

**CITY OF MENASHA
COMMON COUNCIL
First Floor Conference Room
100 Main Street
Tuesday, January 2, 2018
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. Clerk Galeazzi - the following minutes and communications have been received and placed on file:
 - Minutes to receive:
 - a. Administration Committee, 12/18/2017
 - b. Board of Public Works, 12/18/2017
 - c. Landmarks Commission, 12/13/2017
 - d. Library Board, 12/13/2017
 - e. Neenah-Menasha Sewerage Commission, 11/28/2017
 - f. Personnel Committee, 12/18/2017
 - Communications:
 - g. American Transmission Co. Community Planting Program Grant Award
 - h. WISDOT Media Release Concerning the Racine Street Bridge
- 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, 12/18/2017
 - Administration Committee, 12/18/2017, Recommends the Approval of:
 - 2. 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
 - Board of Public Works, 12/18/2017, Recommends the Approval of:
 - 3. Payment—Pheifer Bros. Construction Co. Inc.; Contract Unit 2017-04; Fox River “Loop the Lake” Bridge Crossings; \$255,985.01 (Payment No. 1)
 - 4. Option A with single head design for lighting for the Main Street Reconstruction Project

Personnel Committee, 12/18/2017, Recommends the Approval of:

5. Modify City's vacation allowance for salaried employees effective 2018 providing: 15 days per calendar year, pro-rated at the start of employment; 20 days after 6 years of employment; and 25 days after 13 years of employment.

H. ITEMS REMOVED FROM THE CONSENT AGENDA

I. ACTION ITEMS

1. Accounts payable and payroll for the term of 12/21/2017—12/28/2017 in the amount of \$529,799.65
2. Beverage Operators License Applications for the 2017-2019 licensing period.
3. Veto of Common Council Resolution R-27-17
4. Protocol Committee Update

J. HELD OVER BUSINESS

K. ORDINANCES AND RESOLUTIONS

1. R-2-18 A Resolution Terminating City of Menasha TIF District No. 3 and Authorizing City Treasurer to Distribute Excess Increment to Overlying Tax Districts

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
Monday, January 15, 2018
Common Council Meeting – 6:00 p.m.
Committee Meetings to Follow

CITY OF MENASHA
ADMINISTRATION COMMITTEE
First Floor Conference Room
100 Main Street, Menasha
December 18, 2017
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Krueger at 8: 21 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Benner, Nichols, Taylor, Sevenich, Collier, Krueger, Zelinski, Grade.
ALSO PRESENT: Mayor Merkes, CA Captain, PC Styka, FC Kloehn, ASD Jacobs,
DPW Radomski, PHD McKenney, Clerk Galeazzi.

C. MINUTES TO APPROVE

1. Administration Committee, 12/4/17

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

Motion carried on voice vote.

D. ACTION/DISCUSSION ITEMS

1. 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. (Postponed from 12/4/17)

PHD McKenney explained the agreement with City of De Pere will be for Menasha's Registered Sanitarian, Todd Drew, to provide oversight, supervision and act as fiscal agent for City of De Pere. The Wisconsin Department of Agricultural Trade and Consumer Protection require health departments that hold an agent status to have a registered sanitarian on staff. Mr. Drew is a registered sanitarian. The City of De Pere has a sanitarian on staff but he is not registered.

General discussion ensued on the terms of the agreement.

Moved by Ald. Nichols seconded by Ald. Collier to recommend to Common Council 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.

Motion carried on roll call 8-0.

E. ADJOURNMENT

Moved by Ald. Taylor seconded by Ald. Collier to adjourn at 8:31 p.m.

Motion carried on voice vote.

Deborah A. Galeazzi, WCMC
City Clerk

CITY OF MENASHA
Board of Public Works
First Floor Conference Room
100 Main Street
December 18, 2017
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Taylor at 8:35 p.m.

B. ROLL CALL / EXCUSED ABSENCES

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

ALSO PRESENT: Mayor Merkes, CA Captain, PC Styka, FC Kloehn, ASD Jacobs, DPW Radomski, Clerk Galeazzi.

C. MINUTES TO APPROVE

1. December 4, 2017

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

Motion carried on voice vote.

D. DISCUSSION/ACTION ITEMS

1. Payment – Pheifer Bros. Construction Co. Inc.; Contract Unit 2017-04; Fox River “Loop the Lake” Bridge Crossings; \$255,985.01 (Payment No. 1)

Moved by Ald. Zelinski seconded by Ald. Grade to recommend to Common Council payment to Pheifer Bros. Construction Co., Inc for Contract Unit 2017-04 for Fox River “Loop the Lake” Bridge Crossings in the amount of \$255,985.01 (Payment No. 1).

General discussion ensued on when grant and donated funds will be received in comparison to when bills are paid on the project.

Motion carried on roll call 8-0.

2. Main Street Reconstruction Project

DPW Radomski explained the reconstruction of Main Street that will occur in Spring 2018. Staff is asking for direction on the lighting fixtures for Main Street. Director Radomski explained the lighting fixture options and provided the cost associated with each option.

General discussion ensued on the lighting fixtures/poles, having input from Landmarks Commission as Main Street is in historical district, general reconstruction of Main Street, added amenities to Main Street, lighting to keep with downtown theme, and deadline for decision on lighting.

Moved by Ald. Benner seconded by Ald. Zelinski to recommend to Common Council Option A with single head design for lighting.

Chairman Taylor stated discussion will continue without a motion.

Discussion ensued on other amenities on Main Street, Option A has a nautical theme, different type of poles, postponing reconstruction, getting public input, replacement parts for current lighting/poles, showcasing the downtown, and lighting distance with each option.

Moved by Ald. Nichols to recommend to Common Council Option A with single head design for lighting.

Chairman Taylor called the motion out of order because the committee was still in discussion.

Moved by Ald. Zelinski seconded by Ald. Nichols to recommend to Common Council Option A with single head design for lighting.

General discussion ensued involving Landmarks Commission on the decision of the lighting.

Moved by Ald. Sevenich seconded by Ald. Krueger to proceed with the Main Street reconstruction project.

Chairman Taylor called the motion out of order.

Ald. Nichols stated Point of Order-the committee has given direction to move forward on this item.

Chairman Taylor recognized Point of Order-he is allowing more time for discussion.

Moved by Ald. Nichols seconded by Ald. Sevenich to end discussion.

Chairman Taylor ended discussion.

Moved by Ald. Sevenich seconded by Ald. Collier to recommend to Common Council Option A with single head design for lighting.

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

3. 133 Water Street

Moved by Ald. Collier seconded by Ald. Nichols to demolish the building and restore the site at 133 Water Street.

General discussion ensued on the condition of the building and the site, potential future development of the area, maintenance issues of the property, and marketability of the site.

Moved by Ald. Grade seconded by Ald. Krueger to postpone to next meeting.

Motion carried on roll call 6-2.

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

E. ADJOURNMENT

Moved by Ald. Krueger seconded by Ald. Sevenich to adjourn at 10:08 p.m.

Motion carried on voice vote.

Deborah A. Galeazzi, WCMC
City Clerk

CITY OF MENASHA
Landmarks Commission
Menasha City Center, Room 133
100 Main Street, Menasha
December 13, 2017
DRAFT MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Grade at 5:00 PM.

B. ROLL CALL/EXCUSED ABSENCES

LANDMARKS MEMBERS PRESENT: Commissioners Tom Grade, Kate Mueller, and Dean Wydeven, Kim Massey, and Alderman Collier

LANDMARK MEMBERS EXCUSED: Commissioners Tim Hoff

OTHER PRESENT: PP Schroeder, Patrick James and Tony Eikland (10 Tayco St), Kelly O'Connell (6 Tayco St), and Nicholas Jevne.

C. MINUTES TO APPROVE

1. Minutes of the November 8, 2017 Landmarks Commission Meeting

Motion by Comm. Wydeven to approve the minutes of the November 8, 2017 Landmarks Commission meeting, second by Ald. Collier. The motion carried.

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

No public comments made.

E. COMMUNICATION

No Communication Items

F. ACTION ITEMS

1. Application for Sign Request – 10 Tayco St– Patrick James

PP Schroeder gave a brief background of the sign request by Patrick James to allow the face change of an existing internally illuminated projecting sign. Under the Sign Code, face changes to existing signs do not require approval through a permit; however, this area was designated as a historical district approximately one year prior. All signage located within a designated historic district is subject to the review and approval by the Landmarks Commission prior to installation.

The Applicant explained that the property was purchased near the end of November and is scheduled to open on Friday December 15. Furthermore, he stated they would like to continue to invest in the exterior and interior of the property moving forward in addition to looking at options to acquire additional parking due to no on-street parking on Tayco St.

The Commission briefly discussed the proposed sign design, dimensions, location, as well as future improvements. Seeing no concerns with the face change of the sign the overall Commission was in favor of the proposed request.

Motion by Comm. Mueller to approve the Sign Request by Patrick James to allow the face change of an existing projecting sign at 10 Tayco Street, second by Comm. Massey. The motion carried.

2. Application for Renovation/Remodel, Rear Facade – 6 Tayco St – Hammerheads

PP Schroeder explained the request by the Applicant to reface the exterior of the rear façade facing west towards the parking area. As further explained by the contractor, Kelly O'Connell representing the Applicant, Mr. O'Connell stated that the rear façade is currently a brick façade that has been painted many times over the years. In an attempt to salvage the existing façade he did try to remove the paint with a power washer; however, when brick has been painted for that long it does not allow moisture to move in and out causing the brick to become fragile. Ultimately the best option they saw fit moving forward was to frame a new exterior wall against the current brick wall, sheet it and install a natural toned vinyl siding.

While the Commission was disappointed that the original brick could not be saved, they collectively understood that this is the rear facing façade and appreciated the property owners continued effort to reinvest in a historic structure in the downtown. Seeing no additional concerns, the overall Commission was in favor of the proposed request.

Motion by Comm. Massey to approve the request by Jennifer Almeida to renovate/remodel the rear façade of 6 Tayco Street to allow the installation of vinyl siding, second by Comm. Wydeven. The motion carried.

G. DISCUSSION ITEMS

1. Landmarks Commission Website

As an on-going discussion the Commission discussed the existing webpages located off of the City's website in regards to the Landmarks Commission. Currently there is a lot of information and pictures on the webpage that was likely brought forward after the new website launched earlier this summer. The Commission discussed as a group of what they would like the intent and purpose of the website to be: information, educational, marketing, etc. This discussion item will continued to be discussed in months to come.

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

Nicholas Jevne from the Menasha Historical Society noted that the museum will be closed until February due to some interior remodeling of the space. In addition, Mr. Jevne added to the website discussion stating that there could be an opportunity for the Landmarks Commission and the Historical Society to continue to work together.

I. ADJOURNMENT

Motion by Ald. Collier to adjourn at 5:45 PM, second by Comm. Mueller. The motion carried.

Minutes prepared by PP Schroeder.

Minutes of Regular Meeting
ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES
Elisha D. Smith Public Library Gegan Room
December 13, 2017

Called to order at 4:05pm by Chairman Englebert

Present: Chairman Englebert, Trustee Franzoi, Vice Chairman Golz, Trustee Halverson, Ad Hoc Trustee Jill Hermans, Trustee Schwerbel (arrived at 4:28pm), Superintendent of Schools VanderHeyden (arrived at 4:08pm), Secretary Wicihowski and Teen Representative Genz

Absent: Trustee Witt

Also Present: Director Lenz and Administrative Assistant Dreyer

Public Comment/Communication: None

Consent Business

Motion made by Franzoi, seconded by Halverson, to approve the Library Board meeting minutes from November 29, 2017. Motion carried unanimously.

Authorization of Bills

Motion made by Wicihowski, seconded by Halverson, to authorize payment of the December 2017 (1) and January 2018 (1) bills as presented from the 2017 and 2018 budget. Motion carried unanimously.

Director's Report/Information Items

1. November Statistics. Circulation of physical materials was up 2% compared to November of last year; November's digital circulation was 19% higher. Year-to-date circulation is slightly higher than last year; overall program attendance is up 11%.
2. Budget Status. Trustees reviewed the 2017 budget status. Year-end remaining funds will be retained by the city toward a 27th payroll in 2020. Trustees asked for a citywide update on that effort; VanderHeyden will speak with John Jacobs, the city's Administrative Services Director. Lenz requested funds for some minor repairs and enhancements. Motion made by Halverson, seconded by Franzoi to spend up to \$3,000 for minor repairs and enhancements. Motion carried unanimously.
3. Staff Reports.
 - The library received a grant from the Theda and Tamblin Clark Smith Family Foundation; Lenz was contacted by JP Morgan Chase who were interested in donating again for technology for children.
 - A list of the library's 2017 Accomplishments and a report on 2017 Donations and Grant Fund for Technology was provided in the board packets.
 - Lenz distributed an update on the 2013-2018 Strategic Plan. The 2019-2024 Strategic Plan will be started in fall to give time for the Marketing & Resource Development Committee to put together an initial plan.
 - Lenz and Englebert met with Gina Cornu-Zacharias, principal at the bilingual Banta Elementary School, who is willing to work with us to better serve the Hispanic community. Englebert also obtained some contacts in the Hispanic community from United Way.
 - Franzoi saw a CNN news story of a 13-year-old who invented a braille printer with a Lego Mindstorms kit for a school science project and recommended the purchase of such kits for the library, perhaps partnering with the Menasha Joint School District or the Boys and Girls Club to encourage kids to use them.

Discussion/Action Items

4. 2018 Salaries and Wages. Lenz provided a list of those employees recommended by their supervisors for merit and step increases on their wage scale. Adjustments will begin on January 14, 2018, the first day of the first full pay period in the new year. Motion made by VanderHeyden, seconded by Wicihowski, to approve the merit and step increases as presented. Motion carried unanimously.

Adjournment

Motion to adjourn made at 4:49pm by Golz, seconded by Wicihowski. Motion carried unanimously.

Respectfully submitted by Kathy Dreyer, recording Secretary

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday November 28, 2017

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

Present: Commissioners Forrest Bates, Steve Coburn, Mike Sambs, Raymond Zielinski, Dale Youngquist; Manager Paul Much, Accountant Roger Voigt.

Also Present: Rob Franck, Randall Much (MCO); Chad Olsen, Tom Kispert (McMahon); Larry Stelow (Neenah resident).

Minutes

October 24, 2017 Regular Meeting minutes: After discussion, motion made and seconded by Commissioners Zielinski/Bates to approve the minutes from the October 24, 2017 Regular Meeting. Motion carried unanimously.

Correspondence

November 8, 2017 letter from Gerald Novotny, P.E. DNR to Catherine Girdley Waverly S.D.
RE: Conditional approval for lift station 6 service area project.

November 21, 2017 letter from Stephanie Cheslock, Menasha Deputy City Clerk, to James Taylor, Menasha
RE: Appointment as Commissioner to the NMSC starting 1/1/2018.

