of Menasha
Summary of Post Employment Benefits

All City Employees

Eligibility	OPEB Benefit
Eligible to receive a pension annuity from the WRS	<p><u>Medical Insurance:</u> Retirees are eligible to remain on the City's health insurance plan until they become eligible for Medicare. Spouses and eligible dependents may also remain on this plan as long as the retiree is on the plan and until their COBRA* rights are exhausted. The retiree is obligated to pay the entire cost of the plan for themselves, spouses and dependents, except as described in Sick Leave Payouts.</p>
	<p><u>Sick Leave Payout—Continuation of Health Insurance:</u> (Implicit Rate Subsidy only) For any accumulation of sick leave after 120 days, employees are eligible to remain on the City Health Plan and offset the premium cost by the sick leave payout.</p> <p>Once this benefit is exhausted, there is no more offset. If an employee chooses not to remain on the City Health Plan, this payout provision is forfeited.</p>
	<p>Non-OPEB Benefit</p> <p><u>Sick Leave Payout—In Cash:</u> For accumulated sick leave up to 120, employees are eligible to receive a payment in cash. The specific amount is determined by the respective Collective Bargaining Agreements with Unionized employees and by the rules of the Personnel Handbook for non-unionized employees.</p>

**Retirees may stay on the plan until Medicare-eligible, spouses and dependents are limited to COBRA continuation.*

Fire Department Personnel

Eligibility	OPEB Benefit
	<p><u>Medical Insurance:</u> The City makes a contribution of \$55 towards the premium of a single plan and \$190 towards the premium of a family plan for all Fire Dept. personnel retiring after 1/1/1998. This contribution continues until the Fireman leaves the plan.</p>

References: KBC Experience with similar projects:

- **Cities**

Lori Rich
Accounting Services Manager
City of Ripon
100 Jackson Street
Ripon, WI 54971
Phone: (920) 748-4918

Type of Project: *Actuarial Valuation of Other Post Employment Benefit Obligations based upon current GASB Accounting Standards*

Yuzhen Liu
Finance Director
City of Marinette
1905 Hall Avenue
Marinette, WI 54143
Phone: (715) 732-5143

Type of Project: *Actuarial Valuation of Other Post Employment Benefit Obligations based upon current GASB Accounting Standards*

- **Counties**

Carolyn Maricque
Finance Director
Brown County
305 E. Walnut Street
Room 550
Green Bay, WI 54301
Phone: (920) 448-4046

Type of Project: *Actuarial Valuation of Other Post Employment Benefit Obligations based upon current GASB Accounting Standards*

Todd Reckelberg, CGFM
Comptroller
Manitowoc County
1110 S. 9th Street
Manitowoc, WI 54220
Phone: (920) 683-4080

Type of Project: *Actuarial Valuation of Other Post Employment Benefit Obligations based upon current GASB Accounting Standards*

- **School Districts**

Mark Van Der Zee
Director of Business Services
Menasha Joint School District
328 Sixth Street
PO Box 360
Menasha, WI 54952
Phone: (920) 967-1410

Type of Project: *Actuarial Valuation of Other Post Employment Benefit Obligations based upon current GASB Accounting Standards*

Gary Kvasnica, RSBO
Business Manager
Kimberly Area School District
217 E. Kimberly Ave
Kimberly, WI 54136
Phone: (920) 788-7900, ext. 1406

Type of Project: *Actuarial Valuation of Other Post Employment Benefit Obligations based upon current GASB Accounting Standards*

Timetable

Below is a 10-week timetable for the completion of the post employment benefits as proposed.

City of Menasha										
Other Post Employment Benefit Valuation Timeline										
	<u>Week 1</u>	<u>Week 2</u>	<u>Week 3</u>	<u>Week 4</u>	<u>Week 5</u>	<u>Week 6</u>	<u>Week 7</u>	<u>Week 8</u>	<u>Week 9</u>	<u>Week 10</u>
Data Collection										
Data set up and determination of assumptions										
Verification of eligibility and assumptions										
Actuarial valuation of benefits for each eligible participant										
Verification of results & and finalization										
Preparation of report and presentation of findings										

Assuming that all data is obtained from the City within 3 weeks of acceptance, the valuation will be completed within the 10 week timetable noted above.

KBC's Consulting Team

KBC's consulting services are provided by a team of highly qualified experienced professionals. Linda Mont is a senior consultant and managing member. As such, she is responsible for signing agreements and overseeing all work performed. For this project, Manal Rizek will be the primary contact once the proposal is accepted. She is the actuarial consultant leading the team working on this project under the guidance of Ted Windsor our chief actuary who will be signing the final report. The biographies of KBC personnel actively involved in the actuarial and technical portions of the projects are at the end of this proposal.

Linda R. Mont, RHU

Linda Mont is the senior benefit consultant at Key Benefit Concepts and has over 25 years experience providing health care benefit services to private and public sector employers.

Linda's areas of expertise include:

- ❖ Analyze claims data to evaluate appropriate use, overuse and abuse
- ❖ Review and analysis of current health care plan designs and recommendations for plan modifications
- ❖ Review and evaluation of utilization review programs and prescription drug benefit managers and programs
- ❖ Evaluate and develop elements of flexible benefit programs, administration and communication
- ❖ Review and/or develop summary plan descriptions and master plan documents
- ❖ Auditing of claims and administrative services of insurance companies and third party administrators
- ❖ Develop bid specifications, bidding, analysis and implementation of new claims administration
- ❖ Analyze plan experience and renewal negotiations with insurance companies, provider networks and third party administrators
- ❖ Evaluation of funding options and plan risk tolerance. Assisting employers in the determination of appropriate aggregate and specific stop-loss levels.

Linda Mont has been a benefits consultant with KBC over 15 years. Prior to that, she was a health and welfare consultant in the Milwaukee office of William M. Mercer, Incorporated and a service representative in the Brookfield, WI office of CNA Insurance Companies.

She has a Bachelors of Arts degree in Management & Communications from Concordia University, Mequon, Wisconsin. She is a registered health underwriter (RHU). She is also a licensed life, health, property and casualty insurance intermediary for the State of Wisconsin, a member of the Milwaukee Claim Association, the International Foundation of Employee Benefit Plans and the Greater Milwaukee Employee Benefit Council. She is also an affiliate member of the Wisconsin School Board Association. Linda Mont is an experienced speaker for several organizations providing relative information on topics within her expertise as noted above.

Email: lmont@keybenefits.com

Ted W. Windsor, A.S.A., M.A.A.A., E.A.

Ted is an Associate of the Society of Actuaries (ASA), an Enrolled Actuary (EA) as well as a Member in the American Academy of Actuaries (MAAA). He has over 20 years of experience providing actuarial services in the pension and health care benefits in marketplace. With an added focus on post employment liability calculations, Ted is able to provide the full range of actuarial services. Ted has also been a speaker at various engagements around the country in a variety of topics such as the Pension Protection Act and Statements issued by the Government Accounting Standards Board (GASB).

Areas of Expertise:

Health and Welfare benefits

- ❖ Calculations of incurred but not reported health liabilities (IBNR)
- ❖ Analysis and design of funding and reserves for insured and self-funded programs
- ❖ Demographic studies
- ❖ Pricing and plan design studies

Post-employment benefits

- ❖ Valuation of retiree health liabilities
- ❖ Valuation of post retirement life insurance
- ❖ Valuation of post retirement discounts
- ❖ Projection of future benefit payouts

Pension benefits

- ❖ Valuation of defined benefit pension plans
- ❖ ESOP emerging liability studies
- ❖ Projection of future benefit payouts
- ❖ Income replacement studies

Ted Windsor interned at the University of Chicago and has Bachelor's of Science degree in Mathematics from Loyola University in Baltimore, Maryland. As an ASA, Ted has worked with both private and public sector employers. He has held senior positions at international consulting firms such as William M. Mercer and Segal Companies. He has a wealth of experience personally performing actuarial services as well as managing and mentoring a team of actuarial consultants and technicians.

Email: twindsor@keybenefits.com

Manal Rizek

Manal Rizek is an actuarial consultant at Key Benefit Concepts. She is an expert in mathematical and statistical analysis as well as in data modeling. She has unique consulting abilities combining her strong mathematical abilities and computer programming skills.

Manal's areas of expertise include:

- ❖ Systems Modeling
- ❖ Regression Analysis
- ❖ Operations Research
- ❖ Statistics and Probability
- ❖ Discrete Mathematics

She also possesses the following Computer Skills:

- ❖ SAS: Statistical Analysis, Data Modeling, Regression Modeling
- ❖ MATLAB: Linear Programming
- ❖ Visual Basic and C++: Computer Programming

As an actuarial consultant, Manal performs and oversees the performance of the following:

Health and Welfare benefits

- ❖ Calculations of incurred but not reported health liabilities (IBNR)
- ❖ Analysis and design of funding and reserves for insured and self-funded programs
- ❖ Demographic studies
- ❖ Pricing and plan design studies

Post-employment benefits

- ❖ Valuation of retiree health liabilities
- ❖ Valuation of post retirement life insurance
- ❖ Valuation of post retirement discounts
- ❖ Projection of future benefit payouts

Manal Rizek has a Master's degree in applied mathematics from Marquette University, Milwaukee, Wisconsin and a Bachelor's of Science degree in computer science and applied mathematics from Kent State University in Kent, Ohio. She is a member of the American Mathematical Society. Manal is in the process of becoming an Associate of the Society of Actuaries.

Email: manalr@keybenefits.com

Sara R. Booth

Sara R. Booth is an employee benefits consultant at Key Benefit Concepts. She possesses strong mathematical capabilities and medical knowledge. Sara assists in the coordination of benefit projects and assures adherence to project timetables and timely completion.

Having a keen eye for detail, Sara provides exceptional consulting abilities in the following areas:

- ❖ Responding to Requests for Proposals (RFP) received from private and public entities; corresponding with employers and outside vendors
- ❖ Identifying, defining and developing employment benefit summaries, project scopes and timetables
- ❖ Investigation and collection of data components for benefit valuations, data analysis and plan re-design
- ❖ Creating the framework and tables for actuarial valuation studies
- ❖ Assisting in the finalization of the project reports
- ❖ Maintaining follow-up logs, timetables for subsequent studies and related benefit changes and consulting costs

Sara Booth has a Bachelor's of Science degree in biology from the University of Wisconsin-Madison, Wisconsin. She is almost fluent in the Spanish language. Sara has a strong scientific background in biology, physics and chemistry.

Email: sbooth@keybenefits.com

PROFESSIONAL LIABILITY NON-MEDICAL (CLAIMS MADE) COVERAGE PART DECLARATIONS

THIS IS A CLAIMS MADE AND REPORTED INSURANCE POLICY. PLEASE READ IT CAREFULLY.

MAXIMUM INDEMNITY COMPANY 6455 East Johns Crossing, Suite 325 Duluth, Georgia 30097	Professional Liability Brokers & Consultants, Inc. 175 East Hawthorn Parkway Suite 310 Vernon Hills, IL 60061
NAMED INSURED: Key Benefit Concepts, LLC	
MAILING ADDRESS: 2717 North Grandview #205 Waukesha, WI 53188	
POLICY PERIOD: FROM 3/27/2008 TO 3/27/2009 AT 12:01 A.M. STANDARD TIME AT YOUR MAILING ADDRESS SHOWN ABOVE.	

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.

LIMITS OF INSURANCE AND DEDUCTIBLE
Professional Liability(Non-Medical) \$1,000,000 Each Claim \$1,000,000 Aggregate Deductible (Inclusive of Claims Expense) Professional Liability(Non-Medical) \$2,500 Deductible Per Claim Including Loss Adjustment Expense

RETROACTIVE DATE
Coverage for this insurance does not apply to any negligent act, error, or omission which occur before the RetroActive Date shown here: 1/1/1999 Applicable to coverage(s): Professional Liability(Non-Medical)

BUSINESS DESCRIPTION AND PROFESSIONAL SERVICES
FORM OF BUSINESS:
<input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> JOINT VENTURE
<input checked="" type="checkbox"/> LIMITED LIABILITY COMPANY <input type="checkbox"/> ORGANIZATION, INCLUDING A CORPORATION (BUT NOT INCLUDING A PARTNERSHIP, JOINT VENTURE, TRUST OR LIMITED LIABILITY COMPANY)
BUSINESS DESCRIPTION AND PROFESSIONAL SERVICES: Actuarial and employee benefit consulting firm

PREMIUM	
Total Advance Premium:	\$3,652
Total Other Charges:	NA
Total Premium:	\$3,652

CITY OF MENASHA
PROPOSAL FOR ACTUARIAL SERVICES
OTHER POST EMPLOYMENT BENEFITS
(OPEB)

Jason L. Franken, FSA, EA, MAAA
Foster & Foster, Inc.
250 Parkway Drive, Suite 150
Lincolnshire, IL 60069
(847) 325-5582
March 26, 2009

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March 26, 2009

Mr. Thomas Stoffel
City Comptroller
City of Menasha
140 Main Street
Menasha, WI 54952

Re: Proposal for GASB 45 Services

Dear Mr. Stoffel:

I am writing to provide a formal response to your Proposal for GASB 45 Services. In this proposal, you will find details surrounding the services we would be providing and the associated fees with performing the work.

It is our opinion that we are uniquely qualified and would be the best applicant to perform the services requested for the following reasons:

- **Firm's Expertise** – Foster & Foster, Inc. is an actuarial consulting firm incorporated in 1979 that specializes in providing actuarial services of this nature to the public sector. We work for over 200 different public entities, and provide GASB 45 services for nearly 30 different entities.
- **Consultant's Credentials** – We will devote (2) two Fellows of the Society of Actuaries (FSAs) to perform the GASB 45 valuation. This is the highest designation
- **Public Sector Databank** – With plan experience for over 200 different public entities, we are best equipped to set assumptions as to future demographic behavior. We apply different assumptions to Police Officers, Firefighters, and General Employees because 30 years of data gathering for nearly 200 public sector clients bear that out.

This letter serves as our pledge to have an understanding of the work necessary to bring the City of Menasha into compliance with the new GASB 45 accounting rules, as well as our certification that we will deliver qualified actuarial results for this project on a timely basis. Also please consider this our sixty (60) day irrevocable commitment to perform the services outlined herein for a period of one (1) year.

Sincerely,



Jason L. Franken, F.S.A., E.A., M.A.A.A.

DETAILED PROPOSAL

RELATIONSHIP

Foster & Foster has had no professional relationships involving the City of Menasha in any of the past five (5) years.

CERTIFIED TO PERFORM SERVICES IN WISCONSIN

Foster & Foster and all assigned key professional staff are properly certified to perform actuary consulting services in the State of Wisconsin and are equipped to deliver actuarial opinions in accordance with the standards of practice and procedures established by the American Academy of Actuaries.

FIRM QUALIFICATIONS AND EXPERIENCE

Foster & Foster, Inc. is an independent actuarial consulting firm that was founded in 1979 and is structured to provide actuarial services to municipal pension and postretirement medical programs. Our firm currently employs thirteen (13) consultants, of which (6) have obtained actuarial credentials. Both Brad Heinrichs and Jason Franken are Fellows of the Society of Actuaries, the highest distinction an actuary can obtain. Our office of primary contact, from which we will be doing this work, is located at the following address:

Foster & Foster, Inc.
250 Parkway Drive, Suite 150
Lincolnshire, IL 60069

Telephone: (847) 325-5582
Facsimile: (847) 325-5566
Email: jason@foster-foster.com

There have been no legal actions taken against Foster & Foster, Inc. for any reason and no company employee has been charged with any offense involving fraud, theft, or dishonesty.

PERSONNEL QUALIFICATIONS AND EXPERIENCE

Foster & Foster, Inc. is currently providing ongoing support to more than 200 retirement programs including 20+ under a contract with the State of Florida Division of Retirement. We work exclusively with public retirement programs and consider ourselves to be experts in all phases of the design and administration of these programs.

The persons with the primary responsibility for completion of the work outlined herein are Jason L. Franken, Bradley R. Heinrichs, Sandra R. Heinrichs, and Michael Merlob.

DETAILED PROPOSAL (CONTINUED)

Mr. Franken has been with the Firm for nearly one year and brings about 12 years of pension and postretirement healthcare experience. Jason is a Fellow of the Society of Actuaries and an Enrolled Actuary per ERISA. Jason is an industry expert in the postretirement healthcare field and has spoken at national actuarial conferences on the topic of Funding Other Postemployment Benefits.

Jason will likely be the lead consultant on this case. Jason will manage the project, deliver valuation results at meetings, and ensure that the work product adheres to the rules, regulations, and guidelines set forth by the United States Government, the Governmental Accounting Standards Board, the State of Wisconsin, and the Actuarial Standards of Practice.

Jason has performed OPEB valuations and provided OPEB actuarial consulting services for the University of Iowa, Motorola, Kaiser Permanente, and the City of Fort Myers, just to name a few.

Mr. Heinrichs joined the firm in August, 2005 and has extensive actuarial pension and postretirement medical plan experience. Brad is also both a Fellow of the Society of Actuaries and an Enrolled Actuary per ERISA. He is also a member of the Academy of Actuaries. Brad has been a key speaker at the Florida Public Pension Trustees Association conferences, the Florida State Division of Retirement conferences, and also at the Conference of Consulting Actuaries conferences.

Brad has performed OPEB valuations and provided OPEB actuarial consulting services for approximately 15 municipalities and counties in Florida over the last 12 months. These cities include Fort Myers, Mount Dora, Titusville, Auburndale, Temple Terrace, and Winter Haven. Counties would include Levy County, and Okeechobee County.

Ms. Heinrichs is an Associate of the Society of Actuaries, an Enrolled Actuary per ERISA, and a Member of the Academy of Actuaries. She joined the firm in September, 2005 and has over 11 years of actuarial pension and postretirement medical experience, and will facilitate the valuation process with Brad Heinrichs and Jason Franken.

Sandra has performed OPEB valuations for about 15 municipalities in Florida in the last 12 months, including the City of Sanibel, Cocoa, Cocoa Beach, Marco Island, and Edgewater.

Mr. Merlob is a Fellow of the Society of Actuaries, with more than 20 years' experience assisting clients with the design, financing and administration of their OPEB plans. His clients have included cities, towns and counties throughout the U.S. He has a particular expertise in retiree medical benefit accounting and valuation and he has been a frequent speaker and author on the topic. Michael's role will be that of a strategic nature, in the event that the City of Menasha were to consider funding this OPEB promise, or whether the plan were to be redesigned, there are few actuaries in the country with more experience in these endeavors.

Michael has done extensive amounts of consulting for cities like Stamford, Hartford, Bridgeport, and New Haven, Connecticut, as well as for cities and counties locally like DeSoto County, Hardee County, the City of Titusville, and City of Fort Myers.

DETAILED PROPOSAL (CONTINUED)

OTHER FIRM PROFESSIONALS

In addition to the 4 credentialed actuaries that would be assigned to this case, the firm also employs the following professionals that have a varying amounts of OPEB experience:

- Christine Laufer
- Patrick Donlan, EA, MAAA
- Douglas Lozen
- Ward Foster, ASA, EA, MAAA
- Kurt Baxley

SIMILAR ENGAGEMENTS WITH OTHER GOVERNMENT ENTITIES

As mentioned in the individual resumes above, our firm has significant experience with public entities both larger and smaller than Menasha in the last three (3) years involving OPEB. Whether it be helping cities like Sanibel set up a trust for purposes of funding this obligation, or helping places like Cocoa Beach or DeSoto county modify their offerings to reduce OPEB liabilities, or simply by performing general valuation services for over 30 different entities, our firm and its professionals have all of the experience and qualifications necessary to be an asset to the City of Menasha.

In the past 12 months, our consultants have already or are currently performing GASB 45 valuations for over 30 different public entities. As a result of these valuations, a few of these organizations decided to explore ways to reduce their OPEB liability. Below is a list of the more interesting projects that we have been involved with and their subsequent results:

1. Desoto County (2006)
Principal Consultant – Michael Merlob
Client Contact – Jan Brewer (863) 993-4800

We explored a number of different options, including the following:

- Eliminating the explicit subsidy
- Changing retirement eligibility
- Moving to a flat dollar per year of service supplement rather than a medical premium based contribution
- Using a percent per year of service based contribution
- Freezing the County's contribution at current levels
- Freezing the County's contribution at the level in effect at retirement
- making changes to the existing medical plan

For these different scenarios we considered using different approaches for different groups:

- Existing retirees
- Active employees eligible to retire
- Active employees eligible to retire in 5 years
- All other actives
- Future hires

DETAILED PROPOSAL (CONTINUED)

The County decided to make the following changes, which dramatically reduced their GASB liability:

- They participate in a municipal pool that offers several medical plans
- They moved to a lower cost plan.
- They froze the County's contribution
- They eliminated the County contribution for future hires

2. Iona McGregor Fire Control District (2007) **Consultants – Brad Heinrichs, Sandra Heinrichs** **Client Contact – Chief William Elliott (239) 425-9301**

- This District set up a trust fund and committed to subsidizing a retiree health benefit that is a set percentage of active payroll
- Our objective was to determine what sort of benefit could be fully funded for now and in the future

We considered the following options:

- Providing a base benefit for all retirees and a larger subsidy for longer service personnel
- Providing a flat subsidy for all retirees
- Providing a fixed dollar subsidy for each year of service
- Disallowing trust disbursements until 2011

We performed open-group, deterministic projections to model the potential fluctuations in size of the department as well as to account for fluctuations in investment returns.

