

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
NEW COMMON COUNCIL
First Floor Conference Room
100 Main Street, Menasha
Tuesday, April 17, 2018
Meeting 6:30 PM
AGENDA**

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
 - Moment of Silence
- C. OATH OF OFFICE
- D. ROLL CALL/EXCUSED ABSENCES
- E. PUBLIC HEARING
- F. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY
(five (5) minute time limit for each person)
- G. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS
 - 1. Clerk Galeazzi - the following communications have been received and placed on file:
 - a. Elected Officials Seminars-League of Wisconsin Municipalities and Davis & Kuelthau
 - b. Board of Canvas Report and Minutes for April 3, 2018 Spring Election
 - c. Police Department Annual Report
- H. 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
- I. ITEMS REMOVED FROM THE CONSENT AGENDA
- J. ACTION ITEMS
- K. HELD OVER BUSINESS
- L. ORDINANCES AND RESOLUTIONS
 - 1. R-14-18—A Resolution Adopting Rules of Common Council and Mayor (Introduced by Ald. Krueger).
- M. APPOINTMENTS
 - 1. Common Council Appointments
 - a. Council President (1 year term effective immediately)
 - b. An Alderman Member to the Plan Commission (1 year term effective immediately)
 - c. An Alternate Alderman Member to the Plan Commission (1 year term effective immediately)
 - d. City Clerk – Deborah A. Galeazzi
 - e. City Attorney – Pamela A. Captain

N. RECESS TO COMMITTEES

1. Administration Committee, Board of Public Works, Personnel Committee

O. APPOINTMENTS

1. Common Council Appointments
 - a. NMFR Joint Finance and Personnel Committee
 - i. Council President (no action necessary)
 - ii. Personnel Committee Chair (or Administration Committee Chair if necessary)
2. Mayor's Appointments
 - a. Approval of Alderman Ted Grade to the Parks & Recreation Board (1 year term effective immediately).
 - b. Approval of Alderman Tom Grade to the Landmarks Commission (1 year term effective immediately).
 - c. Approval of Alderman Randy Ropella to the NMFR Joint Finance and Personnel Committee (1 year term effective immediately).
 - d. Reappointment of Catherine Cruickshank to the Plan Commission for the term of 5/1/2018—5/1/2021.
 - e. Reappointment of James Meinke to the Police Commission for the term of 5/1/2018—5/1/2023.
 - f. Appointment of Michael Keehan, 944 Ida Street, to the Neenah-Menasha Fire Rescue Joint Fire Commission for the term of 5/1/2018—5/1/2021.
 - g. Accept Resignation of Emilie Steinmann from Landmarks Commission.
 - h. Appointment of Thomas Almendarez, 418 Broad Street, to Landmarks Commission for the term 4/18/2018-3/1/2020.

P. CLAIMS AGAINST THE CITY

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

R. ADJOURNMENT

MEETING NOTICE
Monday, May 7, 2018
Common Council Meeting – 6:00 p.m.
Committee Meetings to Follow

**Following adjournment there will be a social at Emprize Brew Mill, Upper Level,
200 Main Street, Menasha.
The public is invited.**



MEMORANDUM

DATE: April 11, 2018
TO: Common Council
FROM: Debbie Galeazzi, Clerk
SUBJECT: Elected Officials Seminars

Attached is information on two upcoming elected officials' seminars. Please let me or Deputy Clerk Stephanie Cheslock know if you are interested in attending and we will register you. The first seminar is April 30 and we would need to register you by April 23.

Please feel free to contact me should you have questions.

DAVIS & KUELTHAU
40th Annual Public Officials Program
Monday, April 30, 2018 (5th Monday)



Davis & Kuelthau, s.c. is pleased to invite you to its 40th Annual Public Officials Program for veteran and newly-elected public officials and administrators.

Our Labor and Employment, Municipal, and School and Higher Education teams will update public officials regarding:

- School and Law Enforcement Issues Involving Student Discipline Records
- Public Records/Open Meetings: Texting, Walking Quorums and Final Candidate Disclosures
- Act 10 Challenge and Recent Developments
- Leased Employees and Worker’s Compensation
- Transgender Local Ordinance Issues
- Vacant (Big Box Store) Property Tax Issues

The evening will conclude with a panel of Davis & Kuelthau attorneys collaborating on responses to the audience’s questions regarding the various topics presented as well as address any other issues of interest to public officials.

When Wednesday, April 30, 2018
5:00 p.m. – 8:30 p.m.

Where The Marq | 3177 French Rd | De Pere, WI
(Located one minute off I-41 at County Road S/Freedom Exit)

Agenda	5:00 p.m.	Registration & Reception
	6:00 p.m.	Dinner
	6:45 p.m.	Program

Who Should Attend School board members, city council members, town and village board members, county board members, school administrators, mayors, county executives, municipal administrators, human resource professionals and others who have an interest in public sector issues will benefit from attending this program. The program will be particularly helpful to newly-elected public officials.

How to Register

Please complete the attached registration form and mail together with payment of **\$20.00** per person (check payable to **Davis & Kuelthau, s.c.**), to:

Ms. Katrina L. Lancelle, Office Administrator
318 S. Washington St., Ste. 300 | Green Bay, WI 54301

You may also register via <http://tinyurl.com/DKPublicOfficials18> with payment mailed.

Questions? Ms. Lancelle may be reached at 920.431.2240 or klancelle@dkattorneys.com.

About Davis & Kuelthau

Davis & Kuelthau represents many municipalities and school districts throughout the State of Wisconsin. Our firm emphasizes personalized, high-quality client service in all of our practice areas: business law, labor and employment law, commercial and civil litigation, environmental law, municipal special counsel, employee benefits, school law, intellectual property, real estate, commercial finance, insurance coverage, construction, health care, public utilities, and trusts, estates and succession planning.

Meet Our Public Sector Team

Robert W. Burns | Abby S. Busler | Sherry D. Coley | Bruce B. Deadman | Todd Farris
Mary S. Gerbig | Mary S. Gerbig | Aaron E. Hall | Joseph S. Heino
Christopher J. Jaekels | James M. Kalny | Mark G. Kmiecik | Stephen L. Knowles
James E. Lowe, Jr. | Laurie E. Meyer | Elizabeth K. Miles | Kathy L. Nusslock
Brian C. Randall | Thomas V. Rohan | Katharine G. Shaw | Ryan M. Spott
Anthony J. Steffek | Joseph E. Tierney IV | Ted A. Warpinski

www.dkattorneys.com

Please return the completed registration form and **\$20.00 fee (per person) via mail no later than April 23, 2018.**

DAVIS & KUELTHAU
40th Annual Public Officials Program
April 30, 2018



REGISTRATION FORM – DUE DATE, APRIL 23, 2018

ORGANIZATION NAME: _____

Mailing Address:

Attendee Name (\$20.00 per attendee (to comply with ethical requirements for meal provided))	Title	E-mail Address

Ms. Katrina L. Lancelle, Office Administrator
Davis & Kuelthau, s.c. | 318 S. Washington St., Ste. 300 | Green Bay, WI 54301

**Please return the completed registration form and
\$20.00 fee (per person) via mail no later than April 23, 2018.**



2018 Local Government 101 Registration Form

Brookfield—May 4

Madison—June 1

Eau Claire—May 11

Appleton—June 8

Stevens Point—September 28

Thank you to our sponsors!

**League Mutual Insurance
Stafford Rosenbaum LLP**

Registration must be received at least 5 business days before the workshop date.

Local Government 101 Agenda

8:30 a.m.
Registration

9:00 a.m.
Welcome

Jerry Deschane, Executive Director or
Gail Sumi, Member Engagement Director,
League of Wisconsin Municipalities

**Organization & Powers
of Cities and Villages**

Claire Silverman, Legal Counsel,
or Daniel Olson, Assistant Legal Counsel,
League of Wisconsin Municipalities

**Recognizing and Avoiding
Conflicts of Interest**

Claire Silverman, Legal Counsel, or
Daniel Olson, Assistant Legal Counsel,
League of Wisconsin Municipalities

10:45 a.m.
Break

11:00 a.m.
**Budgeting & Financial
Oversight**

Staff from Ehlers

12:15 p.m.
Lunch (included)

1:00 p.m.
**Procedures for Local
Government Meetings**

Dan Hill, Retired Local Government
Specialist

2:15 p.m.
Break

2:30 p.m.
**Managing Public Works
Activities**

Ben Jordan, Transportation
Information Center, Department of
Engineering Professional
Development, UW-Madison

3:45 p.m.
Adjourn

Choose a location/date:

- Brookfield: Embassy Suites Milwaukee/Brookfield, May 4
- Eau Claire: The Lismore, May 11
- Madison: The Holiday Inn Madison at the American Center, June 1
- Appleton: Radisson Paper Valley, June 8
- Stevens Point: Holiday Inn Hotel & Conference Center, September 28

Registrant's Name (please print)

Position

_____	_____
_____	_____
_____	_____

Contact Person (for questions regarding this registration) _____

Street Address _____

City _____ **State** _____ **Zip Code** _____

Municipality/Company _____

Phone _____ **Email** _____

Please check this box if you need accommodations regarding a disability or dietary restriction. We will contact you to make the necessary arrangements.

Registration Fee: \$85 (member) or \$110 (non-member) per person

Registration deadline for each workshop is five business days prior to that event.
Sorry, we cannot accept registrations by phone.

- I am paying by CHECK (*made payable to League of Wisconsin Municipalities*)
- I am paying by Credit Card Visa MasterCard

Card Number _____

Expiration Date _____ Security Code _____

Signature _____

THE FINE PRINT:

Only staff members and officials from cities and villages that are currently members of the League of Wisconsin Municipalities may register as members. Registration fees, minus a \$10 processing fee, are refundable if cancellation notice is given five or more business days before the workshop date

HOTEL INFORMATION:

Local Government 101 is designed to be a one-day workshop. However, a small block of rooms has been reserved for over-night reservations. Please call the hotel directly, and reference the League of Wisconsin Municipalities to receive the block rate. (See the PDF of complete hotel information at www.lwm-info.org on the Local Government 101 page.)

Online Registration: www.lwm-info.org

FAX: 608-267-0645

League of Wisconsin Municipalities
131 West Wilson Street, Suite 505
Madison, WI 53703

2018 LOCAL GOVERNMENT 101 HOTEL INFORMATION

Local Government 101 is designed to be a one-day workshop. However, a small block of rooms has been reserved for over-night reservations. Please call the hotel directly, and reference the League of Wisconsin Municipalities to receive the block rate.

May 4, 2018

Embassy Suites Milwaukee Brookfield
262-782-2900 – Please identify yourself as being with League of WI Municipalities
\$104/nt single (\$20 per additional adult)
Reservations must be made before April 13, 2018.

