

**CITY OF MENASHA
COMMON COUNCIL
First Floor Conference Room
100 Main Street
Monday, November 19, 2018
Meeting 6:00 PM
AGENDA**

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. PUBLIC HEARING

1. Rezoning of 455 Baldwin Street (parcel #750049700), 435 Baldwin Street (parcel #750049800), and 981 Plank Road (parcel #750050000) from I-1 Heavy Industrial District to GU Government Use District to align the zoning designation with the land-use recommendation of Menasha's Comprehensive Plan and to prepare the site for the new public works facility
2. Rezoning of 638 Third Street (parcel #10011400) from R-1 Single Family Residence District to R-2 Two-Family Residence District
3. Proposed City of Menasha Budget for the Year 2019
4. Intent for the City of Menasha to Apply for USDA—Rural Development Program Loan (for Community Facilities Loans and Grants) for the New Public Works Facility

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, 11/5/2018
- b. Board of Health, 10/12/2018
- c. Board of Public Works, 11/5/2018
- d. Committee on Aging, 10/12/2018
- e. Parks and Recreation Board, 10/9/2018 & 11/13/2018
- f. Plan Commission, 11/6/2018
- g. Police Commission, 8/16/2018
- h. Redevelopment Authority, 11/5/2018
- i. Special Personnel Committee, 11/14/2018

Communications:

- j. Racine Street Bridge Public Involvement Meeting
- k. November 6, 2018 General Election Results
- l. Resident letter to Mayor Merkes
- m. Orientation on-the-go: Public Power invite from WPPI Energy

G. CONSENT AGENDA

(Prior to voting on the Consent Agenda, items on the Consent Agenda may be removed at the request of any Alderman and placed immediately following action on the Consent Agenda. The procedures to follow for the

Consent Agenda are: (a) removal of items from Consent Agenda; and (b) motion to approve the items from Consent Agenda.)

Minutes to approve:

1. Common Council, 11/5/2018
2. Budget Review Session, 11/1/2018, 11/7/2018, & 11/14/2018

Administration Committee, 11/5/2018, Recommends the Approval of:

3. Accepting the renewal quote from Municipal Property Insurance Company (MPIC) for property insurance coverage for 2019 at the annual premium of \$37,555

Board of Public Works, 11/5/2018, Recommends the Approval of:

4. Street Use Application—First Eve; Monday, December 31, 2018; 2:00pm—12:30am (Community Forward, Inc)
5. Payment—MCC, Inc.; Contract Unit 2018-02; New Street Construction and Street Reconstruction—Various Streets; \$276,457.04 (Payment No. 5)
6. Change Order—Donald Hietpas & Sons, Inc.; Menasha Utilities & City of Menasha 2018 Water Main and Sanitary Reconstruction; McM. No. M0002-9-17-00839; ADD: \$5,435.60 (Change Order No. 1)

Personnel Committee, 11/14/2018, Recommends the Approval of:

7. Maintaining the same insurance program and level of benefits to employees in 2019, with the elimination of out-of-network coverage, with the continuation of the HRA component, increase in funding the HRA level to 40% (from the previous 35%), and increase the maximum out-of-pocket expenses to employees by a potential \$1,000 (single) or \$2,000 (all other plans) by utilizing a co-insurance component after the deductible levels have been met, and to provide health insurance at the rates and terms listed in memo dated 11/13/18. In addition the cost of the City's health insurance program to retired employees include both 100% of the premium costs and 100% of the HRA administration and HRA 40% funding for 2019
8. 2019 Wage/Salary Increase of 2.25% and 7.5% health insurance employee premium share for non-represented employees as included in the 209 budget as per memo dated 11/13/18

H. ITEMS REMOVED FROM THE CONSENT AGENDA

I. ACTION ITEMS

1. Accounts payable and payroll for the term of 11/8/2018—11/15/2018 in the amount of \$869,780.30
2. Beverage Operators License Applications for the 2017-2019 licensing period.
3. Addendum A of Computer-Assisted Mass Appraisal (CAMA) Model update Agreement between City of Menasha and Associated Appraisal Consultants, Inc.
4. "Class B" Liquor License Application for 204 Coffee House and Wine Bar, LLC, Brandon W. Landro, Agent; d/b/a Your Daily Grind, 204 Main Street, Menasha for the 2018-2019 Licensing Year
5. NAI Pfefferle Listing Agreement Amendment
6. Accept donation of land from Menasha Corporation (Parcels #3-00892-00 & 3-00890-00)
7. Tax Incremental Financing (TIF) District Creation—Shopko Plaza
 - a. May adjourn into Closed Session pursuant to Wis. Stats. §19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons; and (f) Considering financial...or personal histories...of specific

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persons...which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data.

- b. May reconvene into open session to take action on items discussed in Closed Session

J. HELD OVER BUSINESS

- 1. Administration Committee, 10/15/2018, Recommends the Approval of: CGI Communications Community Video Program Agreement (postponed from 11/5/2018)

K. ORDINANCES AND RESOLUTIONS

- 1. O-21-18 An Ordinance Amending Title 13, by Making Certain Changes to the District (455 Baldwin Street—Parcel #5-00497-00; 435 Baldwin Street—Parcel #5-00498-00; & 981 Plank Road—Parcel #5-00500-00); Introduced by Alderman Nichols; Recommended by Plan Commission 11/6/2018
- 2. O-22-18 An Ordinance Amending Title 2, Chapter 2 of the Code of Ordinances (Mayor; Common Council); Introduced by Alderman Sevenich & Ted Grade
- 3. R-29-18 A Resolution Levying Taxes for the Purpose of Paying the Operating Expenses for the Year 2019 for the City of Menasha; Introduced by Mayor Merkes
- 4. R-30-18 A Resolution of the City of Menasha Adopting its General, Special Revenue, Capital Projects, Debt Service, Enterprise, and Internal Service Funds and Component Unit 2019 Budgets; Introduced by Mayor Merkes
- 5. R-31-18 A Resolution Authorizing 2019 General Obligation Borrowing and the Issuance of Certificate of Indebtedness and Levying a Tax in Connection Therewith

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, December 3, 2018
Common Council Meeting – 6:00 p.m.
Committee Meetings to Follow

CITY OF MENASHA
Public Hearing

NOTICE IS HEREBY GIVEN that the City of Menasha Plan Commission and Common Council will hold public hearings regarding the proposed rezoning of the Menasha Public Works Facility.

The City of Menasha Public Works Department is proposing to rezone the following properties from I-1 Heavy Industrial District to GU Government Use District to align the zoning designation with the land-use recommendation of Menasha's Comprehensive Plan and to prepare the site for the new public works facility: 455 Baldwin Street (Parcel #750049700), 435 Baldwin Street (Parcel #750049800), and 981 Plank Road (Parcel #750050000).

The Plan Commission will be considering this rezoning at an informal public hearing on Tuesday, November 6, 2018 at 3:30 p.m. or shortly thereafter in the first floor conference room of the Menasha City Center, 100 Main Street, Menasha, WI. Persons interested in this matter will be given an opportunity to comment and ask questions about the proposed rezoning. A second public hearing before the Common Council will be held Monday, November 19, 2018 at 6:00 p.m. or shortly thereafter in the first floor conference room of the Menasha City Center located at 100 Main Street, Menasha, WI.

Proposed Rezoning for The Public Works Facility
I-1 Heavy Industrial District to GU Government Use District



Deborah A. Galeazzi
City Clerk

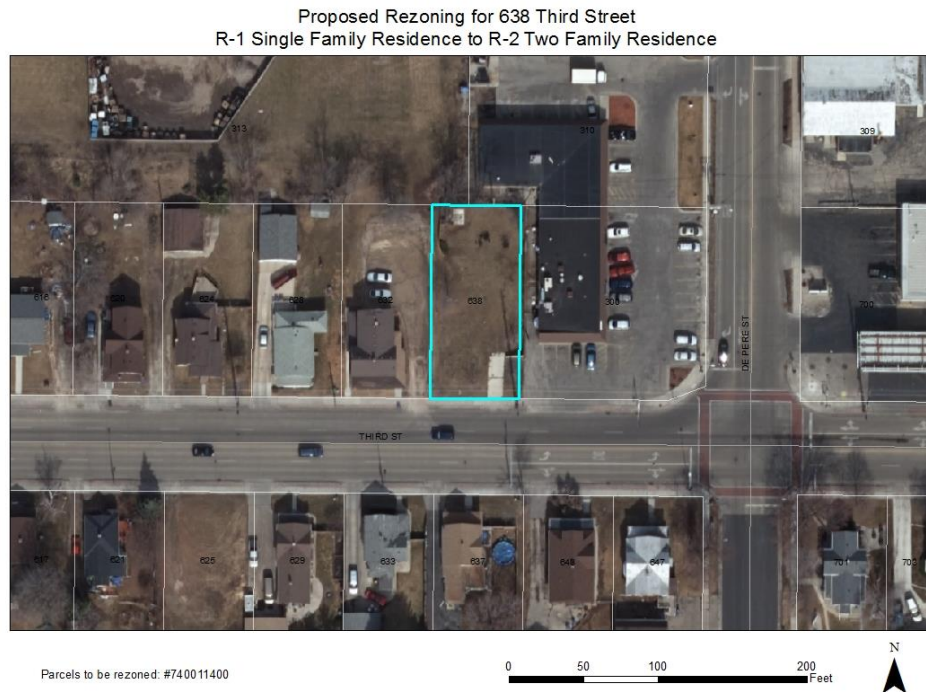
Publish: November 1 and November 12, 2018

CITY OF MENASHA
Public Hearing

NOTICE IS HEREBY GIVEN that the City of Menasha will be holding public hearings regarding the proposed rezoning of property located at 638 Third Street (Parcel #1-00114-00).

Rezoning of the property from R-1 Single Family Residence District to R-2 Two-Family Residence district is being requested by the property owners desire to construct a new two-family residence dwelling.

The Plan Commission will be considering this rezoning at an informal public hearing on Tuesday, November 6, 2018 at 3:30 p.m. or shortly thereafter in the first floor conference room of the Menasha City Center, 100 Main Street, Menasha, WI. Persons interested in this matter will be given an opportunity to comment and ask questions about the proposed rezoning. A second public hearing before the Common Council will be held Monday, November 19, 2018 at 6:00 p.m. or shortly thereafter in the first floor conference room of the Menasha City Center, 100 Main Street, Menasha, WI. If you have any questions, please contact me at the number listed below.



Deborah A. Galeazzi
City Clerk

Publish: November 1 and November 12, 2018.

CITY OF MENASHA, WISCONSIN
NOTICE OF PUBLIC HEARING - 2019 BUDGET
MENASHA CITY CENTER, 100 MAIN STREET, MENASHA, WI

NOTICE IS HEREBY GIVEN, in accordance with Section 65.90(3) Wisconsin Statutes, that a Public Hearing will be held on Monday, November 19, 2018 at 6:00 P.M. or shortly thereafter on the proposed City of Menasha Budget for the year 2019. Any resident or taxpayer shall have the opportunity to be heard thereon. A summary of the proposed Budget is published herewith and a copy of the complete proposed Budget is available for public inspection at the Menasha City Center and the Menasha Public Library during normal business hours.

A Public Hearing is also required to be held for the proposed new Public Works Facility project, which is proposed to be funded through the USDA-Rural Development Program (for Community Facilities Loans and Grants). Any resident or taxpayer shall have the opportunity to be heard thereon also.

2019 BUDGET SUMMARY					
*****GENERAL FUND*****	2017 ACTUAL	2018 BUDGET	2018 ESTIMATED	2019 PROPOSED	% CHANGE
FUND BALANCE, JANUARY 1	\$2,592,442	\$2,559,329	\$2,559,329	\$2,276,086	
EXPENDITURES:					
General Government	\$1,369,263	\$1,532,220	\$1,525,288	\$1,570,610	2.51%
Public Safety	8,085,458	8,415,745	8,332,173	8,621,679	2.45%
Public Works	2,935,733	3,015,249	3,111,116	2,998,342	-0.56%
Health & Human Services	932,570	933,243	927,537	979,779	4.99%
Culture, Recreation & Education	3,059,328	3,221,510	3,158,473	3,227,640	0.19%
Conservation & Development	356,209	360,844	386,234	451,999	25.26%
Transfers Out/Miscellaneous	177,710	51,000	35,000	(39,543)	N/A
TOTAL EXPENDITURES	\$16,916,271	\$17,529,811	\$17,475,821	\$17,810,506	1.60%
REVENUES:					
Taxes (other than property)	\$875,016	\$894,002	\$875,652	\$893,385	-0.07%
Intergovernmental Revenue	4,633,828	4,670,606	4,686,655	4,757,908	1.87%
Licenses & Permits	424,768	412,745	403,517	425,365	3.06%
Fines, Forfeitures & Penalties	117,516	107,500	116,065	117,000	8.84%
Public Charges for Services	487,326	477,025	457,788	512,495	7.44%
Intergovernmental Charges for Services	1,447,236	1,504,742	1,517,886	1,549,504	2.97%
Miscellaneous Revenues	176,748	223,635	182,197	270,022	20.74%
Other Financing Sources	129,544	124,622	124,622	143,401	15.07%
TOTAL REVENUES	\$8,291,982	\$8,414,877	\$8,364,382	\$8,669,080	3.02%
AMOUNT TO BE RAISED BY PROPERTY TAX	\$8,591,176	\$8,824,361	\$8,828,196	\$8,936,103	1.27%
FUND BALANCE, DECEMBER 31	\$2,559,329 =====	\$2,268,756 =====	\$2,276,086 =====	\$2,070,763 =====	

SUMMARY OF ALL GOVERNMENTAL AND PROPRIETARY FUNDS				
	GENERAL	DEBT SERVICE	COMPONENT UNIT	ENTERPRISE
Estimated Fund Balance (Deficit), January 1	\$2,276,086	(\$84,612)	(\$594,247)	\$17,314,731
Tax Levy	8,936,103	1,050,000	-	-
Other Revenues	8,669,080	3,337,317	270,000	3,947,200
Total Revenue	17,605,183	4,387,317	270,000	3,947,200
Expenditures	(17,810,506)	(4,301,334)	(577,752)	(3,893,579)
Revenue over/(under) Expenditures	(205,323)	85,983	(307,752)	53,621
Fund Balance (Deficit), December 31	\$2,070,763 =====	\$1,371 =====	(\$901,999) =====	\$17,368,352 =====
	INTERNAL SERVICE	CAPITAL PROJECTS	SPECIAL REVENUE	SUMMARY ALL FUNDS
Estimated Fund Balance, January 1	\$4,572,702	\$418,786	\$907,669	\$24,811,115
Tax Levy	-	-	327,011	10,313,114
TIF Tax Levy	-	3,458,672	-	3,458,672
Other Revenues	2,307,111	17,541,911	532,121	36,604,740
Total Revenue	2,307,111	21,000,583	859,132	50,376,526
Expenditures	(2,259,714)	(21,070,412)	(982,585)	(50,895,882)
Revenue over/(under) Expenditures	47,397	(69,829)	(123,453)	(519,356)
Fund Balance, December 31	\$4,620,099 =====	\$348,957 =====	\$784,216 =====	\$24,291,759 =====

There are no significant proposed increases or decreases to the current year budget due to new or discontinued activities or functions pursuant to 65.90(3)(bm), Wisconsin Statutes.

OUTSTANDING GENERAL OBLIGATION DEBT			
	12/31/2016	12/31/2017	12/31/2018
	\$33,545,167	\$31,882,511	\$31,573,216

Dated at Menasha, Wisconsin
this 2nd day of November, 2018

John Jacobs, CGFO / CPFO
City Comptroller/Treasurer

CITY OF MENASHA
ADMINISTRATION COMMITTEE
First Floor Conference Room
100 Main Street, Menasha
November 5, 2018
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Nichols at 8:05 p.m.

B. ROLL CALL

PRESENT: Aldermen Steve Krueger, Tom Grade, Ted Grade, Randy Ropella, Rebecca Nichols, James Taylor, Stan Sevenich, Mark Langdon.

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

C. MINUTES TO APPROVE

1. Administration Committee, 10/15/18

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

Motion carried on voice vote.

D. DISCUSSION/ACTION ITEMS

1. Municipal Property Insurance Company (MPIC) Renewal.

CA Captain explained the 2019 quote received from Municipal Property Insurance Company (MPIC) for property insurance. The quote is for an annual premium of \$37,555. The deductibles are the same as previous years. CA Captain has asked the insurance company to review the policy and make any recommendations if the City should change the deductibles. CA Captain explained how the insurance company categorizes City properties.

Moved by Ald. Ropella seconded by Ald. Tom Grade to recommend to Common Council to accept the renewal quote from Municipal Property Insurance Company for property insurance coverage for 2019 at the annual premium of \$37,555.

Motion carried on roll call 8-0.

E. ADJOURNMENT

Moved by Ald. Taylor seconded by Ald. Krueger to adjourn at 8:15 p.m.

Motion carried on voice vote.

Deborah A. Galeazzi, WCMC
City Clerk

CITY OF MENASHA BOARD OF HEALTH

Minutes

October 12th, 2018

A. Meeting called to order at 8:10 AM by Candyce Rusin.

B. Roll Call: Present: Nancy McKenney, Lori Asmus, Candyce Rusin

Staff: Kortney Dahm, Mary Fritz, Kristine Jacobsen, Meghan Pauly, Claire Opsteen

Guest: Dick & Carol Sturm, Linda Stoll

C. MINUTES TO APPROVE

Lori Asmus moved to approve the September 14, 2018 minutes, seconded by Nancy McKenney, motion passed

D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

Administrative: Budgets and Contracts: Nancy McKenney updated the Board of Health on DHS DPH 2018-2019 contracts. **Correspondence/Communization:** The Health Department is requesting approval from the Administration Committee and Common Council to apply for a DHS DPH grant titled: **Enhancing Public Health Preparedness: The Opioid Epidemic**. The maximum award is \$20,000. The application deadline is November 1, 2018. If awarded, funds must be spent by August 31, 2019. She also reported that a memo was sent to the Administration Committee requesting approval to apply for, receive and accept \$15,000.00 in FDA Retail Program Standards Grant Funds. These funds will assist the Bridges of Fox River Consortia (Environmental Health Program). Nancy McKenney also shared that the Menasha Health Department was awarded Bioterrorism (Public Health Emergency Preparedness funding. A memo was sent to Administration and Common Council recommending approval of the 2019 Environmental Health Program fee schedule (previously approved by the Board of Health). Nancy also discussed RESOLUTION R-25-18: A RESOLUTION REGARDING LEAD AND GALVANIZED WATER SERVICE LATERAL REPLACEMENT PARTNERSHIP (introduced by Alderman Nichols). Dick Sturm, Carol Sturm, and Linda Stoll attended the Board of Health meeting and discussed developing a Backyard Chicken Ordinance for the City of Menasha with Board members. Nancy McKenney noted there would be further opportunities for discussion. **Academic Affiliation Update:** University of Wisconsin Oshkosh nursing students are working to increase participation in the immunization clinics. A University of Wisconsin Oshkosh Doctorate of Nurse Practitioner student is completing her capstone project at the Menasha Health Department. She will be working on the Lead Free by Delivery grant reduce the number of lead-poisoned children under age six years. Kristine Jacobsen, MPH, CHES, CLEC, Public Health Educator is her preceptor.

Employee Safety: – Nancy McKenney report Kristine Jacobson will be assisting in Fit Testing.

Sealer of Weights and Measures: Nancy McKenney reported Kristine Jacobson has been trained to assist in scanning.

Environmental Health Programs: No Report

Communicable Disease Reports: Kortney Dahm reviewed the October 2018 Communicable Disease reports.

School Health: School Absences remain low.

Health Screening 60+ Program: Meghan Pauly gave an update on Senior Center programs. Healthy Living with Diabetes was held on October 9, 16, 2018. Skin cancer screening was held on October 19, 2018.

Dental Program: Claire Opsteen report she is completing fluoride varnish & Children and Youth with Special Healthcare Needs.

Dental Sealant Program: No Report

Lead Prevention Program: No Report

Prevention:

Maternal and Child Health: Kristine Jacobsen is working with City of Menasha Administration staff to discuss the process of becoming a Breastfeeding Friendly work place.

Immunization: Regular monthly immunization clinics are being offered. Mass Flu Clinic held on October 11, 2018; 356 influenza vaccines were administered. Candi Rusin commended the staff on a well-run clinic.

Emergency Preparedness: Kristine Jacobsen updated the Board on the Mass Influenza Clinic that will be held on October 11, 2018

Twenty Four/Seven: No Report

Senior Center: No Report

E. ACTION ITEMS

Policy and Procedure Review: No Report

F. HELD OVER BUSINESS: None

G. ADJOURNMENT: Lori Asmus moved to adjourn the meeting, seconded by Candyce Rusin. Motion passed.
The next meeting will be on Friday November 9th, 2018 at 8:00 a.m.

CITY OF MENASHA
Board of Public Works
First Floor Conference Room
100 Main Street, Menasha
November 5, 2018
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Krueger at 8:17 p.m.

B. ROLL CALL

PRESENT: Aldermen Steve Krueger, Tom Grade, Ted Grade, Randy Ropella, Rebecca Nichols, James Taylor, Stan Sevenich, Mark Langdon

ALSO PRESENT: Mayor Merkes, CA Captain, PC Styka, FC Kloehn, ASD Jacobs, CDD Schroeder, DPW Radomski, Scott Maurer (Water Dept.), Clerk Galeazzi.

C. MINUTES TO APPROVE

1. October 15, 2018

Moved by Ald. Langdon seconded by Ald. Tom Grade to approve minutes.

Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

1. Street Use Application – First Eve; Monday, December 31, 2018; 2:00 PM – 12:30 AM
(Community Forward, Inc.)

Ald. Taylor left the room.

Moved by Ald. Langdon seconded by Ald. Sevenich to recommend to Common Council Street Use Application for First Eve on Monday December 31, 2018, 2:00PM-12:30AM (Community Forward, Inc).

General discussion on the event, sections of the street that will be closed, discussion with event coordinator regarding weather conditions, making amendments to the Special Event Policy.

DPW Radomski stated the event coordinator indicated there are no changes in the event from previous years. It's being requested to close Milwaukee Street from Main Street to Broad Street Alley from 2:00pm to 12:30am and Main Street from Racine Street to Center Street from 10:00pm to 12:30am.

PC Styka stated staff meets with event organizers to discuss each event and what is needed for the event. The event coordinator did not meet with staff for this event.

PC Styka explained staff would like event organizers to have an emergency plan in place when it comes to canceling the event due to weather conditions or other emergencies. These are things that are usually discussed with the event organizers when they meet with staff. Staff will be reviewing the Special Event Policy and may add guidelines to address who is authorized to cancel an event and for what purpose.

Motion carried on roll call 7-0.

Ald. Taylor returned.

2. Payment – MCC, Inc.; Contract Unit 2018-02; New Street Construction and Street Reconstruction – Various Streets; \$276,457.04 (Payment No. 5)

DPW Radomski stated work is done on this project. The final bill will be submitted in a few weeks.

Moved by Ald. Langdon seconded by Ald. Ted Grade to recommend to Common Council payment to MCC, Inc. Contract Unit 2018-02 for new street construction and street reconstruction for various streets in the amount of \$276,457.04 (Payment No. 5).

Motion carried on roll call 8-0.

3. Change Order – Donald Hietpas & Sons, Inc.; Menasha Utilities & City of Menasha 2018 Water Main & Sanitary Sewer Reconstruction; McM. No. M0002-9-17-00839; ADD: \$5,435.60 (Change Order No. 1)

Scott Maurer, Water Department, explained the change order is for quantity changes from original contract and extra work done on the reconstruction of Main Street. This is the final change order.

Moved by Ald. Langdon seconded by Ald. Tom Grade to recommend to Common Council Change Order to Donald Hietpas & Sons, Inc., Menasha Utilities & City of Menasha 2018 Water Main & Sanitary Sewer Reconstruction, McM. No. M0002-9-17-00839, ADD \$5,435.60.

Motion carried on roll call 8-0.

E. ADJOURNMENT

Moved by Ald. Langdon seconded by Ald. Ted Grade to adjourn at 8:40 p.m.

Motion carried on voice vote.

Deborah A. Galeazzi, WCMC
City Clerk

CITY OF MENASHA
COMMITTEE ON AGING
October 12th, 2018
Minutes

A. Meeting called to order at 1:00 PM.

B. ROLL CALL: Present: Joyce Klundt, Brenda Marks, Beatrice Kohanski , Tom Stoffel and Nancy McKenney

Excused: Cheryl Richard, Pat Irwin

Guests: Meghan Pauly, Kristine Jacobsen

C. MINUTES TO BE APPROVED: Tom Stoffel moved to approve the September 14th, 2018 minutes, seconded by Joyce Klundt. Motion passed.

E CORRESPONDENCE: N/A

F. REPORT OF DEPT HEADS/STAFF/CONSULTANTS:

Senior Center: Nancy McKenney reports that budget for the Senior Center was submitted to the City of Menasha. Nancy discussed the budget and discussed community grants, advertising and the Legacy Fund. The Committee on Aging discussed the new sign and the cost for the new sign for the Senior Center.

Public Health and Health Screening 60+ Grant: Meghan Pauly stated that 71 people attended 60+ grant programs with 93 services provided. Dr. Rebecca Babka from Avada Hearing Care Centers will be taking over the hearing screening in November. Meghan states that Healthy Living with Diabetes has started and the class is full. Meghan and Cheryl are looking for input on Lunch and Learn ideas for 2019. A sign will be placed at the Senior Center asking for ideas. Nancy McKenney, Kristine Jacobsen, and Meghan Pauly discussed the mini-grant that was received and asked the committee to help get the Senior Center community involved. The dates for the mini-grant are February 22nd, 2019, March 8th, 2019, March 22nd, 2019 and a wrap up date of April 12th, 2019. Each session will include an introduction, facilitation group discussion, and lunch.

Policies and Procedures Discussion: No report

G. NEW BUSINESS: A Welcome Committee was discussed to be added to the Senior Center. The Committee will greet new people to the Senior Center and help share information about programing and classes.

H. HELD OVER BUSINESS: Mission Vision and Goals: Meghan Pauly, Cheryl Richard, Pat Irwin and Nancy McKenney will meet to discuss SMART objectives for the Senior Center.

No report. Safety Manual: No report.

Cost Study: No report

I. ADJOURNMENT: Tom Stoffel moved to adjourn the meeting. Brenda Marks seconded the motion. Motion passed.

The next meeting will be held on Friday, November 9th at 1:00pm at the Menasha Health Department on 100 Main Street Menasha, WI.

CITY OF MENASHA
Parks and Recreation Board
100 Main Street
First Floor, Room 132
October 9, 2018
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order by Chr. D Sturm at 6:04pm.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Tom Marshall, Ald. Ted Grade, Dick Sturm, Brian Adesso

MEMBERS ABSENT: Lisa Hopwood, Melissa Zwach

OTHERS PRESENT: PRD Tungate, Harbormaster Diane Schabach

C. MINUTES TO APPROVE

1. **Minutes of the September 11, 2018 Park Board Meeting:** Moved by Ald. T. Grade, seconded by B. Adesso to approve the minutes of the September 11 Park Board meeting. Motion carried.

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

E. REPORT OF DEPARTMENT HEADS/STAFF/OR CONSULTANTS

1. **Department Report:** PRD Tungate combined his report to cover the park and pool as well. Koslo Park concession/back stop paving has been completed. The cannon has returned to Jefferson Park. Shepard Park picnic shelter has been installed and decorative block will be added around the four posts. Miron construction donated this installation as part of the recent Rock the Block event. Murals being painted by the MHS art class should be done soon and installed by this fall. Registration for a new indoor pickleball program that starts October 10 has exceeded expectations and has a waiting list. Park mowing is continuing.
2. **Park, Pool and Vandalism Report:** see above
3. **Highlights of Marina Season:** Harbormaster Diane Schabach reported on an up and down year. Gas sales and visitation started out very well this summer. Heavy rains, high river flows and then the algae situation caused a downturn starting later in July into August. The closure of the lock has not been favorable as well. The Harbormaster did state that renters still really enjoyed their time at the marina. Renters appreciate the city keeping up on maintenance and making the upgrades they have over the years. She stated she is supportive of next year's proposed rate increase and increasing the minimum rate.

F. DISCUSSION

1. **Jefferson Park Parking Lot/Play Equipment Update:** PRD Tungate explained he has received recent input from aldermen on the proposed parking lot configuration. Some modifications are being considered and a revised layout is expected soon and will be reviewed by the Park Board and Plan Commission before work begins on a final layout. The School District is planning to participate in some way towards the construction cost of the lot. A significant donation is being sought for the community playground planned to go in south of Jefferson School. Current estimate for the play system is in the \$600,000 range.

G. ACTION ITEMS

1. **Recommend Raising the Seasonal Slip Rate at the Menasha Marina from \$39/ft to \$39.50/ft and to raise the minimum seasonal slip rate from \$780 to \$908.50 for 2019.** Discussion focused on trying to be proactive towards maintaining slip revenues in the future in light of a trend towards smaller boats. Moved by B. Adesso, seconded by Ald. T. Grade to approve. Motion carried.
2. **Recommend Accepting a Permanent Limited Easement (PLE) for the Province Terrace Trail:** Moved by Ald. T. Grade, seconded by B. Adesso to approve. The Board expressed support for this important trail connection. Staff will be seeking some grant or donated funds for the project from entities like the Community Foundation, Fox Valley Convention and Visitors Bureau, etc. but the primary source of funds are scheduled to come from TIF #9.

H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

I. ADJOURNMENT

Moved by Ald. T. Grade, seconded by B. Adesso to adjourn at 7:35 pm. Motion carried.

CITY OF MENASHA
Parks and Recreation Board
100 Main Street
First Floor, Room 132
November 13, 2018
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order by Chr. D Sturm at 6:02pm.

B. ROLL CALL/EXCUSED ABSENCES

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

MEMBERS ABSENT: Tom Marshall

OTHERS PRESENT: PRD Tungate

C. MINUTES TO APPROVE

1. **Minutes of the October 9, 2018 Park Board Meeting:** Moved by Ald T. Grade, seconded by B. Adesso to approve the minutes of the October 9 Park Board meeting. Motion carried.

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

E. REPORT OF DEPARTMENT HEADS/STAFF/OR CONSULTANTS

1. **Department Report:** PRD Tungate commented on the upcoming community survey that will seek information on what changes or additions residents would like to see in the park system. Planning is ongoing for the new parking lot proposed near the Jefferson Park pavilion. The same is true for the Province Terrace trail. Progress continues on the Treatment Plant trail segment. Lights and some landscaping are complete. Some landscaping will be done next spring.
2. **Park, Pool and Vandalism Report:** PRD Tungate shared information from the DPW/Parks supervisors - paving for pickleball courts in Smith Park was completed, the parks have been winterized, shrubs were planted at the treatment plant, repairs made to the Tayco St. fountain cover and no vandalism was reported last month.
3. **Photos of Shepard Park Murals:** Two murals painted by the MHS art class are done. Staff is planning to mount the murals on the front of the shelter in the next ten days.

F. DISCUSSION

1. **Length of Fee Reciprocity Agreement with the Village of Fox Crossing:** The Board preferred more than a one year agreement with the Village because historically a lot of city residents benefit by paying a lower resident rate for activities offered by the Village. Members thought it would make sense to eventually align the agreement years with agreements that the city has with Neenah and Appleton. PRD Tungate stated that the Village was okay with a two year agreement and that a draft of the reciprocity agreement would likely come to the Board next month.
2. **2019 Budget Highlights PowerPoint:** PRD Tungate presented 2018 and 2019 department highlights. This presentation will be presented to the Common Council on November 14.
3. **Holiday Gathering Location:** Board members preferred meeting at Wiseguys after next month's meeting

(public welcome to join).

G. ACTION ITEMS

1. **Motion to accept Land Donation from Menasha Corporation for parcels 3-00892-00 and 3-00890-00.**
Moved by Ald T. Grade, seconded by L. Hopwood to accept a donation from Menasha Corporation for parcels 3-00892-00 and 3-00890-00. In reviewing their land holdings, Menasha Corporation officials came across these parcels and decided that it made sense to donate them to the city because it made little sense for them to keep these parcels due to the fact that the Friendship Trail already exists in this area. Motion carried.