The District decided to provide a flat dollar subsidy to all future retirees beginning in 2011.

2. City of Cocoa Beach (2008) **Consultants – Brad Heinrichs, Sandra Heinrichs, Jason Franken** **Client Contact – Charles Holland (321) 868-3320**

We first were asked to split the GASB 45 results according into three groups (Police, Fire, and General), because the special risk groups were thought to have inordinately high OPEB liabilities.

We studied the following items:

- Impact of the DROP Plan on the OPEB liability
- Increasing the retirement age
- Reducing the subsidy to future retirees, depending upon hire date
- Reducing the subsidy to future retirees, depending upon hire date AND retirement date

The City decided to reduce the subsidy to future retirees according to hire date and retirement date. Those members hired prior to a certain date and retiring prior to 2014 receive a larger benefit than those retiring after 2014. More recent hires as well as all members retiring post 2014 will receive a substantially smaller subsidy.

DETAILED PROPOSAL (CONTINUED)

3. City of Sanibel (2007) **Consultants – Brad Heinrichs, Sandra Heinrichs** **Client Contact – Renee Lynch, Retired**

The City of Sanibel, Florida is a very established, wealthy community that receives an abundance of tax revenues on an annual basis. Upon receipt of their GASB 45 valuation, they felt even though they only have an implicit subsidy (like Menasha), they felt that establishing a trust would help in the following ways:

- Prevent negative public relations associated with having an Unfunded Actuarial Liability.
- Provided access to the private equity markets, subsequently reducing the City's long-term total annual cash outlay
- Allowed use of a higher discount rate in determining annual costs

As we do with ALL of our clients, we show the annual costs to the City if the plan were to be funded versus the current, pay-as-you-go approach.

4. City of Auburndale (2008-2009) **Consultants – Brad Heinrichs, Sandra Heinrichs, Michael Merlob, Jason Franken** **Client Contact – Shirley Lowrance (863) 968-5133**

The City of Auburndale has large OPEB liabilities due to their commitment to continue paying for postretirement medical benefits to retirees and their spouses until the age of 65. Unlike Sanibel, the City of Auburndale was not flush with cash, and they were extremely concerned about the impact that these new GASB 45 accounting rules would have on their credit rating.

Due to the innovation of our consultants, as well as our strong presence in the area, we are in the process of developing a cost-sharing arrangement with at least three (3) other cities. This arrangement will allow them to have reduced medical premiums, will not require cash contributions in excess of the pay-as-you-go amount, AND will not create a liability that is required to be booked on their Balance Sheet according to GASB 45!! How exciting!!

SPECIFIC APPROACH

Our proposed work plan and timetable for completion is as follows:

1. Sign the contract for Actuarial Services within two weeks of receiving notice that Foster & Foster was chosen for the award.
2. Provide the City with a detailed data request within one week of the signed contract.
3. Upon receipt of the data, our data personnel will check the data for reasonableness and note any areas that may need further clarification or understanding.
4. Within one week of receiving the data, we will schedule a conference call with a City representative to ask any pending questions or to clarify our understanding of the data. At that time, we will also schedule the valuation delivery date.

DETAILED PROPOSAL (CONTINUED)

5. The claims/premium information will be analyzed relative to their respective plan, and through actuarial modeling we will develop the true actuarial cost of the implicit subsidy.
6. The provisions of the program will be inputted into ProVal, the most robust OPEB actuarial valuation system in the marketplace, and the implicit subsidies for the first year will also be entered.
7. ProVal will develop all of the necessary information to develop OPEB costs, and two credentialed actuaries will review this output for reasonableness. Individual test cases will also be examined to be sure that the subsidies are being correctly handled and projected.
8. The actuarial report will not be created until all credentialed actuaries have signed off on the numbers. Because we work for so many public entities, our peer review process is not just limited to a check of the math involved in the calculation. We also compare your results with those published for other municipalities to make sure that there is consistency across all of our clients.
9. After internal peer review has been completed, the City report will then be produced, supplying the City with all of the relevant information necessary to satisfy the Actuarial Standards of Practice.
10. Within 60calendar days of receiving all of the necessary data, the valuation will be delivered to the City at a face-to-face meeting in Menasha.

IDENTIFICATION OF ANTICIPATED POTENTIAL PROBLEMS

We do not anticipate any potential problems, but should something arise, we will notify our contact person in Menasha immediately to discuss the proper resolution.

OTHER

Our firm is the consulting actuary for over 180 pension programs as well, so our experience in developing actuarial assumptions, methods, and delivering sound, consulting advice will be beneficial to the City of Menasha.

Our Mission, Vision & Values

Mission: To provide municipal clients with unparalleled service by generating meaningful results, exceeding expectations, and making each client feel as though they are our top priority

Vision: To become the actuarial consulting firm the public sector holds in the highest regard

Values: We are committed to being an organization that acts with integrity, honesty, respect and professionalism. We embrace such attributes as innovation, peak performance and strong discipline that, when combined with our mission, will help us realize our vision

Why Choose Us?

Being strictly involved with the public sector, our consultants have a very firm grasp on the wants and needs of our clients. Whether proposing a change to the promised benefits that best suits both the desires of the membership and the constraints of the plan sponsor, or making presentations to the City Council or Board of Commissioners, our consultants are easily understood, experienced, professional, and accessible. We believe that there are five (5) principal ways in which actuarial consulting firms are evaluated:

1. Accuracy
2. Timeliness/Responsiveness
3. Communication Ability
4. Cost
5. Client Retention

1. Accuracy

- We require that credentialed actuaries review each item prior to it being sent to the client. Nothing leaves our office without a minimum of two sets of eyes reviewing it.
- We use the best actuarial valuation software money can buy. **ProVal** was developed by WinTech in Greenwich, CT., and is THE state-of-the-art in actuarial valuation software. This software is entirely PC-based, which eliminates the time and expense associated with maintaining and operating a mainframe system. The software creates an electronic audit trail that provides excellent documentation. This allows for an easy transfer of information between actuaries and ensures accuracy in valuation results.
- Given that we have over 180 clients that submit valuation reports for the State or for auditors to review, in our 30 years we have never had a valuation report not eventually be approved.

2. Timeliness/Responsiveness

Our firm has over 200 public sector clients, yet part of our mission is to make each client feel like they are our only client. Because of the specialized nature of our firm, we have developed economies of scale in operations.

This allows us to guarantee that actuarial valuations will be performed in no more than 60 days following the receipt of all necessary demographic and financial information. Because we perform our own asset reconciliation (if assets exist), audited assets are typically not necessary for us to perform the valuation, so our clients are able to receive their report shortly after the beginning of the fiscal year.

3. Communication Ability

Understanding an actuary can be like trying to figure out what Snoopy is saying in a Charlie Brown Special. Our actuaries start by relaying the essential information that requires client attention, such as the contribution requirements for the year and the funded status of the plan. Then, our task is always to provide a sound explanation as to why the state of the plan is different than the year before, as well as our forecast of how it will look next year. At that point, depending upon our audience, we may delve deeper into the details of the report.

DETAILED PROPOSAL (CONTINUED)

We feel that flooding a client with words is not effective communication. Being clear, concise and articulate is a much better approach in our view. Our reports bear that out, as they are some of the clearest and easiest to read.

4. Cost

The firm prides itself in being the lowest cost provider in the marketplace. The following attributes make us somewhat unique among our competitors:

- The structure of our organization is one that minimizes fixed overhead, allowing us to bill our clients less than our competitors, while still maintaining our mission of providing unparalleled service
- We split travel costs among clients whose meetings are nearby
- We give impartial advice as to whether or not performing a study might achieve the intended results of the client
- Most of our work is a fixed cost, articulated clearly in advance, so there are no hidden charges
- Our hourly billing rates for other work are notoriously among the lowest in the industry
- We adhere to our core values of honesty, integrity, respect, and professionalism

5. Client Retention

Ultimately, actuaries are hired and fired based upon their abilities to communicate accurate results in a timely manner; but, do so at a reasonable cost. The only true way of knowing this is to take the firm for a “test-drive,” but a strong indicator for overall performance is client retention. We have been the actuary for nearly half of our clients for about 15 years.

ANNUAL ACTUARIAL SERVICES & BID

The regular annual actuarial services that we are prepared to provide and the associated fees are as follows:

1. Performance of annual actuarial valuation and Report. In the course of the valuation, we will determine the funding requirements and generally review the experience of the Plan.
2. Preparation of disclosure information for auditors per Governmental Accounting Standards Board Statements No. 43 and 45.
3. A kickoff meeting with the City (via conference call) to discuss actuarial assumptions and methods. Or, if preferred, a face-to-face meeting with management for this purpose. Out-of-pocket expenses will be charged for this meeting but no hourly charge for travel will be incurred.
4. One meeting with the City to discuss the valuation results and to answer any pending questions. Only out-of-pocket expenses will be charged for the trip (i.e., mileage rate). Additional meetings will be billed based on the hourly rates set forth on the following page, plus out-of-pocket expenses. Travel expenses will be charged at ½ the hourly rate.
5. An analysis that will show the difference between the City's current pay-as-you go approach and an alternative arrangement that would eliminate the City's Net OPEB Obligation.

Our fee for completing the work outlined above is \$5,500 for the first year, with 5% annual increases thereafter. This service can be completed within 60 days of receiving all of the necessary information to complete the project.

ADDITIONAL ACTUARIAL SERVICES

In addition to the regular annual services outlined in the RFP, we are also prepared to perform the following special services:

1. Perform special actuarial studies to determine the costs associated with the implementation of alternative benefits. For example, the costs associated with changing the premium subsidy to something higher or lower could be examined.
2. Conduct meetings with employee groups to explain plan provisions and to answer questions.
3. Analyze funding trends to predict future OPEB costs and Net OPEB Obligations.
4. Perform other general consulting services via telephone, email, or facsimile.
5. Additional meetings with the City in addition to the valuation delivery meeting.

The fees associated with performance of any additional work on behalf of the client will be billed in accordance with our hourly fees listed below. Additionally, ½ of the hourly rate will be charged for travel time in addition to out-of-pocket expenses.

	<u>Hourly Rate</u>
Senior Actuarial Consultant	\$250.00
Actuarial Consultant	200.00
Actuarial Analyst	150.00
Administrative/Clerical	65.00

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/28/08

PRODUCER The CIMA Companies, Inc. (CIM) 1800 N. Beauregard St, #100 Alexandria, VA 22311-1726 703 739-9300	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	INSURERS AFFORDING COVERAGE	NAIC #
INSURED Foster & Foster Consulting Actuaries, Inc. dba Foster & Foster, Inc. 13420 Parker Commons Blvd., Suite 104 Fort Myers, FL 33912	INSURER A: Lloyd's London	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
		GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE	\$
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
						MED EXP (Any one person)	\$
						PERSONAL & ADV INJURY	\$
						GENERAL AGGREGATE	\$
						PRODUCTS - COMP/OP AGG	\$
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident)	\$
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT	\$
						OTHER THAN AUTO ONLY: EA ACC	\$
						AGG	\$
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$				EACH OCCURRENCE	\$
						AGGREGATE	\$
							\$
							\$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				WC STATU-TORY LIMITS	OTH-ER
						E.L. EACH ACCIDENT	\$
						E.L. DISEASE - EA EMPLOYEE	\$
						E.L. DISEASE - POLICY LIMIT	\$
A		OTHER Professional Liability	XS7142	09/01/08	09/01/09	\$1,000,000/\$2,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
Evidence of coverage only. Certificate is subject to all policy limits, terms, conditions and exclusions.

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 19 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE



CLIENT LIST - LOCAL LAW

#	CLIENT	CONTACT	TITLE	TELEPHONE
1	ARCADIA POLICE & FIRE	MATT ANDERSON	CHAIRMAN	(863) 993-4660
2	ATLANTIS POLICE	CLYDE FARMER	CHAIRMAN	(561) 965-1744
3	AUBURNDALE FIRE	SUZY PITA	ADMIN	(352) 787-9795
4	AUBURNDALE GENERAL	SHIRLEY LOWRANCE	FINANCE DIR	(863) 968-5133
5	AUBURNDALE POLICE	SUZY PITA	ADMIN	(352) 787-9795
6	AVENTURA POLICE	BRIAN RADUCCI		(305) 466-8920
7	AVON PARK FIRE	CAROL KNAPP	ADMIN	(863) 443-0153
8	AVON PARK POL	CAROL KNAPP	ADMIN	(863) 443-0153
9	BAL HARBOUR POLICE	JOAN L. WALL	ADMIN	(954) 723-9521
10	BARTOW FIRE	MARK OLINGER	CHAIRMAN	(863) 534-5044
11	BARTOW GENERAL	LINDA CULPEPPER	CITY CLERK	(863) 534-0100
12	BARTOW POLICE	DAVID REYNOLDS	CHAIRMAN	(863) 534-5034
13	BELLE GLADE GENERAL	SHERRIE DULANY	CHAIRMAN	(561) 996-0100
14	BELLE GLADE PUBLIC SAFETY OFFICERS			
15	BELLEAIR BLUFFS FIRE	PAUL KUYKENDALL	CHAIRMAN	(727) 586-4504
16	BELLEAIR POLICE	DONNA CARLEN	RECORDING SEC	(727) 588-3769
17	BELLEVUE POLICE	TERRY HOLLAND	CHAIRMAN	(352) 245-7044
18	BONITA SPRINGS FIRE	DAN GOURLEY	CHIEF	(239) 949-6200
19	BONITA SPRINGS GENERAL	TED KAKLIS	HR DIR	(239) 949-6200
20	BRADENTON FIRE	TOM WOODS	CHAIRMAN	(941) 708-6248
21	BROOKSVILLE FIRE	SUSAN MCCRARY	SECRETARY	(352) 544-5445
22	BROOKSVILLE POLICE	JIM DELATCH	ASST FINANCE DIR	(352) 544-5400
23	BUNNELL FIRE	DEREK FRASER	CHAIRMAN	(386) 931-0871
24	BUSHNELL GENERAL	JOY COLEMAN	FINANCE DIR	(352) 793-2591
25	BUSHNELL POLICE	JOY COLEMAN	FINANCE DIR	(352) 793-2591
26	CAPE CORAL FIRE	LEONARD NESTA	CHAIRMAN	(239) 542-0702
27	CAPE CORAL GENERAL	BRIAN FENSKE	CHAIRMAN	(239) 574-0873
28	CAPE CORAL POLICE	CAPT MIKE MAHER	CHAIRMAN	(239) 242-3341
29	CASSELBERRY POLICE & FIRE	DON HARKINS	CHIEF	(407) 262-7700
30	COCOA BEACH FIRE	PATRICK COX	SECRETARY	(321) 868-3250
31	COCOA BEACH GENERAL	CHARLES HOLLAND	CHAIRMAN	(321) 868-3320
32	COCOA BEACH POLICE	DEBBIE GRANT	ADMIN ASSISTANT	(321) 868-3271
33	COCOA FIRE	NORRIS PARK	CHAIRMAN	(321) 690-1895
34	COCOA GENERAL	MISSY MCCARTHY	CHAIRMAN	(321) 639-7550
35	COCOA POLICE	SHEILA HUTCHESON	ADMIN	(321) 267-3082
36	COOPER CITY MGMT EMPLOYEES	HORACIO MONTES DE OCA	FINANCE DIR	(954) 434-4300
37	CRESTVIEW GENERAL	KATHY AUSTIN	ADMIN ASSISTANT	(850) 682-6132
38	CRESTVIEW POLICE & FIRE	KATHY AUSTIN	ADMIN ASSISTANT	(850) 682-6132
39	DADE CITY FIRE	RAYMOND E. TIMER	FIRE CAPTAIN	(352) 521-1494
40	DADE CITY POLICE	JAMES CLASS	FINANCE DIR	(352) 523-5052
41	DeLAND FIRE	MARK HARPER	CHAIRMAN	(386) 740-5834
42	DELRAY BEACH POLICE & FIRE	ANNE WOODS	PLAN ADMIN	(561) 243-4707
43	DESTIN FIRE	TONY CARROLL	CHAIRMAN	(850) 837-8413
44	EAST LAKE TARPON FIRE	PAUL FERRERI	CHAIRMAN	(813) 205-6800
45	EDGEWATER FIRE	JIM JOLLIE	CHAIRMAN	(386) 424-2445
46	EDGEWATER GENERAL	DONNA LOONEY	PERSONNEL DEPT	(386) 424-2408
47	EDGEWATER POLICE	GARY CONROY		(386) 424-2400
48	ENGLEWOOD FIRE	TIM LANG	CHAIRMAN	(941) 474-3311
49	ENGLEWOOD WATER			
50	EUSTIS FIRE	RACHEL HOLTZCLAW	CHAIRMAN	(352) 357-7770
51	FERNANDINA BEACH GENERAL	ROBIN MARLEY	HR DIR	(904) 277-7321
52	FERNANDINA BEACH POLICE & FIRE	ROBIN MARLEY	HR DIR	(904) 277-7321
53	FROSTPROOF POLICE	DEANNA HIGGINS	ACTING CHIEF	(863) 635-7849

CLIENT LIST - LOCAL LAW

#	CLIENT	CONTACT	TITLE	TELEPHONE
54	FT MYERS FIRE	GREG POUNDERS	VICE CHAIRMAN	(239) 334-6222
55	FT MYERS GENERAL	JOAN LIGHT	CHAIRMAN	(239) 461-3757
56	FT MYERS POLICE	DET BARRY LEWIS	CHAIRMAN	(239) 338-2179
57	FT WALTON BEACH FIRE	ERVIN KEMPF	SECRETARY	(850) 240-9540
58	FT WALTON BEACH POLICE	CAPT ROSE BERRY	CHAIRMAN	(850) 833-9536
59	GULFPORT FIRE	CHRISTINE BROWN	SEC / VICE CHAIRMAN	(727) 893-1059
60	GULFPORT GENERAL	ELAINE TREHY	FINANCE DIR	(727) 893-1014
61	GULFPORT POLICE	MIKE ARRIS	CHAIRMAN	(727) 893-1021
62	HAINES CITY FIRE	MARK BAKER	CHAIRMAN	(863) 421-3612
63	HAINES CITY GENERAL	DONALD CARTER	FINANCE DIR	(863) 421-3600
64	HAINES CITY POLICE	JEFFREY SAURO	CHAIRMAN	(863) 421-3636
65	HOLLY HILL FIRE	CHARLIE COBB	CHAIRMAN	(386) 248-9473
66	HOLLY HILL POLICE	JOE BORELLI	CHAIRMAN	(386) 248-9489
67	HOLMES BEACH POLICE	DALE STEPHENSON	CHAIRMAN	(941) 708-5807
68	INDIALANTIC GENERAL	LAURA EATON	TOWN CLERK	(321) 723-2533
69	INDIALANTIC POLICE & FIRE	LAURA EATON	TOWN CLERK	(321) 723-2533
70	INDIAN HARBOUR BEACH POLICE	BOB SULLIVAN	CHAIRMAN	(321) 773-3030
71	KISSIMMEE POLICE	ALICIA SHARPE	ASST DIRECTOR	(407) 518-2115
72	KISSIMMEE UTILITY AUTHORITY	LISA DAVIS	ADMIN	(407) 933-9803
73	LADY LAKE POLICE	ROBERT COOK	CHAIRMAN	(352) 750-0885
74	LAKE ALFRED GENERAL	JOHN DEATON	ACTING VICE CHAIR	(863) 291-5274
75	LAKE ALFRED POLICE	ART BODENHEIMER	CHAIRMAN	(863) 291-5200
76	LAKE CITY POLICE	CAPT BRUCE CHARLES	CHAIRMAN	(386) 752-4344
77	LAKE MARY FIRE	RICK FUDGE	CHAIRMAN	(407) 585-1478
78	LAKE MARY POLICE	SGT.JOHN A. WOODS	CHAIRMAN	(407) 585-1303
79	LAKE PARK POLICE	PAUL CARLISLE	CHAIRMAN	(561) 881-3300
80	LAKE WALES FIRE	SUZY PITA	ADMIN	(352) 787-9795
81	LAKE WALES GENERAL	KATIE KINLOCK	BOARD MEMBER	(863) 678-4182
82	LAKE WALES POLICE	SUZY PITA	ADMIN	(352) 787-9795
83	LAKELAND FIRE	DANA BLYDENBURGH	PENSION BEN MGR	(863) 834-8797
84	LAKELAND POLICE	DANA BLYDENBURGH	PENSION BEN MGR	(863) 834-8797
85	LEESBURG FIRE			
86	LEESBURG GENERAL	BOB BROWN	CHAIRMAN	(352) 728-9723
87	LEESBURG POLICE	LT WILLIAM CHRISMAN	CHAIRMAN	(352) 728-9860
88	LIVE OAK FIRE			
89	LONGBOAT KEY FIRE	PATRICK CARDEN	CHAIRMAN	(941) 316-1944
90	LONGBOAT KEY GEN	JO ANN DUNAY-MIXON	CHAIRMAN	(941) 316-1944
91	LONGBOAT KEY POLICE	RANDY THOMPSON	SECRETARY	(941) 316-1977
92	LYNN HAVEN FIRE	JACK DAYTON	CHAIRMAN	(850) 265-4111
93	LYNN HAVEN GENERAL	LINDA LUCANTE	CHAIRMAN	(850) 265-7520
94	LYNN HAVEN POLICE	J.E. WHITE	SECRETARY	(850) 265-4111
95	MADISON FIRE	ARCHIE STRICKLAND	CHAIRMAN	(850) 973-5075
96	MADISON POLICE	BEN EMERSON	SERGEANT	(850) 973-5077
97	MANALAPAN POLICE	LINDA STUMPF	FINANCE DIR	(561) 383-2546
98	MARCO ISLAND POLICE	CHIEF ROGER REINKE	TRUSTEE	(239) 389-5050
99	MEDLEY POLICE	JOSE AYALA	CHAIRMAN	(786) 256-4294
100	MELBOURNE BEACH POLICE	SHERI GATTO	ADMIN ASSISTANT	(321) 723-4343
101	MELBOURNE GENERAL	MICHELE ENNIS	SECRETARY	(321) 727-2900
102	MELBOURNE POLICE	JENNIFER CHASE	SECRETARY	(321) 953-6283
103	MILTON FIRE	BOBBY HUTCHINSON	SECRETARY	(850) 983-5430
104	MILTON GENERAL	RICKY HINOTE	CHAIRMAN	(850) 983-5461
105	MILTON POLICE	RICHARD LAMB	CHAIRMAN	(850) 983-5420
106	MONTICELLO FIRE	MERRY ANN FRISBY	CHAIRMAN	(850) 342-0153

