

**CITY OF MENASHA  
COMMON COUNCIL  
First Floor Conference Room  
100 Main Street, Menasha  
Monday, December 18, 2017  
Meeting 6:00 PM  
AGENDA**

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL/EXCUSED ABSENCES
- D. PUBLIC HEARING
- E. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY  
(five (5) minute time limit for each person)
- F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS
  - 1. CA Captain and Chief Styka—Narcan Presentation on Health Department Initiative
  - 2. PRD Tungate—Presentation of donation for Loop the Lake by Pacesetters
  - 3. Clerk Galeazzi—the following minutes and communications have been received and placed on file:
    - Minutes to receive:
      - a. Ad-hoc Protocol Committee, 11/6/2017, 11/13/2017, & 12/4/2017
      - b. Administration Committee, 12/4/2017
      - c. Board of Health, 11/10/2017
      - d. Board of Public Works, 12/4/2017
      - e. Library Board, 11/29/2017
      - f. NMFR Joint Finance & Personnel Committee, 12/11/2017
      - g. Parks and Recreation Board, 11/14/2017 & 12/12/2017
      - h. Personnel Committee, 12/4/2017
      - i. Plan Commission, 12/5/2017
      - j. Water and Light Commission, Regular 11/15/2017 & Special 11/20/2017
    - Communications:
      - k. City of Menasha Tax Levy and Comparative Assessed Tax Rates for 2016 & 2017
      - l. Update on Real Estate Purchase and Sale Agreement—Ahnaip Street by and between R.R. Donnelley & Sons Company (LSC Communications US LLC) and the Redevelopment Authority of the City of Menasha, Memorandum 12/14/2017, CA Captain
      - m. Update on Temporary Borrowing from the City of Menasha to the Menasha Joint School District between November 30, 2017 and December 4, 2017, Memorandum 12/5/2017, ASD Jacobs
      - n. Weight Restriction on Racine Street Bridge, Press Release, DPW Josh Radomski
      - o. Fox Cities Convention & Visitors Bureau—Sports Facility
      - p. Donation to Health Department Radon Program for 2018
      - q. Fox Cities Marathon Donation, Memorandum 12/12/2017, Chief Styka
      - r. Closed Captioning Requirements, Letter 12/8/2017, City of Green Bay Attorney Chavez

- s. Police Department Accreditation, Memorandum 12/13/2017, Chief Styka
- t. Valley Transit—Fixed Route Services Refund

#### G. CONSENT AGENDA

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

##### Minutes to approve:

1. Common Council, 12/4/2017

##### Administration Committee, 12/4/2017, Recommends the Approval of:

2. Memorandum of Understanding between Future Neenah, Inc., the City of Menasha, and the City of Neenah (Loop the Lake funding distribution).
3. To increase all parking fines by \$5 for all second and subsequent violation for the same offense within one year of the first violation
4. "Class B" Intoxicating Liquor and Fermented Malt Beverage Liquor License Policy as amended.
5. Underground Storage Tank Insurance Renewal with ACE American Insurance Company at the premium of \$4,640

##### Board of Public Works, 12/4/2017, Recommends the Approval of:

6. Change Order—Keller, Inc., Project #65056; Police Department Evidence Room Addition; ADD: \$8,317.00 (Change Order No. 1)
7. Payment—Keller, Inc., Project #65056; Police Department Evidence Room Addition; \$68,317.00 (Payment No. 2)
8. Traffic Calming Policy

##### Personnel Committee, 12/4/2017, Recommends the Approval of:

9. Proposed amendment to the Personnel Policy Handbook Article V-Compensation-Health and Dental Insurance Continuation Rights for retirees
10. Update to Safety Manual—Respirable Crystalline Silica Exposure Control Plan.
11. Authorize Mayor Merkes to grant a one-time bonus to City employees Brian Haessly and Patrick James in recognition of extra workload for the relocation of City Hall.

##### NMFR Joint Finance & Personnel Committee, 12/11/2017, Recommends the Approval of:

12. Ordering and purchasing a 2018 Pierce Impel Engine and related equipment to replace a 1997 Pierce Quantum for a cost not to exceed \$559,240 of the approved \$590,000 2018 CIP Budget by January 31, 2018 to avoid the February 1, 2018 price increase; NMFR shall provide an informational update to the NMFR's Joint Finance & Personnel Committee of any change orders that were approved after the vehicle was ordered and will only gain approval for expenditures from this Committee and both Finance Committees if the cost will exceed the budgeted amount of \$590,000 and authorize Director Easker and Director Jacobs to review the financing options from Pierce Manufacturing and approve the most advantageous financing option for both Cities. In addition, authorize NMFR to sell the 1997 Pierce Quantum once the new engine is in service.

##### Park and Recreation Board, 12/12/2017, Recommends the Approval of:

13. Set a permit fee of \$75 per month and \$900 per year for use of the Harbor House room
14. Parks and Recreation fee reciprocity agreement with the Village of Fox Crossing for 2018 and to pursue a multi-year agreement with the Village of Fox Crossing starting in 2019

H. ITEMS REMOVED FROM THE CONSENT AGENDA

I. ACTION ITEMS

1. Accounts payable and payroll for the term of 12/6/2017—12/14/2017 in the amount of \$693,400.73
2. Beverage Operators License Applications for the 2017-2019 licensing period.
3. Appointment of Election Inspectors for the 2018-2019 elections

J. HELD OVER BUSINESS

K. ORDINANCES AND RESOLUTIONS

1. R-27-17 A Resolution to Place an Advisory Referendum on the April 3, 2018 Spring Election Ballot (Introduced by Alderman Taylor)

L. APPOINTMENTS

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**  
**Tuesday, January 2, 2018**  
**Common Council Meeting – 6:00 pm**  
**Committee Meetings to Follow**

**Holiday Hours Reminder**  
**Closed 12/22, 12/25, and 1/1**

**CITY OF MENASHA**  
**Ad-hoc Protocol Committee**  
**100 Main Street, Menasha**  
**Room 132**  
**Monday November 6, 2017**  
**4:30 PM**  
**Minutes**

**A. CALL TO ORDER**

The meeting was called to order at 4:30PM

**B. ROLL CALL/EXCUSED ABSENCES**

Present: Att. Pam Captain, Mayor Donald Merkes, Ald Stan Sevenich, Ald James Taylor, Ald Alex Zelinski

**C. PUBLIC COMMENTS ON ANY MATTER OF CONCERN ON THE AGENDA**

No one Spoke

**D. MINUTES**

1. Motion by Ald Sevenich second by Ald Taylor to approve the minutes of 10/9/2017.  
Motion carries 4-0

**E. COMMUNICATIONS**

1. Members reviewed the current Healthy Workplace Policy and current Code of Conduct

**F. DISCUSSION / ACTION ITEMS**

1. Rules of the Common Council

Motion by Ald Sevenich seconded by Ald Zelinski to create a rule regarding the seating chart stating: 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.

Motion Carries 4-0

Motion by Ald Sevenich seconded by Ald Taylor to create a rule regarding distribution of materials at Common Council meetings stating: No officer, elected official, or staff member may distribute, hold aloft, or place on the dais for public view, additional information during, or immediately before a Common Council meeting.

Motion Carries 4-0

Motion by Ald Sevenich seconded by Ald Zelinski to create a rule regarding length of debate stating: In the debate, each member has the right to speak unlimited times for an unlimited length of time.

Members discussed:

- Language from Roberts Rules limiting debate to twice for each member no longer than 10 minutes each
- Importance of not limiting discussion
- Lack of a problem with current length of debate
- Excessive length of meetings recently

Motion Carries 3-1

Ald Sevenich, Ald Taylor, Ald Zelinski Yes  
Mayor Merkes No



Motion by Mayor Merkes second by Ald Sevenich regarding terminating debate and voting on the question stating: 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

Motion Carries 4-0

Motion by Mayor Merkes second by Ald Sevenich to create a rule regarding points of order stating: 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 or 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 over ruled by a 2/3 vote of the body. Points of Order which are recognized shall be recorded in the official minutes.

Motion Carries 4-0

Motion by Mayor Merkes second by Ald Sevenich to create a rule regarding order of business stating: 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 City Council.

Motion Carries 4-0

Motion by Ald Sevenich seconded by Ald Taylor to create a rule regarding recesses stating: the chair may recess at any point during the meeting with a majority vote

Motion Carries 4-0

Motion by Mayor Merkes second by Ald Sevenich to create a rule regarding adjourning stating: A motion to adjourn shall always be in order unless the Common Council is engaged in voteing, and shall be decided without debate, pursuant to Roberts Rules of Order.

Motion Carries 4-0

Members discussed the current ordinance regarding passage of ordinances and suspension of rules, no action was taken

- No ordinance may be passed by the Common Council until the next council meeting following its introduction at either a Committee or Council level.
- Whenever the Common Council decides to waive the rule pertaining to ordinances or resolutions it may do so by suspension of its rules requiring a 2/3 vote of all the aldermen

Members discussed a rule regarding confidential information. Language to be discussed further at next meeting.

2. Code of Ethics  
No Discussion

3. Penalties and Sanctions

Mayor Merkes distributed sample language, no discussion

## G. ADJOURNMENT

Motion by Ald Taylor second by Ald Zelinski to Adjourn at 5:29PM

Motion carried unanimously

**CITY OF MENASHA**  
**Ad-hoc Protocol Committee**  
**100 Main Street, Menasha**  
**Room 136**  
**Monday November 13, 2017**  
**Minutes**

**A. CALL TO ORDER**

The meeting was called to order at 4:33PM

**B. ROLL CALL/EXCUSED ABSENCES**

Present: Attorney Pamela Captain, Mayor Donald Merkes, Ald Stan Sevenich, Ald James Taylor, Ald Alex Zelinski

**C. PUBLIC COMMENTS ON ANY MATTER OF CONCERN ON THE AGENDA**

No one spoke

**D. MINUTES**

Motion by Ald Zelinski, Second by Ald Sevenich to approve the minutes of November 6, 2017.  
Motion Carries 4-0

**E. COMMUNICATIONS**

Members reviewed communications including CVMIC Model Ethics Policy & Code of Core Values for Civility and Ethics

**F. DISCUSSION / ACTION ITEMS**

**1. Rules of the Common Council**

Members reviewed draft Rules of the Common Council and Mayor and discussed potential language for Confidential Information

**2. Code of Ethics**

Members reviewed Model Code of Ethics and discussed Statutes that applied to ethics and elected officials

**3. Penalties and Sanctions**

Members discussed potential Penalties and Sanctions regarding both decorum at meetings and ethics, policy, ordinance, violations and failure to follow council directives.

**G. ADJOURNMENT**

Motion by Mayor Merkes second by Ald Taylor to Adjourn at 6:37 PM  
Motion carries 4-0

**CITY OF MENASHA**  
**Ad-hoc Protocol Committee**  
**100 Main Street, Menasha**  
**Room 132**  
**Monday December 4, 2017**  
**Minutes**

**A. CALL TO ORDER**

The meeting was called to order at 4:34PM

**B. ROLL CALL/EXCUSED ABSENCES**

Present: Att. Pam Captain, Mayor Donald Merkes, Ald Stan Sevenich, Ald James Taylor, Ald Alex Zelinski

**C. PUBLIC COMMENTS ON ANY MATTER OF CONCERN ON THE AGENDA**

No one Spoke

**D. MINUTES**

1. Motion by Ald Sevenich second by Ald Zelinski to approve the minutes of 11/20/2017.  
Motion carries 4-0

**E. COMMUNICATIONS**

**F. DISCUSSION / ACTION ITEMS**

1. Recommendation to Common Council (including Code of Conduct, Rules of the Common Council, Code of Ethics, and Penalties/Sanctions)

Mayor Merkes made a motion to: Motion to adopt; CVMIC model code of Ethics, Code of Conduct for Elected Officials, Rules of the Common Council and Mayor, and include elected officials in, Electronic Communications & Information Technology Policy (where applicable), Code of Conduct (where applicable); and Implement an onboarding program for elected officials that includes, Acknowledgement of Code of Core Values for Civility and Ethics, Code of Conduct for Elected Officials, Code of Conduct, Ethics Policy, Healthy Workplace Policy, Anti-Harassment Policy, Electronic Communications & Information Technology Policy, Required Orientation workshop, and Harassment & Diversity Training (at appointment and per CVMIC policy thereafter).

Motion dies due to lack of a second

**G. ADJOURNMENT**

Motion by Ald Zelinski second by Mayor Merkes to Adjourn at 4:59PM  
Motion carried unanimously

CITY OF MENASHA  
ADMINISTRATION COMMITTEE  
First Floor Conference Room  
100 Main Street, Menasha  
December 4, 2017  
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Krueger at 8: 28 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Grade, Benner, Nichols, Taylor, Sevenich, Collier, Krueger, Zelinski.

ALSO PRESENT: Mayor Merkes, CA Captain, PC Styka, FC Kloehn, ASD Jacobs, DPW Radomski, PRD Tungate, PHD McKenney, PP Schroeder, HRC Huber, Clerk Galeazzi.

C. MINUTES TO APPROVE

1. Administration Committee, 11/6/17

Moved by Ald. Benner seconded by Ald. Collier to approve minutes.

Motion carried on voice vote.

D. ACTION/DISCUSSION ITEMS

1. Memorandum of Understanding between Future Neenah, Inc., the City of Menasha, and the City of Neenah (Loop the Lake funding distribution).

CA Captain explained the Memorandum of Understand (MOU) sets forth the procedure for distribution of funds for Loop Lake project. City of Neenah has approved the MOU.

Moved by Ald. Benner seconded by Ald. Collier to recommend to Common Council Memorandum of Understanding between Future Neenah, Inc., the City of Menasha, and the City of Neenah (Loop the Lake funding distribution).

Motion carried on roll call 8-0.

2. Parking Enforcement – Fine Structure.

PC Styka explained during the budget review session the option was discussed to increase parking fines by \$5 for repeat offenders using the same vehicle within one year.

Ald. Sevenich seconded by Ald. Grade to recommend to Common Council to increase all parking fines by \$5 for all second and subsequent violation for the same offense within one year of the first violation.

General discussion ensued on the parking ticket escalating after second and subsequent violation, and other parking violations.

Motion carried on roll call 6-2.

Ald. Nichols, Taylor, Sevenich, Krueger, Zelinski, Grade voted yes.

Ald. Collier, Benner voted no.

3. Intergovernmental Agreement between the City of De Pere and the City of Menasha Creating the Bridges of Fox River Consortium for Provision of Environmental Health Services.

Chairman Krueger announced this item will be postponed to the next meeting at the request of staff.

4. "Class B" Intoxicating Liquor and Fermented Malt Beverage Liquor License Policy.

Mayor Merkes explained it is important to have a liquor license policy for issuing "Class B" Intoxicating Liquor and Fermented Malt Beverage liquor licenses to help promote economic development in the City of Menasha.

CA Captain explained the State allows municipalities a certain number of regular and reserve "Class B" liquor licenses. She explained the differences between the two. It is recommended to have a policy to remain consistent when issuing "Class B" liquor licenses. She also recommended an amendment to Paragraph C of the policy for when a licensed business is sold.

Moved by Ald. Nichols seconded by Ald. Collier to recommend to Common Council "Class B" Intoxicating Liquor and Fermented Malt Beverage Liquor License Policy.

General discussion ensued on the policy, the recommended amendment stated by CA Captain, and what past practice has been.

Moved by Ald. Sevenich seconded by Ald. Taylor to amend Paragraph C of the policy to read *"If the real property at which a regular "Class B" licensed establishment does business is sold/leased, and the license holder surrenders its license, that license will be held by the City for a least six months or up to one year to be available to a subsequent business that purchases/leases that real property, for a permitted business use under the City's zoning code regardless of the waiting list under b. If the license holder does not surrender its license and the license become available for the next licensing period, it will be offered to the new owner/leaser for a permitted business use under the City's zoning coded, regardless of the waiting list under b."*

Motion on amendment carried on roll call 8-0.

CA Captain explained the State's definition of a full service restaurant.

Moved by Ald. Sevenich seconded by Ald. Nichols to amend, to remove the words "the predominant" from Paragraph b.

General discussion ensued on State's definition of full service restaurant.

Motion on amendment carried on roll call 8-0.

Original motion as amended carried on roll call 8-0.

5. Underground Storage Tank Insurance Renewal.

CA Captain explained the Underground Storage Tank Insurance renewal. This insurance is for the storage tanks at the Marina and Public Works Facility. She explained the quotes presented through the insurance broker. ACE American Insurance Company has been the City's provider for a couple years. The 2018 premium quote from ACE American Insurance Company is less than the 2017 premium. She recommends staying with ACE American Insurance Company as the City has a history with the company and their defense cost coverage is better.

Moved by Ald. Nichols seconded by Ald. Benner to recommend to CC Underground Storage Tank Insurance Renewal with ACE American Insurance Company at the premium of \$4,640.

Motion carried on roll call 8-0.

E. ADJOURNMENT

Moved by Ald. Benner seconded by Ald. Collier to adjourn at 9:20 p.m.

Motion carried on voice vote.

Deborah A. Galeazzi, WCMC, City Clerk

## CITY OF MENASHA BOARD OF HEALTH

### Minutes

November 10, 2017

A. Meeting called to order at 8:07 AM by Candyce Rusin, Chairman.

B. Roll Call: Present: Nancy McKenney, Dr. Teresa Rudolph, Candyce Rusin, Kristene Stacker

Excused: Lori Asmus

Staff: Todd Drew, Kortney Dahm, Linda Palmbach, Claire Opsteen

#### C. MINUTES TO APPROVE

Dr. Teresa Rudolf moved to approve the October 13, 2017 minutes, seconded by Kristene Stacker, motion passed.

#### D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

**Administrative: Budgets and Contracts:** Nancy McKenney reviewed the 2018 proposed expenditure and revenue budgets. She noted DHS DPH Contracts are being negotiated and funding amounts remain similar to 2017. Revenue in the amount of \$8,350 for Environmental Health was included for the anticipated intergovernmental agreement with De Pere. Revenue will fund staffing expenses to assist the Sanitarian. CPR First cards rose from \$4 to \$20 (includes materials for the course). The Health Department purchases the cards for MJSD and City employees who are trained in CPR/First Aid. The expenditure budget includes a pharmacy grade refrigerator for vaccines (as the current refrigerator is nearing the end of its warranty and has been repaired).

**Correspondence/Communications:** Kathleen Sheridan, RN, UWO DNP candidate will present at a later Board of Health meeting.

**Personnel:** Nancy McKenney announced that Angela Rusch has accepted the position as Gegan Elementary School Health Aide, and Ann Weyers de Ibarra has accepted the position as Health Screener and Translator/Interpreter.

**Academic Affiliation Update:** University of Wisconsin Oshkosh students are completing their projects in December. They are working with schools to initiate Heart Smart drills, growth and development educational sessions, and are participating in the fluoride varnish application program.

**Employee Safety:** Todd Drew reported he had facilitated City Safety Committee meetings; worked with the Police Department and Health Department to develop procedures, offer training, purchased personal protective equipment and Narcan. He noted that Respiratory Fit Testing will take place in December.

A Silica Respirable Crystalline Silica Exposure Control Plan is being drafted to add to the City Safety Manual.

**Sealer of Weights and Measures:** There was a gas pump s skimmer complaint and pumps were tested.

**Environmental Health Programs:** Todd Drew noted homes were placarded /vacated on 629 Appleton and 229 Lake Street and he is coordinating with Menasha Police Department and Winnebago County Health and Human Services. The City of De Pere has requested Environmental Health Services to assist in De Pere maintaining Wisconsin Department of Agriculture, Trade and Consumer Protection Agent status (standardization). He facilitated a table top exercise with an FDA Investigator on October 19, 2017 at the Wisconsin Environmental Health Association meeting in Sheboygan. It was well received and may be offered in 2018. Todd Drew also presented to local physicians on environmental health issues that affect systemic health.

**Communicable Disease Reports:** Linda Palmbach reviewed October Communicable Disease reports with the Board of Health.

**School Health:** Absences remain low.

**Health Screening 60+ Program:** Meghan Pauly noted the vascular screening was well attended and the providers were pleased with the efficiency and the Health Department clinic/consult rooms where the screenings were held. Plans are to hold another vascular screening in the spring. A Stepping On class has been organized for this fall. Meghan has scheduled oral health screenings, lunch and learns, wellness labs and is seeking an audiologist to conduct hearing screenings.

**Prevention:** No report

**Dental Program:** Claire Opsteen reported that she had is in the process of completing fluoride varnish applications. She and Nancy McKenney are working with John Jacob, City Administrator on a United Way grant application.

**Dental Sealant Program:** No report

**Lead Prevention Program:** No report

**Maternal and Child Health:** Jamie Finke, Public Health Educator is scheduling training for Breast feeding Friendly Workplace Training.

**Immunization:** No report

**Emergency Preparedness:** No report

**Twenty Four/Seven:** No Report

**Senior Center:** The YMCA budget was incorporated into the Senior Center budget (0920) and revenue in the amount of a \$25,741 Winnebago County grant will support the Senior Center budget.

#### E. ACTION ITEMS

**Policy and Procedure Review:** The Board of Health reviewed the amended *Narcan Procedure*. Procedures are now specific to the product in use.

The Board reviewed the *No Active Live Lice Procedure* and *No Active Live Lice Algorithm*. Procedures will be amended as suggested.

#### F. HELD OVER BUSINESS: None

#### G. ADJOURNMENT:

Nancy McKenney moved to adjourn the meeting, seconded by Dr. Teresa Rudolf.

Motion passed.

The next meeting will be on December 15, 2017 at 8:00 a.m. Board of Health meetings will now be held every second Friday of the month at 8:00 AM. Dr. Teresa Rudolf noted she will be in Ireland and cannot attend the next meeting.

CITY OF MENASHA  
BOARD OF PUBLIC WORKS  
First Floor Conference Room  
100 Main Street, Menasha  
December 4, 2017  
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Taylor at 9:24 p.m.

B. ROLL CALL / EXCUSED ABSENCES

PRESENT: Aldermen Grade, Benner, Nichols, Taylor Sevenich, Collier, Krueger, Zelinski.

ALSO PRESENT: Mayor Merkes, CA Captain, PC Styka, FC Kloehn, DPW Radomski, ASD Jacobs, PHD McKenney, PP Schroeder, HRC Huber, Clerk Galeazzi.

C. MINUTES TO APPROVE

1. November 20, 2017

Moved by Ald. Zelinski seconded by Ald. Krueger to approve minutes.

Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

1. Change Order – Keller, Inc., Project #65056; Police Department Evidence Room Addition; ADD: \$8,317.00 (Change Order No. 1)

Moved by Ald. Zelinski seconded by Ald. Krueger to recommend to Common Council change order for Keller, Inc., Project #65056 for Police Department Evidence Room Addition, addition of \$8,317.00 (Change Order No. 1).

PC Styka explained the change order is to install a sink that was part of the original specifications since the project is under budget.

Motion carried on roll call 8-0.

2. Payment – Keller, Inc., Project #65056; Police Department Evidence Room Addition; \$68,317.00 (Payment No. 2)

Moved by Ald. Zelinski seconded by Ald. Krueger to recommend to Common Council payment to Keller, Inc., Project #65056 for Police Department Evidence Room Addition in the amount of \$68,317.00 (Payment No. 2).

Motion carried on roll call 8-0.

3. Traffic Calming Policy

Moved by Ald. Krueger seconded by Ald. Zelinski to recommend to Common Council Traffic Calming Policy.

DPW Radomski explained requests to control traffic speeds and patterns within the City. Staff feels having a policy in place when evaluating the requests from the public would be very helpful. If it is determined that a traffic control device is not warranted but still requested by 75% of the property owners on that block, a traffic calming device will be purchased and installed and the cost will be assessed to all property owners on that block.

General discussion ensued on how the property owners will be assessed, which streets this policy will cover, and maintenance and replacement cost of the device would be charged to the property owners.

Motion carried on roll call 8-0.



E. ADJOURNMENT

Moved by Ald. Krueger seconded by Ald. Zelinski to adjourn at 9:52 p.m.  
Motion carried on voice vote.

Deborah A. Galeazzi, WCMC  
City Clerk

**Minutes of Regular Meeting**  
**ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES**  
Elisha D. Smith Public Library Gegan Room  
November 29, 2017

**Called to order** at 4:01pm by Chairman Englebert

**Present:** Chairman Englebert, Vice Chairman Golz, Trustee Halverson, Trustee Schwerbel, Superintendent of Schools VanderHeyden and Secretary Wicichowski

**Absent:** Trustee Franzoi, Ad Hoc Trustee Jill Hermans, Trustee Witt and Teen Representative Glen Genz

**Also Present:** Director Lenz

**Public Comment/Communication:** None

**Consent Business**

Motion made by Golz, seconded by VanderHeyden, to approve the Library Board meeting minutes from October 25, 2017 and accept the minutes of the Marketing & Resource Development Committee of November 13, 2017. Motion carried with Schwerbel abstaining since he was not here for the October meeting.

**Authorization of Bills**

Motion made by VanderHeyden, seconded by Golz, to authorize payment of the November 2017 bills as presented from the 2017 budget. Motion carried unanimously.

**New Trustee: Introduction and Committee Assignment**

Englebert welcomed Dave Schwerbel to the Board of Trustees. Introductions were made. Schwerbel will serve on the Buildings and Grounds Committee.

**Director's Report/Information Items**

1. October Statistics. Circulation in October rose slightly over last year (0.8%) due to an increase in young adult circulation of 11% and digital circulation of 34.5%. Overall circulation is about the same as last year. Program attendance is up 6.8% over last year with an average of 32 people attending programs.
2. Budget Status. Trustees reviewed the 2017 budget status.
3. Endowment Report. Trustees reviewed the 2017 endowment report to date, as well as a report on the library's WALs reserve technology account.
4. Staff Reports.
  - A report on the Children's Department's fall reading program was submitted to trustees by Supervisor Kathy Beson. They had 152 children participate in the Catch a Dragon by the Tale program.
  - The library collected 41 boxes of food (about 1300 items) during the Food for Fines drive for the Double Portions Soup Kitchen at the Episcopalian Church in Menasha.
  - Kathy Beson worked with Menasha Police Officer John Wallschlaeger and other staff members to develop an Active Shooter Plan. She presented it at the November 15 staff Lunch & Learn, and it is now added to our Emergency Procedures.
  - The bids for an exit door from the Teen Zone to the Children's area came in at about \$4,000. Public Works staff will schedule and monitor this project. This is a capital improvement.
  - Electrician Brian Haessly is working on fine-tuning the audio system in the Company E Room.
  - Service data, budget comparisons and 2018 budget comparative data from other libraries were reviewed.

**Discussion/Action Items**

5. 2018 Budget/COLA Approval. The library's 2018 budget and capital improvement requests as submitted to the city's common council by the mayor were approved as is, except that the council added \$5,000 to the library's book budget after a request was made from trustees in attendance at the budget hearing. Motion made by Golz, seconded by Halverson to approve the library's revised 2018 budget allocations along with a 2% cost of living adjustment for library staff. Motion carried unanimously.
6. December Meeting Date. Lenz will send out a Doodle poll to determine the date for the December meeting.

**Adjourn into Closed Session**

Motion made by VanderHeyden, seconded by Halverson to adjourn into closed session to discuss the director's annual review citing §19.85(c), Wis. Stats., (Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.) Roll call vote: all board members voted in favor, none opposed. The meeting adjourned into closed session at 4:46pm.

**Adjournment**

After reconvening into open session, Golz moved to adjourn, seconded by VanderHeyden. Motion carried unanimously.

Respectfully submitted,  
Library Board Secretary Kathy Wicihowski

**NMFR Joint Finance & Personnel Committee**  
**Meeting Minutes**  
**December 11, 2017 – 6:00 p.m.**  
**Hauser Room – City of Neenah**

**Draft**

Present: Ald. Sevenich, Stevenson, Kunz and Nichols.

Excused: Ald. Collier and Pollnow

Also Present: Chief Kloehn, DC Voss, Director Jacobs and Director Easker

Public: Mayor Kaufert

Ald. Sevenich called the meeting to order at 6:00 p.m.

Public Forum: No members of the public chose to speak.

Meeting Minutes: The Committee reviewed the meeting minutes from November 28, 2017. **MSC Stevenson/Kunz to approve the November 28, 2017 meeting minutes, all voting aye.**

New Engine Purchase: The Committee reviewed the memo from DC Voss regarding the purchase to replace a 1997 Pierce Quantum. DC Voss reviewed the process NMFR's Truck Committee went through to obtain pricing for a replacement vehicle. A replacement vehicle was approved in NMFR's 2018 Capital Improvement Budget. We are requesting permission to order and purchase this vehicle before the price increases in February of 2018. He noted once the order is placed we will not take delivery of the new engine until fall of 2018.

A lengthy discussion was held on the NMFR's Truck Replacement schedule, causes of issues with past apparatus and changes that were made to try to prevent these issues with a new vehicle. Everyone present agreed it would be good to place this order to prevent the price increase and to continue with our replacement schedule. **MSC Sevenich/Stevenson recommends the City of Neenah and City of Menasha Common Councils approve ordering and purchasing a 2018 Pierce Impel Engine and related equipment to replace a 1997 Pierce Quantum for a cost not to exceed \$580,000 of the approved \$590,000 2018 CIP Budget by January 31, 2018 to avoid the February 1, 2018 price increase and authorize Director Easker and Director Jacobs to review the financing options from Pierce Manufacturing and approve the most advantageous financing option for both Cities. In addition, authorize NMFR to sell the 1997 Pierce Quantum once the new engine is in service.**

Discussion was held the difference of the budgeted amount of \$590,000 and the bid of \$559,224 and the difference between a stock and spec vehicle and the cost difference of these. DC Voss provided information on the differences between the two, how a stock truck is built to show off the latest and greatest technology but it may not necessarily be built for this area of the country. Therefore, monies still have to be spent to have the stock vehicle meet our needs. He reviewed the changes that were made with the last two purchases and the modifications made to these vehicles. Discussion was held on approving the purchase of the bid price but also requesting any change orders that need to be made to the vehicle be brought back to this committee as an informational item. Ald. Stevenson felt this was a good idea as it provides oversight but doesn't feel it needs to be restrictive that every changes has to go through this Committee and both Councils for approval unless the price exceeds the approved CIP budget amount of \$590,000. Ald. Nichols felt this was not necessary as long as they don't exceed the budgeted amount. **MSC Stevenson/Kunz to amend the motion to recommend the City of Neenah and City of Menasha Common Councils approve ordering and purchasing a 2018 Pierce Impel Engine and related equipment to replace a 1997 Pierce Quantum for a cost not to exceed \$559,240 of the approved \$590,000 2018 CIP Budget by January 31, 2018 to avoid the February 1, 2018 price increase, NMFR shall**

provide an informational update to NMFR's Joint Finance & Personnel Committee of any change orders that were approved after the vehicle was ordered and will only gain approval for expenditures from this Committee and both Finance Committees if the cost will exceed the budgeted amount of \$590,000 and authorize Director Easker and Director Jacobs to review the financing options from Pierce Manufacturing and approve the most advantageous financing option for both Cities. In addition, authorize NMFR to sell the 1997 Pierce Quantum once the new engine is in service, Ald. Stevenson, Sevenich and Kunz voting aye and Ald. Nichols voting nay.

MSC Stevenson/Kunz to approve the original motion as amended, Ald. Stevenson, Sevenich and Kunz voting aye, and Ald. Nichols voting nay.

MSC Sevenich/Kunz to adjourn at 6:25 p.m., all voting aye.

Respectfully Submitted,

A handwritten signature in dark ink, appearing to read "Kevin Kloehn". The signature is fluid and cursive, with the first name "Kevin" and last name "Kloehn" clearly distinguishable.

Kevin Kloehn

**CITY OF MENASHA**  
**Parks and Recreation Board**  
**City Hall, 100 Main St, Rm 132**  
**November 14, 2017**  
**MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order by Chr. Dick Sturm at 6:00 pm.

