

It is expected that a Quorum of the Personnel Committee, Board of Public Works, Plan Commission, Redevelopment Authority 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, October 18, 2010  
6:00 PM  
AGENDA  
**AMENDED****

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL/EXCUSED ABSENCES
- D. PUBLIC HEARING
- E. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY  
(five (5) minute time limit for each person)
- F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS
1. [CA/HRD Captain - Lawsuit filed against Neenah-Menasha Sewerage Commission, USA and State of Wisconsin vs. NCR Corporation et al., Case No. 10-C-910](#)
  2. [Police Chief Stanke – CVMIC Annual Meeting](#)
  3. Clerk Galeazzi - the following minutes and communications have been received and placed on file:  
Minutes to receive:
    - a. [Administration Committee, 10/4/10](#)
    - b. [Board of Public Works, 10/4/10](#)
    - c. [Landmarks Commission, 9/8/10](#)
    - d. [NM Fire-Rescue, 10/12/10; Joint Finance & Personnel Committee](#)
    - e. [Parks and Recreation Board, 10/11/10](#)
    - f. [Plan Commission, 10/5/10](#)
    - g. [Police Commission, 9/16/10](#)
    - h. [Sustainability Board, 9/21/10](#)Communications:
    - i. [Menasha Utilities, 9/10; Feasibility of unified Information Technology Dept. serving the City of Menasha and Menasha Utilities](#)
    - j. [Public Works Facility, 10/7/10; Sept 2010 Disposal Violations](#)
    - k. [Town of Menasha Utility Commission minutes; 8/9/10, 8/23/10](#)
    - l. [Waverly Sanitary District minutes, 9/14/10](#)
    - m. [Wis. Dept. of Administration, 10/10/10; Final Estimate of 1/1/10 Population, Winnebago & Calumet Counties](#)
- 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, 10/4/10](#)
- Administration Committee, 10/4/10; recommends approval of:
2. [Offer to Purchase, Lot 12 Midway Business Park, MHX3, LLC and to eliminate item 2C from Counter-Offer No. 2](#)
  3. [Amendment #2 to Development Agreement between the City of Menasha and PJC Group LLC](#)

G. CONSENT AGENDA, continued

Plan Commission, 10/5/10; recommends approval of:

4. [Re-approval of Extraterritorial Certified Survey Map located on Appleton Road](#)

Parks and Recreation Board, 10/11/10; recommends approval of:

5. Raising the seasonal slip fee at the Marina from \$37.00 to \$37.50 per foot for 2011

Board of Public Works, 10/18/10; recommends approval of:

6. [Change Order: MOD #0005-00; Neenah-Menasha Fire Rescue Station #36; Miron Job #101520; ADD: \\$6,230.00](#)

H. ITEMS REMOVED FROM CONSENT AGENDA

I. ACTION ITEMS

- a. [Accounts payable and payroll for the term of 10/7/10 to 10/14/10 in the amount of \\$633, 601.75](#)
- b. [Change of Agent to Denise Meyers for St. Patrick's Parish, 324 Nicolet Blvd.](#)

J. ORDINANCES AND RESOLUTIONS

- a. [O-16-10 An Ordinance Relating to the Annexation of Certain Property to the City of Menasha, Wisconsin \(Golden Eagle Properties, LLC Annexation\) \(Introduced by Mayor Merkes, recommended by the Plan Commission\)](#)
- b. [O-17-10 An Ordinance Relating to Chronic Nuisance Premises \(Introduced by Ald. Hendricks, recommended by the Administration Committee\)](#)

K. APPOINTMENTS

L. HELD OVER BUSINESS

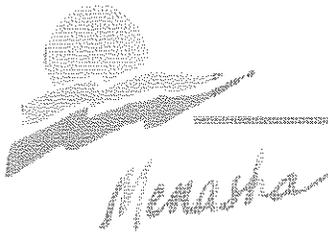
M. CLAIMS AGAINST THE CITY

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

O. ADJOURNMENT

**MEETING NOTICE**

**Monday, November 1, 2010 - Council Chambers**  
**Common Council – 6:00 p.m.**  
**Administration Committee – 7:00 p.m.**  
**Board of Public Works – 7:30 p.m.**



## MEMORANDUM

TO: Mayor and Common Council  
FROM: <sup>PAC</sup> Pamela A. Captain  
SUBJECT: United States of America and The State of Wisconsin v.  
NCR Corporation et al., Case No. 10-C-910,  
U.S. District Court, Eastern District  
DATE: Thursday, October 14, 2010

Today a lawsuit was filed by the United States of America and the State of Wisconsin in the federal district court in Green Bay against various defendants including the Neenah-Menasha Sewerage Commission (NMSC). The complaint alleges the NMSC received PCB-containing wastewater from several facilities – including the WTM Facility, the John Strange Facility, and the Kimberly Clark Neenah and Badger Gloge Facilities and in turn discharged partially treated PCB-containing wastewater from those facilities to the Lower Fox River. In their claim for relief they seek, among other things, judgment for unreimbursed response costs and damages resulting from releases of hazardous substances.

The various defendants include: NCR Corporation, Appleton Papers, Inc., City of Appleton, CBC Coating, Inc., Georgia-Pacific Consumer Products LP, Kimberly-Clark Corporation, Menasha Corp., Neenah-Menasha Sewerage Commission, Newpage Wisconsin Systems, Inc., P.H. Glatfelter Co., U.S. Paper Mills Corp. and WTM I Company.

Further updates will be provided as they occur.



To: Mayor Merkes  
Members of the Common Council  
From: Chief Stanke  
Date: October 4, 2010  
Re: CVMIC Annual Meeting

I would like to provide you a brief synopsis of the annual meeting of CVMIC that was held this weekend. First the good news, we are scheduled to receive a dividend in the amount of \$26,369.00 payable March 1, 2011. This continues a trend of receiving dividends as a member of CVMIC and has enabled the city to save a considerable amount of money.

A quick background shows that Cities and Villages Mutual Insurance Company (CVMIC), incorporated by the Wisconsin Insurance Commissioner on September 14, 1987. Menasha was one of the founding members.

2010 was the 18th consecutive year that CVMIC received an A.M. Best rating of excellent. This rating is assigned to companies whose operations have achieved excellent overall performance when compared to the standards established by A.M. Best. A.M. Best has determined that companies that receive an Excellent rating have a strong ability to meet policyholders and other contractual obligations over a long period of time.

This rating is important to CVMIC because of A.M. Best's reputation as the preeminent insurance company rating organization. CVMIC is pleased to receive this rating since there are only a few public entity insurance pools in the country to be so highly rated..

2011 will be a pricing year so our premiums for 2013 and 2014 will be established during this time period. It is a goal of CVMIC to set the rates in advance so the involved communities can properly prepare for the rates. Workers comp rates are expected to remain stable for 2011 as are the auto physical damage rates.

In the area of auto rates municipalities have been impacted by the new state law increasing coverage amounts the same as the general public. CVMIC staff is recommending that we sign a waiver that would eliminate stacking of rates which is increase of coverage amounts because of multiple vehicles. I will be discussing more on that in the near future. We will also be looking closer at coverage for dishonest acts of employees and computer fraud.

**Our CVMIC attorney discussed social networking policies for the workplace and the increase in lawsuits involving police departments.**

**There was a discussion on the new Federal guidelines for the Federal Health Care program. There is a great deal of concern on the responsibility of the employer without clear established guidelines. As of right now there are over 24 new notices that the employer must provide to each employee and family member covered by the end of the year. There are also numerous changes to the Flex plan coverage that we participate in as it applies to over the counter drug deductions.**

**I was happy to accept a bronze plaque for the City representing our receiving a level 2 compliance on the risk assessment survey. It is our desire to elevate that to a level 3 for the next survey.**

CITY OF MENASHA  
ADMINISTRATION COMMITTEE  
Third Floor Council Chambers  
140 Main Street, Menasha  
October 4, 2010  
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Wisneski at 7:55 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Hendricks, Zelinski, Englebert, Benner, Roush, Taylor, Wisneski, Langdon

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Stanke, DPW Radtke, CDD Keil, C/T Stoffel, Officer Zemlock, Clerk Galeazzi and the Press.

C. MINUTES TO APPROVE

1. Administration Committee, 9/20/10

Moved by Ald. Zelinski, seconded by Ald. Roush to approve minutes.  
Motion carried on voice vote.

D. ACTION ITEMS

1. O-17-10 An Ordinance Relating to Chronic Nuisance Premises  
(Introduced by Ald. Hendricks)

PC Stanke and Officer Zemlock explained this ordinance will enhance the current City Code that addresses public nuisance issues. They have used this to enforce chronic nuisance issues at rental properties. There are issues with owner occupied properties that need addressing. This ordinance will also allow charging for officers time when dealing with chronic nuisance issues.

Moved by Ald. Hendricks, seconded by Ald. Zelinski to recommend to Common Council approval of O-17-10.  
Motion carried on voice vote.

2. Offer to Purchase, Lot 12 Midway Business Park, MHX3, LLC

CDD Keil explained the offer is from Appanasha Pet Clinic. They are in need of Expansion space. Counter-Offer No. 2 lists the changes requested. The City has provided copies of easements and maps as requested by the buyer. The buyer is requesting certain signage at the entry way of the Business Park. Staff is recommending eliminating item 2C from Counter-Offer No. 2 relating to the type of font and letter size of the sign.

Moved by Ald. Hendricks, seconded by Ald. Englebert to recommend to Common Council to approve Offer to Purchase of Lot 12 Midway Business Park from MHX3, LLC and to eliminate item 2C from Counter-Offer No. 2.  
Motion carried on voice vote.

3. Amendment #2 to Development Agreement between the City of Menasha and PJC Group LLC

CDD Keil explained this amendment is needed to correct a problem that was created when TIF District 11 was created. A base value was established for two parcels, the warehouse site and the executive office site. When the site was split from two to four parcels, most of the land value was placed on the parcel with the executive office. That caused an issue of reaching the threshold of \$300,000 as required by the original development agreement. There are alternative ways to correct this issued by working through the Department of Revenue, but are very complex and time consuming. Staff recommends amending the development agreement as it would not be so involved. This amendment will allow the developer to receive TIF increment earner under this development agreement faster, so they can complete the demolition part of the project. This agreement will not change the total amount of tax increment received.

Moved by Ald. Hendricks, seconded by Ald. Zelinski to recommend to Common Council approval of Amendment #2 to Development Agreement between City of Menasha and PJC Group LLC.

Motion carried on voice vote

E. ADJOURNMENT

Moved by Ald. Hendricks, seconded by Ald. Zelinski to adjourn at 8:41 p.m.

Motion carried on voice vote.

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

# DRAFT

CITY OF MENASHA  
Board of Public Works  
Third Floor Council Chambers  
140 Main Street, Menasha  
October 4, 2010  
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Taylor at 8:42 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Hendricks, Zelinski, Englebert, Benner, Roush, Taylor, Wisneski, Langdon

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PS Stanke, DPW Radtke, CDD Keil, C/T Stoffel, Clerk Galeazzi and the Press.

C. MINUTES TO APPROVE

1. September 20, 2010 – Special Board of Public Works Meeting
2. September 20, 2010 - Board of Public Works Meeting

Moved by Ald. Roush, seconded by Ald. Zelinski to approve minutes  
Motion carried on voice vote.

D. ACTION ITEMS

1. None

E. ADJOURNMENT

Moved by Ald. Hendricks, seconded by Ald. Zelinski to adjourn at 8:44 p.m.  
Motion carried on voice vote.

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

**CITY OF MENASHA**  
**Landmarks Commission**  
**Council Chambers, City Hall – 140 Main Street**  
September 8, 2010  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

Meeting called to order by Mary Nebel at 4:46 PM.

**B. ROLL CALL/EXCUSED ABSENCES**

LANDMARKS MEMBERS PRESENT: Commissioners Bernie Zimmerman, Kristi Lynch, Mary Nebel, Tom Grade

LANDMARKS MEMBERS EXCUSED: Alderman Eric Hendricks and Commissioner Joe Weidert

OTHERS PRESENT: CDD Keil

**C. MINTUES TO APPROVE**

1. **Minutes of the August 11, 2010 Landmarks Commission Meeting**

Moved by Comm. Grade, seconded by Comm. Lynch to approve the minutes of the August 11, 2010 Landmarks Commission meeting.

The motion carried.

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

1. No one spoke.

**E. COMMUNICATIONS**

1. None

**F. ACTION ITEMS**

1. None

**G. DISCUSSION ITEMS**

1. **Landmarks Commission Recognition/Awards**

CDD Keil is to locate a source for the plaque and obtain quotes.

2. **Landmarks Commission Guidebook Distribution**

The guidebook is undergoing final editing and will soon be sent to the printer.

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

The balance is approximately \$18,400.

4. **Historic Building Identification Contest**

Kristi Lynch is to contact Joe Weidert regarding the sponsorship of contest prizes by Menasha merchants.

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

CDD Keil is to write articles for the city newsletter on the guidebook, historic preservation awards and the survey of historic properties.

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

1. No one spoke.

**I. ADJOURNMENT**

Moved by Comm. Zimmerman, seconded by Comm. Lynch to adjourn at 5:08 PM.

The motion carried.

*Respectfully submitted by Greg Keil, CDD.*

Neenah-Menasha Fire Rescue  
Joint Finance & Personnel Committee Meeting  
October 12, 2010 – 5:30 p.m.  
Council Chambers – City of Menasha

Present: Ald. Hendricks, Stevenson, Zelinski, Ramos and Ahles.

Excused: Ald. Wisneski

Also Present: Chief Auxier, DC DeLeeuw, Director Stoffel, Director Easker, Director Wenninger, Mayor Merkes and Administrative Assistant Theisen.

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

**MSC Hendricks/Ahles to adjust the agenda to have the 2010 budget reviewed before other agenda items, all voting aye.**

Review of 2009 Budget Audit: Director Easker stated the audit was completed for NMFR's budget for 2009 and the excess funds were disbursed to both Cities. \$100,000 was returned to the City of Neenah and \$60,000 was returned to the City of Menasha. It was noted that this money is returned to the general fund for both Cities. Chief Auxier noted that the majority of it was from salaries of the previous Chief leaving and having a vacant Assistant Chief position until it was filled in early 2010.

Review of NMFR's Cost Distribution Formula: The Committee reviewed NMFR's Cost Distribution Formula as of December 31, 2009. Director Easker noted the factors that are in place affect the budget two years later. For example, the 2009 factors affect the 2011 budget breakdown. It was noted that there were no large changes in the formula and it has remained consistent since consolidation. **MSC Ahles/Ramos to accept the cost distribution formula as of December 31, 2009 for NMFR's 2011 budget, all voting aye.**

Review of Proposed 2011 Budget: The Committee reviewed the 2011 budget. Director Easker said the intent of the Committee is to review the request by Chief Auxier and either endorse Chief Auxier's request with or without any changes and then it will be forwarded to both Mayors to review. After the Mayors have reviewed it then it is forwarded to both Common Council's for review.

Ald. Stevenson asked about the health insurance costs for 2011. Director Easker said the proposed increase is 20% and is based upon staying full insured. He noted that the City of Neenah is looking at going self-insured and these costs would be reflecting a 10-15% increase versus a 20% increase if self-insured was approved.

Ald. Ahles asked if the salaries and overtime budget is based on current contract language and it was confirmed this was the cause for the increase.

Discussion was held regarding the fiber optics for the new fire station in the City of Menasha. The new station will need fiber optics and there is nothing close by. Quotes were received from TDS, Time Warner and the Menasha Utilities.

The original quotes for new Station 36 were obtained from TDS, Time Warner and Menasha Utilities for the infrastructure costs and monthly service costs. TDS costs were \$900 per month and no infrastructure fees. Time Warner Cable was \$975 per month with infrastructure fees of \$1,000. Menasha Utilities District would be \$441.63 with infrastructure costs of \$11,839.39. Menasha Utilities is committed to working with us. It was agreed by both Mayors, City Attorneys and NMFR to utilize Menasha Utilities for this service.

However, it was noted that the City of Neenah invested in the fiber infrastructure in 1999 and paid for these costs up front. Discussion was held on fiber for all stations and what is a fair charge for these services. Stations 32 and 35 are close to the main lines for fiber so there are no additional costs incurred for these two stations. It was decided that Stations 32 and 35 will not be charged for any fiber since they are right at the main hub and there are no costs for these services. A formula was created for Stations 31 and 36 and both Mayors, City Attorneys and NMFR agree that this formula is fair. With the opening of the new Station 36, the formula will begin for fiber charges. Station 31's charges will be \$403.76 per month and new Station 36's charges will be \$441.63 per month.

IS Services was reviewed for 2011. Director Wenninger explained his budget is based on usage by each department. He uses a formula that is based on devices supported, number of users in each department, individual storage for each department and any individual servers that are used for just that department. This formula is used for each department within the City of Neenah and the budget for the City of Neenah IS Department is spread out between all Departments they support. At the end of each year any revenues that are generated for the IS Department is then spread out and distributed to each Department and reduces the budget that way.

DC DeLeeuw said that the bottom line for the budget reflects three major costs for 2011. This is health insurance, fiber optics and the IS Department budget. If you take out those three major increases in the budget the overall budget is only being increased by less than 2%.

The professional services account was reviewed. Discussion was held regarding department physicals. Chief Auxier said he did work with Human Resources to see if we could reduce the costs in anyway. We cannot utilize the employee's personal insurance as the insurance carriers have this as a direct exclusion and they will not cover a work-mandated physical. We have had these physicals in place for five years and it has been proactive in catching potential health related issues with employees. This method also provides consistency with having only one physician making the decisions for all employees versus having employees utilize their own physicians and there is no consistency. It was also stated that Human Resources and CA Godlewski do support keeping this program in place.

The Capital Budget was reviewed. It was noted that AED's had to be added into the capital equipment budget and these will need to be replaced. Previously, these were maintained by Zoll Medical systems as part of their medical study. The study will be completed at the end of this year. At this time, it is not known if we are able to keep these units after the completion of the study.

The radio costs were reviewed. It was noted there is a mandate that the new requirements for the system has to be in by January 1, 2012. The Sheriff's Department has put this expense in their budget; however, if the County decides not to fund this as a countywide system then we have to budget these dollars for the new radio system.

Household expenses were reviewed. This Committee established this line item to keep track of purchases for refrigerators, furniture, washers, dryers, etc. There is an increase due to the building of Station 36. In previous years, purchases were delayed for this station since we knew we were getting a new station.