CLIENT LIST - LOCAL LAW

#	CLIENT	CONTACT	TITLE	TELEPHONE
107	NAPLES FIRE			
108	NAPLES GENERAL			
109	NAPLES POLICE			
110	NEPTUNE BEACH POLICE	SGT RICHARD PIKE	CHAIRMAN	(904) 270-2413
111	NEW PORT RICHEY FIRE	KEN MAY	CHAIRMAN	(727) 853-1032
112	NEW SMYRNA BEACH FIRE	KATHLEEN EICHINGER	FINANCE DIR	(386) 424-2120
113	NORTH BAY FIRE	LLOYD T. LOSINGER	CHAIRMAN	(850) 897-3689
114	NORTH NAPLES FIRE	JOAN L. WALL	ADMIN	(954) 723-9521
115	NORTH PORT FIRE	DAVID CARROLL	SECRETARY	(941) 423-4355
116	NORTH PORT POLICE	CHARLES AYRES	CHAIRMAN	(941) 426-7345
117	NORTH RIVER FIRE DISTRICT	PHILLIP B. BAKER	CHAIRMAN	(941) 721-6700
118	OCALA GENERAL	STANLEY HANSON	CHAIRMAN	(352) 854-3126
119	OCALA POLICE	DALE ADAMS	ADMIN	(352) 620-8486
120	OCEAN CITY-WRIGHT FIRE	DAVID HATFIELD	CHAIRMAN	(850) 862-1185
121	OCOEE GENERAL	JAMES CARNICELLA	CHAIRMAN	(407) 905-3100
122	OCOEE POLICE & FIRE	CHARLES BROWN	CHAIRMAN	(407) 905-3123
123	OKALOOSA ISLAND FIRE	RICHARD VANGUILDER	CHAIRMAN	(850) 243-7373
124	ORANGE PARK FIRE	JAMES SCHAUDEL	CHAIRMAN	(904) 813-8764
125	ORANGE PARK POLICE	CHIEF JAMES H. BOIVIN	CHAIRMAN	(904) 278-3006
126	ORMOND BEACH FIRE	PAUL LANE	FINANCE DIR	(386) 676-3212
127	ORMOND BEACH GENERAL	PAUL LANE	FINANCE DIR	(386) 676-3212
128	ORMOND BEACH POLICE	PAUL LANE	FINANCE DIR	(386) 676-3212
129	OVIEDO FIRE (Chapter)	TIMOTHY KOEPSSELL	CHAIRMAN	(407) 971-5614
130	OVIEDO POLICE	RON JACOBS	CHAIRMAN	(407) 977-6136
131	PALATKA FIRE	ANDY JORDAN	SECRETARY	(386) 329-1160
132	PALATKA GENERAL	RUBY WILLIAMS	PLAN ADMIN	(386) 329-0100
133	PALATKA POLICE	RUBY WILLIAMS	PLAN ADMIN	(386) 329-0100
134	PALM BAY FIRE	RICHARD ADAMS	CHAIRMAN	(321) 724-8877
135	PALM BAY GENERAL	RICHARD ADAMS	CHAIRMAN	(321) 724-8877
136	PALM BAY POLICE	RICHARD ADAMS	CHAIRMAN	(321) 724-8877
137	PALM BEACH GARDENS GENERAL	ALLAN OWENS	CHAIRMAN	(561) 799-4163
138	PALM COAST FIRE	RAY BRITT	GENERAL SVS DIR	(386) 986-3725
139	PALM HARBOR FIRE	DOUG ZIMMERMAN	BOARD SEC	(727) 784-0454
140	PANAMA CITY FIRE	MIKE BUSH	CHAIRMAN	(850) 872-3020
141	PANAMA CITY POLICE	MIKE BUSH	CHAIRMAN	(850) 872-3020
142	PERRY FIRE	ROBERT MOON	CHAIRMAN	(850) 584-3311
143	PERRY POLICE	MIKE ANDERSON	CHAIRMAN	(850) 584-5121
144	PINELLAS PARK FIRE	DENISE COWDRICK	PENSION ASSISTANT	(727) 541-0700
145	PLANT CITY SAFETY	CHIEF BILL McDANIEL	SECRETARY	(813) 757-9200
146	PONCE INLET FIRE	JENI TREPASSO	ADMIN ASSISTANT	(386) 322-6720
147	PORT ORANGE FIRE & RECUE	KEN BURGMAN	CHAIRMAN	(386) 560-5903
148	PORT ST. LUCIE POLICE	BILL VEGA	CHAIRMAN	(772) 871-5000
149	PUNTA GORDA FIRE	BERNIE MCBRIDE	CHAIRMAN	(941) 575-3364
150	PUNTA GORDA GENERAL	DAVE DRURY	DIR OF FINANCE	(941) 575-3318
151	PUNTA GORDA POLICE	JOHN RINEHART	CHIEF	(941) 575-5517
152	QUINCY POLICE & FIRE	VICTOR GEIGER	CHAIRMAN	(850) 875-7315
153	SANFORD FIRE	GLADYS JOHNSON	FINANCE DIR	(407) 330-5611
154	SANFORD POLICE	DARREL PRESLEY	CHAIRMAN	(407) 302-1038
155	SANIBEL GENERAL	RICHARD COHAN	CHAIRMAN	(239) 472-3785
156	SANIBEL POLICE	JIM ISOM	ADMIN SERVICES	(239) 472-3700
157	SEBRING FIRE	BOBBY BORDER	SECRETARY	(863) 471-5105
158	SEMINOLE FIRE	DOUG PELTZ	ADMIN	(727) 393-8711
159	SOUTH PASADENA FIRE	LT PHIL NOVATH	CHAIRMAN	(727) 344-1666

CLIENT LIST - LOCAL LAW

#	CLIENT	CONTACT	TITLE	TELEPHONE
160	SOUTH WALTON FIRE	ERIC LANG	CHAIRMAN	(850) 267-1298
161	SOUTHERN MANATEE FIRE	JR THAYER	ASST CHIEF	(941) 751-7675
162	SOUTHERN MANATEE GENERAL	JR THAYER	ASST CHIEF	(941) 751-7675
163	ST AUGUSTINE FIRE	STEVE BOETTCHER	CHAIRMAN	(904) 825-1098
164	ST CLOUD GENERAL	SHEILA HUTCHESON	ADMIN	(321) 267-3082
165	ST CLOUD POLICE & FIRE	VINCENT SHEPARD	CHAIRMAN	(321) 624-2827
166	ST PETE BEACH FIRE	PHILIP MILNER	CHAIRMAN	(727) 363-9207
167	ST PETE BEACH GENERAL	PAMALA A. PRELL	SECRETARY	(727) 367-2735
168	ST PETE BEACH POLICE	CHRIS CENTOFANTI	SECRETARY	(727) 363-9200
169	STATE OF FLORIDA - DIV OF RETIREMENT	TRISH SHOEMAKER		
170	TARPON SPRINGS FIRE	ERIC VUKCEVIC	CHAIRMAN	(727) 934-2760
171	TARPON SPRINGS POLICE	ROBERT QUINN	CHAIRMAN	(727) 937-8753
172	TEMPLE TERRACE FIRE	DIV CHIEF DAVE BECKER	CHAIRMAN	(813) 989-7121
173	TEMPLE TERRACE POLICE	CARL AVARI-COOPER	CHAIRMAN	(813) 385-8756
174	TITUSVILLE GENERAL	JULIE ENRIGHT	PERSONNEL TECH	(321) 383-5771
175	TITUSVILLE POLICE & FIRE	JULIE ENRIGHT	PERSONNEL TECH	(321) 383-5771
176	VENICE FIRE	RICH LANIGAN	SECRETARY	(941) 480-3334
177	VENICE POLICE	KEVIN MCGRATH	SECRETARY	(941) 486-2444
178	WEST MANATEE FIRE & RECUE	STEWART MOON	CHAIRMAN	(941) 741-3900
179	WINTER HAVEN FIRE	SUZY PITA	ADMIN	(352) 787-9795
180	WINTER HAVEN GENERAL	CALVIN BOWEN	FINANCE DIR	(863) 291-5667
181	WINTER HAVEN POLICE	SUZY PITA	ADMIN	(352) 787-9795

OTHER FLORIDA CLIENTS

OPEB	
1	AUBURNDALE
2	BELLE GLADE
3	CHARLOTTE COUNTY SHERIFF
4	COCOA
5	COCOA BEACH
6	COOPER CITY
7	DESOTO COUNTY
8	EDGEWATER
9	FORT MYERS
10	INDIAN SHORES
11	IONA MCGREGOR RETIREE INS
12	KISSIMMEE UTILITY AUTHORITY
13	LAKE WALES
14	LEE COUNTY MOSQUITO CONTROL
15	LEVY COUNTY
16	LONGBOAT KEY
17	MARCO ISLAND
18	MILTON
19	MOUNT DORA
20	OCEAN CITY WRIGHT FIRE DISTRICT
21	OKEECHOBEE COUNTY
22	ORMOND BEACH
23	PALATKA
24	PUNTA GORDA
25	SANIBEL
26	SOUTH WALTON FIRE
27	ST. CLOUD
28	TEMPLE TERRACE
29	TITUSVILLE
30	WINTER HAVEN

CHAPTER	
31	BOCA GRANDE FIRE
32	CHATTAHOOCHEE FIRE
33	CRESCENT CITY FIRE
34	CRESCENT CITY POLICE
35	EAST NICEVILLE FIRE
36	EATONVILLE POLICE
37	FLAGLER BEACH FIRE
38	FLAGLER BEACH POLICE
39	FRUITLAND PARK FIRE
40	HAVANA FIRE
41	HOLLEY-NAVARRE FIRE
42	HOWEY-IN-THE-HILLS POLICE
43	INDIAN SHORES POLICE
44	MARIANNA FIRE
45	MARIANNA POLICE
46	MIDWAY FIRE
47	MONTICELLO POLICE
48	OVIEDO FIRE
49	SEBASTIAN POLICE
50	UMATILLA POLICE

PRIVATE SECTOR	
51	CHILDREN'S HOME SOCIETY

**PROPOSAL FOR ACTUARIAL VALUATION SERVICES
RELATED TO OTHER POST EMPLOYMENT BENEFITS
(OPEB)**

To

CITY OF MENASHA, WISCONSIN



**Donlon & Associates, Inc.
901 Warrenville Road, Suite 480
Lisle, IL 60532
Phone: 630-505-0830
Fax: 630-241-1445
<http://www.donlon-associates.com>**

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1. Information about Donlon & Associates, Inc.

A. General Information

Donlon & Associates, Inc. (D&A) is an actuarial consulting firm specializing in providing strategic planning advice for employers, insurers, health care providers and public sector clients regarding the design, pricing, funding and administration of health and welfare plans.

D&A brings several competitive advantages to our clients, including the following:

- Extensive experience with actuarial and financial matters related to group medical, dental, disability, life and prescription drug insurance policies and benefit plans;
- Unique perspective of health care issues emanating from our work with a diverse client base;
- Personal, practical and efficient consulting style; and
- Competitive pricing of services.

D&A's office location is:

Donlon & Associates
901 Warrenville Rd, Suite 480
Lisle, IL 60532

Phone: (630) 505-0830
Fax: (630) 241-1445
Email: tom@donlon-associates.com
Website: www.donlon-associates.com

D&A has seven consultants, four of whom are credentialed actuaries. We are capable of performing all of the health actuarial consulting services described below (under Scope of Engagement) from our office in Lisle, IL. In addition, we have a network of numerous associated consultants throughout the country.

D&A is owned by Thomas M. Donlon, FSA, MAAA. There have been no other owners in the past, and no changes in the ownership structure of the firm are contemplated for the future.

B. Organizational Qualifications

Below is a list of the GASB 45 (OPEB) valuation engagements performed during the last three years.

- **Lyons Township High School District 204**

Supervising Actuary: Tom Donlon

Client Contact:

David Sellers

Director of Business Services

Lyons Township High School District 204

100 South Brainard Avenue

La Grange, IL 60525

(708) 579-6462

- **St. Charles School District # 303**

Supervising Actuary: Tom Donlon

Client Contact:

Kim Gittens

Reed-Ramsey, Inc.

1315 W. 22nd Street

Suite 205

Oak Brook, IL 60523-2061

(630) 571-4585

- **County of Ottawa, Michigan**

Supervising Actuary: Tom Donlon

Client Contact:

June Hagan

County of Ottawa

12220 Fillmore Street, Room 331

West Olive, MI 49460

(616) 738-4853

- **Wheaton-Warrenville Community Unit School District 200**

Supervising Actuary: Tom Donlon

Client Contact:
Maureen Zyburt
Comptroller/Treasurer
Community Unit School District 200
130 W. Park Ave.
Wheaton, IL 60187
(630) 682-2016

- **Glenbard Township High School District 87**

Supervising Actuary: Tom Donlon

Client Contact:
Chris McClain
Assistant Superintendent for Business Services
Glenbard Township High School District 87
596 Crescent Boulevard
Glen Ellyn, IL 60137
(630) 469-9100 x 5122

- **Sycamore Community Unit School District 427**

Supervising Actuary: Tom Donlon

Client Contact:
Kim Gittens
Reed-Ramsey, Inc.
1315 W. 22nd Street
Suite 205
Oak Brook, IL 60523-2061
(630) 571-4585

- **San Juan College**

Supervising Actuary: Tom Donlon

Client Contact:
Dianne Garcia
San Juan College
4601 College Blvd.
Farmington, NM 87402
(505) 566-3262



Donlon & Associates, Inc.

In addition to the above projects, D&A's provides the following services to a wide variety of clients:

- Consulting services for public sector clients, including:
 - Preparing actuarial reports to comply with GASB 43 and GASB 45 including analysis of alternative plan designs and funding strategies
 - Developing computer models that forecast the implications of state initiatives to reduce the number of uninsured persons
 - Evaluating Medicaid capitation rate contracts
 - Measuring the actuarial implications of variations to Medicaid coverage and eligibility provisions
- Benefit consulting services for employers, including:
 - Medicare Part D services, including: RDS actuarial equivalence testing; creditable coverage testing; risk analysis of the various options available under Medicare Part D (e.g., Retiree Drug Subsidy, Supplemental/Wraparound Coverage, Employer Group Waiver Plans, or Cancel Rx Coverage); and assistance with applications to CMS
 - Analyzing the plan design and administrative needs of an employer's benefit plans
 - Reviewing the competitiveness of benefit plans and administrative contracts
 - Pricing plan options for group medical, dental, disability, life and prescription drug benefit plans including consumer-driven health and HSA options
 - Setting employer budget rates and employee contribution rates
 - Risk analysis of stop-loss insurance bids/quotes
 - Evaluating and negotiating administrative and insurance bids
 - Providing actuarial expertise for the development of web-based employee benefit decision making tools
- Actuarial services for insurance companies and health care plans, including:
 - Pricing and filing group medical, dental, disability, life and prescription drug products
 - Pricing consumer-driven health insurance products
 - Large group experience rating
 - Claim reserve development including certification with an actuarial opinion letter
 - Evaluating and negotiating contracts with provider networks and administrative vendors
 - Detailed experience analysis including comparisons to benchmarks
 - Developing actuarial pricing models and rate quote management software
- Actuarial services for health care providers, including pricing capitation contracts and determining the financial implications of fee schedules.

C. Staff Qualifications and Facilities

D&A can provide all of the OPEB actuarial valuation services being requested by the City of Menasha, Wisconsin (the City) and has assisted with projects of similar scope and involvement to that being requested by the City. D&A consultants have the required skills, experience, and competence to perform the requested work. All D&A consultants are intimately involved in the day-to-day client work of the company, thus facilitating easier, knowledgeable communication between us and our clients. We have a record of growth in our firm, as well as virtually non-existent turnover. We feel our rates are competitive and hope to have the opportunity to serve the City.

D&A's office suite has all the room and technical capabilities required for professional consulting. Each consultant has their own personal computer, desk, phone, email and printer. Our office space also includes a fax machine and conference room.

Tom Donlon, Maureen Eichenold and Steve Abbs would be the key D&A staff that would be assigned to the City of Menasha, Wisconsin. Tom Donlon would serve as manager and primary contact for the City. Below please find brief biographies of each of these individuals. Also note that while these three consultants would have primary responsibility for the City, all of D&A's resources are available and would be called upon as needed.

Tom Donlon, FSA, MAAA – Senior Consultant

Tom is a consulting actuary with more than 25 years of experience specializing in the health care area. He works with a wide range of clients including insurers, public sector clients, health care providers and employers. Tom has also worked with a variety of different health and welfare plans. These include large group self-insured plans, small group insured plans, dental plans, disability plans and group life insurance plans.

Tom is the President of D&A and manages projects for a number of significant clients. These projects include developing health and welfare plan rating models, setting trend rates, certifying claim liabilities, preparing actuarial rate certifications, determining FAS 106 and GASB 45 liabilities, analyzing claim data, recommending plan design changes, negotiating with plan vendors, pricing defined contribution health plans and evaluating the effectiveness of managed care strategies. Tom is a former member of the Board of Directors of the Christian Brothers Employee Benefit Trust, a nationwide health care plan insuring more than 25,000 plan participants to whom he presently serves as consultant.

Prior to founding D&A, Tom was an Executive Vice President with Aon Consulting, a subsidiary of Aon Corporation in Chicago. At Aon, Tom was the National Practice

Leader for the Health & Welfare Consulting Practice. He also served as the managing consultant for various accounts. During his eight years with Aon, Tom was a member of the Board of Directors of the Association of Private Pension and Welfare Plans (APPWP).

Prior to joining Aon, Tom was a Principal with William M. Mercer, Inc. (Mercer). There he consulted with both large employers and health care providers. While at Mercer, Tom served as a member of the National Managed Care Strategic Planning Committee and Regional Quality Assurance Committee.

Tom has been a Fellow of the Society of Actuaries since 1983 and a Member of the American Academy of Actuaries since 1980. He received a Bachelor of Science degree from Loyola University of Chicago with a major in Mathematics.

Maureen Eichenold, CEBS – Senior Consultant

Maureen Eichenold is a health and welfare consultant with Donlon & Associates, Inc. (D&A). For over 20 years, she has been consulting with employers of all sizes on their group benefit plans. Maureen's areas of expertise include health and welfare plan design, cost analysis and pricing benefits provided by HMOs, PPOs and indemnity plans. In addition, she is experienced in the implementation and administration of cost-effective group benefit plans.

Since joining D&A, Maureen's special projects have included testing and editing various plan pricing models, performing data analysis for trend studies and creating a program to compare client-specific experience to the industry average applicable to the client's individual geographic and demographic profile.

Maureen has been performing post retirement medical valuations extensively and for many years – even prior to the implementation of GASB 45. Now that GASB 45 has made public employers consider or re-consider their post retirement liabilities, she has brought her extensive skills and experience to this sector, as well.

Prior to joining D&A, Maureen was a consultant with Aon Consulting, a subsidiary of Aon Corporation in Chicago. At Aon, Maureen's responsibilities included pricing benefit plans, participating in renewal negotiations and vendor selections, and assisting in the administration of employer plans of all sizes.

Prior to joining Aon, Maureen was the Benefits Manager for Montgomery Ward. She had responsibility for the planning and administration of all benefits, including the medical, dental, life, accident, and retirement plans.

Maureen is a Certified Employee Benefits Specialist (CEBS) and has an MBA from the University of Chicago, with a specialization in finance and a concentration in accounting.