**B. ROLL CALL/EXCUSED ABSENCES**

MEMBERS PRESENT: Chr. Dick Sturm, Ald. Ted Grade, Brian Adesso, Lisa Hopwood, Melissa Zwach

MEMBERS EXCUSED: Rob DeLain and Tom Marshall

OTHERS PRESENT: PRD Tungate, Harbormaster Diane Schabach

**C. MINUTES TO APPROVE**

1. **Minutes of the September 12, 2017 Park Board Meeting - Amendment:** Moved by B. Adesso, seconded by Ald. T. Grade to amend the minutes to show that Lisa Hopwood was not present and change G 1. To DeLain instead of McClain. Motion carried.
2. **Minutes of the October 10, 2017 Regular Park Board Meeting:** Moved by B. Adesso, seconded by Ald. T. Grade to approve the minutes of the October 10, 2017 Park Board meeting. Motion carried.

**D. PUBLIC COMMENT ON ANY MATTER RELATED TO CITY PARKS AND RECREATION**

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

1. **Department Report:** PRD Tungate reported on the Loop the Lake project and likely change order relative to concrete exterior surfacing and a donation of labor by Faith Technology; staff attended the Wisconsin Park and Recreation conference last week; park staff has been busy winterizing park facilities; Memorial Building floor project to be begin the week of December 18; the Holiday Hayride is set for December 8.
2. **Park, Pool and Vandalism Report:** PS Maas was not in attendance
3. **2017 Marina Season:** Harbormaster Schabach reported a cold and rainy start to the 2017 season. Even with that, gas sales and overnight visits were up. Rain kept the river water fairly clean. Sonoco has paved much of their parking lot across from the marina which should help the dust situation that has plagued the marina for many years. One new camera and restroom upgrades are planned for 2018 along with the installation of several new electric and water pedestals. The old ones are nearly 30 years old and will be completely replaced over the next 2-3 years.

**F. DISCUSSION**

1. **Seeking input from N/M Sewage Treatment Plant Commission Regarding Trail Route:** PRD Tungate and Chr. D. Sturm explained that questions are still lingering about whether a trail could be built along the backside of the treatment plant. The topic was discussed more than a year ago by the Sewerage Commission; however, it was not an officially listed discussion topic on their agenda. Chr. D. Sturm has had contact with the Commission President about placing the topic on an

upcoming Commission agenda. Board members agreed with this course of action.

2. **Proposal to Establish a Permit Fee for the Harbor House Office Space:** PRD Tungate provided the Board with information about the size and amenities available for the room connected to the Harbor House. It is 8.5' by 19' or 161.5 sq. feet. The space is unheated and has no direct access to a restroom and sits on a concrete slab. The area used to be an open, roofed porch until the park crew built some walls around it several years ago. Members concurred that the room has several limitations. This information was provided for the Board as they move towards recommending a monthly and yearly permit fee for the use of the space. Staff noted that comparable unheated storage areas in the range of 160 sq. feet generally rent for \$45-65 per month. The topic will appear as an action item on the December agenda.
3. **December 12 Park Board Holiday Gathering Location:** Wiseguys Pizza was preferred.

#### **G. ACTION ITEMS**

1. **Proposal to Increase the Seasonal Slip Rate from \$38.75/ft to \$39.00/ft beginning in 2018:** Motion by B. Adesso, seconded by L. Hopwood to increase the seasonal slip rental rate at the marina from \$38.75 to \$39.00 per foot for 2018. Discussion was held about the merits of making smaller, more frequent fee increases versus waiting a few years and having a larger fee increase. Harbormaster Schabach stated she has not heard a complaint about fees over the past 4-5 years since smaller increases were implemented.

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

#### **I. ADJOURNMENT**

Moved by B. Adesso, seconded by L. Hopwood to adjourn at 7:44 pm. Motion carried.

**CITY OF MENASHA**  
**Parks and Recreation Board**  
**City Hall, 100 Main St, Rm 132**  
**December 12, 2017**  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order by Chr. D Sturm at 6:00 pm.

**B. ROLL CALL/EXCUSED ABSENCES**

MEMBERS PRESENT: Dick Sturm, Brian Adesso, Ted Grade, Tom Marshall, Lisa Hopwood, Melissa Zwach

MEMBERS EXCUSED: Rob DeLain

OTHERS PRESENT: PRD Tungate, PS Maas, Dave Mix (VFW)

**C. MINUTES TO APPROVE**

1. **Minutes of the November 14, 2017 Park Board Meeting:** Moved by B. Adesso, seconded by L. Hopwood to approve the minutes of the November 14 Park Board meeting. Motion carried.

**D. PUBLIC COMMENT ON ANY MATTER RELATED TO CITY PARKS AND RECREATION**

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

1. **Department Report:** PRD Tungate reported on the Holiday Hayride held on Dec. 8, Loop the Lake project is a little ahead of schedule, Menasha HS art class painted two barn quilts that will be installed on the Barker Farm Park shelter, staff will be following up with the N/M Sewerage Treatment Plant staff and commission about building a trail behind their facility.
2. **Park, Pool and Vandalism Report:** PS Maas that staff has been working on decorating the trailers for the Hayride, a significant section of roadway at Resthaven Cemetery was repaved earlier in the fall, park bench was damaged by a vehicle at the end of Nicolet Blvd, tree stump grinding was done this fall, tree stakes and tubes also removed on some older trees, new floor will be going in at the Historical Society side of the Memorial Bldg and the Jefferson Park cannon has been moved indoors because the wooden wheels have deteriorated and need to be rebuilt.

**F. DISCUSSION**

1. **Change to 2018 Parks Department CIP Budget:** PRD Tungate updated the Board on the Common Council's recent action relative to the \$89,000 that had been requested for a second bridge across to Peanut Island in Jefferson Park. The money remained in the CIP budget, but was no longer designated for that project. Department staff and the Board may recommend an alternative project(s) for these funds.

**G. ACTION ITEMS**

1. **Recommend reciprocity agreement with the Village of Fox Crossing for 2018:** Motion by L. Hopwood, seconded by B. Adesso to approve the fee reciprocity agreement with the Village of Fox Crossing for 2018 and to pursue a multi-year agreement with the Village of Fox Crossing starting in 2019. The Board reviewed the figures relative to how many city residents utilize the Village's park and recreation services and vice versa. In total, there are more city residents (mostly youth) participating in Village programs than Village residents in city programs. City residents saved over \$4,000 in fees because of reciprocity. Village residents saved just over \$1,700. The Board was in



favor of a multi-year agreement in the future, but they did acknowledge that there may still be some political hurdles to overcome before that could occur. Motion carried.

2. **Recommend a monthly and yearly permit fee for the Harbor House office space:** Motion by Ald. T. Grade, seconded by L. Hopwood to set a permit fee of \$75 per month and \$900 per year for the use of the Harbor House room. The limitations of the building and room were discussed. Members felt that a small, unheated room that has not been heavily used for the past fifteen years was not comparable in value to other downtown office space. Motion carried.
3. **Approve the location and style of two additional benches to be placed on the Isle of Valor:** The Board listened to a proposal from Dave Mix with the VFW to add two additional benches on the Isle of Valor. Each bench would be made from red granite and have a back. The first one would be in memory of Master Chief Romnek and would be placed to the east of the monument that was moved from the Library. It balances out a bench that already exists on the west side of the monument. The second one would be set aside for Ken Stumpf; however, the date for this installation is yet to be determined.

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

Five (5) minute time limit for each person

#### **I. ADJOURNMENT**

Moved by B. Adesso, seconded by L. Hopwood to adjourn at 7:00pm. Motion carried.

CITY OF MENASHA  
PERSONNEL COMMITTEE  
First Floor Conference Room  
100 Main Street, Menasha  
December 4, 2017  
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Collier at 9:57 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Grade, Benner, Nichols, Taylor, Sevenich, Collier, Krueger, Zelinski, Mayor Merkes.

ALSO PRESENT: CA Captain, ASD Jacobs, PHD McKenney, HRC Huber, Clerk Galeazzi.

C. MINUTES TO APPROVE

1. Personnel Committee, 7/17/17

Moved by Ald. Sevenich seconded by Mayor Merkes to approve minutes.

Motion carried on voice vote.

D. ACTION/DISCUSSION ITEMS

1. Proposed changes to Personnel Policy-Retirees Insurance Benefits.

ASD Jacobs explained the change to the Personnel Policy Handbook to reflect the Council's recent action to fund the Health Reimbursement Arrangement (HRA) for retirees through the City's health insurance program.

Moved by Ald. Sevenich seconded by Ald. Taylor to recommend to Common Council the proposed amendment to the Personnel Policy Handbook Article V-Compensation-Health and Dental Insurance Continuation Rights, for retirees.

General discussion ensued on the benefit to the retiree, cost of insurance for active employees and retirees, and the funding of HRA for retirees only being for 2018.

Motion carried on roll call 5-4.

Ald. Nichols, Taylor, Sevenich, Grade, Benner voted yes. Ald. Collier, Krueger, Zelinski, Mayor Merkes voted no.

2. Update to Safety Manual-Respirable Crystalline Silica Exposure Control Plan.

CA Captain stated this is a new policy implemented by the Health Department.

PHD McKenney explained the policy is in compliance with silica standard for OSHA requirement and provided by CVMIC. She explained what the policy covers.

Moved by Mayor Merkes seconded by Ald. Benner to recommend to Common Council the update to Safety Manual-Respirable Crystalline Silica Exposure Control Plan.

Motion carried on roll call 9-0.

3. Authorize Mayor Merkes to grant a one-time bonus to City Employees Brian Haessly and Patrick James in recognition of extra workload for the relocation of City Hall.

Moved by Ald. Sevenich seconded by Ald. Benner to recommend to Common Council to authorize Mayor Merkes to grant a one-time bonus to City Employees Brian Haessly and Patrick James in recognition of extra workload for the relocation of City Hall.

General discussion ensued on the added work load to both employees during the move to the new location and what the current policy allows for issuing bonuses to employees.

Motion carried on roll call 9-0.

E. ADJOURNMENT

Moved by Ald. Taylor seconded by Ald. Grade to adjourn at 10:24 p.m.  
Motion carried on voice vote.

Deborah A. Galeazzi, WCMC  
City Clerk

**CITY OF MENASHA**  
**Plan Commission**  
**Menasha City Center, Room 133 – 100 Main Street**  
**December 5, 2017**  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order at 3:45 PM by Ald. Kevin Benner.

**B. ROLL CALL/EXCUSED ABSENCES**

PLAN COMMISSION MEMBERS PRESENT: Ald. Benner, DPW Radomski, Commissioners Strum and Cruickshank.

PLAN COMMISSION MEMBERS EXCUSED: Mayor Merkes, Commissioners Homan and Schmidt.

OTHERS PRESENT: PP Schroeder, CDC Heim, Joel Jackson (Bishop Engineering representing McDonald's) and Ald. Collier.

**C. PUBLIC HEARING**

1. No action items for public hearing

**D. MINUTES TO APPROVE**

1. **Minutes of the November 21, 2017 Plan Commission Meeting**  
Motion by Comm. Cruickshank, seconded by DPW Radomski, to approve the November 21, 2017 Plan Commission meeting minutes as presented. The motion carried.

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

1. None

**F. DISCUSSION / ACTION ITEMS**

1. **Site Plan Review – 212 Racine Street – McDonald's**  
PP Schroeder presented the site plan request by McDonald's to approve the proposed changes to the exterior façade. By code any proposed alteration of more than 15% of the exterior wall area within the C-1 zoning district requires a site plan review by the City Plan Commission. As presented the entire façade will be renovated updating the predated 1980's façade as part of a franchise wide re-branding. The new façade will incorporate a flat wall with extending canopies above the windows removing the existing parapet roof. In order to comply with our Code, the building will be completely brick with tile accents at the entrances. Any new signage will be reviewed separately. Besides bringing the existing sidewalks up to ADA standards, there is no other major proposed site work affecting the existing landscaping, lighting, or stormwater. Lastly, the Applicant has stated that they are hoping for to start construction in January which should last approximately 3 months.

Commissioners discussed the following:

- color of brick and if the entire exterior will be new brick
- lighting, with no changes to existing lighting except accent lights at the entrances which will be full cutoff
- for ADA compliance, sidewalks along the exterior of the building will be redone along ADA parking stalls, the remainder of the parking lot will remain as is

Motion by Comm. Sturm, seconded by DPW Radomski, to approve the site plan as presented McDonald's located at 212 Racine Street. The motion carried.

**G. COMMUNICATION**

**1. 2018 Meeting Schedule**

PP Schroeder presented the 2018 Meeting Schedule. As approved at the previous Plan Commission meeting, the 2018 schedule incorporates one meeting a month, with availability to hold a special meeting for emergencies, time sensitive materials, or the quantity of applications. Typically this one meeting a month will be held on the first Tuesday of every month at 3:30 with the exception to the following dates that have been predetermined based upon the Council schedule and holidays (subject to change): January 9, 2018; May 8, 2018; July 10, 2018; and September 11, 2018.

**2. Set Next Meeting Date**

The next meeting is scheduled for Dec. 19 at which time staff was proposing to bring the Downtown Vision Plan for commission recommendation; however, it was felt that the plan will not be ready. PP Schroeder suggested that the vision plan be brought to the January 9th meeting. A public hearing will be set for that day. PP Schroeder suggested that the commission consider moving the start time of the meeting and the public hearing to a later time to encourage more public participation. Commissioners concluded that the meeting should be remain scheduled for the normal meeting time (3:30 PM), as there have been multiple occasions for public input as well as a final public hearing before the Common Council before the plan is adopted.

The next Plan Commission meeting has been set for Tuesday, January 9, 2018 at 3:30 PM.

**ADJOURNMENT**

Motion by Comm. Sturm, seconded by Ald. Benner to adjourn at 4:20 PM. The motion carried.

*Minutes respectfully submitted by CDC Heim.*

## REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

November 15, 2017

**Draft**

Commission President Allwardt called the Regular Meeting of the Water and Light Commission to order at 8:00 a.m., with Commissioners Roy Kordus, Don Merkes, Antoine Tines, and Gary Turchan present on roll call. Also present were Melanie Krause, General Manager; Tim Gosz, Water Utility Manager; Adam Smith, New Water Utility Manager; Kristin Hubertus, Finance Manager; David Christensen, Engineering Technician; Paula Maurer, Customer Service Manager; John Teale, Technical Services Engineer; and Dawn Lucier, Administrative and Accounting Assistant.

William Menting, Electric Manager was excused.

Item II. No one from the Gallery requested to be heard on any topic of public concern to the Utility.

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

- A. Minutes of the Regular Meeting of October 25, 2017.
- B. Minutes of the Closed Meeting of August 23, September 28, October 25, 2017.
- C. Approve and warrant payments summarized by checks dated November 2-15, 2017, which includes Net Payroll Voucher Checks, Void O & M checks #504977 & 505029, and Operation and Maintenance Voucher Checks for a total of \$800,404.88, and Operation and Maintenance Vouchers and Rebates to be paid prior to the next Regular Meeting. Motion approved unanimously on roll call
- D. Correspondence as listed:
  - Copy of letter dated November 9, from Public Service Commission of Wisconsin RE: Notice of proceeding to open docket for water rates adjustment.
  - Copy of letter dated October 27, from Amanda Stuck, State Representative RE: Congratulations to Menasha Utilities for earning the American Public Power Association's Reliable Public Power Provider award.
  - Copy of November 2017 MU Employee Newsletter.

Item IV. Claims Against The Utility – There were no claims discussed at this meeting.

Item V. Included in the purchase order list are the annual chemical purchases for 2018. The chemical amounts showing over budget are purchased by the truck load and budgeted as used.

The motion by Comm. Allwardt, seconded by Comm. Kordus was unanimously approved on roll call to accept the purchase orders as presented.

Item VI. Unfinished Business, Lead Service Replacement Ordinance – The proposed ordinance is being scheduled to go before the Menasha Board of Public Works in November.

Professional Services Agreement, Basin Sediment Sampling – The agreement from McMahon is for professional services which includes collection of samples, obtaining analysis by certified laboratory; and summarizing the sampling and analysis results in a report to the DNR.

The motion by Comm. Allwardt, seconded by Comm. Kordus, was unanimously approved on roll call to accept the agreement for professional services from McMahon for Basin Sediment Sampling in the amount of \$24,000.

Steve Grenell, Engineering Manager, arrived at 8:12 a.m.

Electric Rate Case – PSC staff testimony has been received and their cost of service was similar to Menasha Utilities allocated costs. The Utility is in the process of filing rebuttal testimony and a hearing is set for the 30<sup>th</sup> of November.

Item VII. New Business, 2018 Health Insurance Proposals – Preliminary health insurance options for 2018 were handed out. The Commission asked for a special meeting to be scheduled when additional information has been received.

Menasha Utilities' Lead Service Protocol – The protocol for lead services was included in the packet; the brochure given to homeowners when a lead service is detected was handed out. Future updates to the policy were discussed.

Item VIII. Strategic Reports, Monthly Strategic Initiative Update – The October report was discussed.

October Financial and Project Status Reports – Electric consumption was 0.8% below budget for the month of October, and pole inspection fees costs are for total work completed so far, this year.

Water usage was 2.3% higher than budgeted with year-to-date 650,000 less than budgeted; the loss ratio was 6.73% for the month; Net Operating Income was higher than budget due to higher revenues, lower expenses, and timing of budgeted expenses; distribution expenses are lower than budget due to less road repairs billed to the City; chemical costs are 9% lower than budget; and Contract B of the Water Main Replacement project is being extended until Spring of 2018 due to weather conditions.

Energy Services re-lamping at Jefferson Park is complete.

After discussion, the Commission accepted the October Financial and Project Status Reports as presented.

Project Reports, Water Projects – No additional information was presented.

Electric Projects – No additional information was presented.

Item IX. No one from the Gallery requested to be heard on any topic of public concern to the Utility.

Item X. The motion by Comm. Turchan, seconded by Comm. Allwardt, was unanimously approved on roll call to adjourn at 8:49 a.m.

By:                    MARK L. ALLWARDT  
                                 President

GARY TURCHAN  
Secretary

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



# SPECIAL MEETING OF THE WATER AND LIGHT COMMISSION

November 20, 2017

**Draft**

Commission President Allwardt called the Special Meeting of the Water and Light Commission to order at 8:00 a.m., with Commissioners Roy Kordus, Don Merkes, and Gary Turchan present on roll call. Also present were Melanie Krause, General Manager; William Menting, Electric Manager; Tim Gosz, Water Utility Manager; Kristin Hubertus, Finance Manager; David Christensen, Engineering Technician; Paula Maurer, Customer Service Manager; John Teale, Technical Services Engineer; and Dawn Lucier, Administrative and Accounting Assistant.

Those excused were Commissioner Tines, Steve Grenell, Engineering Manager, and Adam Smith, New Water Utility Manager.

Item II. No one from the Gallery requested to be heard on any topic of public concern to the Utility.

Item III. Unfinished Business, 2018 Health Insurance – Health insurance options for 2018 were presented, and discussion ensued over employee contributions towards premiums.

A motion was made by Comm. Merkes, seconded by Comm. Kordus to approve the WCA Group Health Trust as presented in the memo, continue the cash option in lieu of health insurance, and include a 2 ½ percent employee premium contribution.

A motion was made by Comm. Turchan, seconded by Comm. Allwardt to amend the previous motion to eliminate the 2 ½ percent employee contribution to premium.

Motion to amend failed 2-2. Commissioners Turchan and Allwardt voted yes. Commissioners Kordus and Merkes voted no.

Original motion carried 3-1. Commissioners Kordus, Merkes, and Allwardt voted yes. Commissioner Turchan voted no.

Item VII. Water Utility Manager, Gosz expressed his disappointment regarding the Commissioners decision.

Item X. The motion by Comm. Allwardt, seconded by Comm. Kordus, was unanimously approved on roll call to adjourn at 8:36 a.m.

By: MARK L. ALLWARDT  
President

GARY TURCHAN  
Secretary

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

## CITY OF MENASHA

FINAL

Property Tax Rates/per \$1,000 of Assessed Value

Updated: 12/12/2017

Prepared by: City Comptroller/Treasurer

	Assessed Property Tax Rates 2016	Assessed Property Tax Rates 2017	Amount Change	Percent Change
<b><u>WINNEBAGO COUNTY</u></b>				
State of Wisconsin	\$ 0.1747	\$ -	\$ (0.1747)	-100.00%
County of Winnebago	\$ 5.3945	\$ 5.4363	\$ 0.0418	0.77%
<b>City of Menasha</b>	<b>\$ 10.5701</b>	<b>\$ 10.8184</b>	<b>\$ 0.2483</b>	<b>2.35%</b>
School District-Menasha	\$ 11.6034	\$ 12.1225	\$ 0.5191	4.47%
Fox Valley Technical College	\$ 1.1477	\$ 1.1547	\$ 0.0070	0.61%
Utility District	\$ -	\$ -	\$ -	
Total Tax Rate	\$ 28.8904	\$ 29.5319	\$ 0.6415	2.22%
School Levy Tax Credit	\$ (1.8454)	\$ (2.0644)	\$ (0.2190)	
<b>Net Tax Rate</b>	<b>\$ 27.0450</b>	<b>\$ 27.4675</b>	<b>\$ 0.4225</b>	<b>1.56%</b>

	Assessed Property Tax Rates 2016	Assessed Property Tax Rates 2017	Amount Change	Percent Change
<b><u>CALUMET COUNTY</u></b> (Menasha School District)				
State of Wisconsin	\$ 0.1745	\$ -	\$ (0.1745)	-100.00%
County of Calumet	\$ 4.7096	\$ 5.0965	\$ 0.3869	8.22%
<b>City of Menasha</b>	<b>\$ 10.6513</b>	<b>\$ 10.7057</b>	<b>\$ 0.0544</b>	<b>0.51%</b>
School District-Menasha	\$ 11.5942	\$ 11.8620	\$ 0.2678	2.31%
Fox Valley Technical College	\$ 1.1468	\$ 1.1299	\$ (0.0169)	-1.47%
Waverly Sanitary District	\$ 0.6715	\$ 0.6323	\$ (0.0392)	-5.84%
Total Tax Rate	\$ 28.9479	\$ 29.4264	\$ 0.4785	1.65%
School Levy Tax Credit	\$ (1.3634)	\$ (1.4099)	\$ (0.0465)	
<b>Net Tax Rate</b>	<b>\$ 27.5845</b>	<b>\$ 28.0165</b>	<b>\$ 0.4320</b>	<b>1.57%</b>

	Assessed Property Tax Rates 2016	Assessed Property Tax Rates 2017	Amount Change	Percent Change
<b><u>CALUMET COUNTY</u></b> (Appleton School District)				
State of Wisconsin	\$ 0.1745	\$ -	\$ (0.1745)	-100.00%
County of Calumet	\$ 4.7096	\$ 5.0965	\$ 0.3869	8.22%
<b>City of Menasha</b>	<b>\$ 10.6513</b>	<b>\$ 10.7057</b>	<b>\$ 0.0544</b>	<b>0.51%</b>
School District-Appleton	\$ 9.3229	\$ 9.1435	\$ (0.1794)	-1.92%
Fox Valley Technical College	\$ 1.1468	\$ 1.1299	\$ (0.0169)	-1.47%
Waverly Sanitary District	\$ 0.6715	\$ 0.6323	\$ (0.0392)	-5.84%
Total Tax Rate	\$ 26.6766	\$ 26.7079	\$ 0.0313	0.12%
School Levy Tax Credit	\$ (1.3634)	\$ (1.4099)	\$ (0.0465)	
<b>Net Tax Rate</b>	<b>\$ 25.3132</b>	<b>\$ 25.2980</b>	<b>\$ (0.0152)</b>	<b>-0.06%</b>

	2016 Amount	2017 Amount	Amount Change	Percent Change
<b><u>FIRST DOLLAR CREDIT</u></b>				
Menasha Schools	\$ 75.53	\$ 77.41	\$ 1.88	2.49%
Appleton Schools	\$ 60.73	\$ 59.67	\$ (1.06)	-1.75%

<b><u>LOTTERY CREDIT</u></b>				
Menasha Schools	\$ 142.03	\$ 135.47	\$ (6.56)	-4.62%
Appleton Schools	\$ 114.21	\$ 104.42	\$ (9.79)	-8.57%

# CITY OF MENASHA

## TAX LEVY AND COMPARATIVE ASSESSED TAX RATES FOR 2016 & 2017

Final: 12/12/2017

### WINNEBAGO COUNTY / MENASHA SCHOOLS

	LEVY	2017 RATE	2016 RATE	AMOUNT CHANGE	PERCENT CHANGE
STATE	\$ -	\$ -	\$ 0.17470	\$ (0.1747)	-100.00%
COUNTY	4,105,238.54	5.4363	5.3945	0.0418	0.77%
FVTC	871,945.23	1.1547	1.1477	0.0070	0.61%
SCHOOLS	9,154,252.00	12.1225	11.6034	0.5191	4.47%
<b>CITY</b>	<b>8,169,499.00</b>	<b>10.8184</b>	<b>10.5701</b>	<b>0.2483</b>	<b>2.35%</b>
LESS: CREDIT	\$ 22,300,934.77 (1,659,560.73)	\$ 29.5319 (2.0644)	\$ 28.89040 (1.8454)	\$ 0.6415 (0.2190)	2.22%
<b>NET TOTAL</b>	<b>\$ 20,641,374.04</b>	<b>\$ 27.4675</b>	<b>\$ 27.04500</b>	<b>\$ 0.4225</b>	<b>1.56%</b>

#### Effect on Residential Tax Bills

	2017 Tax Bill	2016 Tax Bill	Amount Change	Percent Change
<b><u>\$112,000 HOUSE (Average)</u></b>	\$ 3,076.36	\$ 3,029.04	\$ 47.32	
Subtract: Lottery Credit	\$ (135.47)	\$ (142.03)	\$ 6.56	
First Dollar Credit	\$ (77.41)	\$ (75.53)	\$ (1.88)	
<b>TOTAL</b>	<b>\$ 2,863.48</b>	<b>\$ 2,811.48</b>	<b>\$ 52.00</b>	<b>1.85%</b>

### CALUMET COUNTY / MENASHA SCHOOLS

	LEVY	2017 RATE	2016 RATE	AMOUNT CHANGE	PERCENT CHANGE
STATE	\$ -	\$ -	\$ 0.1745	\$ (0.1745)	-100.00%
COUNTY	984,643.64	5.0965	4.7096	0.3869	8.22%
FVTC	218,288.81	1.1299	1.1468	(0.0169)	-1.47%
SCHOOLS	611,696.00	11.8620	11.5942	0.2678	2.31%
Waverly	150,000.01	0.6323	0.6715	(0.0392)	-5.84%
<b>CITY</b>	<b>2,045,209.00</b>	<b>10.7057</b>	<b>10.6513</b>	<b>0.0544</b>	<b>0.51%</b>
LESS: CREDIT	\$ 4,009,837.46 (353,188.80)	\$ 29.4264 (1.4099)	\$ 28.9479 (1.3634)	\$ 0.4785 (0.0465)	1.65%
<b>NET TOTAL</b>	<b>\$ 3,656,648.66</b>	<b>\$ 28.0165</b>	<b>\$ 27.5845</b>	<b>\$ 0.4320</b>	<b>1.57%</b>

#### Effect on Residential Tax Bills

	2017 Tax Bill	2016 Tax Bill	Amount Change	Percent Change
<b><u>\$206,000 HOUSE (Average)</u></b>	\$ 5,771.40	\$ 5,682.41	\$ 88.99	
Subtract: Lottery Credit	\$ (135.47)	\$ (142.03)	\$ 6.56	
First Dollar Credit	\$ (77.41)	\$ (75.53)	\$ (1.88)	
<b>TOTAL</b>	<b>\$ 5,558.52</b>	<b>\$ 5,464.85</b>	<b>\$ 93.67</b>	<b>1.71%</b>

### CALUMET COUNTY / APPLETON SCHOOLS

	LEVY	2017 RATE	2016 RATE	AMOUNT CHANGE	PERCENT CHANGE
STATE	\$ -	\$ -	\$ 0.1745	\$ (0.1745)	-100.00%
COUNTY	984,643.64	5.0965	4.7096	0.3869	8.22%
FVTC	218,288.81	1.1299	1.1468	(0.0169)	-1.47%
SCHOOLS	1,295,017.00	9.1435	9.3229	(0.1794)	-1.92%
Waverly	150,000.01	0.6323	0.6715	(0.0392)	-5.84%
<b>CITY</b>	<b>2,045,209.00</b>	<b>10.7057</b>	<b>10.6513</b>	<b>0.0544</b>	<b>0.51%</b>
LESS: CREDIT	\$ 4,693,158.46 (353,188.80)	\$ 26.7079 (1.4099)	\$ 26.6766 (1.3634)	\$ 0.0313 (0.0465)	0.12%
<b>NET TOTAL</b>	<b>\$ 4,339,969.66</b>	<b>\$ 25.2980</b>	<b>\$ 25.3132</b>	<b>\$ (0.0152)</b>	<b>-0.06%</b>

#### Effect on Residential Tax Bills

	2017 Tax Bill	2016 Tax Bill	Amount Change	Percent Change
<b><u>\$206,000 HOUSE (Average)</u></b>	\$ 5,211.39	\$ 5,214.52	\$ (3.13)	
Subtract: Lottery Credit	\$ (104.42)	\$ (114.21)	\$ 9.79	
First Dollar Credit	\$ (59.67)	\$ (60.73)	\$ 1.06	
<b>TOTAL</b>	<b>\$ 5,047.30</b>	<b>\$ 5,039.58</b>	<b>\$ 7.72</b>	<b>0.15%</b>



## MEMORANDUM

Date: December 14, 2017

To: Common Council

From: Pamela A. Captain, City Attorney  
*PAC*

Re: Update on Real Estate Purchase and Sale Agreement – Ahnaip Street by and between R.R. Donnelley & Sons Company (LSC Communications US LLC) and The Redevelopment Authority of the City of Menasha

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On November 11 we received notice from LSC Communications' legal counsel that the Redevelopment Authority (and City's) request to delete paragraph 6(d) has been accepted. Final closing preparations are being made. Both parties desire to close prior to the end of the year.



## MEMORANDUM

To: City of Menasha Common Council

From: John Jacobs, Administrative Services Director

Date: December 5, 2017

RE: Update on Temporary Borrowing from the City of Menasha to the Menasha Joint School District between November 30, 2017, and December 4, 2017

### **BACKGROUND UPDATE**

The City of Menasha had adopted Resolution #R-20-17 on October 16, 2017, for the temporary borrowing requested by the Menasha Joint School District from the City of Menasha for an estimated period between 11/14/17 - 12/05/17 and for the estimated amount not to exceed \$1,500,000.

Then, the school district contacted the city during November that the actual amount needed would be reduced down to \$400,000, and would only be needed between 11/30/17 and 12/04/17.

The city did transfer the \$400,000 amount to the school district on 11/30/17. Then, the school district did transfer an amount of \$400,055.23 to the city on 12/04/17, including four days of interest. The total interest calculation was the following:

$$\$400,000 \times 1.26\% \text{ interest rate} \times 4 \text{ days} \div 365 \text{ days} = \$55.23 \text{ interest}$$

The city did not incur any fees in the execution of this transaction for the school district.

I am reporting this information to you, since this was a new intergovernmental relationship event between the City of Menasha and the Menasha Joint School District during 2017.

### **FISCAL IMPACT**

This ACH transaction did not incur any fees for the city. But, the city did earn \$55.23 interest with this transaction provided to the school district.