H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

I. ADJOURNMENT

Moved by L. Hopwood, seconded by B. Adesso to adjourn at 7:06pm. Motion carried.

CITY OF MENASHA
Plan Commission
Menasha City Center, Room 133 – 100 Main Street
November 6, 2018
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order at 3:31 PM by Mayor Merkes.

B. ROLL CALL/EXCUSED ABSENCES

PLAN COMMISSION MEMBERS PRESENT: Mayor Merkes, Alderperson Tom Grade , and Commissioners Sturm and Cruickshank.

PLAN COMMISSION MEMBERS EXCUSED: DPW Radomski, Alderperson Nichols, and Commissioners Benner and Homan.

OTHERS PRESENT: CDD Schroeder, AP Stephenson, Scott Ozark (Owner of 638 Third Street), Sandra Dabill-Taylor (545 Broad Street), and Pierce Smith (Menasha Corp).

C. PUBLIC HEARING

1. Proposed Rezoning – 816 Appleton Street – Parcel # 1-00724-00

AP Stephenson informed the Plan Commission that the request for rezoning at 816 Appleton Street had been withdrawn by the owner of the property.

2. Proposed Rezoning – 638 Third Street – Parcel # 4-00114-00

AP Stephenson gave a brief background for the rezoning of 638 Third Street. The applicant is proposing to rezone 638 Third Street from Single Family Residence District (R-1) to Two-Family Residence District (R-2). The neighborhood is a mixed use area. Commercial, industrial, single family, and multifamily uses all exist. The proposed rezoning will not create any conflict with adjacent land use would create a transitional buffer between the commercial and single family portions of the neighborhood. The comprehensive plan calls for a more commercial use but the lot's dimensions prevent it from ever being zoned commercial as per the zoning code.

Staff recommends approval of the rezoning of 638 Third Street from Single Family Residence District to Two-Family Residence District.

Sandra Dabill-Taylor, 545 Broad Street – opposed the rezoning because she felt that the area should be a welcoming commercial district that would act as a gate way to the City of Menasha. She also felt that the ratio of tenant to owner occupied units was not optimal and that allowing a two-family zoning was setting us back.

Scott Ozark, 390 Park Street – Scott Ozark is the owner of 638 Third Street and the Third Street Dinner. He told the commission that he looked at building a commercial space but he could not get a layout to work because of the site dimensions. He is willing to work with staff to help develop the lot.

3. Proposed Rezoning – 455 and 435 Baldwin Street and 981 Plank – Parcel #5-00497-00, 5-00498-00, and 5-00500-00

AP Stephenson gave a brief background on the proposed rezoning. The City of Menasha has been petitioned by the Public Works Department to rezone three parcels collective known as the Public Works Facility from Heavy Industrial District (I-1) to Government Use (GU). The parcels are located on the south east side of Menasha at 455 Baldwin Street, 435 Baldwin Street, and 981 Plank Road. The City of Menasha has been planning for a new Public Works Facility for the better part of a

decade. The proposed rezoning has been brought to Plan Commission in order to prepare the site for the new facility. The City's Comprehensive Plan calls for the Public Works Facility to be zoned GU Government Use.

Staff recommends the approval of the rezoning of the site collectively known as "Public Works Facility" from Heavy Industrial District (I-1) to Government Use (GU).

Sandra Dabill-Taylor, 545 Broad Street – supported the rezoning of the public works facility.

D. MINUTES TO APPROVE

1. Minutes of October 2, 2018 Plan Commission Meeting

A motion was made by Comm. Cruickshank, seconded by Ald. Grade, to approve the October 2, 2018 Plan Commission meeting minutes. The motion carried.

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

Five (5) minute time limit for each person

Public comments were taken throughout the entire meeting.

F. DISCUSSION / ACTION ITEMS

1. Rezone 816 Appleton – Parcel 1-00724-00

The application for rezoning was withdrawn by the owner of 816 Appleton Street. No action was taken.

2. Rezone 638 Third Street – Parcel 4-0114-00

Item Number F-2 was moved to the second action item at 4:17 PM.

The commission discussed the proposed rezoning with the following items of discussion:

- The rental rate in the City of Menasha
- The comprehensive plan
- Future housing opportunities within the City of Menasha
- Commercial districts within the City

Comm. Sturm urged the Planning Commission to think about the future direction of the City of Menasha. Menasha has an elevated rental rate and the City got into this situation one rezoning at a time. It is going to take us one rezoning at a time to get out of our current situation.

The Planning Commission agreed with Comm. Sturm and felt a two-family unit was not the best use for the site. The Planning Commission envisions a commercial or mixed use development at 638 Third Street.

Mayor Merkes addressed Scott Ozark and inquired if he could work with staff to come back to Planning Commission with a different proposal.

Scott Ozark informed the Planning Commission that he was open to meeting with staff and coming forward with another plan.

Ald. Grade made a motion to table the rezoning request for 638 Third Street. The motion was seconded by Comm. Cruickshank. The motion carried.

3. Rezone 455 and 435 Baldwin Street and 981 Plank Road – Parcel #5-00497-00, 5-00498-00 and 5-00500-00)

The Planning Commission had a general consensus that the rezoning of the Public Works Facility was in the best interest of the City of Menasha.

A motion was made by Ald. Grade to approve the rezoning for 455 Baldwin Street, 435 Baldwin Street and 981 Plank Road from Heavy Industrial District (I-1) to Government Use District (GU). The motion was seconded by Comm. Sturm. The motion carried.

4. Menasha Corporation Land Donation

Item F-4 was moved to the top of the action items list at 4:08 PM.

CDD Schroeder gave a brief background on item F-4. Menasha Corporation is proposing to donate all of parcels 3-00892-00 and 3-00890-00 to the City of Menasha. The land is located near the Menasha Locks on the isthmus between Lake Butte des Morts and the Government Canal. Menasha Corporation is a proud supporter of the City of Menasha and feels that the City can best use the land as part of the Loop the Lake Trail system.

Comm. Sturm made a motion to accept the land donation of parcels 3-00892-00 and 3-00890-00 from Menasha Corporation. The motion was seconded by Ald. Grade. The motion carried.

G. COMMUNICATION

1. Set Next Meeting

The next meeting was set for Tuesday, December 4, 2018 at 3:30 PM.

H. ADJOURNMENT

A motion was made by Ald. Grade, seconded by Comm. Sturm, to adjourn the meeting at 4:29 PM. The motion carried.

Minutes respectfully submitted by AP Stephenson

Welcome to the
City of Menasha



August 16, 2018 approved minutes

President Jason Dionne called the meeting to order August 16, 2018 at 4:30 PM, Menasha Safety Building, 430 First Street, Menasha, Wisconsin

Present: Jason Dionne, Fran Ebben, Tony Gutierrez, James Meinke, Marshall Spencer, Chief Styka

Absent: None

Minutes to Approve: Fran Ebben moved to approve the June 21, 2018 draft meeting minutes. James Meinke seconded the motion. The Commission unanimously approved the minutes.

Communication to Receive: None

Old Business: Tony Gutierrez announced that he decided against pursuing the role of MPD chaplain as long as he is on the MPD Commission.

New Business: None

Discussion: None

Correspondence: None

Chief Styka Report

Training:

- DAAT Training: All Sworn Personnel (2 hrs)
- Public Information in All-Hazard Incidents: Wallschlaeger & Oleszak (16 hrs)
- Roll Call Video Updates: Albrecht (2 hrs)
- Intox Recertification: Hanchek (1 hr)
- Cell Phones and Investigations: Gruss (8 hrs)
- Background Investigations: Albrecht (1 hr)
- WI LEAP Conference: Gonnering (16 hrs)
- From First Onscene to Next of Kin: Gallagher (1.5 hrs)
- NTOA Scouting Techniques: Edwards and Sawyer (16 hrs)
- WCPA Summer Conference: Haldereson, Styka, Thorn & Hanchek (4-20 hrs)
- Taser® Instructor Recertification: Thorn & Styka (8 hrs)

Department Updates:

- The new (SRO) School Resource Officer agreement is currently being reviewed by the SROs. We will look for approval of the agreement by both the City and School District by the end of this year. We are also working with the school district on building security and working on reviewing processes and procedures for all types of possible building emergencies.
- Officer Denton Heidemann has been selected as the new SRO in the high school. He was selected by a panel of school district and police employees.
- Brandon Shew, Richard Heinen and Matthew Schanke are all continuing their training. They should be ready for solo patrol in mid-October through early November. Dan Lindstrom is now in the solo patrol portion of his training.
- Vision team has worked on updates to their 1st policy, body cameras. This policy will be released to the Department in the next few weeks.
- Our 1st vehicle equipped with a computer tablet should be up and running later this week. This is a transition from the tradition ruggedized laptop computer.
- The upgrade to the CAD system is scheduled for late August. This system will function very similar to the current program. The new records management system is scheduled for October of this year. This will be a completely new system for our reports. These are countywide projects that are being led by the Sheriff's Department.
- K-9 Program: Officer Joel Nelson will be traveling down to Kansas at K-9 Working Dogs International next week to be paired with his new K-9 partner. He will then return to the facility in September to begin his training.

ADJOURN-Marshall Spencer motioned to adjourn the meeting at 5:40pm. James Meinke seconded the motion which was unanimously supported.

The next bi-monthly meeting will be held Thursday, October 18, 2018 Menasha Safety Building, 430 First Street, Menasha, Wisconsin starting at 4:30pm .

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

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

Respectfully submitted by Marshall Spencer Commissioner, Secretary

**CITY OF MENASHA
Redevelopment Authority
100 Main Street – Room 133
November 5, 2018
DRAFT MINUTES**

A. CALL TO ORDER

The meeting was called to order at 4:31 PM by Chairperson Kim Vanderhyden.

B. ROLL CALL/EXCUSED ABSENCES

REDEVELOPMENT AUTHORITY MEMBERS PRESENT: Chairman Kim Vanderhyden, Kip Golden, Matt Vanderlinden, Gail Popp, Bob Stevens and Shane Correll

REDEVELOPMENT AUTHORITY MEMBERS EXCUSED: Ald. Rebecca Nichols

OTHERS PRESENT: CDD Sam Schroeder, AP Joe Stephenson, Attorney Pam Captain, Jon Guntow (Stantec), ASD John Jacobs, and PRD Brian Tungate

C. MINUTES TO APPROVE

1. Minutes of the October 2, 2018 Redevelopment Authority Meeting

Matt Vanderlinden made a motion to approve the minutes from the Redevelopment Authority Meeting on October 2, 2018. The motion was seconded by Gail Popp. The motion carried

**D. PUBLIC COMMENTS ON ANY MATTER OF CONCERN ON THIS AGENDA
(five (5) minute time limit for each person)**

Public comments were taken throughout the entire meeting.

E. DISCUSSION / ACTION ITEMS

1. Counter Offer to Purchase – Lot 10 and 11 Lake Park Square – Lake Park Swim and Fitness

At 4:35 PM Kim Vanderhyden gave the chair to Gail Popp and Kim Vanderhyden left the room for the entirety of item E-1.

CDD Schroeder gave an update on the counter offer for Lot 10 and 11 of Lake Park Square. He informed the Redevelopment Authority that Lake Park Swim and Fitness offered \$125,000 for the purchase of Lots 10 and 11 of Lake Park Square Commercial Land. It is intended that the closing of this purchase be concluded by December 21, 2018 and the purchaser is committed to develop the parcels within three years of the date of purchase. Failing to do so, they would offer these lots back to the City of Menasha at their original purchase price.

The Redevelopment Authority discussed the offer with the following topics in conversation:

- Will the sale affect the assessed value of the lot
- Will this set a precedent for future negotiations of lots sales
- What the project could be
- Why it would take three years to develop the lots
- What the comprehensive plan says the lots should be

Kip Golden entered the meeting at 4:45 PM.

The Redevelopment Authority was not as concerned about the price of the lots as much as they were concerned about waiting three years for a development. They felt that with Community First Credit Union building just south of these lots, the area will see more development in the next year to two years. In addition, the Redevelopment Authority feels these are the best two lots remaining and would like a substantial development to occur on these lots.

A motion was made by Bob Stevens, seconded by Gail Popp, to counter the offer by Lake Park Swim and Fitness to purchase lot 10 and 11 of Lake Park Square for the purchase price of \$125,000 with the following conditions:

1. There is a right of reversion deed restriction that allows the Redevelopment Authority to purchase back lot 10 and 11 for \$125,000 less the closing costs if building permits are not obtained within one (1) year of the closure date and construction begins within two (2) years of closure date.
2. Closure of the property shall take place prior to December 21, 2018.
3. The value of any development on the two lots shall be a minimum of \$220,000 per acre.

The motion carried with Kim Vanderhyden abstaining from the vote.

2. Lawson Canal

At 5:11 PM Kim Vanderhyden returned to the meeting and Gail Popp gave the chair back to Kim Vanderhyden.

CDD Sam Schroeder gave an update on the Lawson Canal. The City is still trying to confirm ownership of the canal and is looking into getting title work done on the property.

PRD Brian Tungate gave a presentation of the proposed redevelopment of the Lawson Canal. The project calls for naturalizing the shore of the canal and placing number white water features in the canal. The white water features will help keep Lake Winnebago safe from invasive species in the Fox River. In addition, the white water features will create a gradual drop from the elevation at Lake Winnebago to the Fox River. The City is currently working with Stantec to help design the Lawson Canal Project. Stantec believes that much of the cost associate with this project can be funded via various grants.

General discussion on the Lawson Canal ensued with the following items being discussed:

- The future vision of the Lawson Canal
- The flexibility of the current parks plan
- The speed of the water feature
- Ownership of the canal
- Timeline for the Lawson canal project

The Redevelopment Authority generally like the concept plan proposed by the Parks Department but they noted that they might want a more urban feel once plans for the Banta Site had been finalized.

No action was taken.

3. Banta/RR Donnelley Property – 460 Ahnaip Street

There was no update at this time. Staff would be meeting with the Department of Transportation November 28th to discuss the Racine Street Bridge as it relates to the Banta Site.

4. Set Next Meeting

The next meeting was set for December 4th at 5:30PM

F. ADJOURNMENT

A motion was made by Matt Vanderlinden, seconded by Gail Popp, to adjourn the meeting at 5:44 PM. The motion carried.

Minutes respectfully submitted by AP Joe Stephenson.

CITY OF MENASHA
SPECIAL PERSONNEL COMMITTEE
First Floor Conference Room
100 Main Street, Menasha
November 14, 2018
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Grade at 9:04 p.m.

B. ROLL CALL

PRESENT: Aldermen James Taylor, Stan Sevenich, Mark Langdon, Steve Krueger, Tom Grade, Ted Grade, Randy Ropella, Rebecca Nichols, Mayor Merkes.

ALSO PRESENT: CA Captain, ASD Jacobs, CDD Schroeder, FM Sassman, PC Styka, DDMO Alix, AE Gordon, Clerk Galeazzi.

C. DISCUSSION/ACTION ITEMS

1. Health Insurance Renewal Recommendation

ASD Jacobs explained the proposed 2019 Health Insurance plan for City Employees.

General discussion ensued on the added deductible, additional out-of-pocket cost, employee/employer premium share, HRA funding, and cost of other employee benefits

Moved by Ald. Krueger seconded by Mayor Merkes to recommend to Common Council, approval of maintaining the same insurance program and level of benefits to employees in 2019, with the elimination of out-of-network coverage, with the continuation of the HRA component, increase in funding the HRA level to 40% (from the previous 35%) and increase the maximum out-of-pocket expenses to employees by a potential \$1,000 (single) or \$2,000 (all other plans) by utilizing a co-insurance component after the deductible levels have been met, and to provide health insurance at the rates and terms listed in memo dated 11/13/18. In addition the cost of the City's health insurance program to retired employees include both 100% of the premium costs and 100% of the HRA administration and HRA 40% funding for 2019.

Motion carried on roll call 8-1. Ald. Ropella voted no.

2. 2019 Wage/Salary Increase for Non-Represented Employees (Excludes Library Employees)

ASD Jacobs explained the 2019 budget includes a 2.25% pay increase for non-represented employees. He reviewed a summary of total budgeted increase for 2019 wages & fringe benefits.

General discussion ensued on Consumer Price Index (CPI), and U.S. Department of Labor annual wages and salaries.

Moved by Ald. Krueger seconded by Ald. Langdon to recommend to Common Council 2019 Wage/Salary Increase of 2.25% and 7.5% health insurance employee premium share for non-represented employees as included in the 2019 budget as per the memo dated 11/13/18.

Motion carried on roll call 7-2.

Ald. Nichols, Sevenich, Langdon, Krueger, Tom Grade, Ted Grade, Mayor Merkes voted yes. Ald. Taylor and Ropella voted no.

D. ADJOURNMENT

Moved by Mayor Merkes seconded by Ald. Krueger to adjourn at 9:50 p.m.
Motion carried on voice vote.

Deborah A. Galeazzi, WCMC
City Clerk



MEMORANDUM

To: Personnel Committee
From: John Jacobs, Administrative Services Director
Date: November 13, 2018
RE: 2019 Health Insurance Renewal

Background

In November of 2014, the City of Menasha contracted with Wisconsin Counties Association/Group Health Trust (WCA/GHT) to be the City's medical insurance carrier for the calendar years 2015 and 2016. By selecting this plan, the City saved approximately \$138,000 in comparison to the renewal offered by the City's previous provider Wisconsin Education Association Insurance Trust (WEA), for the same benefits.

WCA/GHT has delivered on all of the commitments made to the City as part of this agreement. While there are always things that can be improved upon, the overall experience with WCA/GHT has been positive. In regard to the issues that have arisen, in the areas of coverage and customer service, I am pleased to report that all issues have been resolved. In addition, according recent survey completed by employees with regard to City benefits, the results showed that employees are satisfied with the WCA/GHT.

There were a few small plan design changes approved by the Council and implemented for the 2016 plan year that enabled the City to hold the increase, for the 2016 plan year, to 2.5% over the 2015 rates.

In 2017, there was a 3% increase in premiums for the same plan benefits.

In regard to 2018, the City had received a proposal, for the same plan benefits, with a maximum not to exceed 8%. But after reviewing several options with our insurance broker, we decided that we could find a more affordable option than the maximum not to exceed 8% in 2018, which was an increase of \$81,949 for the City's employer portion of the health insurance premiums.

Therefore, the City maintained the same plan coverage and prescription drug program in 2018, but opted to utilize an HRA (health reimbursement account) plan, and

increased the deductible rates from \$1,500 Single/\$3,000 Family to \$3,000 Single/\$6,000 Family. With this option, there was NO CHANGE in the health insurance benefits from the employee's standpoint in 2018, by utilizing an HRA program. After the employee's deductible level of \$1,500 Single/\$3,000 Family had been met, the City provided funding for an ADDITIONAL \$1,500 Single/\$3,000 Family deductible, if at all needed. With the 2018 small plan design change, the health insurance cost to the City's 2018 budget was \$41,597, instead of the \$81,949 at the 8% premium increase level.

City staff and the City's insurance broker proposed funding at a 35% usage level for the HRA in the 2018 budget. National averages for HRA funding are in the 15%-30% range. However, as of 10/31/2018, we are estimating that the HRA usage level will be somewhere in the 37%-40% level, or slightly above the 35% HRA funded level for 2018.

In regard to 2019, the City had received a proposal, for the same plan benefits, with a 12% increase. Then, after reviewing several options with our insurance broker for 2019, we have decided that we needed to make several plan modifications to our existing plan, in order to reduce the 12% increase.

First, we will eliminate out-of-network coverage for services, which only affects 1-2 employees (either active or retirees) on our current plan.

Second, we will propose on increasing the maximum out-of-pocket costs from \$3,000 single to \$4,000 single, and from \$6,000 family to \$8,000 family. A co-insurance component split of 10% employee and 90% employer will be initiated once an employee exceeds the \$3,000 single/\$6,000 family deductible.

Finally, we will propose to increase the HRA funding level from 35% to 40%, based on the 2018 estimated history of claims processed through the HRA program.

With the continued utilization of the HRA program in 2019 and with the few small plan design changes recommended, we would be able to reduce the 2019 premium down to a 6.85% increase (from the original quote of 12% increase). The health insurance premiums for both 2018 and 2019 (proposed) are as follows:

2018 Rates:

<i>Single Plan -</i>	<i>\$507.87 per month</i>
<i>Employee/Child Plan -</i>	<i>\$943.17 per month</i>
<i>Employee Spouse Plan -</i>	<i>\$1,072.73 per month</i>
<i>Family Plan -</i>	<i>\$1,652.10 per month</i>

2019 Rates (if continue with the HRA plan, and the 12% premium increase)

Single Plan -	\$568.82 per month
Employee/Child Plan -	\$1,056.35 per month
Employee Spouse Plan -	\$1,201.46 per month
Family Plan -	\$1,850.35 per month

2019 Rates (if continue with the HRA plan, and the 6.85% premium increase, but add the co-insurance component and eliminate the out-of-network benefit)

Single Plan -	\$542.65 per month
Employee/Child Plan -	\$1,007.76 per month
Employee Spouse Plan -	\$1,146.19 per month
Family Plan -	\$1,765.23 per month

We had requested an optional extension for 2020 and a guaranteed to increase amount not to exceed. However, we were notified that the present insurance carrier would not offer a 2020 renewal % quote amount not to exceed. Therefore, any 2020 quote will be dependent upon our 2019 claims history entirely.

ANALYSIS & FISCAL IMPACT

You will recall that the employer share of the premium will remain unchanged for the 2019 budget. However, with the addition of the co-insurance tier for the maximum out-of-pocket cost to the employees, the employee's cost share for health insurance could then INCREASE by an additional \$1,000 (for Single plans) or by an additional \$2,000 (for all other plans).

Per the attached analysis, if the City were to remain with the same identical program and same deductible amounts (\$3,000/\$6,000), then the premiums would increase 12.00%, and the fiscal impact of the employer share of the health insurance premiums would increase by \$175,607 based on the current number of employees taking the City's health insurance program.

However, if the City would continue to offer an HRA program in 2019 with the additional 10% co-insurance tier (\$1,000 single or /\$2,000 all other plans), then the premiums would increase by 6.85%. We are also proposing to raise the funding of the HRA program from a 35% level (2018) to 40% level in 2019, based on the 2018 claims processed to date. Any HRA unused funds would be retained by the City, and could be applied towards future years of HRA funding, as needed. Offering the HRA program as described here in 2019 would increase the health insurance premium cost for the City's 2018 budget by \$105,845, instead of \$175,607 at the 12% increase level. In other words, there is a 2019 budget savings of \$69,762 with the small plan design changes proposed in this attachment.

RECOMMENDATION

Staff is requesting approval of maintaining the same insurance program and level of benefits to employees in 2019, with the elimination of out-of-network coverage, with the continuation of the HRA component, increase in funding the HRA level to 40% (from the previous 35%), and increase the maximum out-of-pocket expense to employees by a potential \$1,000 (Single) or \$2,000 (All Other Plans) by utilizing a co-insurance component after the deductible levels have been met, and to provide health insurance at the rates and terms listed above.

In addition, it is recommended that the cost of the City's health insurance program to retired employees include both 100% of the premium costs and 100% of the HRA administration and HRA 40% funding for 2019. The HRA fees would add about \$639 - \$1,239 annually to the cost of retirees' health insurance per retired employee. Last year, the Common Council included \$20,000 in the 2018 budget to fund this benefit for the retired employees. However, it is proposed that this benefit would sunset as of 12/31/2018.

CITY OF MENASHA
Summary of Total Budgeted Increase for 2019 Wages & Fringe Benefits

	<u>2017 Actual</u>	<u>2018 Adopted Budget</u>	<u>2018 Year-End Projection</u>	<u>2019 Proposed Budget</u>
Total Gross Wages	<u>\$ 7,845,784</u>	<u>\$ 8,212,375</u>	<u>\$ 8,080,630</u>	<u>\$ 8,377,171</u>
Amount Increase from 2018 Budget to 2019 Budget				\$ 164,796
% Increase from 2018 Budget to 2019 Budget				2.01%

Existing Fringe Benefits	\$ 3,116,988	\$ 3,362,276	\$ 3,097,292	\$ 3,419,387
Amount Increase from 2018 Budget to 2019 Budget				\$ 57,111
% Increase from 2018 Budget to 2019 Budget				1.70%

**PLUS: Moved Funding of Banked
Sick Leave from Tax Levy
(Revenue) to Departmental
Budgets (Expenditures)**

	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 70,400</u>
Total Fringe Benefits	<u>\$ 3,116,988</u>	<u>\$ 3,362,276</u>	<u>\$ 3,097,292</u>	<u>\$ 3,489,787</u>
Amount Increase from 2018 Budget to 2019 Budget				\$ 127,511
% Increase from 2018 Budget to 2019 Budget				3.79%

NAME POSITION		TOTAL WAGE
TOTAL FRINGE BENEFITS - EMPLOYER		
DEF COMP		\$25,380.00
EDUCATIONAL DEGREE		\$8,700.00
CLEANING ALLOWANCE		\$9,300.00
UNIFORM ALLOWANCE		\$11,500.00
VEST PAY		\$19,816.63
FUNDING BANKED SICK		\$70,888.13
FICA		\$442,764.02
MEDICARE		\$103,548.31
DENTAL		\$113,424.00
HEALTH		\$1,586,564.76
VISION		\$11,303.31
LIFE INS		\$14,292.60
WRS		\$597,482.33
WORKERS COMP		\$173,650.24
GRAND TOTAL		\$3,188,614.33
Fringes % of total wages		43.50%
TOTAL FRINGE BENEFITS - EMPLOYEE		
FICA		\$442,764.02
MEDICARE		\$103,548.31
DENTAL		\$12,499.55
HEALTH		\$128,204.67
VISION		\$1,243.82
LIFE INS		\$1,855.74
WRS		\$434,850.78
GRAND TOTAL		\$1,124,966.89
Fringes % of total wages		15.35%

2018 Health Insurance Plan (without Co-insurance)

				Employee share		Employer share	Funded by Insurance
<u>SINGLE HEALTH INSURANCE:</u>							
<u>Claims amount paid</u>							
Claims paid - TIER #1 (only employee)	\$	-	\$ 1,500	\$ 1,500	100% employee	\$ -	\$ -
Claims paid - TIER #2 (HRA - employer)	\$	1,501	- \$ 3,000	\$ -	0% employee	\$ 1,500	100% employer \$ -
Claims paid - TIER #3 (insurance paid)	\$	3,001	- above	\$ -	0% employee	\$ -	100% insurance
EMPLOYEE - Maximum out-of-pocket				\$ 1,500			
EMPLOYER - Maximum out-of-pocket						\$ 1,500	

<u>FAMILY HEALTH INSURANCE:</u>				<u>Employee share</u>		<u>Employer share</u>	<u>Funded by Insurance</u>
<u>Claims amount paid</u>							
Claims paid - TIER #1 (only employee)	\$ -	-	\$ 3,000	\$ 3,000	100% employee	\$ -	\$ -
Claims paid - TIER #2 (HRA - employer)	\$ 3,001	-	\$ 6,000	\$ -	0% employee	\$ 3,000	100% employer \$ -
Claims paid - TIER #3 (insurance paid)	\$ 6,001	-	above	\$ -	0% employee	\$ -	100% insurance
EMPLOYEE - Maximum out-of-pocket				\$ 3,000			
EMPLOYER - Maximum out-of-pocket						\$ 3,000	

2019 Health Insurance Plan proposed (with Co-insurance)

				Employee share		Employer share		Funded by Insurance
<u>SINGLE HEALTH INSURANCE:</u>								
<u>Claims amount paid</u>								
Claims paid - TIER #1 (only employee)	\$	-	\$ 1,500	\$ 1,500	100% employee	\$ -		\$ -
Claims paid - TIER #2 (HRA - employer)	\$	1,501	\$ 3,000	\$ -	0% employee	\$ 1,500	100% employer	\$ -
Claims paid - TIER #3 (co-insurance)	\$	3,001	\$ 13,000	\$ 1,000	10% employee	\$ -		\$ 9,000 90% insurance
Claims paid - TIER #4 (insurance paid)	\$	13,001	above	\$ -	0% employee	\$ -		100% insurance
EMPLOYEE - Maximum out-of-pocket				\$ 2,500				
EMPLOYER - Maximum out-of-pocket						\$ 1,500		
INSURANCE - TIER #3 share maximum								\$ 9,000

				Employee share		Employer share		Funded by Insurance
<u>FAMILY HEALTH INSURANCE:</u>								
	<u>Claims amount paid</u>							
Claims paid - TIER #1 (only employee)	\$ -	-	\$ 3,000	\$ 3,000	100% employee	\$ -		\$ -
Claims paid - TIER #2 (HRA - employer)	\$ 3,001	-	\$ 6,000	\$ -	0% employee	\$ 3,000	100% employer	\$ -
Claims paid - TIER #3 (co-insurance)	\$ 6,001	-	\$ 26,000	\$ 2,000	10% employee	\$ -		\$ 18,000 90% insurance
Claims paid - TIER #4 (insurance paid)	\$ 26,001	-	above	\$ -	0% employee	\$ -		100% insurance
EMPLOYEE - Maximum out-of-pocket				<u>\$ 5,000</u>				
EMPLOYER - Maximum out-of-pocket						<u>\$ 3,000</u>		
INSURANCE - TIER #3 share maximum								<u>\$ 18,000</u>

SINGLE EMPLOYEE

Example #1: Has medical bills = \$2,500

(Existing Plan)			2018 Health Insurance Plan		
			Employee cost	Employer cost (HRA)	Funded by Insurance
100% Employee	Tier #1		\$ 1,500	\$ -	\$ -
100% EmployER	Tier #2		\$ -	\$ 1,000	\$ -
Insurance plan covers	Tier #3		\$ -	\$ -	\$ -
			\$ 1,500	\$ 1,000	\$ -
Plus: 2018 Premiums			\$ 457		
Total ANNUAL employee cost			\$ 1,957		

(Proposed Plan)			2019 Health Insurance Plan		
			Employee cost	Employer cost (HRA)	Funded by Insurance
100% Employee	Tier #1		\$ 1,500	\$ -	\$ -
100% EmployER	Tier #2		\$ -	\$ 1,000	\$ -
Co-insurance (10/90)	Tier #3		\$ -	\$ -	\$ -
Insurance plan covers	Tier #4		\$ -	\$ -	\$ -
			\$ 1,500	\$ 1,000	\$ -
Plus: 2019 Premiums			\$ 488		
Total ANNUAL employee cost			\$ 1,988		

Additional cost impact to employee **\$ 31**

Example #2: Has medical bills = \$5,000

(Existing Plan)			2018 Health Insurance Plan		
			Employee cost	Employer cost (HRA)	Funded by Insurance
100% Employee	Tier #1		\$ 1,500	\$ -	\$ -
100% EmployER	Tier #2		\$ -	\$ 1,500	\$ -
Insurance plan covers	Tier #3		\$ -	\$ -	\$ 2,000
			\$ 1,500	\$ 1,500	\$ 2,000
Plus: 2018 Premiums			\$ 457		
Total ANNUAL employee cost			\$ 1,957		

(Proposed Plan)			2019 Health Insurance Plan		
			Employee cost	Employer cost (HRA)	Funded by Insurance
100% Employee	Tier #1		\$ 1,500	\$ -	\$ -
100% EmployER	Tier #2		\$ -	\$ 1,500	\$ -
Co-insurance (10/90)	Tier #3		\$ 200	\$ -	\$ 1,800
Insurance plan covers	Tier #4		\$ -	\$ -	\$ -
			\$ 1,700	\$ 1,500	\$ 1,800
Plus: 2019 Premiums			\$ 488		
Total ANNUAL employee cost			\$ 2,188		

Additional cost impact to employee **\$ 231**

Example #3: Has medical bills = \$20,000

(Existing Plan)			2018 Health Insurance Plan		
			Employee cost	Employer cost (HRA)	Funded by Insurance
100% Employee	Tier #1		\$ 1,500	\$ -	\$ -
100% EmployER	Tier #2		\$ -	\$ 1,500	\$ -
Insurance plan covers	Tier #3		\$ -	\$ -	\$ 17,000
			\$ 1,500	\$ 1,500	\$ 17,000
Plus: 2018 Premiums			\$ 457		
Total ANNUAL employee cost			\$ 1,957		