Old Business

NMSC Interceptor transfer of ownership. Commissioners discussed the transfer of ownership of the interceptor from Sixth Street Menasha heading north to Airport Road in Fox Crossing and NMSC Resolution 2017-2. After discussion, motion made and seconded by Commissioners Coburn/Bates to approve NMSC Resolution 2017-2 transferring the ownership of the interceptor between Sixth Street Menasha to Airport Road in Fox Crossing to the Village of Fox Crossing and Real Estate from Sixth Street Menasha to Ninth Street Menasha to the Village of Fox Crossing. On a roll call vote, voting aye: Commissioners Sambs, Bauer, Bates, Zielinski, Coburn. Abstain: Commissioner Youngquist. Motion carried.

Cleaning and Televising Interceptor. Rob Franck reported the cleaning and televising of the interceptor between Sixth Street and Airport Road is complete; reports were provided to the NMSC and the Village of Fox Crossing. The process went well; there were no major defects observed. Rob further reported he had communicated that the work was being performed to the City of Menasha and Village of Fox Crossing.

New Business

Operations, Engineering, Planning

Phosphorus Removal. Manager Much reported one clarifier is down and we are seeing similar phosphorus effluent results when we previously had a final clarifier out of service.

Polymer Feed System Update. Chad Olsen reported they will be ready to bid in January.

Construction Payment Request. Commissioners discussed Payment Request #6 & Final from Faith Technologies, Inc. for the HSI defective blower replacement in the amount of \$3,151.10. After discussion motion made and seconded by Commissioners Bates/Zielinski to approve Payment Request #6 & Final from Faith Technologies, Inc. in the amount of \$3,151.10. Motion carried unanimously.

Atlas Copco Project closeout. Tom Kispert reported on closing out the Atlas Copco project and also finalizing the Clean Water Fund loan. The Commission will need to pass a resolution at the December meeting to close the project and to sign Clean Water Fund loan paperwork.

McMahon Invoices. Commissioners discussed McMahon invoices #907647 and #907945 in the amounts of \$332.50 and \$3,900.00. After discussion, motion made and seconded by Commissioners Coburn/Bates to approve for payment McMahon invoices #907647 and #907945. Motion carried unanimously.

Sewer Extension Request. Commissioners discussed a sewer extension request for Woodenshoe Road located in the City of Neenah to serve the future growth area to the south along Woodenshoe Road. After discussion, motion made and seconded by Commissioners Bates/Coburn to approve the sewer extension request for Woodenshoe Road located in the City of Neenah. Motion carried unanimously

Manager Much discussed the Operating Report for the month of October 2017. The plant has been running well. An odor complaint was received; the health department also contacted us inquiring as to what we could do. The individual who is complaining has been invited to the meeting to discuss his concerns. Rob Franck reported on the New Equipment Issues; discussions included the work of PBBS, the blowers, SCADA System, GIS system, auto-dialer alarm program and iReport. Rob further discussed items on the Equipment and Grounds Report; final clarifiers #1, #2, and #3 had similar issues and all are now repaired and back in service. Commissioner Bauer questioned plant controls and safety of the computer system from hacking and if we have a disaster plan in place. Rob responded he will contact John Davis at McMahon regarding these questions for a response. After discussion motion made and seconded by Commissioners Bates/Sambs to approve and accept the Operating Report for the month of October 2017. Motion carried unanimously.

Budget, Finance, Personnel

Snow Plowing Contract. Accountant Voigt presented the Snow Plowing and Removal Agreement with Levenhagen Corporation; there is no change in the plowing rates. After discussion, motion made and seconded by Commissioners Zielinski/Bates to approve the Snow Plowing and Removal Agreement with Levenhagen Corporation for the 2018 plowing season. Motion carried unanimously.

MCO 2018 Contract Adjustment. Manager Much discussed the MCO contract increase for 2018. President Youngquist recommends approving the request. President Youngquist further discussed there are two Commissioners who probably have not seen the contract with MCO and

he would like to arrange a meeting with these Commissioners and MCO to review the contract and discuss why the agreement is setup in its form. After discussion, motion made and seconded by Commissioners Bauer/Coburn to approve the 2018 contract increase with MCO. Motion carried unanimously on a roll call vote. President Youngquist will arrange for a meeting with Commissioners Bates and Coburn to meet with MCO representatives to discuss the MCO contract.

Accountant Voigt discussed the financial statements and the Cash & Investment report for the month of October 2017. October Operations reported a small loss for the month; the year to date operations is currently at a net loss. Accountant Voigt indicated he is expecting the year end operations to have a loss. The interest rates on funds in the State Pool has increased to 1.03% and the ICS CDARS have increased to 1.04%. MCO generated \$2,600 in income to the Commission in October. After discussion, motion made and seconded by Commissioners Zielinski/Bates to accept the Accountant's Report for the month of October 2017. Motion carried unanimously. Accountant Voigt discussed the memo regarding credit card processing companies and the ability to offer this as a form of payment to the NMSC. With the firms discussed, there is no monthly fee and no long-term commitment. If the service does not work out we can cancel the account. Each firm charge transaction fees which can be recouped as a convenience fee to those paying with a credit card. The company recommended to use for credit card processing is Square Inc. After discussion, motion made and seconded by Commissioners Bates/Zielinski to use Square Inc. on a trial basis as our credit card processing company. Motion carried unanimously. Accountant Voigt was instructed to provide occasional updates on the status of credit card payments to the Commission.

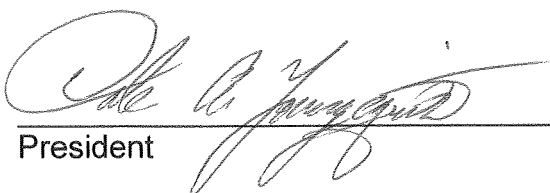
Motion made and seconded by Commissioners Coburn/Bates to approve for payment MCO invoices #22047 and #22093 in the amounts of \$126,674.21 and \$449.70 with payment to be made after December 1, 2017. Motion carried unanimously.

Motion made and seconded by Commissioners Coburn/Bates to approve Operating and Payroll Vouchers #136583 through #136623 in the amount of \$239,824.13 for the month of October 2017. Motion carried unanimously.

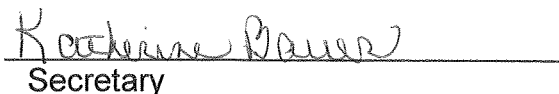
President Youngquist informed the Commissioners we have received information that our property is again being looked at to be part of Loop The Lake project and at the December meeting with weather permitting, we will view the Commission property along the river that is being suggested to be part of this trail.

Commissioner Coburn informed the Commission he was just reappointed to the NMSC by Sanitary District 2 at their last meeting.

Motion made and seconded by Commissioners Coburn/Bates to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:15 a.m.



President



Secretary

CITY OF MENASHA
PERSONNEL COMMITTEE
First Floor Conference Room
100 Main Street, Menasha
December 18, 2017
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Collier at 10:12 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

ALSO PRESENT: CA Captain, ASD Jacobs, Clerk Galeazzi.

C. MINUTES TO APPROVE

1. Personnel Committee, 12/4/17

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

Motion carried on voice vote.

D. ACTION ITEMS

1. Vacation Allowance for Salaried Employees.

CA Captain explained the City's current vacation allowance for salaried employees is set for hiring a person at the beginning of their career. People being recruited for department heads and supervisory position are usually seasoned professionals who already have more vacation than the City's current vacation allowance for new employees. Having a standard vacation allowance can be used as a recruiting tool. CA Captain stated the City should be consistent on what they offer new salaried employees for vacation allowance.

General discussion ensued on the vacation allowance being proposed being comparable with private sector employers.

Moved by Ald. Grade seconded by Ald. Krueger to recommend to Common Council to modify City's vacation allowance for salaried employees effective 2018 providing:

15 days per calendar year, pro-rated at the start of employment; 20 days after 6 years of employment; and 25 days after 13 years of employment.

Motion carried on voice vote.

E. ADJOURNMENT

Moved by Mayor Merkes seconded by Ald. Zelinski to adjourn at 10:21 p.m.

Motion carried on voice vote.

Deborah A. Galeazzi, WCMC
City Clerk



December 14, 2017

MAILING ADDRESS: P.O. BOX 6113 ■ DE PERE, WI 54115-6113
STREET ADDRESS: 801 O'KEEFE ROAD ■ DE PERE, WI 54115
PHONE: 920-338-6500 ■ Toll Free: 866-899-3204 ■ Fax: 920-338-6501 ■ www.atcllc.com

City of Menasha
140 Main St.
Menasha, WI 54952
Attention: Vince Maas

Dear: Vince

Congratulations! American Transmission Co., through its Community Planting Program, has approved your application and is funding \$1000 for your community's planting project. A check is enclosed.

ATC's Community Planting Program allows us to improve electric reliability by educating communities about compatible planting activities that are consistent with our transmission line safety and maintenance standards, while also supporting efforts to beautify communities.

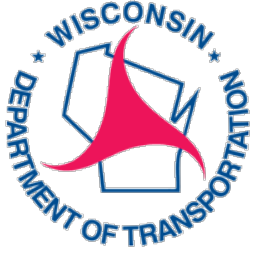
- In accepting this funding, your community is committing to comply with ATC's maintenance standards for all current and future planting plans and urban forestry activities near high-voltage electric transmission lines. A brochure with information about ATC's vegetation management program and standards is included with this letter and additional information can be found at www.atcllc.com. We're pleased to present you with this award and are looking for your cooperation with the following: If you plan to use the funding for vegetation under or near local distribution poles and wires, **please contact your local distribution company** before proceeding with the planting.
- We look forward to seeing the positive impact this vegetation can have. **Please notify Jayne Vanderlin at (920) 338-6512 or by email at jvanderlin@atcllc.com once your plantings are scheduled in 2018.** As time permits, a representative from ATC will attempt to be on site for the scheduled planting, meet with you and other community members, discuss the plantings and capture the event with photos.

We appreciate the opportunity to support efforts to beautify your community and thank you for your willingness to partner with ATC to help us safely and reliably operate our electric transmission system.

Sincerely,

A handwritten signature in black ink that reads "Waunell Trepanier-Friese". The signature is written in a cursive, flowing style.

Waunell Trepanier-Friese
Vegetation Management
(608) 877-4647



Alert

Wisconsin Department of Transportation

Northeast Regional Office, 944 Vanderperren Way, Green Bay, WI 54304 Phone: 920/492-5623 FAX: 920/492-5640
www.wisconsindot.gov

Release date: December 12, 2017

For more information, contact:

Mark Kantola, Regional Communications Manager

Mark.kantola@dot.wi.gov, (920) 492-4153

WisDOT announces weight limit lowered on Racine Street Bridge in Menasha

30-ton limit over Fox River

(Brown County) The Wisconsin Department of Transportation (WisDOT) Northeast Region in Green Bay announces the weight limit is lowered on the Racine Street Bridge in the city of Menasha, Winnebago County. The maximum gross weight is 30 tons. Weight limit restriction is due to recent load analysis.

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[Winnebago - media]

**CITY OF MENASHA
COMMON COUNCIL
First Floor Conference Room
100 Main Street, Menasha
Monday, December 18, 2017
MINUTES**

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 Benner, Nichols, Taylor, Sevenich, Collier, Krueger, Zelinski, Grade.

ALSO PRESENT: Mayor Merkes, CA Captain, PC Styka, FC Kloehn, ASD Jacobs, PRD Tungate, DPW Radomski, PHD McKenney, 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)

Sandra Dabill-Taylor, 545 Broad Street, Menasha. Comments on Park & Recreation Board's recommendation to set permit fee for Harbor House room.

Larry Konetzke, 222 Lake Street, Menasha. Representing the Menasha Athletic Assoc. (MAC). Presented a \$1,500 donation to PRD Tungate for Koslo Park.

Tim Lenth, 537 Broad Street, Menasha. Asked Council member who support replacing Racine Street Bridge where money will come from to support owning a bridge; Referendum will allow residents to vote if the City should own the bridge.

Christopher Evenson, 523 Broad Street, Menasha. Support rehabilitating Racine Street Bridge and referendum to allow residents to voice their opinion.

Bonnie Delfosse, 85 Tayco Street, Menasha. Concerned taxes have increased; support referendum to let citizens vote on owning Racine Street Bridge.

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. CA Captain and Chief Styka—Narcan Presentation on Health Department Initiative

Council viewed a video on a recent incident where a City Police Officer was exposed to fentanyl.

CA Captain explained the video was created for training purposed and will be used by law enforcement and other municipalities on the dangers of being exposed to fentanyl and the use of Narcan Nasal Spray as an antidote to fentanyl. The Police Officer and some City employees have gone through the training on how to handle exposure to fentanyl. Cost of creating the video was covered through insurance and grants.

PC Styka explained the video will help to get the message out to other law enforcements on how to recognize the symptoms of exposure to fentanyl. Some City employees helped with creating the video.

2. PRD Tungate—Presentation of donation for Loop the Lake by Pacesetters

Ned Hughes, representing Pacesetters Running Club, presented a donation of \$1,000 to PRD Tungate for Loop the Little Lake project. This is a second donation to the project from Pacesetters Running Club.

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

Moved by Ald. Sevenich seconded by Ald. Krueger to receive Minutes and Communications a-t. General discussion ensued on NMFR Jt Finance & Personnel Committee minutes, Fox Cities Marathon Donation, Police Dept. Accreditation, and Weight Restriction on Racine Street Bridge. 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, 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 \$580,000 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

Ald. Sevenich requested to remove items 12, 13, & 14 from Consent Agenda.

Moved by Ald. Sevenich seconded by Ald. Grade to approve Consent Agenda items 1-11.
Motion carried on roll call 8-0.

H. ITEMS REMOVED FROM THE CONSENT AGENDA

1. Moved by Ald. Sevenich seconded by Ald. Krueger to approve Consent Agenda item 12, the 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 \$580,000 of 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.

General discussion ensued on the cost of the vehicle, custom ordering of the truck, condition of the Quantum vehicle and process to sell it, and savings to both communities if truck is ordered by end of January.

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

2. Moved by Ald. Grade seconded by Ald. Collier to approve Consent Agenda item 13, set permit fee of \$75 per month and \$900 per year for use of the Harbor House room.
General discussion ensued on what the property can be used for, the amount being recommended to charge, permitted use versus lease, questions on what should be required if a permitted use.
Moved by Ald. Sevenich seconded by Ald. Zelinski to refer back to Parks and Recreation Board.
Motion carried on voice vote.

3. Moved by Ald. Grade seconded by Ald. Collier to approve Consent Agenda item 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.
General discussion ensued on agreement with Village of Fox Crossing for services/programs.
Motion carried on roll call 7-1. Ald. Sevenich voted no.

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

Moved by Ald. Krueger seconded by Ald. Grade to approve accounts payable and payroll.
General discussion on expenditure.
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. Collier to approve beverage operator's license application for the 2017-2019 licensing period as listed in memo dated 12/13/17.
Motion carried on roll call 8-0.

3. Appointment of Election Inspectors for the 2018-2019 elections
Moved by Ald. Sevenich seconded by Ald. Taylor to approve appointment of election inspectors for the 2018-2019 elections.
Motion carried on roll call 8-0.

J. HELD OVER BUSINESS

None

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)

Moved by Ald. Taylor seconded by Ald. Zelinski to approve R-27-17 A Resolution to Place an Advisory Referendum on the April 3, 2018 Spring Election Ballot.