**FOR IMMEDIATE RELEASE**

Contact:

Josh Radomski  
Director of Public Works, City of Menasha  
100 Main Street  
Menasha, WI 54952  
Phone: 920-967-3610  
<http://www.cityofmenasha-wi.gov>  
[jradomski@ci.menasha.wi.us](mailto:jradomski@ci.menasha.wi.us)

**Weight Restriction on Racine Street Bridge**

**MENASHA, WI – December 8, 2017.** WisDOT has notified the City of Menasha that due to a recent load analysis it will be posting the Racine Street Bridge with a 30 ton weight limit compared to the current 40 ton limit. The bridge accommodates 10,000 vehicles per day, while also providing a vital connection for pedestrian and bicycle traffic in the downtown area. Residents should not be impacted by this change; however, industry and construction firms may be impacted. It is recommended that heavy vehicles use the Tayco Street bridge to avoid these restrictions.

Citing the functional obsolescence of the 1952 Racine Street Bridge, WisDOT began a planning process for the replacement or repair in 2015. Following a number of public hearings, workshops, and discussions with neighboring residents the City recommended an option to WisDOT that provided for improved safety, traffic flow, boat passage, bike and pedestrian travel. To date WisDOT has invested nearly \$1.1million in design and engineering in the proposed new bridge.

The current bridge is scheduled to be replaced in the 2020-2021 construction seasons.

###



December 11, 2017

Mayor Don Merkes  
City of Menasha  
Via email: dmerkes@ci.menasha.wi.us

Dear Mayor Merkes,

I wanted to provide an update on the status of a new sports facility in the Fox Cities that we discussed earlier this year. I hope you will share this information with your municipal elected body.

In late 2015, ten Fox Cities municipalities passed an increase in room tax. One percent of the increase was *".... imposed and allocated toward the development and support of amateur sports facilities within the Fox Cities Tourism Zone and/or other facilities which are reasonably likely to generate paid overnight stays at more than one hotel or motel establishment within the Fox Cities Tourism Zone ("Tourism Facilities Room Tax"). The Tourism Facilities Room Tax funds shall be administered by the CVB under the Tourism Development Fund."*

I'm pleased to share that the Town of Grand Chute Board approved a gift of land for the sole purpose of developing the facility. The land will be gifted to Fox Cities Sports Development, a 501 c(3) subsidiary of the CVB. The land is approximately 20 acres with a value of \$1 million. This is an exciting time for the Fox Cities as we take this first step of securing the land. The indoor sports facility will bring an estimated economic impact of \$4.8 million in the first year and will increase to \$7.8 million by the fifth year.

Since these funds were allocated to the CVB's Tourism Development Fund, we conducted a feasibility study as a pre-planning step to ensure that the concept of a "tourism first" indoor sports facility made sense for the region economically and from a needs perspective. Then, with data from the study and a significant amount of local input, we identified the appropriate type of facility that would provide the greatest return on our room tax investment. While this facility will focus on tourism, we look forward to collaborating with many partners and user groups in our region to enhance the overall sports experience.

We have identified a facility with a combination of ice and hard-court surfaces as ideal. Currently, we have three task forces: one focused on construction, one on financing, and the third on contracting with a professional facility manager. All task forces include municipal representatives. We are working with a local construction management firm to design and identify the construction cost of our desired facility. We have also issued an RFP for professional facility management proposals.

I hope to have a final facility design and cost to share with you in late January 2018. At that time, we can discuss in-person informational sessions with you and your elected bodies.

Thank you for your support of the CVB and tourism in the Fox Cities.

Sincerely,

Pam Seidl  
Executive Director

Fox Cities Convention & Visitors Bureau

3433 W. College Ave. • Appleton, WI 54914-3919 • Phone (920) 734-3358 • Fax (920) 734-1080

[foxcities.org](http://foxcities.org)



December 15, 2017

Alderman Steve Krueger  
943 Clovis Avenue  
Menasha, WI 54952

Dear Alderman Krueger:

Thank you for your gift of \$700 directed to the Radon Program for 2018. The funds will be used to update and translate [Radon Awareness](#) educational materials (including the power point) on the City of Menasha website.

Radon is a cancer-causing radioactive gas. Radon is the second leading cause of lung cancer in the United States and the leading cause among non-smokers. You can't see, smell, or taste radon, but it may be a problem in homes and only smoking causes more lung cancer deaths. Testing is the only way to know if families are at risk from radon. The EPA and the Surgeon General recommend testing all homes below the third floor for radon. There are simple ways to fix a radon problem that are not costly. Providing information to all residents, builders and realtors will lead to greater awareness, testing and mitigating Radon hazards.

The Wisconsin Department of Health Services did not offer Radon program grants to local health departments in 2018. Your donation will facilitate updates and translation to the [Radon Awareness](#) web site. This compliments the home radon test kits available at the Menasha Health Department.

We appreciate the opportunity to maintain, update and translate educational materials with enduring content that is continually accessible to the community.

Sincerely,

Nancy McKenney, MS, RDH  
Public Health Director





To: Members of the Common Council

From: Chief Tim Styka 

Date: December 12, 2017

RE: Fox Cities Marathon Donation

We are fortunate to have The Fox Cities Marathon start in Menasha and have the route return through Menasha showcasing our community. I am pleased to report that the Fox Cities Marathon has decided to donate \$1000 to the Police Department.

I have attached a letter from the Executive Race Director Jesse Drake explaining their gift. I also would like to note that Jesse and his staff have been outstanding to work with and we look forward to partnering with him and this event in the future.



December 7, 2017

Mr. Tim Styka  
City of Menasha Police Department  
430 First St.  
Menasha, WI 54952

Dear Tim:

Thank you for your support and partnership during this year's Community First Fox Cities Marathon Presented by Miron Construction. You and your teams' efforts helped make 2017 another successful year where 5,500 participants reached their goals by participating in the marathon, half marathon, relay marathon, 5K, kids fun run or diaper dash/toddler trot. Supported by 2,300 volunteers and thousands of spectators, participants are already looking forward to next September!

As a 501(c)3 non-profit organization, one of the goals of the Community First Fox Cities Marathon is to give back race proceeds to other local non-profits and school programs right here in the Fox Cities. It is our privilege and honor to provide the City of Menasha Police Department with a portion of our race proceeds. Our hope is that this \$1,000 gift will be able to help further the mission of your organization.

The planning and organization has already begun for the 28<sup>th</sup> annual Community First Fox Cities Marathon Presented by Miron Construction. Race weekend is September 21-23, 2018. We look forward to continuing our partnership with the City of Menasha Police Department in 2018 and beyond!

Sincerely,

Jesse Drake  
Executive Race Director  
Community First Fox Cities Marathon Presented by Miron Construction  
[Jesse.drake@communityfirstcu.org](mailto:Jesse.drake@communityfirstcu.org)  
(920) 882-5219



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Law Department

December 8, 2017

**VIA EMAIL**

City of Menasha

Mayor Donald Merkes

[dmerkes@ci.menasha.wi.us](mailto:dmerkes@ci.menasha.wi.us)

Kris Kissling

[kris.kissling@uwc.edu](mailto:kris.kissling@uwc.edu)

**Re: Closed Captioning Requirements**

Dear Mayor Merkes and Ms. Kissling:

The purpose of this correspondence is to notify you of changes to the City of Green Bay's policy regarding media airing on the Green Bay Public Television Station.

As you may be aware, closed captioning is required for all media airing on the Green Bay Public Television Station. To ensure strict compliance with this law, the City of Green Bay will no longer accept any media submitted for the purpose of airing on the Green Bay Public Television Station unless such media is closed captioning compliant. To demonstrate compliance, the media must now be accompanied by a statement from the submitter certify such in writing. If the City determines that the media submitted is not closed captioning compliant, or if the written certification is not received from MUNICIPALITY, the programming will not be aired. In such event, the City will notify the submitter that the media was rejected on this basis at the earliest practicable time. The City does not provide closed captioning services for any programming submitted by external parties. It is the sole responsibility of the MUNICIPALITY to ensure that all programming submitted by it is closed captioning compliant.

Thank you for your cooperation in as we continue our efforts to provide quality programming to area users of all abilities.

Sincerely,

Vanessa R. Chavez

City Attorney

**To:** Don Merkes  
**Subject:** RE: Closed Captioning Requirements

**From:** Frantz, Thomas [<mailto:thomas.frantz@uwc.edu>]  
**Sent:** Wednesday, December 13, 2017 11:53 AM  
**To:** Don Merkes; [DKaufert@ci.neenah.wi.us](mailto:DKaufert@ci.neenah.wi.us); [tim.hanna@appleton.org](mailto:tim.hanna@appleton.org); [jsturgell@foxcrossingwi.gov](mailto:jsturgell@foxcrossingwi.gov)  
**Subject:** Closed Captioning Requirements

Mayors & Village Administrator Sturgell,

The City of Menasha, and I suspect the other municipalities we work with to record municipal meetings, received the attached letter from the City of Green Bay last week.

I've gathered some information to try to understand what this "requirement" means for our what we do. While I'm still gathering information, I'm hoping that sharing what I have now will help you.

Among others, I've been in touch with Mary Cardona, Executive Director of Wisconsin Community Media. WCM is the umbrella organization for Public Access Channels in Wisconsin. I've pasted key parts of Mary's response below:

The issue is not any FCC requirements. All of those are waived due to our small budgets. The focus is the requirements of the ADA. The City has decided to read the regulations with absolutely no flexibility. Yet you can also read advice from the DOJ that seems to indicate that there is flexibility. All of this came to a head because a Brown County staff member doing access brought up the ADA requirements and then the attorney for Brown County wrote an opinion that advised the county that the regulations required closed captioning and that action should be taken quickly in order to avoid being open to litigation. (No litigation was being threatened.)

That caused Brown County to shut down NewEye Media due to the cost.

For what it's worth, my line of thinking is that the intention of the ADA is subverted if the result of its regulations is that no one is able to view government meetings on cable. Here's a quote from the attached PDF from the DOJ:

City governments are not required to take any actions that will result in a fundamental alteration or in undue financial and administrative burdens. 28 C.F.R. §§ 35.160-35.164.

It's worth noting that no pressure has been exerted directly on Green Bay or Brown County by the DOJ or any resident to take this action. This is an action they have chosen to take based on their reading of the ADA.

My plan is to make some calls to the DOJ and the Civil Rights Division and to create a white paper on the whole matter within the next month.

Again, my understanding is that the city is setting the timetable for action, not the DOJ. You might talk with them about giving you additional time to figure this out. Frankly, giving you a few weeks seems unreasonable.

Mary provided some good background information to help place this in a broader context. Recognizing this could impact many of its members, WCM has formed a subcommittee to study this and to prepare a white paper to advise members and municipalities. Obviously, this group needs time to do its work.

I also contacted the City of Green Bay's public access coordinator to try to determine how they intend to comply. Besides the technical advice she provided, she told me the City of Green Bay plans on initiating closed captioning for their meetings beginning January 1, 2018.

In as much as the City of Green Bay has had more time to develop a plan for compliance and the "requirement" is generated by the City of Green Bay, it seems reasonable to me **to seek additional time**. I would encourage you to do so.

The technological infrastructure and process we use to record the meetings at each of the municipalities is relatively the same with the key exception being Appleton's Granicus system which has archival/streaming capabilities. The additional time will help me to gather additional information to identify possible methods for achieving compliance, understand the timelines impacting the process, and to project costs. Key information that will help you make decisions.

If you are aware of plans at your respective municipalities to upgrade your video systems, please let me know. That information will be useful as I do my homework.

If you feel it appropriate, please include me on additional communications or thoughts you have on this matter.

While my current knowledge on this is relatively limited at present, I'll try to respond to your questions.

Best,

Tom



To: Members of the Common Council

From: Chief Tim Styka 

Date: December 13, 2017

RE: Police Department Accreditation

A team of assessors from the Wisconsin Law Enforcement Accreditation Group examined every aspect of the Menasha Police Department on November 7-9, 2017. Their role was to determine if the Department was in compliance with a series of highly recognized standards for law enforcement services. The team did find that the Menasha Police Department was in compliance with all applicable standards.

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 for accreditation. Following a review of the of the on-site assessment report and a verbal presentation by the assessment team leader, the Board voted unanimously to accredit the Menasha Police Department for a three-year period, effective December 11, 2017.

The accreditation process has been a project the Department began just over 18 months ago. I believe this has been quite an achievement as there are over 400 law enforcement agencies in Wisconsin, but less than 35 have achieved accreditation status through WILEAG.



December 8, 2017

Mayor Don Merkes  
City of Menasha  
100 Main Street  
Suite 200  
Menasha, WI 54952

Dear Mayor Merkes,

Enclosed please find a check for \$30,830, which is the City of Menasha's third quarter State and Federal transportation refund for 2017 fixed route services. A spreadsheet showing the total operating costs for the third quarter and the amount reimbursed is attached. The City of Menasha's reimbursement is based on the state providing 29% and the federal government providing 29% of Valley Transit's operating cost.

As always, thank you for supporting transportation services in the City of Menasha. We value our partnership with you, your staff and your town.

If you have any questions about the refund, please feel free to give me a call. My direct number is 920-832-2292.

Sincerely,

A handwritten signature in black ink, appearing to read 'Debra A. Ebben', with a stylized flourish at the end.

Debra A. Ebben  
Administrative Services Manager



FEDERAL & STATE OPERATING ASSISTANCE FOR 2017  
 QUARTERLY REIMBURSEMENT

Municipality	Account#	3rd Qtr Expenses	3rd Qtr State Support	3rd Qtr Federal Support	Total Reimbursement
<b>Fixed route and paratransit, reimburse state support to local partners:</b>					
Appleton		\$ 837,297.15	\$ 242,816	\$ 242,816	\$ 485,632
Buchanan	5810.4230	\$ 17,669.33	5,124	5,124	\$ 10,248
Grand Chute	5810.4230	\$ 172,635.15	50,064	50,064	\$ 100,128
Kaukauna	5810.4230	\$ 31,227.34	9,056	9,056	\$ 18,112
Kimberly	5810.4230	\$ 21,567.75	6,255	6,255	\$ 12,510
Little Chute	5810.4230	\$ 22,751.92	6,598	6,598	\$ 13,196
Menasha	5810.4230	\$ 53,154.33	15,415	15,415	\$ 30,830
Fox Crossing	5810.4230	\$ 64,583.51	18,729	18,729	\$ 37,458
Neenah	5810.4230	\$ 109,634.97	31,794	31,794	\$ 63,588
Subtotal Fixed Route		\$ 1,330,521.45	\$ 385,851	\$ 385,851	\$ 771,702
Out. Co.-VTII	5850.4230	\$ 129,215.97	37,473	37,473	\$ 74,946
Win. Co.-VTII	5850.4230	\$ 59,655.83	17,300	17,300	\$ 34,600
Cal. Co.-VTII	5850.4230	\$ 3,932.23	1,140	1,140	\$ 2,280
Agency	5850.4230	\$ 216,983.39	-	-	-
Subtotal VT II		409,787.42	55,913	55,913	111,826
Reimbursed to local partners:			441,764	441,764	883,528

29.00%

29.00%



**CITY OF MENASHA  
COMMON COUNCIL  
First Floor Conference Room  
100 Main Street, Menasha  
Monday, December 4, 2017  
MINUTES**

**DRAFT**

**A. CALL TO ORDER**

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

**B. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**C. ROLL CALL/EXCUSED ABSENCES**

PRESENT: Aldermen Grade, Benner, Nichols, Taylor, Sevenich, Collier, Krueger, Zelinski.

ALSO PRESENT: Mayor Merkes, CA Captain, PC Styka, FC Kloehn, PRD Tungate, ASD Jacobs, DPW Radomski, PHD McKenney, PP Schroeder, HRC Huber, WUM Gosz, Clerk Galeazzi.

**D. PUBLIC HEARING**

None

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

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

Dan Pamerter, 2725 W. Capital Drive, Appleton. Concerns on how City Ordinances regarding refuse disposal and collection are followed.

Sandra Dabill-Taylor, 545 Broad Street, Menasha. Comments on; Plan Commission's plan to only meet once a month in 2018, Cty Hwy LP Agreement with Village of Harrison, questions on accounts payable, the amendment to Paint & Restore Program and Property Listing of 140 Main Street (former City Hall).

**F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS**

**1. Presentation to K-9 Corp from Veterans Honor Guard**

Dave Mix, VFW Post 2126, presented a donation to Lt. Albrecht for the K-9 Corp fundraiser. The donation was from the Military Honor Guard which is made up of veterans from the Cities of Neenah and Menasha.

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

Minutes to receive:

- a. Ad-hoc Protocol Committee, 11/20/2017
- b. Board of Public Works, 11/20/2017
- c. NMFR Joint Finance and Personnel Committee, 11/28/2017
- d. NMFR Joint Fire Commission, 11/27/2017
- e. Neenah-Menasha Sewerage Commission, 10/24/2017
- f. Plan Commission, 11/21/2017
- g. Redevelopment Authority, 11/16/2017

Communications:

- h. Third Quarter 2017 Financial Overview, Memorandum 11/30/2017, ASD Jacobs
- i. Order of Dismissal on Summary Judgment, 16CV983 City of Menasha, Wisconsin vs. Village of Fox Crossing, Wisconsin & Town of Menasha, Wisconsin

Moved by Ald. Sevenich seconded by Ald. Krueger to receive Minutes and Communications a-i. General discussion ensued on Minutes a-AdHoc Protocol Committee.

Motion carried on voice vote.

## G. CONSENT AGENDA

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

### Minutes to approve:

1. Common Council, 11/20/2017

### Board of Public Works, 11/20/2017, Recommends the Approval of:

2. Change Order—Pheifer Bros. Construction Co. Inc.; Contract Unit 2017-04; Fox River “Loop the Lake” Bridge Crossings; ADD: \$19,500.00 (Change Order No. 1)
3. Change Order—Pheifer Bros. Construction Co. Inc.; Contract Unit 2017-04; Fox River “Loop the Lake” Bridge Crossings; DEDUCT” \$10,000.00 (Change Order No. 2)
4. County Highway LP Intergovernmental Jurisdictional Agreement with the Village of Harrison

Ald. Sevenich requested to remove item 4 and Ald. Zelinski requested to remove item 2 from the Consent Agenda.

Moved by Ald. Sevenich seconded by Ald. Krueger to approve Consent Agenda items 1&3.  
Motion carried on roll call 8-0.

## H. ITEMS REMOVED FROM THE CONSENT AGENDA

Moved by Ald. Sevenich second by Ald. Benner to approve Consent Agenda item 2, Change order for Pheifer Bros. Construction Co. Inc., Contract Unit 2017-04 for Fox River “Loop the Lake” Bridge Crossings, add \$19,500.00 (Change Order No. 1)

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

Moved by Ald. Benner seconded by Ald. Collier to approve Consent Agenda item 4, County Highway LP Intergovernmental Jurisdictional Agreement with the Village of Harrison.

General discussion ensued on Calumet County turning over responsibility of Highway LP (Lake Park) to City and Village, use of LP by non-City residents, LP being the gateway to the City, and lights at intersection of Highway LP and STH 114.

Motion carried on roll call 5-4.

Ald. Nichols, Collier, Zelinski, Benner, Mayor Merkes voted yes.

Ald. Taylor, Sevenich, Krueger, Grade voted no.

## I. ACTION ITEMS

1. Accounts payable and payroll for the term of 11/22/2017--11/30/2017 in the amount of \$1,392,399.75

Moved by Ald. Krueger seconded by Ald. Grade to approve accounts payable and payroll.  
General discussion ensued on expenditures.

Ald. Collier stated Point of Order – discussion is getting off topic.

Mayor Merkes recognized Point of Order and encouraged Council to stay on topic.

Motion carried on roll call 8-0.

2. Beverage Operators License Applications for the 2017-2019 licensing period.

Moved by Ald. Krueger seconded by Ald. Benner to approve beverage operator’s license application for the 2017-2019 licensing period as listed in memo dated 11/29/17

Motion carried on roll call 8-0.

### 3. Amendment to the Paint and Restore Program

Moved by Ald. Krueger seconded by Ald. Collier to approve the amended Paint and Restore Program adding to the ineligible properties list, *Properties that are currently part of another non-profit, governmental, or quasi-governmental program or have received funding or assistance from such within the same calendar year for projects/items that would be eligible under the Paint and Restore Program.*

PP Schroeder explained the amendment restricts property owners working with other governmental, quasi-governmental, or non-profit organizations for similar improvements from being eligible for the City's Paint and Restore Program.

Motion carried on roll call 6-2.

Ald. Nichols, Sevenich, Collier, Krueger, Grade, Benner voted yes. Ald. Taylor, Zelinski voted no.

### 4. Liquor License Application for Tayco Tap LLC., Tony Eikland Agent, d/b/a Tayco Tap, 10 Tayco Street, for the 2017-2018 licensing year

Moved by Ald. Krueger seconded by Ald. Collier to approve liquor license application for Tayco Tap LLC, Tony Eikland, Agent, d/b/a Tayco Tap, 10 Tayco Street for the 2017-2018 licensing year. Motion carried on roll call 8-0.

### 5. City of Menasha—Property Listing—140 Main Street—"Former City Hall"

Moved by Ald. Sevenich seconded by Ald. Zelinski to approve listing property at 140 Main Street with Newmark Grubb Pfefferle through Oct 31, 2018.

General discussion ensued on the market value of the property.

Motion carried on roll call 8-0.

Moved by Ald. Sevenich seconded by Ald. Krueger to set a listing price of \$432,000 for 140 Main Street, Menasha property.

Motion carried on roll call 7-1. Ald. Nichols voted no.

## J. HELD OVER BUSINESS

None

## K. ORDINANCES AND RESOLUTIONS

### 1. O-14-17 An Ordinance Regarding Lead Water Service (Introduced by Alderman Taylor; Recommended by Board of Public Works)

Ald. Taylor requested to have his name removed from this ordinance.

Moved by Ald. Nichols seconded by Ald. Sevenich to approve O-14-17 An Ordinance Regarding Lead Water Service.

Ald. Nichols stated she will add her name to this ordinance.

General discussion ensued on how changes in State Legislation affect this ordinance.

Ald. Taylor stated he will be abstaining as he may be eligible for the grant program when Broad Street, where he lives, is reconstructed.

General discussion ensued on changes in State law that allows for grant funds to be available and how long grant funds will last.

Moved by Ald. Krueger seconded by Ald. Sevenich to rescind this ordinance when grant funds from Safe Drinking Water loan are depleted.

General discussion ensued on the funding source and the intended purpose of the ordinance.

Water Utility Manager Gosz explained the requirement from Federal and State entities for the Utilities to replace a portion of lead and galvanized water service laterals to qualify for any loan program funding. He stated Utilities is working on a program to allow property owners to pay back the cost of replacing private laterals through a revolving loan program. He explained the current program will reimburse property owners up to 95% of cost to replace private laterals.

General discussion ensued on the current program implemented by Utilities, who is eligible for the program, requirements to qualify for the Safe Drinking Water Loan Program, and including sunset clause in ordinance.

Ald. Sevenich stated Point of Order-discussion is getting off topic of the amendment.

Mayor Merkes ruled against Point of Order as the general discussion has been off topic

Ald. Sevenich challenged the Mayor's ruling

Mayor Merkes explained if the Council wants to sustain Mayor's ruling to allow discussion to continue on entire ordinance, not just the amendment, vote yes.

Motion failed on roll call 3-5.

Ald. Nichols, Collier, Benner voted yes. Ald. Taylor, Sevenich, Krueger, Zelinski, Grade voted no.

Ald. Nichols stated Point of Order-Ald. Taylor said he was abstaining from voting on this item.

Mayor Merkes stated if Ald. Taylor is abstaining he should not participate in the discussion or vote.

Motion on amendment failed on roll call 3-4.

Ald. Sevenich, Krueger, Zelinski voted yes. Ald. Nichols, Collier, Grade, Benner voted no.

Ald. Taylor abstained.

General discussion ensued on previous lead ordinance that was introduced last year, grant program was retroactive for a recent water main replacement project, and who is eligible for grant program.

Ald. Nichols stated Point of Order- Ald. Taylor stated at beginning of discussion that he would abstain, now he is participating in the discussion.

Mayor Merkes recognized Point of Order-asked Ald. Taylor if he will be abstaining.

Ald. Taylor said he will no longer be abstaining.

General discussion ensued on waiting until the revolving loan program is in place before voting on this ordinance, availability of grant funds, when property owners are notified when capital improvement projects involving public water mains or replacement will happen.

Original motion carried on roll call 6-2.

Ald. Nichols, Taylor, Sevenich, Collier, Grade, Benner voted yes. Ald. Krueger, Zelinski voted no.

#### L. APPOINTMENTS

None

#### M. CLAIMS AGAINST THE CITY

None

#### N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

Tim Gosz, 98 Fox Street, Menasha. Thanked Council for passing Ordinance O-14-17.

Sandra Dabill Taylor, 545 Broad Street, Menasha. Comments on; O-14-17 confused people on what grant funds are available, Personnel Committee item authorizing Mayor to give bonus to City employees, and Board of Public Works item Traffic Calming.

Moved by Ald. Taylor seconded by Ald. Zelinski to have referendum question regarding Racine Street Bridge placed on Common Council agenda 12/18/17.

Ald. Nichols stated Point of Order-the item is not on this agenda.

Mayor Merkes recognized Point of Order and explained he has previously denied an item Ald.

Taylor had requested be put on the Common Council agenda. Mayor instructed to ask Council if they want this item on the next agenda.

Motion to have referendum question on next agenda carried on roll call 5-3.

Ald. Taylor, Sevenich, Krueger, Zelinski, Grade voted yes. Ald. Nichols, Collier, Benner voted no.

O. ADJOURNMENT

Moved by Ald. Sevenich seconded by Ald. Krueger to adjourn at 8:15 p.m.  
Motion carried on voice vote.

Deborah A. Galeazzi, WCMC  
City Clerk

## **Memorandum of Understanding**

Between Future Neenah, Inc. ("FNI"), the City of Menasha ("Menasha"), and the City of Neenah ("Neenah"), on November \_\_, 2017.

This Memorandum of Understanding ("MOU") sets forth the terms and understanding between FNI, Menasha, and Neenah to facilitate the distribution of FNI funds to Menasha and Neenah for the Loop the Lake project.

### **I. Background**

In 2015, FNI was approached to partner with Menasha and Neenah for the purpose of raising funds for the Loop the Lake project, an extension of the Navigate Neenah-Menasha initiative. FNI agreed to undertake a fundraising effort aimed at collecting one million dollars specifically for the Loop the Lake project. Subsequent to the original goal, the parties agreed to increase the donation goal to \$1,075,122 based on the revised budget established from the approved low bid for the project.

### **II. Purpose**

This MOU will allow FNI to disburse funds to Menasha and Neenah for the Loop the Lake project while maintaining responsibility and stewardship for funds provided by donors for Navigate Neenah-Menasha projects.

The above purpose will be accomplished by setting forth a procedure for funding and disbursements as outlined below.

### **III. Funding**

The disbursement of the \$1,075,122 to Menasha and Neenah will be based upon the final bids for the Project with up to \$545,850 designated for Menasha project costs and up to \$529,272 designated for Neenah project costs.

Any funds raised by FNI in excess of \$1,075,122 will be held by FNI and disbursed after consultation with the Cities at the discretion of FNI to meet continued needs of the Navigate Neenah-Menasha goals, subject to FNI's fiduciary obligation to honor the wishes of donors. It is the responsibility of Neenah and Menasha to maintain the infrastructure without financial contribution from FNI.

FNI will disburse funds on a reimbursement basis based on the following procedure:

1. Menasha and Neenah shall submit a signed contractor's request for payment, approved by the Project Engineer to FNI.
2. Documents shall be directed to "Attn: Amy Barker, Loop the Lake Reimbursement" via email, fax, or mail.
3. Evidence of payment and disbursement of funds shall be at FNI's discretion.

4. FNI shall make the funds donated funds available no later than July 1, 2018. FNI will review and issue reimbursements for approved amounts within two weeks of the request
5. FNI will distribute funds once received from pledges and donations. FNI shall not loan money or be held responsible for payment of any unpaid pledges.
6. FNI has already received compensation for their marketing and fundraising time and costs.
7. Neenah and Menasha are responsible for tracking and submitting all required information for their individual DNR grants and reimbursement.

**IV. Duration**

This MOU shall be effective as of the date written above and upon signature by the authorized individual from each of the stated parties and will remain in effect until modified or terminated by mutual consent of all parties. If this MOU is not terminated by consent, it shall terminate upon the disbursement of \$1,075,122 unless extended by agreement.

**Contact Information:**

Future Neenah, Inc.  
Amy Barker, Executive Director  
135 W. Wisconsin Avenue  
Neenah, WI 54956  
(920) 722-1920  
[amy@neenah.org](mailto:amy@neenah.org)

City of Menasha  
Don Merkes, Mayor  
140 Main Street  
Menasha, WI 54952  
(920) 967-3600  
[dmerkes@ci.menasha.wi.us](mailto:dmerkes@ci.menasha.wi.us)

City of Neenah  
Dean Kaufert, Mayor  
211 Walnut Street  
Neenah, WI 54956  
(920) 886-6109  
[dkaufert@ci.neenah.wi.us](mailto:dkaufert@ci.neenah.wi.us)

**Signatures:**

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Future Neenah, Inc.  
Amy Barker, Executive Director

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City of Menasha  
Don Merkes, Mayor

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City of Neenah  
Dean Kaufert, Mayor



To: Member of the Administrative Committee  
From: Tim Styka, Chief of Police (9)  
Date: November 9, 2017  
RE: Parking Enforcement – Fine Structure

## **BACKGROUND**

In June of this year the Common Council approved an agreement with T2 for a replacement parking control system. When the system was approved we advised that the City would have an annual maintenance cost for the system going forward, which has been included in the 2018 budget. I should note that the City had been paying for maintenance on the old system until it was no longer supported. During the approval process as well as in the budget hearing I explained the new system has the feature to increase fines for repeat violations with the same vehicle. If the City would like to increase fines for repeat offenders, this additional fee would be used to help offset the cost of the annual maintenance.

## **ANALYSIS**

As presented in the budget hearing there are a number of options available to the City for the fine fees and structure. Based upon the input from the Council it was suggested that second and subsequent offenses would have an escalation in the fine amount. This could be set up in the system for a second offense for the same violation or for any violation. I would recommend that the system be set for an escalation of fine based upon a second and subsequent offense of the same violation within one year. The year would be from the date of the violation, not the calendar year (although either method could be set up in the system)

In addition, I have attached a copy of the current fine schedule for your review. Any of those amounts could also be changed if the Council so desired. 75-80% of the parking citations are for overnight parking. The next largest group is permit parking violations with 6-7% annually. All of the other violations combined make up the remaining violations.

## **FISCAL IMPACT**

Should the Council choose to go with a \$5 escalation for 2<sup>nd</sup> and subsequent offenses for the same violation this is projected to raise to \$5,000 annually. Our maintenance for 2018, which is in the budget, is \$6,888. I want to clarify that the \$5 increase would not be a pyramided fine structure. For example, the first offense for parking too close to a driveway would be \$10. The 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and so within one year on would be \$15 as well



for each violation. The system could always be set to increase an additional amount after further violations if the Council would so desire.

### **RECOMMENDATION**

It is the recommendation of the Police Department to increase all parking fines by \$5 for all 2<sup>nd</sup> and subsequent violations for the same offense within one year of the 1<sup>st</sup> violation.