(Proposed Plan)			2019 Health Insurance Plan		
			Employee cost	Employer cost (HRA)	Funded by Insurance
100% Employee	Tier #1		\$ 1,500	\$ -	\$ -
100% EmployER	Tier #2		\$ -	\$ 1,500	\$ -
Co-insurance (10/90)	Tier #3		\$ 1,000	\$ -	\$ 9,000
Insurance plan covers	Tier #4		\$ -	\$ -	\$ 7,000
			\$ 2,500	\$ 1,500	\$ 16,000
Plus: 2019 Premiums			\$ 488		
Total ANNUAL employee cost			\$ 2,988		

Additional cost impact to employee **\$ 1,031**

FAMILY EMPLOYEE

Example #1: Has medical bills = \$5,000

(Existing Plan)			2018 Health Insurance Plan		
			Employee cost	Employer cost (HRA)	Funded by Insurance
100% Employee	Tier #1		\$ 3,000	\$ -	\$ -
100% EmployER	Tier #2		\$ -	\$ 2,000	\$ -
Insurance plan covers	Tier #3		\$ -	\$ -	\$ -
			\$ 3,000	\$ 2,000	\$ -
Plus: 2018 Premiums			\$ 1,487		
Total ANNUAL employee cost			\$ 4,487		

(Proposed Plan)			2019 Health Insurance Plan		
			Employee cost	Employer cost (HRA)	Funded by Insurance
100% Employee	Tier #1		\$ 3,000	\$ -	\$ -
100% EmployER	Tier #2		\$ -	\$ 2,000	\$ -
Co-insurance (10/90)	Tier #3		\$ -	\$ -	\$ -
Insurance plan covers	Tier #4		\$ -	\$ -	\$ -
			\$ 3,000	\$ 2,000	\$ -
Plus: 2019 Premiums			\$ 1,589		
Total ANNUAL employee cost			\$ 4,589		

Additional cost impact to employee **\$ 102**

Example #2: Has medical bills = \$10,000

(Existing Plan)			2018 Health Insurance Plan		
			Employee cost	Employer cost (HRA)	Funded by Insurance
100% Employee	Tier #1		\$ 3,000	\$ -	\$ -
100% EmployER	Tier #2		\$ -	\$ 3,000	\$ -
Insurance plan covers	Tier #3		\$ -	\$ -	\$ 4,000
			\$ 3,000	\$ 3,000	\$ 4,000
Plus: 2018 Premiums			\$ 1,487		
Total ANNUAL employee cost			\$ 4,487		

(Proposed Plan)			2019 Health Insurance Plan		
			Employee cost	Employer cost (HRA)	Funded by Insurance
100% Employee	Tier #1		\$ 3,000	\$ -	\$ -
100% EmployER	Tier #2		\$ -	\$ 3,000	\$ -
Co-insurance (10/90)	Tier #3		\$ 400	\$ -	\$ 3,600
Insurance plan covers	Tier #4		\$ -	\$ -	\$ -
			\$ 3,400	\$ 3,000	\$ 3,600
Plus: 2019 Premiums			\$ 1,589		
Total ANNUAL employee cost			\$ 4,989		

Additional cost impact to employee **\$ 502**

Example #3: Has medical bills = \$40,000

(Existing Plan)			2018 Health Insurance Plan		
			Employee cost	Employer cost (HRA)	Funded by Insurance
100% Employee	Tier #1		\$ 3,000	\$ -	\$ -
100% EmployER	Tier #2		\$ -	\$ 3,000	\$ -
Insurance plan covers	Tier #3		\$ -	\$ -	\$ 34,000
			\$ 3,000	\$ 3,000	\$ 34,000
Plus: 2018 Premiums			\$ 1,487		
Total ANNUAL employee cost			\$ 4,487		

(Proposed Plan)			2019 Health Insurance Plan		
			Employee cost	Employer cost (HRA)	Funded by Insurance
100% Employee	Tier #1		\$ 3,000	\$ -	\$ -
100% EmployER	Tier #2		\$ -	\$ 3,000	\$ -
Co-insurance (10/90)	Tier #3		\$ 2,000	\$ -	\$ 18,000
Insurance plan covers	Tier #4		\$ -	\$ -	\$ 14,000
			\$ 5,000	\$ 3,000	\$ 32,000
Plus: 2019 Premiums			\$ 1,589		
Total ANNUAL employee cost			\$ 6,589		

Additional cost impact to employee **\$ 2,102**

CITY OF MENASHA
Comparing 2019 Health Insurance Increase Options (including increase to 40% HRA Funding)

														Original	2019 Plan	2019 Plan
														2018	with HRA &	with HRA &
														Plan w/HRA	12% increase	6.85% increase

CITY OF MENASHA
Comparing 2019 Health Insurance Increase Options (including increase to 40% HRA Funding)

														Original 2018 Plan w/HRA	2019 Plan with HRA & 12% increase	2019 Plan with HRA & 6.85% increase	
		MONTHLY						ANNUAL									
		Total Premium		EE Share		ER Share		Total Premium		EE Share		ER Share					
<u>EMPLOYEE/CHILDREN</u>	10																
2018 Premium		\$ 943.17	7.5%	\$ 70.74	92.5%	\$ 872.43		\$ 11,318.04	7.5%	\$ 848.85	92.5%	\$ 10,469.19	x	10			
				HRA Admin. --->		\$ 3.25					100.0%	\$ 39.00					
				HRA 35% Funding --->		\$ 87.50					100.0%	\$ 1,050.00					
												\$ 11,558.19	x	10	=	\$ 115,581.90	
2019 Premium	12.000% increase Renewal Proposal	\$ 1,056.35	7.5%	\$ 79.23	92.5%	\$ 977.12		\$ 12,676.20	7.5%	\$ 950.72	92.5%	\$ 11,725.49					
				HRA Admin. --->		\$ 3.25					100.0%	\$ 39.00					
				HRA 40% Funding --->		\$ 100.00					100.0%	\$ 1,200.00					
												\$ 12,964.49	x	10	=	\$ 129,644.90	
2019 Premium	6.850% increase Alternate Option #1 - HRA, Co-Insurance	\$ 1,007.76	7.5%	\$ 75.58	92.5%	\$ 932.18		\$ 12,093.12	7.5%	\$ 906.98	92.5%	\$ 11,186.14					
				HRA Admin. --->		\$ 3.25					100.0%	\$ 39.00					
				HRA 40% Funding --->		\$ 100.00					100.0%	\$ 1,200.00					
												\$ 12,425.14	x	10	=	\$ 124,251.40	
<u>FAMILY</u>	52																
2018 Premium		\$ 1,652.10	7.5%	\$ 123.91	92.5%	\$ 1,528.19		\$ 19,825.20	7.5%	\$ 1,486.89	92.5%	\$ 18,338.31	x	52			
				HRA Admin. --->		\$ 3.25					100.0%	\$ 39.00					
				HRA 35% Funding --->		\$ 87.50					100.0%	\$ 1,050.00					
												\$ 19,427.31	x	52	=	\$ 1,010,220.12	
2019 Premium	12.000% increase Renewal Proposal	\$ 1,850.35	7.5%	\$ 138.78	92.5%	\$ 1,711.57		\$ 22,204.20	7.5%	\$ 1,665.32	92.5%	\$ 20,538.89					
				HRA Admin. --->		\$ 3.25					100.0%	\$ 39.00					
				HRA 40% Funding --->		\$ 100.00					100.0%	\$ 1,200.00					
												\$ 21,777.89	x	52	=	\$ 1,132,450.28	
2019 Premium	6.850% increase Alternate Option #1 - HRA, Co-Insurance	\$ 1,765.23	7.5%	\$ 132.39	92.5%	\$ 1,632.84		\$ 21,182.76	7.5%	\$ 1,588.71	92.5%	\$ 19,594.05					
				HRA Admin. --->		\$ 3.25					100.0%	\$ 39.00					
				HRA 40% Funding --->		\$ 100.00					100.0%	\$ 1,200.00					
												\$ 20,833.05	x	52	=	\$ 1,083,318.60	
														TOTALS	\$ 1,449,788	\$ 1,625,395	\$ 1,555,633
														Change from 2018 Original Plan	\$ 175,607	\$ 105,845	
															12.11%	7.30%	
														2019 Budget Savings from 2019 Original Renewal	\$ 69,762		

CITY OF MENASHA RENEWAL & ALTERNATES

WCA Group Health Trust HRA Plan		WCA Group Health Trust Alternate Option 1	
General Plan Information	In-Network	Out-of-Network	In-Network
Network	Choice Plus		Choice Plus
Deductible	\$3,000 Single \$8,000 Family	\$5,000 Single \$10,000 Family	\$3,000 Single \$8,000 Family
Coinsurance	100%	80%	90%
Out-of-Pocket Maximum (Including Deductible and Copays except RX)	\$3,000 Single \$8,000 Family	\$5,750 Single \$11,500 Family	\$4,000 Single \$8,000 Family
Physician Services			
Office Visits	100% after deductible	80% after deductible	90% after deductible
Preventive Care	100%	80% after deductible	100%
Diagnostic X-Ray & Lab	100% after deductible	80% after deductible	90% after deductible
Chiropractic Care	100% after deductible	80% after deductible	80% after deductible
Hospital Services			
Inpatient	100% after deductible	80% after deductible	90% after deductible
Outpatient	100% after deductible	80% after deductible	90% after deductible
High Tech Imaging Coverage	\$100 Copay, then 100% after deductible	\$100 Copay, then 80% after deductible	\$100 Copay, then 90% after deductible
Emergency and Urgent Care			
Emergency Room	100% after deductible		90% after deductible
Urgent Care/Walk-in Clinic	100% after deductible	80% after deductible	90% after deductible
Prescription Drugs			
Retail - Change to Caremark	\$0/\$10/\$25/\$50 - Retail (30 days) \$0/\$20/\$50/\$100 - Retail (31-90 days) \$0/\$20/\$50/\$100 - Mail Order (90 days) Specialty Drugs Limited to 30 day supply		\$0/\$10/\$25/\$50 - Retail (30 days) \$0/\$20/\$50/\$100 - Retail (31-90 days) \$0/\$20/\$50/\$100 - Mail Order (90 days) Specialty Drugs Limited to 30 day supply
Out-of-Pocket Maximum (Pharmacy Only)	\$4,350 Single \$8,700 Family		\$4,350 Single \$8,700 Family
Premium Information			
Single (25)	25	Current \$507.87	Renewal \$568.82
Employee + Spouse (13)	13	\$1,072.73	\$1,201.48
Employee + Child(ren) (10)	10	\$843.17	\$1,066.35
Family (52)	52	\$1,652.10	\$1,890.35
Total Monthly Premium		\$121,983	\$126,621
Total Annual Premium		\$1,463,798	\$1,519,454
		12%	6.85%

HRA Illustration – How it Works

	Single	EE / SP, CH or Family
Total In-Plan Deductible	\$3,000	\$6,000
Employee's Responsibility The "front end" portion of the medical plan deductible.	\$0 - \$1,500	\$0 - \$3,000
Health Reimbursement Arrangement (HRA) (City's Responsibility) The "back end" portion of the medical plan deductible.	\$1,501 - \$3,000	\$3,001 - \$6,000

City of Menasha HRA COBRA Premiums

	Reimbursable Amount	40.00%	+12	HRA COBRA Premium
Single	\$1,500.00	\$600.00	\$50.00	\$50.00
Employee + Child	\$3,000.00	\$1,200.00	\$100.00	\$100.00
Employee + Spouse	\$3,000.00	\$1,200.00	\$100.00	\$100.00
Family	\$3,000.00	\$1,200.00	\$100.00	\$100.00

	Reimbursable Amount	38.00%	+12	HRA COBRA Premium
Single	\$1,500.00	\$570.00	\$47.50	\$47.50
Employee + Child	\$3,000.00	\$1,140.00	\$95.00	\$95.00
Employee + Spouse	\$3,000.00	\$1,140.00	\$95.00	\$95.00
Family	\$3,000.00	\$1,140.00	\$95.00	\$95.00

	Reimbursable Amount	36.00%	+12	HRA COBRA Premium
Single	\$1,500.00	\$540.00	\$45.00	\$45.00
Employee + Child	\$3,000.00	\$1,080.00	\$90.00	\$90.00
Employee + Spouse	\$3,000.00	\$1,080.00	\$90.00	\$90.00
Family	\$3,000.00	\$1,080.00	\$90.00	\$90.00

	Reimbursable Amount	35.00%	+12	HRA COBRA Premium
Single	\$1,500.00	\$525.00	\$43.75	\$43.75
Employee + Child	\$3,000.00	\$1,050.00	\$87.50	\$87.50
Employee + Spouse	\$3,000.00	\$1,050.00	\$87.50	\$87.50
Family	\$3,000.00	\$1,050.00	\$87.50	\$87.50

	Reimbursable Amount	33.00%	+12	HRA COBRA Premium
Single	\$2,500.00	\$825.00	\$68.75	\$68.75
Employee + Child	\$5,000.00	\$1,650.00	\$137.50	\$137.50
Employee + Spouse	\$5,000.00	\$1,650.00	\$137.50	\$137.50
Family	\$5,000.00	\$1,650.00	\$137.50	\$137.50

CITY OF MENASHA
2016-2019 Estimates/Budget Amounts for HEALTH INSURANCE

		<u>Monthly Premium</u>	<u>Employee 7.5%</u>	<u>Employer 92.5%</u>				<u>ANNUAL EMPLOYER COST</u>	
<u>2018 Budget - SINGLE</u>									
Jan. - Dec.	-1.827%	\$ 507.87	\$ 38.09	\$ 469.78	x	12	=	\$ 5,637.36	
			HRA Admin. --->	\$ 3.25	x	12	=	\$ 39.00	
			HRA 35% Funding --->	\$ 43.75	x	12	=	\$ 525.00	
				<u>\$ 516.78</u>					
								<u>\$ 6,201.36</u>	\$ 6,201
<u>2018 Budget - EMPLOYEE/CHILDREN</u>									
Jan. - Dec.	-1.827%	\$ 943.17	\$ 70.74	\$ 872.43	x	12	=	\$ 10,469.30	
			HRA Admin. --->	\$ 3.25	x	12	=	\$ 39.00	
			HRA 35% Funding --->	\$ 87.50	x	12	=	\$ 1,050.00	
				<u>\$ 963.18</u>					
								<u>\$ 11,558.30</u>	\$ 11,558
<u>2018 Budget - EMPLOYEE/SPOUSE</u>									
Jan. - Dec.	-1.827%	\$ 1,072.73	\$ 80.45	\$ 992.28	x	12	=	\$ 11,907.41	
			HRA Admin. --->	\$ 3.25	x	12	=	\$ 39.00	
			HRA 35% Funding --->	\$ 87.50	x	12	=	\$ 1,050.00	
				<u>\$ 1,083.03</u>					
								<u>\$ 12,996.41</u>	\$ 12,996
<u>2018 Budget - FAMILY</u>									
Jan. - Dec.	-1.827%	\$ 1,652.10	\$ 123.91	\$ 1,528.19	x	12	=	\$ 18,338.53	
			HRA Admin. --->	\$ 3.25	x	12	=	\$ 39.00	
			HRA 35% Funding --->	\$ 87.50	x	12	=	\$ 1,050.00	
				<u>\$ 1,618.94</u>					
								<u>\$ 19,427.53</u>	\$ 19,428

		<u>Monthly Premium</u>	<u>Employee 7.5%</u>	<u>Employer 92.5%</u>				<u>ANNUAL EMPLOYER COST</u>	
<u>2019 Budget - SINGLE</u>									
Jan. - Dec.	6.850%	\$ 542.65	\$ 40.70	\$ 501.95	x	12	=	\$ 6,023.40	
			HRA Admin. --->	\$ 3.25	x	12	=	\$ 39.00	
			HRA 40% Funding --->	\$ 50.00	x	12	=	\$ 600.00	
				<u>\$ 555.20</u>					
								<u>\$ 6,662.40</u>	\$ 6,662
<u>2019 Budget - EMPLOYEE/CHILDREN</u>									
Jan. - Dec.	6.850%	\$ 1,007.76	\$ 75.58	\$ 932.18	x	12	=	\$ 11,186.16	
			HRA Admin. --->	\$ 3.25	x	12	=	\$ 39.00	
			HRA 40% Funding --->	\$ 100.00	x	12	=	\$ 1,200.00	
				<u>\$ 1,035.43</u>					
								<u>\$ 12,425.16</u>	\$ 12,425
<u>2019 Budget - EMPLOYEE/SPOUSE</u>									
Jan. - Dec.	6.850%	\$ 1,146.19	\$ 85.96	\$ 1,060.23	x	12	=	\$ 12,722.76	
			HRA Admin. --->	\$ 3.25	x	12	=	\$ 39.00	
			HRA 40% Funding --->	\$ 100.00	x	12	=	\$ 1,200.00	
				<u>\$ 1,163.48</u>					
								<u>\$ 13,961.76</u>	\$ 13,962
<u>2019 Budget - FAMILY</u>									
Jan. - Dec.	6.850%	\$ 1,765.23	\$ 132.39	\$ 1,632.84	x	12	=	\$ 19,594.08	
			HRA Admin. --->	\$ 3.25	x	12	=	\$ 39.00	
			HRA 40% Funding --->	\$ 100.00	x	12	=	\$ 1,200.00	
				<u>\$ 1,736.09</u>					
								<u>\$ 20,833.08</u>	\$ 20,833

CITY OF MENASHA
2016-2019 Estimates/Budget Amounts for DENTAL INSURANCE

		Monthly Premium/ Admin.	Employee 10.0%	Employer 90.0%				ANNUAL EMPLOYER COST	
<u>2016 Budget - SINGLE</u>									
Jan. - Dec.		\$ 43.05	\$ 4.30	\$ 38.75	x	12	=	\$ 465.00	
								\$ 465.00	\$ 465
<u>2016 Budget - FAMILY</u>									
Jan. - Dec.		\$ 114.67	\$ 11.47	\$ 103.20	x	12	=	\$ 1,238.40	
								\$ 1,238.40	\$ 1,238

		Monthly Premium/ Admin.	Employee 10.0%	Employer 90.0%				ANNUAL EMPLOYER COST	
<u>2017 Budget - SINGLE</u>									
Jan. - Dec.	0.000%	\$ 43.05	\$ 4.30	\$ 38.75	x	12	=	\$ 465.00	
								\$ 465.00	\$ 465
<u>2017 Budget - FAMILY</u>									
Jan. - Dec.	0.000%	\$ 114.67	\$ 11.47	\$ 103.20	x	12	=	\$ 1,238.40	
								\$ 1,238.40	\$ 1,238

		Monthly Premium/ Admin.	Employee 10.0%	Employer 90.0%				ANNUAL EMPLOYER COST	
<u>2018 Budget - SINGLE</u>									
Jan. - Dec.	0.000%	\$ 43.05	\$ 4.30	\$ 38.75	x	12	=	\$ 465.00	
								\$ 465.00	\$ 465
<u>2018 Budget - FAMILY</u>									
Jan. - Dec.	0.000%	\$ 114.67	\$ 11.47	\$ 103.20	x	12	=	\$ 1,238.40	
								\$ 1,238.40	\$ 1,238

		Monthly Premium/ Admin.	Employee 10.0%	Employer 90.0%				ANNUAL EMPLOYER COST	
<u>2019 Budget - SINGLE</u>									
Jan. - Dec.	0.000%	\$ 43.05	\$ 4.30	\$ 38.75	x	12	=	\$ 465.00	
								\$ 465.00	\$ 465
<u>2019 Budget - FAMILY</u>									
Jan. - Dec.	0.000%	\$ 114.67	\$ 11.47	\$ 103.20	x	12	=	\$ 1,238.40	
								\$ 1,238.40	\$ 1,238

CITY OF MENASHA
2016-2019 Estimates/Budget Amounts for VISION INSURANCE

	Monthly Premium/ Admin.	Employee 10.0%	Employer 90.0%				ANNUAL EMPLOYER COST	
<u>2016 Budget - SINGLE</u>								
Jan. - Dec.	\$ 4.83	\$ 0.49	\$ 4.35	x	12	=	\$ 52.20	
							\$ 52.20	\$ 52
<u>2016 Budget - LIMITED FAMILY</u>								
Jan. - Dec.	\$ 9.68	\$ 0.97	\$ 8.71	x	12	=	\$ 104.52	
							\$ 104.52	\$ 105
<u>2016 Budget - FAMILY</u>								
Jan. - Dec.	\$ 12.77	\$ 1.28	\$ 11.49	x	12	=	\$ 137.88	
							\$ 137.88	\$ 138

	Monthly Premium/ Admin.	Employee 10.0%	Employer 90.0%				ANNUAL EMPLOYER COST	
<u>2017 Budget - SINGLE</u>								
Jan. - Dec. 4.060%	\$ 5.03	\$ 0.50	\$ 4.53	x	12	=	\$ 54.36	
							\$ 54.36	\$ 54
<u>2017 Budget - LIMITED FAMILY</u>								
Jan. - Dec. 4.060%	\$ 10.07	\$ 1.01	\$ 9.06	x	12	=	\$ 108.72	
							\$ 108.72	\$ 109
<u>2017 Budget - FAMILY</u>								
Jan. - Dec. 4.060%	\$ 13.28	\$ 1.33	\$ 11.95	x	12	=	\$ 143.40	
							\$ 143.40	\$ 143

	Monthly Premium/ Admin.	Employee 10.0%	Employer 90.0%				ANNUAL EMPLOYER COST	
<u>2018 Budget - SINGLE</u>								
Jan. - Dec. 0.000%	\$ 5.03	\$ 0.50	\$ 4.53	x	12	=	\$ 54.36	
							\$ 54.36	\$ 54
<u>2018 Budget - LIMITED FAMILY</u>								
Jan. - Dec. 0.000%	\$ 10.07	\$ 1.01	\$ 9.06	x	12	=	\$ 108.72	
							\$ 108.72	\$ 109
<u>2018 Budget - FAMILY</u>								
Jan. - Dec. 0.000%	\$ 13.28	\$ 1.33	\$ 11.95	x	12	=	\$ 143.40	
							\$ 143.40	\$ 143

	Monthly Premium/ Admin.	Employee 10.0%	Employer 90.0%				ANNUAL EMPLOYER COST	
<u>2019 Budget - SINGLE</u>								
Jan. - Dec. 0.000%	\$ 5.03	\$ 0.50	\$ 4.53	x	12	=	\$ 54.36	
							\$ 54.36	\$ 54
<u>2019 Budget - LIMITED FAMILY</u>								
Jan. - Dec. 0.000%	\$ 10.07	\$ 1.01	\$ 9.06	x	12	=	\$ 108.72	
							\$ 108.72	\$ 109
<u>2019 Budget - FAMILY</u>								
Jan. - Dec. 0.000%	\$ 13.28	\$ 1.33	\$ 11.95	x	12	=	\$ 143.40	
							\$ 143.40	\$ 143



MEMORANDUM

To: Personnel Committee

From: John Jacobs, Administrative Services Director

Date: November 13, 2018

RE: 2019 Wage/Salary Increase for Non-Represented Employees (excluding Library Employees)

BACKGROUND

The proposed 2019 budget includes a 2.25% pay increase for non-represented employees. The budget also anticipates the same increase for the Menasha Public Library employees, whose wages/salaries are set by the Library Board.

On 10/30/2018, the Wisconsin Department of Revenue released the Consumer Price Index (CPI) for municipalities at 2.4% increase for the 2019 Budget (and 2020 Expenditure Restraint Program Payment). In the meantime, the City of Menasha's 2019 General Fund Budget is proposed at a 1.60% increase, as presented to the Common Council.

On 10/31/2018, the U.S. Department of Labor released that the annual wages and salaries increase is running at a 3.10% increase (which is the biggest increase in a decade), while total overall compensation costs are up 2.80% from last year.

ANALYSIS

The annual increases for non-represented employee over the past eight years are shown below in comparison to represented employees.

	<u>Non-represented</u>	<u>Police</u>	<u>Fire</u>
2019	-	-	2.25%
2018	2%	2%	2.5% (1% - 1.5%)
2017	2%	2%	2.5% (1.5% - 1%)
2016	2%	1% (plus 1% lump sum)	2.5%
2015	1%	1%	3%
2014	1%	3% (1% - 1% - 1%)	3%
2013	3% (1.5% - 1.5%)	4% (2% - 2%)	3% (1% - 2%)
2012	1%	3%	2% (1% - 1%)
2011	0%	3% (1% - 1% - 1%)	1.5% (1% - 0.5%)
Average	1.50%	2.38%	2.47%

As shown above, the average pay increases for non-represented employees was 1.50% per year since 2011. This is substantially less than the average 2.38%-2.47% per year wage increase that our represented police and fire union employees received.

Non-represented employees will also be responsible for 7.5% of the health insurance premiums in 2019, which is at the same level as 2018.

However, the premium increase for an employee will be increasing by 6.85% for 2019, and the employee will be responsible for a new co-insurance tier of up to an additional \$1,000 for single health insurance plans and up to an additional \$2,000 for all other insurance plans in 2019. Therefore, the potential maximum increase for health insurance costs for 2019 will be the following (premium increase plus new out-of-pocket maximum):

- Single: \$1,031.32
- Employee/Spouse: \$2,066.12
- Employee/Children: \$2,058.08
- Family: \$2,101.76

If an average City of Menasha employee receives a salary of \$55,000, then a proposed 2.25% COLA increase would equate to a \$1,238 increase in wages for 2019. However, most, if not all, of the wage increase could be consumed by the potential maximum increase in the health insurance costs for 2019, as shown above, leaving a number of employees with a lower "net pay" for 2019 as compared to 2018, depending on use of their health insurance benefits.

If an employee **utilizes only 50%** of the new co-insurance tier (\$500 single plan, or \$1,000 all other plans), then the potential maximum increase for health insurance costs for 2019 will be the following (premium increase plus new out-of-pocket maximum):

- Single: \$ 531.32
- Employee/Spouse: \$1,066.12
- Employee/Children: \$1,058.08
- Family: \$1,101.76

If the same salaried employee of \$55,000 receives a 2.25% COLA increase, which equates to a \$1,238 increase in wages for 2019, then a majority of the wage increase (but not all of it) would be used to pay for the 2019 health insurance costs.

Based on 2018 experience, we are aware that about 40% of employees do exceed the present \$3,000 single/\$6,000 family deductible levels, and would likely be dipping into the proposed 2019 co-insurance tier next year at some level.

However as a side-note, the 2019 Wisconsin Retirement System (WRS) rates for employees will decrease slightly by 0.15%. This means that an average salaried employee of \$55,000 will pay \$82.50 less into the WRS benefits due to the reduction in the 2019 rates, and will receive a \$3.17 increase in the bi-weekly paycheck. In addition, the City of Menasha (as the employer) will also save approximately \$82.50 per employee in a matching amount for 2019 WRS benefits. This WRS savings has already been incorporated into the 2019 budget document.

FISCAL IMPACT

The fiscal impact of a 2.25% pay increase is approximately \$168,000 in 2019.

RECOMMENDATION

To approve a 2.25% wage increase and 7.5% health insurance employee premium share for non-represented employees as included in the 2019 budget.

Note: The library budget includes and anticipates the same wage increases and employee premium share. However, the library board would set these items for library employees.

RACINE STREET BRIDGE, CITY OF MENASHA

Public Involvement Meeting

You are invited to a Public Involvement Meeting regarding the proposed reconstruction of the Racine Street Bridge in the city of Menasha.

Date: Wednesday, November 28, 2018

Time: 5 to 7 p.m.

Place: Butte des Morts Elementary School
501 Tayco St, Menasha, WI 54952

The objective of the meeting is to review elements of the project that have been updated or changed since the last public meeting, discuss upcoming project activities, and present proposed construction staging plans. The meeting will be held in an open house format and you are welcome to attend anytime between 5 to 7 p.m. A brief presentation will be given at 5:10 p.m.

If you require an interpreter or translator, you may request one at least three working days prior to the meeting via the Wisconsin Telecommunications Relay System (Dial 711).



For questions about the meeting, contact:

Bill Bertrand, P.E.

WisDOT Project Manager

(920) 360-3124

William.Bertrand@dot.wi.gov



General Election Return Sheet 11/6/2018

Polling Place/Districts	Sen Ctr/D1&2	B&G Club/D3&4	Clovis/D5&7	Jefferson/D6	WDC/D8	Total
#Voters	1613	1696	1776	804	1444	7333
Provisional Ballots	0	0	0	0	0	0
Statewide						
Governor/ Lieutenant Governor						
Scott Walker/Rebecca Kellfisch (Republican)	708	744	785	373	764	3374
Tony Evers/Mandela Barnes (Democratic)	833	884	936	410	659	3722
Phillip Anderson/Patrick Baird (Libertarian)	25	23	18	4	6	76
Michael J. White/Tiffany Anderson (Wisconsin Green)	15	13	9	2	1	40
Maggie Turnbull/Wil Losch (Independent)	21	18	17	8	6	70
Arnie Enz/No Candidate (The Wisconsin Party)	4	2	3	2	1	12
Ryan Cason/No Candidate (Republican)	0	0	0	0	0	0
Paul Boucher/ No Candidate (Democratic)	0	0	0	0	0	0
Mark S. Grimek/No Candidate (Constitution)	0	0	0	0	0	0
Jared William Landry/No Candidate (The American Party)	0	0	0	0	0	0
Robbie Hoffman/No Candidate (Independent)	0	0	0	0	0	0
Richard Turtenwald/No Candidate (Independent)	0	0	0	0	0	0
No Candidate/Corban Gehler (Democratic) LT GOV	0	0	0	0	0	0
No Candidate/William Henry Davis III (Democratic) LT GOV	0	0	0	0	0	0
Write in/Write In	1	1	0	1	1	4
Attorney General						
Brad Schimel (Republican)	702	755	752	367	750	3326
Josh Kaul (Democratic)	845	881	962	402	662	3752
Terry Larson (Constitution)	48	40	40	22	20	170
Write In	1	0	1	1	0	3

Secretary of State						
Jay Schroeder (Republican)	703	727	754	348	726	3258
Doug La Follette (Democratic)	879	936	980	440	693	3928
Brad Karas (Wisconsin Green)	0	0		0	0	0
Write In	1	0	1	1	0	3
State Treasurer						
Travis Hartwig (Republican)	669	693	704	323	707	3096
Sarah Godlewski (Democratic)	856	890	979	429	669	3823
Andrew Zuelke (Constitution)	61	75	60	33	35	264
Write in	1	0	2	1	1	5
Congressional						
United States Senator						
Leah Vukmir (Republican)	676	697	695	331	688	3087
Tammy Baldwin (Democratic)	922	984	1059	466	745	4176
Mary Jo Walters (Independent)	0	0	0	0	0	0
John Schiess (Independent)	0	0	0	0	0	0
Write in	3	2	8	1	3	17
Rep in Congress D6						
Glenn Grothman (Republican)	700	736	714	337		2487
Dan Kohl (Democratic)	892	935	1031	451		3309
Write In	3	1	2	2		8
Rep in Congress D8						
Mike Gallagher (Republican)					867	867
Beau Liegeois (Democratic)					566	566
Write in					0	0
Legislative						
State Senator D1						
Andre Jacque (Republican)					716	716
Caleb Frostman (Democratic)					702	702
Write in					2	2

State Senator D19						
Roger Roth (Republican)	730	784	789	376		2679
Lee Snodgrass (Democratic)	860	893	960	410		3123
Write In	2	2	2	2		8
Rep to Assembly D3						
Ron Tusler (Republican)					758	758
Scott Gavin (Democratic)					657	657
Write In					1	1
Rep to Assembly D55						
Mike Rohrkaste (Republican)	0	0				0
Dan Schierl (Democratic)	0	0				0
Write in	0	0				0
Rep to Assembly D57						
Amanda Stuck (Democratic)	1163	1211	1307	566		4247
Write In	61	62	48	31		202
County--Calumet						
Sheriff						
Mark Wiegert (Republican)					1132	1132
Write In					32	32
Clerk of Circuit Court						
Connie Daun (Republican)					1119	1119
Write In					24	24
County--Winnebago						
Sheriff						
John Mats (Republican)	123	1249	1277	587		3236
Write In	52	50	50	30		182
Coroner						
Barry Busby (Republican)	1140	1243	1272	594		4249
Write In	43	43	47	22		155
Clerk of Circuit Court						
Melissa M. Pingel (Republican)	1118	1238	1265	590		4211
Write in	43	48	51	23		165
Referendum						
Question 1: Dark Store Loop Holes						
Yes	1095	4409	1212	522		7238
No	355	434	424	208		1421
Question 2: Nonpartisan redistricting plan						
Yes	1005	1071	1087	487		3650
no	412	444	511	220		1587

	Total residents of voting age	No. Voters	Voter %	Absentees
Total City Percentage	13457	7333	54.5%	1612

10-31-18
I'm a little late in this, but - Wow! -
I just have to say how wonderful of an
innovation The Horizon 2019 calendar is!
A super tool with all the events, public
works schedule and community events, etc,
all in one beautiful and handy publication.
I just had to write and commend you,
Thad Brown and Stephanie for the idea
and compilation. Hopefully it even saves
on postage. This calendar is one class act!
Thanks for your innovative + creative
thinking. Keep up the great work! Joyce

ORIENTATION ON-THE-GO: PUBLIC POWER

Join us in Menasha, Wis. for an educational program about public power. Learn about the origins, of public power, joint action and all of the benefits that communities have in their locally-owned utility. Any area member utility employees, officials and governing body leaders are encouraged to attend this information session. In the general session, attendees will learn more about:

Public Power

History
Benefits

Joint Action

Economies of Scale
WPPI Energy

Tuesday, November 27

Elisha D. Smith Public Library
Company E Room
440 1st St. • Menasha, WI 54952

10:00 a.m. **Program**
NOON **Lunch**

Interested in attending?