General discussion ensued on the referendum being advisory, should have been recommended before bridge project started, use as a tool to convince State to change current Statute on who should own bridge after reconstruction, actions by previous Councils, let citizens voice their opinion if the City should take responsibility for the bridge, what costs the DOT has in the project, costs to maintain the bridge, deadline to put on April 2018 ballot, and hold off on action for answers to questions.

Ald. Taylor stated Point of Order, discussion is getting off topic.

Mayor Merkes recognized Ald. Taylor's Point of Order, directed Council to stay on topic.

Moved by Ald. Benner seconded by Ald. Collier to postpone to next meeting.

Motion failed on roll call 3-5.

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

Original motion to approve R-27-17 carried on roll call 5-3.

Ald. Taylor, Sevenich, Krueger, Zelinski, Grade voted yes. Ald. Nichols, Collier, Benner 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)

Dave Beula, 2032 Dreamfield Lane, Menasha. Comments on the referendum regarding Racine Street Bridge.

Randy Ropella, 1128 Southfield Drive, Menasha. Comments on the referendum regarding Racine Street Bridge.

O. ADJOURNMENT

Moved by Ald. Sevenich seconded by Ald. Taylor to adjourn at 8:12 p.m.
Motion carried on voice vote.

Deborah A. Galeazzi, WCMC
City Clerk



MEMORANDUM

To: Administrative Committee

From: Nancy McKenney, RDH, MS, Public Health Director

Date: December 14, 2017

RE: 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

The Menasha Health Department is seeking approval to enter into an intergovernmental agreement between the City of De Pere and the City of Menasha creating the Bridges of Fox River Consortium for the provision of environmental health services.

Background: The Wisconsin Department of Agriculture Trade and Consumer Protection (DATCP) require Local Health Department Environmental Health Specialists to hold Agent Status under Wis. Admin. Code 74 to include at least one environmental health inspection staff designated as the "Agent Standard." Menasha currently has an Environmental Health Specialist designated as the Agent Standard and De Pere is in need of an Agent Standard.

Under this Intergovernmental Agreement Menasha will:

- Employ an Agent Standard as required by DATCP for purposes of the EHS program, who shall be an employee of the City of Menasha for all purposes.
- Provide oversight, supervision, and act as fiscal agent for the Consortium.
- Reimburse DATCP on behalf of the Consortium. (Each City will be responsible for their licensing. Per DATCAP Agent Contract Menasha will act as fiscal agent for the consortia to ensure 10% of the total licensing is submitted to the DATCAP at the end of the year. De Pere will issue a check to Menasha for 10% of their revenue.)
- Provide an assessment for the Consortium to DATCP.
- Have inspection and enforcement authority and responsibility over retail food and recreation establishments in the De Pere during the term of this Agreement.
- Amend its Agent Status Agreement as deemed necessary by DATCP to fulfill the purposes of this Agreement.

Under this Intergovernmental Agreement De Pere will:

- Manage all licensing and fees for De Pere. De Pere shall issue a check to Menasha for their portion of the DATCP reimbursement.
- Employ a Sanitarian, who shall be an employee of De Pere for all purposes.
- Conduct inspections of retail food and recreation establishments in De Pere under the oversight and supervision of the Menasha Agent Standard.
- Engage in retail food and recreation license enforcement activities in De Pere under the oversight and supervision of the Agent Standard.

- Have inspection and enforcement authority over retail food and recreation establishments in Menasha during the term of this Agreement. (Under the oversight and supervision of Menasha Agent Standard.)
- Pay Menasha the sum of \$8,350.00 (Eight Thousand three hundred fifty and 00/100 Dollars) for each year of its services under this Agreement
- As the effective date of this Agreement, relinquish its agent contract with DATCP during the term of this Agreement.

Menasha and De Pere shall:

- Amend their respective municipal ordinances pertaining to retail food and recreation establishment licensing as required by DATCP.
- Save harmless, the other, its officers, officials, employees, agents, against any claim, loss, damage, or expense arising from any actual or claimed death or injury or damage to property, whether owned by De Pere, Menasha, which actually or allegedly results from, or actually or allegedly arises in connection with, the negligent performance of each party to this Agreement, provided the negligence of that party is determined to be greater than the negligence of the other party. Parties do not waive governmental immunities and limits of liability afforded to them pursuant to Wisconsin Statutes, including §893.80 and chapter 895.
- Maintain confidentiality unless otherwise directed by law.
- Maintain records if generated by De Pere and Menasha's if generated by Menasha for purposes of the Wisconsin Public Records Law (Wis. Stats. §19.21 et seq.).

The Agreement will be:

- Effective as of January 1, 2018 and shall remain in effect for a period of one year and may be renewed upon written approval of the Parties.
- Subject to review if the Agent time meets or exceeds 16 hours per month.

Fiscal Impact:

This agreement provides \$8,350 in revenue reflected in the 2018 budget (100-0000-482.01) and \$8,350 in expenditures reflected in the 2018 budget Environmental Health Program (100-0904).

Staff Recommendation:

Staff recommends entering into an intergovernmental agreement between the City of De Pere and the City of Menasha creating the Bridges of Fox River Consortium for the provision of environmental health services.

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

This Agreement is entered into as of January 1, 2018, between the City of De Pere, a Wisconsin municipal corporation (“De Pere”) and the City of Menasha, a Wisconsin municipal corporation (“Menasha”) (hereinafter “the Parties”) pursuant to the authority set out in Wis. Stats. §66.0301 regarding municipal intergovernmental cooperation.

WHEREAS, the Parties both operate Local Health Departments within their respective jurisdictions under Chapter 251 Wisconsin Statutes, including Environmental Health Services (EHS) covering retail food and recreational licensing and inspection under the Department of Agriculture, Trade & Consumer Protection (DATCP) and Wisconsin Statutes Chapters 97 and 254; and

WHEREAS, DATCP requirements for a Local Health Department EHS to hold Agent Status under Wis. Admin. Code 74 ATCP include at least one environmental health inspection staff to be designated the Agent Standard for said EHS; and

WHEREAS, Menasha currently has an Agent Standard and De Pere is in need of an Agent Standard for its EHS; and

WHEREAS, Menasha and De Pere enter into this Agreement creating the Bridges of Fox River Consortium (Consortium) to foster intergovernmental cooperation between the two agencies; and

WHEREAS, both agencies believe it is in their individual and mutual best interests to enter into this Agreement to provide for Environmental Health Services Program through Menasha upon the terms and conditions as set forth herein.

NOW THEREFORE, upon the mutual obligations and benefits set forth herein, together with such other consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

I. CONSORTIUM CREATED

This Consortium is hereby created upon the terms and conditions set forth below, for the cooperative provision of Environmental Health Services in the cities of De Pere and Menasha.

II. MENASHA RESPONSIBILITIES

- A. Menasha shall provide Environmental Health Services to De Pere, including Environmental Health Services (EHS) covering retail food and recreational licensing and inspection under the Department of Agriculture, Trade & Consumer Protection (DATCP) and Wisconsin Statutes Chapters 97 and 254.
 - 1. Menasha will provide oversight, supervision, and act as fiscal agent for the Consortium.
 - 2. Menasha will provide an assessment for the Consortium to DATCP.
 - 3. Menasha will reimburse DATCP on behalf of the Consortium.
- B. Menasha shall employ an Agent Standard as required by DATCP for purposes of the EHS program, who shall be an employee of the City of Menasha for all purposes, including compensation (wages and benefits), insurance coverage (including workers compensation, unemployment compensation, general liability, professional liability, and auto coverage.)
- C. The Agent Standard shall have inspection and enforcement authority and responsibility over retail food and recreation establishments in the City of De Pere during the term of this Agreement.
- D. Menasha agrees to amend its Agent Status Agreement as deemed necessary by DATCP to fulfill the purposes of this Agreement.

III. DE PERE RESPONSIBILITIES

- A. De Pere shall manage all licensing and fees for De Pere. De Pere shall issue a check to Menasha for their portion of the DATCP reimbursement.
- B. De Pere shall employ a Sanitarian, who shall be an employee of De Pere for all purposes, including compensation (wages and benefits), insurance coverage (including workers compensation, unemployment compensation, general liability, professional liability, and auto coverage.)
- C. The Sanitarian shall conduct inspections of retail food and recreation establishments in De Pere under the oversight and supervision of the Agent Standard.
- D. The Sanitarian shall engage in retail food and recreation license enforcement activities in De Pere under the oversight and supervision of the Agent Standard.
- E. The Sanitarian shall have inspection and enforcement authority over retail food and recreation establishments in De Pere and Menasha during the term of this Agreement.
- F. De Pere shall pay Menasha the sum of \$8,350.00 (Eight Thousand Three Hundred Fifty and no/100 Dollars) for each year of its services under this Agreement, unless some different money amount is agreed to in writing between the parties after the first year. Payment shall be made in two equal installments; 50% at effective date of this Agreement and 50% six (6) months thereafter.
- G. De Pere shall, as of the effective date of this Agreement, relinquish its agent contract with DATCP during the term of this Agreement.
- H. This Agreement in no way affects De Pere's weights and measures program, nuisance complaint inspection program, or other employment responsibilities of the Sanitarian.

IV. MUTUAL RESPONSIBILITIES

- A. Menasha and De Pere each agree to amend their respective municipal ordinances pertaining to retail food and recreation establishment licensing as required by DATCP.
- B. Each party shall save harmless, the other, its officers, officials, employees, agents, against any claim, loss, damage, or expense arising from any actual or claimed death or injury or damage to property, whether owned by De Pere, Menasha, which actually or allegedly results from, or actually or allegedly arises in connection with, the negligent performance of each party to this Agreement, provided the negligence of that party is determined to be greater than the negligence of the other party. Parties do not waive governmental

immunities and limits of liability afforded to them pursuant to Wisconsin Statutes, including §893.80 and chapter 895.

V. CONFIDENTIALITY AND RECORDS

- A. Each party understands that, in the course of this Agreement, it may become privy to confidential information regarding work performed for or information gathered while performing work for the other party. Each party shall maintain the confidentiality of all information deemed confidential by either party unless required to release the same by law or a lawful order of a court of competent jurisdiction.
- B. All records created while performing EHS services under this Agreement shall remain the records of De Pere if generated by De Pere and Menasha if generated by Menasha for purposes of the Wisconsin Public Records Law (Wis. Stats. §19.21 *et seq.*)

VI. TERM OF AGREEMENT

- A. This Agreement is effective as of January 1, 2018 and shall remain in effect for a period of one year. This Agreement may be renewed upon written approval of the Parties.
- B. If Menasha Sanitarian (Agent) time meets or exceeds 16 hours per month, the contract will be subject to review, revision or termination.
- C. Either party may terminate this Agreement by providing the other party with a 60 day written notice of termination.

VII. MISCELLANEOUS

- A. The undersigned represent that they have the lawful authority to execute this Agreement on behalf of their governing body.
- B. This Agreement represents the entire Agreement between the Parties. No change, amendment or modifications to the terms of this Agreement shall be effective unless in writing and signed by both parties.
- C. This Agreement shall not effect or supersede the Intergovernmental Agreement Between the City of De Pere and City of Menasha Regarding Mutual Assistance For Environmental Services dated June 7, 2016.

CITY OF DE PERE

By:

Michael J. Walsh, Mayor

Shana D. Ledvina, Clerk-Treasurer

CITY OF MENASHA

By:

Print Name: _____
Title: _____

Print Name: _____
Title: _____

H:\azills\Agreements\2017\Intergovernmental Agreement-Menasha-EHS Consortium11-1-17-118-003-03.revised 12-13-17docx

Certificate of Payment

Date: December 12, 2017

Payment Request: 1 (One)

Contractor: Pheifer Bros. Construction Co. Inc.
Address: 599 Bondow Drive, Neenah, WI 54956

Contract Unit No.: Unit No. 2017-04

Project: Fox River "Loop the Lake" Bridge Crossings

Original Contract Amount:	\$ <u>1,374,547.10</u>
Change Order No.:	Amount \$ _____
Previous Change Order(s): No.'s 1 & 2	Amount \$ <u>9,500.00</u>
Total Contract Amount (Including Change Orders)	\$ <u>1,384,047.10</u>
Total Earned to Date (Summary Attached)	\$ <u>269,457.91</u>
Less Retainage	\$ <u>13,472.90</u>
Amount Due	\$ <u>255,985.01</u>
Previous Payments	\$ <u>0</u>
Amount Due this Payment	\$ <u>255,985.01</u>

Estimate Period from October 25, 2017 to November 25, 2017

I certify that all invoices for labor, equipment, materials and services are paid for which previous Certificates of Payment were issued.

By: _____ Date: _____

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

Director of Public Works: _____ Date: _____

Common Council Approval Date: _____

Finance Department

Account Number	Budget	Charge to Account
	\$	
	\$	
	\$	
	\$	

Updated December 2017

Contractor's Application For Payment No. 1		Application Period: 10/25/2017 to 11/25/2017	Application Date: 12/6/2017
To (Owner): City of Menasha	From (Contractor): Pheifer Brothers Construction Company, Inc.	Via (Engineer) Graef	
Project: Loop the Lake Crossing-Menasha	Contract: Ryan M. Pheifer	Contract: Patrick Skelecki	
Owner's Contract No.: 2016-2058.00	Contractor's Project No.: 796-01	Engineer's Project No.: 2016-2058.00	

Loop The Lake Bridge Crossing- Neenah

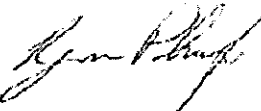
APPLICATION FOR PAYMENT

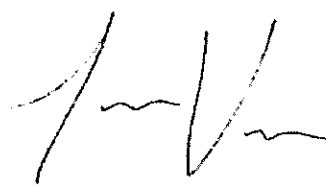
CHANGE ORDER SUMMARY

APPROVED CHANGE ORDER		
NUMBER	ADDITIONS	DEDUCTIONS (enter -number)
Totals	\$ -	\$ -
Net Change	\$ -	\$ -

CONTRACTOR'S CERTIFICATION

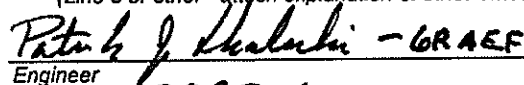
The undersigned Contractor certifies that: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

By:  Date: 12/6/2017



1. ORIGINAL CONTRACT PRICE	\$	1,374,547.10
2. Net change by Change Orders	\$	-
3. CURRENT CONTRACT PRICE (Line 1 ± 2)	\$	1,374,547.10
4. TOTAL COMPLETED AND STORED TO DATE (Column F on Progress Estimate)	\$	269,457.91
5. RETAINAGE:		
5% x work complete	\$ 131,966.90	\$ 6,598.35
5% x stored materials	\$ 137,491.01	\$ 6,874.55
Total Retainage (Line 5a + Line 5b) ...	\$	13,472.90
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c)...	\$	255,985.01
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application) ...	\$	-
8. AMOUNT DUE THIS APPLICATION	\$	255,985.01
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G on Progress Estimate + Line 5 above) ...	\$	1,118,562.09

Payment of: \$ 255,985.01
(Line 8 or other - attach explanation of other amount)

is recommended by:  - GRAEF
Engineer
Payment of: \$ 255,985.01
(Line 8 or other - attach explanation of other amount)

is approved by: _____
Owner
Approved by: _____
Funding Agency (if applicable)

Date: 12/7/17
Date: _____
Date: _____

Contractor's Application

Application Number: 1
Application Date: 12/6/2017

Page 2 of 2



Memorandum

Date: December 11, 2017

To: Board of Public Works

From: Joshua Radomski – Public Works Director 

RE: Main Street Reconstruction Project

Background

Main Street was originally constructed in 1991 and is in poor condition with a PASER rating of 4. Due to the poor condition of the roadway, the sidewalks not meeting current ADA standards, the light poles no longer being manufactured and the nature of Main Street being the center of the downtown area, it was determined that a full reconstruction of the roadway would be necessary in 2018. This was budgeted for \$705,800 and was approved in the 2018 budget.