May 11, 2018

The Lismore Eau Claire
715-835-8888 – Please identify yourself as being with League of WI Municipalities
\$82/nt
Reservations must be made before April 19, 2018.

June 1, 2018

Holiday Inn Madison at The American Center - Madison
608-249-4220 – Please identify yourself as being with League of WI Municipalities
\$82/nt single; \$99/nt double
Reservations must be made before May 20, 2018.

June 8, 2018

Radisson Paper Valley - Appleton
920-733-8000 – Please identify yourself as being with League of WI Municipalities
\$82/nt single; \$109/nt double
Reservations must be made before May 18, 2018.

September 28, 2018

Holiday Inn Hotel & Convention Center
715-344-0200, press #3 – Please identify yourself as being with League of WI
Municipalities - Local Government 101 Workshop; the Group Block Code is LGW.
\$82/nt single; \$109/nt double; \$136/nt triple; \$163/nt quad
Reservations must be made before September 7, 2018.

**Summary Statement and Certification of the Board of Canvassers
Spring Election – April 3, 2018**

We, the undersigned, certify that we are the members of the Board of Canvassers for the City of Menasha, Wisconsin.

We certify that the attached Tabular Statement of Votes Cast and Summary Statement of the Board of Canvassers, canvassed and prepared by us, are correct and true as compiled from the original returns made to the City Clerk.

We further determine and certify that the following persons received the greatest number of votes for the respective office for which each was a candidate on April 3, 2018.

The total number of votes cast for District 2 Alderman was 215, of which

James Taylor	received	151
David Pietila	received	64
Write-ins	received	0

James Taylor, having received the highest number of votes cast, was declared elected District 2 Alderman for the City of Menasha for a two year term expiring April 2020.

The total number of votes cast for District 4 Alderman was 246, of which

Mark Langdon	received	133
Arnie Collier	received	112
Write-ins	received	1

Mark Langdon, having received the highest number of votes cast, was declared elected District 4 Alderman for the City of Menasha for a two year term expiring April 2020.

The total number of votes cast for District 6 Alderman was 216, of which

Thomas E. Grade	received	144
Tyler Doemel	received	71
Write-ins	received	1

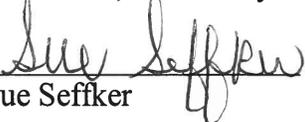
Thomas E. Grade, having received the highest number of votes cast, was declared elected District 6 Alderman for the City of Menasha for a two year term expiring April 2020.

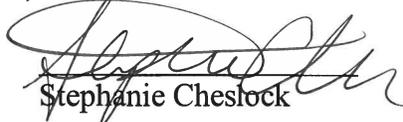
The total number of votes cast for District 8 Alderman was 393, of which

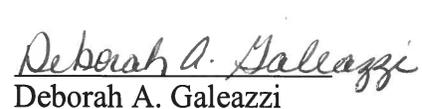
Randy Ropella	received	199
Kevin Benner	received	191
Write-ins	received	3

Randy Ropella, having received the highest number of votes cast, was declared elected District 8 Alderman for the City of Menasha for a two year term expiring April 2020.

Dated at the office of the City Clerk, City of Menasha, Winnebago & Calumet Counties, Wisconsin, this 4th day of April, 2018.


Sue Seffker


Stephanie Cheslock


Deborah A. Galeazzi

Tabular Statement of Votes Cast
City of Menasha
Spring Election – April 3, 2018

Alderman, District 2

James Taylor	151
David Pietila	64
Write-in	0
Total Votes Cast-Office	215
Total Voters	220

Alderman, District 4

Mark Langdon	133
Arnie Collier	112
Write-in:	1
Total Votes Cast-Office	246
Total Voters	268

Alderman, District 6

Thomas E. Grade	144
Tyler Doemel	71
Write-in:	1
Total Votes Cast-Office	216
Total Voters	233

Alderman, District 8

Randy Ropella	199
Kevin Benner	191
Write-ins:	3
Total Votes Cast-Office	393
Total Voters	444

MINUTES OF THE BOARD OF CANVASS
April 4, 2018

Clerk Galeazzi called the meeting to order at 10:08 a.m.

Present: Members Sue Seffker, Stephanie Cheslock and City Clerk Deborah A. Galeazzi

The Board compared the ImageCast Evolution (ICE) machine print-outs with the return sheets filed and determines and certifies Alderperson for Districts 2, 4, 6, 8 races of the April 3, 2018 Spring Election as follows:

Alderperson, District 2

James Taylor	151
David Pietila	64
Write-in	0

Alderperson, District 4

Mark Langdon	133
Arnie Collier	112
Write-in:	2

Alderperson, District 6

Thomas E. Grade	144
Tyler Doemel	71
Write-in:	1

Alderperson, District 8

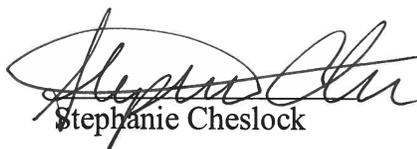
Randy Ropella	199
Kevin Benner	191
Write-ins:	3

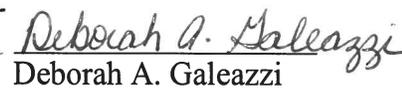
Moved by Sue Seffker seconded by Stephanie Cheslock to adjourn the Board of Canvass at 10:21 a.m.

Motion carried on voice vote.

WITNESS OUR HANDS at the office of the City Clerk at City Hall, City of Menasha, Winnebago and Calumet Counties, Wisconsin, this 4th day of April, 2018


Sue Seffker


Stephanie Cheslock


Deborah A. Galeazzi

Return Sheet--Master--April 3, 2018

Polling Place	Senior Center	Boys & Girls Club	Clovis	Jefferson	Winnegamie Dog Club	Totals
District(s)	Districts 1 & 2	Districts 3 & 4	Districts 5 & 7	District 6	District 8	
Number of Voters	538	521	507	233	444	2243
Judicial						
Justices for the Supreme Court						
Michael Screnock	202	183	186	87	178	836
Rebecca Dallet	323	321	315	142	260	1361
Write In	1	1	1	0	0	3
Circuit Court Judge, Branch 1						
Teresa S. Basilliere	254	249	249	109		861
Scott A. Ceman	223	188	180	96		687
Write In	1	2	1	0		4
Circuit Court Judge, Branch 4						
Karen L. Seifert	397	364	374	167		1302
Write In	6	3	2	0		11
Circuit Court Judge						
Jeffrey S. Froehlich					317	317
Write In					2	2
County						
County Supervisor, District 1						
Thomas J. Konetzke	45	378				423
Write In	2	7				9
County Supervisor, District 2						
Michael Brunn	360			78		438
Write In	2			1		3
County Supervisor, District 3						
Barb Taylor			21			
Steven Krueger			33			

City of Menasha **POLICE** Department



2017 Annual Report

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Our mission is to be the model of modern police services, built upon a strong partnership with the community, using respect, creativity and technology to find solutions and improve the quality of life for all.



CHIEF'S MESSAGE

2017 was a busy year at the Menasha Police Department. Our total number of calls for service and self-initiated activities were 13,843. The good news is the number of emergency calls was down, which provided us the opportunity to initiate more activities such as community contacts and traffic enforcement. While we will not have our crime rate for 2017 for a few months it appears that the overall numbers, especially for juvenile crime, will be lower.

In addition to the day to day activities, we navigated the accreditation process for the Wisconsin Law Enforcement Accreditation Group. This voluntary process included a team of assessors from WILEAG arriving at the Department to examine every aspect of our operations. The assessment was conducted over a three day period in November. Their role was to determine if the Department was in compliance with 225 highly recognized standards for law enforcement services. The team confirmed that the Menasha Police Department was in compliance with all applicable standards. We are one of forty two WILEAG certified agencies.

On December 11, 2017 the Wisconsin Law Enforcement Accreditation Group Governing Board met to discuss the results of our on-site assessment and take action on our application. Following a review of their reports and an oral presentation by the assessment team leader, the Board voted unanimously to accredit the Menasha Police Department for a three-year period. Both citizens and staff are proud to know we have been and will continue to follow best practices in law enforcement.

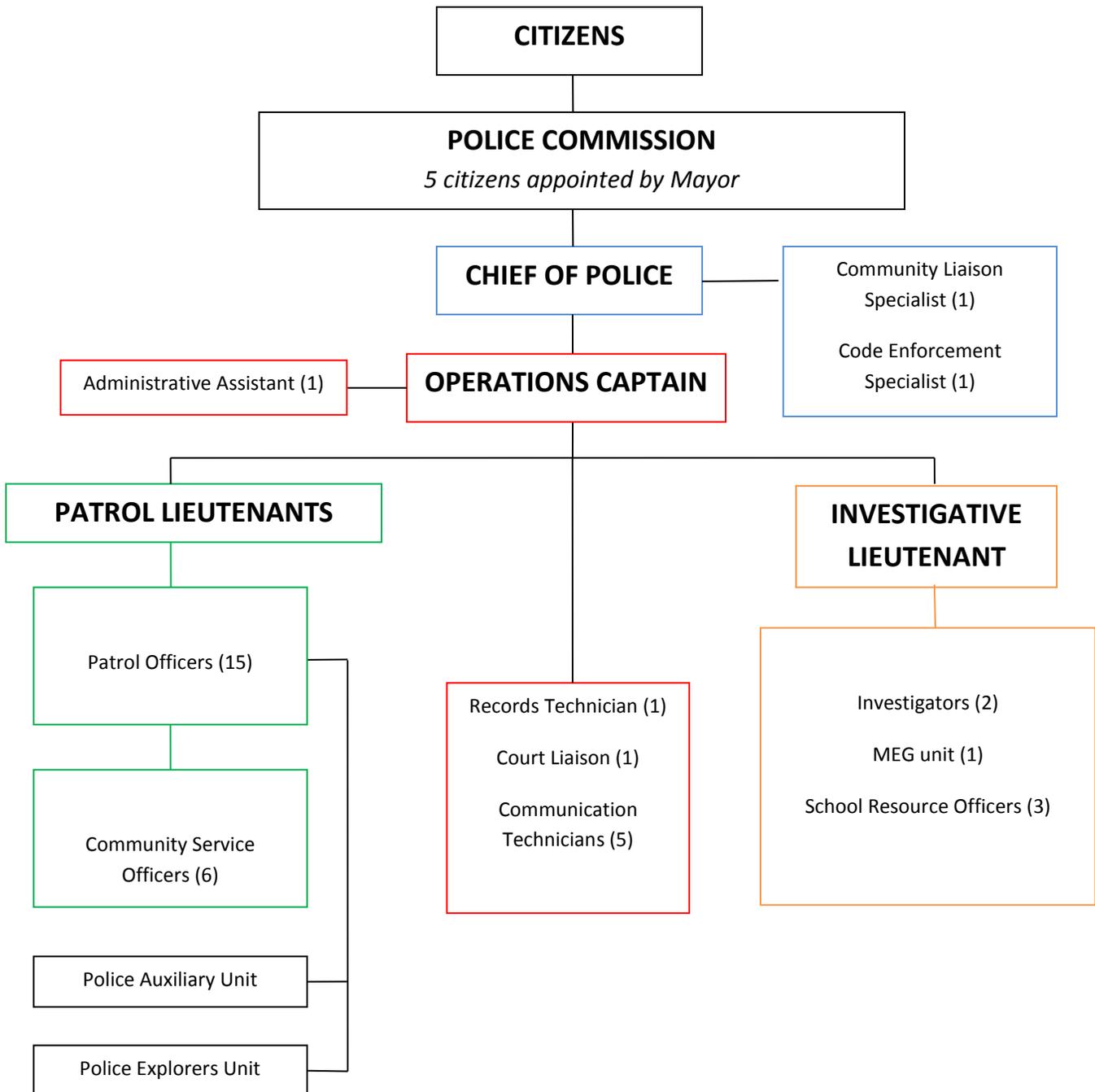
While preparing for accreditation, we identified a substantial need to improve the facility for evidence handling. As a result, we completed a \$250,000 building addition and other renovations. The majority of the project was centered on the construction of the new evidence storage and processing area. We will meet the needs of the community to ensure that evidence is taken in, processed and secured in the safest manner possible.