Simply fill out the RSVP below and return by fax or email to Kayla Pierce at WPPI Energy.

**RSVP by Thursday,
November 22**

FAX:
608-837-0274

EMAIL:
kpierce@wppienergy.org

Utility/Community

Name

Title

Name

Title

Name

Title



Contact Information

Kayla Pierce
Member Relations Coordinator
608-834-4537 | Fax: 608-837-0274
kpierce@wppienergy.org

WWW.WPPIENERGY.ORG

CITY OF MENASHA
COMMON COUNCIL
First Floor Conference Room
100 Main Street, Menasha
Monday, November 5, 2018
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

PRESENT: Aldermen Steve Krueger, Tom Grade, Ted Grade, Randy Ropella, Rebecca Nichols, James Taylor, Stan Sevenich, Mark Langdon.

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

DEPT. HEAD EXCUSED: PHD McKenney.

D. PUBLIC HEARING

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 DOT abbreviated environmental report does not require public hearing; CGI Communications Community Video Program Agreement not full disclosure on what will be offered/required.

Ald. Sevenich allowed Ms Taylor additional time to speak.

Ms. Taylor commented on Brin Building project timeline and what authorization is needed before action can be taken.

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. DPW Radomski—Presentation on Diverging Diamond Interchange

DPW Radomski gave a presentation on the new diverging diamond interchange at STH 441 and Oneida Street. Council viewed a video on how to navigate through a diverging diamond interchange.

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

Minutes to receive:

- a. Administration Committee 10/15/2018
- b. Board of Public Works, 10/15/2018
- c. Housing Authority, 10/22/2018
- d. Landmarks Commission, 10/10/2018 & 10/25/2018
- e. Library Board, 10/24/2018
- f. NMFR Joint Finance and Personnel Committee, 10/23/2018
- g. Neenah-Menasha Sewerage Commission, 9/25/2018
- h. Personnel Committee, 10/15/2018
- i. Special Water & Light Commission, 10/10/2018
- j. Water & Light Commission, 9/26/2018

Communications:

- k. Third Quarter 2018 Financial Overview Memorandum, ASD John Jacobs, 10/31/2018
- l. Current Wage Rates for Career Fire Departments Memorandum, Chief Kevin Kloehn 11/1/2018
- m. Notice of Commencement of Proceedings in Rem to Foreclose Tax Liens by Winnebago County under Wis. Stats. 75.521

- n. Veterans of Foreign Wars Veteran's Day Invitation to Common Council
- o. Final Population Estimate

Moved by Ald. Sevenich seconded by Ald. Krueger to receive Minutes and Communications a-o.

Discussion on NMFR Joint Finance and Personnel Committee, 10/23/2018

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, 10/15/2018
 2. Joint Common Council and Water & Light Commission, 10/15/2018
- Administration Committee, 10/15/2018, Recommends the Approval of:

3. CGI Communications Community Video Program Agreement
4. Applying for, receiving, and spending up to \$20,000 in Public Health Preparedness: The Opioid Epidemic Grant Funds

Board of Public Works, 10/15/2018, Recommends the Approval of:

5. Change Order—Pheifer Bros. Construction Co., Inc.; Contract Unit No. 2017-04; Fox River "Loop the Lake" Bridge Crossings; ADD: \$19,592.15 (Change Order No. 7)
6. Payment—Pheifer Bros. Construction Co., Inc.; Contract Unit No. 2017-04; Fox River "Loop the Lake" Bridge Crossings; \$35,592.15 (Payment No. 9)
7. Payment—MCC, Inc.; Contract Unit 2018-02; New Street Construction and Street Reconstruction—Various Streets; \$88,956.23 (Payment No. 4)
8. Payment—Donald Hietpas & Sons, Inc.; Menasha Utilities & City of Menasha 2018 Water Main & Sanitary Sewer Reconstruction; McM. No. M0002-9-17-00839; \$20,125.00 (Payment No. 8)
9. Increasing the fee on a 96 gallon refuse cart from \$1.00 per week to \$1.50 per week and increasing the extra cart fee from \$96.47 to \$130.00 per year
10. Charging each of the 22 parcels utilizing the Broad Street parking lot recycling service \$6.42 per month starting January 1, 2019

Personnel Committee, 10/15/2018, Recommends the Approval of:

11. Public Works and Park Superintendent positions are replaced with a Public Works/Park Superintendent position with an additional Common Laborer and half-time Recreation Supervisor added to the staff. In addition, a 2% raise is recommended for the Street Lead and Facility Technician positions
12. 2% increase in the base salary for the Mechanic II and Mechanic III positions starting the first pay period of 2019 prior to the inclusion of any cost of living raise approved by the Common Council

Ald. Sevenich requested to remove items 2-12 from Consent Agenda.

Moved by Ald. Sevenich seconded by Ald. Tom Grade to approve Consent Agenda item 1, Common Council minutes, 10/15/2018.
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 2, Joint Common Council and Water & Light Commission, 10/15/2018
Discussion on what was and was not recorded in minutes.
Motion carried on roll call 8-0.

2. Moved by Ald. Sevenich seconded by Ald. Krueger to postpone to 11/19/18 meeting Consent Agenda item 3, CGI Communications Community Video Program Agreement.
Motion carried on voice vote.
3. Moved by Ald. Nichols seconded by Ald. Krueger to approve Consent Agenda item 4, Applying for, receiving, and spending up to \$20,000 in Public Health Preparedness: The Opioid Epidemic Grand Funds.
Motion carried on roll call 8-0.
4. Moved by Ald. Krueger seconded by Ald. Langdon to approve Consent Agenda item 5, Change Order—Pheifer Bros. Construction Co., Inc.; Contract Unit No. 2017-04; Fox River “Loop the Lake” Bridge Crossings; ADD: \$19,592.15 (Change Order No. 7).
Motion carried on roll call 8-0.
5. Moved by Ald. Krueger seconded by Ald. Langdon to approve Consent Agenda item 6, Payment—Pheifer Bros. Construction Co., Inc.; Contract Unit No. 2017-04; Fox River “Loop the Lake” Bridge Crossings; \$35,592.15 (Payment No. 9)
General discussion on replacement of scrubs and plants coming from Parks or Forestry budgets.
Motion carried on roll call 8-0.
6. Moved by Ald. Krueger seconded by Ald. Langdon to approve Consent Agenda item 7, Payment—MCC, Inc.; Contract Unit 2018-02; New Street Construction and Street Reconstruction—Various Streets; \$88,956.23 (Payment No. 4)
Motion carried on roll call 8-0.
7. Moved by Ald. Krueger seconded by Ald. Langdon to approve Consent Agenda item 8, Payment—Donald Hietpas & Sons, Inc.; Menasha Utilities & City of Menasha 2018 Water Main & Sanitary Sewer Reconstruction; McM. No. M0002-9-17-00839; \$20,125.00 (Payment No. 8)
Motion carried on roll call 8-0.
8. Moved by Ald. Krueger seconded by Ald. Langdon to approve Consent Agenda item 9, Increasing the fee on a 96 gallon refuse cart from \$1.00 per week to \$1.50 per week and increasing the extra cart fee from \$96.47 to \$130.00 per year
General discussion on the increase in fee for the 96 gallon containers and additional containers.
Motion carried on roll call 8-0.
9. Moved by Ald. Krueger seconded by Ald. Langdon to approve Consent Agenda item 10, Charging each of the 22 parcels utilizing the Broad Street parking lot recycling service \$6.42 per month starting January 1, 2019.
General discussion on property owners being charged for each parcel they own.
Motion carried on roll call 8-0.
10. Moved by Ald. Ted Grade seconded by Ald. Tom Grade to approve Consent Agenda item 11, Public Works and Park Superintendent positions are replaced with a Public Works/Park Superintendent position with an additional Common Laborer and half-time Recreation Supervisor added to the staff. In addition, a 2% raise is recommended for the Street Lead and Facility Technician positions.
Moved by Ald. Ted Grade seconded by Ald. Krueger to add, *effective pay period starting 12/30/18*.
Motion carried on voice vote.
Original motion as amended carried on roll call 8-0.

11. Moved by Ald. Ted Grade seconded by Ald. Krueger to approve Consent Agenda item 12. 2% increase in the base salary for the Mechanic II and Mechanic III positions starting the first pay period of 2019 prior to the inclusion of any cost of living raise approved by the Common Council. General discussion on 2% increase in addition to cost of living increase, City's current pay scaled compared to other municipalities pay scale, and additional tasks mechanics are asked to perform. Scott Maurer, Water Department, stated the mechanics also service of the Utilities' vehicles. Motion carried on roll call 7-1. Ald. Ropella voted no.

I. ACTION ITEMS

1. Accounts payable and payroll for the term of 10/18/2018—11/1/2018 in the amount of \$1,495,258.15

Moved by Ald. Nichols seconded by Ald. Ted Grade to approve accounts payable and payroll.

Motion carried on roll call 8-0.

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

Moved by Ald. Nichols seconded by Ald. Ted Grade to approve beverage operator's license application for the 2017-2019 licensing period as listed in memo dated 10/31/18.

Motion carried on roll call 8-0.

Police Department recommends denying beverage operator's license application of Samantha Zastrow as she does not meet the criteria under the Guidelines for Operator Licenses.

PC Styka explained reason for denial is due to multiple convictions in a specific amount of time. As per the guidelines she is considered a habitual law offender.

Samantha Zastrow explained she received several underage drinking citations. She has changed her ways and would like to continue working in Menasha. She stated she has a bartender's license from the City of Kaukauna and works at a tavern in Kaukauna.

Ken Zastrow, owner of Redliner, 977 Plank Road, Menasha, stated Samantha is his daughter and is working on getting her life back on track. She has taken responsibility for her actions.

General discussion on the number of convictions in a short amount of time and that Ms Zastrow can still work as a bartender, however there needs to be a licensed bartender on the premises.

Moved by Ald. Krueger seconded by Ald. Nichols to deny bartender license for Samantha Zastrow as per Guidelines for Operators License she is considered an habitual law offender.

Motion carried on roll call 5-3.

Ald. Nichols, Taylor, Krueger, Tom Grade, Ropella voted yes.

Ald. Sevenich, Langdon, Ted Grade voted no.

3. Ratify the 2019-2021 Labor Agreement with Local 275 (Recommended by NMFR Joint Finance and Personnel Committee)

Moved by Ald. Sevenich seconded by Ald. Ted Grade to approve 2019-2021 Labor Agreement with Local 275.

FC Kloehn provided information on wage rates from other fire departments.

General discussion on terms of the firefighter contract, wage increase and responsibilities of first responders, and health insurance benefits.

Motion carried on roll call 6-2.

Ald. Nichols, Sevenich, Langdon, Krueger, Tom Grade, Ted Grade voted yes.

Ald. Taylor, Ropella voted no.

J. HELD OVER BUSINESS

K. ORDINANCES AND RESOLUTIONS

1. R-26-18 A Resolution Approving a 2018 Operating Budget Adjustment, for the Purpose of Providing the Funding for the Demolition and Associated Cost of the Brin Building Located at 1 Main Street, Menasha, WI Funded by TIF District #10 in 2018; Introduced by Alderman Sevenich

Moved by Ald. Sevenich seconded by Ald. Nichols to approve R-26-18 A Resolution Approving a 2018 Operating Budget Adjustment, for the Purpose of Providing the Funding for the Demolition and Associated Cost of the Brin Building Located at 1 Main Street, Menasha, WI Funded by TIF District #10 in 2018

General discussion on cost of asbestos abatement and bids received to raze the building.

Glen Martin, Statewide Razing, voiced his concern on the bid process.

General discussion on what was all included in bid received from Go Green Recycling, specific timeline of completion of project, company vetted by City Sanitarian Todd Drew

Motion carried on roll call 8-0.

2. R-27-18 A Resolution Authorizing for Temporary Borrowing in an Amount Not to Exceed \$1,500,000 from the City of Menasha to the Menasha Joint School District between November 14th, 2018 and December 4th, 2018 Pursuant to Sec. 67.12(9) and Sec. 67.12(8)(a)1 Wis. Statutes; Introduced by Alderman Sevenich

Moved by Ald. Sevenich seconded by Ald. Ted Grade to approve R-27-18 A Resolution Authorizing for Temporary Borrowing in an Amount Not to Exceed \$1,500,000 from the City of Menasha to the Menasha Joint School District between November 14th, 2018 and December 4th, 2018 Pursuant to Sec. 67.12(9) and Sec. 67.12(8)(a)1 Wis. Statutes .

General discussion on this being the same request from the school district as last year due to the timeline of State funding

Motion carried on roll call 8-0.

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)

No one spoke.

O. ADJOURNMENT

Moved by Ald. Taylor seconded by Ald. Tom Grade to adjourn at 8:00 p.m.

Motion carried on voice vote.

Deborah A. Galeazzi, WCMC
City Clerk

City of Menasha
Common Council
2019 Budget Review Session
First Floor Conference Room
100 Main Street, Menasha
Thursday, November 1, 2018
MINUTES

A. Call to Order

Meeting called to order by Mayor Merkes at 5:30 p.m.

B. Pledge of Allegiance

The Pledge of Allegiance was recited.

C. Roll Call

PRESENT: Aldermen Rebecca Nichols, James Taylor, Stan Sevenich, Mark Langdon, Steve Krueger, Tom Grade, Ted Grade, Randy Ropella.

ALSO PRESENT: Mayor Merkes, PC Styka, DPC Halderson, Lt. Sahr, Lt. Albrecht, DPW Radomski, DDMO Alix, ES Montour, EA Gordon, ASD Jacobs, FM Sassman, HRC Huber, Clerk Galeazzi

D. People from the Gallery to be heard on matters pertaining to the agenda
(five (5) minute time limit for each person)

No one spoke.

E. Mayor Merkes – Introduction of 2019 City of Menasha Budget

Mayor Merkes introduced the 2019 budget with a presentation. He explained each department's 2018 accomplishments and their 2019 goals.

F. Police Department

PC Styka, PC Halderson, Lt. Albrecht and Lt. Sahr gave an overview of the Police Department budget. They pointed out the Police Department 2018 accomplishments and what to expect in 2019.

General discussion ensued on items included in the budget.

G. Public Works Department

DPW Radomski, DDMO Alix, ES Montour and EA Gordon gave an overview of the Public Works Department budget.

General discussion ensued on items included in the budget.

Ald. Nichols was excused at 8:35 p.m.

H. Mayor/Common Council

Mayor Merkes reviewed the Mayor, Civic Commemoration and Common Council budgets.

General discussion ensued on items included in the budget.

I. Adjournment

Moved by Ald. Krueger seconded by Ald. Tom Grade to adjourn at 9:05 p.m.
Motion carried on voice vote.

Deborah A. Galeazzi, WCMC
City Clerk

City of Menasha
Common Council
2019 Budget Review Session
First Floor Conference Room
100 Main Street, Menasha
Wednesday, November 7, 2018
MINUTES

- A. Call to Order
Meeting called to order by Mayor Merkes at 5:33 p.m.
- B. Pledge of Allegiance
The Pledge of Allegiance was recited.
- C. Roll Call
PRESENT: Aldermen Rebecca Nichols, James Taylor, Stan Sevenich, Mark Langdon, Steve Krueger, Tom Grade, Ted Grade, Randy Ropella.
ALSO PRESENT: Mayor Merkes, FC Kloehn, DFC Voss, AFC Green, AFC Peglow, PHD McKenney, PHE Jacobsen, SCC Richard, ASD Jacobs, FM Sassman, HRC Huber, ITM James, Mark Brown (Associated Appraisal), CA Captain, Clerk Galeazzi
- D. People from the Gallery to be heard on matters pertaining to the agenda (five (5) minute time limit for each person)
No one spoke.
- E. Neenah Menasha Fire Rescue
FC Kloehn, DFC Voss, AFC Green and AFC Peglow gave an overview of the Fire Department's budget. They reviewed their 2018 accomplishments and 2019 goals.
General discussion ensued on items in the budget.
- F. Health Department
PHD McKenney and PHE Jacobsen gave an overview of the Health Department's budget.
General discussion ensued on items in the budget.
- G. City Attorney/Clerk/Elections
CA Captain gave an overview of the budgets for Attorney and Municipal Court.
Clerk Galeazzi gave an overview of the the budgets for Clerk and Elections.
General discussion ensued on items in the budgets.
- H. Administrative Services (Finance/HR/IT/Assessor)
ASD Jacobs, FM Sassman, HRC Huber, and ITM James gave an overview of the budgets for Administrative Services Department which includes Finance, Assessor, Human Resources and Information Technology. ASD Jacobs and Mark Brown from Associated Appraisal explained the City's equalized and assessed tax rates. It is recommended to bring the numbers more in-line with State values, Associated Appraisal will do a market update of all City residential properties. There will be no additional cost to the City. An agreement will presented to the Common Council for action.

I. Adjournment

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

Deborah A. Galeazzi, WCMC
City Clerk

City of Menasha
Common Council
2019 Budget Review Session
First Floor Conference Room
100 Main Street, Menasha
Wednesday, November 14, 2018
MINUTES

- A. Call to Order
Meeting called to order by Mayor Merkes at 5:35 p.m.
- B. Pledge of Allegiance
The Pledge of Allegiance was recited.
- C. Roll Call
PRESENT: Aldermen Rebecca Nichols, James Taylor, Stan Sevenich, Mark Langdon, Steve Krueger, Tom Grade, Ted Grade, Randy Ropella
ALSO PRESENT: Mayor Merkes, ASD Jacobs, CDD Schroeder, PRD Tungate, LD Lenz, Library Board Members Jim Englebert, Chris VanderHeyden, Bob Golz, Carrie Lane, DDMO Alix, Clerk Galeazzi.
- D. People from the Gallery to be heard on matters pertaining to the agenda
(five (5) minute time limit for each person)
No one spoke.
- E. Library Board
Library Board President Jim Englebert spoke on the programs offered by the Library.

LD Lenz provided the 2019 Library budget and 2018 Annual Library Report. LD Lenz and Library Board President Englebert explained the budget.

General discussion ensued on items included in the budget.
- F. Parks and Recreation Department
PRD Tungate and DDMO Alix gave an overview of 2019 Parks and Recreation budget.

General discussion ensued on items included in the budget.
- G. Community Development
CDD Schroeder gave an overview of the 2019 Community Development budget.

General discussion ensued on items included in the budget.
- H. 2019 Budget Summary (ASD Jacobs)
ASD Jacobs gave a final summary of the City of Menasha 2019 Budget.

General questions and answers.
- I. Adjournment
Moved by Ald. Taylor seconded by Ald. Ropella to adjourn at 8:57 p.m.
Motion carried on voice vote.

Deborah A. Galeazzi, WCMC
City Clerk



MEMORANDUM

Date: November 1, 2018

To: Administration Committee

From: Pamela A. Captain, City Attorney

RE: ^{PAC} Municipal Property Insurance Company (MPIC) (RENEWAL)

Attached for your review is the 2019 policy renewal quote and declarations page for the City's property insurance through MPIC¹. Coverage amounts are based on replacement value unless a different value is provided or by coverage endorsement. For example, a new coverage endorsement is effective for 2019 pertaining to the basis for recovery for leased property and tax lien property. In the event of damages sustained to leased or tax lien property coverage is limited to actual cash value rather than replacement value.

Beginning in 2016, MPIC engaged an asset management company and is on a 5 year cycle to fully appraise all of its insureds. Menasha's assets were appraised this year. Our replacement values were adjusted based on the outcome of the appraisal.

RECOMMENDATION: It is recommended to accept the renewal quote from Municipal Property Insurance Company for property insurance coverage for 2019.

¹ MPIC is a mutual insurance company owned by Wisconsin Municipal Mutual Insurance Company, Cities and Villages Mutual Insurance Company and The League of Wisconsin Municipalities Mutual Insurance Company.



Municipal Property Insurance Company
9701 Brader Way, Suite 301
Middleton, WI 53562
Telephone: (608) 821-6303
www.mpicwi.com

October 18, 2018

Pamela Captain
City of Menasha
100 Main Street, Suite 200
City of Menasha
Menasha, WI 54952

RE: Notice of Altered Terms for Property Insurance Renewal

Dear Pamela Captain:

The Municipal Property Insurance Company (MPIC) currently provides City of Menasha property insurance, under policy number 5000103. MPIC is committed to continuing to provide you comprehensive and cost-effective property insurance coverage.

As such, MPIC has filed two new coverage endorsements effective 1/1/19, which limit coverage terms for Leased Property and Tax Lien Property. These changes will apply as follows:

Limitations:

- The basis of recovery for Leased Property is changed to Actual Cash Value.
- The basis of recovery for Tax Lien Property is limited to Actual Cash Value.

Attached is MPIC's specific notice of the changes included in MPIC's property insurance coverage form MPIC-510 (0119) and MPIC-511 (0119).

In accordance with Wis, Stat 21.01, Section 631.36 (5), MPIC is providing notice of these changes in coverage prior to the effective date of your insurance renewal date. Under this provision, you have the option to cancel your coverage provided by MPIC within 60 days of this notification, with any premium returned to you calculated on a pro-rata basis.

These amendatory endorsements will be issued on all policies renewing in 2019.

Specific questions about these changes can be directed to MPIC or your agent.

Regards,

Blair Rogacki

Blair Rogacki
MPIC – CEO



MUNICIPAL PROPERTY INSURANCE COMPANY

9701 Brader Way, Suite 301, Middleton, WI 53562 - (608) 821-6303

RENEWAL POLICY QUOTE

Policy # 5000103_Q-1

Agent Pallin Allen

Named Insured and Principal Address:

City of Menasha
100 Main Street, Suite 200
Menasha, WI 54952

Contact:

Pamela Captain
920-967-3602

Policy Period: 12:01 am 01/01/2019 to 01/01/2020

Coverage	Deductible	TIV	Rate	Annual Premium
Buildings, Personal Property & Property in the Open	5,000	51,705,900	0.059	30,507
Contractors Equipment	1,000	1,957,010	0.192	3,757
Contractors Equipment valued under \$25,000	1,000	611,772	N/A	0
Monies & Securities	1,000	35,000	0.50	175
Bridges	1,000	9,100	0.055	50
Pier and Wharf Replacement Coverage		438,000	0.70	3,066
Total Annual Premium		\$37,555		

Comments

This quote is your estimated renewal policy premium amount with coverages and coverage amounts as shown.

This quote becomes null and void within 30 days of transaction effective date.

DECLARATIONS

Policy # 5000103_Q-1

Replaces Policy # 240063

Agent Pallin Allen

Item I. Named Insured and Principal Address:

Contact:

City of Menasha
100 Main Street, Suite 200
Menasha, WI 54952

Pamela Captain
920-967-3602

Item II. Policy Period:

This Policy takes effect at 12:01 A.M., 01/01/2019, and expires at 12:01 A.M., 01/01/2020.

These effective and expiration times are based upon the local times at the principal address of the first named insured stated in Item I. above.

Item III. Coverages:

Coverage	Deductible	TIV	Rate	Annual Premium
Buildings, Personal Property & Property in the Open	5,000	51,705,900	0.059	30,507
Contractors Equipment	1,000	1,957,010	0.192	3,757
Contractors Equipment valued under \$25,000	1,000	611,772	N/A	0
Monies & Securities	1,000	35,000	0.50	175
Schedule Attached				
Bridges	1,000	9,100	0.055	50
Schedule Attached				
Pier and Wharf Replacement Coverage		438,000	0.70	3,066
Schedule Attached				
Total Annual Premium	\$37,555	Billed to Insured		

Item IV. Forms and Endorsements made part of this policy at time of issue:

Form	Edition Date	Description
MPIC-001	09-2018	Municipal Property Insurance Company Policy
MPIC-004	06-2016	Statement of Values
MPIC-004 CE	06-2016	Contractor's Equipment
MPIC-004 PITO	06-2016	Property in the Open
MPIC-201	06-2016	Monies & Securities Endorsement
MPIC-203	09-2018	Pier and Wharf Replacement Coverage Endorsement

MPIC-300	01-2018	Contractor's Equipment Endorsement
MPIC-500	06-2016	Joint Loss Agreement Endorsement
MPIC-502	06-2016	Cap on Losses From Certified Acts of Terrorism
MPIC-506	06-2016	Coverage of Computer-Related Losses Endorsement

Item V. Loss Payees:

Item VI. Variable Coverage Schedules:

Monies & Securities	
City Hall - City Hall	25,000
Police Department - Police Department	2,000
Smith Park Memorial Building - Smith Park Memorial Building	3,000
Jefferson Park Swimming Pool - Admissions and Concessions	5,000
	35,000
Bridges	
Foot Bridge - Site 11 - Foot Bridge	9,100
	9,100
Pier and Wharf Replacement Coverage	
Floating Dock - Kayak - Floating Dock - Kayak	2,700
Floating Dock - Kayak - Floating Dock - Kayak	2,700
City Marina - Floating Dock - Center Street	397,400
Fixed Docks (3) - Fixed Docks (3)	26,700
Fixed Dock and Information Center - Fixed Dock and Information Center	8,500
	438,000

12-31-18 2:00 PM
Date of Event: 2:00 PMStart Time: 2:00 PMEnd Time: 12:30 AM

Number of Units (Parades): _____

Street Use ApplicationName of Event: FIRST EYESponsoring Organization: Community Forward IncResponsible Person: JAMES TAYLOREmail Address: jamestaylor04@tds.netPhone Number: 725-4857

Street Route/Description of Use (please attach map):

CLOSE OFF MAIN ST RACINE ST TO CENTER10 PM - 12:30 AM 2:00 PM - 12:30 AM MAIN ST TO ALLEYWAYLiability Insurance has been secured in the amount of \$2,000.000 with the City of Menasha named as an additional insured on the Certificate of Liability Insurance AND on the Endorsement. This is primary insurance.Name of Insurance Company: HUB INTERNATIONAL INSURANCE INC.Policy Number: AR6360147Applicant's Signature: James TaylorDate: 10-16-18

Permit Fee: A Street Use Application Fee of \$25 plus a \$25 Special Event Administrative Fee (if applicable) must be submitted with the application at least 60 days prior to your event. Please make checks payable to City of Menasha. pdcs

Note to events planning to use City Parks and/or greenspace: Any multi-day event or event which plans to sell beer and/or wine to the public must also appear before the Parks and Recreation Board.

To Be Completed By City Staff (Revised April, 2018)Scheduled Board of Public Works Review Date: 11/5/18☐ Approved☐ Denied

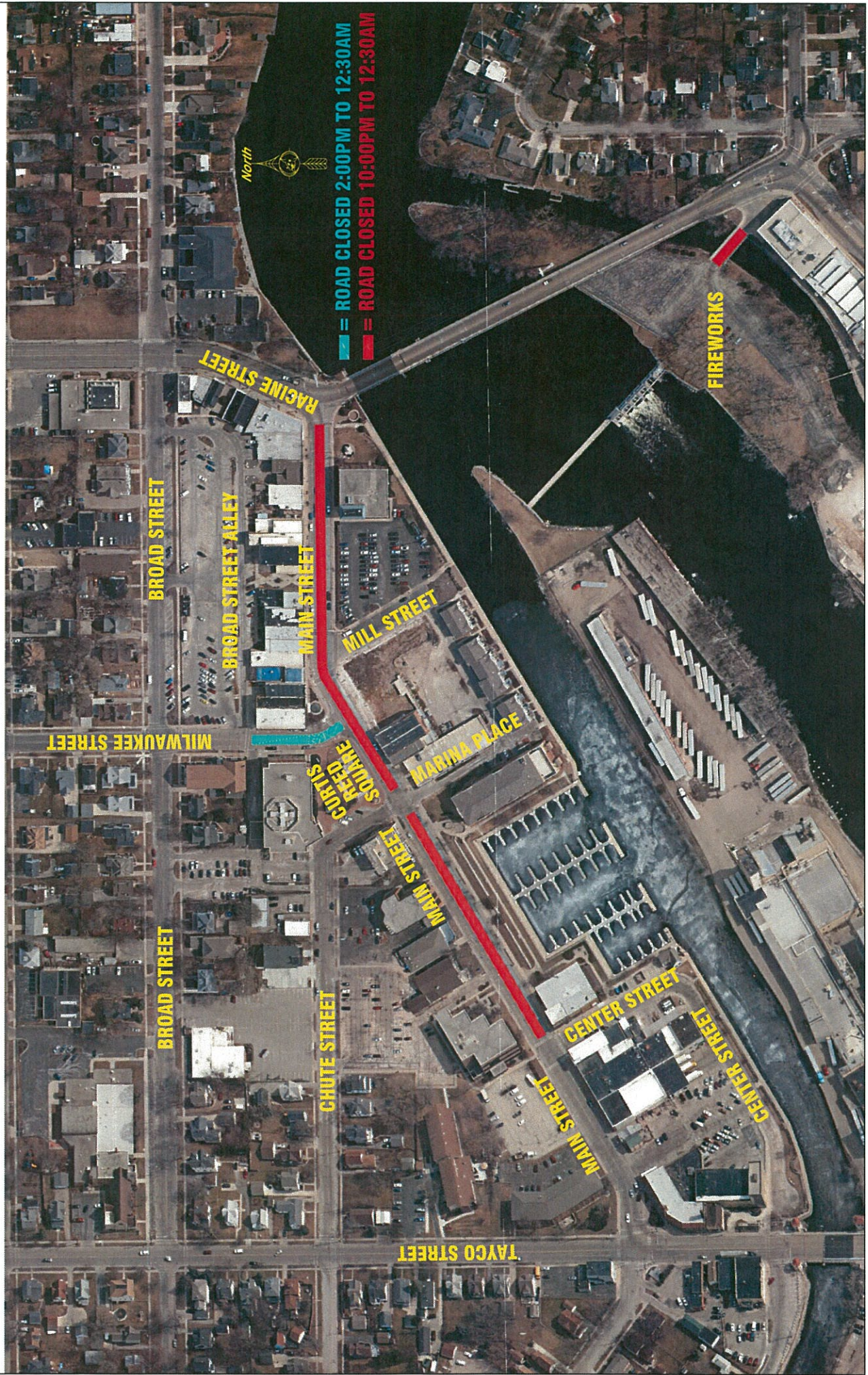
Scheduled Parks & Recreation Board Review Date: _____

☒ Not Required☐ Approved☐ DeniedScheduled Common Council Review Date: 11/19/18☐ Approved☐ Denied

Approval:

Police Dept. EBFire Dept. KLPublic Works Dept. JRCity Attorney PK

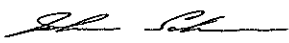
2018 FIRST EVE ROAD CLOSURES



CERTIFICATE OF INSURANCE
SPECIAL EVENT LIABILITY GROUP INSURANCE TRUST, A RISK PURCHASING GROUP

				Certificate #	84707	
FACILITY OWNER: (Additional Insured)			PRODUCER:		CA License #0757776	
City of Menasha 100 Main Street, Suite 200 Menasha, WI 54952			HUB International Insurance Services Inc. P.O. Box 4047 Concord, CA 94524-4047 PH: 925 609 6500 FX: 925 609 6550 specialevent@hubinternational.us			
EVENT HOLDER: (Named Insured)			EVENT INFORMATION			
First Eve/Community Forward, INC C/O James Taylor PO Box 185 Menasha, WI 54952			TYPE OF EVENT:		Block Party/Street Closure	
			EVENT DATE(S):		12/31/2018--1/1/2019	
			EVENT LOCATION:		Curtis Reed Sqaure	
			ATTENDANCE:	500	CLASS:	II
This is to certify that the policies of insurance listed below have been issued to the insured named above for the event date(s) indicated above. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies.						
This insurance contract is with an insurer which has not obtained a certificate of authority to transact a regular insurance business in the state of Wisconsin, and is issued and delivered as a surplus lines coverage pursuant to s.618.41 of the Wisconsin Statutes. Section 618.43(1), Wisconsin Statutes requires payment by the policyholder of 3% tax on gross premium.						
INSURER A:		COLONY INSURANCE COMPANY				
INSR LTR	Type of Insurance	Policy Number	Effective	Expiration	Policy Limits	
A	Commercial General Liability	AR6360147	1/1/2018	1/1/2019	Each Occurrence	\$1,000,000
					General Aggregate	\$2,000,000
					Personal & Advertising Injury	\$1,000,000
					Products/Completed Operations Aggregate	\$2,000,000
					Damage to Premises Rented to You	\$1,000,000
					Medical Payments	\$5,000
					Liquor Liability Each Occurrence	
					Liquor Liability Aggregate	
COVERAGE TERMS:						
Occurrence Form (CG 0010) Host Liquor Liability <u>Included.</u> Full Liquor Liability Included <u>when a separate premium has been charged.</u>		The coverage afforded by this insurance is primary and not contributing with any insurance held by the "ADDITIONAL INSURED", WHEN REQUIRED BY WRITTEN CONTRACT. The limits of insurance apply separately to each event insured by this policy as if a separate policy of insurance has been issued for that event. Who is an insured is amended to include as an additional insured the "Facility Owner - Additional Insured" above and any person or organization shown in the schedule below. This insurance does not apply to: any "occurrence" which takes place after the event holder ceases to be a tenant in that premises. This insurance applies only to: an "occurrence" which takes place during the dates indicated under "Event Information" above.				
COVERAGE EXCLUSIONS: (REFER TO POLICY FOR COMPLETE LISTING OF EXCLUSIONS)						
-- Sexual Abuse & Molestation -- Terrorism		Specific Events are excluded from coverage. Please see second page for list of excluded events. On behalf of the Risk Purchasing Group and each Member, the Trustee has declined coverage for the Terrorism Risk Insurance Act (TRIA).				
OTHER ADDITIONAL INSUREDS:						
CANCELLATION: Should the above described policy(s) be canceled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the insured event holder and additional insureds listed.						