Analysis

When determining the design for Main Street, there were several alternatives that have been discussed. The design that is attached is the recommended alternative. The existing 45' roadway will be narrowed to 43' to allow for wider sidewalks. This will still leave an 11' driving lane and 10.5' parking lanes in each direction. The narrower roadway width will also make it easier for pedestrians to cross the roadway at the proposed colored crosswalks.

All of the sidewalk from the back of curb to the existing buildings will be removed and replaced to improve the accessibility and aesthetics of the proposed roadway. The new sidewalk will be 5' wide and include a 2' colored concrete terrace area between the roadway and the sidewalk. In addition, at-grade planters similar to those near the Faith Technologies building will be placed throughout the project where right of way allows. The right turn lane from Tayco to Main will be eliminated as part of the project, with the extra space being used for a colored concrete terrace area that may be utilized as outdoor seating for nearby businesses.

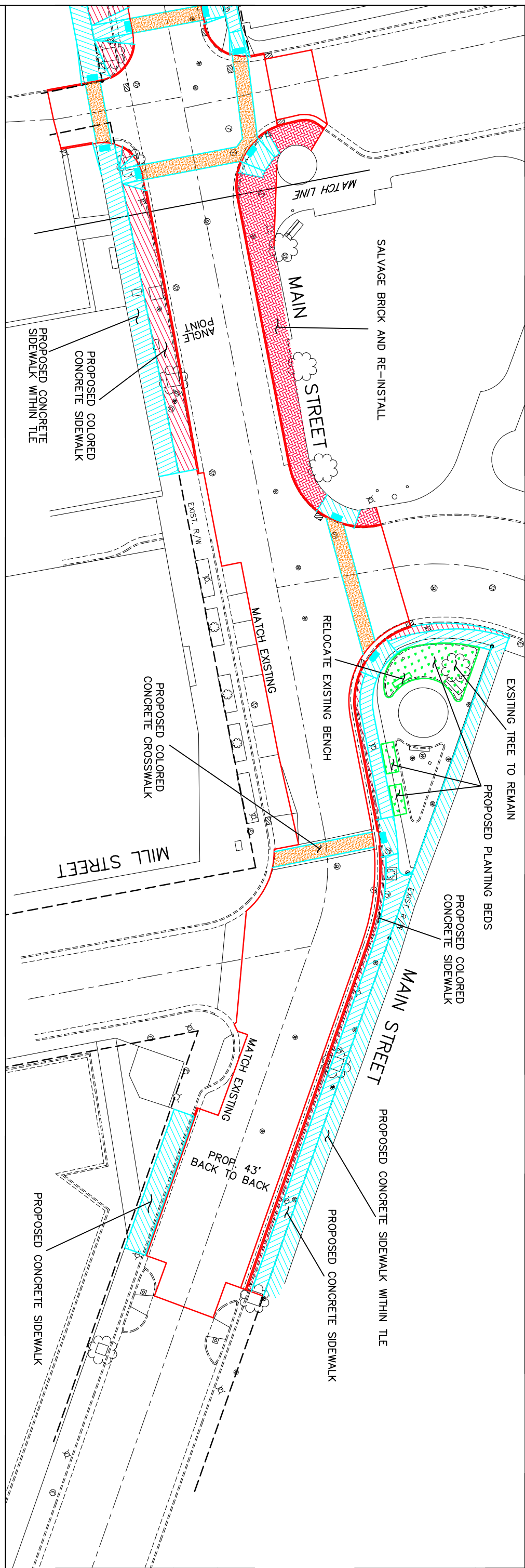
The colored concrete/landscape area near the fountain will be reconstructed to allow for a more aesthetically pleasing appearance and the possibility of an outdoor seating area. There are approximately 25 street light/pole combinations that need to be replaced as part of this project, however 98 total decorative light poles in the downtown area.

There are 3 street light designs that we are proposing for the Main Street lighting. These are attached in your packet. Option A, the Philips Lumec Domus S55 Globe single head option costs approximately \$3,900 per light and the double head option costs approximately

\$7,100 per light. Option B, the Philips Lumec Urbanscape single head option costs approximately \$3,700 and the double head option costs approximately \$6,725 per light. Option C, the Philips Lumec L81 Post Top Luminaire single head costs approximately \$4,250 per light and the double head costs approximately \$7,825. The exact location and number of lights will be determined once a light fixture/pole combination is chosen. As part of the Main Street Reconstruction project, the spacing for the proposed light fixtures will be used in the design process and the existing light poles will be salvaged and reused at this time. It is recommended that a future street lighting project replacing all 98 decorative fixtures be implemented at the time of the Racine Street bridge reconstruction.

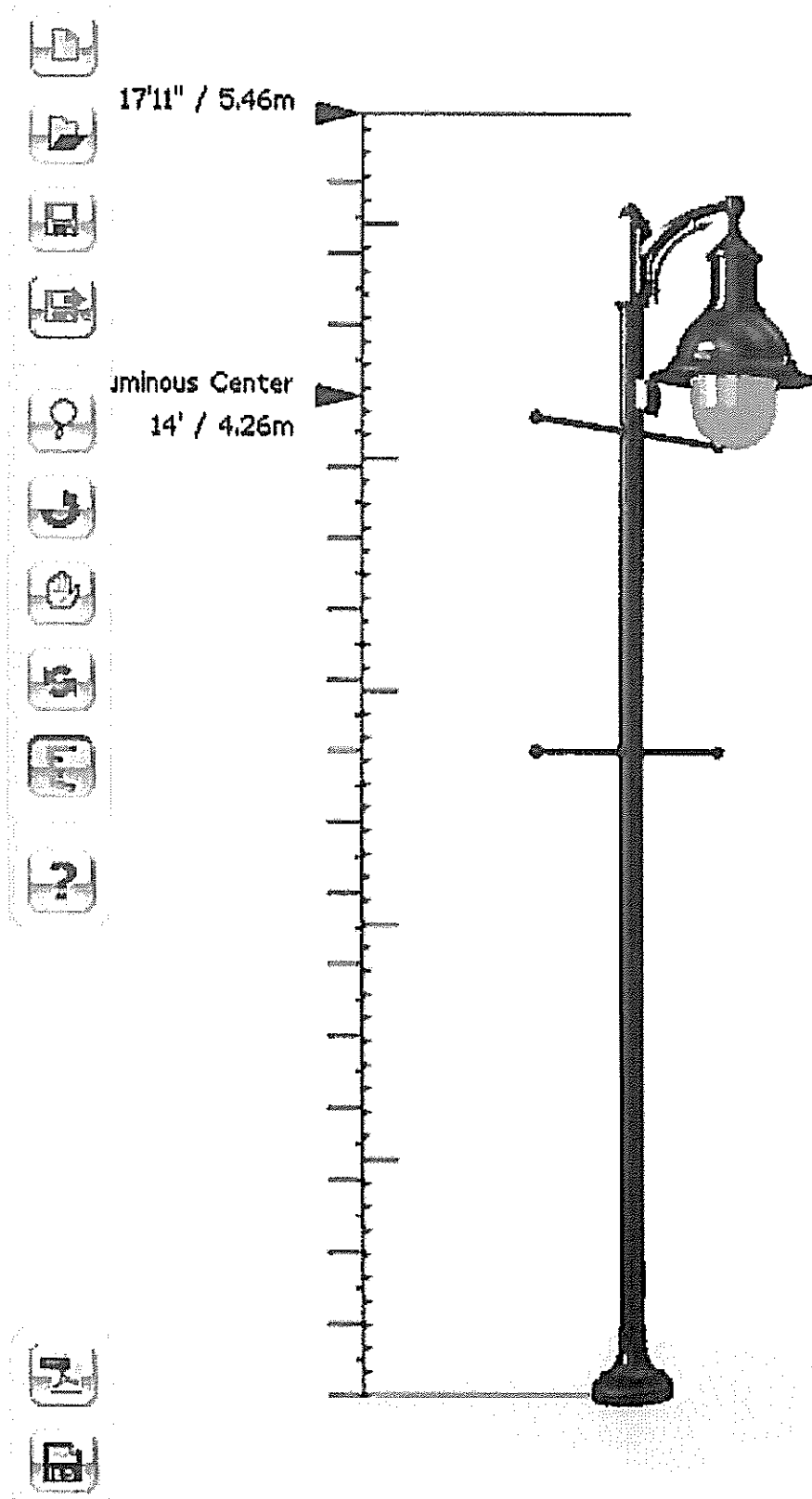
Recommendation

Staff recommends the approval of the current design and that the style of the street lighting option is determined by the Common Council.

[illegible]