**City of Menasha  
Police Department  
Violations Listing**

Code	Section	Fine	Description	Send to Handheld
01	2AM-6AM Parking	25.00	2AM-6AM WINTER Overnight Parking	Yes
02	2AM-6AM Parking	10.00	2AM-6AM SUMMER Overnight Parking	Yes
03	No Parking	10.00	No Parking Zone	Yes
04	Too Close/Drive	10.00	Driveway-4 ft. minimum Parking too close	Yes
05	Too Close/Fire	10.00	Fire Hydrant - 10 ft minimum Parking too close	Yes
06	Too Close/Cross	10.00	Crosswalk-15 ft. minimum Parking too close	Yes
07	30 min. Parking	10.00	30 minute limit Parking in Excess of Limit	Yes
08	1 Hour Parking	10.00	1 hour limit Parking in Excess of Limit	Yes
09	2 Hour Parking	10.00	2 hour limit Parking in Excess of Limit	Yes
10	3 Hour Parking	10.00	3 hour limit Parking in Excess of Limit	Yes
11	Disabled	200.00	Disabled/Handicapped Parking Violation	Yes
12	Left Side	10.00	Left Side Parking	Yes
13	Improper Parking	10.00	Backing Into Angle Parking Stall Prohibited	Yes
14	Restricted	10.00	Restricted Parking signs posted	Yes
15	Special Event	10.00	Special Events Parking Restrictions	Yes
16	Permit Parking	10.00	Permit Parking Only No Permit Displayed/Issued	Yes
17	Launch Violation	15.00	No Boat Launch Permit Displayed	Yes
18	Over Sidewalk	10.00	Over Sidewalk Parking over right-of-way	Yes
19	Private Property	10.00	Private Property Parking W/O owner's consent	Yes
20	Front Lawn	10.00	Front/side yard prohibited	Yes
21	Faculty Only	10.00	Faculty Parking Only Restricted area parking	Yes
22	Other	10.00	Miscellaneous parking violations	Yes
23	Bus Loading Zone	10.00	School bus loading zone, no parking	Yes
24	Too close/Rail	10.00	Railroad crossing-25ft minimum Parking too close	Yes

24 violation codes in file.



## MEMORANDUM

To: Administration Committee

From: Mayor Merkes

Date: November 30, 2017

RE: Liquor License Policy

### **BACKGROUND**

The Wisconsin Department of Revenue has a quota of the number of regular “Class B” intoxicating liquor and fermented malt beverage liquor licenses that each municipality is allowed to issue. The DOR also has a quota of the number of Reserve “Class B” intoxicating liquor and fermented malt beverage liquor licenses each municipality is allowed to issue. The DOR does not have guidelines on which licenses should be issued first. The difference between the two licenses is the cost and the ability to transfer the license from one premise to another or from one person to another. The regular “Class B” liquor license cost the annual fee of \$475. The Reserve “Class B” liquor license cost is a one-time fee of \$10,000 and the annual fee of \$475. The DOR does recommend having a policy in place on how licenses should be issued.

This is the first time in many years that the City has had more than one regular “Class B” intoxicating liquor and fermented malt beverage liquor licenses available. Past experience has been to offer Reserve “Class B” intoxicating liquor and fermented malt beverage liquor license holder the option to apply for the regular “Class B” intoxicating liquor and fermented malt beverage liquor license.

### **ANALYSIS**

Currently the City of Menasha has two regular “Class B” fermented malt beverage and intoxicating liquor licenses and four Reserve “Class B” fermented malt beverage and intoxicating liquor licenses available. Attached is a draft policy put together on how to issue “Class B” intoxicating liquor and fermented malt beverage liquor licenses. This policy will help with economic growth in the City. Economic growth is more likely to occur in an area where there is a stable full service restaurant because these businesses attract and hold other businesses to the same area.

## “Class B” Intoxicating Liquor and Fermented Malt Beverage Liquor License Policy

### 1. Purpose:

The purpose of this policy is to establish guidelines and a standard procedure for issuing available “Class B” Intoxicating Liquor and Fermented Malt Beverage Liquor Licenses. In 1997 the State put a cap on the number of licenses each municipality can issue. The City of Menasha was capped at 23 “Class B” Intoxicating Liquor and Fermented Malt Beverage Liquor Licenses. In 2005 the City annexed a property that held a license that we were then able to keep. Our total number of “Class B” Intoxicating Liquor and Fermented Malt Beverage Liquor Licenses is 24. The State allows each municipality a certain number of Reserve “Class B” Intoxicating Liquor and Fermented Malt Beverage Liquor Licenses to issue. The City of Menasha is allowed 9 Reserve Licenses.

In order to be sure to make these licenses available in a fair and orderly way this policy is created.

### 2. Guidelines:

- a. Only Reserve “Class B” Intoxicating Liquor and Fermented Malt Beverage Liquor licenses will be offered for application unless b. or c. applies.
- b. Regular “Class B” Intoxicating Liquor and Fermented Malt Beverage liquor licenses will be kept for offer to a business that is licensed as a full restaurant, where food processing, as that is defined by Wisconsin Statute, is conducted as a business activity. If a regular “Class B” Intoxicating Liquor and Fermented Malt Beverage liquor license is not available, except as provided in c., the full restaurant business applicant may ask to be placed on a waiting list to receive a regular “Class B” Intoxicating Liquor and Fermented Malt Beverage liquor license if one becomes available. If the full restaurant business does not accept a regular “Class B” Intoxicating Liquor and Fermented Malt Beverage liquor license within two weeks of when it is offered, the full restaurant business will be removed from the list. The full restaurant business can ask to be put back on the list at any time. This list will be kept in the Clerk’s office.
- c. If the real property at which a regular “Class B” licensed establishment does business is sold/leased, and the license holder surrenders its license, that license will be held by the City for at least six months or up to one year to be available to a subsequent business that purchases/leases that real property, for a permitted business use under the City’s zoning code, regardless of the waiting list under b. If the license holder does not surrender its license and the license becomes available for the next licensing period, it will be offered to the new owner/lease for a permitted business use under the City’s zoning code, regardless of the waiting list under b.

# Insurance Proposal Prepared For

## City of Menasha

Pamela Captain, City Attorney/HR Dir.  
100 Main Street, Suite 200  
Menasha, WI 54952-3151

Presented: November 29, 2017



## Arthur J. Gallagher & Co.

Susan Blankenburg  
Senior Vice President

Arthur J. Gallagher & Co. Insurance Brokers of CA., Inc.  
License Number - 0726293  
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San Francisco, CA 94111

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[www.ajg.com](http://www.ajg.com)

# City of Menasha

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City of Menasha

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Our Team and Commitment

# City of Menasha

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## Service Team

**Susan Blankenburg** has primary service responsibility for your company. We operate using a team approach. Your Service Team consists of:

NAME / TITLE	PHONE	EMAIL	ROLE
<b>Susan Blankenburg</b> Executive Vice President	(415) 536-8417	Susan_Blankenburg@ajg.com	Executive Vice President
<b>Kylie Bailey</b> Assistant Vice President	(415) 536-8418	Kylie_Bailey@ajg.com	Client Service Executive
<b>Eric Kikalo</b> Account Representative	(415) 536-4053	Eric_Kikalo@ajg.com	Client Service Manager

**Arthur J. Gallagher & Co. Insurance Brokers of CA., Inc.**  
Main Office Phone Number: **(415) 546-9300**



City of Menasha

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Your Program

# City of Menasha

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## Named Insured

### Named Insured Schedule:

Line of Coverage	Named Insured
Storage Tank Liability	City of Menasha

**Note:** Any entity not named in this proposal may not be an insured entity. This may include partnerships and joint ventures.

# City of Menasha

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## Marketplace Review

We approached the following carriers in an effort to provide the most comprehensive and cost effective insurance program.

INSURANCE COMPANY	LINE OF COVERAGE	RESPONSE	PREMIUM
<b>ACE American Insurance Company (incumbent)</b>	Storage Tank Liability	Recommended Quote	\$4,640.00
<b>Crum &amp; Forster Specialty Insurance Co</b>	Storage Tank Liability	Quoted	\$4,273.47
<b>Colony Insurance Company</b>	Storage Tank Liability	Indication	\$7,608.61

\*The premium indicated is an estimate provided by the market. The actual premium and acceptance of the coverage requested will be determined by the market after a thorough review of the completed application.

# City of Menasha

## Program Details

**Coverage:** Storage Tank Liability  
**Carrier:** ACE American Insurance Company (incumbent)  
**Policy Period:** 12/31/2017 to 12/31/2018

**Form Number:** PF-31181(10/10)

### Form Type:

COVERAGE	FORM TYPE	RETROACTIVE DATE	PENDING & PRIOR DATE
Storage Tank Liability	Claims Made	3/10/2011	--

### Coverage:

DESCRIPTION	AMOUNT
Per Pollution Incident	\$1,000,000
Aggregate	\$2,000,000
Defense Costs – outside limit	\$2,000,000
Total Policy Aggregate	\$4,000,000

### Deductibles/SIRs:

COVERAGE	AMOUNT
Per Storage Tank Incident	\$25,000

### Claims Made Coverage:

Should you elect to change carriers (if a new retroactive date is provided) or non-renew this policy, a supplemental extended reporting endorsement may be available subject to policy terms and conditions. You must request the extended reporting period in writing to the carrier within (180) days of the expiration date. The cost of this extended reporting period is 200% of the annual premium and is fully earned. The extended reporting period extends only to those claims made during the extended reporting period for wrongful acts that occurred prior to the expiration date and would have been covered by the policy. Claims must be reported to the carrier within (180) days of the end of the policy period. The extended reporting period does not increase the limits of liability and is subject to all policy terms, conditions and exclusions.

### Definition of Claim:

DESCRIPTION
"Claim" means the written assertion of a legal right received by the "insured" from a third-party, including, but not limited to, suits or other actions alleging responsibility or liability on the part of the "insured" for "bodily injury" or "property damage" arising out of a "storage tank incident".

### Extended Reporting Period (ERP) Options\*:

DESCRIPTION	PREMIUM AMOUNT	PREMIUM DUE DATE	LENGTH	% OF EXPIRING PREMIUM
Extended Reporting Period	--	--	30 months	200%

\*If ERP coverage is desired, then that request must be in writing to the carrier.



# City of Menasha

## Program Details (Cont.)

**Endorsements include, but are not limited to:**

DESCRIPTION
TankSafe® Storage Tank Liability Insurance Policy - PF-31181 (10/10)
Policyholder Disclosure Notice of Terrorism Insurance Coverage - TR-19064D (01/15)
Schedule Of Covered Storage Tanks Endorsement - PF-31164
Financial Responsibility Condition Endorsement - PF-31172
Loading And Unloading Coverage (Time Element Reporting) Endorsement - PF-31174
Closure, Removal or Replacement Amendatory Endorsement - PF-34075
Signatures - CC-1K11h
Terrorism Risk Insurance Act Endorsement - PF-23728a
Disclosure Pursuant To Terrorism Risk Insurance Act - TRIA11c
Producer Compensation Practices-Policies Policyholder Notice - ALL-20887
Important Notice - Wisconsin - WI ALL-38969
Wisconsin Notice to Policyholders - ALL-5X51a
Trade or Economic Sanctions Endorsement - ALL-21101
OFAC Advisory Notice to Policyholders - ILP0010104

**Exclusions include, but are not limited to:**

DESCRIPTION
Out-of-Service or Replacement Tank Exclusion - PF-34075 (07/11)

**Binding Requirements:**

DESCRIPTION
Signed & Dated Chubb TankSafe Application

<b>Premium</b>	<b>\$4,640.00</b>
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<b>ESTIMATED PROGRAM COST</b>	<b>\$4,640.00</b>
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TRIA/TRIPRA PREMIUM (+ Additional Surcharges, Taxes and Fees as applicable)	<b>INCLUDED</b>
--	-----------------

**Subject to Audit: Not Auditable**

# City of Menasha

## Program Details

**Coverage:** Pollution Liability

**Carrier:** Crum & Forster Specialty Insurance Co

**Policy Period:** 12/31/2017 to 12/31/2018

**Form Number:** CF STP 00 000 01 15 - Storage Tank Pollution Policy

### Form Type:

COVERAGE	FORM TYPE	RETROACTIVE DATE	PENDING & PRIOR DATE
Pollution Liability	Claims Made	3/10/2011	--

### Coverage:

DESCRIPTION	AMOUNT
Per Pollution Incident	\$1,000,000
Aggregate	\$2,000,000
Defense Costs – outside limit	\$1,000,000
Total Policy Aggregate	\$3,000,000

### Deductibles/SIRs:

COVERAGE	AMOUNT
Pollution Liability - Per Incident	\$25,000

### Claims Made Coverage:

Should you elect to change carriers (if a new retroactive date is provided) or non-renew this policy, a supplemental extended reporting endorsement may be available subject to policy terms and conditions. You must request the extended reporting period in writing to the carrier prior to the expiration date. The cost of this extended reporting period is 150% of the annual premium and is fully earned. The extended reporting period extends only to those claims made during the extended reporting period for wrongful acts that occurred prior to the expiration date and would have been covered by the policy. Claims must be reported to the carrier within 36 months of the end of the policy period. The extended reporting period does not increase the limits of liability and is subject to all policy terms, conditions and exclusions.

### Definition of Claim:

#### DESCRIPTION

"Claim" means a demand for payment of money or the taking of action by a third party or the "implementing agency" to remedy the "confirmed release". A "claim" does not include the request for information, a notice of intent to reserve rights or an assertion of a potential problem.

### Endorsements include, but are not limited to:

DESCRIPTION
Policy Form STP EI 000 (10/13)
Loading or Unloading Coverage - Endorsement

# City of Menasha

## Program Details (Cont.)

Exclusions include, but are not limited to:

DESCRIPTION
Prior Pollution Conditions - Exclusion
Criminal Acts - Exclusion
Damage to Property - Exclusion
Unlisted Substances - Exclusion

Incident or Claim Reporting Provision:

REPORTING CONDITION TYPE	DESCRIPTION
Direct Reporting	"Claim(s)" must first be made by or against the insured during the "policy period" and "claim(s)" must be reported to us by the insured during the "policy period"; or SECTION X - EXTENDED REPORTING PERIOD if applicable.

Extended Reporting Period (ERP) Options\*:

DESCRIPTION	PREMIUM AMOUNT	PREMIUM DUE DATE	LENGTH	% OF EXPIRING PREMIUM
Extended Reporting Period	--	--	36 months	150%

\*If ERP coverage is desired, then that request must be in writing to the carrier.

Binding Requirements:

DESCRIPTION
Subject to Signed Terrorism Form.
Subject to Completed Signed and Dated Carrier Application.
Subject to Last 2 months of Automatic Tank Gauge (ATG) Printout for USTs

**Premium** **\$3,999.00**

**Taxes & Fees**

Surplus Lines Tax (WI)	\$124.47
Carrier / Policy Fee	\$150.00

**ESTIMATED PROGRAM COST** **\$4,273.47**

Minimum Premium - **25.00 %**

TRIA/TRIPRA PREMIUM **\$200.00**  
(+ Additional Surcharges, Taxes and Fees as applicable)

**Subject to Audit: Not Auditable**

## City of Menasha

### Premium Summary

The estimated program cost for the options are outlined in the following table:

LINE OF COVERAGE		EXPIRING PROGRAM ESTIMATED COST		PROPOSED PROGRAM(S)			
				OPTION 1		OPTION 2	
<b>Pollution Liability</b>	Premium	ACE American Insurance Company (Incumbent)	\$5,034.00	ACE American Insurance Company (Incumbent)	\$4,640.00	Crum & Forster Specialty Insurance Co	\$3,999.00
	Taxes		-		-		\$124.47
	Total Fees		-		-		\$150.00
	<b>Estimated Cost</b>		<b>\$5,034.00</b>		<b>\$4,640.00</b>		<b>\$4,273.47</b>
			Included		Included		\$200.00
<b>Total Estimated Program Cost</b>			<b>\$5,034.00</b>		<b>\$4,640.00</b>	Excluding TRIA	<b>\$4,273.47</b>

Quote from Crum & Forster Specialty Insurance Co is valid until 12/31/2017  
Quote from ACE American Insurance Company is valid until 1/14/2018

Gallagher is responsible for the placement of the following lines of coverage:  
**Storage Tank Liability**

It is understood that any other type of exposure/coverage is either self-insured or placed by another brokerage firm other than Gallagher. If you need help in placing other lines of coverage or covering other types of exposures, please contact your Gallagher representative.



# City of Menasha

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## Payment Plans

CARRIER	LINE OF COVERAGE	PAYMENT SCHEDULE	PAYMENT METHOD
<b>ACE American Insurance Company (Incumbent)</b>	Pollution Liability	Premium Must Be Remitted To Us Within Twenty (20) Days Of The Inception Date.	Agency Bill
<b>Crum &amp; Forster Specialty Insurance Co</b>	Pollution Liability	Payment is due to UCPM, Inc. within 15 days from the effective date of coverage.	Agency Bill

City of Menasha

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**Proposal Disclosures**

# City of Menasha

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## Proposal Disclosures

The following disclosures are hereby made a part of this proposal. Please review these disclosures prior to signing the Client Authorization to Bind or e-mail confirmation.

**Proposal Disclaimer**      **IMPORTANT:** The proposal, and any executive summaries included with or supplementing the proposal outlines certain terms and conditions of the insurance proposed by the insurers, based on the information provided by your company. It does not include all the terms, coverages, exclusions, limitations and/or conditions of the actual policy contract language. The insurance policies themselves must be read for those details. Policy forms for your reference will be made available upon request.

We will not be operating in a fiduciary capacity, but only as your broker, obtaining a variety of coverage terms and conditions to protect the risks of your enterprise. We will seek to bind those coverages based upon your authorization; however, we can make no warranties in respect to policy limits or coverage considerations of the carrier. Actual coverage is determined by policy language, so read all policies carefully. Contact us with questions on these or any other issues of concern.

**Compensation Disclosure**      One of the core values highlighted in The Gallagher Way states, "We are an Open Society," and our open society extends to the compensation Gallagher receives. In general, Gallagher may be compensated as follows:

1. Gallagher Companies are primarily compensated from the usual and customary commissions or fees received from the brokerage and servicing of insurance policies, annuity contracts, guarantee contracts and surety bonds (collectively "insurance coverages") handled for a client's account, which may vary from company to company and insurance coverage to insurance coverage. As permitted by law, Gallagher companies occasionally receive both commissions and fees.
2. In placing, renewing, consulting on or servicing your insurance coverages, Gallagher Companies may participate in contingent and supplemental commission arrangements with intermediaries and insurance companies. Contingent commissions provide for additional compensation if stipulated underwriting, profitability, volume or retention goals are achieved. Such goals are typically based on the total amount of certain insurance coverages placed by Gallagher with the particular insurance company and/or through the particular intermediary, not on an individual policy basis. Some insurance markets, including Gallagher-owned intermediaries, have modified their commission schedule with Gallagher, resulting in an increase in certain commission rates. These additional commissions, commonly referred to as "supplemental commissions" are frequently known as of the effective date of the applicable insurance placement, but some insurance companies pay this commission later and apart from when commission is normally paid at policy issuance. As a result, Gallagher may be considered to have an incentive to place your insurance coverages with a particular insurance company. Note: Upon request, your Gallagher representative can provide more specific market information regarding contingent and supplemental commission related to your insurance coverage placed through Gallagher.
3. Gallagher Companies may also receive investment income on fiduciary funds temporarily held by them, such as premiums or return premiums.
4. Gallagher Companies may access other facilities, including wholesalers, reinsurance intermediaries, captive managers, underwriting managers and others that act as intermediaries for both Gallagher and other brokers in the insurance marketplace. Gallagher Companies may own some of these facilities, in whole or in part. If such a facility is utilized in the placement of a client's account, the facility may earn and retain customary brokerage commission or fees for its work.
5. Gallagher assists its clients in procuring premium finance quotes and unless prohibited by law may earn compensation for this optional value-added service.
6. From time to time, Gallagher may participate in insurance company promotional events or training and development that insurers provide for Gallagher employees.
7. Gallagher strives to find appropriate coverage at a competitive price for our clients. In order to achieve these goals, we gather and analyze data about our clients and their insurance coverage. This



# City of Menasha

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## Proposal Disclosures (Cont.)

data and the resulting analytical tools help us better understand the current marketplace, more accurately predict future trends and offer tailored solutions to our clients. This data may also be provided to insurers pursuant to consulting service agreements from which we earn fees.

If you have specific questions about the compensation received by Gallagher and its affiliates in relation to your insurance placements, please contact your Gallagher representative for more details.

In the event you wish to register a formal complaint regarding compensation Gallagher receives from insurers or third parties, please contact Gallagher via e-mail at [Compensation\\_Complaints@ajg.com](mailto:Compensation_Complaints@ajg.com) or by regular mail at:

AJG Chief Compliance Officer  
Arthur J. Gallagher & Co.  
2850 Golf Rd., 8th Floor  
Rolling Meadows, IL 60008

### **TRIA/TRIPRA Disclaimer**

If this proposal contains options to purchase TRIA/TRIPRA coverage, the proposed TRIA/TRIPRA program may not cover all terrorism losses. While the amendments to TRIA eliminated the distinction between foreign and domestic acts of terrorism, a number of lines of coverage excluded under the amendments passed in 2005 remain excluded including commercial automobile, burglary and theft insurance; surety insurance, farm owners multiple perils and professional liability (although directors and officers liability is specifically included). If such excluded coverages are required, we recommend that you consider purchasing a separate terrorism policy. Please note that a separate terrorism policy for these excluded coverages may be necessary to satisfy loan covenants or other contractual obligations. TRIPRA includes a \$100 billion cap on insurers' aggregate liability.

The TRIPRA program increases the amount needed in total losses by \$20 million each calendar year before the TRIPRA program responds from the 2015 trigger of \$100 million to \$200 million by the year 2020.

TRIPRA is set to expire on December 31, 2020. There is no certainty of extension, thus the coverage provided by your insurers may or may not extend beyond December 31, 2020. In the event you have loan covenants or other contractual obligations requiring that TRIA/TRIPRA be maintained throughout the duration of your policy period, we recommend that a separate "Stand Alone" terrorism policy be purchased to satisfy those obligations.

### **Actuarial Disclaimer**

The information contained in this proposal is based on the historical loss experience and exposures provided to Arthur J. Gallagher & Co. Insurance Brokers of CA., Inc.. This proposal is not an actuarial study. Should you wish to have this proposal reviewed by an independent actuary, we will be pleased to provide you with a listing of actuaries for your use.

# City of Menasha

## Insurance Company Ratings and Admitted Status

PROPOSED INSURANCE COMPANIES	A.M. BEST'S RATING	ADMITTED / NON-ADMITTED
ACE American Insurance Company	A++ XV	Admitted
Crum & Forster Specialty Insurance Co	A XII	Non-Admitted

If the above indicated coverage is placed with a Non-Admitted Carrier, the carrier is doing business in the state as a surplus lines or non-admitted carrier. As such, this carrier is not subject to the same regulations which apply to an admitted carrier nor do they participate in any insurance guarantee fund applicable in that state.

\*The above A.M. Best Rating was verified on the date the proposal document was created.

### Guide to Best Ratings Rating Levels and Categories

LEVEL	CATEGORY	Financial Size Categories (In \$000 of Reported Policyholders' Surplus Plus Conditional Reserve Funds)			
A++, A+	Superior	FSC I	Up to 1,000	FSC IX	250,000 to 500,000
A, A-	Excellent	FSC II	1,000 to 2,000	FSC X	500,000 to 750,000
B++, B+	Good	FSC III	2,000 to 5,000	FSC XI	750,000 to 1,000,000
B, B-	Fair	FSC IV	5,000 to 10,000	FSC XII	1,000,000 to 1,250,000
C++, C+	Marginal	FSC V	10,000 to 25,000	FSC XIII	1,250,000 to 1,500,000
C, C-	Weak	FSC VI	25,000 to 50,000	FSC XIV	1,500,000 to 2,000,000
D	Poor	FSC VII	50,000 to 100,000	FSC XV	2,000,000 or more
E	Under Regulatory Supervision	FSC VIII	100,000 to 250,000		
F	In Liquidation				
S	Suspended				

Best's Insurance Reports, published annually by A.M. Best Company, Inc., presents comprehensive reports on the financial position, history, and transactions of insurance companies operating in the United States and Canada. Companies licensed to do business in the United States are assigned a Best's Rating which attempts to measure the comparative position of the company or association against industry averages.

A Best's Financial Strength Rating opinion addresses the relative ability of an insurer to meet its ongoing insurance obligations. It is not a warranty of a company's financial strength and ability to meet its obligations to policyholders. View the A.M. Best Important Notice: Best's Credit Ratings for a disclaimer notice and complete details at <http://www.ambest.com/ratings/notice>.

Best's Credit Ratings are under continuous review and subject to change and/or affirmation. For the latest Best's Credit Ratings and Best Credit Reports (which include Best Ratings), visit the A.M. Best website at <http://www.ambest.com>. See Guide to Best's Credit Ratings for explanation of use and charges. Copies of the Best's Insurance Reports for carriers listed above are also available upon request of your Gallagher representative.

Best's Credit Ratings reproduced herein appear under license from A.M. Best and do not constitute, either expressly or impliedly, an endorsement of (Licensee's publication or service) or its recommendations, formulas, criteria or comparisons to any other ratings, rating scales or rating organizations which are published or referenced herein. A.M. Best is not responsible for transcription errors made in presenting Best's Credit Ratings. Best's Credit Ratings are proprietary and may not be reproduced or distributed without the express written permission of A.M. Best Company.

Gallagher companies use A.M. Best Company's rating services to evaluate the financial condition of insurers whose policies we propose to deliver. Gallagher companies make no representations and warranties concerning the solvency of any carrier, nor does it make any representation or warranty concerning the rating of the carrier which may change.

# City of Menasha

## Insurance Company Ratings and Admitted Status (Cont.)

BEST'S FINANCIAL STRENGTH RATING GUIDE - (FSR)			
A Best's Financial Strength Rating (FSR) is an independent opinion of an insurer's financial strength and ability to meet its ongoing insurance policy and contract obligations. An FSR is not assigned to specific insurance policies or contracts and does not address any other risk, including, but not limited to, an insurer's claims-payment policies or procedures; the ability of the insurer to dispute or deny claims payment on grounds of misrepresentation or fraud; or any specific liability contractually borne by the policy or contract holder. An FSR is not a recommendation to purchase, hold or terminate any insurance policy, contract or any other financial obligation issued by an insurer, nor does it address the suitability of any particular policy or contract for a specific purpose or purchaser. In addition, an FSR may be displayed with a rating identifier, modifier or affiliation code that denotes a unique aspect of the opinion.			
Best's Financial Strength Rating (FSR) Scale			
Rating Categories	Rating Symbols	Rating Notches*	Category Definitions
Superior	A+	A++	Assigned to insurance companies that have, in our opinion, a superior ability to meet their ongoing insurance obligations.
Excellent	A	A-	Assigned to insurance companies that have, in our opinion, an excellent ability to meet their ongoing insurance obligations.
Good	B+	B++	Assigned to insurance companies that have, in our opinion, a good ability to meet their ongoing insurance obligations.
Fair	B	B-	Assigned to insurance companies that have, in our opinion, a fair ability to meet their ongoing insurance obligations. Financial strength is vulnerable to adverse changes in underwriting and economic conditions.
Marginal	C+	C++	Assigned to insurance companies that have, in our opinion, a marginal ability to meet their ongoing insurance obligations. Financial strength is vulnerable to adverse changes in underwriting and economic conditions.
Weak	C	C-	Assigned to insurance companies that have, in our opinion, a weak ability to meet their ongoing insurance obligations. Financial strength is very vulnerable to adverse changes in underwriting and economic conditions.
Poor	D	-	Assigned to insurance companies that have, in our opinion, a poor ability to meet their ongoing insurance obligations. Financial strength is extremely vulnerable to adverse changes in underwriting and economic conditions.
* Each Best's Financial Strength Rating Category from "A+" to "C" includes a Rating Notch to reflect a gradation of financial strength within the category. A Rating Notch is expressed with either a second plus "+" or a minus "-".			
FSR Non-Rating Designations			
Designation Symbols	Designation Definitions		
E	Status assigned to insurance companies that are publicly placed under a significant form of regulatory supervision, control or restraint - including cease and desist orders, conservatorship or rehabilitation, but not liquidation - that prevents conduct of normal ongoing insurance operations; an impaired insurer.		
F	Status assigned to insurance companies that are publicly placed in liquidation by a court of law or by a forced liquidation; an impaired insurer.		
S	Status assigned to rated insurance companies to suspend the outstanding FSR when sudden and significant events impact operations and rating implications cannot be evaluated due to a lack of timely or adequate information; or in cases where continued maintenance of the previously published rating opinion is in violation of evolving regulatory requirements.		
NR	Status assigned to insurance companies that are not rated; may include previously rated insurance companies or insurance companies that have never been rated by AMBRS.		
Rating Disclosure - Use and Limitations			
A Best's Credit Rating (BCR) is a forward-looking independent and objective opinion regarding an insurer's, issuer's or financial obligation's relative creditworthiness. The opinion represents a comprehensive analysis consisting of a quantitative and qualitative evaluation of balance sheet strength, operating performance and business profile or, where appropriate, the specific nature and details of a security. Because a BCR is a forward-looking opinion as of the date it is released, it cannot be considered as a fact or guarantee of future credit quality and therefore cannot be described as accurate or inaccurate. A BCR is a relative measure of risk that implies credit quality and is assigned using a scale with a defined population of categories and notches. Entities or obligations assigned the same BCR symbol developed using the same scale, should not be viewed as completely identical in terms of credit quality. Alternatively, they are alike in category (or notches within a category), but given there is a prescribed progression of categories (and notches) used in assigning the ratings of a much larger population of entities or obligations, the categories (notches) cannot mirror the precise subtleties of risk that are inherent within similarly rated entities or obligations. While a BCR reflects the opinion of A.M. Best Rating Services, Inc. (AMBRS) of relative creditworthiness, it is not an indicator or predictor of defined impairment or default probability with respect to any specific insurer, issuer or financial obligation. A BCR is not investment advice, nor should it be construed as a consulting or advisory service, as such; it is not intended to be utilized as a recommendation to purchase, hold or terminate any insurance policy, contract, security or any other financial obligation, nor does it address the suitability of any particular policy or contract for a specific purpose or purchaser. Users of a BCR should not rely on it in making any investment decision; however, if used, the BCR must be considered as only one factor. Users must make their own evaluation of each investment decision. A BCR opinion is provided on an "as is" basis without any expressed or implied warranty. In addition, a BCR may be changed, suspended or withdrawn at any time for any reason at the sole discretion of AMBRS.			
BCRs are distributed via the AMBRS website at <a href="http://www.ambest.com">www.ambest.com</a> . For additional information regarding the development of a BCR and other rating-related information and definitions, including outlooks, modifiers, identifiers and affiliation codes, please refer to the report titled "Understanding Best's Credit Ratings" available at no charge on the AMBRS website. BCRs are proprietary and may not be reproduced without permission.			
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Version 090111			

Version 090116





City of Menasha

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Client Signature Requirements

# City of Menasha

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## Changes / Developments

It is important that we be advised of any changes in your operations that may have a bearing on the validity and/or adequacy of your insurance. The types of changes that concern us include, but are not limited to, those listed below:

1. Changes in any operation such as expansion to other states or new products.
2. Mergers and/or acquisition of new companies.
3. Any newly assumed contractual liability, granting of indemnities, or hold harmless agreements.
4. Circumstances which may require increased liability insurance limits.
5. Any changes in fire or theft protection, such as the installation of or disconnection of sprinkler systems, burglar alarms, etc. This includes any alterations to same.
6. Immediate advice of any changes to scheduled equipment such as contractors' equipment, electronic data processing, etc.
7. Property of yours that is in transit, unless we have previously arranged for the insurance.
8. Any changes in existing premises including vacancy, whether temporary or permanent, alterations, demolition, etc. Also, any new premises either purchased, constructed, or occupied.