CERTIFICATE OF INSURANCE
SPECIAL EVENT LIABILITY GROUP INSURANCE TRUST, A RISK PURCHASING GROUP

AUTHORIZED REPRESENTATIVE:		DATE ISSUED:	10/23/2018
Second Page of Certificate		Certificate #	84707
<u>SPECIFIC EVENT EXCLUSIONS</u>			
<p>The following types of events are specifically <u>excluded</u> and no coverage for them exists on the policies listed on the front page of this Certificate of Insurance:</p> <ul style="list-style-type: none">Aircraft / AviationAll Terrain BoardingBallooning / Balloon RidesBase JumpingBouldering EventsBoxingBungee JumpingCarnival RidesCircusesConcerts with performances exceeding 6 hours of performance timeContact Karate / Martial ArtsContact SportsDivingDodgeball / Gaga DodgeballFootball / Flag Football (except passing camps with <u>no contact</u> drills)Gun Shows / ExhibitionsHang GlidingHockeyJoustingKayaking, Rafting or Canoeing in greater than Class 3 rapidsLacrosse / RugbyMechanical Amusement Rides or ServicesMotorized Sporting EquipmentMosh PitsMountain BikingPower Boat RacingProfessional Sporting Activity; Games, Races, Contests of a professional naturePyrotechnics / ExplosivesRap or Heavy Metal ConcertsRavesRock ClimbingRodeo / Roping Events (includes practice)Scuba DivingSky DivingTattoo Expos / Conventions			

Certificate of Payment

Date: 11/1/2018Payment Request: 5 (Five)Contractor: MCC, Inc.Address: 2600 Roemer Rd / PO Box 1137, Appleton, WI 54912-1137Contract Unit No.: City of Menash Street Construction Unit No. 2018-02Project Description: Street Improvement Project Contract Unit No. 2018-02

	Original Contract Amount:	\$	866,843.28
Change Order 1:	Total Change Orders:	\$	-
Change Order 2:	Total Contract Amount (Including Change Orders):	\$	866,843.28
Change Order 3:	Total Earned to Date (Summary Attached):	\$	860,373.68
Change Order 4:	Less Retainage:	\$	5,000.00
	Amount Due:	\$	855,373.68

Payment 1	\$	140,808.06
Payment 2	\$	126,353.38
Payment 3	\$	222,798.97
Payment 4	\$	88,956.23
Payment 5		
Payment 6		
Payment 7		

Current Payment	\$	276,457.04
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I certify that all bills for labor, equipment, materials and services are paid for which previous certificates for payment were issued.
(Lien Waivers from all subcontractors and suppliers shall accompany each Request for Payment.)

Date: 11/1/18 BY: Sue MurphyRecommended for Payment

Josh Radomski, Director of Public Works: _____

Common Council Approval Date: _____

Finance Department

Account Number	Amount

Itemized Bid Tabulation						
City of Menasha Contract Unit No. 2018-02						
New Street Construction, Sidewalk Construction and Reconstruction - Various Streets						
Item	Quantity	Description			Payment #5	
		Base Bid	Unit Price	Item Total	Quantity	Item Total
1	13,432	Pavement / Base Puerizing	\$ 1.08	\$ 14,506.56	13432.00	\$ 14,506.56
2	1,657	Unclassified Excavation	\$ 9.91	\$ 16,420.87	1657.00	\$ 16,420.87
3	250	Pulverized Stone Placement	\$ 9.55	\$ 2,387.50	250.00	\$ 2,387.50
4	12,996	Fine Grading and Compaction	\$ 1.37	\$ 17,804.52	12996.00	\$ 17,804.52
5	8,820	30" Concrete Curb & Gutter	\$ 11.63	\$ 102,576.60	8873.00	\$ 103,192.99
6	58	30" Concrete Curb & Gutter Remove & Replace	\$ 50.59	\$ 2,934.22	81.00	\$ 4,097.79
7	7,370	No. 4 Epoxy Coated Rebar	\$ 1.20	\$ 8,844.00	7135.00	\$ 8,562.00
8	66	Utility Adjustment	\$ 446.29	\$ 29,455.14	60.00	\$ 26,777.40
9	20	Water Valve Adjustment	\$ 33.90	\$ 678.00	0.00	\$ -
10	317	Sawcut	\$ 2.15	\$ 681.55	300.00	\$ 645.00
11	1,637	Asphalt Binder Course Pavement 2 1/4" Thick	\$ 50.94	\$ 83,388.78	1726.14	\$ 87,929.57
12	1,312	Ashalt Surface Course Pavement 1 3/4" Thick	\$ 57.93	\$ 76,004.16	1508.08	\$ 87,363.07
13	21,500	4: Thick Concrete Sidewalk	\$ 4.90	\$ 105,350.00	21417.61	\$ 104,946.29
14	16,945	6" Thick Concrete Sidewalk, handicap Ramp, Driveway or Apron	\$ 5.70	\$ 96,586.50	16293.42	\$ 92,872.49
15	8,440	Lawn and Terrace Restoration	\$ 4.66	\$ 39,330.40	4220.00	\$ 19,665.20
16	1	Temporary Mailboxes / Install Concrete Base & RE-Install Cluster	\$ 1,501.03	\$ 1,501.03	1.00	\$ 1,501.03
17	1	Erosion Control	\$ 1,320.00	\$ 1,320.00	1.00	\$ 1,320.00
18	1	Traffic Control	\$ 3,250.00	\$ 3,250.00	1.00	\$ 3,250.00
19	1	Lump Sump	\$ 4,421.06	\$ 4,421.06	1.00	\$ 4,421.06
		Total for The Ponds of Menasha		\$ 607,440.89		\$ 597,663.35
20	13,001	Pavement / Base Puerizing	\$ 0.48	\$ 6,240.48	13001.00	\$ 6,240.48
21	1,504	Unclassified Excavation	\$ 11.18	\$ 16,814.72	1504.00	\$ 16,814.72
22	237	Excavation Below Subgrade	\$ 19.47	\$ 4,614.39	311.00	\$ 6,055.17
23	119	3" Crushed Stone Placement	\$ 37.41	\$ 4,451.79	156.00	\$ 5,835.96
24	119	Pulverized Stone Placement	\$ 7.16	\$ 852.04	156.00	\$ 1,116.96
25	13,712	Fine Grading and Compaction	\$ 1.30	\$ 17,825.60	13712.00	\$ 17,825.60
26	20	Utility Adjustment	\$ 442.89	\$ 8,857.80	17.00	\$ 7,529.13
27	7	Water Valve Adjustment	\$ 33.90	\$ 237.30	0.00	\$ -
28	548	Sawcut	\$ 2.16	\$ 1,183.68	447.50	\$ 966.60
29	1,053	Asphalt Binder Course Pavement 2 1/4" Thick	\$ 50.94	\$ 53,639.82	1067.84	\$ 54,395.77
30	818	Ashpalt Surface Course Pavement 1 3/4" Thick	\$ 59.91	\$ 49,006.38	834.03	\$ 49,966.74
31	962	Asphalt Binder Course Pavement 3" Thick	\$ 51.75	\$ 49,783.50	876.14	\$ 45,340.25
32	641	Asphalt Surface Course Pavement 2" Thick	\$ 58.61	\$ 37,569.01	721.67	\$ 42,297.08
33	1	Erosion Control	\$ 1,408.00	\$ 1,408.00	1.00	\$ 1,408.00
34	1	Traffic Control	\$ 3,250.00	\$ 3,250.00	1.00	\$ 3,250.00
35	1	Lump Sump	\$ 3,667.88	\$ 3,667.88	1.00	\$ 3,667.88
		Total for Various Streets		\$ 259,402.39		\$ 262,710.33
Total Base Bid (Items 1 - 35)				\$ 866,843.28		\$ 860,373.68



321 Milwaukee Street • P.O. Box 340 • Menasha, WI 54952-0340 www.menashautilities.com

MEMORANDUM

TO: Public Works

FROM: Melanie Krause, General Manager
Adam Smith, Water Utility Manager

DATE: October 31, 2018

SUBJECT: Change Order Approval

At the Regular Meeting on October 31, the Menasha Utilities Commission passed a motion for the Board of Public Works to recommend to the Common Council authorization of Change Order #1 for Donald Hietpas & Sons, Inc., in the amount of \$5,435.60. Change order is requested for extra work performed on Main St. valves and material quantity numbers that came in higher than what was bid.

Copies of supporting documents are attached.



October 16, 2018

Donald Hietpas & Sons, Inc.
1450 E. North Avenue
P.O. Box 166
Little Chute, WI 54140-0166

Re: Menasha Utilities
2018 Water Main & Sanitary Sewer Reconstruction
Change Order #1
McM. No. M0002-9-17-00839.04

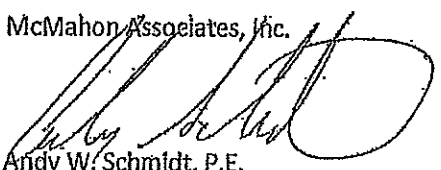
Enclosed herewith is Change Order #1 for the above referenced project. This change order is for an adjustment for final payment quantities and Main Street valve work for the Menasha Utilities portion of the Contract. This change is an increase to the Contract in the amount of \$5,435.60. The current Contract Price is \$558,299.75. The current Menasha Utilities portion of the Contract price is \$463,871.60.

Please review and sign in the space provided. Return all copies to our office. We will obtain the Owner's signature and distribute accordingly.

Should you have any questions, please contact our office at your convenience.

Respectfully,

McMahon Associates, Inc.



Andy W. Schmidt, P.E.

Project Engineer

AWS:car

Enclosure: Change Order #1



1445 MCMAHON DRIVE P.O. BOX 1025
NEENAH, WI 54956 NEENAH, WI 54957-1026

CHANGE ORDER

Contract No.	M0002-9-17-00839
Project File No.	M0002-9-17-00839.04
Change Order No.	One (1)
Issue Date:	October 16, 2018
Project:	Menasha Utilities & City of Menasha 2018 Water Main & Sanitary Sewer

You Are Directed To Make The Changes Noted Below In The Subject Contract.		
	(Item Description)	(Price)
1.1	See Attached Spreadsheet	+ \$5,435.60
	TOTAL	+ \$5,435.60

	CONTRACT PRICE	TIME
Prior To This Change Order	\$552,864.15	- days
Adjustments Per This Change Order	+ \$5,435.60	0 days
Current Contract Status	\$558,299.75	- days

Authorized:
MENASHA UTILITIES
Wisconsin

By: _____
Date: _____

- Four (4) Copies Should Accompany This Change Order
Execute And Return To ENGINEER For Distribullon

MENASHA UTILITIES & CITY OF MENASHA
2018 Water Main & Sanitary Sewer Reconstruction
Change Order #1 Items
M0002-9-17-00839

Change Order Quantities:

Description	Qty Change	Cost Change
FIRST STREET WATER MAIN		
12 Inch PVC Water Main	(54 L.F. @ \$195.00 / L.F.)	\$10,530.00
8 Inch PVC Water Main	(-43 L.F. @ \$51.25 / L.F.)	-\$2,203.75
6 Inch Water Main (Hydrant Lead)	(-10 L.F. @ \$50.00 / L.F.)	-\$500.00
Replace Storm Sewer Lead	(-1 Ea. @ \$700.00 / Ea.)	-\$700.00
Replace Storm Sewer Inlet	(-3 Ea. @ \$1,200.00 / Ea.)	-\$3,600.00
25 psi Polystyrene Insulation (Minimum 2 Inch Thick)	(-100 S.Y. @ \$8.45 / S.Y.)	-\$845.00

Sub-Total =	\$2,681.25
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BROAD STREET SANITARY SEWER & WATER MAIN		
8 Inch PVC Water Main	-72 L.F. @ \$52.05 L.F.)	-\$3,747.60
6 Inch Water Main (Hydrant Lead)	2 L.F. @ \$50.00 / L.F.)	\$100.00
8 Inch Valve	1 Ea. @ \$1,440.00 / Ea.)	\$1,440.00
Long Side Water Service Replacement	-1 Ea. @ \$1,500.00 / Ea.)	-\$1,500.00
Replace Storm Sewer Lead	-1 Ea. @ \$700.00 / Ea.)	-\$700.00
Replace Storm Sewer Inlet	-3 S.Y. @ \$1,200.00 S.Y.)	-\$3,600.00
25 psi Polystyrene Insulation (Minimum 2 Inch Thick)	-150 L.F. @ \$8.45 L.F.)	-\$1,267.50
Turf Restoration	-0.5 L.S. @ \$3,400.00 L.S.)	-\$1,700.00

Sub-Total =	-\$10,975.10
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BROAD STREET WATER MAIN		
12 Inch PVC Water Main	-58 L.F. @ \$72.00 / L.F.)	-\$4,176.00
6 Inch Water Main (Hydrant Lead)	20 L.F. @ \$50.00 / L.F.)	\$1,000.00
Hydrant	2 Ea. @ \$3,340.00 / Ea.)	\$6,680.00
Hydrant with Auxilliary Valve	-1 Ea. @ \$4,280.00 / Ea.)	-\$4,280.00
6 Inch Service Connection	-1 Ea. @ \$1,200.00 / Ea.)	-\$1,200.00
Long Side Water Service Replacement	-1 Ea. @ \$1,500.00 / Ea.)	-\$1,500.00
25 psi Polystyrene Insulation (Minimum 2 Inch Thick)	-80 S.Y. @ \$8.45 / S.Y.)	-\$676.00
Extra Work Main St. Valves	1 L.S. @ \$17,881.45 / L.S.)	\$17,881.45

Sub-Total =	\$13,729.45
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Total =	\$5,435.60
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MEMORANDUM

To: Personnel Committee
From: John Jacobs, Administrative Services Director
Date: November 13, 2018
RE: 2019 Health Insurance Renewal

Background

In November of 2014, the City of Menasha contracted with Wisconsin Counties Association/Group Health Trust (WCA/GHT) to be the City's medical insurance carrier for the calendar years 2015 and 2016. By selecting this plan, the City saved approximately \$138,000 in comparison to the renewal offered by the City's previous provider Wisconsin Education Association Insurance Trust (WEA), for the same benefits.

WCA/GHT has delivered on all of the commitments made to the City as part of this agreement. While there are always things that can be improved upon, the overall experience with WCA/GHT has been positive. In regard to the issues that have arisen, in the areas of coverage and customer service, I am pleased to report that all issues have been resolved. In addition, according recent survey completed by employees with regard to City benefits, the results showed that employees are satisfied with the WCA/GHT.

There were a few small plan design changes approved by the Council and implemented for the 2016 plan year that enabled the City to hold the increase, for the 2016 plan year, to 2.5% over the 2015 rates.

In 2017, there was a 3% increase in premiums for the same plan benefits.

In regard to 2018, the City had received a proposal, for the same plan benefits, with a maximum not to exceed 8%. But after reviewing several options with our insurance broker, we decided that we could find a more affordable option than the maximum not to exceed 8% in 2018, which was an increase of \$81,949 for the City's employer portion of the health insurance premiums.

Therefore, the City maintained the same plan coverage and prescription drug program in 2018, but opted to utilize an HRA (health reimbursement account) plan, and

increased the deductible rates from \$1,500 Single/\$3,000 Family to \$3,000 Single/\$6,000 Family. With this option, there was NO CHANGE in the health insurance benefits from the employee's standpoint in 2018, by utilizing an HRA program. After the employee's deductible level of \$1,500 Single/\$3,000 Family had been met, the City provided funding for an ADDITIONAL \$1,500 Single/\$3,000 Family deductible, if at all needed. With the 2018 small plan design change, the health insurance cost to the City's 2018 budget was \$41,597, instead of the \$81,949 at the 8% premium increase level.

City staff and the City's insurance broker proposed funding at a 35% usage level for the HRA in the 2018 budget. National averages for HRA funding are in the 15%-30% range. However, as of 10/31/2018, we are estimating that the HRA usage level will be somewhere in the 37%-40% level, or slightly above the 35% HRA funded level for 2018.

In regard to 2019, the City had received a proposal, for the same plan benefits, with a 12% increase. Then, after reviewing several options with our insurance broker for 2019, we have decided that we needed to make several plan modifications to our existing plan, in order to reduce the 12% increase.

First, we will eliminate out-of-network coverage for services, which only affects 1-2 employees (either active or retirees) on our current plan.

Second, we will propose on increasing the maximum out-of-pocket costs from \$3,000 single to \$4,000 single, and from \$6,000 family to \$8,000 family. A co-insurance component split of 10% employee and 90% employer will be initiated once an employee exceeds the \$3,000 single/\$6,000 family deductible.

Finally, we will propose to increase the HRA funding level from 35% to 40%, based on the 2018 estimated history of claims processed through the HRA program.

With the continued utilization of the HRA program in 2019 and with the few small plan design changes recommended, we would be able to reduce the 2019 premium down to a 6.85% increase (from the original quote of 12% increase). The health insurance premiums for both 2018 and 2019 (proposed) are as follows:

2018 Rates:

<i>Single Plan -</i>	<i>\$507.87 per month</i>
<i>Employee/Child Plan -</i>	<i>\$943.17 per month</i>
<i>Employee Spouse Plan -</i>	<i>\$1,072.73 per month</i>
<i>Family Plan -</i>	<i>\$1,652.10 per month</i>

2019 Rates (if continue with the HRA plan, and the 12% premium increase)

Single Plan -	\$568.82 per month
Employee/Child Plan -	\$1,056.35 per month
Employee Spouse Plan -	\$1,201.46 per month
Family Plan -	\$1,850.35 per month

2019 Rates (if continue with the HRA plan, and the 6.85% premium increase, but add the co-insurance component and eliminate the out-of-network benefit)

Single Plan -	\$542.65 per month
Employee/Child Plan -	\$1,007.76 per month
Employee Spouse Plan -	\$1,146.19 per month
Family Plan -	\$1,765.23 per month

We had requested an optional extension for 2020 and a guaranteed to increase amount not to exceed. However, we were notified that the present insurance carrier would not offer a 2020 renewal % quote amount not to exceed. Therefore, any 2020 quote will be dependent upon our 2019 claims history entirely.

ANALYSIS & FISCAL IMPACT

You will recall that the employer share of the premium will remain unchanged for the 2019 budget. However, with the addition of the co-insurance tier for the maximum out-of-pocket cost to the employees, the employee's cost share for health insurance could then INCREASE by an additional \$1,000 (for Single plans) or by an additional \$2,000 (for all other plans).

Per the attached analysis, if the City were to remain with the same identical program and same deductible amounts (\$3,000/\$6,000), then the premiums would increase 12.00%, and the fiscal impact of the employer share of the health insurance premiums would increase by \$175,607 based on the current number of employees taking the City's health insurance program.

However, if the City would continue to offer an HRA program in 2019 with the additional 10% co-insurance tier (\$1,000 single or /\$2,000 all other plans), then the premiums would increase by 6.85%. We are also proposing to raise the funding of the HRA program from a 35% level (2018) to 40% level in 2019, based on the 2018 claims processed to date. Any HRA unused funds would be retained by the City, and could be applied towards future years of HRA funding, as needed. Offering the HRA program as described here in 2019 would increase the health insurance premium cost for the City's 2018 budget by \$105,845, instead of \$175,607 at the 12% increase level. In other words, there is a 2019 budget savings of \$69,762 with the small plan design changes proposed in this attachment.

RECOMMENDATION

Staff is requesting approval of maintaining the same insurance program and level of benefits to employees in 2019, with the elimination of out-of-network coverage, with the continuation of the HRA component, increase in funding the HRA level to 40% (from the previous 35%), and increase the maximum out-of-pocket expense to employees by a potential \$1,000 (Single) or \$2,000 (All Other Plans) by utilizing a co-insurance component after the deductible levels have been met, and to provide health insurance at the rates and terms listed above.

In addition, it is recommended that the cost of the City's health insurance program to retired employees include both 100% of the premium costs and 100% of the HRA administration and HRA 40% funding for 2019. The HRA fees would add about \$639 - \$1,239 annually to the cost of retirees' health insurance per retired employee. Last year, the Common Council included \$20,000 in the 2018 budget to fund this benefit for the retired employees. However, it is proposed that this benefit would sunset as of 12/31/2018.

CITY OF MENASHA
Summary of Total Budgeted Increase for 2019 Wages & Fringe Benefits

	<u>2017 Actual</u>	<u>2018 Adopted Budget</u>	<u>2018 Year-End Projection</u>	<u>2019 Proposed Budget</u>
Total Gross Wages	<u>\$ 7,845,784</u>	<u>\$ 8,212,375</u>	<u>\$ 8,080,630</u>	<u>\$ 8,377,171</u>
Amount Increase from 2018 Budget to 2019 Budget				\$ 164,796
% Increase from 2018 Budget to 2019 Budget				2.01%

Existing Fringe Benefits	\$ 3,116,988	\$ 3,362,276	\$ 3,097,292	\$ 3,419,387
Amount Increase from 2018 Budget to 2019 Budget				\$ 57,111
% Increase from 2018 Budget to 2019 Budget				1.70%

**PLUS: Moved Funding of Banked
Sick Leave from Tax Levy
(Revenue) to Departmental
Budgets (Expenditures)**

	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 70,400</u>
Total Fringe Benefits	<u>\$ 3,116,988</u>	<u>\$ 3,362,276</u>	<u>\$ 3,097,292</u>	<u>\$ 3,489,787</u>
Amount Increase from 2018 Budget to 2019 Budget				\$ 127,511
% Increase from 2018 Budget to 2019 Budget				3.79%

NAME POSITION		TOTAL WAGE
TOTAL FRINGE BENEFITS - EMPLOYER		
DEF COMP		\$25,380.00
EDUCATIONAL DEGREE		\$8,700.00
CLEANING ALLOWANCE		\$9,300.00
UNIFORM ALLOWANCE		\$11,500.00
VEST PAY		\$19,816.63
FUNDING BANKED SICK		\$70,888.13
FICA		\$442,764.02
MEDICARE		\$103,548.31
DENTAL		\$113,424.00
HEALTH		\$1,586,564.76
VISION		\$11,303.31
LIFE INS		\$14,292.60
WRS		\$597,482.33
WORKERS COMP		\$173,650.24
GRAND TOTAL		\$3,188,614.33
Fringes % of total wages		43.50%
TOTAL FRINGE BENEFITS - EMPLOYEE		
FICA		\$442,764.02
MEDICARE		\$103,548.31
DENTAL		\$12,499.55
HEALTH		\$128,204.67
VISION		\$1,243.82
LIFE INS		\$1,855.74
WRS		\$434,850.78
GRAND TOTAL		\$1,124,966.89
Fringes % of total wages		15.35%

2018 Health Insurance Plan (without Co-insurance)

				Employee share		Employer share	Funded by Insurance
<u>SINGLE HEALTH INSURANCE:</u>							
<u>Claims amount paid</u>							
Claims paid - TIER #1 (only employee)	\$	-	\$ 1,500	\$ 1,500	100% employee	\$ -	\$ -
Claims paid - TIER #2 (HRA - employer)	\$	1,501	\$ 3,000	\$ -	0% employee	\$ 1,500	100% employer \$ -
Claims paid - TIER #3 (insurance paid)	\$	3,001	- above	\$ -	0% employee	\$ -	100% insurance
EMPLOYEE - Maximum out-of-pocket				\$ 1,500			
EMPLOYER - Maximum out-of-pocket						\$ 1,500	

<u>FAMILY HEALTH INSURANCE:</u>				<u>Employee share</u>		<u>Employer share</u>	<u>Funded by Insurance</u>
<u>Claims amount paid</u>							
Claims paid - TIER #1 (only employee)	\$ -	-	\$ 3,000	\$ 3,000	100% employee	\$ -	\$ -
Claims paid - TIER #2 (HRA - employer)	\$ 3,001	-	\$ 6,000	\$ -	0% employee	\$ 3,000	100% employer \$ -
Claims paid - TIER #3 (insurance paid)	\$ 6,001	-	above	\$ -	0% employee	\$ -	100% insurance
EMPLOYEE - Maximum out-of-pocket				\$ 3,000			
EMPLOYER - Maximum out-of-pocket						\$ 3,000	

2019 Health Insurance Plan proposed (with Co-insurance)

				Employee share		Employer share		Funded by Insurance
<u>SINGLE HEALTH INSURANCE:</u>								
<u>Claims amount paid</u>								
Claims paid - TIER #1 (only employee)	\$	-	\$ 1,500	\$ 1,500	100% employee	\$ -		\$ -
Claims paid - TIER #2 (HRA - employer)	\$	1,501	\$ 3,000	\$ -	0% employee	\$ 1,500	100% employer	\$ -
Claims paid - TIER #3 (co-insurance)	\$	3,001	\$ 13,000	\$ 1,000	10% employee	\$ -		\$ 9,000 90% insurance
Claims paid - TIER #4 (insurance paid)	\$	13,001	above	\$ -	0% employee	\$ -		100% insurance
EMPLOYEE - Maximum out-of-pocket				\$ 2,500				
EMPLOYER - Maximum out-of-pocket						\$ 1,500		
INSURANCE - TIER #3 share maximum								\$ 9,000

				Employee share		Employer share		Funded by Insurance
<u>FAMILY HEALTH INSURANCE:</u>								
<u>Claims amount paid</u>								
Claims paid - TIER #1 (only employee)	\$	-	\$ 3,000	\$ 3,000	100% employee	\$ -		\$ -
Claims paid - TIER #2 (HRA - employer)	\$	3,001	- \$ 6,000	\$ -	0% employee	\$ 3,000	100% employer	\$ -
Claims paid - TIER #3 (co-insurance)	\$	6,001	- \$ 26,000	\$ 2,000	10% employee	\$ -		\$ 18,000 90% insurance
Claims paid - TIER #4 (insurance paid)	\$	26,001	- above	\$ -	0% employee	\$ -		100% insurance
EMPLOYEE - Maximum out-of-pocket				\$ 5,000				
EMPLOYER - Maximum out-of-pocket						\$ 3,000		
INSURANCE - TIER #3 share maximum								\$ 18,000

SINGLE EMPLOYEE

Example #1: Has medical bills = \$2,500

			(Existing Plan)		
			2018 Health Insurance Plan		
			Employee cost	Employer cost (HRA)	Funded by Insurance
100% Employee	Tier #1		\$ 1,500	\$ -	\$ -
100% EmployER	Tier #2		\$ -	\$ 1,000	\$ -
Insurance plan covers	Tier #3		\$ -	\$ -	\$ -
			\$ 1,500	\$ 1,000	\$ -
Plus: 2018 Premiums			\$ 457		
Total ANNUAL employee cost			\$ 1,957		

			(Proposed Plan)		
			2019 Health Insurance Plan		
			Employee cost	Employer cost (HRA)	Funded by Insurance
100% Employee	Tier #1		\$ 1,500	\$ -	\$ -
100% EmployER	Tier #2		\$ -	\$ 1,000	\$ -
Co-insurance (10/90)	Tier #3		\$ -	\$ -	\$ -
Insurance plan covers	Tier #4		\$ -	\$ -	\$ -
			\$ 1,500	\$ 1,000	\$ -
Plus: 2019 Premiums			\$ 488		
Total ANNUAL employee cost			\$ 1,988		

Additional cost impact to employee **\$ 31**

Example #2: Has medical bills = \$5,000

			(Existing Plan)		
			2018 Health Insurance Plan		
			Employee cost	Employer cost (HRA)	Funded by Insurance
100% Employee	Tier #1		\$ 1,500	\$ -	\$ -
100% EmployER	Tier #2		\$ -	\$ 1,500	\$ -
Insurance plan covers	Tier #3		\$ -	\$ -	\$ 2,000
			\$ 1,500	\$ 1,500	\$ 2,000
Plus: 2018 Premiums			\$ 457		
Total ANNUAL employee cost			\$ 1,957		

			(Proposed Plan)		
			2019 Health Insurance Plan		
			Employee cost	Employer cost (HRA)	Funded by Insurance
100% Employee	Tier #1		\$ 1,500	\$ -	\$ -
100% EmployER	Tier #2		\$ -	\$ 1,500	\$ -
Co-insurance (10/90)	Tier #3		\$ 200	\$ -	\$ 1,800
Insurance plan covers	Tier #4		\$ -	\$ -	\$ -
			\$ 1,700	\$ 1,500	\$ 1,800
Plus: 2019 Premiums			\$ 488		
Total ANNUAL employee cost			\$ 2,188		

Additional cost impact to employee **\$ 231**

Example #3: Has medical bills = \$20,000

			(Existing Plan)		
			2018 Health Insurance Plan		
			Employee cost	Employer cost (HRA)	Funded by Insurance
100% Employee	Tier #1		\$ 1,500	\$ -	\$ -
100% EmployER	Tier #2		\$ -	\$ 1,500	\$ -
Insurance plan covers	Tier #3		\$ -	\$ -	\$ 17,000
			\$ 1,500	\$ 1,500	\$ 17,000
Plus: 2018 Premiums			\$ 457		
Total ANNUAL employee cost			\$ 1,957		