While the evidence room was the focus of the building updates, we also knocked out a wall to create a briefing/conference room. Shift briefings had been held in a break room in the basement and the new space encourages efficient communication for our personnel. We also reconfigured the office space in the front of the building to make room for an administrative assistant.

A police department can only be effective if there is communication and trust with the community. I would like to thank you for your support. The building updates were an incredible reminder of the trust and support you have in your police department. We are committed to being a model for modern police services and on behalf of the employees of the Police Department, it is an honor to serve Menasha and I welcome your feedback.

Serving our community,
Chief Timothy Styka

ORGANIZATIONAL CHART



STAFF - SWORN

CHIEF OF POLICE

Timothy Styka

OPERATIONS CAPTAIN

Brett Halderson

INVESTIGATIVE LIEUTENANT

Mark Mauthe

PATROL LIEUTENANTS

Charles Sahr

Angela Hanchek

Matthew Albrecht

Nick Thorn

Matthew Lenss

INVESTIGATORS

Stephanie Gruss

Pete Sawyer

Ray Berna

COMMUNITY LIAISON SPECIALIST

John Wallschlaeger (non-sworn)

SCHOOL RESOURCE OFFICERS

Ann Gollner

Amy Cook

Jeff Jorgenson

PATROL OFFICERS

Sara Swenson

Jim Verkuilen

Chris Groeschel

Matt Spiegel

Dan Hoernke

Anthony Edwards

Nick Oleszak

Denton Heidemann

Josh Gallagher

Adam Miller

John Abrahamson

Joel Nelson

Adam Schulz

Randy Hill

Shelby Patterson

STAFF - CIVILIAN

POLICE COMMISSION

James Meinke
Tony Gutierrez
Marshall Spencer
Jason Dionne
Fran Ebben

RECORDS CLERK

Jenny Groeschel

COURT/TRAFFIC LIAISON

Bev Sawyer

ADMINISTRATIVE ASSISTANT

Sandy Gonnering

CODE ENFORCEMENT SPECIALIST

Joe Polzien

COMMUNICATIONS TECHNICIAN

Sharon Beyer (retired)
Amber Olson
Debbie Borchart (retired)
Mary Janssen
Sheri Grotto
McKenzie Paul
Taylor Repinski
Elena Anderson
Rebecca Billington

CROSSING GUARDS

Robert Piel
Mark Mennen (relief)
Gary Gallant
Sue Biese (relief)
Will Hoerning
Jill Beining (relief)
Lori Davis (relief)
Gary Wisneski (relief)
Bethany Leigh
Nathan Struensee
Sue Paveletzke

CITY SNAPSHOT

The City of Menasha is situated in the heart of the Fox River Valley on the north shore of Lake Winnebago. The 17,647 residents comprise a diverse and engaged community in which we are proud to serve. Menasha is in a period of economic revival and during this past year, many steps have been taken towards the continued revitalization of our downtown and other key areas of interest in the city.

The City of Menasha encompasses a total of 7.72 square miles spanning both Winnebago and Calumet Counties. The various neighborhoods in the city range from a central core of traditional ranch and two-story homes, to large lakefront residences, as well as newer subdivided neighborhoods to the east. Each neighborhood has its own unique character and charm.

Our officers patrol just over 90 miles of streets within the corporate limits of Menasha. Our patrols cover every road from private streets to main thoroughfares like US Highway 10 and State Highways 47 and 114. The streets wind through our residential neighborhoods, industrial zones, downtown, and parks.



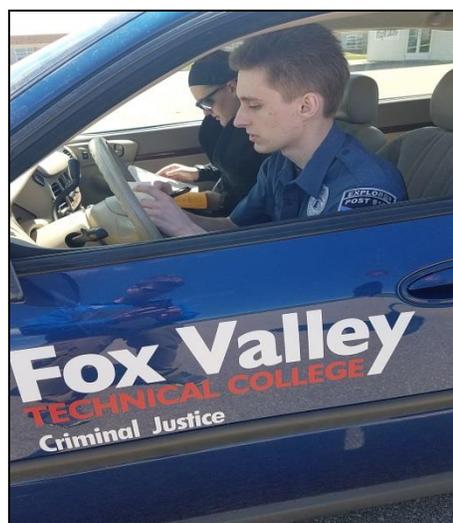
YOUTH PROGRAMS

MENASHA POLICE EXPLORERS – The Menasha Police Explorer program was started in the fall of 2012 to help youth in our community who are interested in a law-enforcement career. The program allows youth in the community to interact with officers at the Menasha Police Department. The police explorers are exposed to the law enforcement career through training with police officers and post advisors. They utilize scenarios to prepare the explorers for a law-enforcement career. The police explorers currently have 9 youth actively participating in the program.

The program is supervised by Menasha officer Adam Miller as well as officer Chad Gruenstern from the Neenah Police Department. The Menasha police explorers were funded by the dedicated police explorers fundraising efforts throughout the year as well as a small membership fee. The Menasha police benevolent Association also made a donation to the police explorers.

The police explorers assisted the police department with a variety of events that took place in the city. They assisted with traffic and crowd control for the Fourth of July fireworks, handing out candy for Halloween downtown, as well as painting a mural on the Menasha Police Department firing range. On May 6th 2017, the Menasha Police Department Explorers competed in their first Explorer competition of the year, placing 2nd in Hostage Negotiations.

Students in the Neenah and Menasha School Districts who are 14 years old or older and have completed eighth grade are eligible to join. Contact Officer Adam Miller, amiller@ci.menasha.wi.us, for additional info.



Engaging Our Youth

Investing time in the younger citizens of Menasha is the best investment we can make. We are fortunate to have Liaison Officers in our schools to build those positive relationships early and throughout their school career. All officers are encouraged to interact with the youth of Menasha and throughout the year we were able to do just that, and have fun while doing it.

Boys and Girls Club – The Boys and Girls Club in Menasha is a fantastic place for the youth in our community to meet, learn, and grow as young citizens. We have been able to work with club staff from the day it opened to be involved at numerous levels. Shop With A Cop is held at Christmas time at the club and we look forward to future opportunities to collaborate.

Other community partners such as **Festival Foods** allow us to participate in a variety of events they hold at the Menasha location. Boofest is one of the fall events and we enjoy having our K9 Apollo and his handler Officer Adam Miller there to greet the kids as they stop in to shop or collect some candy.

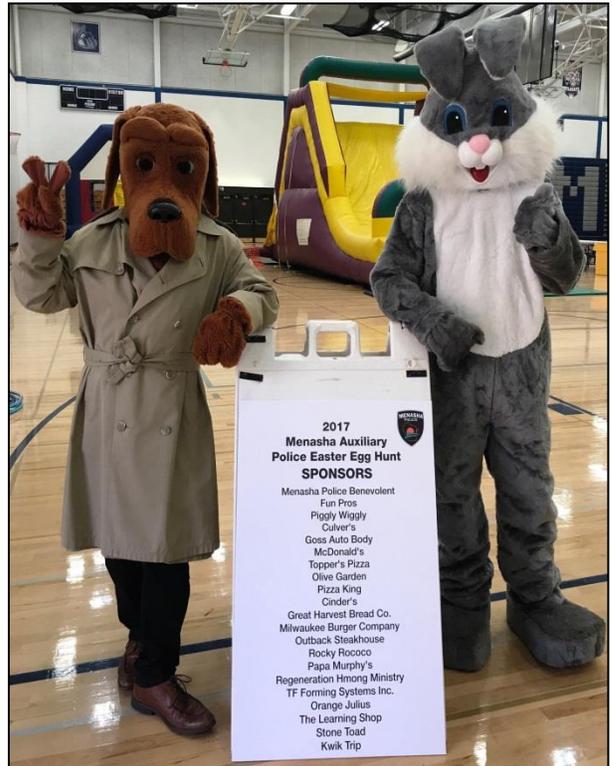


Department tours are popular with youth service groups such as the Boy and Girl Scouts. Pictured below is Officer Josh Gallagher at the Menasha Library with some Girl Scouts who thanked Josh and his co-workers with some cookies.



Engaging Our Youth

We value our relationship with our community's youth. The past few years the Menasha Police Auxiliary have joined with several community partners to host an Easter celebration. Taking place inside Menasha High School on a Saturday, participation and expectations usually run high. Treats are shared with the children and their parents and they are given opportunities to meet with the officers, check out our equipment and even pet our K9 Apollo.



Engaging Our Youth



Shop With A Cop – 2017 marked our third annual Shop with a Cop event. The community partners continue to amaze us. We received generous support from the Boys and Girls Club of Menasha, Feeding America, Festival Foods – Menasha, Lamers Bus lines, Menasha Police Benevolent Association, Shopko Menasha along with several other anonymous donors. Due to that generosity we were able to help a dozen Menasha area youth provide a special Christmas for their families. Breakfast prepared by our officers and eaten at the Boys and Girls Club before they all headed to Shopko to shop. Once finished shopping, they returned to the Club to wrap presents and have a snack. It was a great event and we are already making plans for making it even better in 2018.



PROGRAM UPDATE

Drug Drop Box – The proper disposal of prescription drugs continues to be essential in protecting our environment and in keeping drugs out of the hands of the wrong people. The Menasha Police Department placed a permanent drop box for prescription drugs in the lobby of our department a few years ago. The box was provided free-of-charge from a grant by CVS Pharmacy.