The 2011 budget was reviewed by the Committee and they commended the Department for their efforts in trying to control costs. The Committee also felt it was appropriate to forward this budget to both Mayors for their executive review.

Approval of Minutes: The Committee reviewed the meeting minutes from August 24, 2010. **MSC Ahles/Hendricks to approve the minutes from August 24, 2010, all voting aye and Ramos abstained.**

September 2010 Budget Report: The Committee reviewed the September 2010 budget report. **MSC Ahles/Ramos to accept the September 2010 budget and place on file, all voting aye.**

September 2010 Activity: The Committee reviewed the September 2010 Activity Report. **MSC Zelinski/Hendricks to accept the September 2010 activity report and place on file, all voting aye.**

**MSC Ahles/Ramos to adjourn at 6:55 p.m., all voting aye.**

Respectfully Submitted,

Al Auxier  
Chief

AA/tt

**CITY OF MENASHA**  
**PARKS AND RECREATION BOARD**  
Council Chambers, City Hall – 140 Main Street, Menasha  
October 11, 2010  
DRAFT MINUTES

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**A. CALL TO ORDER**

Meeting called to order by Chr. D. Sturm at 6:01 PM.

**B. ROLL CALL/EXCUSED ABSENCES**

MEMBERS PRESENT: Chr. Dick Sturm, Ald. Mark Langdon, Lisa Hopwood, Nancy Barker, Ron Suttner and Steve Krueger (welcome given to Steve)

MEMBERS EXCUSED: Sue Pawlowski

OTHERS PRESENT: PRD Tungate, PS Maas and Harbormaster Diane Schabach

**C. MINUTES TO APPROVE**

**1. Minutes of the September 13, 2010 Park Board Meeting**

Moved by R. Suttner, seconded by L. Hopwood to approve the minutes of the September 13, 2010 Park Board meeting. Motion carried 6-0.

**D. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA**

Five (5) minute limit for each person.

1. No one spoke.

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

**1. Park, Pool and Vandalism Report – PS Maas**

PS Maas reported on: trail berm near Heckrodt Wetland Reserve has been shaped and seeded with no mow grass, Marina pier supplies have been ordered – came in under budget, decking will be a darker gray color, fall tree planting taking place, Memorial Building landscape was completed, good news at the pool – no water line leaks were found – instead expansion joints will be re-sealed next spring, Heckrodt Wetland Reserve buildings will have roofs repaired, city park shelters will be checked. Insurance to cover the repairs. Minor graffiti found at Clovis and Barker Farm parks.

**2. Winz Park Staff Meeting Update – PRD Tungate, PS Maas, Chr. D. Sturm**

Menasha Utilities and city park officials met at Winz park to review repairs of the clearwell exterior walls, gutters and the recreation surface on top. Another meeting with a concrete contractor is set for Tuesday, October 12. Cracking and deterioration of concrete, both along the gutters on the east and west walls and on the top surface appear to be causing the unsightly deterioration on the east and west side walls. Menasha Utilities officials would like to see the gutter and top surface cracking somehow addressed before undertaking repair to the sidewalls. Staff will keep the Board apprised on this matter as more information is obtained.

**3. Joint Meeting of City of Neenah and Town of Menasha Park Commissions and the City of Menasha's Park Board – PRD Tungate**

Park Board/Commissions from the communities of Neenah, Menasha and the Town of Menasha will meet on Wednesday, December 8 at 6:00 p.m. at the Whiting Boat House in Neenah. The general purpose of the meeting is to get to know one another and to get a feel for each community's challenges, issues, etc. The Board was excited about the opportunity and perhaps the possibility of service efficiencies that could be explored by the three departments.

**F. DISCUSSION ITEMS**

**1. Review of 2010 Marina Season – Harbormaster Diane Schabach**

Harbormaster Schabach discussed her 2010 season. Overall, the Marina had a good year, which could have better if some last season winds and high water flows hadn't occurred. Harbormaster Schabach also explained the history of the Marina. She is looking forward to continuing her work

at the Marina.

2. **Ways of Recognizing Contributions of Previous Board Members Tom Konezke and George Korth**

Several ways of recognizing recently replaced long time Board members Tom Konezke and George Korth. PRD Tungate shared an idea he received from Ald. Wisneski suggesting naming of the scoreboard or building at Koslo Park after Tom Konezke and the Jefferson Park boat landing after George Korth. Other ideas were discussed. In the end, the Board asked PRD Tungate to bring back a draft of a resolution honoring each person separately. The Board liked an idea suggested by Ald. Langdon to attach the resolution to a plaque with a park related emblem and present it at the December meeting. PRD Tungate will pursue more information on this request at the November meeting.

3. **Review of Open Meetings Law Pertaining to Board Member Comments**

PRD Tungate presented information about Board member comments as it relates to the state's Open Meetings law. PRD Tungate spoke with CA Captain prior to the meeting.

**G. ACTION ITEMS**

1. **Recommend Raising the Marina Annual Slip Rental Rate from \$37.00 to \$37.50 per foot for 2011**

Moved by L. Hopwood, seconded by R. Suttner to raise the seasonal slip fee at the Marina from \$37.00 to \$37.50 per foot for 2011. Harbormaster Schabach needs the new rate to be able to send slip renewals out this fall. Motion carried 6-0.

2. **Elect New Vice-Chair to Replace Tom Konezke**

Chr. D. Sturm called for nominations for a new vice-chair for the Board. Moved by Ald. M. Langdon to nominate R. Suttner as vice-chair, seconded by S. Krueger. No other nominations were made. Unanimous ballot cast for R. Suttner. Motion carried 6-0

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

Five (5) minute time limit for each person.

1. No one spoke.

**I. ADJOURNMENT**

Moved by Ald. M. Langdon, seconded by L. Hopwood to adjourn at 7:30 PM. Motion carried 6-0.

**CITY OF MENASHA  
Plan Commission  
Council Chambers, City Hall – 140 Main Street  
October 5, 2010  
DRAFT MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order at 4:35 p.m. by Mayor Merkes.

**B. ROLL CALL/EXCUSED ABSENCES**

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

PLAN COMMISSION MEMBERS EXCUSED:

OTHERS PRESENT: CDD Keil, PP Kester, Roger Kantz, Cathy Thunes and Linda Stoll

**C. MINTUES TO APPROVE**

1. **Minutes of the October 5, 2010 Plan Commission Meeting**

Moved by Comm. Homan, seconded by Comm. Schmidt to approve the October 5, 2010 Plan Commission meeting minutes with one correction to spell PP Kester's name correctly under item F. 2.

The motion carried.

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

1. No one spoke.

**E. DISCUSSION**

1. None

**F. ACTION ITEMS**

1. **Release of Public Dedication CSM 5979 – River Street**

CDD Keil requested that this item be held. Menasha Utilities has facilities in the area that is presently dedicated to the public. The representatives of Exopac have been requested to provide easements for these facilities prior to the release of public dedication. The consensus was to hold this item.

2. **Re-approval of Extraterritorial CSM – Appleton Road – Town of Menasha**

CDD Keil reported that the CSM had not been recorded within the 6 month time period established by Winnebago County. There are no changes to the CSM from what was originally presented for Plan Commission review. Motion by DPW Radtke, seconded by Comm. Schmidt to reapprove the extraterritorial CSM located on Appleton Road.

The motion carried.

3. **Site Concept Plan – 835 Oneida Street – Charles Krause**

CDD Keil stated that the site owner is proposing to establish a used car lot on this site. A special use permit is required for this use.

Commissioners expressed concerns regarding the plan to phase the installation of site

improvements and the lack of detail provided with the concept plan. Cathy Thunes and Linda Stoll commented on storm water management implications associated with site development.

This item was held pending the receipt of more complete plans.

4. **Presentation on Sustainable Neighborhood and Home Design – Curt Biggar**

CDD Keil introduced the Sustainability Board members present. Mr. Biggar was not in attendance. Commissioners discussed options for addressing sustainability issues as they make decisions on design and development proposals. Mr. Biggar will be invited to the October 19 Plan Commission meeting.

**G. ADJOURNMENT**

Motion by DPW Radtke, seconded by Comm. Homan to adjourn at 4:30 p.m.

The motion carried.

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



**MENASHA POLICE COMMISSION MEETING MINUTES**  
**DRAFT**

DATE: September 16, 2010

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

Present: Chief Stanke Jim Liebhauser, Tony Gutierrez, Terri Reuss, Marshall Spencer

Absent: Ron Duuck

1. Meeting Minutes.
  - Tony Gutierrez moved to accept the May 20, minutes,
  - Marshall Spencer seconded the motion.
  - The motion was unanimously supported.
  
2. Police Report – Chief Stanke
  - Brett Halderson, completed Emergency 1<sup>st</sup> Response instructor course
  - Officers Scheppf, Oleszak, Lenss, Kavar, Jorgenson, Albrecht and Lts Sahr, Halderson and Styka participated in National Tactical Officers Association 24 hr LE Response to Terrorist Mass Hostage Taking course
  - Lts Brunn, Halderson, Chief Stanke and CRO Zemlock attended WCPA seminar on Problem Orientated Policing and Situational Crime Prevention
  - CRO Zemlock attended course on Asian Gangs/ gang conspiracy investigation for Federal Prosecution seminar
  - Amy Cook attended FVTC Drug Identification, recognition and legal update
  - Jenny Groeschel attended OJA UCR training
  - The department received a thank you letter from Eunice Sheleski for assistance rendered by Joe Polzien
  - The department received a thank you letter from Gale and Jim DeVere for assistance rendered by Officers Groeschel, Swenson, Jorgenson and Albrecht
  - The Menasha Police Dept was awarded a \$4,000 grant for participation in the click it or ticket campaign
  - The Menasha Police Dept CRT unit participated in an mass hostage taking exercise at UWO
  - The supervisory staff completed testing of a personal video recording system and will proceed with purchase. Currently the Supervisor's vehicle doesn't have a video recording system.
  - The Menasha Police Dept kicked off the annual Citizen's Police Academy in September.
  
3. Old Business: None
  
4. New Business- None
  
5. Next Meeting: 5:00pm November 18, 2010.
  
6. Adjourn, motion by Terri Reuss, seconded by Tony Gutierrez at 5:55pm.

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

Menasha is committed to its diverse population. Our non- English speaking population or those with disabilities are invited to contact the Chief of Police at 967-3500 at least 24-hours in advance to ensure special accommodations can be made.

Respectfully submitted,  
Marshall Spencer  
Commissioner, Secretary

**CITY OF MENASHA  
SUSTAINABILITY BOARD  
Third Floor Council Chambers  
140 Main Street, Menasha**

**Tuesday, September 21, 2010  
6:30 PM**

**MINUTES**

**A. CALL TO ORDER**

1. The meeting was called to order at 6:33 by Chairperson Linda Stoll.

**B. ROLL CALL**

1. **Present:** Becky Bauer, Chris Bohnes, Mike Dillon, Roger Kanitz, Ed Kassel, Sadie Schroeder, Linda Stoll, Kathy Thunes.
2. **Also Present:** Community Development Director Greg Keil, Principal Planner Amy Kester.

**C. PUBLIC COMMENTS**

1. None.

**D. MINUTES TO APPROVE**

1. Kathy Thunes made and Mike Dillon seconded motion to approve the minutes from the June 15, 2010 and August 17, 2010 Sustainability Board meetings. The motion passed.

**E. COMMUNICATIONS**

**1. WI Solar Decade**

This item was submitted by Paul Van de Sand of WE Energies.

**2. WE Solar Water Heating Program**

This item was submitted by Paul Van de Sand of WE Energies. Linda Stoll requested that staff add links on the city's website relating to this and similar programs.

**3. UWEX Sustainability Training**

Interested board members were instructed to notify PP Kester regarding participation in the UWEX Sustainability Training.

**4. VHBA Green Building Presentation**

This presentation will be held at the ECOS-Fox Valley October 7, 2010 meeting from 6:30 to 8:00 pm.

**5. ECOS-FV and Earth Week 2011**

Kathy Thunes explained that ECOS-Fox Valley is looking for groups that might be interested in cooperative advertising for Earth Day activities (East Central will put together flyer). Board members discussed the city's role in Earth Day 2011. Mike Dillon suggested that the board should set a target of having the city's sustainability policy enacted by Earth Day.

## **6. The Passive House**

CDD Keil inquired if the board would be interested in hearing Curt Biggar's presentation regarding sustainable home design and neighborhood development. It was suggested that the city hold a joint Plan Commission and Sustainability Board meeting.

## **F. REPORTS**

### **1. Appointment of Ed Kassel to Sustainability Board**

Ed Kassel thanked the city for the opportunity to serve on the Sustainability Board.

## **G. DISCUSSION**

### **1. None**

## **H. ACTION ITEMS**

### **1. Sustainability Board Policy, Organization, and Functions**

Board members discussed the need for a sustainability vision for the city. Mike Dillon clarified that the sustainability policy was not a board policy, but rather a city policy. He provided a copy of the Town of Menasha's policy as an example. CDD Keil distributed copies of the city's resolution that established the Sustainability Board. Board members discussed the policy draft and the following issues:

- a. Need to address city operations;
- b. The need to add other topics in addition to economy, social equity, environment;
- c. The need for city leadership to be interested and committed to implementing policy; if there is no support outside of the Sustainability Board, no changes will happen;
- d. Recommendation to keep the policy short and focused on the most important issues;
- e. Whether the appropriate format would be a vision statement, a policy statement, or other;

The board members agreed that during the next four weeks they would review the draft document and submit recommendations to PP Kester for summary. The item will be placed on the next agenda. Members also discussed options for board structure, including reconfiguring into a standing committee, appointing a council member, or assigning Sustainability Board members to other city bodies. Board members also discussed opportunities and strategies to gain support for establishing and implementing city sustainability policies.

## **I. ADJOURNMENT**

1. Mike Dillon made and Roger Kanitz seconded a motion to adjourn at 8:22 pm. The motion carried.

*Respectfully submitted by Amy Kester, Principal Planner.*



# **Feasibility of a Unified Information Technology Department Serving both the City of Menasha and Menasha**

**September 2010  
(DRAFT Rev-5)**

John Teale – Technical Services Engineer – Menasha Utilities  
Jeff Lacey – Manager of IT Support – City of Menasha  
Steve Grenell – Project Engineer – Menasha Utilities

### **Introduction**

On June 23, 2010 the Menasha Water and Light Commission directed staff to study the feasibility of a unified IT Department serving both the Utility and City departments. A small team was assembled to conduct this study, the members of the team are Jeff Lacey (Manager of IT Support for the City), John Teale (Technical Services Engineer for the Utility) and Steve Grenell (Project Engineer for the Utility). The team determined that this study should show the impact on the City and Utility Informational Technology 2010 budget's, if they were a unified IT Department.

### **Executive Summary**

The conclusion of this feasibility study for a Unified Information Technology Department Serving both the City and Utilities shows that there are currently "*No Cost Benefits*" for both the City and the Utilities. There are however, areas that the City and the Utilities can share support for each other in daily operations. Areas include data sharing, and vacation support coverage.

It needs to be noted as we move forward with the conditions of the Wisconsin Public Service Commission rate order, that all interdepartmental agreements or arrangements are approved by the Wisconsin Public Service Commission including the allocation method. There will not be a subsidy created between departments.

Therefore, this team does not recommend to the Menasha Utilities Commission a Unified Information Technology Department serving both the City and the Utility at this time. The team does recommend that the two departments work together in the future in such areas as the budgeting process for equipment / software and other projects to see where costs can be reduced or systems shared.

### **City Information Technology Department**

Currently the City has a dedicated staff of two that makes up the City Information Technology Department. The two current positions in the City IT department are a Manager of IT Support, and Supervisor of IT Support. These two employees handle all the Informational Technology functions for the City departments. Following is the job description for each of these positions as well as a list of services that these two positions provide.

*Manager of IT Support:* the purpose of this position is to plan, direct and supervise information system activities and personnel; manage automated information system projects; and conduct special studies. This position is responsible for the coordination of local and wide area network activities, day-to-day operations of the wide-area network and to provide technical assistance to all City locations.

*Supervisor of IT Support:* the objective of this position is to assist in the direction and coordination of local and wide area network activities as well as provide technical support for all services and users in all locations.

Description of services that the City of Menasha IT Staff provides are but not limited to:

- PC Support – Hardware / Software
- PC installation - Hardware / Software / Maintenance
- Network Administration
- E-Mail Administration
- Telephone Administration
- Printer / Copier / Fax support
- Training on PC's and Software
- Application Development
- Database / SQL Administration
- City Website

#### **Menasha Utility Information Technology Department**

Over the years Menasha Utilities staff has been providing the services that the City IT department provides the other City departments. This unique setup has been utilized because of the similarity between IT functions and the development/utilization of process automation controls in the Utilities.

In the Utilities, electronic pieces of equipment that were once “dumb”, are now “smart”, with much more capability because they now have processors. The Utility uses this new technology in every aspect of the business, from relays at the substations that protect and monitor the power system of the city, to process controllers that run the water plant. The electric meters once read by individuals, are now connected by wireless communications and can give us information more than just electric usage. What would be considered IT functions in some companies is incorporated into what is done on a daily basis by many different utility staff members. The traditional IT functions are usually handled by the Utilities Technical Services Engineer.

The following is the job description for the Utilities Technical Services Engineer as well as a list of IT services that this position provides for the Utilities.

*Technical Services Engineer:* the purpose of this position is to be responsible for the technical support for the Engineering, Electric Metering, Electric Distribution, Distribution Substations, Office and Water Departments. Work includes but not limited to engineering, electrical metering, creating budgets, purchasing / maintenance and repair of computer and network related equipment.

Description of services that the Technical Services Engineer provides to the Utility as IT services:

- PC Support – Hardware / Software

- PC installation - Hardware / Software / Maintenance
- Network Administration
- E-Mail Administration
- Telephone Administration
- Printer / Copier / Fax support
- Training on PC's and Software
- Database / SQL Administration
- SCADA / PLC Support

In addition to the typical IT services provided the Technical Services Engineer provides many other services to the Utilities. The following is a list of just some of these services and responsibilities:

- Substation Relay Setup and trouble shooting
- Electric distribution short circuit calculations & studies
- Electrical system power flow calculations and requirements
- Substation Maintenance Support, Planning & Budgeting
- Telecommunications Support, Planning & Budgeting
- Transformer/Circuit Breaker/Equipment Testing
- Oversees Spill Prevention Program
- Compiles required data for Wisconsin Public Service Commission and other organizations, such as American Public Power Association.
- Technical resources for electric and water meters
- Special Capital projects such as transformer oil containment

### City Cost Allocation for Information Technology

Currently the City has a dedicated staff that handles all the Informational Systems for the City departments, this staff makes up the City Information Technology department. In 2010 the City council approved a cost allocation method that would charge each department a share of the IT budget. This cost allocation method defines the cost of three different cost pools and charges each City department a percentage, based on its individual allocation.