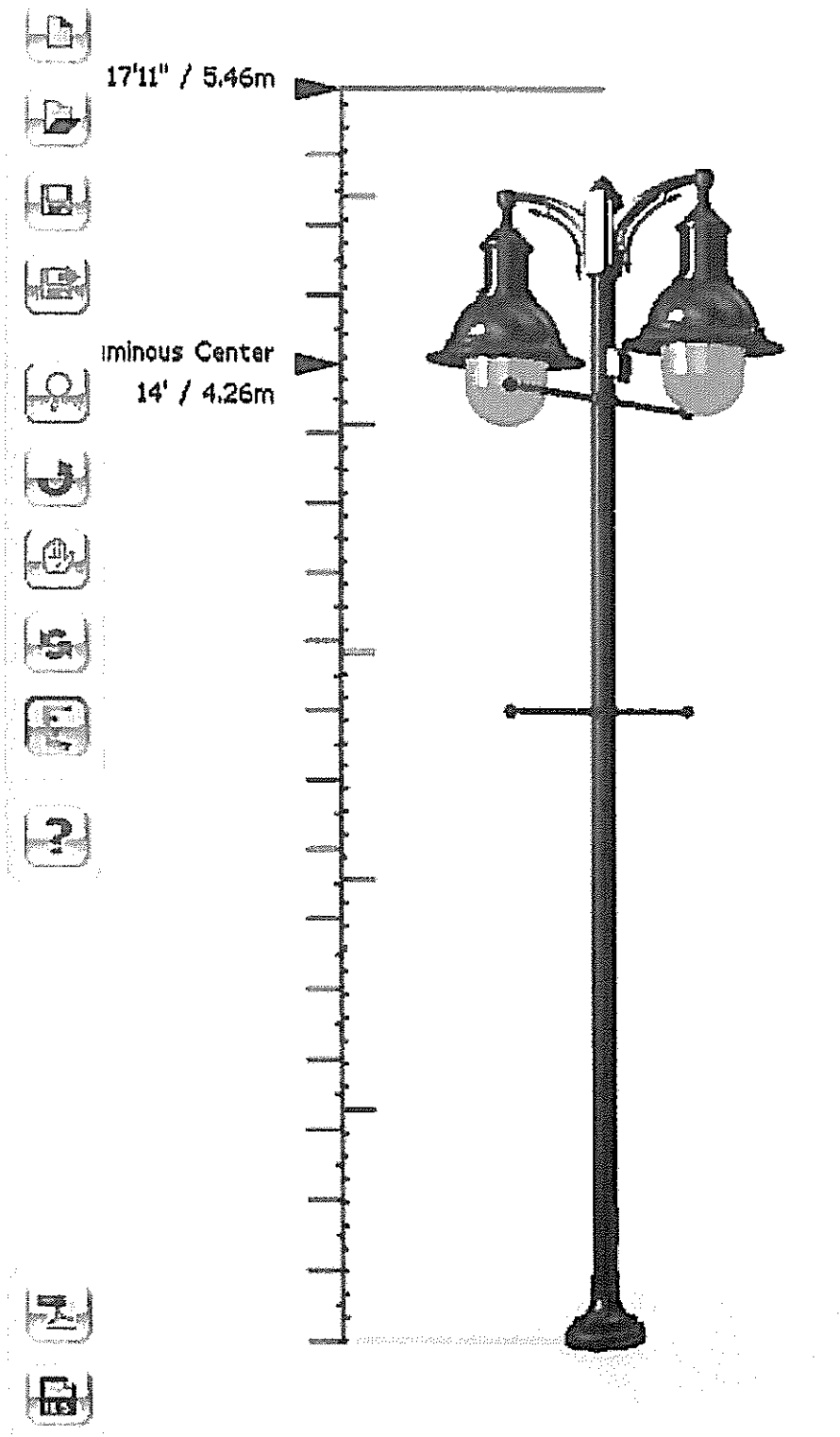
OPTION A - SINGLE

Philips Lumec Domus S55 Single Globe



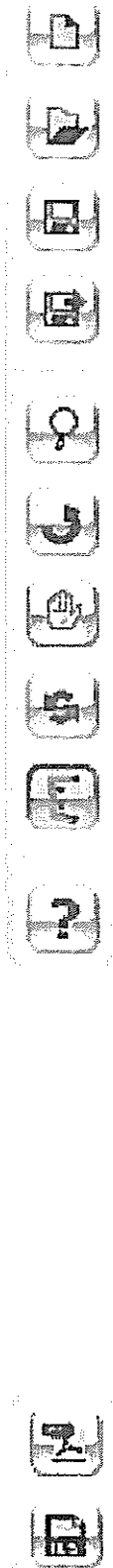
OPTION A - DOUBLE

Philips Lumec Domus S55 Double Globe

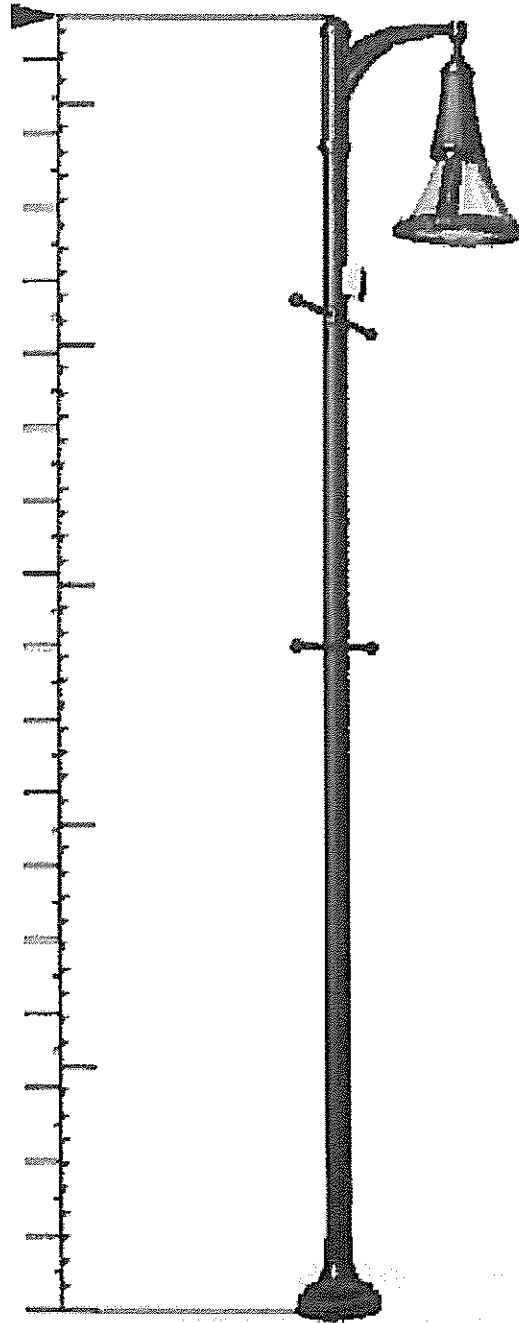


OPTION B - SINGLE

Philips Lumec Urbanscape Single

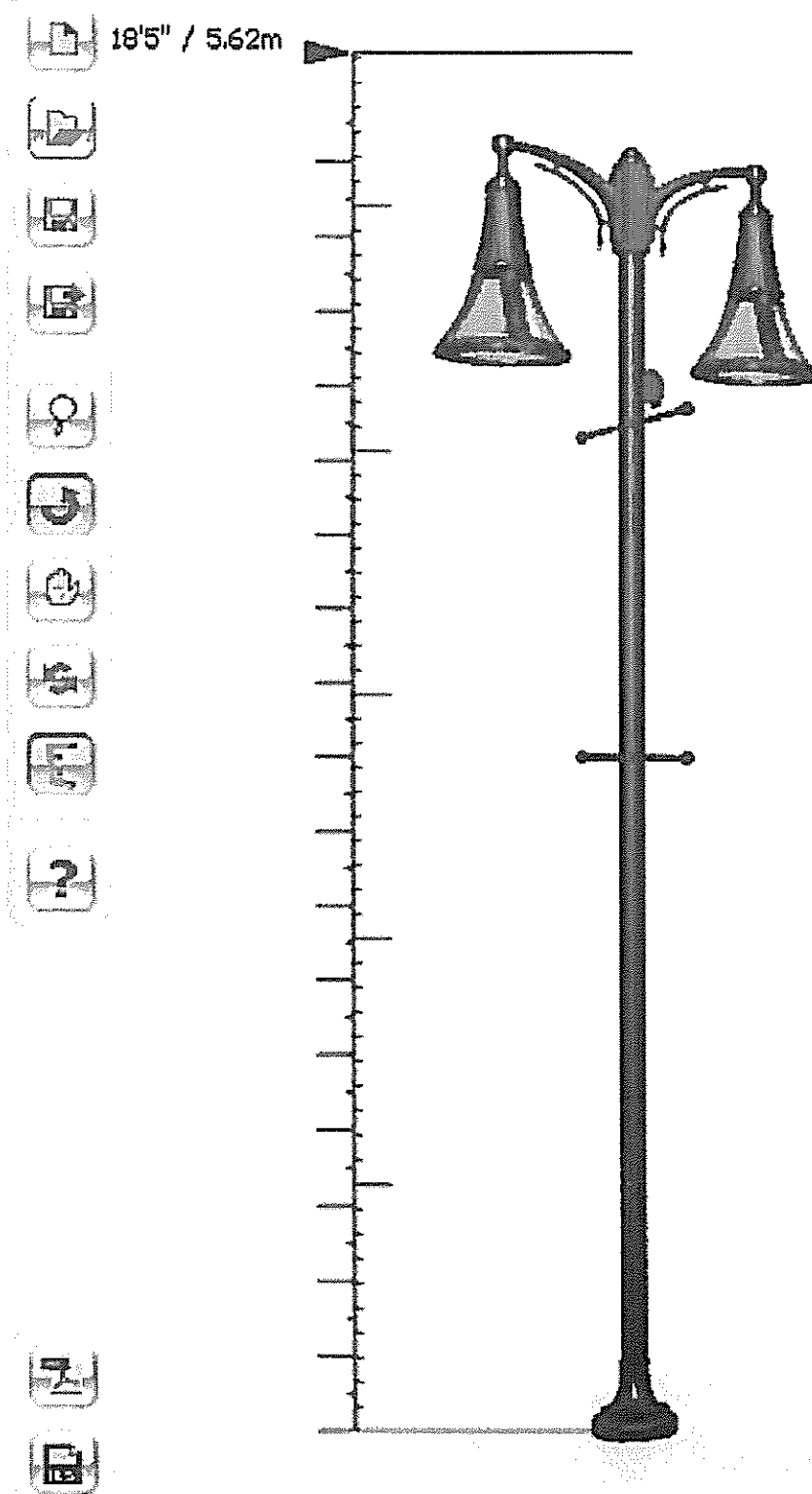


17'7" / 5.35m



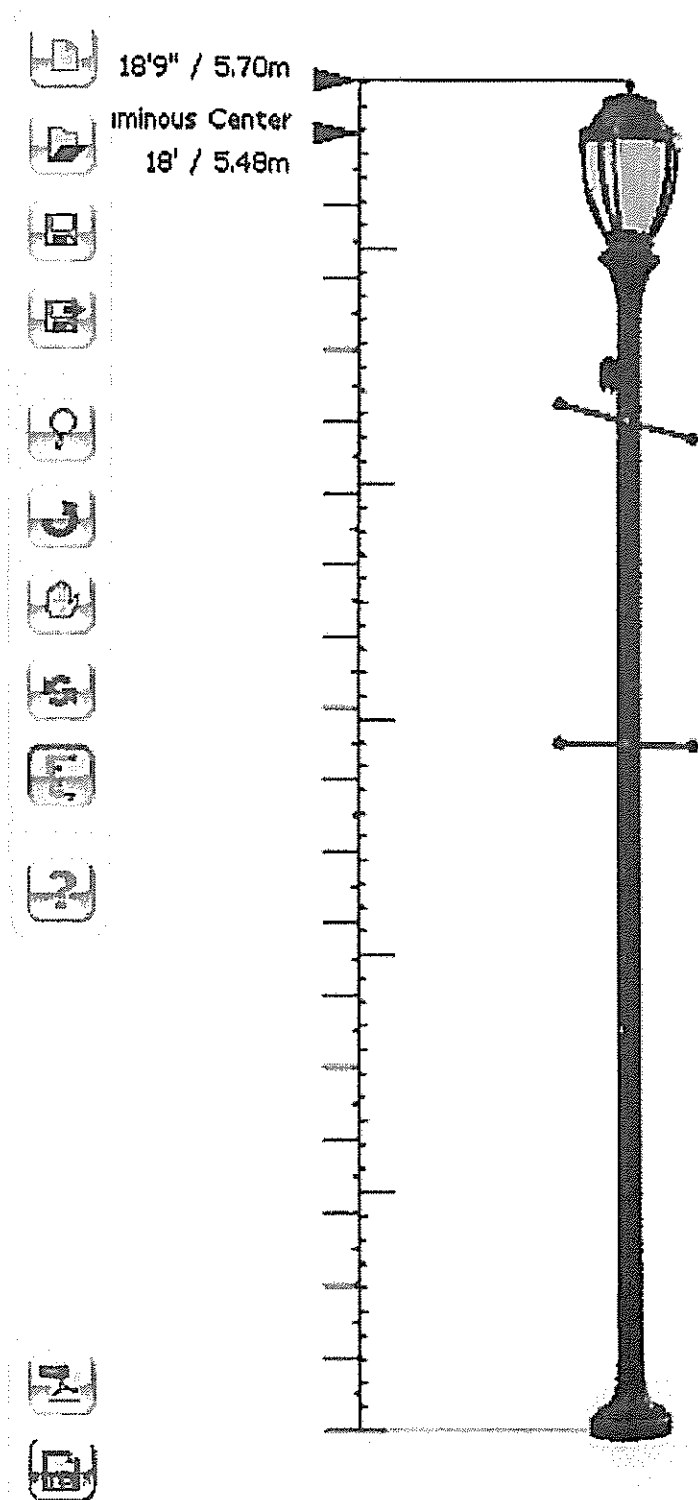
OPTION B- DOUBLE

Philips Lumec Urbanscape Double



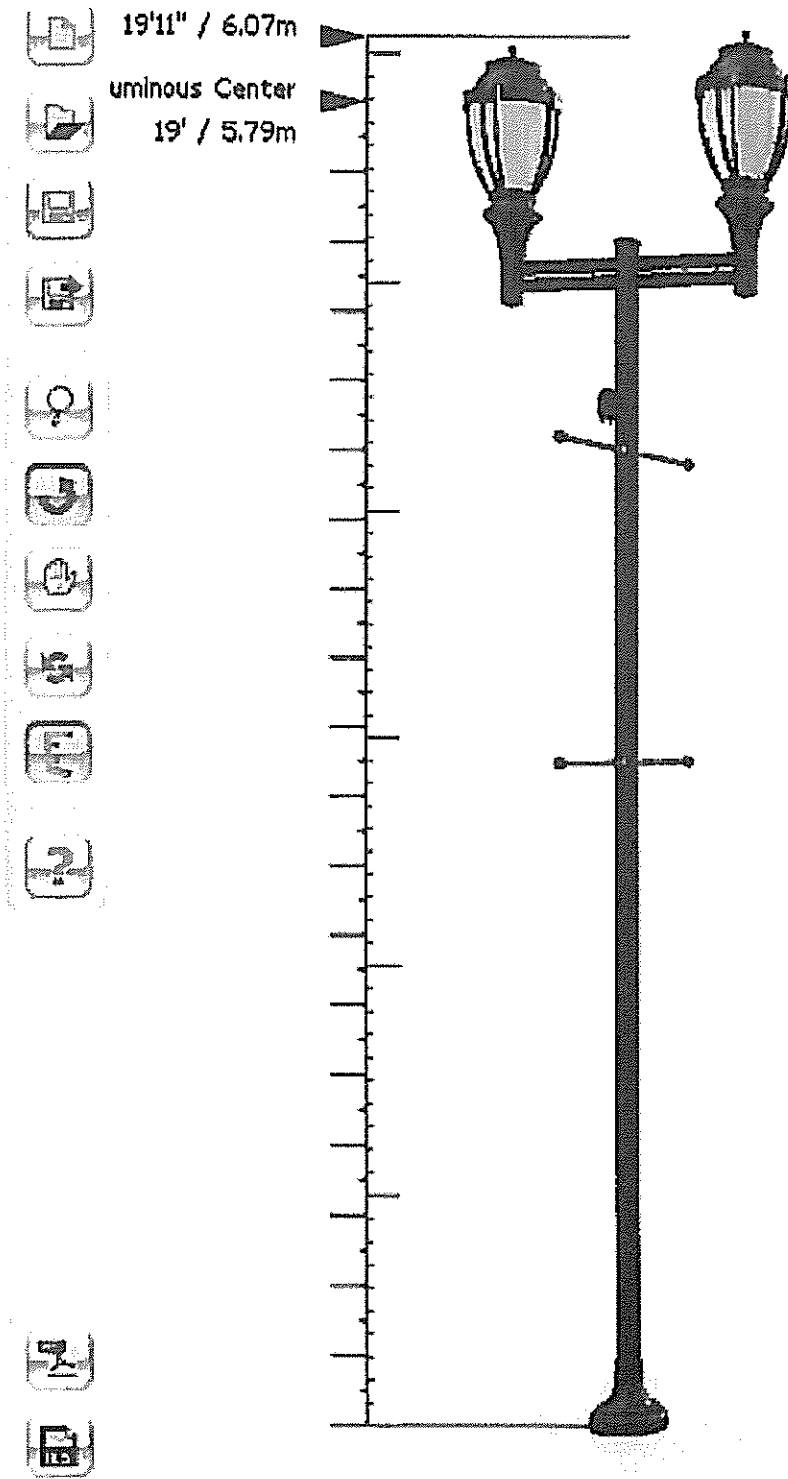
OPTION C - SINGLE

Philips Lumec L81 Post Top Luminaire Single



OPTION C-DOUBLE

Philips Lumec L81 Post Top Luminaire Double





MEMORANDUM

Date: December 14, 2017

To: Personnel Committee

From: Pamela A. Captain, City Attorney

Re: Vacation Allowance for Salaried Employees

An amendment to the City's vacation allowance for salaried employees is being recommended. The City's vacation allowance is currently set up on the basis of hiring a person at the beginning of his or her career. A new employee is not eligible for vacation until completing 6 months of employment at which time the employee receives 5 vacation days. After one year of employment an employee receives another 5 vacation days for a total of 10 days per year. After completing the sixth year of employment the employee receives 15 days of vacation per year.

When recruiting for salaried positions, especially department head positions, we are not hiring a person at the beginning of his or her career. Rather we are hiring seasoned professionals who already have enhanced vacation allowances. These professionals are not interested in starting a new position with less vacation allowance than they currently receive.

We are recommending a vacation allowance for salaried employees for the following reasons:

1. When looking to fill salaried positions we believe it necessary to have a standard vacation allowance that can be used as a recruiting tool.
2. Typically these employees are at higher levels in their careers.
3. While the current policy does provide that an enhanced vacation allowance may be necessary in exceptional circumstances, if we hire similarly situated employees and one gets an enhanced vacation allowance and another does not (or gets a different vacation allowance) we could run into discrimination issues.
4. Generally, no one replaces a salaried employee when he or she is on vacation.

Therefore, it is recommended that the vacation allowance for a salaried employee be amended as follows:

CURRENT	PROPOSED
5 days after 6 months	15 days per calendar year, pro-rated at start of employment
10 days after 1 year	
15 days after 6 years	20 days after 6 years
20 days after 13 years	25 days after 13 years
25 days after 18 years	

We believe this proposed schedule will benefit the City in its recruiting efforts to hire the best available and qualified people to serve our City.

REQUESTED MOTION: To modify the City's vacation allowance for salaried employees effective 2018 providing: 15 days per calendar year, pro-rated at the start of employment; 20 days after 6 years of employment; and 25 days after 13 years of employment.