			(Proposed Plan)		
			2019 Health Insurance Plan		
			Employee cost	Employer cost (HRA)	Funded by Insurance
100% Employee	Tier #1		\$ 1,500	\$ -	\$ -
100% EmployER	Tier #2		\$ -	\$ 1,500	\$ -
Co-insurance (10/90)	Tier #3		\$ 1,000	\$ -	\$ 9,000
Insurance plan covers	Tier #4		\$ -	\$ -	\$ 7,000
			\$ 2,500	\$ 1,500	\$ 16,000
Plus: 2019 Premiums			\$ 488		
Total ANNUAL employee cost			\$ 2,988		

Additional cost impact to employee **\$ 1,031**

FAMILY EMPLOYEE

Example #1: Has medical bills = \$5,000

(Existing Plan)			2018 Health Insurance Plan		
			Employee cost	Employer cost (HRA)	Funded by Insurance
100% Employee	Tier #1		\$ 3,000	\$ -	\$ -
100% EmployER	Tier #2		\$ -	\$ 2,000	\$ -
Insurance plan covers	Tier #3		\$ -	\$ -	\$ -
			\$ 3,000	\$ 2,000	\$ -
Plus: 2018 Premiums			\$ 1,487		
Total ANNUAL employee cost			\$ 4,487		

(Proposed Plan)			2019 Health Insurance Plan		
			Employee cost	Employer cost (HRA)	Funded by Insurance
100% Employee	Tier #1		\$ 3,000	\$ -	\$ -
100% EmployER	Tier #2		\$ -	\$ 2,000	\$ -
Co-insurance (10/90)	Tier #3		\$ -	\$ -	\$ -
Insurance plan covers	Tier #4		\$ -	\$ -	\$ -
			\$ 3,000	\$ 2,000	\$ -
Plus: 2019 Premiums			\$ 1,589		
Total ANNUAL employee cost			\$ 4,589		

Additional cost impact to employee **\$ 102**

Example #2: Has medical bills = \$10,000

(Existing Plan)			2018 Health Insurance Plan		
			Employee cost	Employer cost (HRA)	Funded by Insurance
100% Employee	Tier #1		\$ 3,000	\$ -	\$ -
100% EmployER	Tier #2		\$ -	\$ 3,000	\$ -
Insurance plan covers	Tier #3		\$ -	\$ -	\$ 4,000
			\$ 3,000	\$ 3,000	\$ 4,000
Plus: 2018 Premiums			\$ 1,487		
Total ANNUAL employee cost			\$ 4,487		

(Proposed Plan)			2019 Health Insurance Plan		
			Employee cost	Employer cost (HRA)	Funded by Insurance
100% Employee	Tier #1		\$ 3,000	\$ -	\$ -
100% EmployER	Tier #2		\$ -	\$ 3,000	\$ -
Co-insurance (10/90)	Tier #3		\$ 400	\$ -	\$ 3,600
Insurance plan covers	Tier #4		\$ -	\$ -	\$ -
			\$ 3,400	\$ 3,000	\$ 3,600
Plus: 2019 Premiums			\$ 1,589		
Total ANNUAL employee cost			\$ 4,989		

Additional cost impact to employee **\$ 502**

Example #3: Has medical bills = \$40,000

(Existing Plan)			2018 Health Insurance Plan		
			Employee cost	Employer cost (HRA)	Funded by Insurance
100% Employee	Tier #1		\$ 3,000	\$ -	\$ -
100% EmployER	Tier #2		\$ -	\$ 3,000	\$ -
Insurance plan covers	Tier #3		\$ -	\$ -	\$ 34,000
			\$ 3,000	\$ 3,000	\$ 34,000
Plus: 2018 Premiums			\$ 1,487		
Total ANNUAL employee cost			\$ 4,487		

(Proposed Plan)			2019 Health Insurance Plan		
			Employee cost	Employer cost (HRA)	Funded by Insurance
100% Employee	Tier #1		\$ 3,000	\$ -	\$ -
100% EmployER	Tier #2		\$ -	\$ 3,000	\$ -
Co-insurance (10/90)	Tier #3		\$ 2,000	\$ -	\$ 18,000
Insurance plan covers	Tier #4		\$ -	\$ -	\$ 14,000
			\$ 5,000	\$ 3,000	\$ 32,000
Plus: 2019 Premiums			\$ 1,589		
Total ANNUAL employee cost			\$ 6,589		

Additional cost impact to employee **\$ 2,102**

CITY OF MENASHA
Comparing 2019 Health Insurance Increase Options (including increase to 40% HRA Funding)

														Original		2019 Plan		2019 Plan	
														2018		with HRA &		with HRA &	
														Plan w/HRA		12% increase		6.85% increase	

CITY OF MENASHA
Comparing 2019 Health Insurance Increase Options (including increase to 40% HRA Funding)

												Original 2018 Plan w/HRA	2019 Plan with HRA & 12% increase	2019 Plan with HRA & 6.85% increase
		MONTHLY				ANNUAL								
		Total Premium		EE Share	ER Share	Total Premium		EE Share	ER Share					
EMPLOYEE/CHILDREN	10													
2018 Premium		\$ 943.17	7.5%	\$ 70.74	92.5%	\$ 872.43	\$ 11,318.04	7.5%	\$ 848.85	92.5%	\$ 10,469.19	x	10	
				HRA Admin. --->		\$ 3.25				100.0%	\$ 39.00			
				HRA 35% Funding --->		\$ 87.50				100.0%	\$ 1,050.00			
											\$ 11,558.19	x	10	= \$ 115,581.90
2019 Premium	12.000% increase <i>Renewal Proposal</i>	\$ 1,056.35	7.5%	\$ 79.23	92.5%	\$ 977.12	\$ 12,676.20	7.5%	\$ 950.72	92.5%	\$ 11,725.49			
				HRA Admin. --->		\$ 3.25				100.0%	\$ 39.00			
				HRA 40% Funding --->		\$ 100.00				100.0%	\$ 1,200.00			
											\$ 12,964.49	x	10	= \$ 129,644.90
2019 Premium	6.850% increase <i>Alternate Option #1 - HRA, Co-Insurance</i>	\$ 1,007.76	7.5%	\$ 75.58	92.5%	\$ 932.18	\$ 12,093.12	7.5%	\$ 906.98	92.5%	\$ 11,186.14			
				HRA Admin. --->		\$ 3.25				100.0%	\$ 39.00			
				HRA 40% Funding --->		\$ 100.00				100.0%	\$ 1,200.00			
											\$ 12,425.14	x	10	= \$ 124,251.40
FAMILY	52													
2018 Premium		\$ 1,652.10	7.5%	\$ 123.91	92.5%	\$ 1,528.19	\$ 19,825.20	7.5%	\$ 1,486.89	92.5%	\$ 18,338.31	x	52	
				HRA Admin. --->		\$ 3.25				100.0%	\$ 39.00			
				HRA 35% Funding --->		\$ 87.50				100.0%	\$ 1,050.00			
											\$ 19,427.31	x	52	= \$ 1,010,220.12
2019 Premium	12.000% increase <i>Renewal Proposal</i>	\$ 1,850.35	7.5%	\$ 138.78	92.5%	\$ 1,711.57	\$ 22,204.20	7.5%	\$ 1,665.32	92.5%	\$ 20,538.89			
				HRA Admin. --->		\$ 3.25				100.0%	\$ 39.00			
				HRA 40% Funding --->		\$ 100.00				100.0%	\$ 1,200.00			
											\$ 21,777.89	x	52	= \$ 1,132,450.28
2019 Premium	6.850% increase <i>Alternate Option #1 - HRA, Co-Insurance</i>	\$ 1,765.23	7.5%	\$ 132.39	92.5%	\$ 1,632.84	\$ 21,182.76	7.5%	\$ 1,588.71	92.5%	\$ 19,594.05			
				HRA Admin. --->		\$ 3.25				100.0%	\$ 39.00			
				HRA 40% Funding --->		\$ 100.00				100.0%	\$ 1,200.00			
											\$ 20,833.05	x	52	= \$ 1,083,318.60
TOTALS												\$ 1,449,788	\$ 1,625,395	\$ 1,555,633
Change from 2018 Original Plan												\$ 175,607	\$ 105,845	
												12.11%	7.30%	
2019 Budget Savings from 2019 Original Renewal													\$ 69,762	

CITY OF MENASHA RENEWAL & ALTERNATES

WCA Group Health Trust HRA Plan		WCA Group Health Trust Alternate Option 1	
General Plan Information	In-Network	Out-of-Network	In-Network
Network	Choice Plus		Choice Plus
Deductible	\$3,000 Single \$8,000 Family	\$5,000 Single \$10,000 Family	\$3,000 Single \$8,000 Family
Coinsurance	100%	80%	90%
Out-of-Pocket Maximum (Including Deductible and Copays except RX)	\$3,000 Single \$8,000 Family	\$5,750 Single \$11,500 Family	\$4,000 Single \$8,000 Family
Physician Services			
Office Visits	100% after deductible	80% after deductible	90% after deductible
Preventive Care	100%	80% after deductible	100%
Diagnostic X-Ray & Lab	100% after deductible	80% after deductible	90% after deductible
Chiropractic Care	100% after deductible	80% after deductible	80% after deductible
Hospital Services			
Inpatient	100% after deductible	80% after deductible	90% after deductible
Outpatient	100% after deductible	80% after deductible	90% after deductible
High Tech Imaging Coverage	\$100 Copay, then 100% after deductible	\$100 Copay, then 80% after deductible	\$100 Copay, then 90% after deductible
Emergency and Urgent Care			
Emergency Room	100% after deductible		90% after deductible
Urgent Care/Walk-in Clinic	100% after deductible	80% after deductible	90% after deductible
Prescription Drugs			
Retail - Change to Caremark	\$0/\$10/\$25/\$50 - Retail (30 days) \$0/\$20/\$50/\$100 - Retail (31-90 days) \$0/\$20/\$50/\$100 - Mail Order (90 days) Specialty Drugs Limited to 30 day supply		\$0/\$10/\$25/\$50 - Retail (30 days) \$0/\$20/\$50/\$100 - Retail (31-90 days) \$0/\$20/\$50/\$100 - Mail Order (90 days) Specialty Drugs Limited to 30 day supply
Out-of-Pocket Maximum (Pharmacy Only)	\$4,350 Single \$8,700 Family		\$4,350 Single \$8,700 Family
Premium Information			
Single (25)	25	Current \$507.87	Renewal \$568.82
Employee + Spouse (13)	13	\$1,072.73	\$1,201.48
Employee + Child(ren) (10)	10	\$843.17	\$1,066.35
Family (52)	52	\$1,652.10	\$1,890.35
Total Monthly Premium		\$121.983	\$126.621
Total Annual Premium		\$1,463.798	\$1,519.454
		12%	6.85%

HRA Illustration – How it Works

	Single	EE / SP, CH or Family
Total In-Plan Deductible	\$3,000	\$6,000
Employee's Responsibility The "front end" portion of the medical plan deductible.	\$0 - \$1,500	\$0 - \$3,000
Health Reimbursement Arrangement (HRA) (City's Responsibility) The "back end" portion of the medical plan deductible.	\$1,501 - \$3,000	\$3,001 - \$6,000

City of Menasha HRA COBRA Premiums

	Reimbursable Amount	40.00%	+12	HRA COBRA Premium
Single	\$1,500.00	\$600.00	\$50.00	\$50.00
Employee + Child	\$3,000.00	\$1,200.00	\$100.00	\$100.00
Employee + Spouse	\$3,000.00	\$1,200.00	\$100.00	\$100.00
Family	\$3,000.00	\$1,200.00	\$100.00	\$100.00

	Reimbursable Amount	38.00%	+12	HRA COBRA Premium
Single	\$1,500.00	\$570.00	\$47.50	\$47.50
Employee + Child	\$3,000.00	\$1,140.00	\$95.00	\$95.00
Employee + Spouse	\$3,000.00	\$1,140.00	\$95.00	\$95.00
Family	\$3,000.00	\$1,140.00	\$95.00	\$95.00

	Reimbursable Amount	36.00%	+12	HRA COBRA Premium
Single	\$1,500.00	\$540.00	\$45.00	\$45.00
Employee + Child	\$3,000.00	\$1,080.00	\$90.00	\$90.00
Employee + Spouse	\$3,000.00	\$1,080.00	\$90.00	\$90.00
Family	\$3,000.00	\$1,080.00	\$90.00	\$90.00

	Reimbursable Amount	35.00%	+12	HRA COBRA Premium
Single	\$1,500.00	\$525.00	\$43.75	\$43.75
Employee + Child	\$3,000.00	\$1,050.00	\$87.50	\$87.50
Employee + Spouse	\$3,000.00	\$1,050.00	\$87.50	\$87.50
Family	\$3,000.00	\$1,050.00	\$87.50	\$87.50

	Reimbursable Amount	33.00%	+12	HRA COBRA Premium
Single	\$2,500.00	\$825.00	\$68.75	\$68.75
Employee + Child	\$5,000.00	\$1,650.00	\$137.50	\$137.50
Employee + Spouse	\$5,000.00	\$1,650.00	\$137.50	\$137.50
Family	\$5,000.00	\$1,650.00	\$137.50	\$137.50

CITY OF MENASHA
2016-2019 Estimates/Budget Amounts for HEALTH INSURANCE

		<u>Monthly Premium</u>	<u>Employee 7.5%</u>	<u>Employer 92.5%</u>				<u>ANNUAL EMPLOYER COST</u>	
<u>2018 Budget - SINGLE</u>									
Jan. - Dec.	-1.827%	\$ 507.87	\$ 38.09	\$ 469.78	x	12	=	\$ 5,637.36	
			HRA Admin. --->	\$ 3.25	x	12	=	\$ 39.00	
			HRA 35% Funding --->	\$ 43.75	x	12	=	\$ 525.00	
				<u>\$ 516.78</u>					
								<u>\$ 6,201.36</u>	\$ 6,201
<u>2018 Budget - EMPLOYEE/CHILDREN</u>									
Jan. - Dec.	-1.827%	\$ 943.17	\$ 70.74	\$ 872.43	x	12	=	\$ 10,469.30	
			HRA Admin. --->	\$ 3.25	x	12	=	\$ 39.00	
			HRA 35% Funding --->	\$ 87.50	x	12	=	\$ 1,050.00	
				<u>\$ 963.18</u>					
								<u>\$ 11,558.30</u>	\$ 11,558
<u>2018 Budget - EMPLOYEE/SPOUSE</u>									
Jan. - Dec.	-1.827%	\$ 1,072.73	\$ 80.45	\$ 992.28	x	12	=	\$ 11,907.41	
			HRA Admin. --->	\$ 3.25	x	12	=	\$ 39.00	
			HRA 35% Funding --->	\$ 87.50	x	12	=	\$ 1,050.00	
				<u>\$ 1,083.03</u>					
								<u>\$ 12,996.41</u>	\$ 12,996
<u>2018 Budget - FAMILY</u>									
Jan. - Dec.	-1.827%	\$ 1,652.10	\$ 123.91	\$ 1,528.19	x	12	=	\$ 18,338.53	
			HRA Admin. --->	\$ 3.25	x	12	=	\$ 39.00	
			HRA 35% Funding --->	\$ 87.50	x	12	=	\$ 1,050.00	
				<u>\$ 1,618.94</u>					
								<u>\$ 19,427.53</u>	\$ 19,428

		<u>Monthly Premium</u>	<u>Employee 7.5%</u>	<u>Employer 92.5%</u>				<u>ANNUAL EMPLOYER COST</u>	
<u>2019 Budget - SINGLE</u>									
Jan. - Dec.	6.850%	\$ 542.65	\$ 40.70	\$ 501.95	x	12	=	\$ 6,023.40	
			HRA Admin. --->	\$ 3.25	x	12	=	\$ 39.00	
			HRA 40% Funding --->	\$ 50.00	x	12	=	\$ 600.00	
				<u>\$ 555.20</u>					
								<u>\$ 6,662.40</u>	\$ 6,662
<u>2019 Budget - EMPLOYEE/CHILDREN</u>									
Jan. - Dec.	6.850%	\$ 1,007.76	\$ 75.58	\$ 932.18	x	12	=	\$ 11,186.16	
			HRA Admin. --->	\$ 3.25	x	12	=	\$ 39.00	
			HRA 40% Funding --->	\$ 100.00	x	12	=	\$ 1,200.00	
				<u>\$ 1,035.43</u>					
								<u>\$ 12,425.16</u>	\$ 12,425
<u>2019 Budget - EMPLOYEE/SPOUSE</u>									
Jan. - Dec.	6.850%	\$ 1,146.19	\$ 85.96	\$ 1,060.23	x	12	=	\$ 12,722.76	
			HRA Admin. --->	\$ 3.25	x	12	=	\$ 39.00	
			HRA 40% Funding --->	\$ 100.00	x	12	=	\$ 1,200.00	
				<u>\$ 1,163.48</u>					
								<u>\$ 13,961.76</u>	\$ 13,962
<u>2019 Budget - FAMILY</u>									
Jan. - Dec.	6.850%	\$ 1,765.23	\$ 132.39	\$ 1,632.84	x	12	=	\$ 19,594.08	
			HRA Admin. --->	\$ 3.25	x	12	=	\$ 39.00	
			HRA 40% Funding --->	\$ 100.00	x	12	=	\$ 1,200.00	
				<u>\$ 1,736.09</u>					
								<u>\$ 20,833.08</u>	\$ 20,833

CITY OF MENASHA
2016-2019 Estimates/Budget Amounts for DENTAL INSURANCE

		Monthly Premium/ Admin.	Employee 10.0%	Employer 90.0%				ANNUAL EMPLOYER COST	
<u>2016 Budget - SINGLE</u>									
Jan. - Dec.		\$ 43.05	\$ 4.30	\$ 38.75	x	12	=	\$ 465.00	
								\$ 465.00	\$ 465
<u>2016 Budget - FAMILY</u>									
Jan. - Dec.		\$ 114.67	\$ 11.47	\$ 103.20	x	12	=	\$ 1,238.40	
								\$ 1,238.40	\$ 1,238

		Monthly Premium/ Admin.	Employee 10.0%	Employer 90.0%				ANNUAL EMPLOYER COST	
<u>2017 Budget - SINGLE</u>									
Jan. - Dec.	0.000%	\$ 43.05	\$ 4.30	\$ 38.75	x	12	=	\$ 465.00	
								\$ 465.00	\$ 465
<u>2017 Budget - FAMILY</u>									
Jan. - Dec.	0.000%	\$ 114.67	\$ 11.47	\$ 103.20	x	12	=	\$ 1,238.40	
								\$ 1,238.40	\$ 1,238

		Monthly Premium/ Admin.	Employee 10.0%	Employer 90.0%				ANNUAL EMPLOYER COST	
<u>2018 Budget - SINGLE</u>									
Jan. - Dec.	0.000%	\$ 43.05	\$ 4.30	\$ 38.75	x	12	=	\$ 465.00	
								\$ 465.00	\$ 465
<u>2018 Budget - FAMILY</u>									
Jan. - Dec.	0.000%	\$ 114.67	\$ 11.47	\$ 103.20	x	12	=	\$ 1,238.40	
								\$ 1,238.40	\$ 1,238

		Monthly Premium/ Admin.	Employee 10.0%	Employer 90.0%				ANNUAL EMPLOYER COST	
<u>2019 Budget - SINGLE</u>									
Jan. - Dec.	0.000%	\$ 43.05	\$ 4.30	\$ 38.75	x	12	=	\$ 465.00	
								\$ 465.00	\$ 465
<u>2019 Budget - FAMILY</u>									
Jan. - Dec.	0.000%	\$ 114.67	\$ 11.47	\$ 103.20	x	12	=	\$ 1,238.40	
								\$ 1,238.40	\$ 1,238

CITY OF MENASHA
2016-2019 Estimates/Budget Amounts for VISION INSURANCE

	Monthly Premium/ Admin.	Employee 10.0%	Employer 90.0%				ANNUAL EMPLOYER COST	
<u>2016 Budget - SINGLE</u>								
Jan. - Dec.	\$ 4.83	\$ 0.49	\$ 4.35	x	12	=	\$ 52.20	
							\$ 52.20	\$ 52
<u>2016 Budget - LIMITED FAMILY</u>								
Jan. - Dec.	\$ 9.68	\$ 0.97	\$ 8.71	x	12	=	\$ 104.52	
							\$ 104.52	\$ 105
<u>2016 Budget - FAMILY</u>								
Jan. - Dec.	\$ 12.77	\$ 1.28	\$ 11.49	x	12	=	\$ 137.88	
							\$ 137.88	\$ 138

	Monthly Premium/ Admin.	Employee 10.0%	Employer 90.0%				ANNUAL EMPLOYER COST	
<u>2017 Budget - SINGLE</u>								
Jan. - Dec. 4.060%	\$ 5.03	\$ 0.50	\$ 4.53	x	12	=	\$ 54.36	
							\$ 54.36	\$ 54
<u>2017 Budget - LIMITED FAMILY</u>								
Jan. - Dec. 4.060%	\$ 10.07	\$ 1.01	\$ 9.06	x	12	=	\$ 108.72	
							\$ 108.72	\$ 109
<u>2017 Budget - FAMILY</u>								
Jan. - Dec. 4.060%	\$ 13.28	\$ 1.33	\$ 11.95	x	12	=	\$ 143.40	
							\$ 143.40	\$ 143

	Monthly Premium/ Admin.	Employee 10.0%	Employer 90.0%				ANNUAL EMPLOYER COST	
<u>2018 Budget - SINGLE</u>								
Jan. - Dec. 0.000%	\$ 5.03	\$ 0.50	\$ 4.53	x	12	=	\$ 54.36	
							\$ 54.36	\$ 54
<u>2018 Budget - LIMITED FAMILY</u>								
Jan. - Dec. 0.000%	\$ 10.07	\$ 1.01	\$ 9.06	x	12	=	\$ 108.72	
							\$ 108.72	\$ 109
<u>2018 Budget - FAMILY</u>								
Jan. - Dec. 0.000%	\$ 13.28	\$ 1.33	\$ 11.95	x	12	=	\$ 143.40	
							\$ 143.40	\$ 143

	Monthly Premium/ Admin.	Employee 10.0%	Employer 90.0%				ANNUAL EMPLOYER COST	
<u>2019 Budget - SINGLE</u>								
Jan. - Dec. 0.000%	\$ 5.03	\$ 0.50	\$ 4.53	x	12	=	\$ 54.36	
							\$ 54.36	\$ 54
<u>2019 Budget - LIMITED FAMILY</u>								
Jan. - Dec. 0.000%	\$ 10.07	\$ 1.01	\$ 9.06	x	12	=	\$ 108.72	
							\$ 108.72	\$ 109
<u>2019 Budget - FAMILY</u>								
Jan. - Dec. 0.000%	\$ 13.28	\$ 1.33	\$ 11.95	x	12	=	\$ 143.40	
							\$ 143.40	\$ 143



MEMORANDUM

To: Personnel Committee

From: John Jacobs, Administrative Services Director

Date: November 13, 2018

RE: 2019 Wage/Salary Increase for Non-Represented Employees (excluding Library Employees)

BACKGROUND

The proposed 2019 budget includes a 2.25% pay increase for non-represented employees. The budget also anticipates the same increase for the Menasha Public Library employees, whose wages/salaries are set by the Library Board.

On 10/30/2018, the Wisconsin Department of Revenue released the Consumer Price Index (CPI) for municipalities at 2.4% increase for the 2019 Budget (and 2020 Expenditure Restraint Program Payment). In the meantime, the City of Menasha's 2019 General Fund Budget is proposed at a 1.60% increase, as presented to the Common Council.

On 10/31/2018, the U.S. Department of Labor released that the annual wages and salaries increase is running at a 3.10% increase (which is the biggest increase in a decade), while total overall compensation costs are up 2.80% from last year.

ANALYSIS

The annual increases for non-represented employee over the past eight years are shown below in comparison to represented employees.

	<u>Non-represented</u>	<u>Police</u>	<u>Fire</u>
2019	-	-	2.25%
2018	2%	2%	2.5% (1% - 1.5%)
2017	2%	2%	2.5% (1.5% - 1%)
2016	2%	1% (plus 1% lump sum)	2.5%
2015	1%	1%	3%
2014	1%	3% (1% - 1% - 1%)	3%
2013	3% (1.5% - 1.5%)	4% (2% - 2%)	3% (1% - 2%)
2012	1%	3%	2% (1% - 1%)
2011	0%	3% (1% - 1% - 1%)	1.5% (1% - 0.5%)
Average	1.50%	2.38%	2.47%

As shown above, the average pay increases for non-represented employees was 1.50% per year since 2011. This is substantially less than the average 2.38%-2.47% per year wage increase that our represented police and fire union employees received.

Non-represented employees will also be responsible for 7.5% of the health insurance premiums in 2019, which is at the same level as 2018.

However, the premium increase for an employee will be increasing by 6.85% for 2019, and the employee will be responsible for a new co-insurance tier of up to an additional \$1,000 for single health insurance plans and up to an additional \$2,000 for all other insurance plans in 2019. Therefore, the potential maximum increase for health insurance costs for 2019 will be the following (premium increase plus new out-of-pocket maximum):

- Single: \$1,031.32
- Employee/Spouse: \$2,066.12
- Employee/Children: \$2,058.08
- Family: \$2,101.76

If an average City of Menasha employee receives a salary of \$55,000, then a proposed 2.25% COLA increase would equate to a \$1,238 increase in wages for 2019. However, most, if not all, of the wage increase could be consumed by the potential maximum increase in the health insurance costs for 2019, as shown above, leaving a number of employees with a lower "net pay" for 2019 as compared to 2018, depending on use of their health insurance benefits.

If an employee **utilizes only 50%** of the new co-insurance tier (\$500 single plan, or \$1,000 all other plans), then the potential maximum increase for health insurance costs for 2019 will be the following (premium increase plus new out-of-pocket maximum):

- Single: \$ 531.32
- Employee/Spouse: \$1,066.12
- Employee/Children: \$1,058.08
- Family: \$1,101.76

If the same salaried employee of \$55,000 receives a 2.25% COLA increase, which equates to a \$1,238 increase in wages for 2019, then a majority of the wage increase (but not all of it) would be used to pay for the 2019 health insurance costs.

Based on 2018 experience, we are aware that about 40% of employees do exceed the present \$3,000 single/\$6,000 family deductible levels, and would likely be dipping into the proposed 2019 co-insurance tier next year at some level.

However as a side-note, the 2019 Wisconsin Retirement System (WRS) rates for employees will decrease slightly by 0.15%. This means that an average salaried employee of \$55,000 will pay \$82.50 less into the WRS benefits due to the reduction in the 2019 rates, and will receive a \$3.17 increase in the bi-weekly paycheck. In addition, the City of Menasha (as the employer) will also save approximately \$82.50 per employee in a matching amount for 2019 WRS benefits. This WRS savings has already been incorporated into the 2019 budget document.

FISCAL IMPACT

The fiscal impact of a 2.25% pay increase is approximately \$168,000 in 2019.

RECOMMENDATION

To approve a 2.25% wage increase and 7.5% health insurance employee premium share for non-represented employees as included in the 2019 budget.

Note: The library budget includes and anticipates the same wage increases and employee premium share. However, the library board would set these items for library employees.

City of Menasha Disbursements

Weekly Accounts Payable	11/8/18-11/15/18	\$ 464,006.44
	Checks # 62987-63107	

Void Check #62751	\$ (173.58)
Void Check #62828	\$ (223.75)
Void Check #62002	\$ (188.28)

Bi-Weekly Payroll	11/8/18	\$ 188,897.39
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Additional Regular Cycle Accounts Payables -Paid Electronically

Wire Fee	11/1/18	\$ 15.00
WI Environmental Improvement Fund Loan	11/1/18	\$ 121,542.54
World Pay Fees-FFM	11/5/18	\$ 8.75
Delta Dental	11/7/18	\$ 3,734.92
Community First Credit Union-Payroll Deductions	11/8/18	\$ 2,712.00
Payroll Garnishment	11/8/18	\$ 250.00
Transfer to HRA Checking	11/9/18	\$ 2,100.00
Nationwide Deferred Compensation	11/9/18	\$ 9,297.00
Wisconsin Deferred Compensation	11/13/18	\$ 4,573.25
TASC-Flexible Spending	11/13/18	\$ 4,943.45
Delta Dental	11/14/18	\$ 1,831.50
Federal Tax Withholding	11/14/18	\$ 66,453.67

\$ 217,462.08

Total	\$ 869,780.30
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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

11/15/18
 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: 11/8/2018

Date: 11/8/2018

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description	
ACCURATE	62987	11/8/2018	1813878	731-1022-541.30-18	63.83	Swivel	
		11/8/2018	1813932	100-0703-553.30-15	156.00	Wrench	
		11/8/2018	1814090	731-1022-541.30-18	33.84	Blades/Towelettes	
		11/8/2018	1814153	731-1022-541.30-18	44.09	Drills/Tube/Ties	Weather Pak Seal
		Total for check: 62987				297.76	
APPANASHA PET CLINIC	62988	11/8/2018	355224	824-0807-521.21-05	71.40	Cami Vet Appt	
					71.40		
APPLETON COMPRESSOR SERVICE &	62989	11/8/2018	0130647-IN	731-1022-541.24-02	105.16	Filter	
					105.16		
ASSOCIATED APPRAISAL CONSULTANTS	62990	11/8/2018	137126	100-0402-513.21-09	5,000.00	Nov Assessment Svcs	
					61.66	Internet Parcel Posting	
				100-0402-513.30-11	6.72	Postage	
				Total for check: 62990			
AUTOMATED COMFORT CONTROLS	62991	11/8/2018	22528	731-1022-541.24-04	1,596.78	Service A/C Unit	
					1,596.78		
CELLCOM	62992	11/8/2018	760372	100-0201-512.22-01	40.96	Phone	Attorney
				100-0301-523.22-01	40.95	Phone	Building Inspector
				100-0304-562.22-01	81.92	Phone	Comm Dev
				100-0601-551.22-01	13.93	Phone	Building Services
					4.81	Phone	Library
				100-0702-552.22-01	50.80	Phone	Park Locations
				100-0703-553.22-01	8.19	Phone	Building Services
					67.67	Phone	Parks
				100-0801-521.22-01	9.42	Phone	Building Services
					842.47	Phone	Police
				100-0904-531.22-01	40.96	Phone	Environmental Health

AP Check Register

Check Date: 11/8/2018

Date: 11/8/2018

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description	
CELLCOM...	62992...	11/8/2018...	760372...	100-0919-531.22-01	286.72	Phone	Health
				100-1001-514.22-01	9.42	Phone	Building Services
				100-1002-541.22-01	142.84	Phone	Engineering
				100-1008-541.22-01	4.13	Phone	St Signs
				100-1019-552.22-01	13.20	Phone	Bridges
				601-1020-543.22-01	2.46	Phone	Confined Spaces
					3.13	Phone	Sewer Truck
				625-1002-541.22-01	47.62	Phone	Engineering
				731-1022-541.22-01	207.26	Phone	City Garage
				743-0403-513.22-01	40.77	Phone	IT
Total for check: 62992					1,959.63		
COENEN'S AUTO TECH INC	62993	11/8/2018	90690	100-0801-521.29-04	320.00	Modify Wiring	
				100-0801-521.80-03	3,160.00	Complete Upfit	
				100-0801-521.29-04	500.00	Decommission Squad	
				100-0801-521.80-03	1,900.00	Install Equipment	
				100-0801-521.29-04	360.00	Seatbelt Installation	
Total for check: 62993					6,240.00		
CORRE INC	62994	11/8/2018	5105	485-0703-553.21-02	1,091.85	Professional Services	Province Terrace
				485-0703-553.21-02	4,608.00	Professional Services	Province Terrace
				485-0703-553.21-02	4,405.00	Professional Services	Province Terrace
Total for check: 62994					10,104.85		
EAGLE GRAPHICS LLC	62995	11/8/2018	161377	100-0801-521.19-03	30.95	Polo Shirt	
				Total for check: 62995			
FACTORY MOTOR PARTS CO	62996	11/8/2018	18-1717065	731-1022-541.38-03	22.45	Filter	
				731-1022-541.38-03	289.95	Spark Plugs/Coil Asy	
				731-1022-541.38-03	87.69	Rotors/Pads	
				731-1022-541.38-03	8.78	Filters	
				731-1022-541.30-18	119.40	Cleaner	