The first cost pool is the Per User Cost. This would include those cost that can be associated with the number of users in a particular department and the level of support they require.

The second pool is the Per Personal Computer Cost. This would include those cost that can be associated with the physical number of personal computers in a department.

The third cost pool is Direct Cost. This would include those cost that are exclusively used by one department.

Utilizing this IT cost allocating method for the 2010 budget, the cost of IT services for each city department are shown in Table – 1. Additional and supporting information on Table – 1 can be found in appendix – A.

**Table – 1**

City of Menasha Information Services				
Department Cost for Information Services				
	PC	User	Department	
	Percentage	Percentage	Cost	Total
Human Resources	2,005	3,336	0	5,342
City Clerk	4,011	5,005	0	9,015
Mayor	1,003	1,668	0	2,671
City Attorney	1,003	1,668	0	2,671
Health Department	12,032	16,682	650	29,364
Senior Center	9,024	5,005	0	14,029
Community Development	5,013	8,341	4,900	18,255
Park and Rec Dept.	8,022	13,346	5,500	26,867
Public Works	16,043	23,355	8,716	48,114
Police Department	31,083	68,397	18,400	117,880
Finance Department	7,019	10,009	5,500	22,528
City Assessor	1,003	5,005	4,500	10,507
Library	3,008	5,005	0	8,013
<b>Total</b>	<b>100,269</b>	<b>166,822</b>	<b>48,166</b>	<b>315,257</b>

**Analysis**

The City operates with a dedicated IT department with a cost allocation method of charging each department in the City for IT costs. The Utility is not much different, except there is not a Utility department dedicated to IT service and each department has a budgeted amount of the Technical Services Engineer's time. This is no different than any other position at the Utilities. In the following analysis of the Utilities & City, the Utility is viewed as one department from the City level, even though there are five separate utility companies. In the following analysis the Technical Services Engineer's time dedicated to providing equivalent IT services that the City would provide was estimated at 25%. With 25% of the Technical Services Engineer's time allocated to Utility IT functions and other budgeted IT defined cost, a total cost of IT services for the Utility based on the 2010 budget was developed and shown in Table – 2. Additional and supporting information on Table – 2 can be found in Appendix – B.

**Table - 2**  
**Menasha Utilities Information Services**

Total Cost	
User Based Cost Pool Total	30,940
PC Based Cost Pool Total	42,389
Cost per Department Total	78,932
<b>Total Information Services Budget</b>	<b>152,261</b>

There are several different scenarios regarding cost structure and allocations that were looked at, but only two were chosen to be discussed in this report.

**Analysis – Scenario #1**

The first scenario shows the impact of joining the two IT departments using the 2010 approved budgets. Table – 3 shows the impact of a combined IT department on the Utilities as well as the City. Additional and supporting information on Table – 3 can be found in Appendix – C.

**Table – 3**  
**Menasha Combined Information Services Comparison**

	City	MU	Combined
User Based Cost Pool Total	166,822	30,940	196,462
PC Based Cost Pool Total	100,269	42,389	150,500
Cost per Department Total	48,166	78,932	123,898
<b>Total Information Services Budget</b>	<b>315,257</b>	<b>152,261</b>	<b>470,859</b>
		<b>Diff</b>	
City Charges	301,083	-14,174	
Utilities Charges	169,777	17,516	
<b>Total</b>	<b>470,859</b>		

As seen in Table – 3, the overall City IT budget would be \$14,174 less than the actual 2010 budget, while the Utilities cost would be increased by \$17,516. The services provided by the City IT department and Utility would remain the same.

The reason for the cost difference is because the Utility would become the largest PC Percentage user of 33%, and the second largest User Percentage at 23%. See Table-A5 in Appendix – A, and table – C4 in Appendix – C for the cost allocation percentages between departments.

**Analysis – Scenario #2**

The second scenario shows the impact of joining the two IT departments using the 2010 approved budgets as was done in scenario #1, with all IT provided by the City Informational Technology staff. In this scenario the Utilities Technical Services Engineer would not provide any Information Services to the Utilities or City. Scenario #2 also splits out the following cost between Utility needs and City needs;

- The City’s fiber and Utility’s fiber will be paid 100% by each according to their individual budgets.
- The City’s and Utility’s internet access will be paid 100% by each, according to their individual budgets.
- The City will pay 100% of the Sungard HTE accounting System according to the City Budget.
- The city will pay 100% of the Office Suite 2007, since the utility did this upgrade in 2009.
- The Utility’s will pay 100% of the toner supplies since this is a departmental cost.

Table – 4 shows the impact of a combined IT department on the Utilities as well as the City. Additional and supporting information on Table – 4 can be found in Appendix – D.

**Table – 4**

<b>Menasha Combined Information Services Comparison</b>			
	<b>City</b>	<b>MU</b>	<b>Combined</b>
User Based Cost Pool Total	166,822	30,940	166,822
PC Based Cost Pool Total	100,269	42,389	142,658
Cost per Department Total	48,166	78,932	123,898
<b>Total Information Services Budget</b>	<b>315,257</b>	<b>152,261</b>	<b>433,378</b>
		<b>Diff</b>	
City Charges	276,792	-38,465	
Utilities Charges	156,586	4,325 **	
<b>Total</b>	<b>433,378</b>		

\*\*Scenario #2 calculations show a large savings to the City of \$38,465, while there is a modest increase to the Utility of \$4,325. This is because the labor cost that the Technical Services Engineer of \$30,940 was removed from the calculations. In reality, this position is still employed and providing services to the Utility and the Utility is still paying the labor cost. Even though the scenario #2 looks like a great benefit to the City, the actual cost to the Utility would be \$35,265 not \$4,325.

### **Conclusion**

This study didn't just include these two scenarios, there were many more, none of which benefited both the City and Utilities. Scenario #1 shows a \$14,174 savings for the 2010 budget, but would increase the Utilities budget by \$17,516. The other scenario's that were analyzed showed similar results. Scenario #2 of this report would show the best savings for the City, with just a modest increase to the Utilities. The problem with scenario #2 is the labor cost for the Technical Services Engineer of \$30,940 was removed from the calculations. The position of the Technical Services Engineer would not be eliminated from the Utility staff. So the actual increase in scenario #2 to the Utility would be \$35,265, which clearly shows that this would not benefit the Utility.

If the City Information Technology Department was over staffed, or the Utility Information Services was over staffed and there was over lap in services, there may be a savings to both the City and Utilities. This would mean that equipment would be shared and personal would have to be laid off. Currently the City Information Technology Department is looking to expand their staffing to support the current work load. This increase in City Information Technology Department was analyzed prior to doing this study. The Utility doesn't operate with a dedicated staff or department to address Information Technology issues, but rather has incorporated those responsibilities to a single position that also handles many other technical issues in all of the five Utility Companies.

With the cost allocation that the City is going to use in 2011, there would be a shift of Information Technology Services cost to the Utility that would increase the operational cost of the Utility. The Utilities operates as a regulated utility, which means that its revenues and costs are regulated by the Wisconsin Public Service Commission. In April of 2010 the Wisconsin Public Service Commission issued a new rate order that included language that requires that all interdepartmental or arrangements need to be approved by the Wisconsin Public Service Commission, including cost allocation. This would mean that combining the Information Technology Departments between the City and Utility would require the Wisconsin Public Service Commission's approval. The reason for this language in the rate order was to eliminate cross subsidy between departments and using the funds of the Electric Utility to fund activities outside of its business.

Menasha Utilities is governed by a dedicated Utility Commission. The responsibility of this Commission is to oversee the operation of the Utilities. The agreements for sale of the Electric Utility assets to WPPI includes language that states the Utility to remain under the control of the Commission. The idea of combining Informational Technology

departments would give the authority to the City IT Steering Committee and City Council to decide what the needs of the Utility would be in the area of Informational Technology. A combined Information Technology Department would not satisfy this agreement with WPPI, and would also need their approval.

During this study other discussions on various topics were discussed, which could benefit the City and Utilities in the future. The team strongly agreed that increased communications between the City and Utilities could result in a stronger and more efficient operation of the City and Utilities. The communications should include the Utilities attending the City IT Steering Committee meetings, collaborate with software and hardware specifications, joint purchasing, and back up support. Even though both the City and Utilities purchase equipment under state and local government contracts, an additional savings may be achieved by purchasing with WPPI members.

At this time, this team does not see any financial savings to both the City and Utilities by combining the two Information Technology Departments. The outside influences on the Utility side may inhibit a combined department. The team does feel that working together in the future by participating in the budgeting process, planning, and projects could result in reduced cost for both the City and the Utilities.

Such type project would be the e-mail archiver. In June of this year the cost of the Utilities purchasing its own e-mail archiver was compared to utilizing the Cities e-mail archiver. The result was that there would be a savings to the Utilities if they were to purchase this unit on their own rather than utilizing the City.

Because this study only analyzed the 2010 budgets, this type of analysis should be done when necessary. There are a lots of variables used to calculate the costs and how they are distributed, such as:

- The costs for new equipment and projects
- User Based Pool Costs change (Health Care Plans, Salaries)
- Change in PC and User percentages

With the ever changing economy there may be a time in the future that combining or sharing more resources between the City and Utilities Information Technology Departments would have cost benefits for each.

**Appendix – A --- City of Menasha Information Technology 2010 Budget**

**Table – A1**

<b>City of Menasha Information Services User Based Cost Pool</b>	
Salaries-10-02	117,715
Health Insurance-15-01	10,675
Life Insurance-15-02	134
Dental Insurance-15-03	775
Retirement-15-04	12,948
FICA-15-05	9,005
Vision Insurance-15-07	50
Workers Comp-15-08	295
Telephone-22-01	2,200
Other Municipal Entities-25-01	0
Printing-29-01	100
Vehicle/Equipment Rental-29-05	2,000
Office-30-10	75
Postage-30-11	100
Dues/Memberships/Licenses-32-01	50
Mileage-43-01	0
Registrations-34-02	4,500
Lodgingn/Meals-34-03	2,500
Other Expenses-34-04	2,400
Liability Insurance-51-04	1,300
<b>User Based Cost Pool Total</b>	<b>166,822</b>

**Table – A2**

<b>City of Menasha Information Services PC Based Cost Pool</b>	
Professional Services-21-04	49,750
Outsource	10,000
Fiber Optic Rental	19,950
Internet Access	16,800
Cabeling Projects	3,000
Annual Software Maintenance-24-04	29,274
Barracuda Spam Blocker	750
Sungard HTE	28,524
Supplies Tools & Equipment-30-15	21,170
Office Suite 2007	15,870
Training Video for Office Suite 2007	300
Emergency Replacement Equipment	5,000
Office Calibration Server	0
Computer-30-12	75
Computer Equipment-80-01	0
Office Equipment-80-04	0
<b>PC Based Cost Pool Total</b>	<b>100,269</b>

Table - A3

City of Menasha Information Services

Cost per Department

		Dept.
Annual Software Maintenance Cost-24-04	32,766	
Win Wam	650	Health
City of Neenah Tax System	2,500	Finance
Arc View	3,000	Finance
Govern	4,900	Comm. Dev.
Land Desktop	3,976	Pub. Works
CarteGraph	1,000	Pub. Works
Safari	4,500	Parks
MarketDrive	4,500	Assessor
T2 Parking	900	Police
Livescan Fingerprint	3,500	Police
Oce Plotter	2,340	Pub. Works
Cemetery	1,000	Parks
Supplies-Tools & Equipment-30-15	5,500	
Diagnostic Software PWF	1,400	Pub. Works
Panasonic Toughbook	3,800	Police
Pentax Thermal Printer	300	Police
Office Equipment-80-04	9,900	
Color Copier	9,900	Police
<b>Cost per Department Total</b>	<b>48,166</b>	

**Table – A4**

**City of Menasha Information Services**

<b>Total Cost</b>	
User Based Cost Pool Total	166,822
PC Based Cost Pool Total	100,269
Cost per Department Total	48,166
<b>Total Information Services Budget</b>	<b>315,257</b>

**Table – A5**

**City of Menasha Information Services**

**Percent Allocation per Department of PC Based and User Based Cost**

<b>Department</b>	<b>Abbreviation</b>	<b>PC Percentage</b>	<b>User Percentage</b>
Human Resources	HR	2%	2%
City Clerk	Clerk	4%	3%
Mayor	Mayor	1%	1%
City Attorney	Attorney	1%	1%
Health Department	Health	12%	10%
Senior Center	Senior	9%	3%
Community Development	Comm. Dev.	5%	5%
Park and Rec Dept.	Parks	8%	8%
Public Works	Pub. Works	16%	14%
Police Department	Police	31%	41%
Finance Department	Finance	7%	6%
City Assessor	Assessor	1%	3%
Library	Library	3%	3%
		<b>100%</b>	<b>100%</b>

**Appendix – B --- Menasha Utilities Information Technology 2010 Budget**

**Table – B1**

<b>Menasha Utilities Information Services</b>	
<b>User Based Cost Pool</b>	
Salaries	17,872
Health Insurance	4,208
Life Insurance	4
Dental Insurance	0
Retirement	1,966
FICA	1,367
Vision Insurance	0
Workers Comp	50
Telephone	60
Other Municipal Entities	0
Printing	50
Vehicle/Equipment Rental	1,000
Office	38
Postage	50
Dues/Memberships/Licenses	25
Mileage	0
Registrations	1,200
Lodging/Meals	1,250
Other Expenses	500
Liability Insurance	1,300
<b>User Based Cost Pool Total</b>	<b>30,940</b>

**Table – B2**

<b>Menasha Utilities Information Services</b>	
<b>PC Based Cost Pool</b>	
Professional Services	39,389
Outsource	5,000
Fiber Optic Rental	30,363
Internet Access	4,026
Cabeling Projects	
Annual Software Maintenance	0
Barracuda Spam Blocker	
Sungard HTE	
Supplies Tools & Equipment	3,000
Office Suite 2007	
Training Video for Office Suite 2007	
Emergency Replacement Equipment	3,000
Office Calibration Server	
Computer	0
Computer Equipment	0
Office Equipment	0
<b>PC Based Cost Pool Total</b>	<b>42,389</b>

**Table – B3**

**Menasha Utilities Information Services  
Cost per Department**

Annual Software Maintenance Cost-24-04	47,032
Itron MVRs/FC200	3,500
Anti-Virus Software	1,000
Wonderware SCADA	7,100
Wonderware Water	9,500
Win 911	400
E-Care	2,700
Harris	10,179
Solomon	7,203
Website Renewal	1,500
OPS	750
ESRI	2,000
Firewall	700
RSLinx	500
Supplies-Tools & Equipment	31,900
ESRI Mapping Conversion	6,000
Drafting Plotter	10,000
Power Quality Analyzer	4,400
Additional FC200 for Meter Reading	4,000
Toner Supplies	7,500
Office Equipment	0
Color Copier	
<b>Cost per Department Total</b>	<b>78,932</b>

**Appendix – C – Scenario #1 Combined Information Technology 2010 Budget**

**Table – C1**

**Menasha Combined Information Services  
User Based Cost Pool**

	City	MU
Salaries-10-02	117,715	17,872
Health Insurance-15-01	10,675	4,208
Life Insurance-15-02	134	4
Dental Insurance-15-03	775	0
Retirement-15-04	12,948	1,966
FICA-15-05	9,005	1,367
Vision Insurance-15-07	50	0
Workers Comp-15-08	295	50
Telephone-22-01	2,200	60
Other Municipal Entities-25-01	0	0
Printing-29-01	100	50
Vehicle/Equipment Rental-29-05	2,000	1,000
Office-30-10	75	38
Postage-30-11	100	50
Dues/Memberships/Licenses-32-01	50	25
Mileage-43-01	0	0
Registrations-34-02	4,500	1,200
Lodgingn/Meals-34-03	2,500	1,250
Other Expenses-34-04	2,400	500
Liability Insurance-51-04	1,300	0
<b>User Based Cost Pool</b>	<b>166,822</b>	<b>29,640</b>
<b>User Based Cost Pool Total</b>	<b>196,462</b>	

**Table – C2**

**Menasha Combined Information Services  
PC Based Cost Pool**

	City	MU
Professional Services-21-04	49,750	39,389
Outsource	10,000	5,000
Fiber Optic Rental	19,950	30,363
Internet Access	16,800	4,026
Cabeling Projects	3,000	
Annual Software Maintenance-24-04	29,274	0
Barracuda Spam Blocker	750	
Sungard HTE	28,524	
Supplies Tools & Equipment-30-15	21,170	10,842
Office Suite 2007	15,870	7,842
Training Video for Office Suite 2007	300	
Emergency Replacement Equipment	5,000	3,000
Office Calibration Server	0	
Computer-30-12	75	0
Computer Equipment-80-01	0	
Office Equipment-80-04	0	
<b>PC Based Cost Pool</b>	<b>100,269</b>	<b>50,231</b>
<b>PC Based Cost Pool Total</b>	<b>150,500</b>	

**Table – C3**

**Menasha Combined Information Services  
Cost per Department**

Annual Software Maintenance Cost-24-04		76,598	Dept.
Win Wam	650		Health
City of Neenah Tax System	2,500		Finance
Arc View	3,000		Finance
Govern	4,900		Comm. Dev.
Land Desktop	3,976		Pub. Works
CarteGraph	1,000		Pub. Works
Safari	4,500		Parks
MarketDrive	4,500		Assessor
T2 Parking	900		Police
Livescan Fingerprint	3,500		Police
Oce Plotter	2,340		Pub. Works
Cemetery	1,000		Parks
Iron MVRs/FC200	3,500		Utility
Wonderware SCADA	7,100		Utility
Wonderware Water	9,500		Utility
Win 911	400		Utility
E-Care	2,700		Utility
Harris	10,179		Utility
Solomon	7,203		Utility
OPS	750		Utility
ESRI	2,000		Utility
RSLinx	500		Utility
Supplies-Tools & Equipment-30-15		37,400	
Diagnostic Software PWF	1,400		Pub. Works
Panasonic Toughbook	3,800		Police
Pentax Thermal Printer	300		Police
ESRI Mapping Conversion	6,000		Utility
Drafting Plotter	10,000		Utility
Power Quality Analyzer	4,400		Utility
Toner Supplies	7,500		Utility
Additional FC200 for Meter Reading	4,000		Utility
Office Equipment-80-04		9,900	
Color Copier	9,900		Police
<b>Cost per Department Total</b>		<b>123,898</b>	