The drop box is emptied on a regular basis. A sort is done and the pills are removed from their original containers. The containers are recycled and the drugs are disposed of through the State of Wisconsin. On average, we have submitted five Wisconsin Department of Justice approved boxes of discarded medications for incineration. We estimate that we collected more than **238** pounds of prescription medications in **2017**. We expect that number to continue to grow as people in the community learn about the collection box. Everyone wins.

The collage consists of four posters:

- Medication Drop-Off New Guidelines:** Provides instructions on what is accepted (pills, capsules, tablets, etc.) and not accepted (needles, syringes, etc.) for disposal. It also lists safe drop-off locations in Calumet, Outagamie, and Winnebago counties.
- Drug Drop Prescription Drug Safety Information:** Features the Drug Drop logo and the slogan "what everyone needs to know".
- Prescription Drug Abuse:** Discusses the increasing prevalence of drug abuse, noting that 60% of overdoses in 2014 were from opioids. It defines drug abuse as taking medication not prescribed to you or in a non-prescribed way.
- Prescription Drug Safety:** Offers tips for safe use, such as asking questions, being attentive at the pharmacy counter, and being cautious when leaving the pharmacy. It includes a list of commonly abused medications.



K9 PROGRAM



K9 APOLLO - Apollo continues to sniff out drugs working with Officer Miller. At least when he's not chasing his own shadow! Apollo loves to work but gets easily bored so we keep him as busy as possible with assisting other agencies, running around cars, and training for the big sniff.

K9 ATHOS – Athos retired in 2017 and we miss him greatly. Prior to retiring he had 8 successful deployments in 2017.

2017 K9 Statistics

<u>Narcotics</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Total Narcotic Sniffs:	53	76	51	72
Total Arrests:	28	39	29	36
Accuracy:	96%	96%	96%	96%

Finds included marijuana, methamphetamine & paraphernalia

<u>Tracks</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Total Tracks:	2	8	7	2

In 2017 the Menasha Police Department, along with many other K9 equipped agencies in WI, was the recipient of an emergency K9 first aid kit from Wisconsin Vest-a-Dog. We are grateful for the community support we receive for Apollo. We could not do the work we do without the communities support.



K9 - Geller



2017 was a data driven year as Geller participated in a joint study with Clovis Grove Elementary school students and staff. The study was funded by the Menasha Education Foundation and the Menasha Police Benevolent Association. The study was developed by Constructive Analytics and suggested Geller had an impact with most students. The study showed Geller helped mitigate crises felt by children. It was nice to generate some objective data that coincides with the observed emotional experiences that Geller continues to demonstrate as a needed and welcomed member of the community.

Geller completed her first full school year 2016 to 2017. She developed many relationships with students, staff, and visitors wherever she went. It is so interesting to see how some of her greetings are unique to the individual which is not an easy task considering she has met over 2500 people in the schools alone. The primary goal in applying for a facility dog was to find a better and healthier way to calm a student in crisis. We are excited to say that the documented juvenile restraint data was reduced by 75% during the 2016-2017 school year. One concern was whether this program would be seen as a novelty. As this is being written we are half way through the 2017-2018 school year. The relationships Geller is developing have grown stronger with time. She is a healthy addition at all of the elementary schools, the community and the police department.

When at the Police department, Geller has assisted in comforting adult victims and a few suspects while working with the detective bureau during the summer. Geller also accompanied children who are being interviewed at the children's advocacy center. More recently she was needed to help deliver a death notification to a young child whose mother had passed away. Geller's calm demeanor and loving nature was a great asset. Geller is so versatile and visibly helpful to children. Geller loves when children read to her while she lays beside them. Teachers request Geller's assistance to aid in building confidence in readers who are struggling. We continue to work to offer positive physical breaks to at risk children so as to reduce the build-up of frustrations. These frustrations, when coupled with poor coping skills, may lead to a flight or fight response. Of course, all of this positive work lays the groundwork of relationship building which directly benefits us in moments when a student has gone into crisis. The school principals consider Geller an official component of their trauma response to difficult situations.

Data is an important tool in evaluating a program's viability. In 2017 the police department purchased a software program to better track k9 deployments, training and expense. Watch for next year's report to see more detail about what she has accomplished in the last year and how often she was utilized.



VOLUNTEERING FOR A CAUSE

Menasha officers continue to embrace the opportunities given to us to serve in a capacity outside of work. A majority of officers in our department yearn for chances to give back to the community that wholeheartedly supports our day to day work.

SPECIAL OLYMPICS – 2017 was an active year for the departments' support of Special Olympics. Numerous officers froze their uniforms off during the **Polar Plunge** while others got a nice jog in during the annual **Torch Run** as well as the newer event, **Run With Cops** held at UW-Oshkosh. **Tip-A-Cop** events were held at Red Robin, Buffalo Wild Wings, and Texas Road House where officers generated thousands in donations. **Bowling for champions** has been a favorite for us but the most iconic event perhaps is held at Dunkin Donuts where some of our officers were stranded on the roof and begged for donations as part of a **Rooftop Challenge**. The Special Olympics organization continues to be notable partner for the Menasha Police Department.



Red Kettle bell ringing - Our crew was once again able to ring the bells to raise funds for those less fortunate during the Christmas season. Many laughs, smiles, and holiday greetings were shared with the friendly shoppers at Festival Foods and Shopko in Menasha. Officers, Com-tech's, and the Chief got into the spirit to help raise some money.

Many times throughout the year we see first-hand how devastating poverty can be for families. While we can't make everyone's situation better, we hope that our small contribution of time ringing bells is enough to help the **Salvation Army** with their mission.

OPERATIONS

The Menasha Police Department has continually been at the forefront of new uses and designs of technology in the State of Wisconsin. By staying on the leading edge of law enforcement technology, we are better able to provide a higher level of service to our community.

VIDEO CAMERAS

Our previous Vie Vu body cameras connected with a local server and database. The video storage needs became a continuing concern causing us to move to new body cameras which connects to the cloud for storage. The camera have a docking port where officers place them and the video gets uploaded to servers maintained, secured, and paid for by the vendor. Our costs and security have improved dramatically and the video is readily available when needed. In addition the system has improved our efficiency and chain of custody.

We continue to transition to High Definition video recording for our in-squad car cameras. High Definition video takes many times more storage space and bandwidth to upload but it has a greater evidentiary value. The newer cameras are also more adaptable to changing and various lighting or environmental factors. Storage for HD video continues to be a matter of future concern.

PEER SUPPORT GROUP

Several department members continue to serve on the Winnebago Area Peer Support Team (WAPST) which is available 24/7 to assist any member of the county wide emergency services team who is experiencing a crisis. Our WAPST members have specialized training in helping peers through dynamic and unique situations. The team maintains a cell phone that travels amongst members making them immediately available. The team has been utilized several times by area officers.

TRaCS

TraCS (Traffic and Criminal Software) is a statewide electronic citation and record submission system. Wisconsin has recently mandated all agencies submit crash, pursuit, and other reports via TraCS. Our department was prepared for this mandate and seamlessly transitioned to it. Menasha PD has been a model agency for TraCS through the years and a testing agency prior to statewide releases. Officer Gallagher took over the role of TraCS administrator in 2017 and oversees updates, data conflicts, training, and support.

REFRIGERATOR

Yes... just like at home we help out with basic house cleaning chores around the Department. Yuck.



CRISIS INTERVENTION TEAM

Crisis intervention skills continue to be utilized every day by officers in working with people in crisis, including those living with mental health challenges. It is a philosophy focused on responsive and effective interactions with those in need. Our training is based on the Memphis Model of CIT which focuses on de-escalation of situations. 18 members of the department have formal Crisis Intervention Training. It is our goal to have every officer experience this valuable training over the coming years.

COMPLIANCE CHECKS

Compliance checks refer to officers or agents attempting to purchase alcohol or tobacco from licensed servers in the City. Officer Hoernke organized a single compliance check in the City for 2017 after advertising the effort and several violations were observed. Violators were cited and provided additional training on the expectations of their establishments or responsibilities to not serve underage persons. Compliance checks are expected to continue into 2018 and the department will continue to advertise upcoming activities to both educate and notify people before the checks.

TRAFFIC GRANT

We continued our participation in the State traffic grant program. The traffic grant reimburses the City to have officers focused on certain traffic violations like speeding or seat belts. The department is also required to log matching hours in traffic enforcement.

MENASHA POLICE DEPARTMENT PARKING ENFORCEMENT

The Menasha Police Department diligently strives to enforce our city's parking ordinances. We began the process of switching to updated parking enforcement equipment. The old system served the community well for over 15 years. The new system will be fully operational in early 2018. The new system, T2 Flex, is a cloud based parking system that runs off a smart phone app which allows officers to quickly and efficiently issue parking citations. The app offers a citation history advising officers of previous violations and the ability to photograph violations for dispute resolution.

With the new parking enforcement system, we have updated our payment options for violations. Parking citations can be paid online via credit card at the City of Menasha website. Once on the website navigate to the Police tab, and then the Parking Information tab. The page will display a link

labeled "Parking Portal." This link allows people to conveniently satisfy violations.

The T2 Flex Parking Enforcement is one of the newest tools at the City of Menasha Police Department to aid officers in handling the frequent parking issues we handle. Out with the old, in with the new.



BUILDING ADDITION



In 2017 we embarked on a building addition project to make up for the lack of evidence processing and storage space in the original building design. In the last 40 or so years technology and evidentiary needs have mandated items be kept until defendants are done with their terms of confinement, that processing be performed in areas not prone to contamination, and that the chain of evidence is clear and secure.

Through the diligent efforts of Chief Styka and others, we lobbied for \$250,000 to add 1020 square feet to the building foot print. The Addition used court yard space in the back of the building that was

previously occupied by a communications tower. The tower was no longer being used and the court yard had housed a picnic table and grill for use on the few nice days Wisconsin has to offer. While we miss our grill and picnic table the new evidence processing area is fantastic.



Many hours are anticipated to transfer more than 5,000 pieces of evidence to the new area. Each item will be removed from the old records management system and entered into the new evidence management software called the "BEAST". The software was necessary as the existing database was being phased out by Winnebago County and would no longer be supported. Officer Nelson has been tasked with the transfer efforts which will take several weeks to accomplish.



We also created a new office space for Sandra Gonnering the administrative assistant. Sandy works part time and will handle payroll, training documentation and submissions, as well as other tasks. We reconfigured office space in the front of the building to make room for the office. Chief Styka, Captain Halderson, and Sandy now occupy the front portion of the building which will facilitate operations.

As part of the renovation we also removed many of the dated wall decorations and plans are underway for a contemporary upgrade. Fresh paint, floor tiles and trimmings have brought new life to the main hallway of the department. Our briefing room is now on the first floor which has worked to enhance the effectiveness of our shift changes.