City of Menasha Disbursements

Weekly Accounts Payable	12/21/17-12/28/17	\$ 217,537.19
	Checks # 59741-59854	

Bi-Weekly Payroll	12/21/17	\$ 181,192.13
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Additional Regular Cycle Accounts Payables -Paid Electronically

Primadata-Tax Bill Postage	12/15/17	\$ 2,621.31
Delta Dental	12/20/17	\$ 2,793.60
Community First Credit Union-Payroll Deductions	12/21/17	\$ 2,712.00
Nationwide Deferred Compensation	12/22/17	\$ 8,299.50
Wisconsin Deferred Compensation	12/26/17	\$ 4,525.00
TASC-Flexible Spending	12/26/17	\$ 4,136.10
Delta Dental	12/27/17	\$ 3,360.20
Federal Tax Withholding	12/27/17	\$ 74,612.85
State Tax Withholding	12/28/17	\$ 28,009.77

\$ 131,070.33

Total	\$ 529,799.65
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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

12/28/17
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: 12/21/2017

Date: 12/21/2017

<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>
ACCURATE	59741	12/21/2017	1715475	731-1022-541.30-18	136.55	Reel Hose
			Total for check: 59741		136.55	
AIRGAS USA LLC	59742	12/21/2017	9064782500	731-1022-541.30-18	270.00	Lsecyl
		12/21/2017	9068536674	731-1022-541.30-18	43.60	Oxygen
		12/21/2017	9069018878	731-1022-541.30-18	85.81	AR CD25300
		12/21/2017	9069519787	731-1022-541.30-18	47.95	Nozzles
		12/21/2017	9701554722	731-1022-541.30-18	(20.85)	CREDIT
		12/21/2017	9701556109	731-1022-541.30-18	(21.13)	CREDIT
		12/21/2017	9701557206	731-1022-541.30-18	(657.56)	CREDIT
		12/21/2017	9943435412	731-1022-541.30-18	229.44	Acetylene/Argon/Nitrogen Oxygen
		12/21/2017	9944175269	731-1022-541.30-18	221.30	Acetylene/Argon/Nitrogen Oxygen
		12/21/2017	9949170602	731-1022-541.38-03	127.50	Cylinder Lease
			Total for check: 59742		326.06	
APPANASHA PET CLINIC	59743	12/21/2017	326528	824-0807-521.21-05	87.02	Geller Vet Appt
			Total for check: 59743		87.02	
APPLETON LATHING CORPORATION	59744	12/21/2017	011969	100-0801-521.24-03	611.00	Acoustical Ceiling
			Total for check: 59744		611.00	
AT&T	59745	12/21/2017	920R09-4530-530	601-1020-543.22-01	292.50	Alarm 11/5/17-12/4/17
			Total for check: 59745		292.50	
BADGER LAB & ENGINEERING INC	59746	12/21/2017	17-3317	601-1020-543.21-02	330.75	BOD/PH/Suspended Solids
		12/21/2017	17-4649	601-1020-543.21-02	655.00	BOD/PH/Suspended Solids Sampling Time & Travel
		12/21/2017	17-4650	601-1020-543.21-02	655.00	BOD/PH/Suspended Solids Sampling Time & Travel
			Total for check: 59746		1,640.75	

AP Check Register

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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>
BINDING EDGE	59747	12/21/2017	38897	100-0401-513.29-01	1,221.30	Print Property Tax Bills Envelopes
			Total for check: 59747		1,221.30	
BLUE PRINT SERVICE CO INC	59748	12/21/2017	109379	743-0403-513.24-04	100.00	Plotter Maint-November
			Total for check: 59748		100.00	
BOBCAT PLUS	59749	12/21/2017	IA10816	731-1022-541.38-03	203.24	Oil,Air&Fuel Filters
			Total for check: 59749		203.24	
CDW GOVERNMENT INC	59750	12/21/2017	KWS6129	743-0403-513.24-04	242.40	PD Maintenance
			Total for check: 59750		242.40	
CEC	59751	12/21/2017	67422	100-0501-522.24-03	400.00	Service to Fire Alarm
			Total for check: 59751		400.00	
COMPLETE OFFICE OF WISCONSIN	59752	12/21/2017	200377	100-0801-521.30-10	40.22	File/Pens/Pads
			Total for check: 59752		40.22	
SALLY COVYEAU MARKLAY	59753	12/21/2017	MAILBOX	100-1006-541.30-18	50.00	1069 Providence Trail Mailbox Reimbursement
			Total for check: 59753		50.00	
KORTNEY DAHM	59754	12/21/2017	DAHM	100-0903-531.34-01	46.85	Travel Reimbursement
			Total for check: 59754		46.85	
EWALD MOTORS OF OCONOMOWOC LLC	59755	12/21/2017	DEAL #25625	100-0801-521.80-03	30,126.00	2018 Ford Transit
			Total for check: 59755		30,126.00	

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FACTORY MOTOR PARTS CO	59756	12/21/2017	18-Z12370	731-1022-541.38-03	121.17	Battery Core	
			Total for check: 59756		121.17		
FARRELL EQUIPMENT & SUPPLY CO INC	59757	12/21/2017	INV921130	625-1010-541.30-15	1,025.00	Cutquick Saw	
			Total for check: 59757		1,025.00		
FOX VALLEY HUMANE ASSOCIATION	59758	12/21/2017	4236	100-0806-532.25-01	306.85	Nov Contract	
			Total for check: 59758		306.85		
DEBBIE GALEAZZI	59759	12/21/2017	GALEAZZI	100-0204-512.30-18	51.10	Pens for Voting	
			Total for check: 59759		51.10		
GO GREEN RECYCLING LLC	59760	12/21/2017	962	100-1003-541.30-18	14,212.00	Crushing Concrete	
			Total for check: 59760		14,212.00		
GRAEF	59761	12/21/2017	0095068	470-0703-553.82-02	4,232.66	Professional Services	Loop the Lake
			Total for check: 59761		4,232.66		
GUNDERSON CLEANERS	59762	12/21/2017	553532	100-0801-521.30-13	34.66	Mats/Towels	
			Total for check: 59762		34.66		
GUSTMAN CHEVROLET SALES INC	59763	12/21/2017	45122	731-1022-541.38-03	138.57	Cable	
		12/21/2017	CM44842	731-1022-541.38-03	(51.73)	CREDIT	Switch
			Total for check: 59763		86.84		
ANGELA HANCHEK	59764	12/21/2017	9660	100-0801-521.19-03	157.46	Clothing Allowance	Socks/Shirt/Pants
			Total for check: 59764		157.46		

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SALLY HENNINGER	59765	12/21/2017	HENNINGER	100-0202-512.30-10	225.00	Massage Day/Can Drive Wellness Event
			Total for check: 59765		225.00	
IMPERIAL SUPPLIES LLC	59766	12/21/2017	I000U02717	731-1022-541.30-18	384.96	Work Gloves
			Total for check: 59766		384.96	
ITOUCH BIOMETRICS LLC	59767	12/21/2017	2959	743-0403-513.24-04	1,190.00	Extended Warranty Scanner 2/14/18-2/13/19
			Total for check: 59767		1,190.00	
JX ENTERPRISES INC	59768	12/21/2017	2411227P	731-1022-541.38-03	75.18	Hose/Unions
			Total for check: 59768		75.18	
KRUEGER TRUE VALUE	59769	12/21/2017	085734	731-1022-541.38-03	17.55	Nuts/Bolts Screws/Rope
			Total for check: 59769		17.55	
KWIK TRIP INC	59770	12/21/2017	ACCT 00244691	100-0801-521.38-01	325.97	Fuel
			Total for check: 59770		325.97	
LEVENHAGEN OIL CORPORATION	59771	12/21/2017	063773A-IN	100-0000-131.00-00	18,249.26	Fuel
			Total for check: 59771		18,249.26	
MARCO TECHNOLOGIES LLC	59772	12/21/2017	INV4826051	743-0403-513.29-01	26.41	Finance Copier
			Total for check: 59772		26.41	
MATTHEWS TIRE & SERVICE CENTER	59773	12/21/2017	63977	731-1022-541.38-02	219.00	Tire
			Total for check: 59773		219.00	

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MCNEILUS TRUCK & MFG COMPANY	59774	12/21/2017	3844051	731-1022-541.38-03	43.69	Valve	
					Total for check: 59774		
					43.69		
MENARDS-APPLETON EAST	59775	12/21/2017	27718	100-0703-553.30-18	(101.94)	CREDIT	LED C9 Reel
			27721	100-0703-553.30-18	60.94	Wood	
				100-0920-531.24-03	13.47	Door Stop	
				731-1022-541.24-03	21.98	Bulbs	
		12/21/2017	27878	100-0703-553.24-03	19.68	Filter	
			Total for check: 59775		14.13		
MENASHA NEENAH MUNICIPAL COURT	59776	12/21/2017	MNCOURT	100-0000-201.03-00	363.00	BOND	Report #17-4147
					174.00	BOND	Report #17-0415
					237.00	BOND	Report #17-0445
					148.80	BOND	Report #16-0153
					363.00	BOND	Report #16-0151
					174.00	BOND	Report #16-0152
			Total for check: 59776		1,459.80		
MENASHA UTILITIES	59777	12/21/2017	M.U.	100-0000-123.00-00	927.60	Electric	10/25/17-11/27/17
					258.97	Water	10/25/17-11/27/17
					59.95	Storm	10/25/17-11/27/17
					8.94	Electric	10/25/17-11/27/17
				100-0305-562.22-03	24.80	Electric	10/25/17-11/27/17
				100-0305-562.22-06	9.90	Storm	10/25/17-11/27/17
				100-0601-551.22-03	3,773.31	Electric	10/25/17-11/27/17
				100-0601-551.22-05	457.70	Water	10/25/17-11/27/17
				100-0601-551.22-06	136.95	Storm	10/25/17-11/27/17
				100-0703-553.22-03	1,349.61	Electric	10/25/17-11/27/17
				100-0703-553.22-05	34.42	Water	10/25/17-11/27/17
				100-0703-553.22-06	871.21	Storm	10/25/17-11/27/17
				100-0704-552.22-03	293.37	Electric	10/25/17-11/27/17
				100-0704-552.22-05	656.70	Water	10/25/17-11/27/17

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MENASHA UTILITIES...	59777...	12/21/2017...	M.U....	100-0801-521.22-03	1,280.98	Electric 10/25/17-11/27/17
					74.60	Electric 10/25/17-11/27/17
				100-0801-521.22-05	357.63	Water 10/25/17-11/27/17
				100-0801-521.22-06	82.78	Storm 10/25/17-11/27/17
				100-1001-514.22-05	12.38	Water 10/25/17-11/27/17
				100-1001-514.22-06	3.30	Storm 10/25/17-11/27/17
				100-1008-541.22-03	317.43	Electric 10/25/17-11/27/17
				100-1008-541.22-05	89.42	Water 10/25/17-11/27/17
				100-1013-541.22-06	57.75	Storm 10/25/17-11/27/17
				100-1019-552.22-03	601.72	Electric 10/25/17-11/27/17
				100-1019-552.22-05	12.38	Water 10/25/17-11/27/17
				207-0707-552.22-05	147.40	Water 10/25/17-11/27/17
				266-1028-543.22-06	96.53	Storm 10/25/17-11/27/17
				470-0304-562.80-02	452.10	Storm 10/25/17-11/27/17
				601-1020-543.22-03	80.76	Electric 10/25/17-11/27/17
				731-1022-541.22-03	1,027.79	Electric 10/25/17-11/27/17
				731-1022-541.22-05	314.00	Water 10/25/17-11/27/17
				731-1022-541.22-06	1,190.48	Storm 10/25/17-11/27/17
				Total for check: 59777		
					15,062.86	
MICHELS MATERIALS	59778	12/21/2017	3475560	100-1006-541.30-18	673.80	Screened Chif
				Total for check: 59778		
					673.80	
MILWAUKEE LIGHT BULB DELIVERY INC	59779	12/21/2017	0208986-IN	100-0703-553.30-18	254.75	Light Bulbs
				Total for check: 59779		
					254.75	
CITY OF NEENAH	59780	12/21/2017	36459	100-0501-522.30-15	99.05	Antenna
					1,500.17	Thermal Imaging Camera
				470-0501-522.30-15	1,019.59	Burn Tower
				Total for check: 59780		
					2,618.81	

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REDI-WELDING CO	59781	12/21/2017	15202	731-1022-541.38-03	264.25	Rings for Leaf Vac
	Total for check: 59781				264.25	
ALANNAH REW	59782	12/21/2017	SCHOLARSHIP	822-0413-554.30-16	250.00	Hattie Miner Scholarship
	Total for check: 59782				250.00	
RUEKERT & MIELKE INC	59783	12/21/2017	121337	601-1020-543.21-02	273.24	Industrial User DischargeSept 2017-Oct 2017
		12/21/2017	121338	601-1020-543.21-02	485.10	Sewer User Monitoring Sept 2017-Oct2017
		12/21/2017	121339	601-1020-543.21-02	112.68	Sewer Use Charge Sept 2017-Oct 2017
		12/21/2017	121340	601-1020-543.21-02	158.22	User Charge System UpdateSept 2017-Oct 2017
		12/21/2017	121496	601-1020-543.21-02	409.86	Industrial User DischargeOct 2017-Nov 2017
		12/21/2017	121497	601-1020-543.21-02	1,283.58	Sewer User Monitoring Oct 2017-Nov 2017
		12/21/2017	121498	601-1020-543.21-02	1,684.98	Sewer Billing Sept 2017-Nov 2017
		12/21/2017	121499	601-1020-543.21-02	546.48	User Charge System UpdateOct 2017-Nov 2017
	Total for check: 59783				4,954.14	
SHEBOYGAN, COUNTY OF	59784	12/21/2017	95253	100-1003-541.30-18	6,011.19	Bituminous Patch
	Total for check: 59784				6,011.19	
STREICHER'S INC	59785	12/21/2017	I1289628	100-0801-521.19-03	139.63	Boots/Tablet Case Surveillance EarPiece
	Total for check: 59785				139.63	
SUPERION LLC	59786	12/21/2017	200562	743-0403-513.24-04	2,806.00	December Maintenance
	Total for check: 59786				2,806.00	
TAPCO	59787	12/21/2017	I586051	100-1008-541.24-04	495.33	Pedestrian Push Button Racine & 1st
	Total for check: 59787				495.33	

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THEDACARE LABORATORIES	59788	12/21/2017	ACCT 12100529	100-0801-521.21-05	42.50	Lab Work	
			Total for check: 59788		42.50		
UNIFIRST CORPORATION	59789	12/21/2017	097 0250213	731-1022-541.20-01	366.50	Coveralls/Lab Coat	Mats/Towels
			Total for check: 59789		366.50		
VERIZON WIRELESS	59790	12/21/2017	9797366638	100-1002-541.22-01	0.93	Phone 11/3-12/2	
				601-1020-543.22-01	54.00	Phone 11/3-12/2	
				625-1002-541.22-01	0.31	Phone 11/3-12/2	
		12/21/2017	9797366640	100-0919-531.15-08	176.08	Phone	
		12/21/2017	9797366644	100-1002-541.22-01	30.01	Wifi for GPS	11/3-12/2
				625-1002-541.22-01	10.00	Wifi for GPS	11/3-12/2
			Total for check: 59790		271.33		
VIEVU	59791	12/21/2017	26462	100-0801-521.30-18	400.00	Camera	
			Total for check: 59791		400.00		
WAUSHARA COUNTY CLERK OF COURTS	59792	12/21/2017	WAUSHARACOURT	100-0000-201.03-00	1,421.50	BOND	Report #17-4178
			Total for check: 59792		1,421.50		
WE ENERGIES	59793	12/21/2017	3429-667-713	100-0903-531.22-04	10.89	Gas Service 316 Racine St11/1/17-12/4/17	
			Total for check: 59793		10.89		
WINNEBAGO COUNTY CLERK OF COURTS	59794	12/21/2017	WINNCOUNTY	100-0000-201.03-00	150.00	BOND	Report #17-4202
			Total for check: 59794		150.00		
WINNEBAGO COUNTY TREASURER	59795	12/21/2017	LF125378	100-1016-543.25-01	17,848.74	Direct Haul	
				100-1017-543.25-01	3,446.04	Direct Haul	