Table – C4

Menasha Combined Information Services					
Percent Allocation per Department of PC Based and User Based Cost					
Department	Abbreviation	Number of PC's	PC Percentage	Number of User's	User Percentage
Human Resources	HR	1.70	1%	2.20	2%
City Clerk	Clerk	3.40	3%	3.30	2%
Mayor	Mayor	0.85	1%	1.10	1%
City Attorney	Attorney	0.85	1%	1.10	1%
Health Department	Health	10.20	8%	11.00	8%
Senior Center	Senior	7.65	6%	3.30	2%
Community Development	Comm. Dev.	4.25	3%	5.50	4%
Park and Rec Dept.	Parks	6.80	5%	8.80	6%
Public Works	Pub. Works	13.60	11%	15.40	11%
Police Department	Police	26.35	21%	45.10	32%
Finance Department	Finance	5.95	5%	6.60	5%
City Assessor	Assessor	0.85	1%	3.30	2%
Library	Library	2.55	2%	3.30	2%
Utility	Utility	42.00	33%	32.00	23%
		127	100%	142	100%

Table – C5

Menasha Combined Information Services				
Department Cost for Information Services				
	PC	User	Department	Total
	Percentage	Percentage	Cost	
Human Resources	2,015	3,044	0	5,058
City Clerk	4,029	4,566	0	8,595
Mayor	1,007	1,522	0	2,529
City Attorney	1,007	1,522	0	2,529
Health Department	12,087	15,219	650	27,956
Senior Center	9,066	4,566	0	13,631
Community Development	5,036	7,609	4,900	17,546
Park and Rec Dept.	8,058	12,175	5,500	25,733
Public Works	16,116	21,306	8,716	46,139
Police Department	31,226	62,397	18,400	112,023
Finance Department	7,051	9,131	5,500	21,682
City Assessor	1,007	4,566	4,500	10,073
Library	3,022	4,566	0	7,587
Utility	49,772	44,273	75,732	169,777
Total	150,500	196,462	123,898	470,859

**Appendix - D --- Scenario #2 Combined Information Technology 2010 Budget**

**Table - D1**

<b>Menasha Combined Information Services</b>	
<b>User Based Cost Pool</b>	
	<u>City</u>
Salaries-10-02	117,715
Health Insurance-15-01	10,675
Life Insurance-15-02	134
Dental Insurance-15-03	775
Retirement-15-04	12,948
FICA-15-05	9,005
Vision Insurance-15-07	50
Workers Comp-15-08	295
Telephone-22-01	2,200
Other Municipal Entities-25-01	0
Printing-29-01	100
Vehicle/Equipment Rental-29-05	2,000
Office-30-10	75
Postage-30-11	100
Dues/Memberships/Licenses-32-01	50
Mileage-43-01	0
Registrations-34-02	4,500
Lodgingn/Meals-34-03	2,500
Other Expenses-34-04	2,400
Liability Insurance-51-04	1,300
<b>User Based Cost Pool Total</b>	<b>166,822</b>

**Table - D2**

<b>Menasha Combined Information Services</b>				
<b>PC Based Cost Pool</b>				
	<u>City</u>	<u>Combined</u>	<u>MU</u>	
Professional Services-21-04	36,750	18,000	34,389	
Outsource		15,000		
Fiber Optic Rental	19,950		30,363	
Internet Access	16,800		4,026	
Cabeling Projects		3,000		
Annual Software Maintenance-24-04	28,524	750	0	
Barracuda Spam Blocker		750		
Sungard HTE	28,524			
Supplies Tools & Equipment-30-15	16,170	8,000	0	
Office Suite 2007	15,870			
Training Video for Office Suite 2007	300			
Emergency Replacement Equipment		8,000		
Office Calibration Server	0			
Computer-30-12	0	75	0	
Computer Equipment-80-01	0		0	
Office Equipment-80-04	0		0	
<b>PC Based Cost Pool</b>	<b>81,444</b>	<b>26,825</b>	<b>34,389</b>	
<b>PC Based Cost Pool Total</b>	<b>142,658</b>			

Table - D3

Menasha Combined Information Services

Cost per Department

Annual Software Maintenance Cost-24-04	76,598	Dept.
Win Wam	650	Health
City of Neenah Tax System	2,500	Finance
Arc View	3,000	Finance
Govern	4,900	Comm. Dev.
Land Desktop	3,976	Pub. Works
CarteGraph	1,000	Pub. Works
Safari	4,500	Parks
MarketDrive	4,500	Assessor
T2 Parking	900	Police
Livescan Fingerprint	3,500	Police
Oce Plotter	2,340	Pub. Works
Cemetery	1,000	Parks
Itron MVRS/FC200	3,500	Utility
Wonderware SCADA	7,100	Utility
Wonderware Water	9,500	Utility
Win 911	400	Utility
E-Care	2,700	Utility
Harris	10,179	Utility
Solomon	7,203	Utility
OPS	750	Utility
ESRI	2,000	Utility
RSLink	500	Utility
Supplies-Tools & Equipment-30-15	37,400	
Diagnostic Software PWF	1,400	Pub. Works
Panasonic Toughbook	3,800	Police
Pentax Thermal Printer	300	Police
ESRI Mapping Conversion	6,000	Utility
Drafting Plotter	10,000	Utility
Power Quality Analyzer	4,400	Utility
Toner Supplies	7,500	Utility
Additional FC200 for Meter Reading	4,000	Utility
Office Equipment-80-04	9,900	
Color Copier	9,900	Police
<b>Cost per Department Total</b>	<b>123,898</b>	

Table – D4

Menasha Combined Information Services					
Percent Allocation per Department of PC Based and User Based Cost					
Department	Abbreviation	Number of PC's	PC Percentage	Number of User's	User Percentage
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City Attorney	Attorney	0.85	1%	1.10	1%
Health Department	Health	10.20	8%	11.00	8%
Senior Center	Senior	7.65	6%	3.30	2%
Community Development	Comm. Dev.	4.25	3%	5.50	4%
Park and Rec Dept.	Parks	6.80	5%	8.80	6%
Public Works	Pub. Works	13.60	11%	15.40	11%
Police Department	Police	26.35	21%	45.10	32%
Finance Department	Finance	5.95	5%	6.60	5%
City Assessor	Assessor	0.85	1%	3.30	2%
Library	Library	2.55	2%	3.30	2%
Utility	Utility	42.00	33%	32.00	23%
		<b>127</b>	<b>100%</b>	<b>142</b>	<b>100%</b>

Table – D5

Menasha Combined Information Services				
Department Cost for Information Services				
	PC	User	Department	Total
	Percentage	Percentage	Cost	
Human Resources	1,988	2,585	0	4,573
City Clerk	3,976	3,877	0	7,853
Mayor	994	1,292	0	2,286
City Attorney	994	1,292	0	2,286
Health Department	11,928	12,923	650	25,501
Senior Center	8,946	3,877	0	12,823
Community Development	4,970	6,461	4,900	16,331
Park and Rec Dept.	7,952	10,338	5,500	23,790
Public Works	15,904	18,092	8,716	42,712
Police Department	30,813	52,984	18,400	102,197
Finance Department	6,958	7,754	5,500	20,212
City Assessor	994	3,877	4,500	9,371
Library	2,982	3,877	0	6,859
Utility	43,260	37,594	75,732	156,586
<b>Total</b>	<b>142,658</b>	<b>166,822</b>	<b>123,898</b>	<b>433,378</b>

**Sept 2010 Disposal Violations**

Date	Address	QTY	Comment
09/01/10	unknown		***dehumidifier in scrap metal - \$15.00, permit #6893
09/02/10	unknown		vinyl siding in recycling center - pic
09/07/10	unknown		oil dumped in container tray - pic
09/08/10	unknown		helium tank in recycling center - pic
09/09/10	unknown		plastic plumbing drains, flower pots, tote, bucket, electric spa in recycle center
09/09/10	unknown		2 a/c units in scrap metal area - permits #6900 & #6901 - \$30.00
09/10/10	unknown		TV in Broad Street lot
09/13/10	unknown		4 cans of paint, buckets, 2 mops, tar paper, garbage can, safety cone in recycle center from weekend - pic
09/13/10	unknown		***dehumid in scrap metal area - permit #6906 - \$15.00
09/14/10	unknown		empty metal driveway sealer 5 gal container - pic
09/14/10	unknown		Computer monitor in scrap metal area
09/17/10	unknown		TV in Broad Street lot
09/17/10	unknown		3 a/c units illegal drop off overnight in recycle center - permits #6917-6918-6919, \$45.00
09/20/10	unknown		2 lamps, siding, plastic table, basketball toy, 2 plastic barrels holding various debris, gutters in recycle center - pic
09/21/10	unknown		large mirror & 8 gallon water jug in recycle center - pic
		3	***FREON APPLIANCES, MICROWAVES, BALLASTS, and PROPANE TANKS 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. WE HAVE BEEN CONTACT AGAIN RECENTLY BY SADOFF IN REGARDS TO ILLEGAL ITEMS BEING INCLUDED IN OUR SCRAP METAL.
		3	RESIDENTS DO NOT REMOVE FROM THE TERRACE AFTER WE TAG - (CURRENTLY \$2.00 per electronic - when brought to Winnebago County Recycling Center by residents). Cost to City will be item charge plus transport to Oshkosh.
			Clear fill (concrete, sod, etc) dumping violations - we must transport to Badger Hwys for disposal (Badger charges \$)
		5	Hazardous material disposal violations - cost to remove unk - removed twice each year approx cost \$1000/year
	\$300.00	20	Bulky item disposal (\$15.00 each)
	\$105.00	7	Freon or Microwave Disposal Permits (\$15.00 each)
			LP Tank disposal (\$4.50 each)
			Tire disposal \$3.00, \$5.00, or \$7.00 each
			Refuse disposal violations (\$45/2 yard dumpster rental)
			Yardwaste disposal violations (\$35/min pickup charge)
	\$294.53	35	Total disposal violations-cleanup (15 minutes/cleanup X \$33.66/hr wage + benefits)
	\$699.53		<b>SEP 2010 TOTALS</b>

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

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

Town of Menasha Utility District Commission Regular Meeting  
Municipal Complex - Assembly Room - Monday, August 9, 2010

Minutes

1. Call to Order, Pledge of Allegiance and Roll Call  
President Arden Tews called the meeting to order at 5:00 p.m. The Pledge of Allegiance was recited. Secretary Karen Backman took roll call; present were President Arden Tews, Commissioners Dennis Gerhart, Barbara Hanson, Gregory Ziegler and Dale Youngquist. Administrator Jeff Sturgell and other departmental staff were also present. Town Engineer Brad Werner was present.  
There were no attendees.
2. Awards/Presentations
3. Minutes to Approve
  - a) Regular Utility Commission Meeting - July 26, 2010  
MOTION: Ziegler/Hanson to approve the minutes as submitted. Motion carried.
4. Minutes and Correspondence to Receive  
Minutes
  - a) Neenah-Menasha Sewerage Commission Meeting - May 25, 2010  
Correspondence - none  
MOTION: Youngquist/Ziegler to accept the minutes for filing. Motion carried.
5. Public forum on any matters of concern to the Town. The public may comment however, no action can be taken. Five minute time limit per person on non-repetitive matters.  
There were no comments.
6. Discussion Items
7. Unfinished Business
8. New Business-Resolutions/Ordinances/Policies
  - a) 100809-1:UD Expenditures  
MOTION: Ziegler/Hanson to approve the expenditures in the amount of \$436,405.73 without exception.  
Motion carried.
9. Reports
  - a) *Water Superintendent Roth - Capital Projects Update*: An update was given on the progress of E. Shady Lane; left is completion of the turf and asphalt.
10. Motions by Commissioners
11. Adjourn  
At 5:10 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.*

Town of Menasha Utility District Commission Regular Meeting  
Municipal Complex - Assembly Room - Monday, August 23, 2010

Minutes

1. **Call to Order, Pledge of Allegiance and Roll Call**  
President Arden Tews called the meeting to order at 5:00 p.m. The Pledge of Allegiance was recited. Secretary Karen Backman took roll call; present were President Arden Tews, Commissioners Dennis Gerhart, Barbara Hanson, Gregory Ziegler and Dale Youngquist. Administrator Jeff Sturgell and other departmental staff were also present. Accts. Mgr. Paula Pagel was excused. Town Engineer Brad Werner was not present. There were no attendees.
2. **Awards/Presentations**
3. **Minutes to Approve**
  - a) Regular Utility Commission Meeting - August 9, 2010  
**MOTION:** Hanson/Ziegler to approve the minutes as submitted. Motion carried.
4. **Minutes and Correspondence to Receive**  
**Minutes**
  - a) Grand Chute Menasha West Sewerage Commission Meeting -June 2, 2010
  - b) Neenah-Menasha Sewerage Commission Meeting - June 29, 2010**Correspondence - None**  
**MOTION:** Youngquist/Ziegler to accept the minutes for filing. Motion carried.
5. **Public forum on any matters of concern to the Town. The public may comment however, no action can be taken. Five minute time limit per person on non-repetitive matters.**
6. **Discussion Items**
7. **Unfinished Business**
8. **New Business-Resolutions/Ordinances/Policies**
  - a) 100823-1:UD Expenditures  
**MOTION:** Youngquist/Ziegler to approve the expenditures in the amount of \$252,876.12 without exception. Motion carried.
9. **Reports**
  - a) Water Superintendent Roth - Capital Projects Update: All ongoing projects have been completed for the year, and Supt. Jeff Roth stated all have been under budget.
10. **Motions by Commissioners**
11. **Adjourn**  
At 5:04 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.*

**- PROPOSED MINUTES -****WAVERLY SANITARY DISTRICT**

September 14, 2010

District Office - N8722 County Rd. LP

The meeting was called to order at 8:30 a.m. by Commissioner Helein.

Present: Commissioner Helein (WCH)	System Operator Krueger (RWK)
Commissioner Fulcer (LJF)	System Operator VanZeeland (TGV)
Commissioner Samsb (MLS)	Office Mgr. Girdley (CMG)
Engineer Martenson (SCM)	Admin. Asst. Hallock (SAH)
Resident Jerry Lopas	

Approval/acceptance of the 8/10/10 and 8/25/10 Meeting Minutes was accomplished with LJF's motion and MLS' second. Motion carried 3-0.

Receipt Acknowledgement/Approval of the August 2010 Financial and Budget Comparison Reports was accomplished with MLS' motion and LJF's second. Motion carried 3-0.

Invoices were approved for payment and checks were signed prior to the meeting.

**COMMUNITIES/CUSTOMERS/SERVICE CONCERNS****Sherwood's Water/Sewer System Information Request - (FL #12/#13 service)****-- Requested Information // Information return // Cost reimbursement - status report**

CMG reported all information requested from WSD regarding Sherwood's information request was provided to Schaff (McMahon) on 8/6/10 and has since been returned to WSD. WSD paid M&E's \$211.44 invoice issued to WSD for the report M&E provided to VOS, and WSD invoiced VOS on 8/16/10 for reimbursement. VOS (Friday) informed CMG that VOS' \$211.44 reimbursement to WSD will be issued by 9/17/10.

**Wilz Court (Kohl) Water/Sewer Service****-- Assessment payment and connection status**

CMG reported Kohl has annexed into the District and the annexation has been recorded at Calumet Co. When Kohl contacts WSD and pays his assessment, the water/sewer connection procedure can occur.

**South Coop Road Sanitary/Water Main Extension Project****-- Project status report/discussion**

SCM reported the bid opening is scheduled for October 1, 2010 at 10:00 a.m. at M&E's office. Advertisement for bids will appear in the Post Crescent as a legal notice on September 14 and September 21, 2010. After the bids are received and the contract has been awarded, the final assessment costs can be determined.

**WAVERLY SANITARY DISTRICT**

September 14, 2010

Page 2

**COMMUNITIES/CUSTOMERS/SERVICE CONCERNS - CONTINUED****South Coop Road Sanitary/Water Main Extension Project - Continued****-- Project status report/discussion**

SCM suggested/Commission agreed to schedule a special meeting on October 5, 2010 at 6:00 p.m. at WSD'S office. This meeting will address the Public Hearing on special assessments, the Final Assessment Resolution adoption, and the Contract Award. SCM will prepare the reports for the assessment hearing and provide this information to CMG to allow a copy of the Notice of Public Hearing and related information to be mailed to affected residents at least ten days prior to the Public Hearing date. The Utility Permit has been applied for/received from the TOH. The TOH waived the \$1932.90 permit fee. The TOH's Erosion Control/ Stormwater Management Permit has been applied for/remains outstanding. WSD paid the \$225 permit fee, and SCM provided the final plans to TOH's Planner Mark Mommaerts. The TOH will allow WSD to open cut on Woodland Rd/Sugar Maple for the water main loop. This will be the only road excavation required. Boring will be utilized to install services under South Coop Rd.

**Eisenhower Drive Extension****-- Ayers & Associates Contact -- Status report**

CMG stated WSD/RWK received written contact dated 8/17/10 from the TOH's engineering firm Ayers & Associates, located in Groen Bay requesting information from WSD. RWK provided the requested water/sanitary mapping information to Ayers & Associates.

**Lift Station #3****-- Status report of Pfeifferle Management's (Jim Seefeldt) decorative fencing around the lift station**

RWK stated he met with Seefeldt to determine fence placement to allow for hydrant exposure and Lift Station maintenance access. The decorative fencing has been installed, completing this project.

**OLD BUSINESS****Water Sample Tests' Results**

RWK reported all five tests, three taken 8/3/10 and two taken 8/17/10, were determined as safe by the State of Wisconsin. (Attachment #1, pp. 1-5)

**Road Access Development Agreement -- Fully executed document receipt status**

CMG reported receipt of a copy of the signed document. The document is in the process of being recorded at Calumet County. When the fully executed and recorded document is received, this matter will be complete.