Steve Abbs, ASA, MAAA - Consultant

Steve Abbs is a health and welfare consultant with Donlon & Associates, Inc. (D&A). He has been consulting to employee benefit plans for over nine years.

Recent projects include numerous Medicare Part D actuarial attestations for plan sponsors, GASB 45/OPEB valuations, maintenance on GASB 45 actuarial valuation models, assistance with the development and coding of computerized pricing models, developing and maintaining financial pro formas, strategic planning and recommendations, and analysis of provider reimbursement arrangements.

Prior to joining D&A, Steve was an Associate Actuary in the group health and welfare practice of Milliman, Inc. in Chicago. He consulted to a number of multiemployer health and welfare benefit funds on a variety of benefits issues and projects, including experience reporting, contribution rate projections, year-end liability estimates, benefit plan design and pricing, analysis of potential benefit changes, and vendor selections/renewals. He also consulted to several funds in connection with becoming compliant with the privacy regulations of HIPAA.

Steve graduated summa cum laude with distinction from the University of Illinois, Champaign-Urbana with a degree in Actuarial Science. He is an Associate of the Society of Actuaries and a Member of the American Academy of Actuaries.

2. *Scope of the Engagement*

OPEB calculations for the City would be made in accordance with the methodology described in the *GASB Statement 45*. Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and the plan members) and include the types of benefits provided at the time of the valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

There are several actuarial cost methods that are allowed by GASB Statement No. 45. The method that would be used for the City is called the Projected Unit Credit Method. According to this method an equal amount of an employee's projected benefit is allocated to each year from the date the employee first enters the plan until the date the employee is first eligible to receive benefits. This method avoids escalating costs in the later portion of a participant's career.

A number of actuarial assumptions will need to be made for this work, including interest rate, amortization method, percentage of current spouses electing coverage, termination rates, retirement rates, and healthcare cost trend rates. We will work with the City's staff and auditors to select appropriate methods and assumptions for the valuations. The methodologies and assumptions used in the valuation will comply with the Actuarial Standards of Practice issued by the American Academy of Actuaries.

We will also work with the City's staff and auditors to understand and take into account any historical or future planned benefit plan changes, as well as whether any City assets have been set aside to fund these OPEB liabilities.

As we understand it based on the RFP, the City also desires recommendations on managing the OPEB liability. Pursuant to this request, our work will also include an analysis of basic funding strategies and other cost management techniques.

We will provide a complete report, which will include all information required by GASB Statement No. 45. Whenever a prior actuarial valuation is available, the report will include an analysis of the changes in the unfunded actuarial accrued liability, and the reasons for the changes. In addition, the impact of any implicit rate subsidy resulting from common premium rates for both active employees and retirees will be identified and quantified. We will review the final report with you on a conference call. If an in-person meeting is required, we are available for an additional fee.

3. Other Information

D&A is independent of the City of Menasha, Wisconsin and we are not aware of any potential conflicts of interest if D&A were selected to perform the proposed engagement.

D&A maintains errors and omissions insurance that provides a minimum amount of \$1,000,000 of coverage for negligent acts or omissions insurance. This insurance is written on a claims made basis, and it shall remain in effect for a minimum of three years. It has been issued by a company with a rating from Best's Rating Service of A+.

There are no pending legal actions against D&A.

4. Suggested Timeline

Major Task	Suggested Timeline
Collect and Analyze Data	April 13 – May 1
Perform Actuarial Valuation	May 4 – May 22
Preliminary Results Summarized and Discussed	May 25 – 29
Determine Impact of Changes to Methods, Assumptions, and/or Plan Design, as well as analyze Funding Strategies	June 1 – 19
Final Report Prepared and Discussed/Presented	June 22 - 30

Our current and projected workload is not expected to interfere at all in completing this project by the specified deadline of June 30, 2009.

5. Cost Proposal for the City of Menasha, Wisconsin's RFP for Actuarial Services

Work will be billed on an hourly rate basis. Senior consultants and actuaries will bill at \$275 per hour, and other consultants bill at \$200 per hour. These billing rates are applicable for work performed during 2009. These rates do not include out-of-pocket expenses, such as travel, lodging, meals or courier expenses, which will be billed separately at cost. Individual consultants record all consulting time and the detailed billing information is reported to our clients each month. Included with that report is an invoice for that month's billable activity, which is due within 30 days of the receipt of the bill.

Our total fees for the OPEB valuation and analysis of funding strategies (outlined in Section 2 and performed in 2009) will not exceed \$9,000. If an in-person meeting is required, an additional fee of \$1,000 will apply. These fees are based on the scope of the project as outlined in this proposal. If it becomes clear that the scope is changed, we will stop working on that assignment, send you an estimate of any additional fees, and wait for your approval before continuing work.

All information and data shared with us will be treated as strictly confidential. Neither the information nor the data will be shared with any third party unless we are directed to do so by the City of Menasha, Wisconsin.

Our work will be conducted on a best-efforts basis and we expect the results will meet your objectives. Professional personnel having the required skills, experience and competence will perform the work. In any event, our liability for damages, direct or consequential, resulting from this work will be limited to the amount paid for the project.

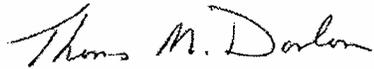
A sample list of data requirements is attached to this proposal for your review. If it is not possible to obtain all of the data, we can discuss alternatives and/or assumptions.

Please sign this letter below to indicate the City's acceptance of this proposal:

Signature

Date

The undersigned is authorized to contractually bind the firm of Donlon & Associates, Inc. to the terms of this agreement.



Thomas M. Donlon, FSA, MAAA
Consulting Actuary
tom@donlon-associates.com
ph: 630-505-0830 x 107

Sample GASB 45 Data Requirements

Required in All Cases

1. Summary Plan Descriptions

Provide the current Summary Plan Description (SPD) for all active and post employment benefits other than pensions (OPEB) including medical, prescription drug, dental, vision, and life insurance plans. The descriptions should include retirement eligibility provisions for all classes of participants (e.g., A person is eligible for postretirement benefits upon attainment of age 60 and 10 years of service).

2. Census of Employees

Provide a current census of employees and retirees including the following information for each individual.

- Date of birth
- Gender
- Date of hire
- Date of birth of spouse, if spouse is covered
- Active/Retiree Status Indicator
- Date of Termination or Retirement (if applicable)
- Code to indicate in which benefit plans the employee/retiree participates:
 - Medical
 - Prescription Drug (Rx)
 - Dental
 - Vision
 - Retiree Group Life Insurance
- Coverage tier for the medical, prescription drug, dental, and vision plans (e.g., employee only, employee plus 1, employee plus 2 or more)

3. Rate Schedules

Provide current monthly employee and retiree rate schedules for each plan by coverage tier (e.g., employee only, employee plus 1, employee plus 2 or more), and the effective dates of the schedules. The rate schedules should show the employee and employer contribution rates.

4. Monthly Enrollment Counts for Medical, Prescription Drug, Dental, and Vision Plans

Monthly enrollment counts for the medical, prescription drug, dental, and vision plans for the period 1/1/2006 through 12/31/2008. Report counts separately by active, retirees under age 65 and retirees over age 65.

5. Plan Changes during the Last Three Years

Provide a description of any changes to the medical, prescription drug, dental, and vision plans made since 1/1/2006, along with their effective dates.

6. Prior Valuation Report

If a postretirement valuation was performed in prior year(s), please include a copy of any prior years' valuation reports.

7. Administrative Fees

Provide a detailed schedule of all fees charged by vendors administering the plans and their effective dates. Include all fees for claim administration services, utilization review, preferred provider networks, prescription drug card, and any other vendor providing services to the plan. Provide the next contract renewal date for each vendor.

8. Funding Policy

Provide information regarding the funding policy. Include information regarding whether or not a trust was set up to fund the postretirement liability. If a trust was established, provide dates and amounts of historical contributions, as well as any expected future contributions and the approximate dates of such contributions. Indicate whether retiree benefit payments and contributions are withdrawn and deposited to the trust, and with what periodicity (e.g., monthly).

9. Insured Benefits

If any of the benefits (such as vision or retiree group life insurance) are insured, provide a schedule of the current monthly premium rates and their effective dates. For individual life insurance policies that provide post employment benefits, include a copy of the policy for each covered individual.

Required only for Self-Insured Plans/Benefits

The next three items are required if any of the active OPEB plans have self-insured benefits:

10. Monthly Claims Data by Plan for Medical, Prescription Drug, Dental, and Vision Plans

Triangle charts of monthly paid claim amounts summarized by month incurred, reported separately for medical, prescription drug, dental, and vision for calendar years 2006, 2007, and 2008. Provide separate charts for actives, retirees under 65, and retirees over 65.

11. Large Claim Listing for Medical Coverage

A listing of paid claim amounts over \$25,000, paid on behalf of any one individual for the calendar years 2005, 2006, and 2007. If possible, provide the date paid and the diagnosis code.

12. Stop Loss Insurance

Provide a copy of the current stop loss policy provisions and the current stop loss premium rates with their effective dates.



**City of Menasha, Wisconsin
Proposal for Actuarial Services — GASB 45**

Alliance Benefit Group

9320 Priority Way West Drive
Indianapolis, IN 46240-1468
317-803-7767
888-290-1206
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Contact: Thomas L. Totten
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March 25, 2009

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**City of Menasha, Wisconsin
Proposal for Actuarial Services — GASB 45**

March, 2009

Firm Qualifications:

Information About Our Firm

Alliance Benefit Group of Indiana
9320 Priority Way West Drive - Indianapolis, IN 46240-1468
P. O. Box 80883 - Indianapolis, IN 46280-0883

Website: abgindiana.com

Phone: 317-803-7700
Toll-Free: 888-290-1206
FAX: 317-254-4480

Federal Tax ID No.: 35-0966414

We are an Indiana corporation, established in 1943.

Contact: Thomas L. Totten, FCA, ASA, EA,
Managing Principal
Phone: 317-803-7767
Email: thomas.totten@abgindiana.com

Management / Ownership of Our Firm

The management of the company includes the following personnel, all of whom are authorized to represent the company and to bind the firm:

Managing Principal, Thomas L. Totten, FCA, ASA, EA		
Principal, Randy Gomez, FSA, EA, MAAA	317-803-7734	randy.gomez@abgindiana.com
Principal, Charles Munsell, EA, MSPA	317-803-7721	charles.munsell@abgindiana.com
Principal, John Dowell, FSA, FCA, EA	317-803-7832	john.dowell@abgindiana.com
Principal, Craig Harrell	317-252-5549	craig.harrell@abgindiana.com
Principal, Dave Van Ness, CPA	317-803-7714	dave.vanness@abgindiana.com

The company is concentrated in actuaries, but does include other specialties, including a legal staff, administrators, and accountants.

None of our principals has ever been involved in any litigation relating to consulting activities.

List of Professional Organizations to Which Our Firm Belongs

- Society of Actuaries
- American Academy of Actuaries
- Conference of Consulting Actuaries
- American Society of Pension Professionals
- Government Finance Officers Association
- State and Local Government Benefits Association
- Indiana Association of Cities and Towns
- Indiana Association of Counties



City of Menasha, Wisconsin Proposal for Actuarial Services — GASB 45

March, 2009

Our History

Alliance Benefit Group of Indiana is an office within Alliance Benefit Group, one of the largest retirement consulting and administration firms in the country.

Alliance Benefit Group provides consulting and administration services to over 4,000 plans that hold over \$10 billion in retirement assets. Each office is independently owned, but we operate in conjunction with each other on a national basis.

Alliance Benefit Group has offices in fifteen cities including Indianapolis, Charlotte, Chicago, Cincinnati, Dallas, Detroit, Houston, Kansas City, Madison, Milwaukee, Minneapolis, Peoria, Philadelphia, Salt Lake City, and Wakefield.

ABG of Indiana (formerly the retirement division of The Nyhart Company) is an employee benefit consulting, actuarial, and administration firm that has been doing business since 1943. We are 100% employee owned and provide actuarial, defined contribution, defined benefit, flexible spending account administration, and human resource consulting. We have 71 employees in our Indianapolis, Indiana office and 2 employees in our Deerfield, Illinois office. We operate as a corporation.

We have twelve accredited actuaries, and a ten person support staff of actuarial students and actuarial assistants. We serve over 500 full-service actuarial clients and approximately 100 public employee retirement clients.

The firm began in Indianapolis, Indiana as a family-owned business, founded by Howard Nyhart. It progressed as a family business until an employee stock ownership plan was created and the employees purchased the company. The firm expanded throughout the 2000's by purchasing two firms, Sheridan and Associates and 401(k) Solutions. In 2005, the firms (along with the Nyhart retirement division), were renamed to Alliance Benefit Group of Indiana.

In addition to our wide range of actuarial work, we offer service in...

- Flex Administration
- COBRA Administration
- Retirement Services
 - Defined Benefit
 - Defined Contribution
 - Balance Forward
 - Daily Valuation
- HR Consulting
- Medicare Part D Subsidy
- Health Care Actuarial Consulting

We will be available on an "as needed basis" between 8:00 to 5:00 Eastern Time Zone.



**City of Menasha, Wisconsin
Proposal for Actuarial Services — GASB 45**

March, 2009

Our Understanding of GASB

What is GASB 43 and 45?

GASB 43 and 45 are governmental financial reporting requirements for all state and local governments that sponsor postemployment healthcare benefits. The major covered benefits include medical, dental, life insurance, and disability.

What is so different from the current disclosure requirements?

Current disclosures are done on a cash accounting basis. The annual expense equals the actual cost for the year. Also, there is no differentiation between expenses for current and retired employees.

Under the new accrual disclosures, the cost of retiree healthcare benefits is treated as current compensation and is expensed during an employee’s active career.

Why is there a GASB liability if retirees must pay the full COBRA rate?

This is another change created by accrual accounting. The objective is to disclose retiree healthcare liabilities using retiree costs and assumptions. Active healthcare liabilities continue to be accounted for on a cash basis and are not part of the new GASB disclosures.

For most employers, the COBRA rate represents the average cost of participants enrolled in their medical plan. Typically 90% or more of enrollees are actively employed. Continuing with this logic, the COBRA rates are effectively the average cost of the “active population”. Medical costs for a retired population are considerably higher than an active population.

Below is a chart that breaks down the actual medical costs into age-groups using actuarial health factors.

Age Group	Enrollment	Health Factor	Monthly Medical Cost
Under 40	380	80	\$295
40 to 55	210	100	\$369
Over 55 and Retirees	60	170	\$627
All Ages	650	95	\$350 ¹

¹The COBRA rate for single coverage is \$357 (\$350 plus 2%)

Using the above table for a 60-year old retiree with single coverage, the GAAP implicit employer subsidy is \$270 per month (\$627 retiree medical cost less the \$357 COBRA single-coverage premium). Under the current cash basis, the employer subsidy would be considered \$0 (\$350 medical cost less \$357 COBRA contribution). When measuring the GASB disclosures, it is the implicit subsidy that must be recognized in the calculations.

**City of Menasha, Wisconsin
Proposal for Actuarial Services — GASB 45**

March, 2009

How will new disclosures affect our bond or credit rating?

Any negative impact will be a function of how large the accounting liabilities are, how much control plan sponsors have over plan design, and the cashflow of any future explicit or implicit subsidies.

Why is the liability so large when there are only a few retirees enrolled in the health plan?

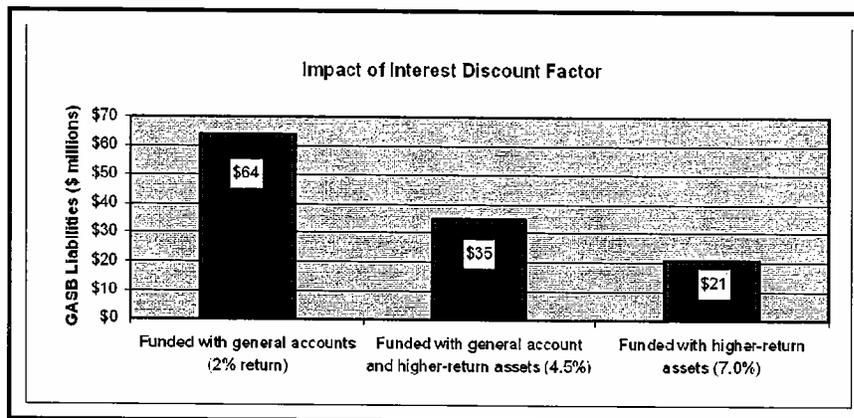
It isn't only the number of existing retirees that generate the GASB liabilities. Future retirees, spouses of retirees, and healthcare inflation are other factors that generate GASB liabilities.

Will accumulating a dedicated pool of assets reduce the GASB liability?

Accumulating assets in certain trusts or funds will help reduce the GASB liabilities in two ways.

Dedicated assets will reduce the unfunded liabilities and ongoing annual expense. For example, a plan with \$10,000,000 in liabilities and \$0 assets will have a higher annual expense than a plan with \$10,000,000 in liabilities and \$4,000,000 in accumulated assets.

Having dedicated assets will allow the actuary to use a higher interest discount assumption than otherwise would have been possible. The interest discount is one of the key assumptions used in the healthcare actuarial projections. Per GASB requirements, this assumption must be based on the underlying investment return of assets used to finance the retiree health benefits. Employers that pay benefits using general account assets, which typically are restricted to very secure low-return investments, will earn a return in the range of 1.5% to 3%. The low return will then translate to a low interest discount assumption. Accumulated assets in certain trusts are able to earn much higher investment returns and, therefore, will have a higher interest discount assumption. Below is a table quantifying the effect on liabilities from using different interest discount assumptions.



**City of Menasha, Wisconsin
Proposal for Actuarial Services — GASB 45**

March, 2009

What other design options are available?

- Switch to an individual account-based approach to retiree health coverage. The accounts may be funded or unfunded
- Set contribution requirements that vary by service and/or age
- Use a different plan design for retirees (such as a high-deductible plan) than for active employees
- Implement a cap on the maximum amount of employer-provided subsidy
- Begin accumulating assets dedicated to financing retiree health benefits

Some government employers may be restricted by state laws that mandate certain types of health coverages or place restrictions on the maximum percentage of costs that may be passed on to retirees.

What is the process for estimating the liabilities?

You will need to engage an actuary experienced in healthcare benefits and retirement actuarial valuations to prepare an initial measurement of your GASB liabilities. It is to the employer's advantage to know its GASB liabilities early enough to:

- react to the results and take corrective action before the official disclosures must be disclosed,
- gauge the rating agency's possible reaction to the liabilities, and
- understand better what the long-term cost of retiree health benefits really are.

The typical timeline for a GASB study is:

- Select an actuarial firm
- Collect census, premium, and other plan information
- Hold a planning meeting with actuary to discuss GASB requirements and appropriate assumptions
- Review preliminary results and internally discuss implications
- Determine if changes to plan design or actuarial assumptions are needed
- Finalize study results

General Information

The key GASB 45 actuarial assumptions in our professional opinion are the asset rate of return, healthcare trend rate, retirement rate and turnover rate. Please realize, there are other assumptions which may have an impact on results. When setting actuarial assumptions, we consider the client's actual experience if it is determined to be credible and measurable. We will also consider general industry trends and our professional judgment when setting assumptions. Overall, we strive to set assumptions that based on plan experience and considered as reasonable for the purpose used.



**City of Menasha, Wisconsin
Proposal for Actuarial Services — GASB 45**

March, 2009

Without any input from the plan sponsor, we would recommend the following key assumptions:

- Discount Rate: 4.0% - 5.0%
- Health Trend Rate: Initial rate of 9%-11% decreasing gradually to an ultimate rate of 4.5% to 5.0%
- Retirement Rate: Rates beginning at the earliest retirement age with spikes at age 62 and 65 and continuing to age 70
- Turnover Rate: Rates that vary by age with an overall annual turnover of 4% to 8% per year

For a recent GASB 45 study, the following assumptions were used:

- Discount Rate: 4.5%
- Trend Rate: 10% decreasing to 4.5% over 10 years
- Retirement Rate: Rates by vary by age and service with an overall average retirement age of 63
- Turnover Rate: Rates that vary by age with an overall turnover of 4.5%

Our actuarial software (Winkelvoss Technologies, Proval) is designed to produce each set of results very efficiently during the calculation phase. Also, in order to determine claims cost, we have proprietary software integrated with Tillinghast's medical rates software.



**City of Menasha, Wisconsin
Proposal for Actuarial Services — GASB 45**

March, 2009

Account Team Personnel

Overall, there are very few firms that can compete with ABG, given our depth of experience, our history with municipalities, and our very competitive fee structure. We are able to maintain our fee structure due to our lack of significant overhead. The Executive Committee of our firm is composed of actuaries and all of our actuaries consult with clients.

Randy Gomez graduated from Georgia State University with a B.B.A. degree in business administration and earned a Masters in Actuarial Science from Georgia State University. He is a Fellow of the Society of Actuaries, a Member of the American Academy of Actuaries, and an Enrolled Actuary. Mr. Gomez functions as a Principal of the firm.