☐ No Changes and/or Developments

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

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



# City of Menasha

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## Client Authorization to Bind Coverage

After careful consideration of Gallagher's proposal dated 11/29/2017, we accept the following coverage(s). Please check the desired coverage(s) and note any coverage amendments below:

	LINE OF COVERAGE	CARRIER
<input type="checkbox"/> Accept <input type="checkbox"/> Reject Included	\$1M / \$2M / <b>\$2M</b> @ \$4,640.00 TRIA Coverage	ACE American Insurance Company (Incumbent)
<input type="checkbox"/> Accept <input type="checkbox"/> Reject <input type="checkbox"/> Accept <input type="checkbox"/> Reject	\$1M / \$2M / <b>\$1M</b> @ \$4,273.47 TRIA Coverage @ \$200 (+ surplus taxes)	Crum & Forster Specialty Insurance Co

The above coverage may not necessarily represent the entirety of available insurance products. If you are interested in pursuing additional coverages other than those addressed in the coverage considerations included in this proposal, please list below:

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### Producer/ Insured Coverage Amendments and Notes:

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\_\_\_\_\_  
Client Initials

# City of Menasha

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## Client Authorization to Bind Coverage

It is understood this proposal provides only a summary of the details; the policies will contain the actual coverages.

We confirm the values, schedules, and other data contained in the proposal are from our records and acknowledge it is our responsibility to see that they are maintained accurately.

We agree that your liability to us arising from your negligent acts or omissions, whether related to the insurance or surety placed pursuant to these binding instructions or not, shall not exceed \$20 million, in the aggregate. Further, without limiting the foregoing, we agree that in the event you breach your obligations, you shall only be liable for actual damages we incur and that you shall not be liable for any indirect, consequential or punitive damages.

By:

\_\_\_\_\_  
Print Name (Specify Title)

\_\_\_\_\_  
Company

\_\_\_\_\_  
Signature

Date:

\_\_\_\_\_

# City of Menasha

## Crum & Forster – TRIA Disclosure

### POLICYHOLDER DISCLOSURE NOTICE OF TERRORISM INSURANCE COVERAGE

You are hereby notified that under the Terrorism Risk Insurance Act, as amended, you have a right to purchase insurance coverage for losses resulting from acts of terrorism, as defined in Section 102(1) of the Act: The term "act of terrorism" means human life, property, or infrastructure; to have resulted in damage within the United States, or outside the United States in the and the Attorney General of the United States—to be an act of terrorism; to be a violent act or an act that is dangerous to any act or acts that are certified by the Secretary of the Treasury—in consultation with the Secretary of Homeland Security case of certain air carriers or vessels or the premises of a United States mission; and to have been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

YOU SHOULD KNOW THAT WHERE COVERAGE IS PROVIDED BY THIS POLICY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM, SUCH LOSSES MAY BE PARTIALLY REIMBURSED BY THE UNITED STATES GOVERNMENT UNDER A FORMULA ESTABLISHED BY FEDERAL LAW. HOWEVER, YOUR POLICY MAY CONTAIN OTHER EXCLUSIONS, WHICH MIGHT AFFECT YOUR COVERAGE, SUCH AS AN EXCLUSION FOR NUCLEAR EVENTS. UNDER THE FORMULA, THE UNITED STATES GOVERNMENT GENERALLY REIMBURSES [85% through 2015; 84% beginning on January 1, 2016; 83% beginning on January 1, 2017; 82% beginning on January 1, 2018; 81% beginning on January 1, 2019 and 80% beginning on January 1, 2020] OF COVERED TERRORISM LOSSES EXCEEDING THE STATUTORILY ESTABLISHED DEDUCTIBLE PAID BY THE INSURANCE COMPANY PROVIDING THE COVERAGE. THE PREMIUM CHARGED FOR THIS COVERAGE IS PROVIDED BELOW AND DOES NOT INCLUDE ANY CHARGES FOR THE PORTION OF LOSS THAT MAY BE COVERED BY THE FEDERAL GOVERNMENT UNDER THE ACT.

YOU SHOULD ALSO KNOW THAT THE TERRORISM RISK INSURANCE ACT, AS AMENDED, CONTAINS A \$100 BILLION CAP THAT LIMITS U.S. GOVERNMENT REIMBURSEMENT AS WELL AS INSURERS' LIABILITY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM WHEN THE AMOUNT OF SUCH LOSSES IN ANY ONE CALENDAR YEAR EXCEEDS \$100 BILLION. IF THE AGGREGATE INSURED LOSSES FOR ALL INSURERS EXCEED \$100 BILLION, YOUR COVERAGE MAY BE REDUCED.

#### Acceptance or Rejection of Terrorism Insurance Coverage

<input type="checkbox"/>	I hereby elect to purchase terrorism coverage for a prospective premium of	<div style="border: 1px solid black; padding: 2px; display: inline-block;"><input type="checkbox"/> One Year <input type="checkbox"/> \$200.00</div>
<input type="checkbox"/>	I hereby decline to purchase terrorism coverage for certified acts of terrorism. I understand that I will have no coverage for losses resulting from certified acts of terrorism.	

\_\_\_\_\_  
City of Menasha  
Named Insured

\_\_\_\_\_  
Policyholder/Applicant's Signature

\_\_\_\_\_  
Crum & Forster Specialty Insurance Company  
Insurance Company

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Policy Number

\_\_\_\_\_  
Date

**NOTE:** Excepting Hawaii domiciled insureds, if you do not complete and return this form or advise us otherwise in writing of your terrorism election then, a rejection of terrorism coverage will be deemed to have been made. If you are domiciled in Hawaii, your failure to complete and return this form is deemed an acceptance of our terrorism offer.

EN0006-0215



# City of Menasha

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## Appendix

# City of Menasha

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## Claims Reporting By Policy

### Direct Reporting

Immediately report all claims for the following lines of coverage to the insurance carrier.

#### **Crum & Forster Specialty Insurance Company**

- Phone#: 800-255-3445
- Fax: 1 (877) 622-6218
- Email: [crumandforsternol@cfins.com](mailto:crumandforsternol@cfins.com)

#### **ACE American Insurance Company**

- First Notice Fax: (800) 951-4119
- Email: [CasualtyRiskEnvironmentalFirstNotice@chubb.com](mailto:CasualtyRiskEnvironmentalFirstNotice@chubb.com)

## City of Menasha

### Bindable Quotations & Compensation Disclosure Schedule

Client Name: City of Menasha

COVERAGE(S)	CARRIER NAME(S)	EST. ANNUAL PREMIUM <sup>1</sup>	COMM.% OR FEE <sup>2</sup>	WHOLESALE, MGA OR INTERMEDIARY		
				NAME <sup>3</sup>	COMM.% OR FEE <sup>4</sup>	AJG OWNED? YES/NO
Storage Tank Liability	Crum & Forster Specialty Insurance Co	\$3,999.00	10 %	UCPM Environmental Insurance, Inc.	10 %	No
Storage Tank Liability	ACE American Insurance Company (Incumbent)	\$4,640.00	5 %	N/A		
Storage Tank Liability	Colony Insurance Company	\$7,608.61*	7.5 %	Chamber Insurance Agency Services, LLC	*	No

Some carriers pay Gallagher supplemental or contingent commissions in addition to the policy commission. Contingent commissions are typically contingent upon performance factors such as growth, profit, volume or retention, while supplemental commissions are not. These supplemental or contingent commissions may range from less than 1% up to 10% of the policy premium. Please refer to the [Compensation Disclosure](#) or contact your Gallagher representative for additional information.

1 If the premium is shown as an indication: The premium indicated is an estimate provided by the market. The actual premium and acceptance of the coverage requested will be determined by the market after a thorough review of the completed application.

\* A verbal quotation was received from this carrier. We are awaiting a quotation in writing.

2 The commission rate is a percentage of annual premium excluding taxes & fees.

\* Gallagher is receiving \_\_\_\_\_% commission on this policy. The fee due Gallagher will be reduced by the amount of the commissions received.

3 We were able to obtain more advantageous terms and conditions for you through an intermediary/ wholesaler.

4 \* The non-Gallagher intermediary/wholesaler did not provide their compensation information for this proposal. The usual and customary compensation to a wholesaler/ intermediary ranges from 5% to 12%, but we cannot verify that range is applicable in connection with this proposal.



**Keller**

Planners | Architects | Builders

Offices in Fox Cities, Madison,  
Milwaukee & WausauADDRESS N216 State Road 55  
P.O. Box 620  
Kaukauna, WI 54130-0620PHONE 920-766-5795  
1-800-236-2534

FAX 920-766-5004

WEB SITE www.kellerbuilds.com

## FOR OFFICE USE

Job No.: 63056

Cust. No.: 6807

Project Mgr.: Michael Quocoff

Page: 1 of 1

**CONTRACT CHANGE ORDER**Owner: **MENASHA POLICE DEPARTMENT**

430 First Street

Menasha, WI 54952

Date 11/15/17

Original Contract \$

Current Contract Value \$

Change Order Number #3

Amount This Change Order \$8,317.00

New Total With All Changes \$

Project: **EVIDENCE ROOM ADDITION**#1 for  
Construction  
JR**WE HEREBY AGREE TO MAKE THE FOLLOWING CHANGES AS DESCRIBED BELOW:****PRICE**

1. Credit for substitution of floor electrical box.

Deduct: &lt;\$120.00&gt;

2. Add for sink in Processing Room:

- a) Cut and patch concrete floor in garage for sanitary line extension.
- b) Furnish and install (1) DSE 25" x 22" x 8" deep single compartment sink.
- c) Furnish and install (1) Delta 26c3944 gooseneck faucet with wrist blades.
- d) Furnish and install (1) Bradley S19-200b aerator mount eyewash.
- e) Furnish and install (1) Electron instantaneous water heater.

Add: \$8,437.00

**TERMS AND CONDITIONS OF ORIGINAL CONTRACT APPLY TO ALL CHANGES MADE****TOTAL ADD: \$8,317.00****ACCEPTANCE:****PAYMENT:**

Monthly Draw.

Owner Date

Keller, Inc. Representative 11/15/17

Keller, Inc. Approval Date

Keller, Inc. Approval Date

**\*\*PLEASE SIGN AND RETURN ONE COPY, THANK YOU\*\***

## Certificate of Payment

Date: November 27, 2017 Payment Request: 2

Contractor: Keller, Inc.

Address: P.O. Box 620, Kaukauna, WI 54130

Contract: Police Department Evidence Room Addition

Project Description: Addition of an evidence processing room and storage area at the Police Department.

Original Contract Amount \$ 231,224.15

Change Order No.: 1 Amount: \$ 8,317.00

Previous Change Order(s): \$ 0

Total Contract Amount (Including Change Orders) \$ 239,541.15

Total Earned to Date (Summary Attached) \$ 32,800

Less Retainage \$ 7,200

Amount Due \$ 199,541.15

Previous Payments \$ 40,000

Amount Due this Payment \$ 68,317.00


Estimate Period From 10/28/2017 to 11/16/2017

*I certify that all bills for labor, equipment, materials and services are paid for which previous certificates for payment were issued.*

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

*Lien Waivers from all subcontractors and suppliers shall accompany each Request for Payment. Affidavit of Compliance with Prevailing Wage Rates shall accompany Request for Final Payment.*

### Recommended for Payment

Police Chief: 

Date: 11/27/17

Common Council Approval Date: \_\_\_\_\_

### Finance Department

<u>Account Number</u>	<u>Budget</u>	<u>Charge to Account</u>
470-0801-821.82-01	\$	
	\$	
	\$	
	\$	





**Keller**<sup>TM</sup>

Planners | Architects | Builders  
Office in Two Cities,  
Milwaukee & Wausau

## Contract Progress Billing

To: MENASHA POLICE DEPARTMENT  
430 FIRST ST  
MENASHA, WI 54952

Date : 11/16/17  
PM : QUEOFF, MICHAEL  
Keller Cust # : 6807  
Invoice # : 36645  
Bill # : 91 (11/17)  
Terms : Upon Receipt

Contract : 65056- EVIDENCE ROOM ADDITION

Total Contract Amount To-Date : 231,224.15

SCHEDULED BILLING ITEM	DRAW SCHEDULE	PRIOR AMOUNT BILLED	AMOUNT RECEIVED BY KELLER	AMOUNT THIS BILLING
Retainer	7,200.00	7,200.00	7,200.00	0.00
Upon Substantial Completion of Foundation Work	32,800.00	32,800.00	0.00	0.00
Upon Delivery of Materials	60,000.00	0.00	0.00	60,000.00
Upon Substantial Completion	110,000.00	0.00	0.00	0.00
Upon Completion	21,224.15	0.00	0.00	0.00
	<u>231,224.15</u>	<u>40,000.00</u>	<u>7,200.00</u>	

TOTAL DUE THIS BILLING: 60,000.00

*Thank you!*

APPROVAL: \_\_\_\_\_  
DATE: \_\_\_\_\_  
Please approve invoice with your signature and  
forward to your Banker and/or Title Company  
for payment. Thank you!!

Total due on this contract including this invoice : 92,800.00

\* \* Thank You \* \*



## Memorandum

**Date:** November 28, 2017

**To:** Board of Public Works

**From:** Joshua Radomski – Public Works Director

**RE:** Traffic Calming Policy

The City of Menasha regularly receives requests to control traffic speeds and patterns through the use of signs, signalization and traffic calming measures. In order to provide a safe and efficient roadway, we will continue to evaluate our roadway network and respond to any requests for alterations to the traffic network that may come in from residents or elected officials. The department feels that the following procedures should be taken to evaluate any requests to reduce speeds on local roadways. The steps that should be taken are as follows:

1. After a request to place signage or traffic calming measures is requested, the Department of Public Works will evaluate whether any additional signage (yield signs, stop signs, etc.) should be placed based on existing traffic conditions. We will utilize the MUTCD (Manual on Uniform Traffic Control Devices) to determine if additional signage is required. Please note that Section 2B.04 states that “**Yield** or **Stop** signs should not be used for speed control”. This is supported by numerous studies which show that unwarranted stop signs are only effective within 150’ of the intersection. Some studies have found that speeds actually increase due to unwarranted stop signs as the driver’s tend to try to make up the time lost due to stopping. In addition, unwarranted stop signs are frequently ignored as drivers tend to roll through them on a regular basis.
2. If it is determined that a *Yield* or *Stop* sign is not warranted based on existing traffic conditions, the focus of the traffic control will be through traffic calming devices. In order to reduce the cost, traffic and construction impacts of any traffic control projects, the radar activated speed limit sign is the preferred traffic calming device. Studies have shown that these signs are effective at reducing speeds both upstream and downstream from the sign. In addition, even after the signs are removed, a small decrease in average vehicle speed has been found. The Menasha Police Department will assist in determining the extent to which speeding is prevalent in a certain area. If it is determined that speed control is necessary, traffic calming devices will be considered.

3. If it is determined that speed is an issue at this location, the first step to reduce traffic speeds will be to place a radar activated speed limit sign at the location. The sign will be placed at no cost to the homeowners by the Department of Public Works at the desired location for a maximum 90 day trial period. During the trial period, the residents will receive a survey whether the neighborhood would like to purchase the radar activated speed limit sign as part of a special assessment to all properties on the block. The signs typically cost between \$3,000 and \$4,000 for a good quality solar powered sign. A resident on each block will be determined as anyone having frontage to the roadway from intersection to intersection. In order for the sign to be purchased, the Department of Public Works recommends that a minimum of 75% of the affected residents respond "YES" to wanting the traffic calming device and accepting the assessment.
4. If the 75% response is received, the Department of Public Works will leave the radar activated traffic sign at the desired location as a permanent sign and bill the residents as a special assessment to the property. Any maintenance or replacement of the sign in the future will be at the cost of the residents as a further special assessment to the property. This will again require the same 75% response limit as the original signage. All residents on the roadway will be assessed regardless of the survey response that was initially received.

The Public Works Department recommends the approval of this procedure to provide traffic calming measures within the City.



## Section 2B.04 Right-of-Way at Intersections

### Support:

01 State or local laws written in accordance with the "Uniform Vehicle Code" (see [Section 1A.11](#)) establish the right-of-way rule at intersections having no regulatory traffic control signs such that the driver of a vehicle approaching an intersection must yield the right-of-way to any vehicle or pedestrian already in the intersection. When two vehicles approach an intersection from different streets or highways at approximately the same time, the right-of-way rule requires the driver of the vehicle on the left to yield the right-of-way to the vehicle on the right. The right-of-way can be modified at through streets or highways by placing YIELD (R1-2) signs (see [Sections 2B.08](#) and [2B.09](#)) or STOP (R1-1) signs (see [Sections 2B.05](#) through [2B.07](#)) on one or more approaches.

### Guidance:

02 *Engineering judgment should be used to establish intersection control. The following factors should be considered:*

- A. Vehicular, bicycle, and pedestrian traffic volumes on all approaches;*
- B. Number and angle of approaches;*
- C. Approach speeds;*
- D. Sight distance available on each approach; and*
- E. Reported crash experience.*

03 *YIELD or STOP signs should be used at an intersection if one or more of the following conditions exist:*

- A. An intersection of a less important road with a main road where application of the normal right-of-way rule would not be expected to provide reasonable compliance with the law;*
- B. A street entering a designated through highway or street; and/or*
- C. An unsignalized intersection in a signalized area.*

04 *In addition, the use of YIELD or STOP signs should be considered at the intersection of two minor streets or local roads where the intersection has more than three approaches and where one or more of the following conditions exist:*

- A. The combined vehicular, bicycle, and pedestrian volume entering the intersection from all approaches averages more than 2,000 units per day;*
- B. The ability to see conflicting traffic on an approach is not sufficient to allow a road user to stop or yield in compliance with the normal right-of-way rule if such stopping or yielding is necessary; and/or*
- C. Crash records indicate that five or more crashes that involve the failure to yield the right-of-way at the intersection under the normal right-of-way rule have been reported within a 3-year period, or that three or more such crashes have been reported within a 2-year period.*

05 *YIELD or STOP signs should not be used for speed control.*

### Support:

06 [Section 2B.07](#) contains provisions regarding the application of multi-way STOP control at an intersection.

### Guidance:

07 *Once the decision has been made to control an intersection, the decision regarding the appropriate roadway to control should be based on engineering judgment. In most cases, the roadway carrying the lowest volume of traffic should be controlled.*

08 A *YIELD* or *STOP* sign should not be installed on the higher volume roadway unless justified by an engineering study.

Support:

09 The following are considerations that might influence the decision regarding the appropriate roadway upon which to install a *YIELD* or *STOP* sign where two roadways with relatively equal volumes and/or characteristics intersect:

- A. Controlling the direction that conflicts the most with established pedestrian crossing activity or school walking routes;
- B. Controlling the direction that has obscured vision, dips, or bumps that already require drivers to use lower operating speeds; and
- C. Controlling the direction that has the best sight distance from a controlled position to observe conflicting traffic.

**Standard:**

10 **Because the potential for conflicting commands could create driver confusion, *YIELD* or *STOP* signs shall not be used in conjunction with any traffic control signal operation, except in the following cases:**

- A. If the signal indication for an approach is a flashing red at all times;**
- B. If a minor street or driveway is located within or adjacent to the area controlled by the traffic control signal, but does not require separate traffic signal control because an extremely low potential for conflict exists; or**
- C. If a channelized turn lane is separated from the adjacent travel lanes by an island and the channelized turn lane is not controlled by a traffic control signal.**

11 Except as provided in [Section 2B.09](#), *STOP* signs and *YIELD* signs shall not be installed on different approaches to the same unsignalized intersection if those approaches conflict with or oppose each other.

12 Portable or part-time *STOP* or *YIELD* signs shall not be used except for emergency and temporary traffic control zone purposes.

13 A portable or part-time (folding) *STOP* sign that is manually placed into view and manually removed from view shall not be used during a power outage to control a signalized approach unless the maintaining agency establishes that the signal indication that will first be displayed to that approach upon restoration of power is a flashing red signal indication and that the portable *STOP* sign will be manually removed from view prior to stop-and-go operation of the traffic control signal.

Option:

14 A portable or part-time (folding) *STOP* sign that is electrically or mechanically operated such that it only displays the *STOP* message during a power outage and ceases to display the *STOP* message upon restoration of power may be used during a power outage to control a signalized approach.

Support:

15 [Section 9B.03](#) contains provisions regarding the assignment of priority at a shared-use path/roadway intersection.



# When and when not to use stop signs

by Steve Barber



**D**o you use stop signs correctly? Stop signs are one of the most common traffic signs and also one of the most often misused. A stop sign is intended to assign right-of-way at intersecting street locations. Stop signs are commonly placed in an effort to control speed on local streets. Many believe that forcing motorists to stop at each intersection will decrease overall speed on the road. However, studies show that stop signs only reduce speed immediately adjacent to the sign. Most drivers accelerate between intersections to make up for time lost at the stop sign. Engineering studies indicate that the inappropriate installation of extra stop signs may cause additional problems such as more rear-end collisions, a redistribution of traffic onto side streets, and drivers ignoring the inappropriate stop signs.

## The right way

Stop signs should only be used where warranted because they cause substantial inconvenience to motorists. Motorists are inconvenienced because of lost time and expended fuel. A warrant is a guideline to determine the need for installation of a sign rather than absolute criteria. Their use, tempered with professional judgement and local knowledge, will result in effective implementation. For example, knowledge of the local road system will quickly identify problem accident areas that you may improve by proper sign placement. Local police officers or other municipal employees can collect the data to evaluate the warrants listed below. As outlined in the following warrants, vehicular volume counts, sight distance measurements, and possibly vehicle delay estimates are required to properly evaluate the warrants. Additionally, a review of intersection geometry, adjacent roadway features and vehicle speeds through the area are nec-

essary to accurately judge the placement of proposed stop signs. Stop sign warrants are outlined in the Pennsylvania Department of Transportation's Publication 201, *Engineering and Traffic Studies*, Subchapter D-Traffic Control Restrictions, which is available from the PennDOT, Distribution Services Unit at (717)787-6746. The following five warrants for using stop signs are listed in Publication 201:

1. On a minor road at the entrance to an intersection where the application of the normal right-of-way rule creates unnecessary conflicts.
2. On a street or highway entering a through highway.
3. On the minor road at an unsignalized intersection in a signalized area.
4. Where sight distance or the accident record indicates the need for control by stop signs.
5. On a channelized right-turn roadway at a signalized intersection where:
  - The traffic-control signals are not readily visible.
  - The right-turn roadway does not have separate signals.
  - A yield sign is not appropriate.

## Multiway stops

Multiway stop intersections can also be an effective method of improving a hazardous location of controlling traffic congestion. Multiway stop intersections can also be an effective method of improving a hazardous location or controlling traffic congestion. The following are warrants for multiway stop intersections:

1. Where traffic signals are urgently needed, the multiway stop is an interim measure that can be installed to control traffic while arrangements are being made for the signal installation.
2. Where an accident problem is indicated by five or more accidents in a 12-mo. period of a type susceptible to correction by a multiway stop installation. Such accidents would include right-turn and left-turn collisions as

well as right-angle collisions.

## 3. Minimum traffic volume:

- The total vehicular volume entering the intersection from all approaches averages at least 500 vehicles/hr. for any 8 hrs. of an average day.
  - The combined vehicular and pedestrian volume from the minor street or highway averages at least 200 units/hr. for the same 8 hrs., with an average delay to minor street vehicular traffic of at least 30 sec./vehicle during the maximum hour.
  - When the 85th percentile approach speed of the major street traffic exceeds 40 mi./hr., the minimum vehicular volume warrant in 70% of the requirements of clauses above.
4. When the traffic volume on either of the roadways is over 400 vehicles/day and both of the following provisions are satisfied:
- The available corner sight distance for the driver on the minor road...is less than the appropriate stopping sight distance value for traffic on the major roadway.
  - There is no practical method of improving the corner sight distance or reducing the speed limit to satisfy the minimum stopping sight distance.

By following the appropriate steps prior to installing stop signs, their use and location may reduce accidents and properly regulate traffic through an area. Improper signing and ignoring the warrants create dangerous conditions for both drivers and the responsible municipality. Unwarranted or substandard traffic control devices contributing to an accident can sometimes be grounds to award judgement against an agency involved in a legal dispute. □

*This article courtesy of The Pennsylvania Local Roads Program. Steve Barber is an LTAP traffic/safety engineer.*

# STOP SIGNS

## WHY DON'T THEY PUT IN MORE STOP SIGNS?

A stop sign is one of our most valuable and effective control devices when used at the right place and under the right conditions. It is intended to help drivers and pedestrians at an intersection decide who has the right-of-way.

One common misuse of stop signs is to arbitrarily interrupt through traffic, either by causing it to stop, or by causing such an inconvenience as to force the traffic to use other routes. Where stop signs are installed as "nuisances" or "speed breakers," there is a high incidence of intentional violation. In those locations where vehicles do stop, the speed reduction is effective only in the immediate vicinity of the stop sign, and frequently speeds are actually higher between intersections. For these reasons, it should not be used as a speed control device.

A school crossing may look dangerous for children to use, causing parents to demand a stop sign to halt traffic. Now a vehicle which had been a problem for 3 seconds while approaching and passing the intersection becomes a problem for a much longer period. A situation of indecision is created as to when to cross as a pedestrian or when to start as a motorist. Normal gaps in traffic through which crossings could be made safely no longer exist. An intersection which previously was not busy now looks like a major intersection. It really isn't — it just looks like it. It doesn't even look safer and it usually isn't.

Most drivers are reasonable and prudent with no intention of maliciously violating traffic regulations; however, when an unreasonable restriction is imposed, it may result in flagrant violations. In such cases, the stop sign can create a false sense of security in a pedestrian and an attitude of contempt in a motorist. These two attitudes can and often do conflict with tragic results.

Well-developed, nationally recognized guidelines help to indicate when such controls become necessary. These guidelines take into consideration, among other things, the probability of vehicles arriving at an intersection at the same time, the length of time traffic must wait to enter, and the availability of safe crossing opportunities.





# Intersection Safety: Myth Versus Reality

Traffic engineering decisions about intersection safety are often the product of factors and relationships that are more complex than the casual observer may realize. In many cases, evaluating potential solutions to crash or violation problems may reveal aspects of intersection safety and efficiency that are in conflict with one another. In reality, traffic engineers must always consider a balance between managing safety and improving intersection operations before making their final choice for intersection control.

Over the years, a number of misconceptions about traffic-control solutions have become apparent. This briefing sheet attempts to shed some light on the rationale for why certain traffic-control decisions are appropriate and required.

The driving public has developed a number of misconceptions about traffic control solutions over the years. This brief attempts to expose some of those myths and shed light on the rationale behind certain traffic control decisions.

Additional traffic safety measures are sometimes necessary to offset increased traffic and speeding through neighborhood streets. One way of improving waiting times at an intersection with a new signal is to make sure the minor street waiting times are less than they were before installation of the signal. This improvement will encourage motorists

to use signals on main roads instead of neighborhood streets.

On occasion, other traffic control options, such as stop control or the introduction of roundabouts can perform as well as, or even better than, signals in managing both vehicle and pedestrian traffic safety at inter-

sections. This is particularly true when signals are inappropriately placed at locations where traffic volume is relatively low. Intersections with signals that have very low traffic volumes tend to tempt drivers and pedestrians to violate that red light.

## Myth 1: Installing signals always makes intersections safer.

### Reality:

The installation of unwarranted signals, or signals that operate improperly, can create situations where overall intersection congestion is increased, which in turn can create aggressive driving behavior.

When more complex signal phasing causes longer waiting times at intersections, both drivers and pedestrians tend to become impatient and violate red lights, or drivers are tempted to cut through neighborhood streets. This subjects local residents to a greater risk of collisions, worse congestion and more air and noise pollution.

Clearly traffic diversion to side streets is an undesirable side effect of long cycle lengths and congestion. This diverted traffic may increase risk on the side streets, but the cause of this increased safety risk should not be attributed to the new signal.

## Myth 2: Having a stop sign is always better than no stop sign, OR, more stop signs are always safer than fewer stop signs.

### Reality:

Unwarranted stop signs create problems at both the intersection and along the roadway by:

- Encouraging motorists to drive faster between intersections in order to save time. Placing stop signs on every low-volume local street promotes speeding between the stop signs as drivers try to offset the delays caused by stopping at every intersection;
- Encouraging violation of traffic laws. As the number of stop signs increase so that nearly every intersection has one, the rate of stop sign violations tends to increase;
- Encouraging the use of alternate routes. Placing too many stop signs in some areas





often causes traffic to use other neighborhood routes to avoid a sequence of intersections that may be controlled by stop signs; and

- Increasing the chance that drivers will disregard conflicting vehicle and pedestrian traffic, which raises the risk of collisions.



There is no evidence to indicate that stop signs decrease the overall speed of traffic. Impatient drivers view the additional delay caused by unwarranted stop signs as "lost time" to be made up by driving at higher speeds between stop signs.

Unwarranted stop signs breed contempt in motorists who tend to ignore them or only slow down without stopping. This can sometimes lead to tragic consequences.

Stop signs should never be installed as a routine, cure-all approach to curtail speeding, prevent collisions at intersections, or discourage traffic from entering a neighborhood. Stop signs should be installed only after an engineering study determines that there is a need. Stop signs are not a solution to intersection safety problems caused by poor sight distances and deficient road design.

**Myth 3: Installing stop signs on all approaches (four-way stop) to an intersection will always result in fewer accidents.**

## Reality:

Four-way stop signs do not necessarily improve pedestrian or vehicle safety. In fact, pedestrians in stop sign-congested neighborhoods often have a false sense of security about crossing local streets

with four-way stop signs. The application of traffic control devices, to the casual observer, often creates this sense of security, but in reality may actually increase safety risk. If control devices are improperly applied, they can create confusion between the pedestrians and the driver as to who has the right-of-way, thereby increasing the risk that one of the two will make an improper decision resulting in serious consequences.

Placing four-way stop signs on roads of very unequal design, speed and traffic volume will tend to promote stop-sign violations by drivers, especially on main roads. Driver expectancies are violated in situations like this and when this occurs, improper actions result which can increase safety risk at intersections.

Placing four-way stop signs at every intersection where there were formerly only two-way stop signs also usually increases congestion. Four-way stop signs should only be considered after an engineering study and a capacity analysis are performed.

Generally, every State requires the installation of traffic control devices, including stop signs, to meet State standards of the department of transportation.

The State standards are based on the *Manual on Uniform Traffic Control Devices* (MUTCD). The MUTCD is the national standard for traffic control devices. It prescribes standards for the design, location, use and operation of traffic control devices. The MUTCD is located at the following Web site: <http://mutcd.fhwa.dot.gov>.

**Myth 4: Signals are always better than stop signs.**

## Reality:

Installing stop signs instead of signals when there is no intersection traffic control, increasing the size or visibility of existing stop signs, or placing them in a better location often increases both vehicle and pedestrian safety without the initial expense and later maintenance costs of signals. While waiting for signals to qualify for installation, the substantial amount of money saved can be used to make roads safer.



## Streets are for Everyone

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### How Effective Are Radar Signs?

Posted on [January 30, 2013](#)



The City employs many methods to deter speeding vehicles: building [speed humps](#), [requesting police enforcement](#), and promoting education efforts. These efforts have been used for many years in the City of Bellevue and are tried-and-true. Another approach to deter speeding vehicles is the use of **stationary radar signs**; you know, those signs that display your speed when you drive by (and flash when you are exceeding the speed limit).

You drive by them and they are meant to get your attention, but do they actually get you to slow down? In Bellevue, the answer is yes.

Let's take a look at how/why stationary radar signs are installed and how effective they are in keeping speeds near the posted limit.

[Neighborhood Traffic Safety Services](#), the group in the City that manages this [blog](#), is also responsible for installing and maintaining both elementary school flashing beacons and stationary radar signs throughout the City. Currently, 31 stationary radar signs can be found on streets in Bellevue and most elementary schools have flashing beacons that help establish when 20 mph school zones are active.

#### *The When, Where, and How of Radar Sign Installation*

Radar signs can be a less obtrusive measure than installing physical elements, such as speed humps. They are relatively low-cost tools that require minimal community support (65% of responding households in the proposal area must support the sign before moving forward with the project). To help prioritize where signs should be installed, a rating system is used that takes into account the average speeds of vehicles, average daily traffic, number of accidents, proximity to community destinations such as schools and parks, and the presence of pedestrian facilities. As funding allows, signs are installed in locations with the highest priority.