**WAVERLY SANITARY DISTRICT**

September 14, 2010

Page 3

**OLD BUSINESS - CONTINUED****Water Metering Station (1st) – Above-ground building structure construction****-- Punch list completion status report**

SCM reported the gutter down spout splash blocks, the affidavit for compliance with prevailing wage, lien waivers, and the final pay request remain outstanding. The outstanding punch list items will be addressed at WSD's 10/12/10 meeting.

**-- Graffiti vandalism/repair status report**

CMG stated although the COM has not utilized the product, Dave Rodriguez from the COM recommended WSD try Elephant Snot based on COA's success with the product for graffiti removal. The Elephant Snot cost WSD \$381 for a five gallon pail. TGV reported the Elephant Snot along with pressure washing removed the graffiti at Metering Station #1. The metering station door was repainted 9/13/10.

**Water Metering Station (2<sup>nd</sup>) – Minor restoration/grading status****-- Satisfaction discussion**

RWK stated his prior concerns have been resolved, and the restoration is complete.

**Meter Station #2 Land Purchase****-- Receipt status of Letter Report required satisfaction from VHE:**

\*\* Proof of 2009 property tax payment – Receipt status

CMG reported WSD received confirmation of the 2009 property tax payment from CJH on 8/11/10. Since the satisfaction is done on the original Letter Report, another Report is not required. This matter is complete.

**General Construction Status (Individual Projects)****-- Woodland Hills Heights Final engineering reimbursement receipt status/Final acceptance (Conditional acceptance at the 7/13/10 meeting)**

CMG stated the final engineering reimbursement was received from Hagens on 8/27/10, completing the Commission's 7/13/10 meeting conditional acceptance. Final acceptance/project complete.

**-- Birling Court Extension (Andryczyk) – Project status report**

SCM/WSD have not received contact/information regarding this project since WSD's 8/10/10 meeting. The executed Waiver of Assessment was received from SCM on 12/13/07.

**-- Lake Park Condominiums – Project status report**

SCM/WSD have not received contact/information regarding this project since WSD's 8/10/10 meeting. The executed Waiver of Assessment was received from SCM on 9/12/06.

**WAVERLY SANITARY DISTRICT**

September 14, 2010

Page 4

**General Construction Status (Individual Projects) Continued****-- Outagamie LLC Future Development – Project status report (18 acres)**

**Location: North of Woodland Terrace and south of  
Manitowoc Rd.**

SCM/WSD have not received contact/information regarding this project since WSD's 8/10/10 meeting. The signed Waiver of Assessment was received 1/24/06.

**NEW BUSINESS****-- Establish the October Meeting Date – Tuesday, October 12, 2010 (8:30 a.m.) District Office**

Tuesday, October 12, 2010 at 8:30 a.m. was established as the October meeting date/time. The meeting will be held at the District's office.

**-- 8" Forcemain Damage/Repair – General discussion**

SCM reviewed the information detailing the procedures discussed below that was provided for Commission review before the 9/14/10 meeting date. SCM explored the Insituform Pressure Pipe Liner method that relies on the integrity of the existing pipe for support. Because the existing 8" forcemain's deteriorated condition is the problem, this method is not feasible. The TT Technologies' pipe bursting followed by new pipe installation method appears feasible for forcemain replacement. The existing pipe is burst and disbursed into the surrounding soil and is simultaneously replaced with new HDPE (high density poly). WSD should consider upsizing the existing 8" forcemain to a 10" to allow an 8 ½" diameter for the new forcemain. An existing 2002 easement is in place for forcemain replacement. An easement will be required to accommodate forcemain installation across the north east corner of the Kampo Enterprises LLC warehouse driveway. SCM will contact Kampo to request the easement. Approximately 300' of forcemain installation will be done utilizing the open cut method due to other existing infrastructure in the Deerfield Ct. area. The remaining forcemain will be installed utilizing the pipe bursting/new pipe installation method. The new forcemain will handle 160 psi. Normal pressure is approximately 20 psi. WSD will utilize one recently installed relief valve and salvage two relief valves for future use.

Per SCM's recent contact with Roth & Laabs at TOM UD, the TOM UD will approve the new forcemain installation if WSD does not exceed WSD/TOM UD's current agreement that allows up to 630 gallons per minute. WSD is currently at 580 gallons per minute for the current 8" forcemain. The 630 gallons per minute allowance should accommodate the 10" forcemain with an 8 ½" diameter. SCM will request the required easement from Kampo Enterprises, obtain the information required to move forward with this project, and provide CMG with a cost estimate by the end of September 2010 for budget preparation. This will be a 2011 project.

**Office Report (Attachment #2, pp. 1-17)**

CMG reviewed the Office Report for those in attendance. All items reviewed are included in the attached Office Report.

**WAVERLY SANITARY DISTRICT**

September 14, 2010

Page 5

**Field Report** (Attachment #3A, pp. 1-5 & Attachment #3B)

During the month of August, Hietpas repaired a valve located in the ditch on the end of FL #6, replaced and moved a hydrant and changed a curb stop located on Arnold Dr, and also changed a curb stop located at N9150 Johann Dr. Bolts were changed utilizing stainless steel bolts on three valves located on Old Hwy. Rd. and Ravine Ct. Speedy Clean is in the process of hydro-excavating/televising valves to allow WSD to view bolts to determine the bolts' condition and repairs required. This will be an ongoing project.

**OTHER BUSINESS TO LEGALLY COME BEFORE THE COMMISSION****Facility's 7/20/10 Hail Damage to Aluminum Vents – Claim submitted 8/6/10 (\$250 deductible)  
and repair status report**

CMG reported WSD received the \$4334 insurance reimbursement, less the \$250 deductible, based on Boucher's \$4584 estimate to repair/replace the facility's damaged heating and air conditioning vents. The hail damage repair remains outstanding as of the 9/14/10 meeting date.

Since there wasn't any other business to legally come before the Commission, MLS motioned/LJF seconded meeting adjournment.

Meeting adjourned at 9:05 a.m.

Submitted by Susan A. Hallock



**WISCONSIN DEPARTMENT OF  
ADMINISTRATION**

**JIM DOYLE**  
GOVERNOR  
**DAN SCHOOFF**  
SECRETARY

Division of Intergovernmental Relations  
101 East Wilson Street, 9<sup>th</sup> Floor  
Post Office Box 8944  
Madison, WI 53708-8944  
Voice (608) 266-0288  
Fax (608) 267-6917 TTY (608) 267-9629

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DEBORAH A. GALEAZZI  
CLERK, CITY OF MENASHA  
140 MAIN ST  
MENASHA, WI 54952 - 3190

October 10, 2010

**FINAL ESTIMATE OF JANUARY 1, 2010 POPULATION**

Dear Municipal Clerk:

The final estimate of the January 1, 2010 population for the CITY OF MENASHA in WINNEBAGO County is 15,830.

Approximately 12,180 of the estimated population for the CITY OF MENASHA are of voting age. This approximation is a courtesy estimate that helps you comply with Wisconsin Statute 5.66, which requires municipal clerks to approximate the number of electors prior to elections. The voting age population was calculated by applying the 2000 Census proportion of persons age 18 and over to the final January 1 estimate, and then multiplying the result by a state-wide factor to account for the general aging of the population.



**WISCONSIN DEPARTMENT OF  
ADMINISTRATION**

**JIM DOYLE**  
GOVERNOR  
**DAN SCHOOFF**  
SECRETARY

Division of Intergovernmental Relations  
101 East Wilson Street, 9<sup>th</sup> Floor  
Post Office Box 8944  
Madison, WI 53708-8944  
Voice (608) 266-0288  
Fax (608) 267-6917 TTY (608) 267-9629

---

DEBORAH A. GALEAZZI  
CLERK, CITY OF MENASHA  
140 MAIN ST  
MENASHA, WI 54952 - 3190

October 10, 2010

**FINAL ESTIMATE OF JANUARY 1, 2010 POPULATION**

Dear Municipal Clerk:

The final estimate of the January 1, 2010 population for the CITY OF MENASHA in CALUMET County is 1,775.

Approximately 1,253 of the estimated population for the CITY OF MENASHA are of voting age. This approximation is a courtesy estimate that helps you comply with Wisconsin Statute 5.66, which requires municipal clerks to approximate the number of electors prior to elections. The voting age population was calculated by applying the 2000 Census proportion of persons age 18 and over to the final January 1 estimate, and then multiplying the result by a state-wide factor to account for the general aging of the population.

CITY OF MENASHA  
COMMON COUNCIL  
Third Floor Council Chambers  
140 Main Street, Menasha  
Monday, October 4, 2010  
MINUTES

DRAFT

A. CALL TO ORDER

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

B. PLEDGE OF ALLEGIANCE

A moment of silence was observed for Breast Cancer Awareness

C. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Hendricks, Zelinski, Englebert, Benner, Roush, Taylor, Wisneski, Langdon

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

DEPT. HEAD EXCUSED: PHD Nett

D. PUBLIC HEARING

1. \$8,000,000 City of Menasha, Wisconsin Industrial Development Revenue Bonds, Series 2010  
(Fox Valley Hematology & Oncology, S.C. Project)

No one spoke

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

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

Dan Gueths, W7255 Manitowoc Road. Reason he filed claim against the City.

Mayor Merkes informed Mr. Gueths he exceeded the five minute time limit. Mr. Gueths stated he only needed a few more minutes to finish his comments.

Moved by Ald. Taylor, seconded by Ald. Zelinski to suspend the rules and allow Mr. Gueths more time.

Motion carried on voice vote. Ald. Wisneski-opposed.

Mr. Gueths was allowed extra time.

Tom Konezke, 858 Emily Street. Comments on Lake Park Villas proposals; enjoyed his time he served on the Park & Rec. Board, would be interested in serving on other committees.

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

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

Minutes to receive:

a. Administration Committee, 9/20/10

b. Board of Public Works, 9/20/10

c. Special Board of Public Works, 9/20/10

d. Board of Health, 8/11/10

e. Committee on Aging, 7/8/10

f. IT Steering Committee, 9/15/10

g. Library Board, 9/26/10

h. NM Sewerage Commission, 8/24/10

i. Parks and Recreation Board, 9/13/10

j. Plan Commission, 9/21/10

k. Safety Committee, 8/5/10; City Hall

l. Safety Committee, 8/24/10; Public Works/Parks Department

m. Sustainability Board; 6/15/10, 8/17/10

Communications:

n. Menasha Historical Society Newsletter, October 2010

o. PHN Nett, 9/28/10; Menasha Complete Count Census Committee 2010 Report

p. Winn. Cnty, 9/21/10; Foreclosure tax liens

DRAFT

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

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

Ald. Wisneski: Minutes G (Library Board), mention a change in State law for board members.

Minutes J (Plan Comm), Ald. Benner was excused from meeting, was alternate not available.

Ald. Zelinski explained he is the alternate alderman on the Plan Commission and his presents was not require as there was a quorum.

Comm. P (Foreclosure tax liens notice), City of Menasha Clerk listed as Other Interested Parties for real estate tax purposes.

Ald. Langdon: Minutes I (Park & Rec), resident Ed Borski proud of how parks and trestle trail look, thanks to Park crews.

Ald. Hendricks: Minutes F (IT Steering), would like a copy of study to merger Utility and City IT Depts. Minutes G (Library Board), mentions salary increases.

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, 9/20/10

Administration Committee, 9/20/10; recommends approval of:

2. To list with Drifka Group Inc for 81 & 87 Racine and 504 Broad and post a sign for 90 days

3. Increasing handicap parking fine to \$200

Board of Public Works, 9/20/10; recommends approval of:

4. To Solicit Proposals for End Loader (2010 Budget)

Moved by Ald. Hendricks, seconded by Ald. Wisneski to approve items 1-4 of Consent Agenda  
Motion carried on roll call 8-0.

H. ITEMS REMOVED FROM CONSENT AGENDA

None

I. ACTION ITEMS

a. Accounts payable and payroll for the term of 9/21/10 to 9/30/10 in the amount of \$755,719.68

Moved by Ald. Wisneski, seconded by Ald. Langdon to approve account payable and payroll.

Discussion/questions/answers on expenditures.

Motion carried on roll call 8-0.

b. Reserve "Class B" Liquor License Application, Vertigo 1894 LLC, Dan Pamerter, agent, 167 Main Street, for the licensing year 2010-2011.

Moved by Ald. Hendricks, seconded by Ald. Roush to approve Reserve "Class B" liquor license  
Motion carried on roll call 8-0.

J. ORDINANCES AND RESOLUTIONS

1. O-12-10 An Ordinance Relating to Application of Menasha Building Code (Recommended by Administration Committee, introduced by Ald. Wisneski)

Moved by Ald. Wisneski, seconded by Ald. Langdon to adopt O-12-10.

Moved by Ald. Wisneski, seconded by Ald. Langdon to amend Sec. 15-1-5(a)(9) to read permits required for roofing installed by a professional contractor.

Discussion ensued on the intent was for property owners to install roof without permit.

CA/HRD Captain explained current wording of the ordinance covers a broad area.

Ald. Wisneski and Langdon removed their motion to amend.

Discussion ensued on the change to the building code is only an added fee to residents.

Motion to adopt O-12-10 failed on roll call 2-6. Ald. Wisneski, Roush-yes

Ald. Taylor, Langdon, Hendricks, Zelinski, Englebert, Benner-no

DRAFT

J. ORDINANCES AND RESOLUTIONS, Cont'd.

2. O-13-10 Ordinance Relating to Restricted Parking (Milwaukee Street) (Recommended by Board of Public Works, introduced by Ald. Wisneski & Taylor)

Moved by Ald. Taylor, seconded by Ald. Wisneski to adopt O-13-10.

Motion carried on roll call 8-0.

3. O-14-10 An Ordinance Making Changes to Budget Review Dates (Recommended by Administration Committee, introduced by Ald. Taylor)

Moved by Ald. Taylor, seconded by Ald. Roush to adopt O-14-10.

Motion carried on roll call 6-2.

Ald. Roush, Taylor, Wisneski, Langdon, Hendricks, Englebert-yes

Ald. Zelinski, Benner-no

4. O-15-10 – An ordinance making changes to Chapter 2, Fire Prevention Code (Recommended by NM Fire Rescue Joint Finance & Personnel Committee, introduced by Ald. Wisneski)

Moved by Ald. Wisneski, seconded by Ald. Zelinski to adopt O-15-10.

Motion carried on roll call 8-0.

5. O-16-10 An Ordinance Relating to the Annexation of Certain Property to the City of Menasha, Wisconsin (Golden Eagle Properties, LLC Annexation) (Mayor Merkes)

No action.

6. R-21-10 Resolution Requesting the U.S. Congress to Direct the United State Postal Service (USPS) to Eliminate from Consideration the Closure of the Oshkosh, WI Facility in Lieu of Consolidation of Services at the Green Bay, WI Facility (Ald. Taylor)

Moved by Ald. Taylor, seconded by Ald. Wisneski to adopt R-21-10.

Motion carried on roll call 7-1.

7. R-22-10 Resolution pertaining to sewer service charges and surcharges

Moved by Ald. Hendricks, seconded by Ald. Roush to adopt R-22-10.

Discussion: DPW Radtke explained this resolution recommends increasing sewer user fees to support the increase in charges from NM Sewerage and the cost of improvements to sewer system.

Moved by Ald. Hendricks, seconded by Ald. Roush to amend to include the Stage 2 increase on July 1, 2011.

Motion on amendment carried on roll call 8-0.

Motion to adopt R-22-10 carried on roll call 8-0.

K. APPOINTMENTS

1. Mayor's Appointment to the Housing Authority

- a. Dina Mitchell, 124 Broad St., Menasha for the term of October 4, 2010 to July 21, 2013

Moved by Ald. Hendricks, seconded by Ald. Englebert to approve appointment of Dina Mitchell

Motion carried on voice vote

2. Mayor's Appointment to the Parks and Recreation Board

- a. Sue Pawlowski, 1249 Meadowview Dr., Menasha for the term of October 1, 2010 to October 1, 2013

- b. Steve Krueger, 701 Paris St., Menasha for the term of October 1, 2010 to October 1, 2013

Moved by Ald. Hendricks, seconded by Ald. Zelinski to approve appointments of Sue Pawlowski and Steve Krueger

Discussion: Outgoing members, Tom Konezke and George Korth were thanked for their commitment to the Parks & Rec Board.

Mayor Merkes and CA/HRD Captain explained the appointment process.

Motion carried on voice vote.

DRAFT

L. HELD OVER BUSINESS

1. Lake Park Villas proposals

Mayor Merkes provided financial analysis on two potential scenarios for the residential section of Lake Park Villas. Both scenarios assume a 12 year time period as well as showing a 20 year debt service schedule for City installed infrastructure. One scenario would be the Vans Construction & Cypress Homes proposals. Development of the residential area would occur over 8 years with the commercial land and lots being fully developed within 12 years. There is no guarantee they would proceed with Phase 2 of the development. Tax base to support new service requirements would not be available for approximately 20 years.

The second scenario would be the Lexington Homes & Cypress Homes proposals. Development of the residential area would occur over 6 years with the commercial land and lots being fully developed within 12 years. The extension of utilities would be much more easily accomplished having one developer for Phase 2. Tax base to support new service requirements would be available after approximately 12 years. A TIF district would be formed covering the entire Lake Park Villas development for the Lexington/Cypress proposal.

Discussion ensued on the creation of a TIF district; type and price of homes to be built; amount to be paid toward City debt service; making sure development agreement has all details covered.

Moved by Ald. Hendricks, seconded by Ald. Benner to move forward on a development agreement with Lexington Homes and Cypress Homes.

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

M. CLAIMS AGAINST THE CITY

1. A motion is in order for the Common Council to issue a formal notice of disallowance for the claim of Daniel Gueths and that he be advised of his statutory rights pursuant to Wis. Stats. 893.80

Moved by Ald. Hendricks, seconded by Ald. Wisneski to disallow claim of Daniel Gueths.

Motion carried on roll call 8-0.

2. A motion is in order for the Common Council to issue a formal notice of disallowance for the claim of Vincent Knuth and that he be advised of his statutory rights pursuant to Wis. Stats. 893.80

Moved by Ald. Hendricks, seconded by Ald. Wisneski to disallow claim of Vincent Knuth.

Motion carried on roll call 8-0.

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

Stan Sevenich, 645 9<sup>th</sup> Street. Congratulated Council on decision for Lake Park Villas.

Dan Gueths, W7255 Manitowoc Road. Comments on claim against the City.