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WINNEBAGO COUNTY TREASURER...	59795...	12/21/2017...	LF125378...	266-1027-543.25-01	341.70	Direct Haul
Total for check: 59795					21,636.48	
WISCONSIN DEPT OF TRANSPORTATION	59796	12/21/2017	395-0000065899	100-1003-541.21-02	2,589.46	Broad Street
Total for check: 59796					2,589.46	
WISCONSIN MEDIA	59797	12/21/2017	0001076367	100-0405-513.29-02	310.01	Newspaper Publishings
		12/21/2017	0001076863	100-0405-513.29-02	739.48	Newspaper Publishings
	Total for check: 59797				1,049.49	
WISCONSIN SUPPORT COLLECTIONS	59798	12/21/2017	20171221	100-0000-202.03-00	711.51	PAYROLL SUMMARY
Total for check: 59798					711.51	
WPPI ENERGY	59799	12/21/2017	INV08923	310-0409-571.61-01	494.50	St Lighting Project Loan Payment
Total for check: 59799					494.50	
					140,657.50	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description	
ACCURATE	59800	12/28/2017	1715798	731-1022-541.30-18	54.58	Brake Pads/Rotors	Nitro Drill
				731-1022-541.38-03	201.62	Brake Pads/Rotors	Nitro Drill
				Total for check: 59800		256.20	
AIRGAS USA LLC	59801	12/28/2017	9949877760	731-1022-541.30-18	47.50	Cylinder Lease Renewal	Lsecyl
ALL-SPORT TROPHY	59802	12/28/2017	052127	100-0702-552.30-18	11.00	Awards	
		12/28/2017	052128	826-0702-552.30-18	297.00	Awards	
		Total for check: 59802		308.00			
CITY OF APPLETON	59803	12/28/2017	240052	100-0918-531.21-06	500.00	Health Dept	Emergency Planning
AUTOMATED COMFORT CONTROLS	59804	12/28/2017	20202	731-1022-541.24-03	365.18	Filters/Belts	
							Total for check: 59804
BADGER LAB & ENGINEERING INC	59805	12/28/2017	17-4668	601-1020-543.21-02	1,000.75	BOD/PH/Suspended Solids	Sampling Time & Travel
		12/28/2017	17-4677	601-1020-543.21-02	1,100.75	BOD/PH/Suspended Solids	Sampling Time & Travel
		Total for check: 59805		2,101.50			
BOBCAT PLUS	59806	12/28/2017	LA01738	100-0704-552.24-04	30.00	Auger Bit	
							Total for check: 59806
CARDMEMBER SERVICE	59810	12/28/2017	0035	100-0801-521.19-03	60.00	NWTC Corp Training	Uniform Allowance
		12/28/2017	0080	100-0601-551.30-16	7.00	Dairy Queen/Programs	
		12/28/2017	0118	100-0601-551.30-16	25.00	Pagonis Pizza	
		12/28/2017	0121	100-0801-521.30-10	69.75	Department Cards	
		12/28/2017	0159	100-0601-551.30-16	7.00	Dairy Queen/Programs	
		12/28/2017	0180	743-0403-513.29-01	37.29	Amazon	Toner

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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>	
CARDMEMBER SERVICE...	59810...	12/28/2017	0183	100-0702-552.34-03	11.00	Qdoba	Meal
		12/28/2017	0348	100-0801-521.34-03	91.00	Kalahari Resorts	Hotel for Training
		12/28/2017	0443	731-1022-541.30-18	14.36	Batteries Plus	Shop
		12/28/2017	0459	100-0601-551.30-16	8.00	Dollar Tree	Holiday Decorations
		12/28/2017	0494	824-0807-521.21-05	62.35	Appanasha Pet Clinic	K-9 Bill
		12/28/2017	0506	100-0702-552.30-18	52.53	Bulk Priced Food Store	Supplies
		12/28/2017	0567	731-1022-541.34-02	12.95	COGGNO	Training
		12/28/2017	0601	100-0801-521.24-03	0.40	DSPS	Valve Testing
		12/28/2017	0720	100-0702-552.34-03	20.55	High Rock Cafe	Meal
		12/28/2017	1263	100-0703-553.34-03	41.83	Kalahari Resorts	
		12/28/2017	1542	100-0601-551.30-16	100.44	Facebook	
		12/28/2017	1762	100-0601-551.30-16	11.97	Festival/Author Visit	
		12/28/2017	1789	100-0000-201.17-00	(11.07)	Amazon	CREDIT
		12/28/2017	2278	100-0904-531.34-02	395.00	Good Armstrong	Aesbetos Training
		12/28/2017	2299	100-0801-521.32-01	25.00	TLO Transunion	Database Subscription
		12/28/2017	2442	100-0801-521.19-03	24.88	LA Police Gear	Uniform Allowance
		12/28/2017	2661	100-1003-541.30-15	179.00	Home Depot	Shopvac
		12/28/2017	2707	100-0601-551.30-14	578.66	Scholastic Book Fairs	
		12/28/2017	3106	100-0000-201.17-00	57.28	Amazon	Water Filters
		12/28/2017	3145	100-0801-521.30-11	9.72	UPS	Evidence to Crime Lab
		12/28/2017	3211	100-0801-521.19-03	139.63	Uniform Allowance	
		12/28/2017	3371	100-0202-512.30-16	197.41	Sabre Lanes	Bowling Event
		12/28/2017	3669	100-0903-531.34-02	25.00	State of WI	Trafficking Conf
		12/28/2017	3689	100-0801-521.30-18	340.99	Building Antenna	
		12/28/2017	4026	100-0801-521.24-03	20.00	DSPS	Valve Testing
		12/28/2017	4100	100-0801-521.29-04	90.71	Amazon	Cell Phone Chargers
		12/28/2017	4190	100-0703-553.24-03	25.17	Amazon	Mem. Filter
		12/28/2017	4221	100-0702-552.30-18	11.06	Piggly Wiggly	Supplies
		12/28/2017	4381	100-0601-551.30-16	30.06	WM SuperCenter	Program Supplies
		12/28/2017	4479	100-0202-512.32-01	300.00	PayPal	Wellness Council Meeting
		12/28/2017	4542	100-0801-521.19-03	176.25	GALLS	Training Tuition
		12/28/2017	4796	100-0000-123.00-00	45.50	Quantum Laboratories	731 Tayco
		12/28/2017	4869	100-0601-551.24-03	80.00	DSPS/Library Testing	
		12/28/2017	4875	100-0201-512.34-03	82.00	Blue Harbor	WI Public Employers Labor

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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>	
CARDMEMBER SERVICE...	59810...	12/28/2017	5216	100-0801-521.19-03	124.32	LA Police Gear	Uniform Allowance
		12/28/2017	5965	100-1008-541.30-15	86.72	Traffic Safety Store	Traffic Wand
		12/28/2017	5980	100-0601-551.30-16	11.70	WalMart/Program Supplies	
		12/28/2017	6309	100-0801-521.29-04	487.92	Fleet Safety Equip	LED Vehicle Lights
		12/28/2017	6530	100-1002-541.34-02	845.00	UWM	Leadership Class
		12/28/2017	6629	100-0601-551.30-11	9.75	USPS	
		12/28/2017	6726	100-0801-521.30-10	139.82	Amazon	Office Supplies
		12/28/2017	7149	100-0000-201.17-00	(4.99)	Amazon	CREDIT
		12/28/2017	7279	100-0601-551.30-16	6.46	Hobby Lobby	Holiday Decorations
		12/28/2017	7593	100-0202-512.30-10	27.70	Amazon	Wall Files
				100-0401-513.30-10	27.70	Amazon	Wall Files
		12/28/2017	7594	743-0403-513.30-10	48.72	Amazon	Wall Files
		12/28/2017	7601	100-0801-521.30-18	76.56	Crystal Plus Awards	Retirement Plaque
		12/28/2017	7784	100-0801-521.34-03	16.51	Festival	Meeting Supplies
		12/28/2017	7917	100-0702-552.34-03	16.34	Kalahari Restaurant	Meal
		12/28/2017	8325	100-0702-552.34-03	21.81	High Rock Cafe	Meal
		12/28/2017	8784	100-0000-201.17-00	10.98	Amazon	Water Filter
		12/28/2017	9082	100-0702-552.34-03	6.83	Starbucks	Meal
		12/28/2017	9307	100-0601-551.24-03	1.60	DSPS	Lib Testing
		12/28/2017	9637	100-0801-521.30-10	73.39	Amazon	Office Supplies
		12/28/2017	9912	100-0702-552.34-03	(26.72)	Lodging Credit	Kalahari
		Total for check: 59810			5,463.79		
CRESCENT ELECTRIC SUPPLY COMPANY	59811	12/28/2017	S504288815.001	100-0703-553.24-03	121.29	Electric Supplies	Jefferson Panel
		12/28/2017	S504288840.001	470-0304-562.82-02	294.59	Wire	Mill St
		12/28/2017	S504294863.001	470-0304-562.82-02	440.00	Lighting Rebar Cage	Mill St. Terminus
		12/28/2017	S504323358.001	100-0703-553.24-03	1,484.91	Circuit Breaker	Jefferson Park
		12/28/2017	S504323534.001	100-0703-553.24-03	75.90	Filler Plate	Jefferson Park
		12/28/2017	S504352455.001	100-0703-553.24-03	125.82	Electrical Supplies	Jefferson Park
		12/28/2017	S504366229.001	100-0703-553.24-03	53.88	Cover Plate	
		Total for check: 59811			2,596.39		

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SCOTT DAY	59812	12/28/2017	P.D.	100-0801-521.21-05	420.00	Logged Hours
			Total for check: 59812		420.00	
DOCK BOXES UNLIMITED	59813	12/28/2017	17-54202	207-0707-552.24-02	878.85	Newport Harbormate Hose Bracket
					3,753.95	Newport Harbormate Hose Bracket
				207-0707-552.30-18	261.00	Aluminum Hose/Bracket
		12/28/2017	17-62565	207-0707-552.30-18	1,285.29	Bumpers
			Total for check: 59813		6,179.09	
FASTENAL COMPANY	59814	12/28/2017	WINEE131592	731-1022-541.30-18	17.91	Part
			Total for check: 59814		17.91	
FOX VALLEY TECHNICAL COLLEGE	59815	12/28/2017	EC63192	100-0703-553.34-02	465.00	Coaching Sessions
				731-1022-541.34-02	465.00	Coaching Sessions
			Total for check: 59815		930.00	
GO GREEN RECYCLING LLC	59816	12/28/2017	969	100-1003-541.30-18	6,419.20	Crushing Concrete
			Total for check: 59816		6,419.20	
GRAINGER INC	59817	12/28/2017	9616941994	731-1022-541.38-03	3.78	Gasket
			Total for check: 59817		3.78	
GRAPHIC COMPOSITION INC	59818	12/28/2017	171183	100-0000-134.00-00	(8.30)	P.D. Business Cards
				100-0801-521.29-01	93.30	P.D. Business Cards
			Total for check: 59818		85.00	
GUNDERSON CLEANERS	59819	12/28/2017	DRY CLEANING	100-0704-552.30-13	181.77	Dry Cleaning
			Total for check: 59819		181.77	

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DONALD HIETPAS & SONS INC	59820	12/28/2017	867 VALLEY RD	470-0304-562.82-01	2,105.65	Capped Off 2" Water Serv 867 Valley Rd
			Total for check: 59820		2,105.65	
IMPERIAL SUPPLIES LLC	59821	12/28/2017	I000U16943	731-1022-541.30-18	318.77	Work Gloves
			Total for check: 59821		318.77	
LAKE PARK VILLAS HOMEOWNERS ASSN	59822	12/28/2017	LAKE PARK VILLA	501-0304-562.32-01	21,061.60	Lake Park Villas
			Total for check: 59822		21,061.60	
LB MED WASTE	59823	12/28/2017	81546	100-0801-521.30-13	103.00	Incineration Waste
			Total for check: 59823		103.00	
M-B COMPANIES INC	59824	12/28/2017	222615	731-1022-541.38-03	297.52	Cylinder Assembly Kit
		12/28/2017	222715	731-1022-541.38-03	53.58	Pin Locking
			Total for check: 59824		351.10	
MARCO TECHNOLOGIES LLC	59825	12/28/2017	56952532	743-0403-513.29-01	140.40	December Copier Agreement
			Total for check: 59825		140.40	
MENARDS-APPLETON EAST	59826	12/28/2017	27914	100-1003-541.30-15	202.79	Seat Cushion/Broom/Shovel
		12/28/2017	27923	100-0703-553.30-18	53.92	Wood/Screws
				731-1022-541.24-03	115.47	Wood/Screws
		12/28/2017	28238	207-0707-552.30-18	341.83	Green Treated/ Ties
			Total for check: 59826		714.01	
MENASHA NEENAH MUNICIPAL COURT	59827	12/28/2017	MNCOURT	100-0000-201.03-00	363.00	BOND Report #17-0339
					174.00	BOND Report #17-0249

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MENASHA NEENAH MUNICIPAL COURT...	59827...	12/28/2017...	MNCOURT...	100-0000-201.03-00...	174.00	BOND	Report #17-0250
Total for check: 59827					711.00		
MENASHA TREASURER	59828	12/28/2017	HEALTH	100-0905-531.30-18	49.99	Petty Cash/Totes	
					5.59	Petty Cash	Wellness Screening
Total for check: 59828					55.58		
MENASHA UTILITIES	59829	12/28/2017	M.U.	100-0304-562.22-03	22.22	Electric	10/26/17-11/27/17
				100-0305-562.22-05	12.38	Water	10/26/17-11/27/17
				100-0305-562.22-06	9.90	Storm	10/26/17-11/27/17
				100-0703-553.22-03	575.98	Electric	10/26/17-11/27/17
				100-0703-553.22-05	713.32	Water	10/26/17-11/27/17
				100-0703-553.22-06	486.77	Storm	10/26/17-11/27/17
				100-1001-514.22-03	710.22	Electric	10/26/17-11/27/17
				100-1001-514.22-05	418.60	Water	10/26/17-11/27/17
				100-1008-541.22-03	207.85	Electric	10/26/17-11/27/17
				100-1012-541.22-03	104.87	Electric	10/26/17-11/27/17
				100-1013-541.22-03	43.08	Electric	10/26/17-11/27/17
				100-1013-541.22-06	239.26	Storm	10/26/17-11/27/17
				100-1014-543.22-06	70.13	Storm	10/26/17-11/27/17
				100-1019-552.22-03	270.45	Electric	10/26/17-11/27/17
				100-1019-552.22-05	82.42	Water	10/26/17-11/27/17
				207-0707-552.22-03	321.47	Electric	10/26/17-11/27/17
				207-0707-552.22-05	68.84	Water	10/26/17-11/27/17
				207-0707-552.22-06	64.36	Storm	10/26/17-11/27/17
				485-0304-562.22-06	63.53	Storm	10/26/17-11/27/17
				501-0304-562.22-06	334.96	Storm	10/26/17-11/27/17
				601-1020-543.22-03	98.56	Electric	10/26/17-11/27/17
				625-0304-562.22-03	8.24	Electric	10/26/17-11/27/17
				743-0403-513.21-04	167.75	Internet Charge	10/26/17-11/27/17