ACCREDITATION



The Menasha Police Department took on what we learned to be a large administrative task in early 2016 of becoming voluntarily accredited through the Wisconsin Law enforcement Accreditation Group. The WILEAG accreditation group was formed in 1995 to create and set standards, goals and practices for Wisconsin's 560 law enforcement agencies to follow. These were based on the best practices of such organizations at the International Association of Chiefs of Police (IACP), the National Organization of Black Law Enforcement executives (NOBLE), the National Sheriff's Association (NSA) and the Police Executive Research Forum (PERF). The goal was to achieve professional law enforcement excellence in Wisconsin. A first edition of *WILEAG Standards* was adopted in December 1996. The Menasha Police Department's accreditation is based on the *WILEAG Standards, Fifth Edition, 2016*. Time doesn't stand still for excellence. Both the industry and our standards continue to evolve on an almost daily basis.

Since we set out in 2016 many hours, hundreds, perhaps thousands, were put into reviewing everything that we do in a shift, in a day, a week, a month and in a year. System improvements were made as we went along so not as to shock the system of order. To prepare us for the assessors coming on site and reviewing our efforts a day long "mock review" was done by peers from some of the other 43 fully accredited Wisconsin law enforcement agencies. In November 2017 a team of assessors from WILEAG arrived to examine all aspects of our agency's policy and procedures, operations and support services. This included a public information session where community members were allowed to voice their opinion about our agency to the team. We were delighted to learn that the WILEAG governing Board voted unanimously to approve us as an accredited law enforcement agency for three (3) years effective December 11, 2017.



POLICE BENEVOLENT

The Menasha Police Benevolent Association (MPBA) is comprised of current police department employees and retirees. The benevolent exists to support its members by cultivating fellowship among its members and to provide a medium for the exchange of knowledge and experience that fosters high professional standards. One of the primary functions of the MPBA is to conduct charitable, educational, and recreational activities for the benefit of its members and the community. Members pay dues and an annual fundraiser is held to support the benevolent association's activities.



Chief Styka leads Benevolent Members raising donations for Hurricane Harvey Relief

One of the primary focuses of the MPBA is to look for ways to give back to our community. Last year we were able to support over a dozen community and/or law enforcement organizations or members by providing money or goods to help meet their needs. In 2017 support was provided to the Heckrodt Wetland Reserve, Menasha High School Post Prom, Menasha Auxiliary Easter Egg Hunt, Menasha Rotary Scholarships, Rock the Block and Habitat for Humanity, Special Olympics Fox Valley and others. We also adopt several families for the Christmas Giving program and for the third time hosted a Shop-With-A-Cop event.



Lt. Mauthe making a video to raise awareness for Special Olympics

The association's involvement doesn't stop there. It looks for ways to reward its members for the personal sacrifices they make throughout the year. The agency is 24/7/365 and everyone knew that when they took the job. Still, those missed birthdays and family functions, well, they are difficult to replace. There is a family picnic in the summer and a Christmas party in the winter that allows members and their families a chance to enjoy one another's company outside of the work environment. During National Police Week, a dinner and awards ceremony is held to honor those officers who went above and beyond their expected call of duty. In addition the Benevolent supports those families around the state that tragically lose a loved in a line of duty death.

Thank you for your continued support of our organization

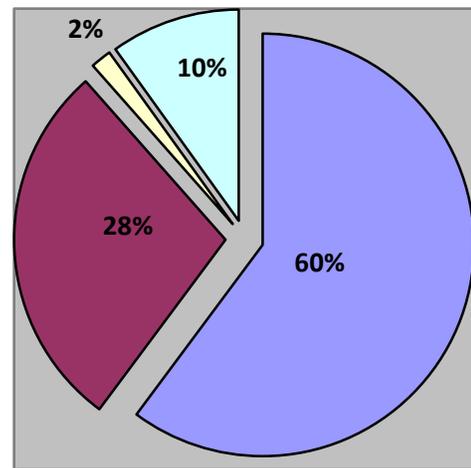
POLICE ADMINISTRATION

The administration division of the police department consists of the Chief of Police and our Operations Captain.

Managing the department budget, officer training, and writing procedures and policies are just a few of the tasks taken on. Striving to provide the best and most fiscally responsible level of service is at the forefront of each decision they make. 2017 brought the addition of an administrative assistant Sandy Gonnering. Sandy has taken over repetitive tasks like payroll, training requests and arrangements, ongoing notifications, and other tasks that can be handled by non-sworn personnel. It made sense to have certain tasks handled by civilian personnel. We've strived to hold the line on our budget for several years keeping our core services running as efficiently as possible.

Officer Training

Officers attended a total of 1,846 hours of training for an average of 62 hours each.



Police Budget	
Year	Amount
2017	\$4,829,341
2016	\$4,762,195
2015	\$4,517,559
2014	\$4,562,226
2013	\$4,571,493

As with most organizations, personnel costs make up the largest portion of the budget. The capital outlay and operating expenses provide the officers with the equipment they need to adequately serve the community.

In 2017 we continue to work towards full staffing. The current employment market has increased the challenge of hiring the most capable officers. We anticipate hiring 2 or 3 officers in 2018.

PATROL DIVISION

Patrolling our streets remains a primary function of the department.

Traffic enforcement continues to be a high priority for our agency and is likely the number one complaint in any city. To address this more efficiently, we established a traffic reporting program where citizens can email or call in a specific complaint regarding a traffic issue in their

In 2017 we hired 3 officers and 1 is currently in their probationary period. Two officers chose to move on to other positions.

neighborhood. In 2017 we processed nearly 100 individual traffic issues dedicating officers to monitor and cite drivers

when necessary. Officer Gallagher helped facilitate the traffic issue communication by creating a small database program shared with officers on the street and other City officials. Reports can be made by calling 920-967-3575 or emailing police_pd@ci.menasha.wi.us.



Handling 13,843 calls for service took up the majority of officer's time. Patrol officers responded to a multitude of calls for service ranging from citizen assists, disturbances, burglaries, robberies, drug and alcohol complaints, to drug overdoses. In addition to responding to criminal complaints, officers often focus on preventative measures like checking business doors at night, patrolling parks and other public spaces like the trestle trail and school properties. Often times, residents will report specific concerns in their neighborhoods and we will specify added patrol time to address those concerns in that area. It is imperative that as



citizens of a strong community that if something looks "not normal", it needs to be checked out. We help create a stronger community when we work together. Simply put, if you "See something, say something".

In 2017 we rolled out a completely new program for new officers designed to get officers performing tasks sooner, thinking through problems, and making self-assessments to help learn more effectively. The philosophy is grounded in problem based learning techniques established in the medical and legal fields. New officers are encouraged to utilize their strengths in learning during a 4 month field training period.

INVESTIGATIONS

The division consists of 2 Investigators for normal cases, 1 Investigator assigned to the MEG unit, and 3 School Resource Officers (SROs). One SRO is at the Menasha High School, one at Maplewood Middle School and one that splits time between the six elementary schools. The Investigative Division is supervised by Mark Mauthe, our newly minted Lieutenant. Lt. Mauthe has been an investigator for many years and brings a wealth of experience to his new role.

Patrol officers respond to initial complaints and are often able to complete the investigation on their own. There are other circumstances when either the seriousness of the crime or the scope of the incident is too large or complex for patrol to continue the investigation. These cases are assigned to an investigator, a SRO, or the MEG unit.

There is no such thing as a “typical day” in any law enforcement position. This is especially true for investigators. In 2017 three drug related deaths were recorded, down from 5 in 2016. Investigators handled two drive by shootings that were loosely related. Several sexual assaults, child pornography, and human trafficking cases were investigated. Investigator Gruss worked hard with helping to plan the new evidence processing and storage areas including a new software program called “BEAST” to manage thousands of individual evidentiary items. Investigators will be making a notable effort to transfer all evidence from the old evidence storage area to the new facility early in 2018.

With Lt. Mauthe being promoted in 2017 to Lt. of Investigations, Investigator Gruss worked extra hard to keep on top of the case load as we navigated a selection process to assign the next investigator. Officer Sawyer was selected from many qualified candidates and will start his duties in early 2018. Lt. Mauthe continues to carry a caseload as well as taking on many administrative duties.

The current increase in heroin and methamphetamine use in the Fox Valley has changed the landscape of drug enforcement in our area.

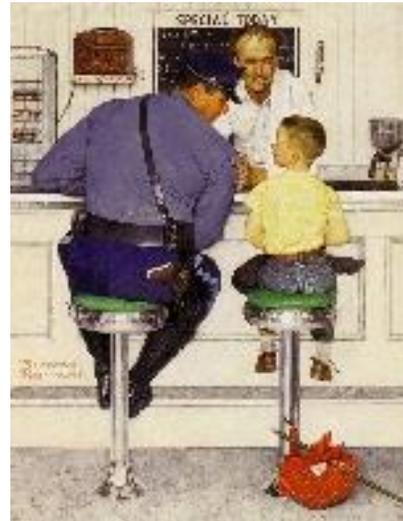
The department provides a full-time investigator to the Lake Winnebago Area Metropolitan Enforcement Group or MEG Unit and Investigator Berna has replaced Investigator Sawyer in the unit. The MEG Unit is a 13 officer unit comprised of officers from agencies within Winnebago, Outagamie, Calumet and Fond du Lac

counties. Their focus is on the distribution and manufacturing of illegal drugs within the four county area. Suspected dealing or other major issues may be reported to the Menasha Police Department, or directly to the MEG at 920 225 6855.



COMMUNITY POLICING

The department is continuously working at increasing engagement with the community both in-person and through technology. Our experiences have taught us how important it is for our citizens to have a way to connect with us and be heard. Whether it is a landlord/tenant issue, a traffic issue, a safety concern, or a public nuisance, we strive to make sure that the issue is addressed in a timely and thorough fashion.



Last year we had approximately 5000 followers on our department Facebook page. As we write this report, we have 10,348 followers.

That is a lot of engaged citizens and organizations that are watching, listening, sharing, and responding to the information that we post. The posts are often law enforcement related, but we try to mix in a little humor and a little fun when we can. We often post traffic incidents and road closures as well as weather reports and road condition reports. Many find this to be a valuable resource.



The department also has a Twitter feed. This is a newer platform for us and we are working on finding what the most effective use is going to be for it. To date we have used it to push out “need to know” information that directly affects our

residents. We are open to suggestion from the community as to what they would like from our tweets.

We continue to operate our E-lert program allowing landlords with property in Menasha to be made aware of issues at their rentals. Landlords contact the PD with a list of their property addresses and their contact information, including an email address, which gets entered into the program. Within a short time of police being dispatched to a property, the landlord receives a brief email notification of the call. The landlord can then address the issue directly with the tenant or contact us for more information and assistance. It has become a “must-have” system in a city with a very high rental property percentage.

COMMUNITY POLICING

NEIGHBORHOOD WATCH

What about homeowners? How do they know what is going on in their neighborhood?