O. ADJOURNMENT

Moved by Ald. Hendricks, seconded by Ald. Benner to adjourn at 7:51 p.m.

Motion carried on voice vote.

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

**WB-44 COUNTER-OFFER**

Counter-Offer No. 1 by (Buyer/Seller) **STRIKE ONE**

1 The Offer to Purchase dated 08/26/2010 and signed by Buyer MHX3, LLC,  
2 for purchase of real estate at Lot 12 of the Midway Business Park Plat  
3 is rejected and the following Counter-Offer is hereby made. All terms and conditions remain the same as stated in the  
4 Offer to Purchase except the following: [CAUTION: This Counter-Offer does not include the terms or conditions in  
5 any other Counter-Offer unless incorporated by reference.]

6 1. Lines 53-84 on the Offer to Purchase shall be deleted.

8 2. Lines 281-283 on the Offer to Purchase shall be deleted.

10 3. Lines 293-296 on the Offer to Purchase shall be deleted.

12 2. Addendum A Paragraph 1 shall be deleted and replaced with: "Seller shall, at Seller's  
13 expense, install an externally lighted monument type business center sign at a cost not to  
14 exceed \$10,000, at the entry-way to the business park at Appleton Road and Wittmann Drive,  
15 identifying the Midway Business Park and those businesses therein who elect to have their  
16 business name identified on the sign, subject to following conditions: (a) Sign is to be  
17 lit from sunset until 10:00 p.m., and (b) The cost for the inset panel containing the  
18 Buyer's business name shall be at the Buyer's expense."

30 Any warranties, covenants and representations made in this Counter-Offer survive the closing of this transaction.  
31 This Counter-Offer is binding upon Seller and Buyer only if a copy of the accepted Counter-Offer is delivered to the Party  
32 making the Counter-Offer on or before October 22, 2010 (Time is of the  
33 Essence). Delivery of the accepted Counter-Offer may be made in any manner specified in the Offer to Purchase, unless  
34 otherwise provided in this Counter-Offer.

35 **NOTE: The Party making this Counter-Offer may withdraw the Counter-Offer prior to acceptance and delivery as**  
36 **provided at lines 31-34.**

37 This Counter-Offer was drafted by Robert Drifka, Drifka Group Inc. on 10/12/2010.  
38 Licensee and Firm ▲ Date ▲

40 Signature of Party Making Counter-Offer ▲ Date ▲ Signature of Party Making Counter-Offer ▲ Date ▲  
41 Print name ▶ City of Menasha Print name ▶

43 Signature of Party Accepting Counter-Offer ▲ Date ▲ Signature of Party Accepting Counter-Offer ▲ Date ▲  
44 Print name ▶ Print name ▶

45 This Counter-Offer was presented by \_\_\_\_\_ on \_\_\_\_\_.  
46 Licensee and Firm ▲ Date ▲

47 This Counter-Offer is (**rejected**) (**countered**) **STRIKE ONE** (Party's Initials) \_\_\_\_\_ (Party's Initials) \_\_\_\_\_

48 **NOTE: Provisions from a previous Counter-Offer may be included by reproduction of the entire provision or**  
49 **incorporation by reference. Provisions incorporated by reference may be indicated in the subsequent Counter-Offer**  
50 **by specifying the number of the provision or the lines containing the provision. In transactions involving more than**  
51 **one Counter-Offer, the Counter-Offer referred to should be clearly specified.**

52 **NOTE: Number this Counter-Offer sequentially, e.g. Counter-Offer No. 1 by Seller, Counter-Offer No. 2 by Buyer, etc.**



A PART OF THE NORTHEAST 1/4 OF THE NORTHEAST 1/4, SECTION 11, TOWNSHIP 20 NORTH,  
RANGE 17 EAST, TOWN OF MENASHA, WINNEBAGO COUNTY, WISCONSIN

SURVEYOR'S CERTIFICATE

I, David M. Schmalz, Wisconsin Registered Land Surveyor S-1284, certify that I have surveyed, divided and mapped a part of the Northeast 1/4 of the Northeast 1/4, Section 11, Township 20 North, Range 17 East, Town of Menasha, Winnebago County, Wisconsin containing 58,252 square feet (1.337 acres) of land and described as follows:

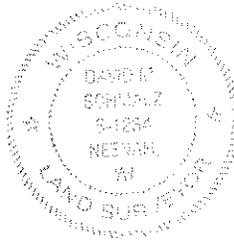
Commencing at the Northeast corner of said Section 11; Thence N89°28'14"W (recorded as S89°37'08"W & S89°40'W), 60.01 feet (recorded as 60.0') along the North line of the Northeast 1/4 of said Section 11 to the Northerly extension of the West right-of-way line of Appleton Road (S.T.H. "47"); Thence S00°16'43"E (recorded as S01°11'22"E & S01°39'E), 421.31 feet (recorded as 423.5 feet) along said Northerly extension and said West right-of-way line of Appleton Road (S.T.H. "47") to the Point of Beginning; Thence N89°25'21"W (recorded as S89°40'W), 150.00 feet; Thence S00°16'43"E (recorded as S01°11'22"E & S01°39'E), 242.60 feet to the start of a 1700.08 foot radius curve to the right; Thence 145.80 feet along the arc of said curve with a chord distance of 145.76 feet which bears S02°10'42"W; Thence S89°26'22"E (recorded as N89°40'E & East), 150.33 feet to said West right-of-way line and the start of a 1850.06 foot radius curve to the left; Thence 148.03 feet along the arc of said curve with a chord distance of 147.99 feet which bears N02°00'49"E; Thence N00°16'43"W (recorded as N01°11'22"W & N01°39'W), 240.36 feet along said West right-of-way line to the Point of Beginning.

I further certify that this map is a correct representation of the exterior boundary lines of the lines of the land surveyed and the division of that land, and that I have complied with Section 236.34 of the Wisconsin Statutes, the Winnebago County and the Town of Menasha Subdivision Ordinances in surveying, dividing and mapping the same.

Given under my hand and seal this 15th day of DECEMBER, 2009.

David M. Schmalz  
David M. Schmalz, Reg. WI Land Surveyor/S-1284

REVISED 02-01-2010



LEGEND

- - 3/4" x 24" ROUND IRON REBAR  
WEIGHING 1.5 lbs./lineal ft. SET
- - 1" IRON PIPE FOUND
- ✎ - 3/4" ROUND STEEL REBAR FOUND
- ⊙ - CERTIFIED LAND CORNER  
WINNEBAGO COUNTY
- ( ) - RECORDED BEARING AND/OR DISTANCE
- S.F. - SQUARE FEET

CURVE	RADIUS	DELTA ANGLE	CHORD LENGTH	CHORD BEARING	ARC LENGTH
C1	1850.08'	04°35'04"	147.99'	N 02°00'49" E	148.03'
C2	1700.08'	08°02'07"	1.05'	S 04°37'03" W	1.04'
C3	1700.08'	04°52'43"	144.71'	S 02°09'38" W	144.76'
C4	1700.08'	04°54'50"	145.76'	S 02°10'42" W	145.80'

A PART OF THE NORTHEAST 1/4 OF THE NORTHEAST 1/4, SECTION 11, TOWNSHIP 20 NORTH, RANGE 17 EAST, TOWN OF MENASHA, WINNEBAGO COUNTY, WISCONSIN

CERTIFICATE OF PLANNING AGENCY:

Pursuant to the Land Subdivision Requirements of Winnebago County, Wisconsin, all the requirements for approval have been fulfilled. This minor Subdivision was approved by the Winnebago County Planning and Zoning Committee.

\_\_\_\_\_  
Authorized Signature Date

\_\_\_\_\_  
Printed Name Date

- THIS CSM IS ALL OF TAX PARCEL No.s: 008033701 & 008033703
- THE PROPERTY OWNERS OF RECORD ARE: A&W RESTAURANTS, INC & 1151 MIDWAY ROAD, LLC
- THIS PROPERTY IS CONTAINED WHOLLY WITHIN LANDS DESCRIBED IN DOCUMENT No.s 1485049 & 1315352

CERTIFICATE OF TREASURERS

I, being the duly elected, qualified and acting Treasurer, do hereby certify that in accordance with the records in my office there are no un-paid taxes or un-paid special assessments on any of the lands included in this Certified Survey Map as of:

Myra Piergrossi 9/16/10  
Town Treasurer Date  
Myra Piergrossi

\_\_\_\_\_  
County Treasurer Date  
Mary Krueger

CERTIFICATE OF TOWN BOARD

We hereby certify that the Town of Menasha Board of Supervisors adopted Resolution No. 20025-1 at the regular meeting of July 8, 2010 approving the Certified Survey Map with/without conditions as stated in the resolution.

Arden Tews 7-5-10  
Town Chairperson Date  
Arden Tews

Karen J. Backman 3/4/2010  
Town Clerk Date  
Karen J. Backman

REAPPROVED

Arden Tews 9-24/10  
Town Chairperson- Arden Tews Date

Karen J. Backman 9/24/10  
Town Clerk- (Karen J. Backman) Date

COMMON COUNCIL RESOLUTION

Resolved, this Certified Survey Map is hereby approved by the City of Menasha Common Council on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Mayor Dated  
Donald Merkes

\_\_\_\_\_  
City Clerk Dated  
Deborah Galeazzi



Arden Tews  
12-15-2009  
Revised 02-01-2010

CERTIFIED SURVEY MAP NO. \_\_\_\_\_

PAGE 4 of 4

A PART OF THE NORTHEAST 1/4 OF THE NORTHEAST 1/4, SECTION 11, TOWNSHIP 20 NORTH,  
RANGE 17 EAST, TOWN OF MENASHA, WINNEBAGO COUNTY, WISCONSIN

OWNER'S CERTIFICATE--PARCEL ID 008033703

1151 Midway Road LLC, As Owners, We hereby certify that we caused the land described on this map to be surveyed, divided and mapped as represented on this map. Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Peter J. Jungbacker, Manager

State of Wisconsin)  
                                  )ss  
\_\_\_\_\_ County)

Personally appeared before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the above named person(s) to me known to be the person(s) who executed the foregoing instrument, and acknowledged the same.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_ County, \_\_\_\_\_

My commission expires \_\_\_\_\_

OWNER'S CERTIFICATE--PARCEL ID 008033701

A&W Restaurants, Inc, As Owners, We hereby certify that we caused the land described on this map to be surveyed, divided and mapped as represented on this map. Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

State of Wisconsin)  
                                  )ss  
\_\_\_\_\_ County)

Personally appeared before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the above named person(s) to me known to be the person(s) who executed the foregoing instrument, and acknowledged the same.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_ County, \_\_\_\_\_

My commission expires \_\_\_\_\_



*David M. Szymanski*  
12-15-2009  
Revised 02-01-2010

## CITY OF MENASHA DISBURSEMENTS

Accounts Payable for 10/7/10-10/14/10 Checks # 27239-27372	\$ 471,963.35
Payroll Checks for 10/7/10-10/14/10	<u>161,638.40</u>
Total	\$ 633,601.75

Medical Expense Reimbursement Trust-Retirement Pay Out

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

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

**AP Check Register**  
**Check Date: 10/7/2010**

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
AAA SANITATION INC	27239	10/7/2010	166840	100-0703-553.20-09	49.95	PORTABLE TOILETS BRIGHTON BEACH
		10/7/2010	166841	100-0703-553.20-09	100.00	PORTABLE TOILETS BOAT LANDING
			<b>Total for check: 27239</b>		<b>149.95</b>	
ACCURATE	27240	10/7/2010	1036070	731-1022-541.29-04	68.49	FRONT END ALIGNMENT
			<b>Total for check: 27240</b>		<b>68.49</b>	
AIRGAS NORTH CENTRAL	27241	10/7/2010	105228288	731-1022-541.30-18	17.90	TIP CONTACT WIRE
			<b>Total for check: 27241</b>		<b>17.90</b>	
ALLIED GLOVE & SAFETY PRODUCTS	27242	10/7/2010	1/837781	731-1022-541.30-18	58.69	HIGH VIS GLOVES
			<b>Total for check: 27242</b>		<b>58.69</b>	
APPLETON ELECTRONICS SUPPLY LLC	27243	10/7/2010	2456	731-1022-541.30-18	388.00	GATE WIRING
			<b>Total for check: 27243</b>		<b>388.00</b>	
BADGER LAB & ENGINEERING INC	27244	10/7/2010	INV000042330	601-1020-543.21-06	766.00	ALCAN PACKAGING WASTEWATER SAMPLING
		10/7/2010	INV000042331	601-1020-543.21-06	766.00	GRAPHICS PACKAGING WASTEWATER SAMPLING
		10/7/2010	INV000042332	601-1020-543.21-06	710.00	GUNDERSON CLEANERS WASTEWATER SAMPLING
		10/7/2010	INV000042333	601-1020-543.21-06	956.00	INTERTAPE POLYMER WASTEWATER SAMPLING
		10/7/2010	INV000042334	601-1020-543.21-06	665.00	WHITING PAPER WASTEWATER SAMPLING
			<b>Total for check: 27244</b>		<b>3,863.00</b>	
BAHCALL RUBBER CO INC	27245	10/7/2010	514874-001	731-1022-541.38-03	56.10	SKIRTBOARD
			<b>Total for check: 27245</b>		<b>56.10</b>	
BUBRICK'S	27246	10/7/2010	371729	100-0801-521.30-10	71.38	RUBBER STAMP/PAPER

**AP Check Register**  
**Check Date: 10/7/2010**

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
BUBRICK'S...	27246...	10/7/2010	372312	100-0801-521.30-10	23.50	ENVELOPES
			<b>Total for check: 27246</b>		<b>94.88</b>	
CAREW CONCRETE & SUPPLY CO INC	27247	10/7/2010	853046	100-1004-541.30-18	600.00	TAYCO & MAIN
		10/7/2010	853187	100-1004-541.30-18	987.00	MANITOWOC & BROAD
		10/7/2010	853484	100-1011-541.30-18	320.00	MANITOWOC & BROAD
				100-1004-541.30-18	206.25	320 CHUTE ST
				100-0703-553.30-18	112.50	320 CHUTE ST
			<b>Total for check: 27247</b>		<b>2,225.75</b>	
CDW GOVERNMENT INC	27248	10/7/2010	TCB9794	731-1022-541.30-10	29.34	DYMO WHITE ADDRESS LBL
			<b>Total for check: 27248</b>		<b>29.34</b>	
DAVID R BOEHM	27249	10/7/2010	WJOA	100-0801-521.34-02	130.00	JUVENILE OFFICERS CONF REGISTRATION
			<b>Total for check: 27249</b>		<b>130.00</b>	
DAVIS & KUJELTHAU	27250	10/7/2010	324929	100-0202-512.21-01	88.00	PCB LITIGATION
			<b>Total for check: 27250</b>		<b>88.00</b>	
DEPARTMENT OF WORKFORCE DEVELOPMENT	27251	10/7/2010	UTILITY	267-0102-581.15-09	508.00	UNEMPLOYMENT INSURANCE STEAM UTILITY
			<b>Total for check: 27251</b>		<b>508.00</b>	
FABCO EQUIPMENT INC	27252	10/7/2010	278842	741-0000-193.00-00	500.00	CATERPILLAR BUCKET
			<b>Total for check: 27252</b>		<b>500.00</b>	
FASTENAL COMPANY	27253	10/7/2010	WINEE57059	100-1008-541.30-18	20.21	CABLE TIE
			<b>Total for check: 27253</b>		<b>20.21</b>	

**AP Check Register**  
**Check Date: 10/7/2010**

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
FAULKS BROS CONSTRUCTION INC	27254	10/7/2010	00163853	100-0703-553.24-05	588.84	588.84 SUR HOP INFIELD MIX
			<b>Total for check: 27254</b>		<b>588.84</b>	
FIRST NATIONAL BANK FOX VALLEY	27255	10/7/2010	700680	100-0401-513.21-03	42.00	42.00 SAFE DEPOSIT RENTAL
			<b>Total for check: 27255</b>		<b>42.00</b>	
GANNETT WISCONSIN MEDIA	27256	10/7/2010	5058691	100-0405-513.29-02	110.54	110.54 LEGAL PUBLICATIONS
				100-0203-512.29-02	49.11	49.11 LEGAL PUBLICATIONS
			<b>Total for check: 27256</b>		<b>159.65</b>	
GILBERT MILL DEVELOPMENT CO LLC &	27257	10/7/2010	100210	489-0305-562.73-01	38,931.00	38,931.00
			<b>Total for check: 27257</b>		<b>38,931.00</b>	
GLAXOSMITHKLINE PHARMACEUTICALS	27258	10/7/2010	20498248	100-0903-531.30-18	670.00	670.00 FLULAVAL
			<b>Total for check: 27258</b>		<b>670.00</b>	
GRAINGER INC	27259	10/7/2010	9343275757	207-0707-552.30-18	11.87	11.87 ADAPTER
			9344569638	207-0707-552.30-18	2.73	2.73 ADAPTER
			<b>Total for check: 27259</b>		<b>14.60</b>	
GUNDERSON UNIFORM & LINEN RENTAL	27260	10/7/2010	1376040	100-0801-521.30-13	30.27	30.27 TOWEL/MAT SERVICE
			<b>Total for check: 27260</b>		<b>30.27</b>	
HEARTLAND LABEL PRINTERS INC	27261	10/7/2010	129091-H	100-0403-513.21-04	12.95	12.95 DNS HOSTING AGREEMENT
			<b>Total for check: 27261</b>		<b>12.95</b>	
ID NETWORKS	27262	10/7/2010	164748	100-0403-513.24-04	3,495.00	3,495.00 ANNUAL MAINTENANCE
			<b>Total for check: 27262</b>		<b>3,495.00</b>	FINGERROLL LIVESCAN SYS