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MENASHA UTILITIES...	59829...	12/28/2017...	M.U....	743-0403-513.21-04...	2,310.40	Dark Fiber Charge	10/26/17-11/27/17
			Total for check: 59829		7,405.56		
MBM	59830	12/28/2017	IN245740	743-0403-513.29-01	262.82	Nov Printer Usage	
			Total for check: 59830		262.82		
MORTON SAFETY	59831	12/28/2017	182012-00	100-0702-552.30-18	15.12	First Aid Supplies	
			Total for check: 59831		15.12		
OSHKOSH FIRE & POLICE EQUIPMENT INC	59832	12/28/2017	171036	100-0803-521.29-04	648.90	LED Scene Light	
			Total for check: 59832		648.90		
OSI ENVIRONMENTAL INC	59833	12/28/2017	4014971	266-1027-543.21-06	100.00	Used Oil	Collection Service
			Total for check: 59833		100.00		
MEGHAN PAULY	59834	12/28/2017	PAULY	100-0914-531.30-18	306.28	Immunization Supplies	
			Total for check: 59834		306.28		
PLACE DYNAMICS	59835	12/28/2017	20170503	100-0304-562.21-02	8,000.00	Draft Plan	
			Total for check: 59835		8,000.00		
SAFEBUILT LLC	59836	12/28/2017	0036324-IN	100-0301-523.21-06	486.71	Permits	
			Total for check: 59836		486.71		
SAM'S CLUB/SYNCHRONY BANK	59837	12/28/2017	008168	100-0702-552.30-18	60.07	Supplies	
			Total for check: 59837		60.07		
SHERWIN WILLIAMS CO	59838	12/28/2017	4774-5	100-0704-552.24-03	108.57	Adjustable Table	

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SHERWIN WILLIAMS CO...	59838...	12/28/2017	4775-2	100-0704-552.24-03	40.77	Plastic Pan
			Total for check: 59838		149.34	
STAPLES BUSINESS ADVANTAGE	59839	12/28/2017	8047719643	731-1022-541.30-10	74.55	Office Supplies
		12/28/2017	8047719646	100-0801-521.30-10	59.11	Office Supplies
			Total for check: 59839		133.66	
SYN-TECH SYSTEMS	59840	12/28/2017	155684	731-1022-541.24-04	305.00	Tanks/Cable/Wire
			Total for check: 59840		305.00	
UNIFIRST CORPORATION	59841	12/28/2017	097 0250692	731-1022-541.20-01	166.30	Mat/Mop/Clothing Service
			Total for check: 59841		166.30	
US PETROLEUM EQUIPMENT	59842	12/28/2017	106248	731-1022-541.24-04	310.00	Cylinder Assembly Kit
			Total for check: 59842		310.00	
UW-FOX VALLEY	59843	12/28/2017	VIDEOTAPING	100-0405-513.21-08	2,760.00	Videotaping City Council Committee Meetings
			Total for check: 59843		2,760.00	
VERIZON WIRELESS	59844	12/28/2017	9797366637	100-0601-551.22-01	1.68	Phone
				100-0703-553.22-01	10.39	Phone
			Total for check: 59844		12.07	
VERMEER WISCONSIN INC	59845	12/28/2017	30059480	731-1022-541.38-03	96.08	Belts
			Total for check: 59845		96.08	

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WG INC	59846	12/28/2017	220582	100-0702-552.30-18	30.00	Holiday Hayride Signs
			Total for check: 59846		30.00	
WINNEBAGO COUNTY CLERK OF COURTS	59847	12/28/2017	MNCOURT	100-0000-201.03-00	150.00	BOND Report #17-4200
			Total for check: 59847		150.00	
WINNEBAGO COUNTY TREASURER	59848	12/28/2017	1-552	100-0000-201.03-00	404.16	Taxes 1-552
		12/28/2017	12280	100-0203-512.21-08	60.00	Recording Fees
		12/28/2017	12289	100-0801-521.30-18	8.00	ID Cards
			Total for check: 59848		472.16	
WISCNET	59849	12/28/2017	10973	743-0403-513.21-04	1,500.00	Membership Fee
					750.00	3rd Qtr Network Access
			Total for check: 59849		2,250.00	
WISCONSIN DEPT OF JUSTICE	59850	12/28/2017	L7101T	100-0801-521.21-06	175.00	Record Checks
			Total for check: 59850		175.00	
WISCONSIN DEPT OF TRANSPORTATION	59851	12/28/2017	395-0000066753	100-1003-541.21-02	137.12	Hwy 10/441
		12/28/2017	395-0000066766	100-1003-541.21-02	7.06	Hwy 10/441
		12/28/2017	395-0000067724	100-1003-541.21-02	125.40	Third Street
			Total for check: 59851		269.58	
WISCONSIN PARK & RECREATION ASSN	59852	12/28/2017	WPRA	100-0702-552.34-02	313.50	WPRA Conference
			Total for check: 59852		313.50	
ZANDER PRESS INC	59853	12/28/2017	82753	100-0000-134.00-00	(36.00)	Envelopes

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ZANDER PRESS INC...	59853...	12/28/2017...	82753...	207-0707-552.29-01	154.12	Envelopes	
			Total for check: 59853		118.12		
ZARNOTH BRUSH WORKS INC	59854	12/28/2017	0167737-IN	625-1005-541.30-18	417.00	Elgin Poly Cablewrap	Broom Refill
			Total for check: 59854		417.00		
					76,879.69		



To: Menasha Common Council

From: Jenny Groeschel Police Records

RE: Beverage Operator License (Bartender) Applicants

Date: December 27, 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:

Stephanie Cheslock

cc: chief via email



MEMORANDUM

RECEIVED

DEC 21 2017

CITY OF MENASHA
BY dg

TO: Debbie Galaezzi, City Clerk
Common Council
FROM: Donald Merkes, Mayor *DM*
DATE: 21 December 2017
RE: Veto of Common Council Resolution R-27-17

Clerk Galaezzi, please be advised as per Menasha Ordinance Section 2-2-3, I am taking action to veto the Common Council Resolution R-27-17 on December 18th.

BACKGROUND

Citing the functional obsolescence of the 1952 Racine Street Bridge, the Wisconsin DOT began a planning process for the replacement or repair in 2015.

Following a number of public hearings, workshops, and discussions with neighboring residents the Board of Public Works on October 5th, 2015, recommended option J to the DOT on a 7-1 vote as the design that would best meet the City's long term needs including:

- Safety – A desirable width and profile that should improve safety for all users. Replacement options increase the bridge width to accommodate 11-foot travel lanes as well as 5-foot bicycle lanes and 6-foot sidewalks on both sides.
- Improved traffic flow/boat passage – Allows for the inclusion of an auxiliary navigation channel with greater clearance immediately south of the bascule span. This auxiliary channel allows more boats to pass under the bridge without requiring operation of the bascule span. There is less delay for boaters and less traffic congestion in the downtown area from bridge openings.
- Improved multi-modal opportunities – Better accommodations for bicycle and pedestrian travel and links to the planned riverwalks on both shores.
- Less future impact – An improvement that will extend the bridge life roughly 75 years before the next major bridge improvement is required. Under a rehabilitation scenario, a complete replacement could be postponed for approximately 40 years but will still be required at that point.
- Aesthetics – An opportunity for some aesthetic enhancements to the appearance of a new bridge.

ANALYSIS

Most of the primary elements of the 1952 bridge's structural, electrical, and mechanical systems are original. While annual inspections have determined the bridge is still safe for travel, the Racine Street Bridge has been rated as deficient by the Wisconsin DOT based on a number of factors including those listed below.

General deficiencies

- 30-foot curb-to-curb width for three travel lanes is quite narrow for motor vehicles and less than the desirable standard. Narrow width is further complicated by a roadway curve at the north bridge approach.
- Bridge profile doesn't meet desirable criteria.
- Bridge experiences high bicycle and pedestrian usage. The lack of any bicycle lanes across the bridge require bicyclists to either share narrow roadway lanes with motor vehicles or share the sidewalk with pedestrians, complicated by limited visibility and narrow pedestrian passage near the operator house.
- Lack of bicycle and pedestrian accommodations across the bridge presents an obstacle to city plans to create a riverwalk loop along both sides of the river.
- Snow is often pushed up onto sidewalks during winter months due to lack of a shoulder area.
- Existing bridge has somewhat limited clearance which requires more frequent openings for boat traffic and leads to an increase in downtown traffic congestion. Overall boat traffic and associated bridge openings has increased in recent years.

Specific structural, electrical, or mechanical deficiencies

- The steel grid roadway deck is original and more than 60 years old. It is worn and requires frequent weld repairs due to cracking of bars. Traction is poor.
- Rear brake in the deck of the north leaf experiences binding.
- The center roadway brakes still function adequately but are heavily worn.
- The track and tread castings that the bridge rolls on exhibit significant signs of wear.
- The steel rack frames that support the fixed rack gears are in poor condition.
- The fender system is in poor condition. Timbers are cracked and splitting.
- Operator house is functionally obsolete.
- Machinery brakes still function adequately but are obsolete.
- Machinery bearing bushings have a moderate amount of wear.

In addition, the Racine Street Bridge is among the top locations for crashes in the City, experiencing yet another collision earlier this week.

Furthermore, recently WisDOT placed a 30 ton weight limit on the Racine Street Bridge, a 25% reduction from the previous 40 ton limit. This limit has impacts on industry, public works, and emergency vehicles.

Just as the Marina was an investment in Menasha's future, so is an improved Racine Street bridge. This bridge is a statement about the future of Menasha and an investment for the next generation to ensure Menasha remains a vibrant community. The City of Menasha has made tremendous impacts throughout the downtown, marina, and riverfront, including implementing the slogan 'your place on the water' recently. The previous common council's decision to recommend a replacement bridge recognizes that safety, traffic flow, boat access, and pedestrian access are an important part of the city's image and economic development planning.

IMPACT

Living with the 1952 bridge and its deficiencies will have an impact on accessibility, traffic flow, and desirability in the community. Decisions made today will impact our children, and their children and the way they access, or if they will have the opportunity to access, different parts of our community. The current structure designed in the 1940's does not have sufficient width to provide for multi modal travel.

Re-decking of the existing bridge or building a new bridge will have an impact to traffic patterns during construction. Either plan will have almost identical impacts of a one year closure of the bridge itself and 3-4 months for the intersections.

Construction of a new bridge will bring millions of dollars back to our community, reinvesting our money that was sent to Washington and Madison back to Menasha.

While the bridge and its operations may be regional in nature, operational costs for a new bridge may be a responsibility of the City. Resolution R-15-17 requests that the State of Wisconsin recognize the regional nature of the Fox River Navigational System and associated bridges including the Racine Street Bridge, and, that based on this regional importance residents of the City of Menasha should not fund the Racine Street Bridge alone, and respectfully requests that the State of Wisconsin continue ownership and funding operations of the bridge as they have for over a half century.

This project began in 2014, it is now nearly 2018, WisDOT has invested nearly \$1.1 million in engineering of the replacement bridge that was recommended in 2015. The time for a referendum was in 2015. At this point the City may be liable for over \$1 million in sunk should the bridge not be built as the City originally recommended.



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 18th day of December, 2017.

Recommended by: Common Council

Motion/Second:

Ald. Taylor/Ald. Zelinski

Passed: 5-3.

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

Ald. Nichols, Collier, Benner voted no.

Requires: Majority Vote


Donald Merkes, Mayor

ATTEST:


Deborah A. Galeazzi, City Clerk

By signing this section the Mayor invokes his right to veto this Resolution.

Dated this 21st day of December, 2017.


Donald Merkes, Mayor

ATTEST:


Deborah A. Galeazzi, City Clerk



MEMORANDUM

To: Common Council

From: Alderman Collier

Date: December 28, 2017

Re: Ad hoc Protocol Committee

Background

The Ad hoc Protocol Committee was convened per Common Council recommendation at the regular meeting on September 18, 2017. At this meeting it was decided the Committee would be comprised of the Council President, two Aldermen, the Mayor, and the City Attorney as a non-voting member. The two Aldermen nominated for the positions were Alderman Taylor and Alderman Zelinski.

The memorandum, dated 9/13/2017, written by Mayor Merkes and Council President Sevenich recommended advisory recommendations regarding Rules of the Common Council, Code of Ethics, and Code of Conduct be made by the Ad hoc Protocol Committee to the Common Council within 30 days of formation.

Approximately 90 days have passed since the formation of the Ad hoc Protocol Committee. The Committee has met 7 times since its formation. No recommendation has come to the Common Council from the Ad hoc Protocol Committee.

Recommendation

Nominate two different Aldermen to the committee in the interest of achieving the purpose of the Ad hoc Protocol Committee.



RESOLUTION R-2-18

A RESOLUTION TERMINATING CITY OF MENASHA TIF DISTRICT No. 3 AND
AUTHORIZING CITY TREASURER TO DISTRIBUTE EXCESS INCREMENT TO
OVERLYING TAXING DISTRICTS

Introduced by Mayor Merkes.

WHEREAS, the City of Menasha passed R-42-89 creating Tax Incremental Financing (TIF) District No. 3 on December 5, 1989, and adopted a project plan in the same year; and

WHEREAS, all TIF District No. 3 projects were completed in the prescribed allowed time; and

WHEREAS, sufficient increment has been collected as of the 2017 tax roll, payable 2018, to cover TIF District No. 3 project costs;

THEREFORE BE IT RESOLVED, that the City of Menasha does terminate TIF District No. 3; and

BE IT FURTHER RESOLVED, that the City Clerk shall notify the Wisconsin Department of Revenue, within 60 days of this resolution, or prior to the deadline of April 15, 2018, whichever comes first, that the TIF has been terminated; and

BE IT FURTHER RESOLVED, that the City Clerk shall sign the required Wisconsin Department of Revenue final accounting form (PE-223) agreeing on a date by which the City shall submit final audited information to the Wisconsin Department of Revenue; and

BE IT FURTHER RESOLVED, that the City Treasurer shall distribute any excess increment collected after providing for ongoing expenses of the TIF District, to the affected taxing districts with proportionate shares to be determined by the final audit by the City's auditors, Schenck S.C..

Passed and approved this ____ day of _____, 2018.

Recommended by:

Motion/Second:

Vote: _____

Pass/Fail: _____

Requires: ___ Majority Vote
 ___ 2/3 Vote

Donald Merkes, Mayor
ATTEST:

Deborah A. Galeazzi, City Clerk