Prior to joining ABG, Mr. Gomez was a benefits consultant for an international benefits consulting firm. He has over 26 years of benefits consulting

Phone: 317-803-7734

E-mail: randy.gomez@abgindiana.com

Joe Polley graduated from Purdue University, West Lafayette, Indiana, with a B.S. Degree in Actuarial Science. He is an Associate of the Society of Actuaries and a Member of the American Academy of Actuaries. Mr. Polley is current pursuing Society of Actuaries Fellowship examinations with intent to specialize in the Group and Health specialty track.

Prior to joining Alliance Benefit Group of Indiana, Mr. Polley was a benefits consultant with a Mid-Atlantic benefit consulting firm. He has more than 9 years of experience in benefits consulting.

Phone: 317-803-7772

E-mail: joe.polley@abgindiana.com

Evi Laksana graduated from Purdue University with a B.S. Degree in Actuarial Science and Statistics. She joined Alliance Benefit Group of Indiana in August, 2005. She has passed five actuarial exams and is on a professional exam track.

Phone: 317-803-7898

E-mail: evi.laksana@abgindiana.com

Thomas Totten graduated from the University of Notre Dame with a B.S. in Mathematics. He also earned an M.A. in Actuarial Science from Ball State University. He is a Fellow of the Conference of Consulting Actuaries, an Associate of the Society of Actuaries, and an Enrolled Actuary. Mr. Totten serves as the Managing Principal of the firm.

Prior to joining ABG, Mr. Totten spent six years as a consulting actuary for an international benefits consulting firm and three years as the Chief Healthcare Actuary for a regional actuarial firm. He has 17 years of experience in the benefits field.

Phone: 317-803-7767

E-mail: thomas.totten@abgindiana.com

Randy Gomez will be directing the activities of the GASB 45 team. He will be assisted by the firm's actuarial students and assistants. The previously-listed individuals have extensive experience in postretirement healthcare benefits. Their resumes follow.



**City of Menasha, Wisconsin
Proposal for Actuarial Services — GASB 45**

March, 2009

Randy A. Gomez

Alliance Benefit Group of Indiana / 9320 Priority Way West Drive, Indianapolis, IN 46240

Phone: 888-290-1206

Fax: 317-254-4480

E-Mail: randy.gomez@abgindiana.com

GASB 45 Experience

Speaker and author of GASB-related topics. Consulting with government clients regarding pension and group benefits for 11 years. Has met professional credentials for pension and group actuarial opinions. Worked in areas of GASB 45, plan design, projections, health budget, pricing and reserving, and Medicare Part D.

Work Experience

January, 1983 - July, 1988

Hazlehurst and Associates

Actuary

- Responsible for qualified and non-qualified pension actuarial valuations and special projects
- Developed customer benefit calculation systems

July, 1988 - October, 1995

Towers Perrin

Consulting Actuary

- Acquired education and expertise in group health benefits. Consulted in plan design and pricing for active and retiree health plans and flexible benefit programs, rate development, IBNR calculations, and COBRA certifications
- Consulted on pension and group health plans
- Performed pension and postretirement actuarial valuations
- Conducted nondiscrimination pension testing

October, 1995 - Current

Alliance Benefit Group of Indiana

Principal and Chief Actuary

- Consulted to national and local clients on pension and postretirement healthcare valuations and group health plans
- Speaker at events regarding pension and postretirement healthcare
- Responsible for research and actuarial policy

Education

August, 1979 - December, 1982

Georgia State University

- B.B.A. Actuarial Science

January, 1983 to December, 1986

Georgia State University

- M.A. S. Actuarial Science
- National Winner Top Five Score for Actuarial Examination Number One

Accreditations

Fellow of the Society of Actuaries

Member of the American Academy of Actuaries

Enrolled Actuary



**City of Menasha, Wisconsin
Proposal for Actuarial Services — GASB 45**

March, 2009

Thomas L. Totten

Alliance Benefit Group of Indiana / 9320 Priority Way West Drive, Indianapolis, IN 46240

Phone: 888-290-1206

Fax: 317-254-4480

E-Mail: thomas.totten@abgindiana.com

Work Experience

May, 1989 - February, 1995

Hewitt Assc

Consulting Actuary

- Consulted with Fortune 500 companies regarding pensions and postretirement healthcare
- Developed postretirement healthcare statistics regarding clients that were presented in a study to the United States Senate
- Performed FAS 106 (postretirement healthcare) valuations for national utilities and international clients
- Provided complete benefit analysis through Hewitt's Benefit Index service

February, 1995 - October, 1998

United Actuarial Services

Chief Healthcare Actuary

- Supervised staff that ultimately performed over 90 postretirement healthcare valuations annually

October, 1998 - Current

Alliance Benefit Group of Indiana

Managing Principal

- Consulted to national clients on pension and postretirement healthcare valuations
- Frequent speaker at events regarding pension and postretirement healthcare

Education

September, 1983 to May, 1987

University of Notre Dame

- B.S. Mathematics

September, 1987 to May, 1989

Ball State University

- M.A. Actuarial Science

Accreditations

Fellow of the Conference of Consulting Actuaries

Associate of the Society of Actuaries

Enrolled Actuary



**City of Menasha, Wisconsin
Proposal for Actuarial Services — GASB 45**

March, 2009

Joseph B. Polley

Alliance Benefit Group of Indiana / 9320 Priority Way West Drive, Indianapolis, IN 46240

Phone: 888-290-1206

Fax: 317-254-4479

E-Mail: joe.polley@abgindiana.com

Work Experience **January, 2000 – September, 2002** **Aon Consulting**
Actuarial Analyst

- Perform pension actuarial valuations, pension benefit calculations and statements, data reconciliation, and government form filings. Work included public sector, private sector, and multi-employer.

September, 2002 – September, 2008 **Bolton Partners**
Consulting Actuary

- Conduct health care claims analysis and projections for retiree health and life actuarial valuations
- Computation of reporting and disclosure information for Government Accounting Standards Board Statements (GASB 25, 27, 43, and 45)
- Review of accounting results for FAS 5, FAS 43, FAS 87, FAS 112, FAS 132, and FAS 158
- Review of accounting results for SOP 92-6
- Significant experience programming valuation software for pensions and Other Post-Retirement Benefits

September, 2008 - Current **Alliance Benefit Group of Indiana**
Consulting Actuary

- Consult with public and private sector employers regarding OPEB liabilities
- Conduct health care claims analysis and projections for retiree health and life actuarial valuations
- Computation of reporting and disclosure information for Government Accounting Standards Board Statements (GASB 25, 27, 43, and 45)
- Review of accounting results for FAS 106, FAS 112, FAS 132, and FAS 158

Education **Purdue University**
▪ B.S. Actuarial Science

Accreditations Associate of the Society of Actuaries
Member of the American Academy of Actuaries

**City of Menasha, Wisconsin
Proposal for Actuarial Services — GASB 45**

March, 2009

Evi Laksana

Alliance Benefit Group of Indiana / 9320 Priority Way West Drive, Indianapolis, IN 46240

Phone: 317-803-7898

Fax: 317-254-4479

E-Mail: evi.laksana@abgindiana.com

Work Experience August, 2005 - Current Alliance Benefit Group of Indiana

Actuarial Assistant

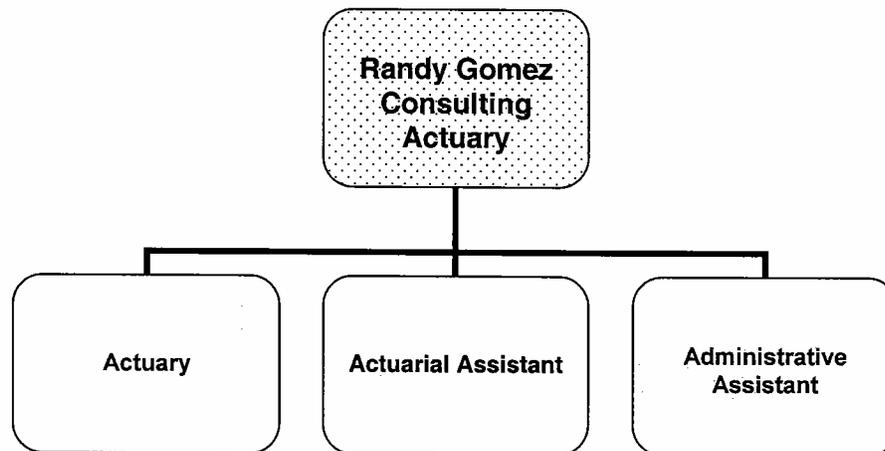
- Prepare annual pension and post-retirement healthcare valuations
- Prepare Medicare Part D actuarial equivalence testing and Retiree Drug Subsidy online applications
- Provide calculations for cost studies and projections

Education

January, 2002 – May, 2004

Purdue University

- B.S. Actuarial Science and Statistics



We employ a well-qualified staff of actuarial assistants that assist our actuaries in many ways. All valuations (including GASB work, etc.) are thoroughly reviewed by our actuaries. No report is finalized without the approval of two of our credentialed actuaries.

- We affirm that we will provide the services, and components thereof, in accordance with the Actuarial Standards of Practice, Actuarial Code of Professional Conduct, and the Government Accounting Standards Board Statements 43 and 45.
- Our firm is qualified to issue a Public Statement of Actuarial Opinion (PSAO) in accordance with the Qualification Standards of the American Academy of Actuaries.
- The actuary assigned to work with the City is qualified to undertake this project according to Precept 2 of the Code to Professional Conduct of the “American Academy of Actuaries.



**City of Menasha, Wisconsin
Proposal for Actuarial Services — GASB 45**

March, 2009

Professional Credentials and Experience

Our combined experience includes the following related projects:

- GASB study for Indiana Senate and House legislators – measured current and alternative retiree designs.
- ABG has provided GASB actuarial services to various entities in twenty-two states. Our clients include the City of River Falls, Douglas County, Dane County, St. Croix County, the City of Madison, Pierce County, the City of Baraboo in **Wisconsin**; Bountiful City, **Utah**; City of Oklahoma City in **Oklahoma**; the City of Webster City, the City of Pella, Poweshiek County, O'Brien County, Spencer Municipal Utilities, Warren County, Lee County, and Story County, of **Iowa**; the City of Cape Girardeau in **Missouri**; Chariho School District, the City of Narragansett, and the City of Central Falls in **Rhode Island**; the City of Concord and the City of Dover in **New Hampshire**; Suffolk County and Cattaraugus/Allegany BOCES in **New York**; the Cities of Biddeford & Saco in **Maine**; and the State of Indiana, Indiana University, and Vincennes University in **Indiana**, among others.
- We currently have been engaged by municipalities in 23 states and also call five state capitals clients.
- We have been selected by the Iowa Public Agency Investment Trust as one of only three companies they will recommend to their clients for GASB services.
- Retiree health projections for numerous counties and cities
- Postretirement health care study presented to the United States Senate regarding Medicare retirement age
- Medicare Part D consulting and analysis for over 36 organizations (universities, corporate, and government entities)
- Over 900 retiree healthcare actuarial valuations and over 40 actuarial valuations of Indiana, Illinois, and Colorado school corporations
- Retirement and healthcare consulting with Indiana University, Rose Hulman Institute, and Wabash College
- Actuarial calculations for premium rate setting, COBRA rates, active and retiree reserves, and plan design pricings
- Actuarial certifications of financial health for multiple-employer health plans
- We affirm that we will provide the services, and components thereof, in accordance with the Actuarial Standards of Practice, Actuarial Code of Professional Conduct, and the Government Accounting Standards Board Statements 43 and 45.
- Our firm is qualified to issue a Public Statement of Actuarial Opinion (PSAO) in accordance with the Qualification Standards of the American Academy of Actuaries.
- The actuary assigned to work with the City is qualified to undertake this project according to Precept 2 of the Code to Professional Conduct of the "American Academy of Actuaries."



**City of Menasha, Wisconsin
Proposal for Actuarial Services — GASB 45**

March, 2009

Experience with Health Care Actuarial Services

Alliance Benefit Group has a long history of providing health care actuarial services to numerous clients. Our firm also provided health care third party administration services for over 50 years.

We have provided the following types of health care actuarial services:

- ✓ COBRA Pricing
- ✓ Premium Rate Setting
- ✓ Incurred By Not Reported Reserves
- ✓ Funding Sufficiency Certifications
- ✓ Multiple Employer Welfare Arrangements Funding Certifications
- ✓ Multiemployer Reserve Calculations
- ✓ Medicare Part D Certifications
- ✓ GASB 45 Services in Twenty-Three States
- ✓ FASB 106 Services
- ✓ SOP 92-6 Services

Our depth of health care actuarial services rivals the services prevalent at international actuarial consulting firms, but at a more competitive fee.

Managing Expense Under GASB

We can provide different alternatives, including a matrix of plan design, eligibility, contribution, and funding alternatives. We quote a hard fee up front prior to engagement. We have completely re-designed other client benefits, including but not limited to,:

- 1) Funding
- 2) Rate Changes
- 3) Fixed Dollar Limitation
- 4) HRA Design
- 5) Complete DC Approach

Conflict of Interest

To the best of our knowledge, there would be no conflict of interest between Alliance Benefit Group of Indiana and the City of Menasha, Wisconsin should we be selected to perform their actuarial work.

**City of Menasha, Wisconsin
Proposal for Actuarial Services — GASB 45**

March, 2009

Projects Completed

We are completing or have completed GASB 45 valuations in twenty-three different states, including but not limited to...

Name	Name	Name	Name	% Complete
City of Fayetteville, AR	Western Lake Superior Sanitary, MN	Bountiful City, UT	Lee County, IA	25%
City of Bentonville, AR	City of Cape Girardeau, MO	City of Madison, WI	Story County, IA	40%
City of Springdale, AR	City of Dover, NH	City of River Falls, WI	Sioux County, IA	10%
City of Thomaston, CT	City of Concord, NH	St. Croix County, WI	Poweshiek County, IA	10%
Spencer Municipal Utilities, IA	Suffolk County, NY	City of Baraboo, WI	City of River Falls, WI	85%
Peoria Park District, IL	Cattaraugus/Allegany BOCES, NY	Dane County, WI	Vincennes University, IN	90%
McLean County, IL	City of Moore, OK	Douglas County, WI	City of Pella, IA	20%
Peoria Public Schools, IL	Oklahoma City, OK	Sauk County, WI	Warren County, IA	50%
City of Waukegan, IL	Tualatin Water District, OR	Dunn County, WI	City of Dearborn Heights, MI	50%
City of South Bend, IN	Town of Narragansett, RI	City of Charleston, WV		
State of Indiana, IN	Charlho School District, RI			
Indiana University, IN	City of Central Falls, RI			
Cities of Biddeford & Saco, ME	Town of Lincoln, RI			
City of Flint, MI	Disability Board of Charleston Cty, SC			

Other Clients We Serve

City of Thomaston, CT (Pension)	Peoria Public Schools District 150, IL	Pike Township, IN	Arlington County Schools, VA
City of Dover, DE	City of East Peoria, IL	City of Inkster, MI	Pierce County, WI
County of Merrimack, NH	Vincennes University, IN (Part D)	Chautauqua Lake CSD, NY	City of Huntington, WV
O'Brien County, IA	Allen County, IN	Foster Gloucester RSD, RI	City of Cuyahoga Falls, OH
Spencer Municipal Utilities, IA	South Bend Regional Airport, IN	Harris-Galveston Subsidence District, TX	City of Emporia, KS
City of Webster City, IA	City of Mishawaka, IN	Arlington County, VA	

Projects Underway

We are working on...



**City of Menasha, Wisconsin
Proposal for Actuarial Services — GASB 45**

March, 2009

References

We have performed over 900 retiree healthcare valuations during our careers, including Fortune 500 companies, school districts, utilities, and municipal agencies. This is a small sample of our client list.

Name	Address	Contact	Contact Numbers	E-Mail	Service Provided
St. Croix County	1101 Carmichael Road Hudson, WI 54016-7710	Ms. Dana Baker, M.A.	715-381-4309 715-381-4301	danab@co.saint-croix.wi.us	GASB Study
Douglas County	1313 Belknap Street, Room 206h Superior, WI 54880	Ms. Ann Doucette	715-395-1343 715-395-7643 FAX	ann.doucette@douglascountywi.org	GASB Study
City of Madison	210 ML King, Jr. Blvd, Room 406 Madison, WI 53703	Ms. Pat Skaleski	608-266-4007 608-266-8705 FAX	pskaleski@cityofmadison.com	GASB Study
Dane County, Wisconsin	210 Martin Luther King, Jr. Blvd. Madison, WI 53703-3345	Mr. Charles Hicklin	608-266-4109 608-266-4425 FAX	hicklin@co.dane.wi.us	GASB 45 Study 2006
Pierce County	P. O. Box 119 Ellsworth, WI 54011	Ms. Wanda Kinneman	715-273-3531 X 6430 716-273-6853 FAX	kinneman@co.pierce.wi.us	GASB Study
City of Baraboo	135 4 th Street Baraboo, WI 53913	Ms. Cheryl Giese	608-355-2700 608-356-9666 FAX	cmgiese@cityofbaraboo.com	GASB Study
Indiana University	Poplars 165 400 E. 74 th Street Bloomington, IN 47405	Mr. Dan Rives	812-855-2239 812-855-3409 FAX	drives@indiana.edu	GASB 45
State of Indiana	State Budget Agency 200 W. Washington Street, Rm 212 Indianapolis, IN 46204	Mr. Adam Horst	317-233-5707 317-233-3323 FAX	ahorst@sba.in.gov	GASB Study
State of Indiana Legislators	Senate Chamber, State House 200 W. Washington Street Indianapolis, IN 46204	Senator Luke Kenley	317-232-9903 800-382-9467 317-232-9453 FAX	S20@in.gov	GASB 45 Study with Plan Changes 01/06 to Present
City of Central Falls	City Hall 580 Broad Street Central Falls, RI 02863-2835	Mr. John Kuzmiski	401-727-7470	jkuzmiski@centralfallsri.us	GASB 27 Study GASB 45 Study
City of Fayetteville	113 W. Mountain Street Fayetteville, AR 72701	Ms. Marsha Farthing	479-575-8288 479-575-8273 FAX	mfarthing@ci.fayetteville.ar.us	GASB 45



**City of Menasha, Wisconsin
Proposal for Actuarial Services — GASB 45**

March, 2009

Actuarial Capabilities:

- a. We affirm that we will provide the services, and components thereof, in accordance with the Actuarial Standards of Practice, Actuarial Code of Professional Conduct, and the Government Accounting Standards Board Statements 43 and 45.

Our firm is qualified to issue a Public Statement of Actuarial Opinion (PSAO) in accordance with the Qualification Standards of the American Academy of Actuaries.

The actuary assigned to work with the City is qualified to undertake this project according to Precept 2 of the Code to Professional Conduct of the "American Academy of Actuaries.

We employ a well-qualified staff of actuarial assistants that assist our actuaries in many ways. All valuations (including GASB work, etc.) are thoroughly reviewed by our actuaries. No report is finalized without the approval of two of our credentialed actuaries.

Randy Gomez will be directing the activities of the GASB 45 team. He will be assisted by the firm's actuarial students and assistants.

- b. We have performed over 100 GASB valuations and 80 FASB reports. Please see page 14 for a partial list of the GASB clients we are currently serving.
- c. Please see pages 18, 19, and 20 in our Work Plan section for a description of how Alliance Benefit Group of Indiana will work the City of Menasha, Wisconsin.
- d. Generally speaking, ABG would like to relieve as much responsibility from the City as possible. However, we will rely upon the City to provide accurate census data, be prepared to discuss different actuarial assumptions (with our guidance) and to assist with other third party vendors (if appropriate).

ABG would also assist the City in the plan interpretation and any ambiguities. We have experience over the last 20 years working with clients regarding these issues.

- e. Alliance Benefit Group of Indiana is sufficient in and of itself that we do not require a subcontractor to meet the needs of our clientele.

**City of Menasha, Wisconsin
Proposal for Actuarial Services — GASB 45**

March, 2009

Work Plan:

GASB 45 Playbook
(Work Plan)

We have a very defined methodology that we follow in order to provide high-quality results in a reasonable timeframe for our clients. This methodology is composed of as follows:

1. **Methodology Report:** Very brief written report of the different steps
2. **Actuarial Background:** Description of the different actuarial issues that are involved with GASB 45
3. **Data Requirements:** A sample description of the various items that will be required for the valuation.
4. **Sample Timetable**



**City of Menasha, Wisconsin
Proposal for Actuarial Services — GASB 45**

March, 2009

Methodology Report

The process for the actuarial GASB disclosure will take place in stages.

Stage 1 Data Gathering Process:

The required data will include census information for all current employees and retirees receiving postemployment health or termination benefits. Plan descriptions of the various benefits will also be required.

Stage 2 Assumption Setting and Education Process:

Any actuarial analysis is always grounded on reasonable expectations or assumptions of future behavior of current employees...when do employees terminate or retire, are there non-recurring events in the past that have affected termination patterns. Also, what are reasonable expectations of future health care increases and employer subsidies.

These assumptions cannot be set in a vacuum and require an active dialogue between the consulting actuary and employer. The most realistic results are best achieved when an employer understands how the assumptions are used and what areas require a strong well-thought-out assumption.