**AP Check Register**  
**Check Date: 10/7/2010**

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
INTERSTATE BATTERY OF GREEN BAY	27263	10/7/2010	176345	731-1022-541.38-03	118.95	MTP-86
			Total for check: 27263		<u>118.95</u>	
JAMES AND DIANE TURNER	27264	10/7/2010	TURNER	100-0000-441.17-00	950.00	REFUND CEMETERY LOTS
			Total for check: 27264		<u>950.00</u>	
JP COOKE CO	27265	10/7/2010	658	100-0401-513.29-01	56.68	300 CAT LICENSE TAGS
			Total for check: 27265		<u>56.68</u>	
KUNDINGER FLUID POWER INC	27266	10/7/2010	50108818	731-1022-541.38-03	5.44	ADAPTER
		10/7/2010	50108839	731-1022-541.38-03	131.29	HOSE ASSY
			Total for check: 27266		<u>136.73</u>	
KUSTOM SIGNALS INC	27267	10/7/2010	425704	100-0801-521.24-04	80.01	WIRELESS KEYPAD
			Total for check: 27267		<u>80.01</u>	
LAKE PARK VILLAS HOMEOWNERS ASSN	27268	10/7/2010	093010	100-0703-553.21-06	1,758.75	LAKE PARK VILLAS PROJECT
				100-0703-553.22-03	218.79	LAKE PARK VILLAS PROJECT
				100-1012-541.22-03	32.50	LAKE PARK VILLAS PROJECT
				625-1010-541.22-03	617.20	LAKE PARK VILLAS PROJECT
		Total for check: 27268		<u>2,627.24</u>		
LAWSON PRODUCTS INC	27269	10/7/2010	9625331	731-1022-541.30-18	365.43	STOCK
			Total for check: 27269		<u>365.43</u>	
MANAWA TELEPHONE CO	27270	10/7/2010	OCT2010	100-0403-513.22-01	39.95	INTERNET SERVICE
			Total for check: 27270		<u>39.95</u>	
MATTHEWS TIRE & SERVICE CENTER	27271	10/7/2010	35351	731-1022-541.38-02	284.05	TIRES
			Total for check: 27271		<u>284.05</u>	

**AP Check Register**  
**Check Date: 10/7/2010**

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MATTHEWS TIRE & SERVICE CENTER...	27271...	10/7/2010	35352	731-1022-541.38-02	35.34	FLAT TIRE REPAIR
		10/7/2010	35508	731-1022-541.38-02	800.00	TIRES
			<b>Total for check: 27271</b>		<b>1,119.39</b>	
MENARDS-APPLETON EAST	27272	10/7/2010	33809	100-0703-553.30-18	2.92	2X4-12' BTR SPF
			<b>Total for check: 27272</b>		<b>2.92</b>	
MENASHA EMPLOYEES CREDIT UNION	27273	10/7/2010	20101007	100-0000-202.05-00	19,553.00	PAYROLL SUMMARY
			<b>Total for check: 27273</b>		<b>19,553.00</b>	
MENASHA EMPLOYEES CREDIT UNION	27274	10/7/2010	20101007	100-0000-202.10-00	119.99	PAYROLL SUMMARY
			<b>Total for check: 27274</b>		<b>119.99</b>	
MENASHA EMPLOYEES LOCAL 1035	27275	10/7/2010	20101007	100-0000-202.06-00	310.00	PAYROLL SUMMARY
			<b>Total for check: 27275</b>		<b>310.00</b>	
MENASHA EMPLOYEES LOCAL 1035B	27276	10/7/2010	20101007	100-0000-202.07-00	274.16	PAYROLL SUMMARY
			<b>Total for check: 27276</b>		<b>274.16</b>	
MENASHA UTILITIES	27277	10/7/2010	003564	601-1021-543.25-01	16,546.36	SEWER CHARGE CALCULATION AUGUST 2010
		10/7/2010	003565	625-0401-513.25-01	917.11	STORM WATER CHARGE CALC AUGUST 2010
		10/7/2010	BILLING#2	100-1008-541.22-03	176.69	ELEC OR WATER OR STORM
				100-0703-553.22-03	528.67	ELEC OR WATER OR STORM
				100-0703-553.22-05	314.06	ELEC OR WATER OR STORM
				100-0000-123.00-00	8.07	ELEC OR WATER OR STORM
				100-0305-562.22-06	2.50	ELEC OR WATER OR STORM
				100-0903-531.22-03	157.79	ELEC OR WATER OR STORM
				100-0903-531.22-05	36.55	ELEC OR WATER OR STORM
				601-1020-543.22-03	61.87	ELEC OR WATER OR STORM
			100-0703-553.22-03	13.10	ELEC OR WATER OR STORM	

**AP Check Register**  
**Check Date: 10/7/2010**

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MENASHA UTILITIES...	27277	10/7/2010	BILLING#2...	100-0703-553.22-06	91.25	ELEC OR WATER OR STORM
			<b>Total for check: 27277</b>		<b>18,854.02</b>	
MONOPRICE INC	27278	10/7/2010	3490750	100-0801-521.30-10	23.66	LASER TONER CARTRIDGE
			<b>Total for check: 27278</b>		<b>23.66</b>	
N&M AUTO SUPPLY	27279	10/7/2010	331136	731-1022-541.38-03	14.73	DOOR HANDLE-INTERIOR
		10/7/2010	331294	731-1022-541.30-18	54.76	HOSE
		10/7/2010	331504	731-1022-541.38-03	4.57	OIL FILTER
		10/7/2010	331505	731-1022-541.38-03	27.01	AIR FILTER
		10/7/2010	331874	731-1022-541.38-03	29.37	FLASHER TURN SIGNAL
			<b>Total for check: 27279</b>		<b>130.44</b>	
NEENAH-MENASHA SEWERAGE COMMISSION	27280	10/7/2010	2010-150	601-1021-543.25-01	91,842.44	WASTEWATER TREATMENT
		10/7/2010	2010-156	601-1021-543.25-01	12,676.00	BOND ISSUE INTEREST
			<b>Total for check: 27280</b>		<b>104,518.44</b>	
PACKER CITY INTERNATIONAL	27281	10/7/2010	3202530007	731-1022-541.38-03	61.94	CABLE
			<b>Total for check: 27281</b>		<b>61.94</b>	
PJC GROUP LLC	27282	10/7/2010	TIF11	489-0305-562.73-01	23,295.00	TIF #11
			<b>Total for check: 27282</b>		<b>23,295.00</b>	
POSTAL ANNEX	27283	10/7/2010	166962	100-0801-521.30-11	7.15	POSTAGE
		10/7/2010	166973	100-0904-531.30-11	7.04	POSTAGE
		10/7/2010	167011	100-0801-521.30-11	7.79	POSTAGE
		10/7/2010	167114	100-0801-521.30-11	9.73	POSTAGE
		10/7/2010	167423	100-0801-521.30-11	7.04	POSTAGE

**AP Check Register**  
**Check Date: 10/7/2010**

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
POSTAL ANNEX...	27283...	10/7/2010	167846	100-0801-521.30-11	7.04	POSTAGE
	<b>Total for check: 27283</b>				<b>45.79</b>	
ROAD EQUIPMENT	27284	10/7/2010	WA519900	731-1022-541.38-03	9.36	FLOOR SCREWS
	<b>Total for check: 27284</b>				<b>9.36</b>	
SERVICEMASTER BUILDING MAINTENANCE	27285	10/7/2010	128543	100-0801-521.20-01	1,395.00	CONTRACT JANITORIAL
	27285	10/7/2010	128621	100-0801-521.20-01	50.00	CONTRACT JANITORIAL CLEAN GARAGE
	<b>Total for check: 27285</b>				<b>1,445.00</b>	
SHOPKO STORES INC	27286	10/7/2010	50839	100-0702-552.30-18	9.27	FIRST AID SUPPLIES
	<b>Total for check: 27286</b>				<b>9.27</b>	
STAPLES ADVANTAGE	27287	10/7/2010	3142143626	100-0702-552.30-10	26.09	OFFICE SUPPLIES
				100-0304-562.30-10	3.58	OFFICE SUPPLIES
				100-1002-541.30-10	15.90	OFFICE SUPPLIES
				100-1001-514.30-10	58.89	OFFICE SUPPLIES
<b>Total for check: 27287</b>				<b>104.46</b>		
STUMPF MOTOR COMPANY INC	27288	10/7/2010	190828FOWG	731-1022-541.38-03	23.44	INDICATOR ASSY
	<b>Total for check: 27288</b>				<b>23.44</b>	
SWIDERSKI EQUIPMENT INC	27289	10/7/2010	IF04178	731-1022-541.38-03	182.18	FILTER STOCK
	<b>Total for check: 27289</b>				<b>182.18</b>	
TELVENT DTN	27290	10/7/2010	3187691	731-1022-541.24-04	2,196.00	WEATHER FORECAST INFO
	<b>Total for check: 27290</b>				<b>2,196.00</b>	

**AP Check Register**  
**Check Date: 10/7/2010**

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
UNIFIRST CORPORATION	27291	10/7/2010	097 0072607	731-1022-541.20-01	107.58	MAT/MOP/CLOTHING SERVICE
	<b>Total for check: 27291</b>				<b>107.58</b>	
UNITED PAPER CORPORATION	27292	10/7/2010	30695	100-0000-132.00-00	77.94	CLEANER
	<b>Total for check: 27292</b>				<b>77.94</b>	
UNITED WAY FOX CITIES	27293	10/7/2010	20101007	100-0000-202.09-00	72.75	PAYROLL SUMMARY
	<b>Total for check: 27293</b>				<b>72.75</b>	
US CELLULAR	27294	10/7/2010	200267787-079	100-0101-511.22-01	59.20	CELL PHONE 9-13/10-13-10 MERKES
				100-0201-512.22-01	41.20	CELL PHONE 9-13/10-13-10 CAPTAIN
				100-0401-513.22-01	10.41	CELL PHONE 9-13/10-13-10 STOFFEL
				100-1019-552.22-01	45.62	CELL PHONE 9-13/10-13-10 BRIDGES
				100-0403-513.22-01	192.71	CELL PHONE 9-13/10-13-10 JAMES/LACEY
				601-1020-543.22-01	4.87	CELL PHONE 9-13/10-13-10 CONFINED SPACE
				100-1001-514.22-01	51.29	CELL PHONE 9-13/10-13-10 ALIX
				100-0601-551.22-01	12.00	CELL PHONE 9-13/10-13-10 POWELL
				100-0801-521.22-01	459.09	CELL PHONE 9-13/10-13-10 STANKE/POLICE
				100-0919-531.22-01	39.68	CELL PHONE 9-13/10-13-10 NETT
				100-0904-531.22-01	34.50	CELL PHONE 9-13/10-13-10 DREW
				100-1002-541.22-01	84.87	CELL PHONE 9-13/10-13-10 RADTKE
				100-0702-552.22-01	32.76	CELL PHONE 9-13/10-13-10 TUNGATE
				100-0706-561.22-01	31.04	CELL PHONE 9-13/10-13-10 FORESTRY INTERN
				100-0703-553.22-01	241.46	CELL PHONE 9-13/10-13-10 MAAS
				100-0304-562.22-01	16.89	CELL PHONE 9-13/10-13-10 KEIL
				731-1022-541.22-01	86.80	CELL PHONE 9-13/10-13-10 JACOBSON
			100-1008-541.22-01	8.86	CELL PHONE 9-13/10-13-10 CARD	
			601-1020-543.22-01	11.68	CELL PHONE 9-13/10-13-10 SEWER TRUCK	
<b>Total for check: 27294</b>				<b>1,464.93</b>		

**AP Check Register**  
**Check Date: 10/7/2010**

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
VALLEY SURVEYING INSTRUMENTS	27295	10/7/2010	18342	100-1002-541.30-15	880.00	SCHONSTEDT MAG LOC KESON MEASURE WHEEL
			<b>Total for check: 27295</b>		<b>880.00</b>	
VEOLIA ES SOLID WASTE MIDWEST	27296	10/7/2010	269857	100-0000-123.00-00	84.92	BROAD ST LOT RECYCLING
			<b>Total for check: 27296</b>		<b>84.92</b>	
WC INDUSTRIAL SUPPLY COMPANY	27297	10/7/2010	0010547-IN	731-1022-541.38-03	93.22	BEARINGS
			<b>Total for check: 27297</b>		<b>93.22</b>	
WE ENERGIES	27298	10/7/2010	092110	100-1012-541.22-03	2,152.48	STREET LIGHTS
		10/7/2010	092310	100-0703-553.22-03	36.65	US 10/114 CONSERVANCY
			<b>Total for check: 27298</b>		<b>2,189.13</b>	
WELLNESS COUNCIL OF WISCONSIN	27299	10/7/2010	WELLNESS	100-0202-512.34-02	119.00	WELL WORKPLACE UNIV REGISTRATION
			<b>Total for check: 27299</b>		<b>119.00</b>	
WIL-KIL PEST CONTROL	27300	10/7/2010	1721851	731-1022-541.20-07	64.00	COMMERCIAL CONTRACT
			<b>Total for check: 27300</b>		<b>64.00</b>	
WINNEBAGO COUNTY TREASURER	27301	10/7/2010	ATS	310-0409-571.61-01	5,629.06	ATS PAYMENT
				310-0410-571.61-02	3,505.63	ATS PAYMENT
			<b>Total for check: 27301</b>		<b>9,134.69</b>	
WISCONSIN SUPPORT COLLECTIONS	27302	10/7/2010	20101007	100-0000-202.03-00	1,297.32	PAYROLL SUMMARY
			<b>Total for check: 27302</b>		<b>1,297.32</b>	
					<b>244,381.55</b>	

**AP Check Register**  
**Check Date: 10/14/2010**

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
AIRGAS NORTH CENTRAL	27303	10/14/2010	105258478	731-1022-541.30-18	313.59	NOZZLE/15 FT GUN/CABLE
			Total for check: 27303		<u>313.59</u>	
	27304	10/14/2010	WJOA	100-0801-521.34-03	296.88	WJOA CONFERENCE REGISTRATION/MEALS
			Total for check: 27304		<u>296.88</u>	
ASSESSMENT TECHNOLOGIES LLC	27305	10/14/2010	2836	100-0403-513.21-04	30.00	PROGRAMMER SUPPORT
			Total for check: 27305		<u>30.00</u>	
	27306	10/14/2010	151304	100-1004-541.30-18	504.00	HOTMIX ASPHALT SURFACE COURSE
			151334	100-1004-541.30-18	357.12	HOTMIX ASPHALT SURFACE COURSE
				100-1003-541.30-18	265.53	HOTMIX ASPHALT SURFACE COURSE
			Total for check: 27306		<u>1,126.65</u>	
BARNES & THORNBURG LLP	27307	10/14/2010	1350402	267-0102-581.21-01	6,293.89	PROFESSIONAL SERVICES STEAM UTILITY
			Total for check: 27307		<u>6,293.89</u>	
	27308	10/14/2010	UNIFORM	100-0801-521.19-03	73.48	UNIFORM ALLOWANCE
			Total for check: 27308		<u>73.48</u>	
BRAZEE ACE HARDWARE	27309	10/14/2010	010510	100-0801-521.30-18	7.98	CONNECTOR/HART CAMERA
				100-0801-521.30-18	0.50	CONNECTOR/HART CAMERA
				100-0703-553.30-18	10.65	NUTDRIVER/CLAMP
			Total for check: 27309		<u>19.13</u>	
CAREW CONCRETE & SUPPLY CO INC	27310	10/14/2010	854516	100-1011-541.30-18	487.50	8TH & RACINE STS
			855487	100-1004-541.30-18	600.00	1020 IDA ST
			855851	100-1011-541.30-18	393.75	DARLENE & 15TH ST
			855992	100-1003-541.30-18	168.75	ONEIDA TO MANITOWOC
				100-1011-541.30-18	112.50	ONEIDA TO MANITOWOC

**AP Check Register**  
**Check Date: 10/14/2010**

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
CAREW CONCRETE & SUPPLY CO INC...	27310...	10/14/2010...	855992...	100-1004-541.30-18	222.45	ONEIDA TO MANITOWOC
			<b>Total for check: 27310</b>		<b>1,984.95</b>	
COMMUNITY HOUSING COORDINATOR	27311	10/14/2010	138	100-0304-562.21-06	1,800.00	HOUSING PLAN SEPT 2010
			<b>Total for check: 27311</b>		<b>1,800.00</b>	
VALERIE DAVIS	27312	10/14/2010	MILEAGE	100-0903-531.33-01	45.30	MILEAGE
			<b>Total for check: 27312</b>		<b>45.30</b>	
DEPARTMENT OF WORKFORCE DEVELOPMENT	27313	10/14/2010	UTILITY	267-0102-581.15-09	508.00	UNEMPLOYMENT INSURANCE STEAM UTILITY
			<b>Total for check: 27313</b>		<b>508.00</b>	
DEPARTMENT OF WORKFORCE DEVELOPMENT	27314	10/14/2010	1905126	100-1001-514.15-09	237.00	UNEMPLOYMENT INSURANCE
				100-0702-552.15-09	27.06	UNEMPLOYMENT INSURANCE
				100-0601-551.15-09	737.80	UNEMPLOYMENT INSURANCE
				100-0704-552.15-09	91.20	UNEMPLOYMENT INSURANCE
			<b>Total for check: 27314</b>		<b>1,093.06</b>	
DEWITT ROSS & STEVENS SC	27315	10/14/2010	900713	267-0102-581.21-01	4,593.75	PROFESSIONAL SERVICES STEAM UTILITY
			<b>Total for check: 27315</b>		<b>4,593.75</b>	
DIANE SCHABACH	27316	10/14/2010	SCHABACH	207-0707-552.24-02	48.31	SUPPLIES
				207-0707-552.30-11	7.92	SUPPLIES
				207-0707-552.30-18	141.34	SUPPLIES
			<b>Total for check: 27316</b>		<b>197.57</b>	
DIGICORPORATION	27317	10/14/2010	105489	100-0801-521.29-01	140.00	IMPRINT ENVELOPES