AP Check Register

Check Date: 11/8/2018

Date: 11/8/2018

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
FACTORY MOTOR PARTS CO...	62996...	11/8/2018	18-1720732	731-1022-541.38-03	13.53	Filters
		11/8/2018	18-1721538	731-1022-541.38-03	(187.67)	Credit
		11/8/2018	18-1723741	731-1022-541.38-03	26.32	Safeview Blades
		11/8/2018	18-Z15243	731-1022-541.38-03	87.20	Parts
		11/8/2018	18-Z15244	731-1022-541.38-03	13.32	AAA - 4 Pack
		11/8/2018	18-Z15390	731-1022-541.38-03	298.25	Battery Core
		11/8/2018	50-2181169	731-1022-541.38-03	187.67	Hub Assembly
		11/8/2018	50-2182776	731-1022-541.38-03	187.67	Hub Assembly
Total for check: 62996				1,154.56		
FERGUSON WATERWORKS #1476	62997	11/8/2018	0258964	100-0000-123.00-00	137.31	6 X 12 All SS Rep Clmp 409 First
					137.31	
FOX CROSSING, VILLAGE OF	62998	11/8/2018	11022	625-0410-571.61-02	6,360.13	Tayco Pond Interest
					6,360.13	
GRIESBACH READY-MIX LLC	62999	11/8/2018	4322	100-1003-541.30-18	296.62	Concrete
				625-1003-541.30-18	494.38	Concrete
				Total for check: 62999		791.00
GUNDERSON CLEANERS	63000	11/8/2018	664070	100-0801-521.30-13	34.66	Towels/Mats
					34.66	
GUSTMAN CHEVROLET SALES INC	63001	11/8/2018	48019	731-1022-541.38-03	240.87	Regulator/Cable
		11/8/2018	48068	731-1022-541.38-03	7.03	Bolt
		Total for check: 63001		247.90		
MATTHEWS TIRE & SERVICE CENTER	63002	11/8/2018	67938	731-1022-541.38-02	36.50	Valve Stem/Hardware
					36.50	

AP Check Register

Check Date: 11/8/2018

Date: 11/8/2018

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MCC INC	63003	11/8/2018	# 2018-02	470-1003-541.82-02	38,918.18	St Improvement Contract #2018-02
				625-0000-194.00-00	50,038.05	St Improvement Contract #2018-02
				Total for check: 63003	88,956.23	
MENARDS-APPLETON EAST	63004	11/8/2018	47693	266-1028-543.30-15	224.55	Leaf Rake
			48043	100-0703-553.30-18	75.60	Supplies
		Total for check: 63004			300.15	
MENASHA NEENAH MUNICIPAL COURT	63005	11/8/2018	MNMC	100-0000-201.03-00	174.00	BOND Report#18-0359
					148.80	BOND Report#18-0360
				Total for check: 63005	322.80	
MENASHA UTILITIES	63006	11/8/2018	004615	601-0401-513.25-02	17,934.40	Sept Sewer
				625-0401-513.25-01	1,898.44	Sept Stormwater
		11/8/2018	DRUM CORPS	100-1012-541.24-04	9,645.57	St Lighting-Drum Corp Dr
		11/8/2018	MU	100-0000-123.00-00	8.74	Electric 9/7/18-10/9/18
				100-0703-553.22-03	175.13	Electric 9/7/18-10/9/18
				100-0703-553.22-05	252.49	Water 9/7/18-10/9/18
				100-0703-553.22-06	184.81	Storm 9/7/18-10/9/18
				100-1008-541.22-03	192.66	Electric 9/7/18-10/9/18
				100-1012-541.22-03	13.90	Electric 9/7/18-10/9/18
				601-1020-543.22-03	36.88	Electric 9/7/18-10/9/18
				731-1022-541.22-03	24.47	Electric 9/7/18-10/9/18
		11/8/2018	OCT ST LIGHTS	100-1012-541.22-03	10,836.61	Oct St Lighting
		Total for check: 63006			41,204.10	
MOSS & ASSOCIATES LLC	63007	11/8/2018	298	470-1002-541.80-02	4,125.00	Broad St Reconstruction
				Total for check: 63007	4,125.00	
N&M AUTO SUPPLY	63008	11/8/2018	639621	731-1022-541.38-03	(27.74)	Credit
		11/8/2018	654905	731-1022-541.38-03	55.19	Relay/Filter

AP Check Register

Check Date: 11/8/2018

Date: 11/8/2018

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
N&M AUTO SUPPLY...	63008...	11/8/2018	654906	731-1022-541.38-03	20.63	Adapter Sleeve
		11/8/2018	655211	731-1022-541.38-03	47.76	Tire Patch
		11/8/2018	655318	731-1022-541.38-03	11.60	Lamp
		11/8/2018	655623	731-1022-541.38-03	36.08	Tubing/Nuts/Union
		11/8/2018	655672	731-1022-541.30-18	18.90	Brake Fluid
		11/8/2018	655875	731-1022-541.38-03	62.00	Filters
		11/8/2018	657323	731-1022-541.38-03	30.93	Filter
Total for check: 63008				255.35		
NEENAH-MENASHA SEWERAGE COMMISSION	63009	11/8/2018	2018-177	601-1021-543.25-01	62,563.41	November Wastewater
		11/8/2018	2018-183	601-1021-543.25-01	14,592.00	November Interest & Debt
		Total for check: 63009				77,155.41
NETWORK HEALTH SYSTEM INC	63010	11/8/2018	372829	100-0202-512.21-05	384.00	Physicals/Drug Screens
		Total for check: 63010				384.00
PACKER CITY INTL TRUCKS INC	63011	11/8/2018	X103064288:04	731-1022-541.38-03	50.51	Filter
		11/8/2018	X103064760:01	731-1022-541.38-03	50.51	Filter
		11/8/2018	X103064947:01	731-1022-541.38-03	53.61	Filters
		11/8/2018	X103065133:01	731-1022-541.38-03	176.24	Filters/Plugs/Receptacles
		11/8/2018	X103065752:01	731-1022-541.38-03	31.59	Wiper Blades
Total for check: 63011				362.46		
LINDA PALMBACH	63012	11/8/2018	PALMBACH	100-0903-531.33-01	40.49	Mileage
		Total for check: 63012				40.49
MEGHAN PAULY	63013	11/8/2018	PAULY	100-0903-531.33-01	13.42	Mileage
				100-0905-531.33-01	9.36	Mileage
				100-0914-531.34-01	0.42	Mileage

AP Check Register
Check Date: 11/8/2018

Date: 11/8/2018

<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>
MEGHAN PAULY...	63013...	11/8/2018...	PAULY...	100-0914-531.34-04	1.50	Parking Fee
			Total for check: 63013		24.70	
CURT PRELLWITZ	63014	11/8/2018	PRELLWITZ	743-0403-513.33-01	15.97	Mileage
			Total for check: 63014		15.97	
RANGER SERVICES INC	63015	11/8/2018	10CM18	100-0706-561.20-06	105.00	235 Edgewater
			Total for check: 63015		105.00	
RIECKMANN CREATIONS & FABRICATIONS	63016	11/8/2018	177	100-0801-521.29-04	900.00	Fabricate Drawer-Squad
		11/8/2018	178	100-0801-521.29-04	1,000.00	Fabricate Drawer-Squad
			Total for check: 63016		1,900.00	
SCHMITZ, KORI	63017	11/8/2018	SCHMITZ	100-0000-201.10-00	100.00	Excavation Deposit RefundPermit #12385
			Total for check: 63017		100.00	
SECURIAN FINANCIAL GROUP INC	63018	11/8/2018	POLICY-002832L	100-0000-204.07-00	3,168.20	Group Life Plan
			Total for check: 63018		3,168.20	
SERVICEMASTER BUILDING MAINTENANCE	63019	11/8/2018	28473	100-0801-521.20-01	1,609.00	Janitorial Contract
			Total for check: 63019		1,609.00	
SITEONE LANDSCAPE SUPPLY	63020	11/8/2018	87250845-001	100-1003-541.30-18	80.58	Supplies
			Total for check: 63020		80.58	
SMT MANUFACTURING & SUPPLY LLC	63021	11/8/2018	0054555-IN	731-1022-541.38-03	65.66	Bearings
		11/8/2018	0054570-IN	731-1022-541.38-03	33.85	Parts

AP Check Register

Check Date: 11/8/2018

Date: 11/8/2018

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
SMT MANUFACTURING & SUPPLY LLC...	63021...	11/8/2018	0054631-IN	731-1022-541.38-03	20.62	Belts
			Total for check: 63021		120.13	
STAPLES BUSINESS ADVANTAGE	63022	11/8/2018	3393282419	100-0304-562.30-10	6.75	Supplies
				100-0702-552.30-10	22.43	Supplies
				100-1002-541.30-15	44.11	Supplies
				625-1002-541.30-15	51.05	Supplies
		11/8/2018	3393282420	100-0304-562.30-10	49.99	Supplies
		11/8/2018	3393282421	100-0202-512.30-10	39.25	Office Supplies
				100-0401-513.30-10	33.95	Office Supplies
		11/8/2018	3393282422	100-1002-541.30-15	57.99	Supplies
		11/8/2018	3393282432	731-1022-541.30-10	(10.79)	Credit
		11/8/2018	3393282433	731-1022-541.30-10	127.57	Supplies
			Total for check: 63022		422.30	
STREICHER'S INC	63023	11/8/2018	I1337003	100-0801-521.30-15	410.00	Protective Eqt
			Total for check: 63023		410.00	
SUPERION LLC	63024	11/8/2018	216895	743-0403-513.24-04	2,806.00	Financial Software-Nov
			Total for check: 63024		2,806.00	
TAPCO	63025	11/8/2018	I617359	100-1008-541.30-18	2,117.00	Supplies
			Total for check: 63025		2,117.00	
TASC	63026	11/8/2018	IN1369325	100-0202-512.21-06	266.50	Registration Fees 10/01/18-10/31/18
			Total for check: 63026		266.50	
THEDACARE LABORATORIES	63027	11/8/2018	ACCT#12100529	100-0801-521.21-05	127.50	Venipuncture
			Total for check: 63027		127.50	

AP Check Register
Check Date: 11/8/2018

Date: 11/8/2018

<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>
TRUCK EQUIPMENT INC	63028	11/8/2018	819455-00	731-1022-541.38-03	32.31	Switch
			Total for check: 63028		32.31	
UNIFIRST CORPORATION	63029	11/8/2018	097 0270505	731-1022-541.20-01	178.66	Cleaning Service
			Total for check: 63029		178.66	
UNITED PAPER CORPORATION	63030	11/8/2018	131684	100-0000-132.00-00	1,503.12	Library Paper Products
				100-0601-551.30-13	2,390.13	Library Paper Products
		11/8/2018	131685	100-0000-132.00-00	1,337.52	PD Paper Products
		11/8/2018	131752	100-0801-521.30-13	300.40	Bath Tissue
			Total for check: 63030		5,531.17	
US PETROLEUM EQUIPMENT	63031	11/8/2018	114357	731-1022-541.30-10	17.15	Paper
			Total for check: 63031		17.15	
US POSTAL SERVICE	63032	11/8/2018	POSTAGE	100-0000-133.00-00	3,000.00	Cust #08022546
			Total for check: 63032		3,000.00	
VIEVU	63033	11/8/2018	31154	100-0801-521.30-18	400.00	LE5 Lite Plan
			Total for check: 63033		400.00	
WCPPA	63034	11/8/2018	2018-CONF19	100-0801-521.34-02	195.00	Conference
			Total for check: 63034		195.00	
WE ENERGIES	63035	11/8/2018	4410-797-129	100-0703-553.22-03	38.05	Conservancy Energy 9/25/18-10/24/18
			Total for check: 63035		38.05	

AP Check Register
Check Date: 11/8/2018

Date: 11/8/2018

<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>	
WG INC	63036	11/8/2018	221712	100-0702-552.30-18	28.50	Signs	
Total for check: 63036					28.50		
WIL-KIL PEST CONTROL	63037	11/8/2018	3503833	731-1022-541.20-07	72.25	Commercial Contract	
Total for check: 63037					72.25		
WINNEBAGO COUNTY CLERK OF COURTS	63038	11/8/2018	WINNCOCLERK	100-0000-201.03-00	150.00	BOND	Report #18-3644
Total for check: 63038					150.00		
WINNEBAGO COUNTYWIDE CRIME STOPPERS	63039	11/8/2018	CRIMESTOPPERS	100-0703-553.30-18	32.00	Park Watch Signs	
Total for check: 63039					32.00		
WISCONSIN DEPARTMENT OF JUSTICE	63040	11/8/2018	19TS-WCC	100-0801-521.34-02	750.00	College Tuition	
Total for check: 63040					750.00		
WISCONSIN SUPPORT COLLECTIONS	63041	11/8/2018	20181108	100-0000-202.03-00	1,045.91	PAYROLL SUMMARY	
Total for check: 63041					1,045.91		
ZEP SALES & SERVICE	63042	11/8/2018	9003743482	731-1022-541.30-18	399.99	Aerosol	
Total for check: 63042					399.99		
					272,486.83		

AP Check Register
Check Date: 11/15/2018

Date: 11/15/2018

<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>
AAA PORTABLES	63043	11/15/2018	D-79035	100-0703-553.20-09	137.25	Rental & Disposal
		11/15/2018	D-79036	100-0703-553.20-09	49.01	Rental & Disposal
		11/15/2018	D-79086	100-0703-553.20-09	91.61	Rental & Disposal
		Total for check: 63043			277.87	
ACCURATE	63044	11/15/2018	1814224	731-1022-541.38-03	158.16	Brake Rotor
		11/15/2018	1814294	100-0703-553.30-18	48.20	Flat Washers
		11/15/2018	1814312	731-1022-541.38-03	218.86	Tie Rods
		11/15/2018	1814340	731-1022-541.38-03	152.93	Tie Rod
		11/15/2018	1814342	731-1022-541.30-18	41.05	Bolt/Nitro Drill
		11/15/2018	1814350	731-1022-541.38-03	(58.20)	CREDIT Tie Rod
		11/15/2018	1814357	731-1022-541.30-18	62.04	Parts/Fender Washer Coupling
		11/15/2018	1814403	731-1022-541.30-18	41.48	Duct Tape
		11/15/2018	1814491	100-0703-553.30-18	196.20	Carriage/Nuts/Washers
		Total for check: 63044			860.72	
APPANASHA PET CLINIC	63045	11/15/2018	354863	824-0807-521.21-05	109.22	Cami Vet Appt
		Total for check: 63045			109.22	
APPLETON HYDRAULIC COMPONENTS	63046	11/15/2018	37009	100-0704-552.30-18	108.77	Steel Tube
		Total for check: 63046			108.77	
CITY OF APPLETON	63047	11/15/2018	243491	100-0302-542.25-01	16,743.00	Oct Valley Transit
		Total for check: 63047			16,743.00	
BADGER LAB & ENGINEERING INC	63048	11/15/2018	18-3927	601-1020-543.21-02	815.00	BOD/PH/Suspended Solids
		Total for check: 63048			815.00	

AP Check Register
Check Date: 11/15/2018

Date: 11/15/2018

<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>	
BERGSTROM	63049	11/15/2018	52893	731-1022-541.38-03	322.92	Cover Asy	
Total for check: 63049					322.92		
CALUMET COUNTY CLERK	63050	11/15/2018	DOG TAGS	100-0000-201.03-00	157.00	#3846-3889	
					9.00	#3991-3993	
Total for check: 63050					166.00		
UNEMPLOYMENT INSURANCE	63051	11/15/2018	ACCT#6921320005	100-0702-552.15-09	184.93	Unemployment	10/28/18-10/31/18
Total for check: 63051					184.93		
ENVISIONINK PRINTING SOLUTIONS	63052	11/15/2018	184551	100-0405-513.29-01	3,852.41	City of Menasha Calendars	
					266-1027-543.29-01	City of Menasha Calendars	
					266-1027-543.30-11	City of Menasha Calendars	
Total for check: 63052					8,560.92		
FASTSIGNS OF APPLETON	63053	11/15/2018	A113231	100-0801-521.29-04	116.00	Removal of Graphics	
Total for check: 63053					116.00		
FOX CROSSING UTILITIES	63054	11/15/2018	ACCT# 127-36488	100-0701-533.22-06	304.25	Stormwater North St	7/15/18-10/15/18
					11/15/2018 ACCT# 127-65515	Stormwater	7/15/18-10/15/18
Total for check: 63054					331.28		
GLAXOSMITHKLINE PHARMACEUTICALS	63055	11/15/2018	8252616767	100-0903-531.30-18	816.90	Fluarix	
Total for check: 63055					816.90		
GODFREY & KAHN	63056	11/15/2018	726290	100-0201-512.21-01	2,637.00	Municipal Landfill	
Total for check: 63056					2,637.00		

AP Check Register
Check Date: 11/15/2018

Date: 11/15/2018

<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>	
GRIESBACH READY-MIX LLC	63057	11/15/2018	4334	100-1004-541.30-18	697.50	Concrete	Broad & Tayco
Total for check: 63057					697.50		
HARRISON UTILITIES	63058	11/15/2018	001-0220-00	100-0703-553.22-05	107.01	Sewer/Water	Plank Rd 9/24/18-10/23/18
Total for check: 63058					107.01		
HEARTLAND BUSINESS SYSTEMS	63059	11/15/2018	282684-H	743-0403-513.24-04	31.00	Domain Renewal	
Total for check: 63059					31.00		
DONALD HIETPAS & SONS INC	63060	11/15/2018	HIETPAS	601-1020-543.82-02	20,125.00	Broad St Reconstruction	
Total for check: 63060					20,125.00		
HOME DEPOT CREDIT SERVICES	63061	11/15/2018	2591167	100-0703-553.24-03	14.76	Switch/Bulb	
		11/15/2018	8580191	100-0703-553.24-03	69.96	Water Filters	
				731-1022-541.24-03	9.97	Tape	
Total for check: 63061					94.69		
JX ENTERPRISES INC	63062	11/15/2018	2422961P	731-1022-541.38-03	43.99	Sender-Temperature	
Total for check: 63062					43.99		
KITZ & PFEIL INC	63064	11/15/2018	14998	100-0703-553.30-18	8.09	Coupling-Fountain	
		11/15/2018	14999	100-0703-553.24-03	1.79	Adapter-Clovis Plumbing	
		11/15/2018	15001	100-0703-553.24-03	4.44	Misc Hardware/Trap	
		11/15/2018	15019	100-0703-553.30-18	10.78	Screws	
		11/15/2018	15021	100-0920-531.24-03	10.78	Door Guard/Battery	
				100-1008-541.30-18	0.59	Nuts/Bolts	
		11/15/2018	15045	100-0703-553.30-18	9.72	Misc Hardware	Jefferson Bench
		11/15/2018	15095	731-1022-541.30-18	45.87	Paint/Brush	
		11/15/2018	15219	731-1022-541.30-18	6.43	Misc Hardware	Shop Floorjack
		11/15/2018	15232	100-0601-551.24-03	2.98	Key	

AP Check Register
Check Date: 11/15/2018

Date: 11/15/2018

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
KITZ & PFEIL INC...	63064...	11/15/2018	15253	100-1001-514.24-03	6.29	Silicone
		11/15/2018	15261	470-0703-553.82-02	12.60	Misc Hardware
		11/15/2018	15320	731-1022-541.30-18	23.38	Protectant
		11/15/2018	15333	100-1001-514.30-18	6.55	Holder Bit/Key
		11/15/2018	15347	100-1016-543.30-15	22.49	Screwdriver Set
		11/15/2018	15388	731-1022-541.30-18	15.54	Cleaning Products
		11/15/2018	15417	100-0703-553.24-03	4.27	Misc Hardware
		11/15/2018	15426	100-0703-553.24-03	6.05	Smart Straw/Drain Valve
		11/15/2018	15516	100-0601-551.24-03	5.82	Wallplates/Toggle Bolts
		11/15/2018	15522	100-0703-553.30-18	6.78	Misc Hardware/Silicone
Total for check: 63064				211.24		
KWIK TRIP INC	63065	11/15/2018	00244691	100-0801-521.38-01	150.90	Fuel
					150.90	
K9 WORKING DOGS INTERNATIONAL	63066	11/15/2018	082818-04-01	100-0801-521.80-05	4,000.00	Narcotics Detection K9 "Cami"
				824-0807-521.21-06	10,356.01	Narcotics Detection K9 "Cami"
				Total for check: 63066		
LAFORCE	63067	11/15/2018	1081293	100-0703-553.24-03	900.00	Installation-Materials
				207-0707-552.24-03	900.00	Installation-Materials
				Total for check: 63067		
LANDLORD SERVICES LLC	63068	11/15/2018	27687	100-0801-521.21-06	46.00	Credit Reports
					46.00	
LB MED WASTE	63069	11/15/2018	93557	100-0801-521.21-05	74.26	Bio-Waste Box
					74.26	
LEVENHAGEN OIL CORPORATION	63070	11/15/2018	066444A-IN	100-0000-131.00-00	4,875.67	Fuel

AP Check Register
Check Date: 11/15/2018

Date: 11/15/2018

<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>
LEVENHAGEN OIL CORPORATION...	63070...	11/15/2018	066468A-IN	100-0000-131.00-00	15,015.36	Fuel
Total for check: 63070					19,891.03	
MARCO TECHNOLOGIES LLC	63071	11/15/2018	INV5505946	743-0403-513.21-04	13,000.00	Outside Consulting
		11/15/2018	INV5666575	743-0403-513.30-15	3,624.93	Network Storage Disks
		11/15/2018	INV5748795	743-0403-513.29-01	144.33	Finance Copier Usage October
Total for check: 63071					16,769.26	
MARCO TECHNOLOGIES LLC	63072	11/15/2018	61070854	743-0403-513.29-01	140.40	Copier Maintenance
Total for check: 63072					140.40	
MATTHEWS TIRE & SERVICE CENTER	63073	11/15/2018	282724	731-1022-541.38-02	28.67	Flat Repair
		11/15/2018	282752	731-1022-541.38-02	89.95	Front Alignment
		11/15/2018	68060	731-1022-541.38-02	74.00	Tires
		11/15/2018	68083	731-1022-541.38-02	51.50	Tire Repair
Total for check: 63073					244.12	
MCMAHON	63074	11/15/2018	911947	625-1010-541.21-06	300.00	Lake Park Villas Pond Project 9-18-00161
Total for check: 63074					300.00	
MCNEILUS TRUCK & MFG COMPANY	63075	11/15/2018	4174661	731-1022-541.38-03	187.86	Parts
Total for check: 63075					187.86	
MENARDS-APPLETON EAST	63076	11/15/2018	48187	100-0704-552.30-18	8.99	Valve
		11/15/2018	48440	100-1003-541.30-18	145.90	Poly Clear
		11/15/2018	48597	100-1008-541.30-18	5.34	Composite Shim
		11/15/2018	48608	100-0703-553.30-18	19.96	Tie/Bag
Total for check: 63076					180.19	
MENASHA NEENAH MUNICIPAL COURT	63077	11/15/2018	MNMC	100-0000-201.03-00	174.00	BOND Report #18-0246

AP Check Register
Check Date: 11/15/2018

Date: 11/15/2018

<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>	
MENASHA NEENAH MUNICIPAL COURT...	63077...	11/15/2018...	MNMCM...	100-0000-201.03-00...	186.60	BOND	Report #18-0296
					300.00	BOND	Report #18-0239
					Total for check: 63077		
					660.60		
MENASHA TREASURER	63078	11/15/2018	PD	100-0801-521.30-18	5.96	Supplies	PD Petty Cash
				100-0801-521.34-03	137.92	Training-Meals/Lodging	PD Petty Cash
				100-0801-521.34-04	5.00	Training	PD Petty Cash
				Total for check: 63078			
					148.88		
MENASHA UTILITIES	63079	11/15/2018	004605	625-1010-541.30-18	565.40	Bulk Water-Sewer CleaningJune 2018	
					Total for check: 63079		
					565.40		
MENN LAW FIRM LTD	63080	11/15/2018	GLPD059641	733-0206-512.21-01	163.00	Claim Against City	
					Total for check: 63080		
					163.00		
METAL CRAFT	63081	11/15/2018	246490	100-1008-541.30-15	289.05	Nameplate	
					Total for check: 63081		
					289.05		
MK ELECTRICAL SERVICES	63082	11/15/2018	2656	100-0920-531.24-03	629.83	Electrical Wiring	Outlets/Cable
					Total for check: 63082		
					629.83		
MORTON SAFETY	63083	11/15/2018	187178-00	731-1022-541.30-18	70.20	EarMuffs/Eyewash	
					Total for check: 63083		
					70.20		
N&M AUTO SUPPLY	63084	11/15/2018	657851	731-1022-541.38-03	13.58	Grease/Grease Cartridge	
					Total for check: 63084		
					13.58		

AP Check Register

Check Date: 11/15/2018

Date: 11/15/2018

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description	
NATIONAL ELEVATOR INSPEC SERVICES	63085	11/15/2018	0329821	100-0801-521.24-03	85.00	Inspection	
Total for check: 63085					85.00		
NCI COMMUNICATION SOLUTIONS	63086	11/15/2018	AR14273	731-1022-541.24-04	799.32	Radio Repair	
Total for check: 63086					799.32		
NEENAH-MENASHA SEWERAGE COMMISSION	63087	11/15/2018	2018-174	601-1021-543.21-01	536.25	Legal Reimbursement	Fox River Cleanup
Total for check: 63087					536.25		
NORTHEAST ASPHALT INC	63088	11/15/2018	1581770	625-1003-541.30-18	171.39	Asphalt	
				625-1010-541.30-18	236.08	Asphalt	
				625-1003-541.30-18	125.24	Asphalt-Seventh C&G	
				100-1003-541.30-18	793.35	Asphalt	
				100-1004-541.30-18	4,260.51	Asphalt	
				601-1020-543.30-18	3,462.86	Asphalt	
				100-1004-541.30-18	2,364.46	Asphalt	
				100-1003-541.30-18	500.95	Asphalt	
				209-0703-553.82-02	5,669.02	Asphalt	
				Total for check: 63088			
PHEIFER BROS CONSTRUCTION CO INC	63089	11/15/2018	PHEIFER BROS.	470-0000-201.04-00	5,000.00	Loop the Lake Bridge	Unit #2017-04
				470-0703-553.82-02	19,592.15	Loop the Lake Bridge	Unit #2017-04
				Total for check: 63089		24,592.15	
REVIZE LLC	63090	11/15/2018	7422	100-0911-531.21-04	1,600.00	Lead Lookup Webpage	
Total for check: 63090					1,600.00		
ROAD EQUIPMENT	63091	11/15/2018	686453	731-1022-541.38-03	431.72	Brake Drum/Brake Shoe Kit	Cores
Total for check: 63091					431.72		

AP Check Register
Check Date: 11/15/2018

Date: 11/15/2018

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description	
RUEKERT & MIELKE INC	63092	11/15/2018	125273	601-1020-543.21-02	1,522.50	Sewer User Monitoring	9/1/18-9/28/18
		11/15/2018	125274	601-1020-543.21-02	230.00	Sewer Use Charge-Neenah	9/1/18-9/28/18
		11/15/2018	125275	601-1020-543.21-02	1,150.00	Sewer Billings	9/1/18-9/28/18
		11/15/2018	125276	601-1020-543.21-02	664.50	User Charge System Update	9/1/18-9/28/18
		11/15/2018	125277	492-1003-541.82-02	986.00	Community Way Extension	9/1/18-9/28/18
		11/15/2018	125278	492-1003-541.82-02	2,570.25	Community Way Extension	8/14/18-9/28/18
		11/15/2018	125279	601-1020-543.21-02	611.75	Waverly Sewer Service	9/1/18-9/28/18
Total for check: 63092					7,735.00		
SCHWARZBAUER, KRISTOPHER	63093	11/15/2018	SCHWARZBAUER	100-0000-201.10-00	100.00	Return Deposit	2008 Dreamfield Lane
		Total for check: 63093				100.00	
SERVICE MOTOR COMPANY	63094	11/15/2018	P05877	731-1022-541.38-03	48.12	Cover	
		11/15/2018	P05925	731-1022-541.38-03	24.05	Cover	
		Total for check: 63094				72.17	
SERVICEMASTER BUILDING MAINTENANCE	63095	11/15/2018	28499	731-1022-541.20-01	750.00	Contract Janitor	
		Total for check: 63095				750.00	
SHERWIN WILLIAMS CO	63096	11/15/2018	5350-3	100-0703-553.30-18	180.35	Paint/Fountain Covers	
		Total for check: 63096				180.35	
SPORTS GRAPHICS	63097	11/15/2018	0416-070	731-1022-541.30-18	188.28	Shirts	
		Total for check: 63097				188.28	
TAPCO	63098	11/15/2018	I618047	100-1008-541.30-18	525.00	Supplies	
		Total for check: 63098				525.00	

AP Check Register
Check Date: 11/15/2018

Date: 11/15/2018

<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>	
UNIFIRST CORPORATION	63099	11/15/2018	097 0270907	731-1022-541.20-01	276.34	Cleaning Service	
Total for check: 63099					276.34		
WE ENERGIES	63100	11/15/2018	0428-970-058	100-0701-533.22-03	15.71	Electricity-North St	10/2/18-10/31/18
		11/15/2018	0433-391-934	100-1008-541.22-04	28.72	Gas 9/26/18-10/25/18	455 Baldwin St
		11/15/2018	7097-295-547	100-0701-533.22-03	15.71	Electricity-North St	10/2/18-10/31/18
Total for check: 63100					60.14		
WELLS FARGO FINANCIAL LEASING	63101	11/15/2018	5005374472	743-0403-513.29-01	142.77	Copier Lease	10/7-11/6
Total for check: 63101					142.77		
WILSON'S LIGHT NEENAH	63102	11/15/2018	77902-1	100-0801-521.29-04	223.75	Tow	
Total for check: 63102					223.75		
WINNEBAGO COUNTY CLERK OF COURTS	63103	11/15/2018	WINNCOCLERK	100-0000-201.03-00	150.00	BOND	Report #18-3763
					500.00	BOND	Report #18-3795
Total for check: 63103					650.00		
WINNEBAGO COUNTY TREASURER	63104	11/15/2018	DOG TAGS	100-0000-201.03-00	1,180.50	Dog Licenses	
Total for check: 63104					1,180.50		
YMCA OF THE FOX CITIES	63105	11/15/2018	0000000183	100-0920-531.21-06	22,923.25	Senior Center	10/1/18-12/31/18
Total for check: 63105					22,923.25		
ZANDER PRESS INC	63106	11/15/2018	87303	100-0401-513.29-01	479.65	Admin Svcs Envelopes-#9	
					262.58	Admin Svcs Envelopes-#10	
Total for check: 63106					742.23		

AP Check Register
Check Date: 11/15/2018

Date: 11/15/2018

<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>	
ZAWACKI, RON	63107	11/15/2018	ZAWACKI	100-0000-201.10-00	100.00	Return Deposit	1104 Meadowview Dr
Total for check: 63107					<u>100.00</u>		
					<u>191,519.61</u>		



To: Menasha Common Council
From: Jenny Groeschel Police Records
RE: Beverage Operator License (Bartender) Applicants
Date: November 15, 2018

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:

Kristi Malek

The following individual has applied for a bartender license to serve, dispense and/or sell alcohol at a licensed establishment in the City. They have not met the criteria under the "Guidelines for Operator Licenses" approved by the Common Council. Therefore, staff is recommending the following person be **DENIED** an Operator's License:

Devon Bergner

cc: chief via email



November 14, 2018

Devon Bergner
1108 Greenwood Dr.
Menasha, WI 54952

Re: City of Menasha Alcohol Operators License Application

Dear Mr. Devon Bergner

A background investigation on your Alcohol Operator's License Application showed convictions for resisting/obstructing an officer on 6-18-16 and 8-6-18. Guideline 2 of the City of Menasha Guidelines for Operators Licenses 2 convictions in the last 5 years in regards to the cooperation or the lack thereof with law enforcement officials is cause for denial.

Engaging in bartending involves the purchase and sale of a closely regulated substance, alcohol. Individuals granted an Operator's License must act in cooperation with law enforcement to enforce the alcohol beverage laws, drunken driving laws.

The Police Department is recommending to the Common Council that they deny your application for an Alcohol Operator's License within the City of Menasha. The recommendation will be given to the Common Council at their next meeting on November 19, 2018 at 6:00 p.m., or shortly thereafter. Should you wish to provide comment to the Common Council on your application, you may do so during the public participation portion of the meeting.