#### *Effectiveness of Radar Signs*

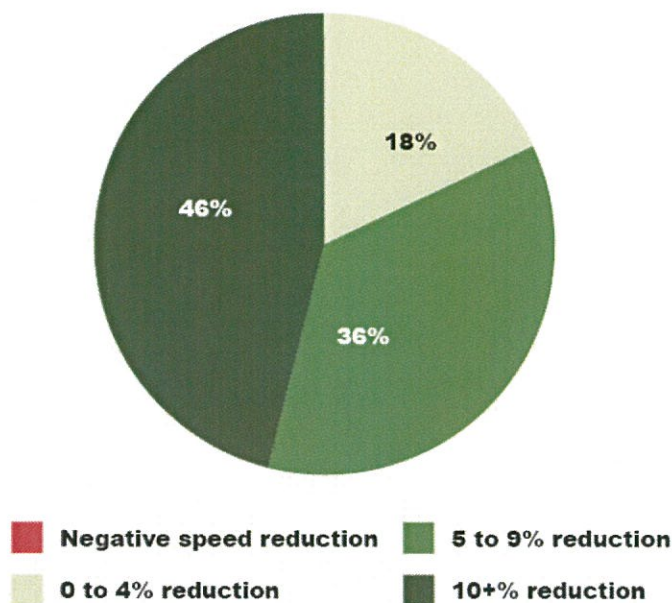
Once a location has been equipped with a radar sign, just how effective will it be in reducing vehicle speeds? In Bellevue, they are categorically effective in reducing vehicles speeds.\* Note that over time, the effectiveness in reducing speeds actually has gotten better!

The below chart shows the reduction in vehicle speeds over three periods of time: 1 to 3 years, 2 to 5 years, and 6 to 8 years with the sample sizes of 31, 22, and 10, respectively. After 1 to 3 years, 19% of the 31 radar sign locations in the study saw reductions of 85<sup>th</sup> percentile speeds of 0 to 4%, 42% of locations experienced 5 to 9% reductions, with 36% of locations experiencing 10% or more in speed reductions. One location, or 3% of the sample size saw speeds slightly increase.

## EFFECTIVENESS OF

## RADAR SIGNS OVER TIME IN BELLEVUE

2 to 5 years  
after installation



The trend over time reveals that speeds at radar sign locations continue to decrease with 60% of locations experiencing a 10% or more speed reduction after 6 to 8 years of installation. Clearly, radar sign installations are not fleeting in their effectiveness; they have prolonged utility in reducing vehicle speeds.

### *Radar Signs Decrease Speeds, but do People Like Them?*

Since 2000, installing radar signs has been a robust element of the City's traffic calming [toolkit](#). Year after year, residents see the utility in these signs and often take to the Radar Sign Request [form](#) to formally ask for one in their neighborhood. Once the form is received, it will be evaluated based on the aforementioned criteria.

### **Radar Signs Coming Soon!**

In the coming months, we will be installing radar signs on SE 34<sup>th</sup> Street near West Lake Sammamish Parkway and on 164<sup>th</sup> Place SE/SE 38<sup>th</sup> Street. Check out the [Projects](#) tab on the blog for more information.

Additional Resources:

- [Photo Enforcement near Stevenson and Lake Hills Elementary Schools](#)
- [Requesting stationary radar sign](#)
- [Elementary School flashing beacon schedule](#)

*\*Data used to determine effectiveness from the [2009 Stationary Radar Sign Program Report](#). Reduced speeds represent decrease in 85<sup>th</sup> percentile speeds—the speed at which 85% of vehicles are traveling.*

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# Road Injury Prevention & Litigation Journal

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## Study Reports on the Effectiveness of Photo-Radar and Speed Display Boards

Since its modest inception in 1902, "speed control technology" has experienced tremendous growth and increasing sophistication. However, speeding remains a major safety concern on the nation's roadways. Nearly one in five fatal crashes is believed to be the result of driving too fast, and less than half of survey respondents reported obeying posted speed limits all the time.

To combat the speeding problem, law enforcement has enlisted the help of "two of the most technologically sophisticated forms of . . . automated speed control"--photo-radar and speed display boards. Photo-radar, in use for more than 30 years, employs radar to detect speeding, takes photographs of speeding vehicles, and issues their drivers citations by mail. Speed display boards are a newer device (developed in the late 1980s). They are widely used, having grown from about 90 in use in 1991 to more than 500 today. They also employ radar to detect speeding but rely little on speed limit enforcement. Instead drivers learn their speed when it is flashed next to the posted speed limit sign.

Widespread use of these speed control devices has not, however, resulted in definitive conclusions about their effectiveness. Research conclusions on the devices are sometimes in conflict, and the research is often flawed. A number of studies suffer from "weak methodologies," including "serious research design problems" such as not controlling for external factors and not using comparison sites. These weaknesses also appear in various studies reportedly showing that speed control devices can reduce traffic crashes. To some degree, flaws have plagued "even many well-designed studies."

### METHODS

In an effort to provide a more definitive answer to the question of effectiveness, a 1993 study in Riverside, California examined "the effect of photo-radar and speed display boards on traffic speed . . . on comparable streets. . . ." The study sought to determine which device is more effective (including more cost-effective) and "whether supplementing speed display boards with police enforcement makes them more effective." Steven A. Bloch reported the study's results in "A Comparative Study of the Speed

Reduction Effects of Photo-Radar and Speed Display Boards," a paper presented at the Transportation Research Board's 77th Annual Meeting (January 1998). The study's "primary conclusion" was: "[W]hile both photo-radar and speed display boards can be effective in reducing vehicle speeds, display boards offer better overall results."

This study examined three approaches to speed control: "photo-radar, (unenforced) speed display board, and a speed display board with intermittent enforcement." Three sites were chosen with the stipulation that they be "as comparable as possible" in posted and actual speeds (25 miles per hour), number of lanes, traffic markings and volume, and road alignment, type, length, width, and development. The photo-radar van was equipped with "a police medallion and strobe light," and "the two speed display boards . . . were SPECTER Trailers." Data were collected at two sites on each street during four weeks in September and October. The first site was next to the experimental site, and the second was about 0.2 miles downstream--to allow determining if the slowing effect of the devices lasted for any distance. Overall, researchers recorded 9,790 speed measurements.

## RESULTS

Findings showed that "photo-radar and speed display boards are about equally effective during deployment," reducing mean speeds by 5.1 and 5.8 miles per hour (mph), respectively, where baseline speeds averaged 34-35 mph in 25-mph zones. Mean speed reductions for both devices were less downstream, at 4.1 and 2.9 mph, respectively. Results also showed that "speed display boards become significantly more effective when supplemented with police enforcement. This effect is evident to a statistically significant degree, however, only at the downstream site." The enforced display board was "only barely less effective" downstream (5.9 mph) than at the experimental site (6.1 mph). However, the unenforced display board was significantly less effective downstream (2.9 mph versus 5.8 mph at the experimental site). The photo-radar was only "modest[ly]" less effective downstream (from 5.1 mph at the experimental site to 4.1 mph downstream).

All speed control devices produced more noteworthy results on speeds 10 mph or more over the 25-mph speed limit. At the experimental site, the photo-radar reduced these "excessive speeds" by 30.2 percent; the speed display board reduced them by 34.9 percent, and the enforced display board by 31.8 percent. However, these significant speed reduction capabilities were "typically not long-lived" after the devices were removed, with the following notable exceptions. At the experimental and downstream sites, 45.7 and 46 percent of drivers were speeding, respectively, before the enforced display board was deployed, but those percentages fell to 16.1 and 20.1 percent, respectively, after the board was removed. Researchers noted one "long-term, statistically significant effect" with the unenforced display board. A 1.7 mph decrease in speed continued at the experimental site after the display board was gone; and while 52.5 percent of drivers were speeding at the experimental site before the board was in place, the percentage dropped to 40.9 percent after the board was removed.

The study also analyzed the cost-effectiveness in three areas of the three speed controls. "Cost per deployment" represented an overall estimate for a speed control program, while "cost per mph of speed reduction" determined whether a device had been cost-effective in achieving speed reductions. "Cost per driver exposed" assessed "the cost of exposing an individual driver to a speed management device." Table 1 illustrates the overall cost estimates for the three areas. As indicated, the unenforced speed display board was the most cost-effective device on both an hourly and daily basis, and photo-radar was the least cost-effective of the three speed control devices.

**TABLE 1**  
**Cost-Effectiveness Estimates for Speed Display Boards, Photo-radar and Speed**  
**Display boards with Enforcement**

Cost-Effectiveness Measure	Type of Speed Control			
	Photo-radar (Police Costs Only)	Photo-radar (Police and Equipment)	Unenforced Speed Display Board	Enforced Speed Display Board
<b>Cost per deployment</b>	\$155.00	\$220.36	\$10.29	\$91.79
<b>Cost per mph of speed reduction</b>				
• Each hour of deployment	\$8.42	\$11.98	\$0.20	\$1.27
• Full 12-hour day	\$119.23	\$169.51	\$2.39	\$16.39
<b>Cost per driver exposed</b>	\$0.39	\$0.55	\$0.01	\$0.08

## LIMITATIONS

The study faced "potential limitations" in four areas; however, their effect on the outcome was considered minor. First, the speed control devices were only deployed for one week. Second, many drivers may have mistakenly thought the display board was a photo-radar device. In addition, although the point of photo-radar is to give offending drivers a citation, no citations were issued in this case. Finally, "the offsetting income from photo-radar and enforced display board fines should have been included in the cost-effectiveness analysis. This income had the potential to sharply reduce the higher costs of photo-radar and enforced display boards."

## CONCLUSIONS AND RECOMMENDATIONS

Results of the study revealed "that both speed display boards and photo-radar effectively reduce vehicle speeds while deployed" and are "particularly effective in reducing the number of vehicles traveling ten or more miles over the speed limit." However, "only the display boards demonstrated carry-over effects," particularly in the long term. Already the



most cost-effective of the speed control devices, the speed reduction capabilities of display boards can be greatly enhanced with "intermittent police enforcement."

While this study's potential limitations most likely had a minimal effect on the results, the author recommended five areas of research to "extend this study's findings." Additional research should examine whether the display board's "carry-over effects" hold true in other locations and "should establish optimal police enforcement levels for display boards that would maximize speed reductions at the deployment site and downstream." Further research should examine if speed control devices are also capable of reducing the number of traffic crashes. Finally, more research should focus on photo-radar devices, including their cost-effectiveness in other states and whether they "would yield greater results if supplemented with additional driver feedback, such as using a speed display board at deployment sites."



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## MEMORANDUM

DATE: November 30, 2017

TO: Personnel Committee

FROM: John Jacobs, Administrative Services Director

RE: Retiree Health Insurance Policy

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Per the adoption of the 2018 budget on November 20, 2017, a change in the City of Menasha Personnel Policy Handbook should be made to amend the handbook effective as of 1/01/2018, upon implementation of the New Health Reimbursement Arrangement (HRA) benefits that will be offered to City of Menasha employee retirees for the City's health insurance program.

The current personnel policy handbook sections that are affected by the change in the 1/1/2018 HRA health insurance benefits are the following:

ARTICLE V, COMPENSATION, of the City of Menasha Personnel Policy Handbook, provides as follows:

(B) Indirect Compensation. The City offers a competitive array of indirect compensation to all of its regular full-time non-represented employees. Regular part-time non-represented employees may be eligible for limited benefits on a prorated basis as determined by management. Casual employees shall not be eligible for any indirect compensation except as may be required by State and Federal law. The City specifically reserves the right to amend or alter the following elements of indirect compensation at any time.

1. Health Insurance. The City provides health care coverage to eligible full-time employees and their dependents. The City in its sole discretion shall have the right to change insurance carriers, alter coverage, add cost containment measures to the City's health care coverage or determine the amount of premium contribution by employees. Health care coverage plan document booklets, explaining the coverage provided are available from the Personnel Department.

Health insurance coverage for new employees shall begin the first of the month following the employee's hire date.

...

3. Health and Dental Insurance Continuation Rights. In accordance with the federal Consolidated Omnibus Benefit Reconciliation Act (COBRA), employees who presently have group health and dental insurance generally may continue such insurance coverage for themselves and eligible dependents upon termination of City employment. The continuation of health and dental benefits is for a limited period of time depending upon the employee's specific situation. Employees who wish to exercise their rights under COBRA must do so at their own expense. Employees separating from employment with the City will be contacted by the Personnel Department office explaining specific COBRA continuation options.

Non-represented employees who are eligible for employee benefits under Article I.A.4.<sup>1</sup> may be permitted to extend their group health insurance coverage under the City's retiree health insurance policy until they are eligible for Medicare/Medicaid at their own expense.

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The proposed amendment to the personnel policy handbook for the above paragraph would read as follows:

Non-represented employees who are eligible for employee benefits under Article I.A.4.<sup>2</sup> may be permitted to extend their group health insurance coverage under the City's retiree health insurance policy until they are eligible for Medicare/Medicaid at their own expense. **The costs of the retiree group health insurance coverage shall include health insurance premiums, HRA (Health Reimbursement Arrangement) fees established annually by the Common Council, and any administration fees for the health insurance program. The retirees shall be able to utilize any banked sick leave balance for funding their health insurance premiums, HRA fees, and applicable administration fees.**

**For 2018, the retirees shall be responsible for their entire health insurance premiums, while the City shall be responsible for the HRA fees and applicable administration fees. However, this 2018 retiree health insurance funding provision shall sunset as of 12/31/2018.**

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<sup>1</sup> Retirement under Wisconsin Retirement System

<sup>2</sup> Retirement under Wisconsin Retirement System

## Respirable Crystalline Silica Exposure Control Plan

**Issue Date:**

June 28, 2017

**Revision(s):****Pages:**

16

**Policy Source:**

- Cities and Villages Mutual Insurance Company
- Occupational Safety and Health Administration (OSHA) 29 CFR 1926.1153
- Wisconsin Department of Safety and Professional Services (SPS) Administrative Code SPS 332.15

**SPECIAL INSTRUCTIONS:**

This policy applies to Cities/Villages who have employees that have an occupational exposure to respirable crystalline silica at or above 25 micrograms per cubic meter of air ( $25 \mu\text{g}/\text{m}^3$ ) as an 8-hour time-weighted average (TWA). Typical exposure may include but are not limited to: cutting concrete/asphalt, and grinding, cutting, mixing, and/or otherwise pulverizing concrete and masonry products.

### POLICY

**City of Menasha** is committed to providing a safe and healthy work environment for all our employees. In addition, **City of Menasha** goal is to comply with the OSHA Respirable Crystalline Silica Standard 29 CFR 1926.1153 incorporated by reference in SPS 332.15.

### PURPOSE

The purpose of this Exposure Control Plan is to ensure that appropriate precautions are taken to protect **City of Menasha** employees (and others) from the adverse health effects associated with exposure to respirable crystalline silica.

### SPECIFIED EXPOSURE CONTROL METHODS

For each **City of Menasha** employee engaged in a task identified on Table 1 (Appendix A), the **City of Menasha** shall fully and properly implement the engineering controls, work practices, and respiratory protection specified for the task on Table 1. For tasks not listed in Table 1, or where the **City of Menasha** does not fully and properly implement the engineering controls, work practices, and respiratory protection described in Table 1, the **City of Menasha** shall execute either the Performance or Scheduled exposure assessment method described below as appropriate.

### EXPOSURE ASSESSMENTS

**City of Menasha** shall ensure that no employee is exposed to an airborne concentration of respirable crystalline silica in excess of  $50 \mu\text{g}/\text{m}^3$ , calculated as an 8-hour TWA.

**City of Menasha** shall assess the exposure (using either the Performance or Scheduled option listed below) of each employee who is or may reasonably be expected to be exposed to respirable crystalline silica at or above the action level of 25 micrograms per cubic meter of air ( $25 \mu\text{g}/\text{m}^3$ ) as an 8-hour time-weighted average (TWA).

Performance Option- The **City of Menasha** shall assess the 8-hour TWA exposure for each employee on the basis of any combination of air monitoring data or objective data sufficient to accurately characterize employee exposures to respirable crystalline silica.

Scheduled Monitoring Option- The **City of Menasha** shall perform initial monitoring to assess the 8-hour TWA exposure for each employee on the basis of one or more personal breathing zone air samples that reflect the exposures of employees on each shift, for each job classification, in each work area. Where several employees perform the same tasks on the same shift and in the same work area, the **City of Menasha** may sample a representative fraction of these employees in order to meet this requirement. In representative sampling, the **City of Menasha** shall sample the employee(s) who are expected to have the highest exposure to respirable crystalline silica.

\*The **City of Menasha** shall provide affected employees or their designated representatives an opportunity to observe any monitoring of employee exposure to respirable crystalline silica. When observation of monitoring requires entry into an area where the use of protective clothing or equipment is required for any workplace hazard, the **City of Menasha** shall provide the observer with protective clothing and equipment at no cost and shall ensure that the observer uses such clothing and equipment.

## MONITORING RESULTS

1. If initial monitoring indicates that employee exposures are below the action level, the **City of Menasha** may discontinue monitoring for those employees whose exposures are represented by such monitoring.
2. Where the most recent exposure monitoring indicates that employee exposures are at or above the action level but at or below the PEL, the **City of Menasha** shall repeat such monitoring within six months of the most recent monitoring.
3. Where the most recent exposure monitoring indicates that employee exposures are above the PEL, the **City of Menasha** shall repeat such monitoring within three months of the most recent monitoring.
4. Where the most recent (non-initial) exposure monitoring indicates that employee exposures are below the action level, the **City of Menasha** shall repeat such monitoring within six months of the most recent monitoring until two consecutive measurements, taken seven or more days apart, are below the action level, at which time the employer may discontinue monitoring for those employees whose exposures are represented by such monitoring.

## REASSESSMENT OF EXPOSURES

The **City of Menasha** shall reassess exposures whenever a change in the production, process, control equipment, personnel, or work practices may reasonably be expected to result in new or additional exposures at or above the action level, or when the **City of Menasha** has any reason to believe that new or additional exposures at or above the action level have occurred.

## EMPLOYEE NOTIFICATION OF RESULTS

The employee shall be notified:

- Within five working days after completing an exposure assessment, the **City of Menasha** shall individually notify each affected employee in writing of the results of that assessment or post the results in an appropriate location accessible to all affected employees.
- Whenever an exposure assessment indicates that employee exposure is above the PEL, the **City of Menasha** shall describe in the written notification the corrective action being taken to reduce employee exposure to or below the PEL.

## WORKPLACE EXPOSURES AND CONTROLS

Job/Task that Involve Exposure to Respirable Crystalline Silica	Control, Work Practice, and Respiratory Protection Used to Protect Employee	Housekeeping Measures to Limit Employee Exposure (If needed)	Procedures to Restrict Access of Non-essential Employees (if needed)
(Insert here)	(Insert here)	(Insert here)	(Insert here)

## COMPETENT PERSON

**City of Menasha** shall designate a competent person to make frequent and regular inspections of the job sites, materials, and equipment and to properly implement this Exposure Control Plan. A competent person is capable of identifying existing and foreseeable respirable crystalline silica hazards and who has authorization to take prompt corrective measures to eliminate or minimize them. The designated competent person(s) for **City of Menasha** include:

## METHODS OF COMPLIANCE

The **City of Menasha** shall use engineering and work practice controls to reduce and maintain employee exposure to respirable crystalline silica to or below the PEL, unless the **City of Menasha** can demonstrate that such controls are not feasible. Wherever such feasible engineering

and work practice controls are not sufficient to reduce employee exposure to or below the PEL, the **City of Menasha** shall nonetheless use them to reduce employee exposure to the lowest feasible level and shall supplement them with the use of respiratory protection.

Where respiratory protection is required, the **City of Menasha** must provide each employee an appropriate respirator that complies with the requirements of 29 CFR 1910.134.

## **HOUSE KEEPING**

**City of Menasha** shall not allow dry sweeping or dry brushing where such activity could contribute to employee exposure to respirable crystalline silica unless wet sweeping, HEPA-filtered vacuuming or other methods that minimize the likelihood of exposure are not feasible.

The **City of Menasha** shall not allow compressed air to be used to clean clothing or surfaces where such activity could contribute to employee exposure to respirable crystalline silica unless the compressed air is used in conjunction with a ventilation system that effectively captures the dust cloud created by the compressed air or no alternative method is feasible.

## **MEDICAL SURVEILLANCE**

The **City of Menasha** shall make medical surveillance available at no cost to the employee, and at a reasonable time and place, for each employee who will be required under this section to use a respirator for **30 or more days per year**. If the employee is required to wear a respirator at any time during a day, that counts as one day of respirator use. The employer shall ensure that all medical examinations and procedures required by this section are performed by a PLHCP. 29 CFR 1926.1153 (h) shall be consulted and followed should medical surveillance be required.

## **EMPLOYEE INFORMATION AND TRAINING**

The **City of Menasha** shall include respirable crystalline silica in the program established to comply with the Hazard Communication Standard (HCS) (29 CFR 1910.1200). The **City of Menasha** shall ensure that each employee has access to labels on containers of crystalline silica and safety data sheets, and is trained in accordance with the provisions of HCS. The **City of Menasha** shall ensure that at least the following hazards are addressed: Cancer, lung effects, immune system effects, and kidney effects.

In addition, the **City of Menasha** shall ensure that each employee covered by this section can demonstrate knowledge and understanding of at least the following:

- The health hazards associated with exposure to respirable crystalline silica.
- Specific tasks in the workplace that could result in exposure to respirable crystalline silica.
- Specific measures the employer has implemented to protect employees from exposure to respirable crystalline silica, including engineering controls, work practices, and respirators to be used.
- The contents of this policy.
- The identity of the competent person.



- The purpose and a description of the medical surveillance program

## **RECORDKEEPING**

The **City of Menasha** shall make and maintain an accurate record of all exposure measurements taken to assess employee exposure to respirable crystalline silica. The records should contain at least the following:

- The date of measurement for each sample taken
- The task monitored
- Sampling and analytical methods used
- Number, duration, and results of samples taken
- Identity of the laboratory that performed the analysis
- Type of personal protective equipment, such as respirators, worn by the employees monitored
- Name, social security number, and job classification of all employees represented by the monitoring, indicating which employees were actually monitored

The **City of Menasha** shall ensure that exposure records and medical surveillance records are maintained and made available in accordance with 29 CFR 1910.1020.

\*This written Exposure Control Plan shall be made readily available for examination and copying, upon request, to each employee covered by this policy, their designated representatives, and regulatory agents.

## **APPENDIX REFERENCE INFORMATION**

Appendix      A      Specified Exposure Control Methods by Task

## APPENDIX A

### Specified Exposure Control Methods by Task

Equipment/Task	Engineering and work practice control methods	Required respiratory protection and minimum assigned protection factor (APF)	
		≤ 4 hours/shift	> 4 hours/shift
(1) Stationary masonry saws	Use saw equipped with integrated water delivery system that continuously feeds water to the blade. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None
(2) Handheld power saws (any blade diameter)	Use saw equipped with integrated water delivery system that continuously feeds water to the blade. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.		
	-When used outdoors	None	APF 10
	-When used indoors or in an enclosed area	APF 10	APF 10
(3) Handheld power saws for cutting fiber-cement board (with blade diameter of 8 inches or less)	For tasks performed outdoors only: Use saw equipped with commercially available dust collection system. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency.	None	None

Equipment/Task	Engineering and work practice control methods	Required respiratory protection and minimum assigned protection factor (APF)	
		≤ 4 hours/shift	> 4 hours/shift
(4) Walk-behind saws	Use saw equipped with integrated water delivery system that continuously feeds water to the blade. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. -When used outdoors -When used indoors or in an enclosed area	None APF 10	None APF 10
(5) Drivable saws	For tasks performed outdoors only: Use saw equipped with integrated water delivery system that continuously feeds water to the blade. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None
(6) Rig-mounted core saws or drills	Use tool equipped with integrated water delivery system that supplies water to cutting surface. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None
(7) Handheld and stand-mounted drills (including impact and rotary hammer drills)	Use drill equipped with commercially available shroud or cowl with dust collection system. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism. Use a HEPA-filtered vacuum when cleaning holes.	None	None

Equipment/Task	Engineering and work practice control methods	Required respiratory protection and minimum assigned protection factor (APF)	
		≤ 4 hours/shift	> 4 hours/shift
(8) Dowel drilling rigs for concrete	For tasks performed outdoors only: Use shroud around drill bit with a dust collection system. Dust collector must have a filter with 99% or greater efficiency and a filter cleaning mechanism. Use a HEPA-filtered vacuum when cleaning holes.	APF 10	APF 10
(9) Vehicle-mounted drilling rigs for rock and concrete	Use dust collection system with close capture hood or shroud around drill bit with a low-flow water spray to wet the dust at the discharge point from the dust collector.	None	None
	OR Operate from within an enclosed cab and use water for dust suppression on drill bit.	None	None
(10) Jackhammers and handheld powered chipping tools	Use tool with water delivery system that supplies a continuous stream or spray of water at the point of impact.		
	When used outdoors	None	APF 10
	When used indoors or in an enclosed area	APF 10	APF 10
	OR Use tool equipped with commercially available shroud and dust collection system. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism.		
	When used outdoors	None	APF 10
	When used indoors or in an enclosed area	APF 10	APF 10

Equipment/Task	Engineering and work practice control methods	Required respiratory protection and minimum assigned protection factor (APF)	
		≤ 4 hours/shift	> 4 hours/shift
(11) Handheld grinders for mortar removal (i.e., tuckpointing)	Use grinder equipped with commercially available shroud and dust collection system. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism.	APF 10	APF 25
(12) Handheld grinders for uses other than mortar removal	<p>For tasks performed outdoors only: Use grinder equipped with integrated water delivery system that continuously feeds water to the grinding surface. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</p> <p>OR</p> <p>Use grinder equipped with commercially available shroud and dust collection system. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism.</p> <p>When used outdoors</p> <p>When used indoors or in an enclosed area</p>	<p>None</p> <p>None</p>	<p>None</p> <p>APF 10</p>

Equipment/Task	Engineering and work practice control methods	Required respiratory protection and minimum assigned protection factor (APF)	
		≤ 4 hours/shift	> 4 hours/shift
(13) Walk-behind milling machines and floor grinders	Use machine equipped with integrated water delivery system that continuously feeds water to the cutting surface. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None
	OR Use machine equipped with dust collection system recommended by the manufacturer. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide the air flow recommended by the manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism. When used indoors or in an enclosed area, use a HEPA-filtered vacuum to remove loose dust in between passes.	None	None
(14) Small drivable milling machines (less than half-lane)	Use a machine equipped with supplemental water sprays designed to suppress dust. Water must be combined with a surfactant. Operate and maintain machine to minimize dust emissions.	None	None



Equipment/Task	Engineering and work practice control methods	Required respiratory protection and minimum assigned protection factor (APF)	
		≤ 4 hours/shift	> 4 hours/shift
(15) Large drivable milling machines (half-lane and larger)	For cuts of any depth on asphalt only: Use machine equipped with exhaust ventilation on drum enclosure and supplemental water sprays designed to suppress dust. Operate and maintain to minimize dust emissions.	None	None
	For cuts of four inches in depth or less on any substrate: Use machine equipped with exhaust ventilation on drum enclosure and supplemental water sprays designed to suppress dust. Operate and maintain machine to minimize dust emissions.	None	None
	OR Use a machine equipped with supplemental water spray designed to suppress dust. Water must be combined with a surfactant. Operate and maintain machine to minimize dust emissions.	None	None
(16) Crushing machines	Use equipment designed to deliver water spray or mist for dust suppression at crusher and other points where dust is generated (e.g., hoppers, conveyors, sieves/sizing or vibrating components, and discharge points). Operate and maintain machine in accordance with manufacturer's instructions to minimize dust emissions. Use a ventilated booth that provides fresh, climate-controlled air to the operator, or a remote control station.	None	None

Equipment/Task	Engineering and work practice control methods	Required respiratory protection and minimum assigned protection factor (APF)	
		≤ 4 hours/shift	> 4 hours/shift
(17) Heavy equipment and utility vehicles used to abrade or fracture silica-containing materials (e.g., hoe-ramming, rock ripping) or used during demolition activities involving silica-containing materials	Operate equipment from within an enclosed cab.	None	None
	When employees outside of the cab are engaged in the task, apply water and/or dust suppressants as necessary to minimize dust emissions.	None	None
(18) Heavy equipment and utility vehicles for tasks such as grading and excavating but not including: demolishing, abrading or fracturing silica-containing materials	Apply water and/or dust suppressants as necessary to minimize dust emissions.	None	None
	OR When the equipment operator is the only employee engaged in the task, operate equipment from within an enclosed cab.	None	None



## Memorandum

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**TO:** NMFR Joint Finance & Personnel Committee

**FROM:** Deputy Chief Voss / Truck Committee

**DATE:** November 28, 2017

**RE:** New Engine Purchase

Neenah Menasha Fire Rescue's (NMFR) Truck Committee recognizes that part of our purpose is to ensure a good return on the investment our communities make in the apparatus that our members rely on to provide quality emergency services. For the replacement of Engine 36, the Truck Committee believes, in the spirit of investment, we should look closely at our current apparatus and determine if our past purchases have lived up to that expectation. Our members and our customers deserve an apparatus that has the confidence of its users and reliability when it is needed most, over the life of the vehicle.

I added two committee members in 2017, a member of our mechanic & maintenance team and Assistant Chief Vern Green, to offer additional perspectives on the past vehicle purchases, and direction NMFR should go in the future. After obtaining input from all committee members, I put out an internal survey to NMFR's membership seeking quality information about what was positive and negative about our current fleet of five fire engines and one ladder truck/quint. I gathered and organized that information and identified trends in the data.

Seeking input from NMFR Truck Committee members, we chose two vendors to discuss building a replacement for Engine 36. After discussing the pros and cons of the many different manufacturers that these members have experience with, we decided to use two primary standards when selecting the vendors. The committee wanted a Wisconsin based vendor for the best possible customer service, and also wanted a single source manufacturer. Based on our collective experience, this would give our members and our customers the best apparatus ownership experience. The two vendors are Pierce Manufacturing Inc. in Fox Crossing, WI and Seagrave Fire Apparatus, LLC in Clintonville, WI.

Our process began with individual "pre-proposal" meetings with the sales representatives from both Pierce and Seagrave. In these meetings the internal survey results were shared with the representatives. The internal survey was a "raw data" glimpse into the thoughts and concerns of the firefighters, drivers and officers that work with our apparatus each day. The survey was a "likes" and "don't likes" type questionnaire and provided both representatives a roadmap for our new apparatus. Being that Seagrave is not familiar with our current apparatus, I also provided a tour of a number of our apparatus so that the Seagrave representative could get an idea of what

we have purchased, an overall look and feel and the size of the apparatus we were looking to purchase.

NMFR's Truck Committee members developed a list of needs that the new Engine 36 would need to meet and we would let each of the representative's design a truck to meet those needs. NMFR's Truck Committee members toured both manufacturing facilities and spent time answering representative's questions to ensure they both had all the information they needed to design the correct truck to serve the citizens of Neenah and Menasha. Both representatives submitted an initial proposal and NMFR's Truck Committee reviewed them and identified a number of differences. The committee was given the opportunity to seek clarifications or suggest changes and allowed both representative to submit a more final proposal. The committee is satisfied with efforts put out by both companies' representatives.