**AP Check Register**  
**Check Date: 10/14/2010**

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
DIGICORPORATION...	27317...	10/14/2010...	105489...	100-0000-134.00-00	(68.00)	IMPRINT ENVELOPES
			<b>Total for check: 27317</b>		<b>72.00</b>	
DIRECT BUSINESS PRODUCTS	27318	10/14/2010	2018763	100-0903-531.30-10	65.76	OFFICE SUPPLIES
			<b>Total for check: 27318</b>		<b>65.76</b>	
GLAXOSMITHKLINE PHARMACEUTICALS	27319	10/14/2010	20492951	100-0903-531.30-18	2,010.00	FLULAVAL
			<b>Total for check: 27319</b>		<b>2,010.00</b>	
GOPHER SPORT	27320	10/14/2010	8140482	100-0702-552.30-18	69.50	BASEBALLS
			<b>Total for check: 27320</b>		<b>69.50</b>	
GOSS AUTO BODY INC	27321	10/14/2010	018294	100-0801-521.29-05	960.20	REAR BUMPER/PARTS/LABOR
			<b>Total for check: 27321</b>		<b>960.20</b>	
HEATHER DUCOTY	27322	10/14/2010	DUCOTY	100-0801-521.21-06	30.00	TRANSCRIPT PREPARATION
			<b>Total for check: 27322</b>		<b>30.00</b>	
HUNTON & WILLIAMS LLP	27323	10/14/2010	102000824	267-0102-581.21-01	48,711.33	PROFESSIONAL SERVICES STEAM UTILITY
		10/14/2010	102001176	267-0102-581.21-01	122,378.24	PROFESSIONAL SERVICES STEAM UTILITY
			<b>Total for check: 27323</b>		<b>171,089.57</b>	
INTERSTATE BATTERY OF GREEN BAY	27324	10/14/2010	90063218	731-1022-541.38-03	201.90	MTP-86/MTP-24
		10/14/2010	90063219	731-1022-541.38-03	145.95	DCM0075U
			<b>Total for check: 27324</b>		<b>347.85</b>	
JX ENTERPRISES INC	27325	10/14/2010	G202590020	731-1022-541.38-03	81.77	SPRING-THROTTLE PED
		10/14/2010	G202590026	731-1022-541.38-03	103.78	GREASE REPAIR KIT

**AP Check Register**  
**Check Date: 10/14/2010**

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
JX ENTERPRISES INC...	27325...	10/14/2010	G202720007	731-1022-541.38-03	(37.64)	SIDE MARKER JUMPER
				<b>Total for check: 27325</b>	<b>147.91</b>	
KITZ & PFEIL INC	27328	10/14/2010	082303-0003	100-0703-553.24-02	40.32	SAW CHAINS
		10/14/2010	082314-0182	601-1020-543.30-18	3.68	STRAP BOX HARDWARE
		10/14/2010	082414-0002	100-0703-553.30-18	16.19	15' TIEDOWN
		10/14/2010	082414-0091	731-1022-541.30-18	13.48	ANCHOR SHACKLE/PIN
		10/14/2010	082414-0105	100-0703-553.30-18	17.79	FILTER BAG
		10/14/2010	082414-0106	100-0703-553.30-18	6.74	ANT B GONE DUST
		10/14/2010	082509-0016	100-0703-553.30-18	25.77	WIRE CONNECTORS/SEALANT
		10/14/2010	082514-0036	100-0801-521.30-18	20.33	COUPLINGS/CONNECTORS
		10/14/2010	082514-0084	100-0801-521.30-18	8.09	TIGHT CONNECTOR
		10/14/2010	082614-0010	100-0703-553.30-18	5.84	PENETRATE CATALYST
		10/14/2010	082714-0098	100-0903-531.30-13	12.13	MULTI CLEANER/PADS
		10/14/2010	083114-0079	731-1022-541.30-18	3.55	CONDUIT COUPLING
		10/14/2010	090114-0033	100-0703-553.30-18	9.10	HARDWARE MISC
		10/14/2010	090214-0095	100-0703-553.30-18	5.62	PHIL SCREWDRIVER
		10/14/2010	090303-0007	731-1022-541.38-03	7.20	WHEEL PARTS
		10/14/2010	090309-0026	100-0703-553.30-18	10.78	ALU RIVET/FLANGE RIVETS
		10/14/2010	090714-0096	100-0701-533.30-18	9.88	POLY BRUSHES
		10/14/2010	090809-0012	100-0703-553.30-18	9.25	ADJ PLANE/LOCK KEY BLANK
		10/14/2010	090809-0013	100-0703-553.30-18	(1.62)	LOCK KEY BLANKS
		10/14/2010	090914-0005	731-1022-541.38-03	6.38	HARDWARE MISC
		10/14/2010	091014-0046	100-0704-552.30-18	12.35	MTL SCREWS/HARDWARE MISC
		10/14/2010	091414-0112	100-0703-553.24-03	8.98	GATE HINGE
		10/14/2010	091414-0130	100-0703-553.24-03	7.86	HARDWARE MISC LIQ NAILS
		10/14/2010	091414-0131	100-0703-553.30-18	5.03	BLU MARKING PAINT
		10/14/2010	091514-0061	100-0501-522.30-13	9.90	DRAIN OPENER
		10/14/2010	091614-0093	100-1001-514.30-18	0.79	DRAIN OPENER
		10/14/2010	091709-0008	100-0703-553.30-18	12.59	CABLE TIE
		10/14/2010	091714-0092	100-0703-553.30-18	6.53	BLUE GLS ENAMEL
		10/14/2010	091714-0094	100-0703-553.30-18	13.48	CABLE TIES
		10/14/2010	092003-0022	100-0920-531.24-03	2.06	FRONT LIGHT BULB
		10/14/2010		100-0703-553.24-03	6.74	CHAR FBG SCREEN

**AP Check Register**  
**Check Date: 10/14/2010**

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
KITZ & PFEIL INC...	27328...	10/14/2010	092014-0129	100-0920-531.24-03	20.09	SWITCH BOX SUPPORT CONNECTORS
			<b>Total for check: 27328</b>		<b>337.50</b>	
KJ WASTE SYSTEMS INC	27329	10/14/2010	100110	266-1027-543.21-06	925.00	CORRUGATE/CO MINGLE RECYCLING
			<b>Total for check: 27329</b>		<b>925.00</b>	
KUNDINGER FLUID POWER INC	27330	10/14/2010	50110141	731-1022-541.38-03	45.84	HOSE ASSY
			<b>Total for check: 27330</b>		<b>45.84</b>	
KWIK TRIP INC	27331	10/14/2010	090210	100-0801-521.29-05	(0.78)	CREDIT
		10/14/2010	1010995	100-0801-521.29-05	27.72	FUEL
		10/14/2010	1017427	100-0801-521.29-05	19.71	FUEL
		10/14/2010	1026486	100-0801-521.29-05	28.00	FUEL
		10/14/2010	2403427	100-0801-521.29-05	31.50	FUEL
		10/14/2010	DISCOUNT	100-0801-521.29-05	(1.18)	FUEL VOLUME DISCOUNT
		<b>Total for check: 27331</b>		<b>104.97</b>		
LAKELAND CHEMICAL SPECIALTIES	27332	10/14/2010	30519	100-0000-132.00-00	452.60	CHEMICAL TREATMENT
			<b>Total for check: 27332</b>		<b>452.60</b>	
LEVENHAGEN CORPORATION	27333	10/14/2010	71433	207-0707-552.38-01	2,830.17	LEAD FREE GAS
			<b>Total for check: 27333</b>		<b>2,830.17</b>	
MCNEILUS TRUCK & MFG COMPANY	27334	10/14/2010	1422263	731-1022-541.38-03	121.56	STR LINK PIN/NUT
			<b>Total for check: 27334</b>		<b>121.56</b>	
MENARDS-APPLETON EAST	27335	10/14/2010	35889	100-0703-553.24-05	212.50	DECKSCREWS TREATED LUMBER
			<b>Total for check: 27335</b>		<b>212.50</b>	

**AP Check Register**  
**Check Date: 10/14/2010**

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MENASHA EMPLOYEES CREDIT UNION	27336	10/14/2010	20101014	100-0000-202.05-00	2,214.00	PAYROLL SUMMARY
			Total for check: 27336		<u>2,214.00</u>	
	27337	10/14/2010	20101014	100-0000-202.06-00	310.00	PAYROLL SUMMARY
			Total for check: 27337		<u>310.00</u>	
MENASHA HEALTH DEPARTMENT	27338	10/14/2010	PETTYCASH	100-0903-531.30-11	2.75	PETTY CASH
				100-0903-531.33-01	45.95	PETTY CASH
				100-0903-531.33-02	14.00	PETTY CASH
			Total for check: 27338		<u>62.70</u>	
POSTMASTER	27339	10/14/2010	HORIZON	266-1027-543.30-11	1,537.01	HORIZON NEWSLETTER
			Total for check: 27339		<u>1,537.01</u>	
MENASHA UTILITIES	27340	10/14/2010	1012310	267-0102-581.22-03	1,052.34	SALES TO OTHER AUTHOR
				267-0102-581.22-05	150.46	SALES TO OTHER AUTHOR
			Total for check: 27340		<u>1,202.80</u>	
MINNESOTA LIFE INSURANCE COMPANY	27341	10/14/2010	NOV2010	100-0000-204.07-00	3,058.48	MONTHLY PREMIUMS
			Total for check: 27341		<u>3,058.48</u>	
N&M AUTO SUPPLY	27342	10/14/2010	332378	731-1022-541.30-18	40.10	FIBERGLASS EXT POLE WASH BRUSH HEAD
			332644	731-1022-541.38-03	35.11	AIR FILTER
			Total for check: 27342		<u>75.21</u>	
NEUMAN POOLS INC	27343	10/14/2010	0039372-IN	100-0704-552.24-03	250.84	DEPTH MARKERS
			Total for check: 27343		<u>250.84</u>	
ONE COMMUNICATIONS	27344	10/14/2010	100210	100-0402-513.22-01	3.51	ASSESSOR

**AP Check Register**  
**Check Date: 10/14/2010**

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ONE COMMUNICATIONS...	27344...	10/14/2010...	100210...	100-0201-512.22-01	7.96	ATTORNEY 10/02/2010-11/01/2010
				100-0000-123.00-00	8.89	BUILDING INSPECT 10/02/2010-11/01/2010
				100-0203-512.22-01	12.67	CLERK 10/02/2010-11/01/2010
				100-0304-562.22-01	16.73	COM DEV 10/02/2010-11/01/2010
				100-1001-514.22-01	74.28	CITY HALL 10/02/2010-11/01/2010
				100-0401-513.22-01	31.24	FINANCE 10/02/2010-11/01/2010
				100-0903-531.22-01	47.89	HEALTH 10/02/2010-11/01/2010
				100-0403-513.22-01	14.78	IT 10/02/2010-11/01/2010
				100-0601-551.22-01	159.98	LIBRARY 10/02/2010-11/01/2010
				100-0101-511.22-01	10.34	MAYOR 10/02/2010-11/01/2010
				100-0702-552.22-01	17.97	RECREATION 10/02/2010-11/01/2010
				100-0703-553.22-01	43.74	PARKS 10/02/2010-11/01/2010
				100-0202-512.22-01	11.95	PERSONNEL 10/02/2010-11/01/2010
				100-0801-521.22-01	261.29	POLICE 10/02/2010-11/01/2010
				100-1002-541.22-01	38.59	ENGINEERING 10/02/2010-11/01/2010
				100-0920-531.22-01	7.03	SENIOR 10/02/2010-11/01/2010
				100-1008-541.22-01	3.56	SIGN 10/02/2010-11/01/2010
				100-0502-522.22-01	42.17	EOC 10/02/2010-11/01/2010
				207-0000-123.00-00	29.09	MARINA 10/02/2010-11/01/2010
				100-0000-123.00-00	285.93	UTILITIES 10/02/2010-11/01/2010
			731-1022-541.22-01	20.84	GARAGE 10/02/2010-11/01/2010	
			<b>Total for check: 27344</b>	<b>1,150.43</b>		
PACKER CITY INTERNATIONAL	27345	10/14/2010	3202650042	731-1022-541.38-03	135.62	AIR FILTERS/LUBE FILTERS/BLADES/ELEMENT
		10/14/2010	3202650068	731-1022-541.38-03	8.00	F W SEPR
			<b>Total for check: 27345</b>	<b>143.62</b>		
REDI-WELDING CO	27346	10/14/2010	14085	731-1022-541.30-18	289.73	REC TUBING
			<b>Total for check: 27346</b>		<b>289.73</b>	

**AP Check Register**  
**Check Date: 10/14/2010**

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
REINDERS INC	27347	10/14/2010	870036-00	100-1004-541.30-18	115.50	LAWN SEED MIX
			<b>Total for check: 27347</b>		<b>115.50</b>	
ROAD EQUIPMENT	27348	10/14/2010	WA520102	731-1022-541.38-03	89.98	GUIDE PLATES/BUSHINGS/ HINGES
			<b>Total for check: 27348</b>		<b>89.98</b>	
DIANE SCHABACH	27349	10/14/2010	HARBOR	207-0707-552.21-06	11,850.00	HARBORMASTER AGREEMENT
			<b>Total for check: 27349</b>		<b>11,850.00</b>	
SHOPKO STORES INC	27350	10/14/2010	50785	100-0702-552.30-18	54.94	PROGRAM SUPPLIES
			<b>Total for check: 27350</b>		<b>54.94</b>	
SPORTS GRAPHICS	27351	10/14/2010	031110-195	100-0703-553.19-03	129.06	DRESS SHIRTS
		10/14/2010	031110-197	100-0702-552.30-18	300.00	FLAG FOOTBALL SHIRTS
			<b>Total for check: 27351</b>		<b>429.06</b>	
STAPLES ADVANTAGE	27352	10/14/2010	3142430631	731-1022-541.24-01	1.07	PEN REFILL
		10/14/2010	3142430632	731-1022-541.24-01	109.72	OFFICE SUPPLIES
			<b>Total for check: 27352</b>		<b>119.58</b>	EXEC STAPLER
STEPP EQUIPMENT COMPANY	27353	10/14/2010	708720	731-1022-541.38-03	183.09	RUBBER PADS
			<b>Total for check: 27353</b>		<b>183.09</b>	
STUMPF LANDSCAPING, STEVE	27354	10/14/2010	2371	826-0703-553.24-05	1,650.00	LANDSCAPE WORK
			<b>Total for check: 27354</b>		<b>1,650.00</b>	BERM & WALKING PATH

## AP Check Register

### Check Date: 10/14/2010

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
TRADEMARK RESTORATION INC	27355	10/14/2010	TRADEMARK	100-0000-422.01-00	40.00	BUILDING PERMIT REFUND 931 WOODLAND
			<b>Total for check: 27355</b>		<b>40.00</b>	
TRANSPORT REPAIR SPECIALISTS INC	27356	10/14/2010	81393	731-1022-541.38-03	510.56	ASST DOOR COMPONENTS LEAF CONTAINER
			<b>Total for check: 27356</b>		<b>510.56</b>	
TRI-CITY GLASS INC	27357	10/14/2010	101-0923-74370	100-0703-553.24-03	123.01	REG LEXAN CLEAR
			<b>Total for check: 27357</b>		<b>123.01</b>	
TRUGREEN	27358	10/14/2010	742583	100-0703-553.20-06	40.00	EARLY FALL APP
		10/14/2010	743143	100-0703-553.20-06	172.00	SUMMER APP
			<b>Total for check: 27358</b>		<b>212.00</b>	
UNIFIRST CORPORATION	27359	10/14/2010	097 0073029	731-1022-541.20-01	107.58	MAT/MOP/CLOTHING SERVICE
			<b>Total for check: 27359</b>		<b>107.58</b>	
URBAN EVOLUTIONS	27360	10/14/2010	URBAN	100-0000-201.03-00	1,433.79	RETURN OF STOLEN PROPERTY
			<b>Total for check: 27360</b>		<b>1,433.79</b>	
US OIL CO	27361	10/14/2010	L40127	731-1022-541.21-06	24.00	SAMPLES
			<b>Total for check: 27361</b>		<b>24.00</b>	
JANET VAN LANKVELT	27362	10/14/2010	101210	100-0000-201.12-00	161.89	QUILTERS SUPPLIES
			<b>Total for check: 27362</b>		<b>161.89</b>	
WAVERLY SANITARY DISTRICT	27363	10/14/2010	092010	100-0703-553.22-05	46.93	BARKER FARM PK PAVILION
			<b>Total for check: 27363</b>		<b>46.93</b>	

**AP Check Register**  
**Check Date: 10/14/2010**

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description	
WC INDUSTRIAL SUPPLY COMPANY	27364	10/14/2010	0010606-IN	731-1022-541.38-03	52.98	FLANGE BLOCK	
				<b>Total for check: 27364</b>	<b>52.98</b>		
WCHK-FM	27365	10/14/2010	CC-11009474001	100-0000-201.15-00	476.00	STREAMING AD	
				<b>Total for check: 27365</b>	<b>476.00</b>	FARMERS AD	
WE ENERGIES	27366	10/14/2010	092910	100-0701-533.22-03	8.80	NORTH ST/NEENAH	
				100-0701-533.22-03	8.80	NORTH ST/NEENAH	
				<b>Total for check: 27366</b>	<b>17.60</b>		
WE ENERGIES	27367	10/14/2010	UTILITY	267-0102-581.22-04	4.65	STEAM UTILITY	
				<b>Total for check: 27367</b>	<b>4.65</b>		
WERNER ELECTRIC SUPPLY CO	27368	10/14/2010	S3091151.001	731-1022-541.30-18	16.43	COUPLING/ADAPTER	
				<b>Total for check: 27368</b>	<b>16.43</b>		
WI FBINAA	27369	10/14/2010	WI FBINAA	100-0801-521.34-03	50.00	REGISTRATION	
				<b>Total for check: 27369</b>	<b>50.00</b>		
WIL-KIL PEST CONTROL	27370	10/14/2010	1723275	100-1019-552.21-06	25.00	RAT/MOUSE/SPIDER CONTROL	
				1723841	100-1019-552.21-06	100.00	COMMERCIAL CONTRACT
				<b>Total for check: 27370</b>	<b>125.00</b>		
WISCONSIN DEPT OF ADMINISTRATION	27371	10/14/2010	101110	100-0301-523.30-18	753.00	BUILDING PERMIT SEALS	
				<b>Total for check: 27371</b>	<b>753.00</b>		

**AP Check Register**  
**Check Date: 10/14/2010**

<b>Vendor Name</b>	<b>Check Number</b>	<b>Check Date</b>	<b>Invoice Number</b>	<b>Account Number</b>	<b>Amount</b>	<b>Description</b>
WISCONSIN SUPPORT COLLECTIONS	27372	10/14/2010	20101014	100-0000-202.03-00	440.23	PAYROLL SUMMARY
			<b>Total for check: 27372</b>		<u>440.23</u>	
					<u>227,581.80</u>	



October 14, 2010

To: Common Council

From: Debbie Galeazzi, Clerk

Subject: Change of Agent for St. Patrick's Parish

A change of agent from David DeSalvo to Denise Meyers has been requested by St. Patrick's Parish, 324 Nicolet Blvd. Menasha. All proper paperwork has been filed with the Clerk's office. A check of municipal and state criminal records on Ms. Meyers was completed by PC Stanke. Based on the information received, PC Stanke has no objection to the new agent appointment.