Stage 2 will also be used to set expectations on the timeline for the completed report and what information will be included. We anticipate the report will include the GASB disclosures, a projection of future benefit payouts, and a projection of the number of retired employees in the program.

Stage 3 Review of Preliminary Results and Re-Evaluation of Assumptions Process:

Before preliminary results are released to the employer, the results are reviewed internally by another qualified actuary. Once approved for release by Alliance Benefit Group, the results should be reviewed by the employer. This is typically done in a face-to-face meeting or conference call.

We believe producing a result is not the completion of the project. The client must also understand what the result means and how it will be used by outsiders. Stage 3 is meant to be a review session with a limited group of outsiders having access to the report. All assumptions will be re-evaluated a second time for reasonableness. The description of the postemployment benefits will also be reviewed a second time for last minute changes. If necessary, preliminary results are updated for Stage 3 changes. This update is included in our fee estimate.

Stage 4 Final Release of the Completed Report with No Limitations on the Distribution of the Results:

Alliance Benefit Group will present the report to the appropriate group at a meeting.

**City of Menasha, Wisconsin
Proposal for Actuarial Services — GASB 45**

March, 2009

Actuarial Background

Valuation Assumptions

When generating actuarial assumptions, we utilize an approach that involves the client in setting the assumptions. We look at the following historical information:

- Retirement Patterns
- Turnover Patterns
- Prior Medical Inflation
- Utilization Data

Once the data is analyzed, we would work with the client in determining whether the assumptions are appropriate for the foreseeable future.

Claim Costs

In the determination of the claims cost, we would look at the cost of benefits for the retiree class in exclusivity. A claims cost would be generated simply for the retirees without regard to the active claims cost, unless the data was deemed to be not credible for the population.

Once the claims cost is determined for the retiree group, the net cost is generated by subtracting the employee contributions. This net cost is present valued for GASB purposes.

Methodology for Selecting Actuarial Cost Method and Amortization Period

Our approach will be to calculate the required contribution amounts using each of the approved actuarial cost methods and amortization periods allowed under the standard. We fully expect the results to produce a fairly large range from the lowest to highest liability-producing method.

Our actuarial software (Proval) is designed to produce each set of results very efficiently during the calculation phase. We are unable to make a recommendation to the City for the most appropriate cost and amortization method until we understand your current programs, underlying demographics, and future salary and benefits expectations.

Nevertheless, the most common actuarial methods used for government accounting and funding purposes are:

- the aggregate cost method (for its simplicity of use),
- the entry age normal method as a percentage of salary (for its stability as a percentage of total salary), and
- the unit credit cost method (since it generally produces the lowest contribution of all the approved methods).



**City of Menasha, Wisconsin
Proposal for Actuarial Services — GASB 45**

March, 2009

Roles and Responsibilities

Generally speaking, ABG would like to relieve as much responsibility from the City as possible. However, we will rely upon the City to provide accurate census data, be prepared to discuss different actuarial assumptions (with our guidance) and to assist with other third party vendors (if appropriate).

ABG would also assist the City in the plan interpretation and any ambiguities. We have experience over the last 20 years working with clients regarding these issues.

Software

Our actuarial software is Proval. We will also have our proprietary modeler available for the City's use. See the Appendix for our sample.

In order to determine claims cost, we have proprietary software integrated with Tillinghast's medical rates software in order to determine costs.

Interpretation of Plan

We will work with the City to define, if any, the ambiguities related to the plan. We can also provide full actuarial services regarding health care pricing and reserving.



**City of Menasha, Wisconsin
Proposal for Actuarial Services — GASB 45**

March, 2009

Data Requirements

• **Census Information**

Active Employees (Excel File)

Name
Employee ID
Sex
Date of Birth
Date of Hire
Current Medical — *(Traditional or HSA)*
Medical Coverage Level — *(Single, Family, None, etc.)*
Dental Option
Dental Coverage Level
Current Annual Salary — *(Optional if healthcare benefits are pay-related.)*

Retired Employees

Name
Employee ID
Sex
Date of Birth
Date of Retirement
Spouse's Date of Birth — *(Only needed if spouse is covered by health plan)*
Current Medical Option — *(Traditional or HSA)*
Medical Coverage Level — *(Single, Retiree and Spouse, etc.)*
Dental Option
Dental Coverage Level
Retiree Life Insurance — *(If Employer Subsidized)*



**City of Menasha, Wisconsin
Proposal for Actuarial Services — GASB 45**

March, 2009

- **Census Information** (continued)

Other Employees — *(Optional if former employees may elect retiree health coverage at a later time.)*

Name

Employee ID

Sex

Date of Birth

Date of Termination

Spouse's Date of Birth — *(Only needed if spouse is covered by health plan.)*

Location

- **Plan Information**

Copy of Summary Plan Description for Each Health Plan Option

Premium Rate and COBRA History for Past Five (5) Years

Retiree Contribution Schedule for Past Five (5) Years

Copy of Retiree Health Benefits from Employee Handbook

Fully Insured Plans Only — *(Are premium rates based on community rating or partially based on actual plan experience?)*

How are premiums or benefits paid? — *(General Funds, Dedicated Asset Reserve, VEBA Trust Fund, etc.)*

- **General Description of Retiree Health Coverage**

Please note, other information may be required once the above information has been reviewed by Alliance Benefit Group

We understand the scope of work requested by the City and are quite willing to meet or exceed those requirements.



**City of Menasha, Wisconsin
Proposal for Actuarial Services — GASB 45**

March, 2009

Sample Timetable

Step	Milestone	Responsibility	Timeline from Start of Study
1	Initial meeting to discuss GASB requirements and actuarial assumptions and confirm expectations and deadline ¹	Client and ABG	1 st Week
2	Collection of census and premium information	Client	2 – 3 Weeks
3	Data preparation, programming, testing, and peer review	ABG	3 – 4 Weeks
4	Preparation of draft report ²	ABG	Included Above
5	Conference call with client to review preliminary report	Client and ABG	One Week from Release of Report
6	Internal review and discussion of preliminary report	Client	2 – 3 Weeks
7	Release of final report following changes to assumptions and data	ABG	One Week
8	Meeting with client to review final report	Client and ABG	Included Above

¹ Planning session includes review of GASB liabilities for retiree health coverage for current and future retired participants.

² The actuarial report will include the actuarial disclosures and the following information:

- Executive Summary
- Summary of Actuarial Assumptions and Methods
- Summary of Benefits Valued
- 10-year Projection of Employer Subsidies for Retiree Health Coverage using a Closed-Group Population

It is our philosophy that the GASB 45 valuation is a significant project that must be managed aggressively in order to meet the deadlines that the City may be under. The deadlines within our work plan are, essentially, arbitrary for any single municipality. **We work on the client's schedule.**

See the Appendix for a Sample Report.



**City of Menasha, Wisconsin
Proposal for Actuarial Services — GASB 45**

March, 2009

Uniqueness

We feel we are unique. We are an ESOP company...our company is owned by our employees. We prosper just as long as we can keep our clients satisfied. Each employee has a vested interest in providing top-notch customer service.

We are also unique in that our senior actuaries all started with international firms. Therefore, you are getting elite experience at a small-town price.

Our actuaries have created a modeler that was built to allow users to see projected future plan expenses such as the annual required contribution (ARC), unfunded actuarial liability and net obligation. It is also useful as an educational tool to illustrate the impact of changing certain actuarial assumptions (interest rate discount and actual asset returns), plan improvements and funding strategies (no pre-funding, some pre-funding, increasing levels of pre-funding).

Our work will be done on a fixed-fee basis. You are guaranteed a set price. No guess work on time or hourly fee is involved. You will know upfront what budgetary amount will be necessary.

For projects outside the Scope of Services, we will work with the client to negotiate a set fee or we can work on a "time and materials" basis with the fee being only what it takes us to do the project.

Alliance Benefit Group of Indiana has a staff that is very well-qualified in and of itself that we do not require the use of subcontractors.



**City of Menasha, Wisconsin
Proposal for Actuarial Services — GASB 45**

March, 2009

Fees:

Scope of Services

1. Prepare an actuarial valuation following GASB 45 standards. Include the following information:
 - The actuarial present value of total projected benefits
 - Unfunded actuarial accrued liability
 - Actuarial accrued liability
 - Actuarial value of assets
 - Normal cost
 - Annual required contribution of the employer as a level dollar amount and as a level percentage of covered payroll
 - Net OPEB obligation for employer disclosure under GASB Statement 45, if necessary
2. Prepare the necessary material for the audit report to comply with GASB OPEB reporting and disclosure requirements.
3. Determine the implicit rate subsidy, if any, and the impact it would have on the OPEB liability.
4. Provide recommendations on managing the OPEB liability.

Fees: \$6,000

We assume the data will be electronically submitted. A conference call to discuss the results is included in our fee. Our fee includes one physical meeting with the City.

Our work will be done on a fixed-fee basis. You are guaranteed a set price. No guess work on time or hourly fee is involved. You will know upfront what budgetary amount will be necessary.

For projects outside the scope of work, we will work with the City to negotiate a set fee or we can work on a "time and materials" basis with the fee being only what it takes us to do the project.

Rates for Work Outside the Scope of Services:

Consulting Actuary
\$275 per Hour

Actuary
\$250 per Hour

Actuarial Assistant
\$140 per Hour

Administrative Assistant
\$40 per Hour



March 27, 2009

Actuarial Service Proposal
City of Menasha
Attn: Thomas Stoffel, Comptroller/Treasurer
140 Main Street
Menasha, WI 54952

Subject: Actuarial Consulting Services (GASB 45)

Dear Mr. Stoffel:

Thank you for the opportunity to submit a proposal for the GASB 43 & 45 valuation for the City of Menasha ("Menasha"). The purpose of this letter is to provide the requested quote for services.

Within the RFP, Menasha has provided us with a brief background of its Retiree Medical and Sick Leave plans. We understand that the deadline for proposal submission is March 27th and that the project will be awarded on April 6th. The deadline for the actuarial report is June 30, 2009.

The proposal contains the following sections as required by the RFP:

- Section 1: Proposal Summary
- Section 2: Profile of United Health Actuarial Services, Inc.
- Section 3: Qualifications of the Firm
- Section 4: Outline of Project Plan
- Section 5: Proposal Costs

Section 1 – Proposal Summary

UHAS would need to perform the following services in order to provide an actuarial study fully compliant with GASB 45 requirements within the given timeframe:

- **Facilitate initial consultation/discussions and data clarification** – UHAS is committed to performing outstanding actuarial work. In order to do so, it will be necessary to facilitate an open dialogue to ensure that our understanding of your current plans and programs is correct. Our discussions will cover data collection, current financial information, long-term goals, funding alternatives, etc.
- **Analyze retiree claim costs** – This step will require an assessment of the reasonableness of current premium rates and the application of appropriate adjustments for the demographics of the future retiree population. If necessary, additional adjustments may be made based on widely accepted actuarial manuals.
- **Development of relevant actuarial assumptions** – UHAS will develop all necessary demographic and economic assumptions including discount rates, medical trend, turnover rates, retirement rates, mortality rates, etc., and will discuss these recommendations with Menasha.
- **Perform Valuation** – Once the census data is deemed clean and the actuarial assumptions are approved by Menasha, UHAS will develop the necessary liability and expense exhibits as required by GASB 45 using its in-house valuation system.
- **Produce Actuarial Report** – UHAS will provide an actuarial report showing the GASB 45 valuation results at the level of detail prescribed in the RFP. The report will provide a summary of the census, actuarial assumptions and plan descriptions.
- **Presentation of Results** – UHAS will meet with Menasha to explain the results and their implications, if desired.

Although the valuation of alternative plan designs and various methods for managing retiree costs are not included in the scope for this project, UHAS would be glad to discuss various alternatives available to Menasha. If, after such discussion, Menasha wishes to pursue the valuation of the financial impact of these different scenarios, UHAS would either perform such analysis at the hourly rates specified within or per some other mutually agreeable arrangement.

All questions regarding this proposal should be directed to:

Ben Brandon, FSA, MAAA
Consulting Actuary
United Health Actuarial Services, Inc.
11 South Street
Old Bridge, NJ 08857
Phone: 732-425-3036
Fax: 732-360-2405
Email: bbrandon@uhasinc.com
Website: www.uhasinc.com

Section 2 – Profile of United Health Actuarial Services, Inc.

UHAS and its predecessor practice were founded approximately nine years ago with the goal of providing quality independent health actuarial services at a reasonable cost. We have been growing by all measures and could provide more details regarding this growth if requested.

We provide actuarial and management consulting services for a wide range of individual and group medical and supplemental insurance products, and health & welfare actuarial and benefits consulting for both insured and self-insured plans. Our experienced team of professionals and network of subcontractors can provide the full range of health actuarial services, including:

- Compliance and statutory reporting
- Employer health & welfare benefits pricing and design
- Experience and financial analysis
- Expert witness and litigation support
- Implementation support
- Liaison and negotiation support
- Merger & acquisition support
- Participation in all aspects of company management
- Peer review
- Product/plan development and pricing/re-pricing
- Retiree/OPEB valuations
- Valuation and financial reporting and related support

A strategic decision was made in 2008 to expand our retiree health and welfare valuation services. With that in mind, UHAS invested in a comprehensive valuation system as well as the acquisition of personnel with a high level of expertise and training in retiree valuations. Our goal is to eventually become a well-respected and well-known retiree valuation consulting firm and expand our presence in this field many-fold.

UHAS currently has 10 employees (5 of which are credentialed by the Society of Actuaries and the American Academy of Actuaries) and is well-positioned to handle a project of this scope.

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Please see our website (www.uhasinc.com) for additional information regarding our firm.

Section 3 – Qualifications of United Health Actuarial Services, Inc.

The following UHAS personnel would likely work on Menasha projects consistent with their backgrounds as briefly summarized below:

Ben S. Brandon, FSA, MAAA

- Would serve as primary company contact and project leader

Background: Over 17 years of health care experience in employee benefits consulting and insurance-related roles; 10 of which were very focused on FAS 106 retiree medical valuations for large employers as well as employers subject to government regulation such as public utilities.

Karl G. Volkmar, FSA, MAAA, FCA

- Provide direction and peer review regarding all projects assigned.

Background: Approximately 22 years of health actuarial expertise in consulting and insurance-related roles.

Jevon Brenneman

- Provide actuarial support services as needed.

Background: Serves in the above-referenced role for a number of UHAS clients and has had considerable experience with the valuation system employed by UHAS.

More detailed information regarding any of the individuals listed above or the types of services we could provide can be forwarded upon request.

Similar Engagement with Other Government Entities

Although key personnel within UHAS have extensive FAS 106 experience, we have limited experience in GASB 45 as we have just entered this marketplace. To date we have worked on the following GASB 45 projects

- **Augusta Housing Authority (Augusta, GA)**
 - Currently engaged in all aspects of valuation including client communications, data collection, assumptions setting, valuation, accounting and report production.
 - Client has 150 employees
 - Required resources - Approximately 40 staff-hours
 - Final report due by March 31, 2009
 - Contact: Charles Mason, Director of Finance, (706) 312-3117

- **Subcontractor for Similar Projects**
 - Have run multiple GASB 43/45 valuations in a subcontractor capacity
 - Contact information available upon request

Please note that large proportion of UHAS's work is with government entities. Currently, our largest client is the California Public Employees Retirement System (CalPERS).

Section 4 – Outline of Project Work Plan

UHAS strongly believes that an engaged client is a satisfied client. We will make every attempt to foster an atmosphere of partnership and trust.

The following outline describes the steps and the approach that UHAS will take in completing Menasha's valuation project:

- Initial meeting (to take place in April 2009)
 - Discuss timing and issues with data collection
 - ✓ Contacts and responsibilities
 - ✓ Census
 - ✓ Plan summaries for medical and Sick Leave plans
 - ✓ Claims/Premiums history from carriers
 - ✓ Sick Leave Data
 - ✓ Retiree contributions
 - ✓ Financial information such as investment returns for general funds, pay-as-you-go costs, etc.
 - Discuss nature of current plan and future status
 - Discuss requirements of GASB 43/45
 - ✓ Liabilities
 - ✓ Expense
 - ✓ Reporting
 - ✓ Valuation concepts
 - ✓ Actuarial cost methods
 - Discussion of funding approaches
 - ✓ Impact on expense if prefunding
 - ✓ Funding alternatives
- Collect data (April – May 2009)
 - Verify and check for reasonability
 - Communicate and reconcile any discrepancies
- Develop and finalize actuarial assumptions (May 2009)
 - Economic assumptions
 - ✓ Discount rate (pre-funded? not pre-funded? partial?)
 - ✓ Medical inflation
 - ✓ Claims/premiums per capita costs
 - ✓ Contributions
 - Demographic assumptions

- ✓ Mortality rates
 - ✓ Withdrawal rates
 - ✓ Retirement rates
 - ✓ Dependent status
 - ✓ etc.
 - Discuss with Menasha and obtain approval
- Perform valuation (May - June 2009)
 - Load and check input files
 - Finalize programming
 - Run valuation system
 - Check test cases and reasonability of results
 - Summarize results
- Create financial exhibits and produce report (June 2009)
 - Actuarial Accrued Liability breakdown
 - Calculation of Annual Required Contribution (“ARC”)
 - ✓ Normal cost (end of year)
 - ✓ Amortization of UAAL
 - ✓ Amortization scenarios - 20, 25 and 30 years
 - Projection of pay-as-you-go costs
 - Executive summary
- Final meeting with Menasha (June 2009)

Section 5 – Proposal Costs

Based upon the scope of work outlined within, the referenced services will not exceed **\$6,500** and will be completed by the required deadline of June 30, 2009.

The cost of any work performed beyond the scope of services defined herein would be based on actual hours-worked and the following standard billable hourly rates (good through at least 12/31/09):

- Karl G. Volkmar, FSA, MAAA, FCA - \$310/hour
- Ben Brandon, FSA, MAAA - \$250/hour
- Jevon Brenneman - \$100/hour
- Administrative/Technical Staff - \$55/hour

Any out-of-pocket expenses (e.g., travel, postage) would be reimbursed at cost. Invoices would be generated at the beginning of each month reflecting actual hours worked and out-of-pocket expenses incurred in the prior month.

Please note that no additional fees would be required for our use of proprietary data-sources or systems.

Please let me know if you would like to discuss any alternative billing arrangements. We have the flexibility to establish any structure agreeable to both parties.

Please note that UHAS meets the insurance requirements shown in the RFP regarding Workers Compensation, General Liability and Property Damage insurance.

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Concluding Remarks

Please feel free to contact me with questions/comments regarding anything above at (317)575-7672 or via e-mail at kvolkmar@uhasinc.com. Thank you again for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Karl G. Volkmar', written in a cursive style.