Our department has purchased all Pierce apparatus since 1992. We have attempted to standardize our apparatus over the years but due to emergency purchases of stock apparatus, we have not been very successful. This engine will be the first one built to NMFR's specifications since 2008. We believe recent changes at Pierce in there Quality Control will have extremely positive results. The support we have received from the sales team (FAE) has also been excellent. Our mechanics (firefighters) are also certified to make warranty repairs for Pierce and with a reimbursement to our department for their time. A move away from Pierce would require additional training and certifications. We have an excellent relationship with Pierce Manufacturing, FAE and the other Pierce facilities in the area.

Pierce's Proposed Price is \$559,240 and Seagrave Proposed Price \$570,000.

#### **Seagrave summary:**

A significant difference between Seagrave, and other builders, is that they build their apparatus out of stainless steel. This provides an extremely heavy duty and safe apparatus. There construction methods create a very strong and reliable product. Seagrave designs their apparatus with a lower frame for overall better stability and ride height. Seagrave utilizes a standard fire pump in their apparatus which will require a longer wheelbase than the Pierce truck. We believe that new relationships can be made if a Seagrave is chosen as our future supplier of fire apparatus. Seagrave offers mechanic classes and ongoing maintenance training. They also recommend annual inspections by Seagrave of all of their apparatus.

#### **Committee Recommendation:**

Our decision isn't based on just this one purchase. Our intent is each purchase will go through a process similar to this one, but with the hope/intent to standardize apparatus for years to come. We feel that both companies offer a quality product. We also believe that both companies will stand behind their product and are committed to providing a functional, heavy duty apparatus to NMFR. The sales teams have been outstanding in providing the information needed and representing their respective products. Our decision to respectfully recommend the Pierce manufactured engine is based on all information gathered including but not limited to; specifications provided, facilities tours, price, research, experience and representation. We do not take lightly the task of spending this amount of tax payer money. We believe this apparatus, as specified, will meet the expectations of our firefighters, drivers, mechanics, officers and citizens for the expected life of the vehicle.

*NMFR is asking for consideration and action to recommend the City of Neenah and City of Menasha Common Councils approve ordering, and purchasing, a 2018 Pierce Impel Engine, and related equipment, to replace a 1997 Pierce Quantum, for a cost not to exceed \$580,000 of the approved \$590,000 2018 CIP Budget by January 31, 2018 to avoid the February 1, 2018 price increase and authorize Director Easker and Director Jacobs to review the financing options from Pierce Manufacturing and approve the most advantageous financing option for both Cities. In addition, authorize NMFR to sell the 1997 Pierce Quantum once the new engine is in service.*

Thank you for your consideration.



## MEMORANDUM

To: Mayor Merkes  
Common Council

From: PRD Tungate BT

Date: December 13, 2017

RE: Recommendation to create a permit fee for use of the Harbor House room

### Background

The Harbor House room is an 8.5' x 19' (161.5 square feet) unheated space. For approximately the last 15 years, it has been used as a boater lounge and storage room. Before that, it was an open porch concrete slab that served as an area for customer ticket sales and waiting area for the Spirit of the Fox tour boat. The room has no running water or direct access to the restrooms. The electricity cost for this space is less than \$100 per year.

### Analysis

The Park Board determined that the simplest way to allow this room to be used was to recommend the creation of a permit fee allowable under Chapter 1, Section 12-1-12 of the city ordinance. Because of the room's limitations, the Board did not consider this area as normal office space, but chose instead to look at comparable monthly rates for unheated storage space of approximately the same size. These rates ranged from \$45-65 per month.

### Recommendation

The Park Board took action on December 12, 2017 seeking Common Council approval of the following:

Motion to set a permit fee of \$75 per month and \$900 per year for use of the Harbor House room.





## MEMORANDUM

To: Mayor Merkes  
Common Council

From: PRD Tungate BT

Date: December 13, 2017

RE: Renewal of Fee Reciprocity Agreement with the Village of Fox Crossing

### **Background**

The City of Menasha has reciprocity agreements in place until 2021 with the cities of Appleton and Neenah. In recent years, the City has opted to pursue one year reciprocity agreements with the Village of Fox Crossing (formerly the Town of Menasha).

### **Analysis**

As indicated in the attached summary, city residents (primarily youth) clearly derive enjoyment and fee savings by utilizing the Village's parks and recreation services. The Park Board realizes this and would prefer to see greater stability for City residents by pursuing a multi-year agreement with the Village in the future. The Village has already approved the 2018 agreement. With a couple exceptions, the agreement covers all parks and recreation fees. The City is reserving its right to charge a non-resident fee for seasonal boat launch passes, swimming lessons and pool passes. Fox Crossing reserves the right to charge a non-resident fee for seasonal boat launch passes and disc golf passes.

### **Recommendation**

The Park Board took action on December 12, 2017 and seeks Common Council approval of the following:

Motion to approve a Parks and Recreation fee reciprocity agreement with the Village of Fox Crossing for 2018 and to pursue a multi-year agreement with the Village of Fox Crossing starting in 2019.

# FEE RECIPROCITY USAGE 2017

Fox Crossing Participants in Menasha

1/1/-12/31/2017

Program	Number of Participants and/or Number Sold	Resident Fee	Non-Resident Fee	Fee Difference	Revenue Difference
Archery	8	\$ 20.00	\$ 24.00	\$ 4.00	\$ 32.00
Baseball	4	\$ 17.00	\$ 24.00	\$ 7.00	\$ 28.00
Dance	3	\$ 42.00	\$ 57.00	\$ 15.00	\$ 45.00
Essential Oils	0	\$ 6.00	\$ 9.00	\$ 3.00	\$ -
Feel 'n Fit	3	\$ 35.00	\$ 45.00	\$ 10.00	\$ 30.00
Friday Fundays	3	\$ 7.00	\$ 12.00	\$ 5.00	\$ 15.00
Gymnastics (Tumble/Novice)	12	\$ 42.00	\$ 57.00	\$ 15.00	\$ 180.00
Gymnastics (Beginner/Intermediate/Advanced)	17	\$ 50.00	\$ 68.00	\$ 18.00	\$ 306.00
Jr. Golf	0	\$ 17.00	\$ 24.00	\$ 7.00	\$ -
Kick Ball	2	\$ 12.00	\$ 17.00	\$ 5.00	\$ 10.00
Paddleboard Yoga	0	\$ 45.00	\$ 45.00	\$ -	\$ -
Painting Classes	0	\$ 20.00	\$ 25.00	\$ 5.00	\$ -
Playground Plus	3	\$ 17.00	\$ 24.00	\$ 7.00	\$ 21.00
SailFest!	8	\$ 5.00	\$ 5.00	\$ -	\$ -
Slimnastics	0	\$ 35.00	\$ 45.00	\$ 10.00	\$ -
Intro to Soccer	7	\$ 17.00	\$ 24.00	\$ 7.00	\$ 49.00
Summer Scamper	13	\$ 2.00	\$ 2.00	\$ -	\$ -
Swim Lessons	81	\$ 25.00	\$ 34.00	\$ 9.00	\$ -
Tiny Tots	3	\$ 85.00	\$ 105.00	\$ 20.00	\$ 60.00
Tot Lot	1	\$ 17.00	\$ 24.00	\$ 7.00	\$ 7.00
Adult Tennis	3	\$ 17.00	\$ 24.00	\$ 7.00	\$ 21.00
Youth Tennis	3	\$ 17.00	\$ 24.00	\$ 7.00	\$ 21.00
Barker Farm	1	\$ 25.00	\$ 45.00	\$ 20.00	\$ 20.00
Clovis Shelter	0	\$ 30.00	\$ 60.00	\$ 30.00	\$ -
Hart Park Shelter	1	\$ 35.00	\$ 65.00	\$ 30.00	\$ 30.00
Jefferson Pavilion	0	\$ 80.00	\$ 100.00	\$ 20.00	\$ -
Jefferson Pavilion & Kitchen	0	\$ 115.00	\$ 155.00	\$ 40.00	\$ -
Jefferson East Shelter	0	\$ 25.00	\$ 40.00	\$ 15.00	\$ -
Jefferson West Shelter	0	\$ 55.00	\$ 80.00	\$ 25.00	\$ -
Smith Weddings	5	\$ 250.00	\$ 400.00	\$ 150.00	\$ 750.00
Smith Pavilion	0	\$ 80.00	\$ 100.00	\$ 20.00	\$ -
Smith Pavilion & Kitchen	2	\$ 115.00	\$ 155.00	\$ 40.00	\$ 80.00

Total Program Numbers and Revenue Difference	174	\$	825.00
Total Pavilion Rentals and Revenue Difference	9	\$	880.00
<b>Grand Total</b>	<b>183</b>	<b>\$</b>	<b>1,705.00</b>

## 2017 City of Menasha Participants

Class	# Menasha Participants	Res Fee	Non-Res Fee	Revenue Diff
Afternoon Adventures	4	\$ 55.00	\$ 69.00	\$ 56.00
Basic Archery	1	\$ 26.00	\$ 32.00	\$ 6.00
Basketball Clinic	3	\$ 20.00	\$ 25.00	\$ 15.00
Camp Guest	1	\$ 4.00	\$ 4.00	\$ -
Camp Fairytale	3	\$ 16.00	\$ 20.00	\$ 12.00
Camp Superhero	1	\$ 16.00	\$ 20.00	\$ 4.00
Color My World	1	\$ 18.00	\$ 22.00	\$ 4.00
Cookies & Canvas	1	\$ 25.00	\$ 25.00	\$ -
Crafty Creations	3	\$ 25.00	\$ 31.00	\$ 18.00
Dad/Daughter Dance	21	\$ 35.00	\$ 35.00	\$ -
Dad/Daught Indv	6	\$ 14.00	\$ 14.00	\$ -
Dance	28	\$ 39.00	\$ 49.00	\$ 280.00
Dance (Spring)	4	\$ 17.00	\$ 21.00	\$ 16.00
Discovery Camp	3	\$ 45.00	\$ 56.00	\$ 33.00
Easter Egg Hunt	9	\$ 4.00	\$ 4.00	\$ -
Flag Football	3	\$ 22.00	\$ 27.00	\$ 15.00
Froggy Fun	1	\$ 5.00	\$ 6.00	\$ 1.00
Fun Run	23	\$ 15.00	\$ 15.00	\$ -
Healthy Heart Cook	2	\$ 52.00	\$ 65.00	\$ 26.00
Home Alone	14	\$ 40.00	\$ 50.00	\$ 140.00
Karate	1	\$ 45.00	\$ 56.00	\$ 11.00
Kiddie Camp	7	\$ 45.00	\$ 56.00	\$ 77.00
Kidstage	19	\$ 80.00	\$ 100.00	\$ 380.00
Kidstage Allstars	1	\$ 65.00	\$ 65.00	\$ -
Little Explorers	1	\$ 18.00	\$ 22.00	\$ 4.00
Messy Fest	5	\$ 5.00	\$ 5.00	\$ -
Movin' With Music	3	\$ 22.00	\$ 27.00	\$ 15.00
Painting Picassos	3	\$ 18.00	\$ 22.00	\$ 12.00
Play, Learn, Move	2	\$ 25.00	\$ 31.00	\$ 12.00
Princess Tea Party	1	\$ 11.00	\$ 11.00	\$ -
Round Up	1	-	-	
Safety School	1	\$ 20.00	\$ 25.00	\$ 5.00
Selfie Scavenger Hunt	1	-	-	
Soccer	4	\$ 16.00	\$ 20.00	\$ 16.00
Spring Break Movie	2	\$ 7.00	\$ 9.00	\$ 4.00
Summer Games	4	\$ 19.00	\$ 24.00	\$ 20.00
Teen Stage Musical	1	\$ 85.00	\$ 106.00	\$ 21.00
Tennis	7	\$ 26.00	\$ 32.00	\$ 42.00
Trick or Treat	70	\$ 4.00	\$ 4.00	\$ -
Tumbling	1	\$ 19.00	\$ 24.00	\$ 5.00

Wilderness Survival	4	\$ 30.00	\$ 37.00	\$ 28.00
Young Chefs	6	\$ 32.00	\$ 40.00	\$ 48.00
Zoo Safari Drawing	3	\$ 18.00	\$ 22.00	\$ 12.00
Zumba	25	\$ 24.00	\$ 30.00	\$ 150.00
<b>Total Participants</b>	305			
<b>Program Revenue Difference</b>				\$ 1,488.00
<b>Pavilion Rentals</b>	82	\$ 4,920.00	\$ 6,150.00	\$ 1,230.00
<b>CC Rentals</b>	103	\$ 5,700.00	\$ 7,126.00	\$ 1,426.00
<b>Total Revenue Difference</b>				\$ 4,144.00

## City of Menasha Disbursements


Weekly Accounts Payable	12/6/17-12/14/17 Checks # 59600-59740	\$ 390,822.63
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Bi-Weekly Payroll	12/7/17	\$ 196,361.21
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Additional Regular Cycle Accounts Payables -Paid Electronically

Banking Fee	11/30/17	\$ 75.00	
First Bank	12/4/17	\$ 253.85	
World Pay Charges-FFM	12/6/17	\$ 3.25	
Delta Dental	12/6/17	\$ 3,040.75	
Community First Credit Union-Payroll Deductions	12/7/17	\$ 2,712.00	
Nationwide Deferred Compensation	12/8/17	\$ 8,299.50	
First Bank	12/11/17	\$ 0.58	
Wisconsin Deferred Compensation	12/11/17	\$ 4,562.50	
TASC-Flexible Spending	12/11/17	\$ 4,136.10	
Delta Dental	12/13/17	\$ 2,042.20	
Federal Tax Withholding	12/13/17	\$ 80,875.31	
Neopost-Postage Machine Rental	12/14/17	\$ 215.85	
		<u>\$ 106,216.89</u>	
Total		<u><u>\$ 693,400.73</u></u>	

Items included on this list have been properly audited and certified by the City Comptroller and are being presented for approval by the Common Council.

  
 Jennifer Sassman  
 Finance Manager

12/14/17  
 Date

Notes:

- Medical Expense Reimbursement Trust-Retirement Pay Out
- United Way-Employee Donations
- Wisconsin Support Collections-Child/Spousal Support
- WI SCTF-Child Support Annual Fee
- Gaps in check numbers indicate that more invoices being paid than fit on one check stub  
(The last check stub used is the check number that will appear on the check register)

# AP Check Register

## Check Date: 12/6/2017

Date: 12/8/2017

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
BADGER MAILING & SHIPPING SYSTEMS	59600	12/6/2017	100577	100-0601-551.30-11	120.77	Ink Cartridge
Total for check: 59600					<b>120.77</b>	
BAKER & TAYLOR INC	59602	12/6/2017	101017	100-0601-551.30-14	147.79	Library Materials
		12/6/2017	102417	100-0601-551.30-14	120.39	Library Materials
		12/6/2017	2033209153	100-0601-551.30-14	443.81	Library Materials
		12/6/2017	2033210918	100-0601-551.30-14	217.09	Library Materials
		12/6/2017	2033214811	100-0601-551.30-14	861.27	Library Materials
		12/6/2017	2033221973	100-0601-551.30-14	589.32	Library Materials
		12/6/2017	2033226171	100-0601-551.30-14	256.17	Library Materials
		12/6/2017	2033231319	100-0601-551.30-14	522.41	Library Materials
		12/6/2017	2033235910	100-0601-551.30-14	367.47	Library Materials
		12/6/2017	2033238197	100-0601-551.30-14	269.28	Library Materials
		12/6/2017	2033241243	100-0601-551.30-14	379.79	Library Materials
		12/6/2017	2033244191	100-0601-551.30-14	603.89	Library Materials
		12/6/2017	2033251994	100-0601-551.30-14	124.10	Library Materials
		12/6/2017	2033257019	100-0601-551.30-14	883.14	Library Materials
		12/6/2017	2033259788	100-0601-551.30-14	623.38	Library Materials
		12/6/2017	2033261287	100-0601-551.30-14	181.88	Library Materials
		12/6/2017	2033267294	100-0601-551.30-14	1,132.34	Library Materials
		12/6/2017	B62547900	100-0601-551.30-14	21.55	Library Materials
		12/6/2017	B62719670	100-0601-551.30-14	312.29	Library Materials
		12/6/2017	B62979760	100-0601-551.30-14	183.68	Library Materials
		12/6/2017	B62979761	100-0601-551.30-14	140.10	Library Materials
		12/6/2017	B64006770	100-0601-551.30-14	28.78	Library Materials
		12/6/2017	B64006771	100-0601-551.30-14	171.94	Library Materials
		12/6/2017	B64006772	100-0601-551.30-14	106.77	Library Materials
		12/6/2017	B64108570	100-0601-551.30-14	21.59	Library Materials
		12/6/2017	B64694180	100-0601-551.30-14	194.73	Library Materials
		12/6/2017	B64694181	100-0601-551.30-14	28.79	Library Materials
		12/6/2017	B65328260	100-0601-551.30-14	75.57	Library Materials



**AP Check Register**  
**Check Date: 12/6/2017**

Date: 12/8/2017

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
BAKER & TAYLOR INC...	59602...	12/6/2017	B65328261	100-0601-551.30-14	344.54	Library Materials
			<b>Total for check: 59602</b>		<b>9,353.85</b>	
JOE BONGERS	59603	12/6/2017	BONGERS	100-0601-551.33-01	9.46	Reimbursement
				100-0601-551.34-01	46.80	Reimbursement
				100-0601-551.34-03	20.00	Reimbursement
					148.50	Reimbursement
			<b>Total for check: 59603</b>		<b>224.76</b>	
CDW GOVERNMENT INC	59604	12/6/2017	KRP0280	100-0601-551.30-10	56.11	Ink Cartridge
			<b>Total for check: 59604</b>		<b>56.11</b>	
CENGAGE LEARNING - GALE	59605	12/6/2017	62054146	100-0601-551.30-14	311.13	Library Materials
		12/6/2017	62063945	100-0601-551.30-14	46.40	Library Materials
		12/6/2017	62141562	100-0601-551.30-14	23.20	Library Materials
		12/6/2017	62149073	100-0601-551.30-14	25.60	Library Materials
		12/6/2017	62174433	100-0601-551.30-14	23.20	Library Materials
			<b>Total for check: 59605</b>		<b>429.53</b>	
CENTER POINT LARGE PRINT	59606	12/6/2017	1524457	100-0601-551.30-14	231.30	Library Materials
			<b>Total for check: 59606</b>		<b>231.30</b>	
CHILD'S WORLD	59607	12/6/2017	NA138249	100-0601-551.30-14	1,123.52	Library Materials
			<b>Total for check: 59607</b>		<b>1,123.52</b>	
DEMCO	59608	12/6/2017	6238984	100-0601-551.30-10	205.69	Office Supplies
		12/6/2017	6253194	100-0601-551.30-18	351.18	Department Supplies
			<b>Total for check: 59608</b>		<b>556.87</b>	

**AP Check Register**  
**Check Date: 12/6/2017**

Date: 12/8/2017

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>	
EBSCO INDUSTRIES INC	59609	12/6/2017	1550493	100-0601-551.30-14	6,151.80	Subscriptions	
			<b>Total for check: 59609</b>		<b>6,151.80</b>		
FOX STAMP SIGN & SPECIALTY	59610	12/6/2017	100355	100-0601-551.30-10	12.15	Nametag	
			<b>Total for check: 59610</b>		<b>12.15</b>		
INFORMATION TODAY INC	59611	12/6/2017	1647619-B1	100-0601-551.30-14	433.03	Library Materials	
			<b>Total for check: 59611</b>		<b>433.03</b>		
KITZ & PFEIL INC	59612	12/6/2017	7677	100-0601-551.30-13	56.67	Clamps/Paint	
		12/6/2017	7699	100-0601-551.30-13	38.97	Batteries	
		12/6/2017	7936	100-0601-551.30-13	2.68	Shelf Brackets	
		12/6/2017	8230	100-0601-551.30-13	13.98	Shelf Brackets	
			<b>Total for check: 59612</b>		<b>112.30</b>		
KONE INC	59613	12/6/2017	1157492829	100-0601-551.24-03	377.91	Paaenger Elevator	Phone Repair
			<b>Total for check: 59613</b>		<b>377.91</b>		
VICKI LENZ	59614	12/6/2017	LENZ	100-0601-551.30-19	87.98	Reimbursement	
			<b>Total for check: 59614</b>		<b>87.98</b>		
LERNER PUBLISHING GROUP	59615	12/6/2017	1269451	100-0601-551.30-14	19.99	Library Materials	
			<b>Total for check: 59615</b>		<b>19.99</b>		
MANDERFIELD'S HOME BAKERY	59616	12/6/2017	501507	100-0601-551.30-16	22.45	Cookies/Muffins	
			<b>Total for check: 59616</b>		<b>22.45</b>		
MIDWEST TAPE	59618	12/6/2017	0094567391	100-0601-551.30-14	63.70	Library Materials	
		12/6/2017	0095447011	100-0601-551.30-14	54.99	Library Materials	

**AP Check Register**  
**Check Date: 12/6/2017**

Date: 12/8/2017

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
MIDWEST TAPE...	59618...	12/6/2017	0095447012	100-0601-551.30-14	169.38	Library Materials
		12/6/2017	0095447014	100-0601-551.30-14	76.44	Library Materials
		12/6/2017	0095447691	100-0601-551.30-14	56.22	Library Materials
		12/6/2017	0095467325	100-0601-551.30-14	59.97	Library Materials
		12/6/2017	0095467390	100-0601-551.30-14	14.24	Library Materials
		12/6/2017	0095467393	100-0601-551.30-14	158.13	Library Materials
		12/6/2017	0095491256	100-0601-551.30-14	39.99	Library Materials
		12/6/2017	0095491257	100-0601-551.30-14	34.17	Library Materials
		12/6/2017	0095491258	100-0601-551.30-14	241.05	Library Materials
		12/6/2017	0095492160	100-0601-551.30-14	14.98	Library Materials
		12/6/2017	0095492161	100-0601-551.30-14	198.75	Library Materials
		12/6/2017	0095508987	100-0601-551.30-14	22.48	Library Materials
		12/6/2017	0095508988	100-0601-551.30-14	129.51	Library Materials
		12/6/2017	0095509225	100-0601-551.30-14	247.06	Library Materials
		12/6/2017	0095527172	100-0601-551.30-14	173.92	Library Materials
		12/6/2017	0095527173	100-0601-551.30-14	29.99	Library Materials
		12/6/2017	0095527185	100-0601-551.30-14	108.05	Library Materials
	<b>Total for check: 59618</b>				<b>1,893.02</b>	
MBM	59619	12/6/2017	IN236739	100-0601-551.24-04	422.80	Copier Contract
		12/6/2017	IN238137	100-0601-551.24-04	178.55	Copier Contract
	<b>Total for check: 59619</b>				<b>601.35</b>	
PENWORTHY COMPANY	59620	12/6/2017	0534004-IN	100-0601-551.30-14	2,136.09	Library Materials
		12/6/2017	0534436-IN	100-0601-551.30-14	1,733.94	Library Materials
	<b>Total for check: 59620</b>				<b>3,870.03</b>	
PIGGLY WIGGLY MIDWEST LLC	59621	12/6/2017	PWM-319758	100-0601-551.30-16	42.46	Program Supplies
	<b>Total for check: 59621</b>				<b>42.46</b>	

# AP Check Register

## Check Date: 12/6/2017

Date: 12/8/2017

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
RHYME BUSINESS PRODUCTS	59622	12/6/2017	AR180260	100-0601-551.30-10	59.31	Calendars
			<b>Total for check: 59622</b>		<b>59.31</b>	
RIPON PUBLIC LIBRARY	59623	12/6/2017	REFUND	100-0601-551.30-14	10.99	Materials Return
			<b>Total for check: 59623</b>		<b>10.99</b>	
S & L DELIVERY	59624	12/6/2017	JAN-DEC 2017	100-0601-551.30-14	1,405.00	Subscriptions
			<b>Total for check: 59624</b>		<b>1,405.00</b>	
SENSOURCE	59625	12/6/2017	35703	100-0601-551.24-04	300.00	Data Hosting
			<b>Total for check: 59625</b>		<b>300.00</b>	
SERVICEMASTER BUILDING MAINTENANCE	59626	12/6/2017	25199	100-0601-551.20-01	1,541.00	Janitorial Service
			<b>Total for check: 59626</b>		<b>1,541.00</b>	
STAPLES BUSINESS ADVANTAGE	59627	12/6/2017	8047406924	100-0601-551.30-10	495.46	Card Stock/Sharpie
			<b>Total for check: 59627</b>		<b>495.46</b>	
SYNCB/AMAZON	59628	12/6/2017	10192017	100-0601-551.30-14	22.00	Library Materials
					12.00	Library Materials
					66.55	Library Materials
					196.72	Library Materials
					399.73	Library Materials
		12/6/2017	1092017	100-0601-551.30-14	55.97	Library Materials
					20.88	Library Materials
					15.49	Library Materials
					39.57	Library Materials
					514.50	Library Materials
		12/6/2017	1122017	100-0601-551.30-14	12.69	Library Materials
					78.91	Library Materials

**AP Check Register**  
**Check Date: 12/6/2017**

Date: 12/8/2017

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description	
SYNCB/AMAZON...	59628...	12/6/2017...	1122017...	100-0601-551.30-14...	778.82	Library Materials	
		12/6/2017	9282017	100-0601-551.30-14	10.99	Library Materials	
					12.19	Library Materials	
		12/6/2017	982017	100-0601-551.30-14	13.99	Library Materials	
					21.85	Library Materials	
		12/6/2017	CREDIT	100-0601-551.30-14	(1.02)	CREDIT	Library Materials
					(1.87)	CREDIT	Library Materials
Total for check: 59628				2,269.96			
UNIQUE MANAGEMENT SERVICES INC	59629	12/6/2017	453639	100-0000-441.19-00	107.40	Collection Agency Fees	
					107.40		
US BANK EQUIPMENT FINANCE	59630	12/6/2017	344153655	100-0601-551.24-04	399.49	Copier Contract	
					399.49		
WINNEFOX AUTOMATED LIBRARY SYSTEM	59631	12/6/2017	WALS804	100-0601-551.30-11	129.33	Sept 2017	Unique Managment Serv.
					129.33		
WISCONSIN DEPT OF REVENUE	59632	12/6/2017	L1590274320	100-0601-551.32-01	10.00	Business Tax Reg. Renewal	
					10.00		
WISCONSIN DEPT OF SAFETY & PROF SVC	59633	12/6/2017	454790	100-0601-551.33-02	50.00	Elevator Permit	
					50.00		
					32,499.12		

# AP Check Register

## Check Date: 12/7/2017

Date: 12/8/2017

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ACCURATE	59634	12/7/2017	1714975	731-1022-541.30-18	18.18	Nitro Drill/Light Bulbs Wheel Weight
			<b>Total for check: 59634</b>		<b>18.18</b>	
ASSOCIATED APPRAISAL CONSULTANTS	59635	12/7/2017	131131	100-0402-513.21-09	5,000.00	Dec Assessment SVCS
					61.39	Internet Posting
				100-0402-513.30-11	10.20	Postage
			<b>Total for check: 59635</b>		<b>5,071.59</b>	
BOUWER PRINTING INC	59636	12/7/2017	111636	100-0801-521.29-01	297.00	Forms
		12/7/2017	111693	100-0801-521.29-01	55.91	Violation Notice Warning
			<b>Total for check: 59636</b>		<b>352.91</b>	
PAMELA A CAPTAIN	59637	12/7/2017	CAPTAIN	100-0201-512.33-01	7.54	Travel Expenses Court Hearing
					2.60	Travel Expenses Municipal Court
				100-0201-512.34-01	22.36	Travel Expenses WI DOT Conference
			<b>Total for check: 59637</b>		<b>32.50</b>	
CAREW CONCRETE & SUPPLY CO INC	59638	12/7/2017	0067884-IN	470-0304-562.82-02	69.88	Aggregate Landscape Fabric
					(69.88)	Reverse Transaction
		12/7/2017	1087767	470-0304-562.82-02	69.88	Plover/Landscape Fabric Mill Street
			<b>Total for check: 59638</b>		<b>69.88</b>	
D&B DISTRIBUTORS LLC	59639	12/7/2017	D29424	731-1022-541.24-02	314.98	Rebuilt Drill & Head
		12/7/2017	D30106	731-1022-541.24-04	549.99	Scout Upgrade
			<b>Total for check: 59639</b>		<b>864.97</b>	
FACTORY MOTOR PARTS CO	59640	12/7/2017	18-Z12288	731-1022-541.38-03	91.45	Battery
			<b>Total for check: 59640</b>		<b>91.45</b>	
FARRELL EQUIPMENT & SUPPLY CO INC	59641	12/7/2017	INV919286	100-1004-541.30-18	34.99	Concrete Form Tube



**AP Check Register**  
**Check Date: 12/7/2017**

Date: 12/8/2017

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description	
FARRELL EQUIPMENT & SUPPLY CO INC...	59641...	12/7/2017	INV919288	100-1003-541.30-15	75.98	Bronze Hand Groover	Attachments
Total for check: 59641					110.97		
FASTENAL COMPANY	59642	12/7/2017	WINEE131108	100-0704-552.24-03	33.65	Parts	
Total for check: 59642					33.65		
FORCE AMERICA DISTRIBUTING LLC	59643	12/7/2017	IN001-1194126	731-1022-541.38-03	9.54	Battery/Spreader	
Total for check: 59643					9.54		
GRAEF	59644	12/7/2017	0095339	470-0703-553.82-02	3,651.84	Professional Services	Loop the Lake
Total for check: 59644					3,651.84		
GRAND CHUTE POLICE DEPARTMENT	59645	12/7/2017	GCPD	100-0000-201.03-00	287.80	BOND	Report #17-3964
Total for check: 59645					287.80		
GREEN BOYZ LAWCARE	59646	12/7/2017	26486	100-0601-551.24-03	47.50	Fertilizer/Weed Control	
				100-0801-521.20-06	47.50	Fertilizer/Weed Control	
Total for check: 59646					95.00		
GUNDERSON CLEANERS	59647	12/7/2017	548994	100-0801-521.30-13	34.66	Mats & Towels	
Total for check: 59647					34.66		
GUSTMAN CHEVROLET SALES INC	59648	12/7/2017	44974	731-1022-541.38-03	55.06	Horn	
Total for check: 59648					55.06		
HOME DEPOT CREDIT SERVICES	59649	12/7/2017	14092	100-0703-553.24-03	22.24	Wood	
		12/7/2017	3013080	100-0703-553.30-18	69.52	Weathershield	Flagging/Board
		12/7/2017	6012823	100-0601-551.24-03	401.89	Wood/Plugs/Screws	
		12/7/2017	6012824	100-0703-553.24-03	24.98	Rod Clamps/Thermostat	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
HOME DEPOT CREDIT SERVICES...	59649...	12/7/2017...	6012824...	100-0703-553.30-18	23.94	Rod Clamps/Thermostat
		12/7/2017	8013524	100-0601-551.30-15	163.76	Clamps/Triggers
		12/7/2017	8114300	100-0601-551.30-15	200.50	Wood/Saw Laser
		12/7/2017	8114301	100-0703-553.24-03	33.29	Couplings/Schedules Filters/Junction Box
				731-1022-541.24-03	72.96	Couplings/Schedules Filters/Junction Box
Total for check: 59649					<b>1,013.08</b>	
ROGER HUFF	59650	12/7/2017	EXC DEPOSIT	100-0000-201.10-00	100.00	Return Deposit Exc. Permit #12189
	Total for check: 59650				<b>100.00</b>	
INTERGRITY COMPOSITES	59651	12/7/2017	LOOP THE LAKE	470-0703-553.82-02	16,256.19	25% Down Payment Decking/Loop the Lake
	Total for check: 59651				<b>16,256.19</b>	
INTERTAPE POLYMER GROUP	59652	12/7/2017	MR Refund	100-0000-123.00-00	5,618.03	INTERTAPE POLYMER GROUP MR Refund Voucher
	Total for check: 59652				<b>5,618.03</b>	
JOE'S POWER CENTER	59653	12/7/2017	14629	731-1022-541.38-03	42.94	Rewind Starter
	Total for check: 59653				<b>42.94</b>	
JX ENTERPRISES INC	59654	12/7/2017	2410529P	731-1022-541.38-03	226.27	Hose Assy-Air Brake
		12/7/2017	2410628P	731-1022-541.38-03	299.54	Gauge-Speedometer
	Total for check: 59654				<b>525.81</b>	
KITZ & PFEIL INC	59656	12/7/2017	7571	100-0801-521.30-18	9.98	BigGap Foam Sealant
		12/7/2017	7574	100-0801-521.30-13	12.57	Batteries
				731-1022-541.30-18	12.73	Batteries
		12/7/2017	7700	100-0801-521.24-03	7.19	Nozzle
		12/7/2017	7704	100-0801-521.24-03	37.79	Hose
		12/7/2017	7726	100-1012-541.30-18	8.80	Connectors
		12/7/2017	7736	731-1022-541.38-03	4.02	Eye Bolt