There has been a decline in the traditional Neighborhood Watch Programs nationwide. It is still a viable and recommended way to meet and work with your neighbors to keep your home safe. We have several active neighborhood watch units in Menasha. The mantra “see something, say something” has been widely discussed during the past year as a way to make people aware of their surroundings. Tips from citizens who have a “hunch” that something isn’t right are often the launching pad for larger investigations.

We also offer a virtual neighborhood watch in which citizens can sign up to receive a weekly email which alerts them to property crimes happening in Menasha. To see who your Aldermanic District officers are see page 26.



ACTIVE SHOOTER RESPONSE

In the wake of our tragic shooting in 2015 and others around the country, we have seen increased demand for training in how to respond during an active shooter event.

We have been providing this training to local businesses for several years. It often times involves a physical site survey to assess the vulnerabilities of the location itself. This is followed by a review of current policies regarding the procedures for dealing with agitated customers up to an active shooter. In addition, we go in and train staff on how to respond during an active shooter event.

We utilize the Run, Hide, Fight philosophy which provides choices to those involved in an active shooter situation. It gives them permission to survive and do what is necessary to get to safety.

If you would like additional information on having this training at your place of



business, church, or other location, please contact Public Information Specialist John Wallschlaeger at jwallschlaeger@ci.menasha.wi.us or 920-967-3549

POLICE SCHOOL LIAISONS

An essential component of our police services are the three Police Liaison Officers that work in our eight (8) elementary, middle, and high schools. The job is different from patrol and other investigative roles within the department and each position differs greatly from one level of school to the other. Our three liaison officers do an outstanding job adapting to the environment they are working in. Working with youth from ages 4 to 18 poses unique challenges when having to address the multitude of issues that arise during a school day.

Liaisons work hand in hand with school administrators to provide a safe learning environment. Interactions with parents, students, social workers, and counselors are part of every day. Establishing connections between the multiple groups is what makes the program effective.

In addition to the law enforcement related activity that occurs, the liaisons prefer their role as mentors to the students and they work hard to build positive relationships with them. By presenting in classrooms, eating lunch with the students, or even just saying hello in the hallway, liaisons are able to effect a positive change in the school. The implementation of ALICE and the infrastructure and safety upgrades to the high school and the other buildings are providing a safe atmosphere, conducive to learning and creating places for our children to thrive.



SUPPORT SERVICES

COMMUNICATIONS AND RECORDS

The City of Menasha Police Department is open 24 hours a day, 7 days a week. During that time, our front desk is staffed by one of our communication technicians. The front office staff is responsible for answering incoming calls for service, addressing issues that are brought into the lobby, and typing all reports from officers. They are also responsible for relaying information to officers, confirming warrants, and perform a variety of other tasks. They are an invaluable asset to our agency.

Our records department is staffed by one full-time employee. She assists with issues that are brought into the lobby as well as help answer phones when it is busy. Her primary task is managing the voluminous amount of records produced each year. Abiding to State of Wisconsin records laws, we disperse reports to those who request copies as well as send all of the necessary documents to the District Attorney's office to be used during case prosecutions. The items being requested can consist of paper reports, photos, or videos. In addition, they also issue bartenders' licenses, parking permits, and perform additional tasks.

COURT LIAISON

Another key component to the department is our Court Liaison. Her role is to process all of the citations, municipal summonses, accidents, and parking citations written by

officers. In addition, she makes ready all necessary materials needed for municipal court cases. Over **7,000** citations, summonses, accidents, and parking tickets were written by officers in 2017. At the end of 2017, we had 422 open warrants totaling \$107,088 in deposits owed to the City.

EMERGENCY DISPATCH



The Winnebago County Sheriff's Department provides service for

all 911 calls in the county. Typically, there are 5-6 Communication Technicians working in the 911 Communications Center. They work on the second floor of the Winnebago County Sheriff's Office. One technician is responsible for all of the calls in the City of Menasha, City of Neenah, and Village of Fox Crossings often referred to as the "north end".

The digital 800 MHz radio system is fully implemented in Winnebago County. It provides for a larger number of channels to help increase communication and safety.

CODE ENFORCEMENT

Property values, living conditions, vermin, graffiti, junk vehicles are all issues that are of great concern to most residents. We are fortunate to have a highly trained, full-time Code Enforcement Specialist working for our department. Citizens are able to call in a complaint or download a complaint form to report conditions which violate City of Menasha Code. Specialist Joe Polzien works closely with Community Development, the Health Department, and community volunteers in ensuring the places people reside are safe, healthy, and abide by city code.



COMMUNITY SERVICE OFFICERS

We employ four CSO's who work on a part-time basis assisting officers with calls for service. Typically, our CSO's handle calls for vehicle lockouts, animal complaints, and found property. They also assist officers with traffic direction during accident investigations as well as during major city events. Many of those working as CSO's have an ambition to work in the law enforcement field as a career.

MENASHA AUXILIARY POLICE



Dating back to 1963, the City of Menasha has had an Auxiliary Police unit that provides community service to Menasha. The group is diverse in make-up, having members from 21 to over 50 years old from many different backgrounds. The group elects their own supervisors and has a full-time police officer as an advisor to the unit. They provide traffic control at events, security at public functions, and assist officers when requested. They receive training in law enforcement tactics and techniques. They also run a very successful Easter Egg Hunt each year at Smith Park.

STATISTICS – CALLS FOR SERVICE

ACTIVITY REPORT - 2013-2017

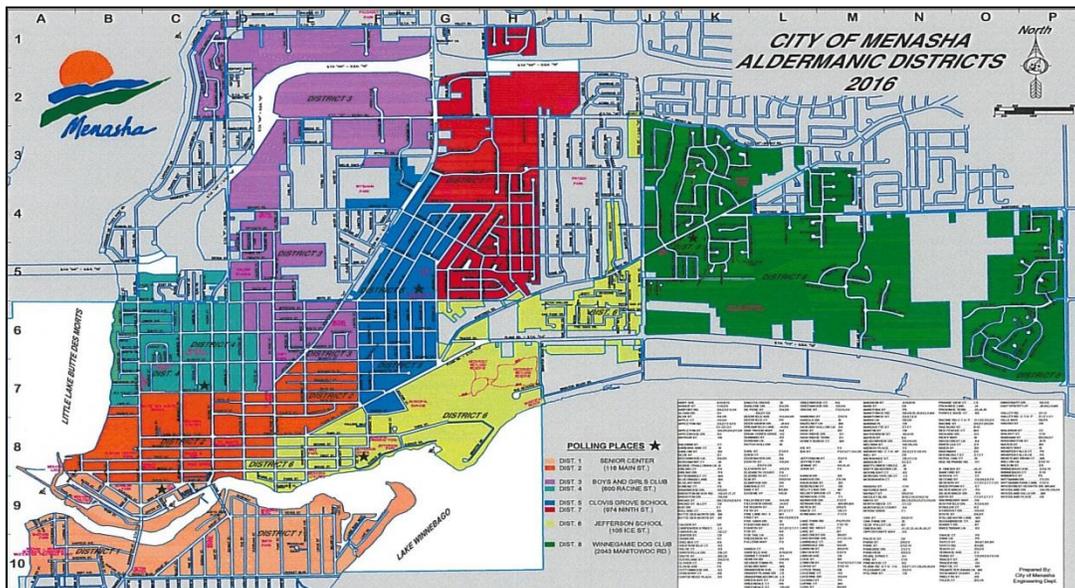
Incident Type	2017	2016	2015	2014	2013
Complaints	7897	7902	7,521	7,408	7,763
Services & Assists	2705	2869	3,096	2,904	2,411
Traffic Stops	2748	2154	3,093	2,171	2,700
Crashes	493	515	445	450	409
Total	13843	13440	14,155	12,933	13,283

The charts above compare the total police activity for 2013 – 2017.

- **Complaints** indicate the number of police reports and investigations done by officers.
- **Services & Assists** indicate the number of times officers have assisted citizens, motorists, other agencies, etc. Many times these incidents do not generate a police report.
- **Traffic Stops** indicates the number of times officers stop a vehicle for a traffic violation. These may result in a citation(s) or warning(s) being issued.
- **Crashes** are those reported to the police department occurring either on roadways, parking lots and/or private property which are both reportable and non-reportable to the State.

Neighborhood Watch areas by Alderperson District

- District 1: Officer Berna, Officer Miller and Lt. Hanchek
- District 2: Officer Verkuilen, Officer Heidemann and Lt. Thorn
- District 3: Officer Groeschel, Officer Hill and Lt. Albrecht
- District 4: Officer Edwards, Officer Abrahamson and Lt. Thorn
- District 5: Officer Hoernke, Officer Gallagher and Lt. Lenss
- District 6: Officer Swenson, Officer Schulz and Lt. Lenss
- District 7: Officer Oleszak, Officer Nelson and Lt. Albrecht
- District 8: Officer Spiegel and Lt. Sahr



STATISTICS – CALLS FOR SERVICE

CALLS FOR SERVICE BREAKDOWN

Incident Type	2017	2016	2015	2014	2013
911 Assist	401	499	510	448	338
911 Hang Up	276	311	247	166	186
Abandoned Vehicles	49	50	49	34	30
Alarm	182	157	216	196	176
Animal	455	492	525	613	592
Civil	44	40	32	27	50
Emergency Committal	46	57	56	57	61
Damage to Property	133	167	167	182	158
Death	21	23	16	21	18
Disturbance	685	677	636	639	601
Disturbance Weapon	5	10	5	2	0
Domestic Disturbance	84	71	94	89	84
Drugs	261	201	146	166	196
Fraud	98	93	76	92	66
Harassment	183	152	166	204	192
Juvenile	452	404	417	494	441
Lost/Found Property	140	145	134	115	129
Missing Person	20	23	31	30	30
Noise	160	167	223	208	189
Open Door	36	62	93	91	79
Runaway	47	99	82	68	41
Sex Offenses	49	33	25	42	32
Suspicious Sit/Veh/Person	832	844	723	714	727
Trespass	22	17	25	18	12
Warrant Arrests	202	168	228	202	221
Weapon	13	8	19	16	24
Welfare Check	699	633	688	646	653
TOTAL	5595	5603	5629	5580	5326

The chart above is a breakdown of some of the types of complaints officers have investigated. Certain crimes (theft, burglary, robbery, assault, etc.) are compared on the next page.