Karl G. Volkmar, FSA, MAAA, FCA
Principal & Consulting Actuary

CITY OF MENASHA DISBURSEMENTS

Accounts Payable for 3/19/09-4/2/09 Checks # 20568-20808	\$ 793,564.58
Payroll Checks for 3/19/09-4/2/09	<u>175,475.24</u>
Total	\$ 969,039.62

**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

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CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
20568	14	ACCURATE SUSPENSION WAREH			03/19/2009	731-1022-541.30-15	476.00	476.00
20569	42	AMERICAN RED CROSS NEENAH			03/19/2009	100-0903-531.34-02	330.00	330.00
20570	5	ASSOCIATED APPRAISAL CONS			03/19/2009	100-0402-513.21-09	4,775.00	
					03/19/2009	100-0402-513.30-10	12.76	
							4,787.76	4,787.76
20571	70	BADGER HIGHWAYS CO INC			03/19/2009	100-1003-541.30-18	109.15	109.15
20572	87	BLUE PRINT SERVICE CO INC			03/19/2009	100-1002-541.29-01	201.60	
					03/19/2009	100-1002-541.30-10	24.64	
							226.24	226.24
20573	96	BOWERS & SONS CONSTRUCTIO			03/19/2009	485-0000-201.04-00	1,000.00	
					03/19/2009	485-1010-541.82-02	3,523.50	
							4,523.50	4,523.50
20574	99	BRAZEE ACE HARDWARE			03/19/2009	100-0703-553.30-18	17.86	
					03/19/2009	100-0703-553.30-18	8.58	
					03/19/2009	100-0703-553.30-18	4.90	
							31.34	31.34
20575	103	BUBRICK'S			03/19/2009	100-0801-521.30-10	127.56	
					03/19/2009	100-0703-553.24-03	24.60	
							152.16	152.16
20576	112	CASPERS TRUCK EQUIPMENT I			03/19/2009	731-1022-541.38-03	28.00	
							28.00	28.00
20577	115	CDW GOVERNMENT INC			03/19/2009	100-0403-513.30-15	3.36	
					03/19/2009	100-0403-513.30-15	6.54	
							9.90	9.90
20578	120	COMMUNITY HOUSING COORDIN			03/19/2009	100-0304-562.21-06	1,800.00	
							1,800.00	1,800.00
20579	128	CULLIGAN WATERCARE SERVIC			03/19/2009	100-1001-514.20-01	17.85	
					03/19/2009	731-1022-541.30-13	5.95	
							23.80	23.80
20580	603	DANIEL HERMANS			03/19/2009	601-1020-543.21-02	675.00	
							675.00	675.00
20581	141	DIGICORPORATION			03/19/2009	100-0202-512.29-01	70.40	
					03/19/2009	100-0000-134.00-00	31.40	
							39.00	39.00

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
20582	599	EZ GLIDE GARAGE DOORS AND			03/19/2009	100-0501-522.24-03	470.00 *	470.00
20583	3	FAMILY THERAPY & ANXIETY			03/19/2009	100-0801-521.21-05	225.00 *	225.00
20584	158	FONDY AUTO ELECTRIC			03/19/2009	731-1022-541.38-03	110.64 *	110.64
20585	542	FOX CITIES PERFORMING ART			03/19/2009	100-0000-201.11-00	1,013.00 *	1,013.00
20586	183	GUNDERSON UNIFORM & LINEN			03/19/2009	100-1001-514.20-01	24.89	
					03/19/2009	100-0920-531.30-13	3.47	
					03/19/2009	100-0703-553.30-13	3.48	
							31.84 *	31.84
20587	208	INTERSTATE BATTERY OF GRE			03/19/2009	731-1022-541.38-03	85.95 *	85.95
20588	603	JUDY KIRCHNER			03/19/2009	601-1020-543.21-02	126.00 *	126.00
20589	216	JX ENTERPRISES INC			03/19/2009	731-1022-541.38-03	109.97 *	109.97
20590	623	KAWAR, JAMAL			03/19/2009	100-0801-521.34-03	30.51 *	30.51
20591	235	LAMERS BUS LINES INC			03/19/2009	100-0000-201.11-00	700.00 *	700.00
20592	610	LARSEN COOP COUNTRY STORE			03/19/2009	266-1028-543.30-18	88.20 *	88.20
20593	239	LAWSON PRODUCTS INC			03/19/2009	731-1022-541.30-18	341.15 *	341.15
20594	603	LEONARD THOMPSON			03/19/2009	601-1020-543.21-02	657.50 *	657.50
20595	626	LOSSELYONG, LARRY			03/19/2009	100-0703-553.34-02	49.00 *	49.00
20596	627	LOSSELYONG, RANDY			03/19/2009	100-0703-553.34-02	49.00 *	49.00
20597	249	MANDERFIELD BAKERY			03/19/2009	827-0920-531.30-18	52.00 *	52.00
20598	254	MATTHEWS COMMERCIAL TIRE			03/19/2009	731-1022-541.38-02	210.25 *	210.25

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CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
20598	254	MATTHEWS COMMERCIAL TIRE			03/19/2009	731-1022-541.38-02	293.05	503.30
20599	264	MENARDS-APPLETON EAST			03/19/2009	100-0703-553.30-18	36.66	36.66
20600	267	MENASHA EMPLOYEES CREDIT	PR0319		03/19/2009	100-0000-202.05-00	1,792.00	1,792.00
20601	269	MENASHA EMPLOYEES LOCAL 1	PR0319		03/19/2009	100-0000-202.06-00	260.00	260.00
20602	266	MENASHA UTILITIES			03/19/2009	601-1021-543.25-01	15,760.84	
					03/19/2009	100-1008-541.22-03	888.30	
					03/19/2009	100-1008-541.22-05	30.59	
					03/19/2009	601-1020-543.22-03	111.92	
					03/19/2009	100-0704-552.22-05	129.60	
					03/19/2009	100-0704-552.22-05	344.25	
					03/19/2009	731-1022-541.22-03	1,667.25	
					03/19/2009	731-1022-541.22-05	860.20	
					03/19/2009	266-1028-543.22-03	8.48	
					03/19/2009	100-0801-521.22-03	1,245.99	
					03/19/2009	100-0801-521.22-05	251.23	
					03/19/2009	100-0000-123.00-00	902.27	
					03/19/2009	100-0000-123.00-00	181.93	
					03/19/2009	100-0601-551.22-03	2,766.47	
					03/19/2009	100-0601-551.22-05	448.13	
					03/19/2009	100-1019-552.22-03	434.20	
					03/19/2009	100-0000-123.00-00	7.33	
					03/19/2009	100-0703-553.22-03	1,261.87	
					03/19/2009	100-1012-541.22-03	15,874.89	
							43,175.74	43,175.74
20603	603	MICHAEL TABBERT			03/19/2009	601-1020-543.21-02	675.00	675.00
20604	551	MORE FUN TOURS			03/19/2009	100-0000-201.11-00	522.00	522.00
20605	292	NATIONWIDE TRAVELERS			03/19/2009	100-0000-201.11-00	100.00	100.00
20606	295	NEENAH-MENASHA MUNICIPAL			03/19/2009	100-0000-201.03-00	134.00	
					03/19/2009	100-0000-201.03-00	83.60	
					03/19/2009	100-0000-201.03-00	197.00	
					03/19/2009	100-0000-201.03-00	197.00	
							611.60	611.60
20607	492	NEENAH, CITY OF			03/19/2009	100-0000-201.02-00	5,568.75	5,568.75

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CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
20608	310	OFFICE DEPOT			03/19/2009	100-0702-552.30-10	2.80	
					03/19/2009	100-0304-562.30-10	2.79	
					03/19/2009	100-1001-514.30-10	14.11	
							19.70	19.70
20609	116	ONE COMMUNICATIONS			03/19/2009	100-0201-512.22-01	8.22	
					03/19/2009	100-0000-123.00-00	13.62	
					03/19/2009	100-0203-512.22-01	21.74	
					03/19/2009	100-0304-562.22-01	27.76	
					03/19/2009	100-1001-514.22-01	97.37	
					03/19/2009	100-0401-513.22-01	53.16	
					03/19/2009	731-1022-541.22-01	67.18	
					03/19/2009	100-0903-531.22-01	102.26	
					03/19/2009	100-0403-513.22-01	26.22	
					03/19/2009	100-0601-551.22-01	240.43	
					03/19/2009	100-0101-511.22-01	14.90	
					03/19/2009	100-0702-552.22-01	28.77	
					03/19/2009	100-0703-553.22-01	140.33	
					03/19/2009	100-0202-512.22-01	21.38	
					03/19/2009	100-0801-521.22-01	429.71	
					03/19/2009	100-1002-541.22-01	73.01	
					03/19/2009	100-0920-531.22-01	50.10	
					03/19/2009	100-1008-541.22-01	6.43	
					03/19/2009	100-0502-522.22-01	77.14	
					03/19/2009	100-1019-552.22-01	49.68	
					03/19/2009	207-0000-123.00-00	21.77	
					03/19/2009	100-0704-552.22-01	54.44	
					03/19/2009	100-0000-123.00-00	447.97	
					03/19/2009	100-0402-513.22-01	6.43	
							2,080.02	2,080.02
20610	607	OSHKOSH FIRE & POLICE EQU			03/19/2009	100-0801-521.29-05	1,450.00	
							1,450.00	1,450.00
20611	317	PACKER CITY INTERNATIONAL			03/19/2009	731-1022-541.38-03	23.21	
					03/19/2009	731-1022-541.38-03	29.16	
					03/19/2009	731-1022-541.38-03	277.06	
					03/19/2009	731-1022-541.38-03	223.60	
					03/19/2009	731-1022-541.38-03	30.20	
					03/19/2009	731-1022-541.38-03	60.80	
					03/19/2009	731-1022-541.38-03	104.85	
							748.88	748.88
20612	501	PIGGLY WIGGLY MIDWEST LLC			03/19/2009	827-0920-531.30-18	32.08	
							32.08	32.08
20613	328	POSTAL ANNEX			03/19/2009	100-0801-521.30-11	7.19	
					03/19/2009	100-0801-521.30-11	7.00	
					03/19/2009	100-0704-552.24-04	8.27	
							22.46	22.46

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CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
20614	337	RED			03/19/2009	100-0801-521.19-03	103.86	103.86
20615	340	REINDERS INC			03/19/2009	731-1022-541.38-03	113.66	113.66
20616	342	RICK'S AUTO GLASS INC			03/19/2009	731-1022-541.29-04	130.00	130.00
					03/19/2009	731-1022-541.29-04	200.00	200.00
					03/19/2009	731-1022-541.29-04	220.00	220.00
							550.00	550.00
20617	602	SCHEPPF, PAUL			03/19/2009	824-0801-521.21-06	10.00	10.00
					03/19/2009	824-0801-521.21-06	45.00	45.00
							55.00	55.00
20618	362	SHOPKO STORES INC			03/19/2009	100-0801-521.30-18	10.98	10.98
					03/19/2009	100-0000-123.00-00	29.97	29.97
							40.95	40.95
20619	458	STREICHERS PROFESSIONAL P			03/19/2009	100-0801-521.30-15	15.92	15.92
					03/19/2009	100-0801-521.30-15	32.99	32.99
							17.07	17.07
20620	382	SWIDERSKI EQUIPMENT INC			03/19/2009	731-1022-541.38-03	9.00	9.00
					03/19/2009	100-0403-513.21-04	600.00	600.00
					03/19/2009	100-0403-513.21-04	9.00	9.00
20621	396	TRAFFIC & PARKING CONTROL			03/19/2009	100-1008-541.30-18	224.52	224.52
					03/19/2009	100-1008-541.30-18	795.00	795.00
							1,019.52	1,019.52
20622	399	UNIFIRST CORPORATION			03/19/2009	731-1022-541.20-01	96.91	96.91
							96.91	96.91
20623	410	US OIL CO INC			03/19/2009	100-0000-141.00-00	920.40	920.40
					03/19/2009	100-0000-141.00-00	600.20	600.20
					03/19/2009	100-0000-131.00-00	7,410.44	7,410.44
					03/19/2009	100-0000-131.00-00	14,141.94	14,141.94
					03/19/2009	100-0000-131.00-00	5.00	5.00
					03/19/2009	100-0000-131.00-00	3.00	3.00
							20,039.78	20,039.78
20624	608	UW-GREEN BAY			03/19/2009	100-0203-512.34-02	468.00	468.00
							468.00	468.00
20625	314	VEOLIA ES SOLID WASTE MID			03/19/2009	100-0000-123.00-00	86.95	86.95
							86.95	86.95
20626	427	WATERBLAST LLC			03/19/2009	731-1022-541.24-02	53.00	53.00
							53.00	53.00

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
20627	354	WAUSAU EQUIPMENT COMPANY			03/19/2009	100-1006-541.30-18	545.78 *	545.78
20628	429	WAVERLY SANITARY DISTRICT			03/19/2009	100-0703-553.22-05	38.77 *	38.77
20629	431	WE ENERGIES			03/19/2009	100-0903-531.22-04	67.71	
					03/19/2009	100-0701-533.22-03	9.03	
					03/19/2009	100-0701-533.22-03	7.98	
							84.72 *	84.72
20630	514	WISCONSIN DEPT OF COMMERC			03/19/2009	625-1010-541.32-01	48.36 *	48.36
20631	476	WISCONSIN SUPPERT COLLECT	PR0319		03/19/2009	100-0000-202.03-00	515.23	
			PR0319		03/19/2009	100-0000-202.04-00	138.40	
							653.63 *	653.63
20632	581	WM RECYCLE AMERICA			03/19/2009	266-1027-543.21-06	34.08 *	34.08
20633	480	ZEP MANUFACTURING CO			03/19/2009	731-1022-541.30-18	280.83 *	280.83
BANK/CHECK TOTAL							99,289.67	99,289.67
ALL BANKS/CHECKS TOTAL							99,289.67	99,289.67

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CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
20756	11	ACCENT BUSINESS SOLUTIONS			04/02/2009	100-1001-514.24-04	449.31 449.31 *	449.31
20757	70	BADGER HIGHWAYS CO INC			04/02/2009	100-1003-541.30-18	258.63 258.63 *	258.63
20758	76	BATTERIES PLUS-502			04/02/2009	601-1020-543.30-18	21.58 21.58 *	21.58
20759	80	BECK ELECTRIC INC			04/02/2009	100-1008-541.21-06	641.00 641.00 *	641.00
20760	83	BERGSTROM			04/02/2009	731-1022-541.38-03	23.16 23.16 *	23.16
20761	100	BRICK & SUPPLY COMPANY			04/02/2009 04/02/2009	100-0801-521.24-03 100-0501-522.24-03	31.20 31.20 62.40 *	62.40
20762	103	BUBRICK'S			04/02/2009 04/02/2009	100-0801-521.30-10 731-1022-541.30-10	350.57 36.60 387.17 *	387.17
20763	111	CAREW CONCRETE & SUPPLY C			04/02/2009	601-1020-543.30-18	46.00 46.00 *	46.00
20764	115	CDW GOVERNMENT INC			04/02/2009 04/02/2009	100-0403-513.30-15 100-0801-521.30-10	21.41 189.69 211.10 *	211.10
20765	603	CONSTANTINE STARZEWSKI			04/02/2009	601-1020-543.21-02	312.71 312.71 *	312.71
20766	141	DIGICORPORATION			04/02/2009 04/02/2009 04/02/2009	100-0401-513.29-01 100-0000-134.00-00 100-0920-531.29-01	535.60 29.90- 81.90 587.60 *	587.60
20767	603	DOROTHY WITTMANN			04/02/2009	601-1020-543.21-02	650.00 650.00 *	650.00
20768	3	FAMILY THERAPY & ANXIETY			04/02/2009	100-0801-521.21-05	412.50 412.50 *	412.50
20769	152	FASTENAL COMPANY			04/02/2009	100-0704-552.24-05	119.09 119.09 *	119.09
20770	178	GRAINGER INC			04/02/2009	100-0704-552.24-05	63.25 63.25 *	63.25
20771	183	GUNDERSON UNIFORM & LINEN			04/02/2009	100-0801-521.30-13	32.44	32.44

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20771	183	GUNDERSON UNIFORM & LINEN					32.44 *	32.44
20772	188	HEARTLAND LABEL PRINTERS			04/02/2009	100-0403-513.21-04	900.00 *	900.00
20773	226	KRAMER AND RIDGE COMPANY			04/02/2009	731-1022-541.38-03	272.93 *	272.93
20774	603	LARRY VANDERHYDEN			04/02/2009	601-1020-543.21-02	675.00 *	675.00
20775	245	LINCOLN CONTRACTORS SUPPL			04/02/2009	731-1022-541.38-03	33.77	
					04/02/2009	100-0703-553.30-15	34.65	
							68.42 *	68.42
20776	249	MANDERFIELD BAKERY			04/02/2009	100-0913-531.30-18	12.15 *	12.15
20777	252	MARSHALL & ILSLEY TRUST-M			04/02/2009	100-0202-512.21-06	260.00 *	260.00
20778	267	MENASHA EMPLOYEES CREDIT	PR0402		04/02/2009	100-0000-202.05-00	1,792.00 *	1,792.00
20779	269	MENASHA EMPLOYEES LOCAL 1	PR0402		04/02/2009	100-0000-202.06-00	260.00 *	260.00
20780	271	MENASHA JOINT SCHOOL DIST			04/02/2009	100-0000-412.00-00	5,914.43 *	5,914.43
20781	272	MENASHA POSTMASTER			04/02/2009	100-0920-531.30-11	57.00 *	57.00
20782	266	MENASHA UTILITIES			04/02/2009	100-0000-201.05-00	79,899.57 *	79,899.57
20783	453	MENASHA UTILITY DISTRICT,			04/02/2009	100-0000-201.06-00	23,019.72 *	23,019.72
20784	286	MORTON SAFETY			04/02/2009	731-1022-541.30-18	83.42	
					04/02/2009	731-1022-541.30-18	47.20	
							130.62 *	130.62
20785	2	N&M AUTO SUPPLY			04/02/2009	731-1022-541.38-03	135.15	
					04/02/2009	731-1022-541.30-18	10.08	
					04/02/2009	731-1022-541.38-03	309.02	
					04/02/2009	731-1022-541.38-03	163.82	
					04/02/2009	731-1022-541.38-03	93.28	
					04/02/2009	731-1022-541.38-03	166.89	
					04/02/2009	731-1022-541.38-03	878.24 *	878.24

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20786	296	NEENAH-MENASHA SEWERAGE C			04/02/2009	601-1021-543.25-01	9,757.00	
					04/02/2009	601-1021-543.25-01	45,268.40	
							55,025.40	55,025.40
20787	304	NORTH AMERICAN SALT CO			04/02/2009	100-1006-541.30-18	2,732.70	
					04/02/2009	100-1006-541.30-18	5,602.10	
							8,334.80	8,334.80
20788	640	O'HERRON CO INC, RAY			04/02/2009	100-0801-521.30-15	2,932.32	
							2,932.32	2,932.32
20789	317	PACKER CITY INTERNATIONAL			04/02/2009	731-1022-541.38-03	22.67	
							22.67	22.67
20790	325	PITNEY BOWES			04/02/2009	100-1001-514.24-04	375.00	
							375.00	375.00
20791	338	REDI-WELDING CO			04/02/2009	731-1022-541.30-18	149.00	
					04/02/2009	100-0703-553.30-18	8.50	
					04/02/2009	731-1022-541.30-18	367.70	
							525.20	525.20
20792	603	RICHARD LOEHNING			04/02/2009	601-1020-543.21-02	675.00	
							675.00	675.00
20793	68	SANOFI PASTEUR INC			04/02/2009	100-0903-531.30-18	120.82	
							120.82	120.82
20794	641	SEH			04/02/2009	625-1010-541.30-12	800.00	
					04/02/2009	625-1010-541.30-12	2,125.00	
							2,925.00	2,925.00
20795	645	SOCHA, AARON			04/02/2009	827-0920-531.20-05	180.00	
							180.00	180.00
20796	458	STREICHERS PROFESSIONAL P			04/02/2009	100-0801-521.30-15	89.99	
					04/02/2009	100-0801-521.30-15	72.00	
					04/02/2009	100-0801-521.19-03	3,678.99	
							3,840.98	3,840.98
20797	1	TARA MITCHLER			04/02/2009	100-0000-441.13-00	20.00	
							20.00	20.00
20798	646	TOMBOULIAN, LEE			04/02/2009	827-0920-531.20-05	100.00	
							100.00	100.00
20799	398	TRI-COUNTY OVERHEAD DOOR			04/02/2009	731-1022-541.24-03	587.00	
							587.00	587.00
20800	399	UNIFIRST CORPORATION			04/02/2009	731-1022-541.20-01	96.91	
							96.91	96.91

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20801	429	WAVERLY SANITARY DISTRICT			04/02/2009	100-0000-201.07-00	2,536.91 *	2,536.91
20802	431	WE ENERGIES			04/02/2009	100-1012-541.22-03	2,082.44	
					04/02/2009	100-0703-553.22-04	216.03	
					04/02/2009	100-0000-123.00-00	1,527.85	
					04/02/2009	100-1001-514.22-04	1,899.37	
					04/02/2009	100-0801-521.22-04	2,109.89	
					04/02/2009	100-0920-531.22-04	521.62	
					04/02/2009	100-0601-551.22-04	3,314.48	
					04/02/2009	100-0703-553.22-04	1,393.87	
					04/02/2009	100-0704-552.22-04	313.78	
					04/02/2009	207-0707-552.22-04	67.91	
					04/02/2009	731-1022-541.22-04	7,781.89	
							21,229.13 *	21,229.13
20803	432	WERNER ELECTRIC SUPPLY CO			04/02/2009	100-0000-132.00-00	53.40	
					04/02/2009	731-1022-541.24-03	53.40	
					04/02/2009	731-1022-541.24-03	38.50	
							145.30 *	145.30
20804	440	WINNEBAGO COUNTY TREASURE			04/02/2009	310-0410-571.61-02	462.82	
					04/02/2009	310-0409-571.61-01	1,687.18	
							2,150.00 *	2,150.00
20805	442	WISCONSIN ALLIANCE OF CIT			04/02/2009	100-0101-511.33-02	20.00	
							20.00 *	20.00
20806	468	WISCONSIN DEPT OF TRANSP			04/02/2009	733-0206-512.73-01	1,157.52	
							1,157.52 *	1,157.52
20807	590	WISCONSIN EMERGENCY MANAG			04/02/2009	731-1022-541.25-01	510.00	
							510.00 *	510.00
20808	476	WISCONSIN SUPPORT COLLECT	PR0402		04/02/2009	100-0000-202.03-00	515.23	
			PR0402		04/02/2009	100-0000-202.04-00	138.40	
							653.63 *	653.63
BANK/CHECK TOTAL							222,581.61	222,581.61
ALL BANKS/CHECKS TOTAL							222,581.61	222,581.61