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<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>	
KITZ & PFEIL INC...	59656...	12/7/2017	7768	100-0703-553.30-18	28.22	Pulls/Nuts/Bolts	
		12/7/2017	7814	100-0703-553.24-03	35.06	Screws/Duct Tape	
		12/7/2017	7949	100-0801-521.30-15	7.72	Part	
		12/7/2017	7995	100-0703-553.24-03	9.52	Antifreeze	
		12/7/2017	8090	731-1022-541.38-03	7.45	Caps	
		12/7/2017	8093	470-0304-562.82-02	10.47	Conduit/Mill Street	
		12/7/2017	8169	100-1012-541.30-18	34.45	Nuts & Bolts	
		12/7/2017	8185	100-1001-514.24-03	12.58	Picture Hanging Strips	
				100-1012-541.30-18	8.25	Hardware/Bridge Lights	
		12/7/2017	8228	100-1012-541.30-18	34.06	Handy Box/Cover/Out Box	Misc Electrical
		12/7/2017	8243	100-0703-553.30-18	9.40	Misc Hardware	
		12/7/2017	88847	100-0702-552.30-18	5.58	Tape	
				100-0704-552.24-03	53.39	Tape	
<b>Total for check: 59656</b>					<b>349.23</b>		
DAN KUENSTER	59657	12/7/2017	EXC DEPOSIT	100-0000-201.10-00	100.00	Return Deposit	Exc. Permit #12423
	<b>Total for check: 59657</b>				<b>100.00</b>		
LECC TRAINING FUND	59658	12/7/2017	CONFERENCE	100-0801-521.34-02	150.00	Active Threat Conference	
	<b>Total for check: 59658</b>				<b>150.00</b>		
MATTHEWS TIRE & SERVICE CENTER	59659	12/7/2017	63778	731-1022-541.38-02	68.34	Tire Balance/Patch	Valve Stem
		12/7/2017	63829	731-1022-541.38-02	223.96	Tires	
	<b>Total for check: 59659</b>				<b>292.30</b>		
MENASHA NEENAH MUNICIPAL COURT	59660	12/7/2017	MNCOURT	100-0000-201.03-00	211.80	BOND	Report #17-0384
					148.80	BOND	Report #17-0389
					211.80	BOND	Report #17-0390
					211.80	BOND	Report #17-0391

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MENASHA NEENAH MUNICIPAL COURT...	59660...	12/7/2017...	MNCOURT...	100-0000-201.03-00...	186.60	BOND Report #17-0392
Total for check: 59660					970.80	
MENASHA TREASURER	59661	12/7/2017	PETTY CASH	100-0000-441.25-00	5.00	P&R Open Gym Start Up
				100-0201-512.30-11	20.24	UPS
					7.68	Postage
				100-0204-512.30-11	34.00	Postage
				100-0408-552.30-16	6.25	Christmas Tree Ornaments
				100-1002-541.30-11	7.20	Postage
Total for check: 59661					80.37	
MENASHA UTILITIES	59662	12/7/2017	ST LIGHTING	100-1012-541.22-03	13,007.58	Nov St Lighting
Total for check: 59662					13,007.58	
MODERN OVERHEAD DOOR	59663	12/7/2017	34721	731-1022-541.24-03	1,277.66	Services Call/Springs
Total for check: 59663					1,277.66	
N&M AUTO SUPPLY	59664	12/7/2017	622519	731-1022-541.38-03	15.49	Aluminum
		12/7/2017	622680	731-1022-541.38-03	36.68	Brake Pads
		12/7/2017	622859	731-1022-541.38-03	54.46	Fuel Filter
		12/7/2017	622954	731-1022-541.38-03	8.95	Battery Cable
		12/7/2017	622960	731-1022-541.38-03	1.16	Loom
		12/7/2017	623016	731-1022-541.38-03	11.50	Bulb
		12/7/2017	623149	731-1022-541.38-03	48.74	Oil Filters
		12/7/2017	623289	731-1022-541.38-03	3.06	Fuseholder Box
		12/7/2017	624002	731-1022-541.30-18	19.90	Weatherstrip Adhesive
		12/7/2017	624652	731-1022-541.38-03	67.58	Oil Filter/Circuit Kit Fuse Holder/Headlamp
Total for check: 59664					267.52	
NEENAH-MENASHA SEWERAGE COMMISSION	59665	12/7/2017	2017-248	601-1021-543.21-01	302.50	Legal Reimbursement D&K Invoice #420183
		12/7/2017	2017-252	601-1021-543.25-01	65,811.27	Dec Wastewater

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NEENAH-MENASHA SEWERAGE COMMISSION...	59665...	12/7/2017	2017-258	601-1021-543.25-01	26,840.00	Dec 2017	Interest & Debt Charge
<b>Total for check: 59665</b>					<b>92,953.77</b>		
CITY OF NEENAH	59666	12/7/2017	36426	100-0501-522.24-03	349.20	Station #35	Garage Door Repair
<b>Total for check: 59666</b>					<b>349.20</b>		
OFFICE DEPOT	59667	12/7/2017	8758077	100-0903-531.30-18	62.72	Desk Pads/Notebooks	Planners
				100-0909-531.30-18	4.80	Desk Pads/Notebooks	Planners
<b>Total for check: 59667</b>					<b>67.52</b>		
PACKER CITY INTL TRUCKS INC	59668	12/7/2017	X103051316:01	731-1022-541.38-03	104.83	Filters/Lights	
		12/7/2017	X103052136:01	731-1022-541.38-03	239.70	Transynd Fluid	
<b>Total for check: 59668</b>					<b>344.53</b>		
LINDA PALMBACH	59669	12/7/2017	PALMBACH	100-0903-531.33-01	24.75	Travel Expenses	
<b>Total for check: 59669</b>					<b>24.75</b>		
MEGHAN PAULY	59670	12/7/2017	PAULY	100-0903-531.33-01	0.83	Travel Expenses	
				100-0905-531.33-01	39.31	Travel Expenses	
<b>Total for check: 59670</b>					<b>40.14</b>		
PLYMOUTH LUBRICANTS	59671	12/7/2017	6162246	731-1022-541.38-03	327.58	Pro Perform Lubriguard	DEF Bulk
<b>Total for check: 59671</b>					<b>327.58</b>		
RECYCLETHATSTUFF.COM	59672	12/7/2017	052996	100-0304-562.21-06	150.00	Recycling Event	
<b>Total for check: 59672</b>					<b>150.00</b>		
STAPLES BUSINESS ADVANTAGE	59673	12/7/2017	8047406927	731-1022-541.30-10	19.99	Folder	

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STAPLES BUSINESS ADVANTAGE...	59673...	12/7/2017...	8047406927...	731-1022-541.30-10...	54.69	Digital Ceramic Tower	
<b>Total for check: 59673</b>					<b>74.68</b>		
SUBURBAN WILDLIFE SOLUTIONS LLC	59674	12/7/2017	3415	625-1010-541.21-06	536.00	Muskrat Removal	
<b>Total for check: 59674</b>					<b>536.00</b>		
UNIFIRST CORPORATION	59675	12/7/2017	097 0249207	731-1022-541.20-01	206.82	Coveralls/Lab Coat	
<b>Total for check: 59675</b>					<b>206.82</b>		
JANET VAN LANKVELT	59676	12/7/2017	QUILTING SUPPLY	100-0000-201.12-00	136.81	Senior Center Quilters	
					38.82	Senior Center Quilters	
<b>Total for check: 59676</b>					<b>175.63</b>		
WCA GROUP HEALTH TRUST	59677	12/7/2017	4319070	100-0000-204.08-00	125,492.51	Dec 2017 Health Ins	Active Employees
					9,199.79	Dec 2017 Health Ins	Bank Sick Retirees
<b>Total for check: 59677</b>					<b>134,692.30</b>		
WINNEBAGO COUNTY CLERK OF COURTS	59678	12/7/2017	WINNCOCLERK	100-0000-201.03-00	285.00	BOND	Report #17-4027
<b>Total for check: 59678</b>					<b>285.00</b>		
WINNEBAGO COUNTY TREASURER	59679	12/7/2017	12198	100-0805-521.25-01	411.68	Inmate Charges	
<b>Total for check: 59679</b>					<b>411.68</b>		
WISCONSIN SUPPORT COLLECTIONS	59680	12/7/2017	20171207	100-0000-202.03-00	711.51	PAYROLL SUMMARY	
<b>Total for check: 59680</b>					<b>711.51</b>		



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ZEP SALES & SERVICE	59681	12/7/2017	9003132966	731-1022-541.30-18	218.35	Zep Aerosal
Total for check: 59681					<u>218.35</u>	
					<u>282,400.97</u>	

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ACCURATE	59682	12/14/2017	1715131	731-1022-541.30-18	15.00	Latex Gloves
		12/14/2017	1715293	731-1022-541.30-18	63.59	Snap Link/Lock/Washers
		12/14/2017	1715420	731-1022-541.38-03	19.56	Bolts/Lock Nuts
	<b>Total for check: 59682</b>				<b>98.15</b>	
AEROLOC INCORPORATED	59683	12/14/2017	1563	100-0000-123.00-00	900.00	Asbestos Removal 731 Tayco St
	<b>Total for check: 59683</b>				<b>900.00</b>	
APPLETON HYDRAULIC COMPONENTS	59684	12/14/2017	35084	731-1022-541.38-03	273.50	Inspect Cylinder
	<b>Total for check: 59684</b>				<b>273.50</b>	
CITY OF APPLETON	59685	12/14/2017	239993	100-0302-542.25-01	15,341.00	Nov 2017 Transit Services
	<b>Total for check: 59685</b>				<b>15,341.00</b>	
ARING EQUIPMENT COMPANY INC	59686	12/14/2017	734429	731-1022-541.38-03	92.38	Bulbs
	<b>Total for check: 59686</b>				<b>92.38</b>	
BADGER MAILING & SHIPPING SYSTEMS	59687	12/14/2017	101221	100-1001-514.30-10	170.61	Ink Cartridge
	<b>Total for check: 59687</b>				<b>170.61</b>	
BECK ELECTRIC INC	59688	12/14/2017	D0517-COM-ED-10	100-1008-541.24-04	187.00	Traffic Detection Loop 3rd & Tayco
	<b>Total for check: 59688</b>				<b>187.00</b>	
SHARON BEYER	59689	12/14/2017	BEYER	100-0801-521.19-03	209.14	Uniform Allowance
	<b>Total for check: 59689</b>				<b>209.14</b>	

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BOBCAT PLUS	59690	12/14/2017	IA10880	731-1022-541.38-03	229.99	Snow Pusher	
			<b>Total for check: 59690</b>		<b>229.99</b>		
CALUMET COUNTY CLERK	59691	12/14/2017	CALCOCLERK	100-0000-201.03-00	250.00	BOND	Report #17-4103
			<b>Total for check: 59691</b>		<b>250.00</b>		
CENTRAL TEMPERATURE	59692	12/14/2017	0153963-IN	100-0801-521.24-05	349.38	Water Cooler Repair	
			<b>Total for check: 59692</b>		<b>349.38</b>		
COMPLETE OFFICE OF WISCONSIN	59693	12/14/2017	203596	100-0801-521.30-10	193.99	Paper/Shredder Lubricant	
			<b>Total for check: 59693</b>		<b>193.99</b>		
CONSULTANTS LABORATORY	59694	12/14/2017	1MDH	100-0905-531.21-05	530.00	Lab	
			<b>Total for check: 59694</b>		<b>530.00</b>		
UNEMPLOYMENT INSURANCE	59695	12/14/2017	692132-000-5	100-0703-553.15-09	336.00	Benefit Charges	
				100-1019-552.15-09	370.00	Benefit Charges	
			<b>Total for check: 59695</b>		<b>706.00</b>		
EARTHLINK BUSINESS	59697	12/14/2017		100-0000-123.00-00	400.89	MU Phone	12/2/17-1/1/18
				100-0101-511.22-01	13.45	Mayor Phone	12/2/17-1/1/18
				100-0201-512.22-01	8.53	Attorney Phone	12/2/17-1/1/18
				100-0202-512.22-01	21.55	Personnel Phone	12/2/17-1/1/18
				100-0203-512.22-01	17.72	Clerk Phone	12/2/17-1/1/18
				100-0301-523.22-01	19.46	Inspector Phone	12/2/17-1/1/18
				100-0304-562.22-01	31.89	Comm Dev Phone	12/2/17-1/1/18
				100-0401-513.22-01	43.02	Finance Phone	12/2/17-1/1/18
				100-0402-513.22-01	8.77	Assessor Phone	12/2/17-1/1/18
				100-0502-522.22-01	53.41	EOC Phone	12/2/17-1/1/18
				100-0601-551.22-01	226.77	Library Phone	12/2/17-1/1/18

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
EARTHLINK BUSINESS...	59697...	12/14/2017...	...	100-0702-552.22-01	36.07	Recreation Phone 12/2/17-1/1/18
				100-0703-553.22-01	60.60	Parks Phone 12/2/17-1/1/18
				100-0704-552.22-01	18.83	Pool Phone 12/2/17-1/1/18
				100-0801-521.22-01	334.39	Police Phone 12/2/17-1/1/18
				100-0903-531.22-01	65.43	Health Phone 12/2/17-1/1/18
				100-0920-531.22-01	17.59	Senior Center Phone 12/2/17-1/1/18
				100-1001-514.22-01	96.59	City Building Phone 12/2/17-1/1/18
				100-1002-541.22-01	56.20	Engineering Phone 12/2/17-1/1/18
				100-1008-541.22-01	5.08	Sign Dept Phone 12/2/17-1/1/18
				207-0000-123.00-00	35.82	Marina Phone 12/2/17-1/1/18
				731-1022-541.22-01	34.63	PWF Phone 12/2/17-1/1/18
				743-0403-513.22-01	20.46	IT Phone 12/2/17-1/1/18
				Total for check: 59697		
EJ ARENA SPORTS	59698	12/14/2017	171774	100-0702-552.30-18	225.00	Ice Skate Sharpening
		12/14/2017	ICE SKATES	100-0702-552.30-18	45.30	Ice Skate Rental
		Total for check: 59698				270.30
FACTORY MOTOR PARTS CO	59699	12/14/2017	18-1633651	731-1022-541.38-03	139.67	Part
		Total for check: 59699				139.67
FERGUSON ENTERPRISES INC #448	59700	12/14/2017	0237915	731-1022-541.30-18	552.00	Gloves
		12/14/2017	4205973	100-0601-551.24-03	751.39	Rep Kit
		12/14/2017	4214663	100-0801-521.24-03	935.82	Urn/Flex Tube Kit
		12/14/2017	4224131	100-0920-531.24-03	43.46	Rep Kit/Flex Tube Kit
				100-1001-514.24-03	68.85	Rep Kit/Flex Tube Kit
		Total for check: 59700				2,351.52
FERRELLGAS	59701	12/14/2017	1098533901	266-1027-543.30-18	75.81	Generator
Total for check: 59701				75.81		

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FIRST AMERICAN TITLE INSURANCE CO	59702	12/14/2017	925-650233607	501-0304-562.21-08	328.00	Closing Fees
<b>Total for check: 59702</b>					<b>328.00</b>	
FOX CITITES APPRAISAL CO.	59703	12/14/2017	C2017-161	100-0304-562.21-09	1,450.00	140 Main St
<b>Total for check: 59703</b>					<b>1,450.00</b>	
FOX CROSSING UTILITIES	59704	12/14/2017	127-16734	100-0703-553.22-05	76.80	Standby Water-8/15-11/15 1200 Geneva
		12/14/2017	127-17360	100-0703-553.22-05	9.60	Standby Water-8/15-11/15
<b>Total for check: 59704</b>					<b>86.40</b>	
GRAPHIC COMPOSITION INC	59705	12/14/2017	171085	100-0000-134.00-00	(8.30)	PD Business Cards
				100-0801-521.29-01	93.30	PD Business Cards
<b>Total for check: 59705</b>					<b>85.00</b>	
GRIESBACH READY-MIX LLC	59706	12/14/2017	4016	100-1004-541.30-18	270.00	Concrete Milwaukee St-Utilities
<b>Total for check: 59706</b>					<b>270.00</b>	
CANDI HUBER	59707	12/14/2017	HUBER	100-0202-512.34-01	90.90	Travel Expenses
<b>Total for check: 59707</b>					<b>90.90</b>	
JX ENTERPRISES INC	59708	12/14/2017	2411065P	731-1022-541.38-03	40.81	Handle Kit
		12/14/2017	2411212P	731-1022-541.38-03	3,474.31	Cummins Turbo/Core/Nuts
		12/14/2017	2411215P	731-1022-541.38-03	12.57	Clamp-Hose Belt
		12/14/2017	2412207P	731-1022-541.38-03	55.64	Gaskets/Oil Pan
<b>Total for check: 59708</b>					<b>3,583.33</b>	
KJ WASTE SYSTEMS INC	59709	12/14/2017	PAPER	266-1027-543.21-06	845.00	Paper/Co-Ming
<b>Total for check: 59709</b>					<b>845.00</b>	

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LEVENHAGEN OIL CORPORATION	59710	12/14/2017	063710A-IN	100-0000-131.00-00	1,696.46	Fuel
		12/14/2017	063711A-IN	100-0000-131.00-00	4,820.51	Diesel
		Total for check: 59710			<b>6,516.97</b>	
MARCO TECHNOLOGIES LLC	59711	12/14/2017	INV4796249	743-0403-513.21-04	5,625.00	IT Consulting Services
		12/14/2017	INV4796260	743-0403-513.21-04	1,095.93	IT Consulting Services
		Total for check: 59711			<b>6,720.93</b>	
MATTHEWS TIRE & SERVICE CENTER	59712	12/14/2017	64047	731-1022-541.38-02	37.66	Valve Stem/Hardware Flat Repair
		Total for check: 59712			<b>37.66</b>	
MENARDS-APPLETON EAST	59713	12/14/2017	27249	100-1008-541.30-18	320.77	Reels
		Total for check: 59713			<b>320.77</b>	
MENARDS-APPLETON WEST	59714	12/14/2017	65817	100-0703-553.30-18	259.74	Reel
		Total for check: 59714			<b>259.74</b>	
MENASHA TREASURER	59715	12/14/2017	PARCEL 6-808	100-0000-212.00-00	2,989.56	Property Tax Payment
		Total for check: 59715			<b>2,989.56</b>	
MENASHA TREASURER	59716	12/14/2017		100-0000-103.09-00	30.00	Health Dept Petty Cash
		Total for check: 59716			<b>30.00</b>	
MENASHA UTILITIES	59717	12/14/2017	M.U.	100-0703-553.30-18	235.00	LED Fixture
		Total for check: 59717			<b>235.00</b>	
MORTON SAFETY	59718	12/14/2017	178804-00	100-0801-521.30-18	66.30	Coveralls/Masks/Gloves
		12/14/2017	178909-00	100-0801-521.30-18	13.00	Fit Test Adapter
		12/14/2017	179033-00	100-0801-521.30-18	538.00	Masks



**AP Check Register**  
**Check Date: 12/14/2017**

Date: 12/14/2017

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MORTON SAFETY...	59718...	12/14/2017	179216-00	100-0801-521.30-18	31.97	Eyewear/Gloves
		12/14/2017	179340-00	100-0801-521.30-15	3,029.00	Filters/Fume Hood
		12/14/2017	181261-00	100-0801-521.30-18	16.66	Sharps Drop Tray
		12/14/2017	181995-00	731-1022-541.30-18	111.30	Gloves/Eyewash
	Total for check: 59718				3,806.23	
NEENAH-MENASHA SEWERAGE COMMISSION	59719	12/14/2017	2017-250	601-1020-543.24-05	5,775.00	Repair Interceptor
		Total for check: 59719				5,775.00
NETWORK HEALTH SYSTEM INC	59720	12/14/2017	363162	100-0202-512.21-06	532.00	Physical Exams      Drug Screens
		12/14/2017	363639	100-0202-512.21-05	793.80	EAP Standard Service
	Total for check: 59720				1,325.80	
OMNNI ASSOCIATES INC	59721	12/14/2017	360	501-0304-562.21-01	807.50	Menasha-Donnelley
		Total for check: 59721				807.50
PACKER CITY INTL TRUCKS INC	59722	12/14/2017	X103052170:01	731-1022-541.38-03	507.75	Filters/Lube Oil
		12/14/2017	X103052170:02	731-1022-541.38-03	3.97	Oil Filter/Lube Oil
		12/14/2017	X103052410:01	731-1022-541.38-03	56.94	Clamp/Filter
	Total for check: 59722				568.66	
ANGELA RADDANT	59723	12/14/2017	REFUND	100-0000-441.25-00	50.00	Class Refund      Low Enrollment
		Total for check: 59723				50.00
REGISTRATION FEE TRUST	59724	12/14/2017	REG FEE TRUST	100-0801-521.29-04	74.50	License Plate Fees
		Total for check: 59724				74.50

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RIVERRESTORATION.ORG	59725	12/14/2017	1198	489-0703-562.21-02	152.25	DNR Correspondence	
<b>Total for check: 59725</b>					<b>152.25</b>		
SAFEGUARD BUSINESS SYTEMS	59726	12/14/2017	032534190	100-0202-512.29-01	193.71	W-2's/Envelopes	
<b>Total for check: 59726</b>					<b>193.71</b>		
SANDEE SCOVRONSKI	59727	12/14/2017	SCOVRONSKI	100-0702-552.30-18	76.18	Reimbursement	
<b>Total for check: 59727</b>					<b>76.18</b>		
SECURIAN FINANCIAL GROUP INC	59728	12/14/2017	002832L	100-0000-204.07-00	3,108.83	Group Life Plan	
<b>Total for check: 59728</b>					<b>3,108.83</b>		
SERVICEMASTER BUILDING MAINTENANCE	59729	12/14/2017	25464	100-0801-521.20-01	1,609.00	Janitorial Services	
		12/14/2017	25477	100-0801-521.21-06	55.00	Janitorial Services	
		12/14/2017	25480	731-1022-541.20-01	672.00	Janitorial	
	<b>Total for check: 59729</b>					<b>2,336.00</b>	
TASC	59730	12/14/2017	IN1171520	100-0202-512.21-06	260.00	FSA-Admin Fees	
<b>Total for check: 59730</b>					<b>260.00</b>		
TRI-COUNTY OVERHEAD DOOR INC	59731	12/14/2017	050866	100-1013-541.21-06	3,029.58	Spring Tube/Belt	Spray Lube
<b>Total for check: 59731</b>					<b>3,029.58</b>		
TRUCK EQUIPMENT INC	59732	12/14/2017	769896-00	731-1022-541.38-03	224.00	Spinner Motor	
<b>Total for check: 59732</b>					<b>224.00</b>		

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T2 SYSTEMS INC	59733	12/14/2017	HW006374	470-0801-521.80-01	3,970.25	Printers	Parking Ticket System
<b>Total for check: 59733</b>					<b>3,970.25</b>		
UNIFIRST CORPORATION	59734	12/14/2017	097 0249708	731-1022-541.20-01	162.42	Mat/Mop/Clothing Service	
<b>Total for check: 59734</b>					<b>162.42</b>		
US CELLULAR	59735	12/14/2017	0220299801	100-0201-512.22-01	29.17	Captain	11/7/17-12/13/17
				100-0301-523.22-01	29.43	Humski	11/7/17-12/13/17
				100-0304-562.22-01	38.50	Schroeder	11/7/17-12/13/17
				100-0601-551.22-01	13.09	Haessly	11/7/17-12/13/17
				100-0702-552.22-01	2.36	Park Locations	11/7/17-12/13/17
				100-0703-553.22-01	6.69	Haessly	11/7/17-12/13/17
					55.45	Parks	11/7/17-12/13/17
				100-0801-521.22-01	893.45	Police	11/7/17-12/13/17
					8.86	Haessly	11/7/17-12/13/17
				100-0904-531.22-01	44.98	Drew	11/7/17-12/13/17
				100-1001-514.22-01	8.86	Haessly	11/7/17-12/13/17
				100-1002-541.22-01	75.29	Engineering	11/7/17-12/13/17
				100-1008-541.22-01	3.78	Bursack	11/7/17-12/13/17
				100-1019-552.22-01	1.28	Racine St Bridge	11/7/17-12/13/17
				601-1020-543.22-01	0.50	Confined Space	11/7/17-12/13/17
					0.50	Sewer Truck	11/7/17-12/13/17
				625-1002-541.22-01	25.10	Engineering Split	11/7/17-12/13/17
				731-1022-541.22-01	80.74	Garage	11/7/17-12/13/17
				743-0403-513.22-01	42.50	James	11/7/17-12/13/17
<b>Total for check: 59735</b>					<b>1,360.53</b>		
US VENTURE	59736	12/14/2017	L59014	731-1022-541.21-06	15.00	Spectro V100 Water	AF Fuel
<b>Total for check: 59736</b>					<b>15.00</b>		

**AP Check Register**  
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WAVERLY SANITARY DISTRICT	59737	12/14/2017	001-0220-00	100-0703-553.22-05	44.62	Sewer/Water	
<b>Total for check: 59737</b>					<b>44.62</b>		
WE ENERGIES	59738	12/14/2017	7097-295-547	100-0701-533.22-03	17.88	Electricity - North St	11/01/17-12/04/17
<b>Total for check: 59738</b>					<b>17.88</b>		
WIL-KIL PEST CONTROL	59739	12/14/2017	3268489	731-1022-541.20-07	68.75	Commercial Contract	
<b>Total for check: 59739</b>					<b>68.75</b>		
WINNEBAGO COUNTY CLERK OF COURTS	59740	12/14/2017	WINNCOCLERK	100-0000-201.03-00	650.00	BOND	Report #17-4072
<b>Total for check: 59740</b>					<b>650.00</b>		
					<b>75,922.54</b>		



To: Menasha Common Council

From: Jenny Groeschel Police Records

RE: Beverage Operator License (Bartender) Applicants

Date: December 13, 2017

The below individuals have applied for a bartender license to serve, dispense and/or sell alcohol at a licensed establishment within the City. They have all met the criteria under the "Guidelines for Operator Licenses" approved by the Common Council. Therefore, staff is recommending the following people be **APPROVED** for an Operator's License for the 2017-2019 licensing period:

Jason Lone  
Kelly Mischler  
Robert Rotter  
Austin Rustad  
Vanessa Sanchez  
James Scheuers

cc: chief via email



## MEMORANDUM

To: Mayor Merkes and Common Council

From: Debbie Galeazzi, City Clerk

Subject: Appointment of Election Inspectors (Poll Workers)

Date: December 11, 2017

Pursuant to Wis. State Statutes §7.30, attached is a list of nominees for appointment as election inspectors (aka poll workers) for the 2018-2019 elections. This is a two year appointment. We did not receive lists from either the Democratic or Republican parties; all appointments will be made with no party affiliation.



<b>Last Name</b>	<b>First Name</b>	<b>Party Affiliation</b>	<b>Appointm ent for 2018- 2019</b>
Binder	Jane	None	Yes
Bisby	Bob	None	Yes
Bisby	Barb	None	Yes
Borchart	Deborah	None	Yes
Brunn	Mike	None	Yes
Campbell	Kelley	None	Yes
Coopman	Gary	None	Yes
Coopman	Bonnie	None	Yes
De Braal	Bonnie	None	Yes
Depner	Debbie	None	Yes
Dworshok	Dorothy	None	Yes
Erdmann	Sue	None	Yes
Evenson	Chris	None	Yes
Fahrback	Bob	None	Yes
Geibel	Jan	None	Yes
Gielau	Sue	None	Yes
Gressler	Pricilla	None	Yes
Gressler	Larry	None	Yes
Griesbach	Mary	None	Yes
Griesbach	Bud	None	Yes
Groh	Linda	None	Yes
Hotynski	John	None	Yes
Hotynski	Diane	None	Yes
Jacobson	Tim	None	Yes
Jacobson	Cheryl	None	Yes
Jahnke	Sue	None	Yes
Jakubek	Janet	None	Yes
Jakubek	Jerry	None	Yes
Jawort	Pat	None	Yes
Kemps	Mary	None	Yes
Kester	Barbara	None	Yes
Konitzer	Rob	None	Yes
Kraus	Darlene	None	Yes
Kubiak	Ken	None	Yes
Kujawa	Dawn	None	Yes
Laeyendecker	Chris	None	Yes
Martenson	Pat	None	Yes
Martenson	Stan	None	Yes
Martin	Kay	None	Yes
Maxymek	Ellen	None	Yes
McCullogh	Kathy	None	Yes
Nadolski	Jim	None	Yes

Olander	Pat	None	Yes
Pawelkiewicz	Bob	None	Yes
Piel	Judy	None	Yes
Pommerening	Jeff	None	Yes
Possell	Chris	None	Yes
Possell	Ron	None	Yes
Pozolinski	Joy	None	Yes
Reuter	Ann	None	Yes
Reuter	Jack	None	Yes
Sandlin	Pat	None	Yes
Schaefer-Kemps	Adam	None	Yes
Seefeldt	Kris	None	Yes
Smith	Carolyn	None	Yes
Spencer	Paula	None	Yes
Steffens	Margaret	None	Yes
Stephenson	Bob	None	Yes
Stephenson	Connie	None	Yes
Stevens	Bob	None	Yes
Stevens	Darlene	None	Yes
Stoffel	Judy	None	Yes
Stoffel	Tom	None	Yes
Ticknor	Bill	None	Yes
Ticknor	Jackie	None	Yes
Vanderhyden	Ellen	None	Yes
Vanderhyden	Kim	None	Yes
Vander Hyden	Rod	None	Yes
Vander Zanden	Linda	None	Yes
Vander Zanden	Ron	None	Yes
Walter	Marlene	None	Yes
Walter	Mike	None	Yes
Weiland	Cindy	None	Yes
Wicihowski	Kathy	None	Yes
Wicihowski	Dave	None	Yes
Wisneski	Sue	None	Yes
Wisneski	Gary	None	Yes
Zielinski	Ray	None	Yes



RESOLUTION R-27-17

A RESOLUTION TO PLACE AN ADVISORY REFERENDUM ON THE APRIL 3, 2018  
SPRING ELECTION BALLOT

Introduced by Alderman Taylor

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Menasha, that  
an Advisory Referendum be placed on the April 3, 2018 Spring Election ballot, as follows:

“Shall the State’s alternative (B) design be the recommended option to both the Wisconsin  
Department of Transportation and the City of Menasha, rehabilitating rather than replacing the  
Racine Street Bridge, so that the State of Wisconsin will continue to own the bridge and incur all  
costs of maintenance, operation, future repairs and reconstruction? Answer: Yes or No.”

Passed and approved this \_\_\_\_ day of \_\_\_\_\_, 2017.

Recommended by:

\_\_\_\_\_

Motion/Second:

\_\_\_\_\_

Vote: \_\_\_\_\_

Pass/Fail: \_\_\_\_\_

Requires: \_\_\_\_ Majority Vote

\_\_\_\_ 2/3 Vote

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

ATTEST:

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