STATISTICS – CRIMES AND ARRESTS

CITY OF MENASHA UNIFIED CRIME REPORT OF INDEX OFFENSES

	2017	2016	2015	2014	2013
Violent Crime	-	-	-	-	-
Homicide	0	0	3	2	2
Forcible Rape	14*	1	3	4	2
Robbery	1	1	8	4	3
Assault/Battery/Simple Assault	92	94	83	94	76
Total Violent	107	96	97	104	83
Clearance Rate	60%	73%	76%	67%	67%
Property Crime	-	-	-	-	-
Burglary	23	35	39	42	55
Theft	340	303	295	338	364
Motor Vehicle Theft	9	24	9	10	6
Arson	1	0	0	2	0
Total Property	373	362	343	392	419
Clearance Rate	25%	35%	21%	26%	25%
Total Index	480	462	440	496	502

***FBI broadened the definition of a Forcible Rape causing an increase in the reported number for the category.**

The Federal Bureau of Investigation's Uniform Crime Reporting (UCR) Program, which began in 1929, collects information on the following crimes reported to law enforcement: homicide, forcible rape, robbery, aggravated assault, burglary, theft, motor vehicle theft, and arson.

The UCR Program also maintains a database of arrests and clearance rates of law enforcement agencies. Clearance rates reflect the percentage of those cases that are cleared or solved.

The national clearance rates for 2016 were: 45.6% for violent crimes and 18.3% for property crimes.

ARRESTS

	2017	2016	2015	2014	2013
Prosecution Requests	410	346	317	301	259
Juvenile Referrals	93	171	158	206	123
City Summons	430	421	461	579	480
TOTAL	930	938	936	1,086	862

This chart outlines the types of arrests made by officers.

- **Prosecution requests and juvenile referrals** are requests to the district attorney's office for state charges.
- **City summonses** are local ordinance violations like unnecessary noise with a motor vehicle, Disorderly Conduct, or Underage Drinking.

TRAFFIC ACTIVITY

	2017	2016	2015	2014	2013
Traffic Citations	1481	1155	1,387	1,262	1,742
Parking citations	2633	2415	2,778	2,862	2,673
OWI	114	75	63	97	88
Traffic Warnings	2157	1841	2,513	1533	1693
Crashes Investigated	406	459	396	367	369
Total	6791	5945	7137	6121	6565

This chart shows the amount of traffic enforcement in the City of Menasha. It compares the number of citations to the number of warnings issued by officers. The traffic crashes reflect those that exceed a certain damage threshold and are reported to the state.

Use of Force

Police use of force has always been a topic of discussion and debate in any arena of law enforcement. This past year has brought considerable attention to when and how an officer applies the decision to use force in a situation. The policies and procedures established by an agency, along with officer training and experience are relied upon so that officers make sound decisions in regard to using force.

Officers are often forced to make split-second decisions about the amount of force that reasonably appears necessary in a particular situation, with limited information and in circumstances that are tense, uncertain and rapidly evolving.

The collection and distribution of use of force data is important for transparency purposes as well as to provide a mechanism to assess any deficiencies in training or procedures. Officers rely heavily on their training and experience to resolve situations without having to resort to use of force. As the statistics show, this is often very successful.

2017

13,843 Calls for Service

76 Use of Force Incidents

Force was used in .54% of all incidents

Once in every 182 documented contacts

Once every 4.8 days

A Taser® was utilized 7 times while taking a person into custody.

In 2017, the Menasha Police Department recorded 76 applications of using force from the following most commonly reported categories by law enforcement agencies:

1. Electronic Control Devices (7 Incidents)
2. OC Spray (2 Incidents)
3. Passive Countermeasures (62 Incidents)
4. Active Countermeasures (5 Incident)
5. Incapacitating Techniques (0 Incidents)
6. Impact Weapons (0 Incidents)
7. Kinetic Energy Impact Weapons (0 Incidents)
8. Firearms/Deadly Force (0 Incidents)

CRIME – HOW DO WE COMPARE

The City of Menasha is below the state and national averages for violent crime rates and in between them for property crime rates. Crime rates are not a good estimator of community issues due to the way in which the numbers are calculated and variances in reporting by agencies.



Per 17,647 people	U.S.	WI	Menasha
Violent Crime Rate	68	54	43
Property Crime Rate	433	341	372

Crimes	U.S. One every	WI One every	City of Menasha One every
Homicide	31 mins	1.6 days	-
Rape	4 mins	4.4 hours	26 days
Aggravated Assault	39 secs	49 minutes	4 days
Robbery	1.6 mins	1.9 hours	365 days
Theft	6 secs	6.4 mins	1.1 days
Burglary	21 secs	27 mins	16 days
Auto theft	41 secs	53 mins	41 days

*2017 FBI uniform Crime Statistics most recent available. <https://ucr.fbi.gov>

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RESOLUTION R-14-18

A RESOLUTION ADOPTING RULES OF THE COMMON COUNCIL AND MAYOR

Introduced by Alderman Krueger

WHEREAS, it is desirable that ground rules be laid prior to the New Council session begins; and

WHEREAS, it is desirable that city government operate in the most open and transparent method practicable.

NOW, THEREFORE, BE IT RESOLVED by the City of Menasha Common Council and Mayor adopt the following rules;

1.01 MEETINGS

- 1) The meetings of the City of Menasha Common Council shall be held at Menasha City Center, 100 Main Street, rooms 132,133,134 at 6PM on the first and third Monday of the month, excluding the organizational meeting. If the regularly scheduled meeting falls on a holiday the meeting shall be held on the next regular business day.
- 2) The organizational meeting shall be held the third Tuesday of April or as regulated by state statutes.
 - 1) Prior to the organizational meeting, each newly elected alderperson shall receive copies of the City's policies regarding ethics and code of conduct; as well as the proposed rules of the Common Council and Mayor.
 - 2) Following calling the meeting to order, it shall be the duty of the clerk to swear in all new members of the common council before calling roll
 - 3) A quorum being present the Common Council shall proceed
 - 4) The rules of the Common Council and Mayor for the one year term of the body shall be presented and adopted by a majority vote of the Common Council and Mayor.
 - 5) Council members shall occupy the respective seats upon the dais by district from right to left as viewed from the gallery with the Mayor, Clerk, and Attorney at the center.
 - 6) The rules of the Common Council and Mayor shall be amended during the one-year period only by a two-thirds vote of the membership of the Common Council and Mayor.
 - 7) Election of the common council president and chairman and vice-chairman for standing committees shall be by majority vote. Ballots shall be cast by voice vote, in the event that no alderperson gain a majority vote of those present the lowest vote getter shall be deleted from each

subsequent ballot until only two candidates remain on the ballot. In the event of a tie vote, the mayor shall not have the ability to break any tie, and the common council will vote again. If there are three subsequent tie votes the two candidates' names will be placed in a hat and the winner drawn.

- 8) The common council shall recess to standing committees to select chairpersons.
- 9) The common council shall make their representative appointments to: Plan Commission and Neenah-Menasha Fire Rescue Joint Finance and Personnel Committee.
- 3) Budget Review Sessions shall be on the first Wednesday and first Thursday in November, and the second Wednesday in November of each year. Such review session shall start at 5:00 PM; the Mayor shall distribute a listing of the individual budgets to be reviewed on each date. The Mayor will prepare and submit a proposed budget to the Common Council on or before October 15 of each year.
- 4) Special meetings may be called by the Mayor or Council President by notifying members in a manner likely to give each member notice of the meeting and providing the notice at least 24 hours, and a minimum of 6 hours for emergency meetings, before the meeting. The notice shall specify the time, place, and purpose of the meeting.
- 5) The Common Council shall be in continuous session from day to day until adjournment to a day certain or sine die.

1.02 CALL TO ORDER

The Mayor or Council President shall call the meeting to order. The Council members will indicate their attendance by pressing the attendance button on their control console or through a voice roll call. If a quorum is present (Wisconsin Statutes quorum is two-thirds of Council membership) the Council shall proceed to business; if there is no quorum present the members present may compel the attendance of absent members or adjourn. In the absence of the Mayor or Council President any member may call the Common Council to order, and thereupon the Common Council shall appoint one of its members to preside at such meeting.

1.03 NOTIFICATION OF ABSENCE OF MEMBERS

Any Alderman who cannot attend a Council meeting or Committee meeting shall notify the Mayor, City Clerk, President of the Council, or Committee Chair in advance if he/she is unable to attend such meeting except in the case of an emergency. Aldermen shall be recorded present or absent on the official minutes. If an Alderman enters a meeting after it convenes or leaves before it adjourns the time shall be noted in the official minutes.

1.035 QUORUM

A two-thirds (2/3) majority of the members-elect of the Common Council shall constitute a quorum. A less number may compel the attendance of absent members and adjourn. The Mayor shall not be counted in computing a quorum. No action shall be taken unless a quorum is present. A majority of all the members shall be necessary to a confirmation. In case of a tie the Mayor shall have a casting vote as in other cases.

1.04 ORDER OF BUSINESS

At all regular meetings, the order of business shall be according to the tentative agenda prepared by the City Clerk and provided to the Mayor and each member of the Common Council no later than the Friday preceding the regular meeting.

The order of business of Council meetings shall be as follows:

Without objection, the presiding officer may re-order any agenda item within the prescribed order of business or may temporarily set aside an agenda item for action later in the meeting for the convenience of the Common Council.

- 1) Call to order.
- 2) Pledge of Allegiance.
- 3) Roll Call/Excused Absences.
- 4) Public Hearing
- 5) Public Comment on any matters of concern to the City (five (5) minute time limit for each person).
- 6) Report of Department Heads/Staff/Consultants (Minutes to receive and Communications)
- 7) Consent Agenda
- 8) Items Removed from Consent Agenda
- 9) Action Items
- 10) Ordinances and resolutions.
- 11) Appointments.
- 12) Held Over Business
- 13) Claims against the City
- 14) Citizen Reprise (people from the gallery to be heard, only pertaining to matters on the agenda; five (5) minute time limit for each person).
- 15) Items for next meeting agenda (by majority vote)
- 16) Adjournment

1.05 SPECIAL RECOGNITION

The City of Menasha will consider requests for moments of silence at the beginning of Common Council meetings that relate to persons or events of community-wide, state-wide, or national significance involving Menasha residents. All requests should be made to the chair prior to the meeting and the Alderman making the request shall be recognized at the appropriate point within the agenda.

1.06 INTRODUCTION OF BUSINESS

- 1) No items may be removed from an agenda without approval from the chairperson after the initial approval of the agenda by the chairperson.
- 2) Ordinances can only be introduced by the request of the Mayor, any Alderman, standing or special committees of the Common Council. All ordinances submitted to the Council shall be in writing and shall begin with a brief statement of the subject matter, a title and the name of the Alderman or Mayor introducing the same. Any written material introduced may be referred to the appropriate committee pursuant to Section 2-2-5. Any member of the Council may require the reading in full of any ordinance or resolution at any time it is before the Council.
- 3) The Mayor or any Alderman may introduce an ordinance at any Council meeting simply by stating, "I desire to introduce the following ordinance." An ordinance may also be introduced by the Mayor or an Alderman directing the City Attorney to draft such ordinance and file it with the Clerk to be placed on the next Council agenda. The Clerk shall cause such proposed ordinance to be printed in the official City newspaper if any Alderman so requests. Such notice shall state the date the proposed ordinance will be considered by the Council or any committee. The public will be permitted to address the Council or any committee when the Council or committee considers any such ordinance. A specific public hearing shall be scheduled to consider any such ordinance upon request of any Council member. No second is required to introduce any ordinance, to request its publication, or to request a public hearing.
- 4) Each ordinance shall be related to no more than one (1) subject. Amendment or repeal of ordinances shall only be accomplished if the amending or repealing ordinance contains the number and title of the ordinance to be amended or repealed, and title of amending and repealing ordinances shall reflect their purpose to amend or repeal.
- 5) The Common Council may take action on an ordinance only if it appears on the written agenda for the meeting at which action is requested. No ordinance may be passed by the Common Council until the next Council meeting following its introduction at either a Committee or Council level. When said ordinance on its face does not adequately advise the public of its contents, the City Attorney shall add a brief note of explanation.