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20685	10	ACC PLANNED SERVICE INC			03/26/2009	731-1022-541.24-03 100-0501-522.24-03	630.00 110.00 740.00	740.00
20686	11	ACCENT BUSINESS SOLUTIONS			03/26/2009	731-1022-541.24-01	971.98	971.98
20687	14	ACCURATE SUSPENSION WAREH			03/26/2009	731-1022-541.30-15 731-1022-541.30-15	265.00 556.46 821.46	821.46
20688	20	ADVANCED PROTECTIVE DEVIC			03/26/2009	100-0801-521.19-03	555.25	555.25
20689	22	AFFINITY OCCUPATIONAL HEA			03/26/2009	100-0202-512.21-05 100-0202-512.21-05 100-0202-512.21-05 100-0202-512.21-05	238.00 5.00 41.00 202.00 486.00	486.00
20690	24	AIRGAS NORTH CENTRAL			03/26/2009	100-0703-553.30-18 731-1022-541.24-02	75.22 37.41 112.63	112.63
20691	637	AMERICAN PLANNING ASSOCIA			03/26/2009	100-0304-562.32-01	175.00	175.00
20692	46	AMT	PR0326		03/26/2009	100-0000-202.08-00	150.00	150.00
20693	51	APPLETON HYDRAULIC COMPON			03/26/2009	731-1022-541.29-04 731-1022-541.38-03	544.94 12.06 557.00	557.00
20694	63	ASSESSMENT TECHNOLOGIES L			03/26/2009	100-0402-513.21-04	480.00	480.00
20695	503	AT&T			03/26/2009	100-1001-514.22-01 601-1020-543.22-01	96.30 243.70 340.00	340.00
20696	67	AVASTONE TECHNOLOGIES LLC			03/26/2009	100-0403-513.21-04	641.25	641.25
20697	70	BADGER HIGHWAYS CO INC			03/26/2009	100-1003-541.30-18	70.30	70.30
20698	71	BADGER LAB & ENGINEERING			03/26/2009	601-1020-543.21-02 601-1020-543.21-02 601-1020-543.21-02 601-1020-543.21-02	280.00 766.00 766.00 766.00	766.00

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20698	71	BADGER LAB & ENGINEERING			03/26/2009	601-1020-543.21-02	956.00	
					03/26/2009	601-1020-543.21-02	835.00	
							4,369.00	4,369.00
20699	83	BERGSTROM			03/26/2009	731-1022-541.38-03	21.38	
							21.38	21.38
20700	99	BRAZEE ACE HARDWARE			03/26/2009	100-0703-553.30-18	16.80	
					03/26/2009	100-0703-553.30-15	13.98	
					03/26/2009	100-0920-531.24-03	6.99	
					03/26/2009	100-0703-553.30-18	5.96	
					03/26/2009	100-0703-553.24-03	4.47	
							48.20	48.20
20701	1	CLIFFORD & KARA WITTHUHN			03/26/2009	100-0406-513.73-01	709.22	
							709.22	709.22
20702	126	CRI RECYCLING SERVICE INC			03/26/2009	266-1027-543.21-06	280.00	
							280.00	280.00
20703	147	DUMKE & ASSOCIATES &			03/26/2009	100-0903-531.29-06	2,977.75	
							2,977.75	2,977.75
20704	149	ELAN CARDMEMBER SERVICE			03/26/2009	100-0202-512.29-03	300.00	
20705	149	ELAN CARDMEMBER SERVICE			03/26/2009	100-0202-512.29-03	225.00	
					03/26/2009	100-0000-201.03-00	76.98	
					03/26/2009	100-0702-552.20-05	990.00	
					03/26/2009	100-0703-553.30-18	54.00	
					03/26/2009	100-0403-513.34-02	12.95	
					03/26/2009	100-0801-521.30-10	115.98	
					03/26/2009	100-1001-514.30-10	57.99	
					03/26/2009	731-1022-541.30-10	19.99	
					03/26/2009	100-0801-521.30-10	66.78	
					03/26/2009	100-0920-531.30-10	19.20	
					03/26/2009	100-0201-512.30-10	17.90	
					03/26/2009	100-0601-551.32-01	150.00	
					03/26/2009	100-0101-511.20-02	35.66	
					03/26/2009	100-0801-521.34-03	21.50	
					03/26/2009	100-0801-521.34-03	11.64	
					03/26/2009	100-0801-521.34-03	8.28	
					03/26/2009	100-0801-521.19-03	122.98	
					03/26/2009	100-0801-521.34-02	250.00	
					03/26/2009	100-0801-521.32-01	2,148.00	
					03/26/2009	100-0801-521.30-15	36.74	
					03/26/2009	100-0801-521.34-03	18.83	
					03/26/2009	100-0801-521.30-12	49.95	
					03/26/2009	824-0801-521.30-18	113.69	
					03/26/2009	824-0801-521.30-18	5.75	
							4,918.29	4,918.29

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20706	643	EXPRESS CONVENIENCE VISA			03/26/2009	100-0801-521.29-05	29.44	29.44
20707	161	FOX VALLEY HUMANE ASSOCIA			03/26/2009	100-0806-532.25-01	1,621.59	1,621.59
20708	162	FOX VALLEY TECHNICAL COLL			03/26/2009	100-0801-521.34-02	240.00	240.00
20709	638	GALEAZZI, DEBBIE			03/26/2009	100-0204-512.34-01	28.60	45.38
					03/26/2009	100-0204-512.34-03	16.78	
							45.38	
20710	167	GAULTS INC			03/26/2009	100-0801-521.29-05	33.52	33.52
20711	603	GREGORY HOEKSTRA			03/26/2009	601-1020-543.21-02	155.25	155.25
20712	199	INDEPENDENT INSPECTIONS L			03/26/2009	100-0301-523.21-06	3,951.15	3,951.15
20713	603	JOEL TESKY			03/26/2009	601-1020-543.21-02	675.00	675.00
20714	603	JUDITH GRIST			03/26/2009	601-1020-543.21-02	69.00	69.00
20715	221	KJ WASTE SYSTEMS INC			03/26/2009	266-1027-543.21-06	975.00	975.00
20716	229	KUNDINGER FLUID POWER INC			03/26/2009	731-1022-541.38-03	103.59	125.60
							22.01	
							125.60	
20717	254	MATTHEWS COMMERCIAL TIRE			03/26/2009	731-1022-541.38-02	305.25	331.70
							26.45	
							331.70	
20718	267	MENASHA EMPLOYEES CREDIT	PR0326		03/26/2009	100-0000-202.05-00	1,792.00	18,143.00
			PR0326		03/26/2009	100-0000-202.05-00	16,351.00	
							18,143.00	
20719	269	MENASHA EMPLOYEES LOCAL 1	PR0326		03/26/2009	100-0000-202.06-00	260.00	260.00
20720	270	MENASHA EMPLOYEES LOCAL 1	PR0326		03/26/2009	100-0000-202.07-00	260.13	260.13
20721	272	MENASHA POSTMASTER			03/26/2009	100-0702-552.30-11	1,334.90	1,334.90

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20722	272	MENASHA POSTMASTER			03/26/2009	266-1027-543.30-11	1,515.36	1,515.36
							1,515.36	*
20723	450	MENASHA PUBLIC WORKS FACI			03/26/2009	100-0703-553.33-04	3.85	3.85
					03/26/2009	731-1022-541.30-18	36.59	36.59
					03/26/2009	100-0703-553.30-18	24.40	24.40
							64.84	* 64.84
20724	451	MENASHA SENIOR CENTER			03/26/2009	100-0000-201.13-00	28.93	28.93
					03/26/2009	827-0920-531.30-18	53.67	53.67
							82.60	* 82.60
20725	266	MENASHA UTILITIES			03/26/2009	100-1012-541.22-03	79.04	79.04
					03/26/2009	100-1008-541.22-03	281.38	281.38
					03/26/2009	100-0000-123.00-00	15.03	15.03
					03/26/2009	100-0403-513.21-04	1,827.50	1,827.50
					03/26/2009	207-0707-552.22-03	396.41	396.41
					03/26/2009	207-0707-552.22-05	33.81	33.81
					03/26/2009	100-0703-553.22-03	573.36	573.36
					03/26/2009	100-0703-553.22-05	165.55	165.55
					03/26/2009	100-1001-514.22-03	1,522.02	1,522.02
					03/26/2009	100-1001-514.22-05	259.93	259.93
					03/26/2009	100-1019-552.22-03	129.30	129.30
					03/26/2009	100-0920-531.22-03	328.55	328.55
					03/26/2009	100-0320-531.22-05	77.24	77.24
					03/26/2009	100-0408-552.22-03	9.46	9.46
					03/26/2009	601-1020-543.22-03	28.59	28.59
					03/26/2009	100-0000-221.00-00	299.58	299.58
							6,026.75	* 6,026.75
20726	275	MID-AMERICAN RESEARCH CHE			03/26/2009	731-1022-541.30-18	180.65	180.65
					03/26/2009	731-1022-541.30-18	184.80	184.80
							365.45	* 365.45
20727	286	MORTON SAFETY			03/26/2009	601-1020-543.30-18	114.48	114.48
					03/26/2009	731-1022-541.30-18	25.68	25.68
					03/26/2009	100-0703-553.30-13	205.54	205.54
							345.70	* 345.70
20728	2	N&M AUTO SUPPLY			03/26/2009	731-1022-541.38-03	57.21	57.21
					03/26/2009	731-1022-541.38-03	61.07	61.07
					03/26/2009	731-1022-541.30-15	122.03	122.03
					03/26/2009	731-1022-541.38-03	32.50	32.50
							272.81	* 272.81
20729	492	NEENAH, CITY OF			03/26/2009	100-0501-522.25-01	241,716.00	241,716.00
							241,716.00	* 241,716.00
20730	299	NETWORK HEALTH PLAN			03/26/2009	100-0000-204.08-00	121,460.23	121,460.23
					03/26/2009	100-0000-204.11-00	8,594.04	8,594.04
							130,054.27	* 130,054.27

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CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
20731	303	NOFFKE LUMBER INC			03/26/2009	266-1028-543.30-18 731-1022-541.30-18	13.12 27.68 40.80 *	40.80
20732	310	OFFICE DEPOT			03/26/2009	100-0203-512.30-10 100-0405-513.30-10 100-0204-512.30-10 100-0201-512.30-10	23.51 66.99 40.90 23.20 154.60 *	154.60
20733	607	OSHKOSH FIRE & POLICE EQU			03/26/2009	100-0801-521.29-05	14.00 14.00 *	14.00
20734	317	PACKER CITY INTERNATIONAL			03/26/2009	731-1022-541.38-03 731-1022-541.38-03 731-1022-541.38-03 731-1022-541.38-03	51.65 119.38 15.95 9.57 196.55 *	196.55
20735	501	PIGGLY WIGGLY MIDWEST LLC			03/26/2009	827-0920-531.30-18	49.74 49.74 *	49.74
20736	340	REINDERS INC			03/26/2009	731-1022-541.38-03	253.82 253.82 *	253.82
20737	345	ROLAND MACHINERY EXCHANGE			03/26/2009	731-1022-541.38-03	2,091.96 2,091.96 *	2,091.96
20738	512	SEKAUER, J A			03/26/2009	100-0801-521.24-03 100-0501-522.24-03 100-0601-551.24-03 100-0801-521.24-03 100-0801-521.24-03 100-0501-522.24-03	28.26 28.26 32.13 29.32 29.31 147.28 *	147.28
20739	456	SHOBERG, TERESA			03/26/2009	100-0903-531.21-05	150.00 150.00 *	150.00
20740	380	SUNGARD PUBLIC SECTOR INC			03/26/2009	100-0403-513.34-04 100-0403-513.34-04 100-0403-513.24-04	866.68 716.40 2,227.00 3,810.08 *	3,810.08
20741	603	SUSAN HARRISON			03/26/2009	601-1020-543.21-02	675.00 675.00 *	675.00
20742	390	TNEMEC COMPANY INC			03/26/2009	100-0704-552.24-04	278.70 278.70 *	278.70
20743	405	UNITED WAY FOX CITIES	PR0326		03/26/2009	100-0000-202.09-00	81.00 81.00 *	81.00

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CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
20744	406	UNITEL INC			03/26/2009	100-0403-513.21-04	600.00	600.00
20745	421	VISTON INSURANCE PLAN OF			03/26/2009	100-0000-204.10-00	1,098.10	1,098.10
20746	494	WASC			03/26/2009	827-0920-531.30-18	250.00	250.00
20747	427	WATERBLAST LLC			03/26/2009	731-1022-541.24-02	76.90	76.90
20748	354	WAUSAU EQUIPMENT COMPANY			03/26/2009	100-1006-541.30-18	1,814.36	1,814.36
20749	431	WE ENERGIES			03/26/2009	100-0703-553.22-03	36.16	36.16
20750	433	WEST PAYMENT CENTER			03/26/2009	100-0201-512.32-01	107.29	107.29
20751	440	WINNEBAGO COUNTY TREASURE			03/26/2009	266-1028-543.21-06	3,118.12	3,118.12
20752	514	WISCONSIN DEPT OF COMMERC			03/26/2009	100-0805-521.25-01	880.00	880.00
20753	462	WISCONSIN DEPT OF JUSTICE			03/26/2009	100-0801-521.32-01	3,998.12	3,998.12
20754	476	WISCONSIN SUPPRT COLLECT	PR0326		03/26/2009	100-0000-202.03-00	32.50	32.50
			PR0326		03/26/2009	100-0000-202.04-00	40.00	40.00
			PR0326		03/26/2009	100-0000-202.03-00	40.00	40.00
20755	7	5 ALARM FIRE & SAFETY EQU			03/26/2009	601-1020-543.30-18	1,363.98	1,363.98
BANK/CHECK TOTAL							447,105.64	447,105.64
ALL BANKS/CHECKS TOTAL							447,105.64	447,105.64

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CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC./RETAIN)	CHECK TOTAL
20634	32	AMAZON			03/24/2009	100-0601-551.30-14	49.90	49.90
20635	44	AMERICAN-WISCONSIN FIRE P			03/24/2009	100-0601-551.24-03	386.25	386.25
20636	74	BAKER & TAYLOR INC			03/24/2009	100-0601-551.30-14	657.45	VOIDED
20637	74	BAKER & TAYLOR INC			03/24/2009	100-0601-551.30-14	441.00	
					03/24/2009	100-0601-551.30-14	433.51	
					03/24/2009	100-0601-551.30-14	562.63	
					03/24/2009	100-0601-551.30-14	392.44	
					03/24/2009	100-0601-551.30-14	305.30	
					03/24/2009	100-0601-551.30-14	363.91	
					03/24/2009	100-0601-551.30-14	773.35	
					03/24/2009	100-0601-551.30-14	743.92	
					03/24/2009	100-0601-551.30-14	21.59	
					03/24/2009	100-0601-551.30-14	89.16	
					03/24/2009	100-0601-551.30-14	20.85	
					03/24/2009	100-0601-551.30-14	21.56	
					03/24/2009	100-0601-551.30-14	28.79	
					03/24/2009	100-0601-551.30-14	181.50	
					03/24/2009	100-0601-551.30-14	128.58	
					03/24/2009	100-0601-551.30-14	77.94	
							5,243.48	5,243.48
20638	76	BATTERIES PIUS-502			03/24/2009	100-0601-551.24-03	39.98	39.98
20639	639	BONGERS, JOE			03/24/2009	100-0601-551.34-01	31.13	31.13
20640	95	BOUREGY & CO INC, THOMAS			03/24/2009	100-0601-551.30-14	139.50	139.50
20641	110	CAPSTONE PRESS			03/24/2009	100-0601-551.30-14	689.60	689.60
20642	115	CDW GOVERNMENT INC			03/24/2009	100-0601-551.30-10	237.82	
					03/24/2009	100-0601-551.30-10	249.40	
							487.22	487.22
20643	614	CHILD'S WORLD			03/24/2009	100-0601-551.30-14	140.55	140.55
20644	613	COMMUNICATION SUPPORT			03/24/2009	100-0601-551.24-03	61.07	61.07
20645	615	EBSCO			03/24/2009	100-0601-551.30-14	44.31	44.31

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
20646	633	FOCOL			03/24/2009	100-0601-551.32-01	25.00 *	25.00
20647	624	FOX CINEMA			03/24/2009	100-0601-551.30-16	97.25 *	97.25
20648	160	FOX STAMP SIGN & SPECIALT			03/24/2009	100-0601-551.30-18	24.65 *	24.65
20649	620	FRIENDS OF THE RIPON PUBL			03/24/2009	100-0601-551.30-14	73.50 *	73.50
20650	166	GALE			03/24/2009	100-0601-551.30-14	38.93 *	38.93
20651	170	GANNETT WISCONSIN MEDIA			03/24/2009	100-0601-551.30-14	349.11 *	349.11
20652	631	GENERAL BOOK COVERS			03/24/2009	100-0601-551.30-18	258.44 *	258.44
20653	609	GRISACK, BILLY			03/24/2009	100-0601-551.20-05	300.00 *	300.00
20654	611	HALVERSON, DUANE			03/24/2009	100-0601-551.20-05	400.00 *	400.00
20655	191	HIGHSMITH COMPANY INC			03/24/2009	100-0601-551.30-18	475.73 *	475.73
20656	572	INGRAM LIBRARY SERVICES			03/24/2009	100-0601-551.30-14	51.51	
					03/24/2009	100-0601-551.30-14	16.41	
					03/24/2009	100-0601-551.30-14	17.08	
					03/24/2009	100-0601-551.30-14	49.14	
					03/24/2009	100-0601-551.30-14	15.73	
					03/24/2009	100-0601-551.30-14	31.34	
					03/24/2009	100-0601-551.30-14	84.18	
					03/24/2009	100-0601-551.30-14	68.22	
					03/24/2009	100-0601-551.30-14	49.68	
					03/24/2009	100-0601-551.30-14	15.75	
					03/24/2009	100-0601-551.30-14	31.49	
					03/24/2009	100-0601-551.30-14	88.80	
					03/24/2009	100-0601-551.30-14	519.33 *	519.33
20657	208	INTERSTATE BATTERY OF GRE			03/24/2009	100-0601-551.30-13	165.90 *	165.90
20658	625	JENKS, KYIE			03/24/2009	100-0601-551.30-16	40.52 *	40.52
20659	520	KIRK, DAN			03/24/2009	100-0601-551.20-05	350.00	40.52

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20659	520	KIRK, DAN			03/24/2009	100-0601-551.30-13	350.00 *	350.00
20660	220	KITZ & PEETL INC			03/24/2009	100-0601-551.30-13	8.43	
							23.38	
							31.81 *	31.81
20661	616	LERNER PUBLISHING GROUP			03/24/2009	100-0601-551.30-14	952.12	
							952.12 *	952.12
20662	612	LINDBERGH, RON			03/24/2009	100-0601-551.20-05	300.00	
							300.00 *	300.00
20663	249	MANDERFIELD BAKERY			03/24/2009	100-0601-551.33-03	7.95	
							7.95 *	7.95
20664	617	MARIS ASSOCIATES			03/24/2009	100-0601-551.30-14	199.40	
							199.40 *	199.40
20665	618	MARSHALL CAVENDISH CORP			03/24/2009	100-0601-551.30-14	176.29	
							176.29 *	176.29
20666	277	MIDWEST TAPPE			03/24/2009	100-0601-551.30-14	914.48	
							210.89	
							1,125.37 *	1,125.37
20667	524	MINITEX			03/24/2009	100-0601-551.30-18	967.00	
							967.00 *	967.00
20668	312	OGDEN PLUMBING & HEATING			03/24/2009	100-0601-551.24-03	79.50	
							79.50 *	79.50
20669	501	PIGGLY WIGGLY MIDWEST LLC			03/24/2009	100-0601-551.30-16	31.55	
							31.55 *	31.55
20670	619	QUALITY BOOKS INC			03/24/2009	100-0601-551.30-14	3,294.88	
							327.15	
							956.10	
							4,578.13 *	4,578.13
20671	574	RANDOM HOUSE INC			03/24/2009	100-0601-551.30-14	184.00	
							108.00	
							88.00	
							18.75	
							167.20	
							88.00	
							272.00	
							30.40	
							88.00	
							1,044.35 *	1,044.35
20672	621	ROSEN PUBLISHING			03/24/2009	100-0601-551.30-14	697.90	

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CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
20672	621	ROSEN PUBLISHING			03/24/2009	100-0601-551.30-14	87.80	785.70
20673	635	SALEM PRESS			03/24/2009	100-0601-551.30-14	309.00	309.00
20674	628	SAUBY, LYNN ANN			03/24/2009	100-0601-551.30-16	47.02	47.02
20675	632	SHOWCASES			03/24/2009	100-0601-551.30-18	518.38	594.13
20676	629	STANISLAWSKI, PATTIE			03/24/2009	100-0601-551.30-16	51.94	51.94
20677	630	TAYLOR, VANESSA			03/24/2009	100-0601-551.30-16	30.70	30.70
20678	401	UNIQUE MANAGEMENT SERVICE			03/24/2009	100-0000-441.19-00	223.75	223.75
20679	403	UNITED PAPER CORPORATION			03/24/2009	100-0601-551.30-13	165.06	185.25
20680	412	US POSTAL SERVICE			03/24/2009	100-0601-551.30-11	305.00	305.00
20681	636	VALUE LINE PUBLISHING INC			03/24/2009	100-0601-551.30-14	898.00	898.00
20682	622	WINNEFOX LIBRARY SYSTEM			03/24/2009	100-0601-551.30-14	418.35	487.35
20683	634	WISCONSIN LIBRARY ASSOCIATA			03/24/2009	100-0601-551.33-02	50.00	50.00
20684	6	3M			03/24/2009	100-0601-551.24-04	695.00	695.00

BANK/CHECK TOTAL 24,587.66
 ALL BANKS/CHECKS TOTAL 24,587.66