1.07 PRESIDING OFFICER TO PRESERVE ORDER

It shall be the duty of the presiding officer to preserve decorum; and if any member transgresses the rules of the Common Council, the presiding officer shall, on his or her own or at any members' request, call such offending member to order. The Common Council if appealed to shall decide the matter.

- 1) When a question is pending, a member can condemn the nature of likely consequences of the proposed measure in strong terms, but the member must avoid personalities and under no circumstances can the member attack or question the motives of another member or the entire Common Council.
- 2) Points of Order may be used to draw attention to a breach in rules, an irregularity in procedure, the irrelevance or continued repetition of a speaker, the breaching of established practices, or contradiction of previous decision. The chair shall immediately acknowledge the Point of Order and rule on it. A Point of Order is non-debatable, however, may be overruled by a two-thirds vote of the body. Points of Order which are recognized shall be recorded in the official minutes.

1.08 MOTIONS

- 1) When a motion is made and seconded it shall be deemed to be in possession of the Common Council, and shall be stated by the presiding officer.
- 2) After a motion is stated by the presiding officer it shall not be withdrawn except by the consent of the Common Council.

1.09 MOTION TO RECESS

Any member or the chair may recess at any point during the meeting with a majority vote.

1.10 MOTION TO ADJOURN

A motion to adjourn shall always be in order unless the Common Council is engaged in voting and shall be decided without debate, pursuant to Roberts Rules of Order.

1.11 CALLING THE QUESTION

Any member wishing to terminate the debate may move the previous question as "shall the question before us now be put?" If two-thirds of the members present vote in the affirmative the question before the council shall be taken without further debate.

1.12 DIVISION OF QUESTION

Any member may call for a division of the question when the question is one that may be divided.

1.13 DEBATE

- 1) In the debate, each member has the right to speak unlimited times for an unlimited length of time.
- 2) Upon the request of a member of the Common Council or Committee for any staff member to supply the body such information as requested the member must first be recognized by the presiding officer for that person to speak.
- 3) No officer, elected official or staff member may distribute, hold a loft, or place on the dais for public view additional information during or immediately before a Common Council meeting.

1.15 PRESENCE REQUIRED AT MEETINGS; ELECTRONIC COMMUNICATIONS

- 1) Common Council and committee meetings' purpose is to conduct official business of the City of Menasha, therefore, business casual attire is expected.
- 2) No member shall be allowed to vote by proxy, nor shall meetings be conducted telephonically or electronically
- 3) No member of the Council or Committee shall communicate electronically with another member of the Council or Committee or member of the public during a meeting on any matter on the meeting agenda, unless the electronic communication is saved and available under the Public Records Law.

1.21 RECONSIDERATION OF THE QUESTION

- 1) A motion for reconsideration can be made on any matter before the Common Council by a member who voted with the prevailing side. It must be made on the day the Common Council acted or at the next regular meeting. It does not require a second.
- 2) When a member who voted with the prevailing side moves to reconsider, such matter is automatically placed at the head of the calendar at the next Council meeting. This is a non-debatable motion and requires a two-thirds (2/3) vote of the members present. The effect of a motion to reconsider shall be to put the matter back in its original condition or status before the main motion was voted upon.
- 3) Reconsideration cannot be held, whenever the Council takes an action and something is done which cannot be undone by a motion to reconsider, such as a property right or where money has exchanged hands or other consideration given, such a motion is invalid.

1.29 CITIZENS RIGHT TO ADDRESS THE COMMON COUNCIL

- 1) The agenda for regular Common Council meetings shall include items “Public Comment on any matters of concern to the City (five minute time limit for each person)” and “Citizen Reprise (people from the gallery to be heard, only pertaining to matters on the agenda (five minute time limit for each person).”
- 2) The agenda for special Common Council meetings shall include an item on the agenda “People from the gallery to be heard on matters pertaining to this agenda (five minute time limit for each person).”
- 3) Persons addressing the Common council during the two public participation forums shall be required to state their name and address before addressing the Common Council or Committee. A sign-up sheet will also be provided for those persons who do speak to sign in.

1.30 WRITTEN COMMUNICATIONS TO THE COMMON COUNCIL

- 1) Written communications to individual Common Council members may be mailed to the member’s home address as listed in the City Directory or delivered to City Hall. Items received at City Hall will be forwarded to the appropriate Common Council member with their next Common Council packet.
- 2) All communications to Common Council members are considered open records and shall be maintained by the guardian and made available by request.

1.31 PUBLIC HEARINGS

The appropriate Department Head will draft an explanation sheet that shall accompany any required notice to residents of any Public Hearing. The explanation sheet shall also be attached to the Public Hearing agenda. A brief explanation of the requested action shall be made by the appropriate Department Head at the Public Hearing. An explanation sheet as to the rules for any Public Hearing will be attached to the Public Hearing notice.

Persons addressing the Common council during a public hearing shall be required to state their name and address before addressing the Common Council. A sign-up sheet will also be provided for those persons who do speak to sign in.

1.32 ROBERTS RULES OF ORDER TO GOVERN COUNCIL

In the absence of a standing rule, ordinance, or statute, the Common Council shall be governed by Roberts Rules of Order.

1.33 CONFIDENTIAL INFORMATION

No official may use or disclose confidential information, including knowledge imparted orally, recordings, and written documents or records, concerning the property, government or affairs of the City gained in the course of or by reason of such official position or activities unless the release is ordered by a court or the informed consent of the subject, as applicable; or authorized by the legal custodian or other proper legal authorization is given. This includes confidential information received in a closed session of the governmental body. Inappropriate disclosure of such confidential information may subject the official to penalties including a fine or public censure. Other potential consequences for violating this restriction is criminal prosecution under §946.12, Wis. Stats., misconduct in public office or removal from office under Chapter 17 of the Wisconsin Statutes for cause.

Passed and approved this ____ day of _____, 2018.

Recommended by: _____
Motion/Second: _____
Vote: _____
Pass/Fail: _____
Requires: Majority Vote

Donald Merkes, Mayor
ATTEST:

Deborah A. Galeazzi, City Clerk



MEMORANDUM

DATE: April 11, 2018
TO: Common Council
FROM: Debbie Galeazzi, City Clerk
SUBJECT: City Clerk Appointment

I would appreciate your support for my re-appointment as City Clerk for the City of Menasha. I have enjoyed the position of City Clerk since 2004 and wish to continue.

It is important to me that the day to day operations of the City Clerk's office run smoothly and I feel that is happening in the Menasha Clerk's office. I continue to advance my education when it comes to clerk related topics, which has greatly helped the clerk's office run smoothly.

As a member of the Wisconsin Municipal Clerks Association (WMCA), I meet with other municipal clerks around Wisconsin to discuss matters pertaining to the clerk's office. Elections are very important and I feel the City of Menasha elections are conducted in a very professional manner.

I enjoy working with the residents of the City of Menasha and I have always tried to treat each resident on a fair and equal basis. I feel I do a good job at that.

I look forward to the opportunity to continue as City Clerk and to meet new and exciting challenges in the future.



MEMORANDUM

Date: April 12, 2018

To: Common Council
From: Pamela A. Captain, City Attorney

RE: Appointment of the City Attorney

Please consider my interest in being reappointed to act as the City Attorney for the City of Menasha. It has been a great honor to serve the City of Menasha over the past eight-plus years in this capacity.

Over this past three-year term we have achieved great success including reacquiring our electric utility assets, positive changes in the downtown and continued growth on the east side. We have redevelopment projects in progress making this an exciting period in Menasha's history and demonstrating this community's resiliency. I am proud to be a part of it. I am confident that our hard work will continue to improve Menasha's economic position. Together we share a goal to provide exceptional services in this community with integrity, respect and good value.

Let me express my continued commitment to working with the Common Council and my coworkers towards ensuring that Menasha prepares for the future and finds itself in a strong economic position. I am enthusiastic about contributing to this endeavor as a valued team member and I look forward to working with you. Thank you for your support.

Stephanie Cheslock

From: Don Merkes
Sent: Friday, March 30, 2018 11:07 AM
To: Stephanie Cheslock
Subject: FW: Fire Commission

From: Michael Keehan [<mailto:michaelkeehan@att.net>]
Sent: Friday, March 30, 2018 9:27 AM
To: Don Merkes
Subject: Fire Commission

Mayor Merkes:

I am writing in regards to the upcoming vacancy on the Neenah-Menasha Joint Fire Commission. As you may remember, I served on the Neenah-Menasha Fire Rescue Joint Finance and Personnel Committee during my tenure as an Alderman. Because of that experience and my continued desire to serve my community, I am writing to express my interest in that position. Please let me know if you need additional information.

Sincerely,

Michael Keehan

From: Emilie Steinmann [<mailto:emilie@oohshinyartglass.com>]

Sent: Friday, December 08, 2017 3:47 PM

To: Don Merkes

Cc: Kristi Heim; Tom Grade; Dean Wydeven; Kim Massey; kmullerart@new.rr.com; Arnie Collier

Subject: Landmarks Commission

Mayor Merkes,

Please let this email serve as my resignation from the City of Menasha Landmarks Commission.

I appreciate the opportunity to serve my city and look forward to involvement in the future.

Thank you and happy holidays,

Emilie Steinmann

Owner / Designer



Menasha, Wisconsin

920-841-0673

emilie@oohshinyartglass.com

www.oohshinyartglass.com

Debbie Galeazzi

From: Don Merkes
Sent: Thursday, April 12, 2018 12:37 PM
To: Debbie Galeazzi
Subject: FW: Landmarks Committee

From: Thomas Almandarez [mailto:Thomas_Almandarez_Sr1@hotmail.com]
Sent: Thursday, April 12, 2018 12:06 PM
To: Don Merkes
Subject: Landmarks Committee

Greetings Don,

This is Thomas Almandarez, and this email was to confirm my interest in joining the Landmarks Committee within The City of Menasha.

After attending two of the most recent meetings, I've found that this is a great fit for me.

Please let me know if you have any further questions.

Thank you!
Thomas
920-915-5394