Sincerely,

Lt. Mark Mauthe
Investigative Services
Menasha Police Department

**CITY OF MENASHA
ALCOHOL OPERATORS LICENSE APPLICATION**

Establishment of Employment Fox Convenience
TEMPORARY ☐ PROVISIONAL ☐ REGULAR ☒ RENEWAL ☐

Name Besgner Devon J
Last First Middle

Address 1108 Greenwood Dr Menasha WI 54952
Street City State/Zip Code

Phone _____

Height _____ Weight _____ Eyes _____ Hair _____ Sex _____ Race _____

Birth Date _____ Age _____ Birthplace _____

Scars, Marks, Tattoos _____

Drivers License No. _____ State of Issue _____

Expiration Date _____

NOTE: A license may be denied if applicant fails to provide accurate information or if the information is incomplete! Please read this section carefully.

Please explain all yes answers completely on the back of this form!

Do you currently have any criminal charges pending against you? NO

Have you ever been convicted of a felony? NO

Have you ever been convicted of a misdemeanor? YES

Have you ever been convicted of operating a motor vehicle while under the influence of an intoxicant or drug? NO

Have you ever been convicted of any law, statute, or ordinance pertaining to the use or sale of alcohol (including drinking alcohol underage)? NO

Have you ever been convicted of any law, statute, or ordinance pertaining to the possession, use, or sale of illegal drugs? NO

Have you ever been convicted of a criminal traffic offense? NO

I UNDERSTAND THAT THE APPLICATION FEE WILL NOT BE RETURNED IF LICENSE IS DENIED.

SIGNATURE Devon Besgner Date 11-13-18

Approved _____ Denied _____ Expiration Date _____

Chief of Police _____ Date _____

Comments: _____

REVOKED FOR VIOLATION: _____

Please answer all yes questions from the front of this form completely! Include correct charges, date of offense, and sentence. Failure to include all information or inaccurate information may result in the denial of your application!

2018 I had ast obstruction of an officer because
I ran and I got put on probation

CITY OF MENASHA POLICY GUIDELINES FOR OPERATOR LICENSES

1. Intent: It is the responsibility of the Menasha Police Chief to screen applications for operators' licenses (bartender licenses) for the City of Menasha. The following guidelines are adopted in order to specify the reasons for denying, non-reviewing or revoking an operator's license and outlines the steps and considerations given, for any denials that are appealed to the Menasha Common Council.

All applications for operators' license applications are submitted to the Menasha Police Department for a background check. The Menasha Police Chief makes the decision on licensing by either accepting or rejecting the application.

*Due to the discretionary nature of the alcohol beverage licensing process, it is not possible to state every circumstance that may result in approval of a license application and what circumstances will result in approval of a license application. However, it is possible to enumerate what will be considered in the decision-making and what circumstances are more likely to result in the **denial** of a license application.*

Individuals granted an operator's license must act in cooperation with law enforcement to enforce the alcohol beverage laws, drunk driving laws, and assist with minimizing disturbances of the peace and maintain the safety of the community. Therefore, individuals with a past history of negative or uncooperative contacts with police agencies will be scrutinized.

It is with these goals in mind that these guidelines are adopted. Furthermore, to the extent that Wis. Statutes Ch. 125 or Menasha City Ordinances provide additional grounds for denial, suspension, revocation or non-renewal, the Police Chief may also rely on such provisions.

In the event an individual with an operator's license is considered for non-renewal, suspension or revocation, all offenses will be considered, the circumstances of which are substantially related to the license regardless of whether some of the offenses occurred prior to the adoption of these guidelines.

Upon request, a copy of these guidelines shall be provided to each person who applies for a license.

Guidelines: What is meant by substantially related? The law does not specifically define this term although there are many court decisions on the topic. The Wisconsin Supreme Court has stated that the purpose of the test is to assess whether the tendencies and inclinations to behave a certain way in a particular context are likely to reappear later in a related context, based on the traits revealed. The "**substantially related**" test looks at the circumstances of an offense, where it happened, when, what, etc. compared to the circumstances of the licensed activity.

Where does the licensed activity typically occur, when and what is involved in performing the licensed activity, etc.

Examples of “substantially related” in the context of an operator’s license: There is a substantial relationship between the illegal purchase, use and sale of controlled substances and engaging in bartending, which involves the purchase and sale of a closely regulated substance. The same is true for offenses involving alcohol, e.g. drunk driving, selling to underage, possession and/or consuming as an underage, committing law violations while under the influence of alcohol or drugs, etc.

- **Guideline 1.** Provided the offense is substantially related to the circumstances of the license activity, circumstances of the offense substantially relate to the circumstances of the job or licensed activity, **any person who has been convicted of any FELONY, unless duly pardoned, does not qualify for an operator’s license.** Sec. 125.04(5)(b), Wis. Stats. (To the extent the other guidelines reference a specific offense; this guideline shall apply if the offense constitutes a felony.)
- **Guideline 2.** Provided the circumstances of the offense substantially relate to the circumstances of the job or licensed activity, **offense is substantially related to the circumstances of the licensed activity**, any person who has been convicted of or has a current charge pending, for two (2) or more offenses within the last five (5) years or for two (2) or more offenses, arising out of separate incidents, within the last five (5) years in the following subcategories, does not qualify for an operator’s license:
 - Violent crimes against the person of another, including but not limited to battery, criminal disorderly conduct, sexual assault, injury by negligent use of a vehicle, intimidation of a victim or witness.
 - Crimes involving cooperation (or lack thereof) with law enforcement officials, including but not limited to, resisting or obstructing a police officer, bribery of public officers/employees, eluding police, bail jumping, hit and run, perjury, or acts/threats of terrorism.
 - Manufacturing, distributing, delivering a controlled substance or a controlled substance analog; maintaining a drug trafficking place; possessing with intent to manufacture, distribute, or deliver a controlled substance or a controlled substance analog. Sec. 111.335(1)(c), Wis. Stats.
- **Guideline 3.** Provided the circumstances of the offense substantially relate to the circumstances of the job or licensed activity, offense is **substantially related to circumstances of the license activity**, any person who has been convicted of or has a current charge pending, for two (2) or more offenses, arising out of separate incidents, within the last three (3) years in the following subcategories, does not qualify for an operator’s license:
 - Disorderly conduct, criminal damage to property, solicitation of prostitution or other prostitutions-related offenses, wherein the offense involves an incident at a place that is, or should have been licensed under Wis. Stat. Ch. 125.
 - Alcohol beverage offenses (under Wis. Stat. Ch. 125 or Menasha City Ordinances).

- Possessing a controlled substance, controlled substance analog without a valid prescription, or possessing drug paraphernalia.
- Operating a motor vehicle while under the influence of intoxicants or drugs.
- Operating a motor vehicle with a prohibited alcohol concentration (PAC) in excess of .08% by weight.
- Open intoxicants in a public places or in a motor vehicle.

What is a **habitual law offender**? The term “habitual” refers to multiple convictions or pending charges and could include an offender with two (2) offenses occurring within a relatively short period of time. The term “offender” refers to a person with civil violations such as ordinance convictions and/or misdemeanor convictions (or pending charges), which substantially relate to the licensing activity. A legal opinion rendered by the League of Wisconsin Municipalities states that a person with two drunk driving convictions within the last couple years would be considered a habitual offender under the alcohol beverage licensing laws. Intoxicating Liquors #890 (1991). Some examples include:

- Two (2) or more offenses, each with a separate incident, within the immediately preceding one (1) year.
 - Three (3) or more offenses, each a separate incident, within the immediately preceding five (5) years.
 - Six (6) or more offenses, each a separate incident, within the preceding ten (10) years.
- **Guideline 4.** Applicants must truthfully and completely fill out applications:
 - If an applicant provides false information on an application, that application shall be denied and the applicant shall not be eligible to reapply for an operator license for a period of one (1) year from the date of denial of such application.
 - If the Police Chief determines that information was *intentionally* omitted from an application, the application shall be denied and the applicant shall not be eligible to reapply for an operator license for a period of one (1) year from the date of the denial of such application.
 - If the Police Chief determines that information was OMITTED from an application due to inadvertence, mistake or excusable neglect, the Chief may allow the applicant to submit a corrected application and recommend granting of the license, if the applicant is otherwise qualified.
 - **Guideline 5.** Recommending approval of an operator’s license application for an applicant who would otherwise be denied under these policy guidelines:
 - The Common Council may approve an operator’s license application if the application would otherwise be denied under this policy if the applicant presents substantial, credible evidence of rehabilitation. Such evidence includes letters of recommendation from Alcohol and Other Drug (“AODA”) counselors, probation agents or other relevant service providers, other professional counselors, certificates and/or letters confirming satisfactory completion of an AODA or other relevant counseling program. Any such letters shall be on the letterhead of the agency offering the recommendation in order for the letter to be considered credible evidence of rehabilitation. Any evidence must be in the form of

documents submitted to the Common Council and may not be statements of the applicant at the time of the hearing.

- The reason for any recommendation of approval of an operator's license application under this paragraph must be clearly stated in the record.
- **Guideline 6.** If the Police Chief recommends denial of an operator's license application, the reasons for the denial must be clearly stated on the record and shall be consistent with the criteria outlines above.

**ADDENDUM A
COMPUTER-ASSISTED MASS APPRAISAL (CAMA)
MODEL UPDATE AGREEMENT**

This Addendum A is attached to and incorporated into the contract for assessment services entered into between the City of Menasha, a Wisconsin Municipal Corporation, with its principal office at 100 Main Street, Menasha, Wisconsin (hereafter "City") and Associated Appraisal Consultants, Inc., a Wisconsin Corporation, with its principal office at 1314 W. College Ave., Appleton, Wisconsin 54914 (hereafter "Assessor").

1. 2019 or 2020 ASSESSMENT YEAR:

- a. Assessor shall update the City's CAMA model to reflect the most recent version of the *Wisconsin Property Assessment Manual Volume II* cost manual for Residential and Agricultural properties. Commercial class parcels shall continue to be costed using the Marshal and Swift valuation services.
- b. New market calibrated depreciation and other valuation tables will be specified for residential and agricultural properties as obtained through a sales analysis of the 2017 – 2020 arm's-length valid improved sales in the City of Menasha.
- c. Descriptive and inferential statistics will be used to validate the new CAMA model.
- d. All improved parcels will then be updated and reviewed against the new valuation tables and their sales prices to ensure all parcels are assessed at full market value in a fair and equitable manner from the best information available using professionally accepted appraisal practices.
- e. As a result of the above additional scope of work, the Assessor will suspend for one year the 25% inspection cycle but will continue to inspect properties as outlined under Scope of Services section C, numbers 1 through 8.
- f. No additional fees or cost of services will be charged to the City as a result of this addendum.

Dated this _____ day of _____, 20__.

ASSOCIATED APPRAISAL CONSULTANTS, INC.

By: 
Mark Brown, President

CITY OF MENAHA

By: _____
Donald Merkes, Mayor

Attest: _____
Deborah Galeazzi, City Clerk

Pamela A. Captain, City Attorney

CITY OF MENASHA
Comparison of Equalized & Assessed Tax Rates in Fox Cities

Equalized Tax Rates - at 100% Full Market Value

Tax Levy Year	Budget Year		City of Menasha	City of Neenah	(Winnebago County/Menasha Schools)	City of Appleton	(Outagamie County/Menasha Schools)	City of Appleton	Village of Fox Crossing
2009	2010		\$ 8.19	\$ 8.11	\$ 7.88	\$ 7.88	\$ 5.35		
2010	2011		\$ 8.45	\$ 8.54	\$ 7.88	\$ 7.88	\$ 5.41		
2011	2012		\$ 8.69	\$ 8.68	\$ 8.12	\$ 8.12	\$ 5.42		
2012	2013		\$ 8.86	\$ 9.20	\$ 8.29	\$ 8.29	\$ 5.71		
2013	2014		\$ 10.45	\$ 9.27	\$ 8.48	\$ 8.48	\$ 5.65		
2014	2015		\$ 10.32	\$ 9.19	\$ 8.47	\$ 8.47	\$ 5.57		
2015	2016		\$ 10.31	\$ 9.23	\$ 8.35	\$ 8.35	\$ 5.52		
2016	2017		\$ 10.27	\$ 9.16	\$ 8.54	\$ 8.54	\$ 5.48		
2017	2018		\$ 10.16	\$ 8.90	\$ 8.43	\$ 8.43	\$ 5.38		
2018	2019	proposed -->	\$ 9.84	\$ 8.67	\$ 8.48	\$ 8.48	\$ 5.31		
2019	2020	GOAL -->	\$ 9.84	\$ 8.67	\$ 8.48	\$ 8.48	\$ 5.31		

Assessed Tax Rates

Tax Levy Year	Budget Year		City of Menasha	City of Neenah	(Winnebago County/Menasha Schools)	City of Appleton	(Outagamie County/Menasha Schools)	City of Appleton	Village of Fox Crossing
2009	2010		\$ 8.40	\$ 8.47	\$ 7.86	\$ 7.95	\$ 5.12		
2010	2011		\$ 8.61	\$ 8.52	\$ 8.25	\$ 8.05	\$ 5.27		
2011	2012		\$ 8.80	\$ 8.97	\$ 8.06	\$ 8.15	\$ 5.38		
2012	2013		\$ 8.94	\$ 9.09	\$ 8.29	\$ 8.03	\$ 5.34		
2013	2014		\$ 10.34	\$ 9.04	\$ 8.46	\$ 8.14	\$ 5.39		
2014	2015		\$ 10.17	\$ 9.19	\$ 8.35	\$ 8.35	\$ 5.48		
2015	2016		\$ 10.34	\$ 9.21	\$ 8.37	\$ 8.40	\$ 5.55		
2016	2017		\$ 10.57	\$ 9.33	\$ 8.48	\$ 8.62	\$ 5.59		
2017	2018		\$ 10.82	\$ 9.49	\$ 8.75	\$ 8.92	\$ 5.44		
2018	2019	proposed -->	\$ 10.94	\$ 9.63	\$ 8.58	\$ 9.15	\$ 5.47		
2019	2020	GOAL -->	\$ 9.84	\$ 8.67	\$ 8.58	\$ 9.15	\$ 5.47		



MEMORANDUM

DATE: November 15, 2018

TO: Common Council

FROM: Debbie Galeazzi, Clerk

SUBJECT: 204 Coffee House and Wine Bar, LLC, d/b/a Your Daily Grind
204 Main Street, Menasha

An application for a “Class B” Intoxicating Liquor and Fermented Malt Beverage for the 2018-2019 liquor licensing year has been submitted by 204 Coffee House and Wine Bar, LLC, d/b/ Your Daily Grind for the premise at 204 Main Street, Menasha.

In accordance with Section 7-2-8 of the City Code, the Police Department completed a background check and has no objections. The Fire Department, Health Department, and Building Inspectors have inspected the property and have no reason to hold up the liquor license approval.

Staff recommends approving the “Class B” Intoxicating Liquor and Fermented Malt Beverage license for 204 Coffee House and Wine Bar, LLC, d/b/a Your Daily Grind at 204 Main Street, Menasha.

Original Alcohol Beverage Retail License Application

Submit to municipal clerk.

For the license period beginning _____ 20____ ;
ending June 30 2019

TO THE GOVERNING BODY of the: ☐ Town of
☐ Village of } Menasha
☒ City of

County of Winnebago Aldermanic Dist. No. _____ (if required by ordinance)

1. The named ☐ Individual ☐ Partnership ☒ Limited Liability Company
☐ Corporation / Nonprofit Organization

hereby makes application for the alcohol beverage license(s) checked above.

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): 204 Coffee House and Wine Bar, LLC

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the name, title, and place of residence of each person.

Title	Name (Last, First, M.I.)	Home Address	Post Office & Zip Code
President/Member	<u>Macklin, Heather J.</u>	<u>6605 N. Smoke Tree Pass, Appleton</u>	<u>54913</u>
Vice President/Member	<u>Macklin, Robert L.</u>	<u>6605 N. Smoke Tree Pass, Appleton</u>	<u>54913</u>
Secretary/Member	<u>Landro, Jennifer M.</u>	<u>584 Cornrow Ln. Combined Locks</u>	<u>54113</u>
Treasurer/Member	<u>Landro, Brandon W.</u>	<u>584 Cornrow Ln. Combined Locks</u>	<u>54113</u>
Agent	<u>Landro, Brandon W.</u>	<u>584 Cornrow Ln. Combined Locks</u>	<u>54113</u>
Directors/Managers	<u>Landro, Brandon W.</u>	<u>584 Cornrow Ln. Combined Locks</u>	<u>54113</u>

3. Trade Name 204 Coffee House and Wine Bar Business Phone Number _____
4. Address of Premises 204 Main St., 3 Post Office & Zip Code Menasha 54952

5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? ☒ Yes ☐ No
6. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? ☐ Yes ☒ No
7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? ☐ Yes ☒ No
8. (a) Corporate/limited liability company applicants only: Insert state WI and date 10-29-18 of registration.
(b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? ☐ Yes ☒ No
(c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? ☐ Yes ☒ No
(NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)

9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) 2 main floor rooms, patio and basement

10. Legal description (omit if street address is given above): _____
11. (a) Was this premises licensed for the sale of liquor or beer during the past license year? ☒ Yes ☐ No
(b) If yes, under what name was license issued? Your Daily Grind LLC
12. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277]. ☒ Yes ☐ No
13. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776]. ☒ Yes ☐ No
14. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants, or one member of a partnership applicant must sign; one corporate officer, one member/manager of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

Heather Macklin
(Officer of Corporation / Member / Manager of Limited Liability Company / Partner / Individual)

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>11/5/18</u>	Date reported to council / board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

**SCHEDULE FOR APPOINTMENT OF AGENT BY CORPORATION/NONPROFIT
ORGANIZATION OR LIMITED LIABILITY COMPANY**

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by the officer(s) of the corporation/organization or members/managers of a limited liability company and the recommendation made by the proper local official.

☒ Town

To the governing body of:

☐ Village

of Menasha

County of Winnebago

☐ City

The undersigned duly authorized officer(s)/members/managers of 204 Coffee House and Wine Bar, LLC
(registered name of corporation/organization or limited liability company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as

204 Coffee House and Wine Bar

(trade name)

located at 204 Main St., Menasha, WI 54952

appoints

Brandon W. Landro

(name of appointed agent)

584 Cornrow Ln., Combined Locks, WI 54113

(home address of appointed agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

☐ Yes

☒ No

If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Is applicant agent subject to completion of the responsible beverage server training course? ☒ Yes ☐ No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 35 years

Place of residence last year 584 Cornrow Ln., Combined Locks, WI 54113

For: 204 Coffee House and Wine Bar, LLC

(name of corporation/organization/limited liability company)

By: [Signature]

(signature of Officer/Member/Manager)

And: [Signature] Brandon Landro

(signature of Officer/Member/Manager)

ACCEPTANCE BY AGENT

I, Brandon W. Landro, hereby accept this appointment as agent for the
(print/type agent's name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

[Signature]

(signature of agent)

11-2-18

(date)

Agent's age _____

584 Cornrow Ln., Combined Locks, WI 54113

(home address of agent)

Date of birth _____

**APPROVAL OF AGENT BY MUNICIPAL AUTHORITY
(Clerk cannot sign on behalf of Municipal Official)**

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on 11/6/18 by Li. Mark Maunthe
(date) (signature of proper local official)

Title Police
(town chair, village president, police chief)

AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Landro		Jennifer		marie	
Home Address (street/route)		Post Office		City	State Zip Code
584 Cornrow Ln				Combined Locks	WI. 54113
Home Phone Number		Age	Date of Birth		Place of Birth
920-810-5151					

The above named individual provides the following information as a person who is (check one):

☐ Applying for an alcohol beverage license as an individual.

☐ A member of a partnership which is making application for an alcohol beverage license.

☒ manager of 204 Coffee house and wine bar, LLC
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? 42 years
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? ☐ Yes ☒ No
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)

- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? ☐ Yes ☒ No
If yes, describe status of charges pending.

- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? ☐ Yes ☒ No
If yes, identify.

(Name, Location and Type of License/Permit)

- Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? ☐ Yes ☒ No
If yes, identify.

(Name of Wholesale Licensee or Permittee)

(Address By City and County)

- Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
Landro Fox Cities Realty LLC	736 Ford St. Kimberly WI.	Jan. 1 2006	Current
Employer's Name	Employer's Address	Employed From	To
	54136		

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this 5 day of November, 2018

Kathie S. Landro
(Clerk/Notary Public)

My commission expires 8-7-21

Kathie S. Landro
(Signature of Named Individual)

KATHIE S. LANDRO

Notary Public

State of Wisconsin



Printed on Recycled Paper

Wisconsin Department of Revenue

AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Macklin		Robert		Lawrence	
Home Address (street/route)		Post Office	City	State	Zip Code
6605 N. Smoke Tree Pass			Appleton	WI	54913
Home Phone Number		Age	Date of Birth	Place of Birth	
630 696 2147					

The above named individual provides the following information as a person who is (check one):

- ☐ Applying for an alcohol beverage license as an individual.
- ☐ A member of a partnership which is making application for an alcohol beverage license.

☒ Manager of 204 Coffee House and Wine Bar, LLC
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? 26 months
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? ☐ Yes ☒ No
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? ☐ Yes ☒ No
If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? ☐ Yes ☒ No
If yes, identify. _____
(Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? ☐ Yes ☒ No
If yes, identify. _____
(Name of Wholesale Licensee or Permittee) (Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
Alliance Laundry Systems	221 Shepard St, Ripon WI 54971	8/16- Present	Present
Employer's Name	Employer's Address	Employed From	To
Hill-Ron Holdings, Inc.	130 E. Randolph, Chicago IL 60601	8/10- 8/16	8/16

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this 1 day of November, 2018

Joan C. Ransil
(Clerk/Notary Public)

My commission expires March 8, 2019

[Signature]
(Signature of Named Individual)



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Recycled Paper

AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Macklin		Heather		Joy	
Home Address (street/route)		Post Office	City	State	Zip Code
1605 N. Smoketree Pass			Appleton	WI	54913
Home Phone Number		Age	Date of Birth	Place of Birth	
630/334-0965					

The above named individual provides the following information as a person who is (check one):

☐ Applying for an alcohol beverage license as an individual.

☐ A member of a partnership which is making application for an alcohol beverage license.

☒ manager of 204 Coffee House and Wine Bar, LLC
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? 2 years, 2 months
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? ☐ Yes ☒ No
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? ☐ Yes ☒ No
If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? ☐ Yes ☒ No
If yes, identify. (Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? ☐ Yes ☒ No
If yes, identify. (Name of Wholesale Licensee or Permittee) (Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
Epiphany Law LLC	2800 E. Enterprise Ave, Appleton WI 54913	July 2018	present
Barack Ferrazzano	200 W. Madison #3900, Chicago IL 60606	June 1998	July 2018

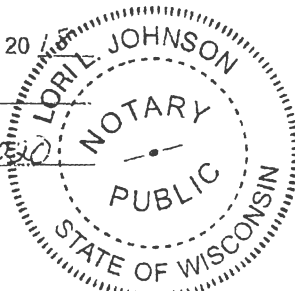
The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this 5th day of November, 2018

Lori L. Johnson
(Clerk/Notary Public)

My commission expires December 8, 2020



Heather Macklin
(Signature of Named Individual)



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Recycled Paper

Wisconsin Department of Revenue

AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Landro		Brandon		Warren	
Home Address (street/route)		Post Office		City	State
584 Cornrow Ln				Combined Locks	WI
				Zip Code	
				54113	
Home Phone Number		Age	Date of Birth		Place of Birth
920-716-5342					

The above named individual provides the following information as a person who is (check one):

☐ Applying for an alcohol beverage license as an individual.

☐ A member of a partnership which is making application for an alcohol beverage license.

☒ Member of 204 Coffee House and Wine Bar, LLC

(Officer/Director/Member/Manager/Agent)

(Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

1. How long have you continuously resided in Wisconsin prior to this date? 35 years

2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? ☒ Yes ☐ No

If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)

In approximately September 2004 I was arrested for operating a vehicle under the influence. The information is no longer available on WI Circuit Court Access online...

3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? ☐ Yes ☒ No

If yes, describe status of charges pending.

4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? ☐ Yes ☒ No

If yes, identify.

(Name, Location and Type of License/Permit)

5. Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? ☐ Yes ☒ No

If yes, identify.

(Name of Wholesale Licensee or Permittee)

(Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
Landro Realty	736 Ford St	01/01/2006	current
Employer's Name	Employer's Address	Employed From	To

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this 5 day of November, 2018

Kathie S. Landro
(Clerk/Notary Public)

My commission expires 8-7-21

Brandon Landro

(Signature of Named Individual)

KATHIE S. LANDRO
Notary Public
State of Wisconsin



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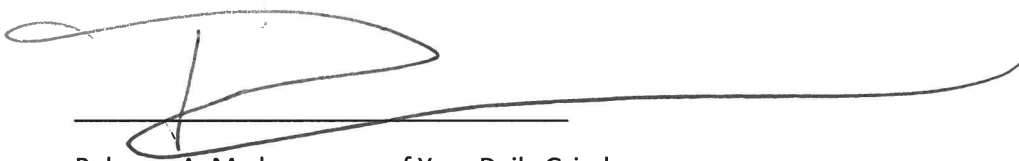
Wisconsin Department of Revenue

11-2-2018

Your Daily Grind the business, and Vermicorp holdings the building, have sold both business and building.

The sale will be complete sometime in the month of November 2018.

At the time of sale we give the City of Menasha permission to transfer the complete liquor license over to the new owners.

A handwritten signature in dark ink, featuring a large, stylized 'R' that loops around and extends horizontally to the right, ending in a small upward curve.

Rebecca A. Mader, owner of Your Daily Grind

A handwritten signature in dark ink, consisting of a series of connected loops and strokes, appearing to read 'Timothy'.

Timothy H. Lenth, Designated representative/owner partner Vermicorp Holdings INC.

WB-42 AMENDMENT TO LISTING CONTRACT

1 It is agreed that the Listing Contract dated January 5, 2018, between the undersigned, for sale/rental of the
2 property known as (Street Address/Description) 140 Main Street
3 _____ in the _____ City _____ of
4 Menasha, County of Winnebago, Wisconsin is amended as follows:
5 The list price is changed from \$ _____ to \$ _____.
6 The expiration date of the contract is changed from midnight October 31, 2018
7 to midnight April 30, 2019.
8 The following items are (added to)(deleted from) STRIKE ONE the list of property to be included in the list price:
9 _____
10 _____
11 Other: _____
12 _____
13 _____
14 _____
15 _____
16 _____
17 _____
18 _____
19 _____
20 _____
21 _____
22 _____
23 _____
24 _____
25 _____
26 _____
27 _____
28 _____
29 _____
30 _____
31 _____
32 _____
33 _____

34 ALL OTHER TERMS OF THIS CONTRACT AND ANY PRIOR AMENDMENTS REMAIN UNCHANGED.

35 NAI Pfefferle
36 Firm Name ▲
37 _____
38 (x) Richard Knight 8-27-18
39 By Agent for Firm ▲ Date ▲
40 Print name ▶ Richard Knight, EVP

(x) _____
Seller's/Owner's Signature ▲ Date ▲
Print name ▶ Don Merkes, Mayor
(x) _____
Seller's/Owner's Signature ▲ Date ▲
Print name ▶ City of Menasha

41 **CAUTION: This Listing belongs to the Firm. Agents for Firm do not have the authority to enter into a mutual**
42 **agreement to terminate a listing contract, amend the commission amount or shorten the term of a listing**
43 **contract, without the written consent of the Agent(s)' supervising broker.**

44 This written consent may be obtained with the supervising broker's signature below or a separate consent.

45 (x) _____
46 Supervising Broker's Signature ▲ Print name ▶ _____ Date ▲ _____

WB-42 AMENDMENT TO LISTING CONTRACT

1 It is agreed that the Listing Contract dated October 30, 2017, between the undersigned, for sale/rental of the
2 property known as (Street Address/Description) Wittman Dr, Province Terrace
3 and Manitowoc Lots (see Addendum) in the City of
4 Menasha, County of Winnebago, Wisconsin is amended as follows:
5 The list price is changed from \$ ----- to \$ -----.
6 The expiration date of the contract is changed from midnight October 31, 2018
7 to midnight October 31, 2019.
8 The following items are (added to)(deleted from) STRIKE ONE the list of property to be included in the list price:
9 -----

11 Other: -----

12 This Amendment pertains to the following parcels:

13 1300 Wittmann Drive

14 2027 Manitowoc Road

15 Province Terrace (Lots 1,2,4,10-12)

34 ALL OTHER TERMS OF THIS CONTRACT AND ANY PRIOR AMENDMENTS REMAIN UNCHANGED.

35 NAI Pfefferle

36 Firm Name ▲

37 Richard Knight

38 (x)

39 By Agent for Firm ▲

40 Print name ▶ Richard Knight, EVP

8/28/18

Date ▲

(x)

Seller's/Owner's Signature ▲

Date ▲

Print name ▶ Don Merkes, Mayor City/Menasha

(x)

Seller's/Owner's Signature ▲

Date ▲

Print name ▶ City of Menasha

41 CAUTION: This Listing belongs to the Firm. Agents for Firm do not have the authority to enter into a mutual
42 agreement to terminate a listing contract, amend the commission amount or shorten the term of a listing
43 contract, without the written consent of the Agent(s)' supervising broker.

44 This written consent may be obtained with the supervising broker's signature below or a separate consent.

45 (x)

46 Supervising Broker's Signature ▲ Print name ▶

Date ▲

NAI Pfefferle, 200 E Washington St Ste 2A Appleton WI 54911-5468

Phone: 920-968-4700

Fax: 920-968-4300

Elizabeth Ringgold

Province, Wittman,

Addendum to Vacant Land for City of Menasha

Listing \$	Parcel ID	Address		Owner	Zone	TID	Area (sf)	Area (ac)
\$52,400.00	6-01639-01	1300	Wittmann Dr	City of Menasha	C4	5	57,281	1.31
\$116,160.00	7-00001-10	1173	Province Terrace (lot 10)	City of Menasha	C3	9	126,498	2.90
\$63,320.00	7-00001-12	1148	Province Terrace (lot 12)	City of Menasha	C1	9	31,712	0.73
\$126,847.00	7-00001-11	1133	Province Terrace (Lot 11)	City of Menasha	C1	9	63,423	1.46
\$54,014.00	7-00015-02	1109	Province Terrace (lot 2)	City of Menasha	C1	9	27,051	0.62
\$27,878.00	7-0001504	1100	Province Terrace (lot 4)	City of Menasha	C1	9	13,852	0.32
\$113,256.00	7-00015-01	1101	Province Terrace (lot 1)	City of Menasha	C1	9	56,628	1.30
\$89,298.00	7-0001108	2027	Manitowoc Rd Lot 5)	City of Menasha	C1	9	36,275	0.83
\$75,000.00	1-00060-00	87	Racine St	City of Menasha	C1	8	18,949	0.44

Restriction for Parcel ID# 1-00060-00 87 Racine Street – City of Menasha

Parcel shall not be sold for use as a parking lot.



October 10, 2018

Dear Mr. Schroeder,

With a legacy spanning 169 years in the Fox Cities, Menasha Corporation is proud of its roots in the city of Menasha which started at our founding by Elisha D. Smith. Today the company continues to be committed to support our community in ways that strengthen and improve where we live and work.

With that said, Menasha Corporation would like to donate a parcel of company-owned land to the City of Menasha. The land, detailed below, is located along the path of the Loop the Lake recreational trail that was started in 2014. Our desire is to donate the land to the City of Menasha for its use as part of the Loop the Lake trail.

Menasha Corporation Land Parcel Description

All of Lots 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, and 13 of Block 13 of the Original Plat of Menasha, City of Menasha, Winnebago County, Wisconsin identified as parcels 3-00892-00 and 3-00890-00.

Please let me know how to move forward with our land donation.

Thank you,

A handwritten signature in black ink that reads "Pierce Smith".

Pierce Smith

Director of Real Estate

Menasha Corporation

Attachment A - Menasha Corp Property 3/30/2018



Parcels 3-00892-00 and 3-00890-00 legal described as all of Lots
2, 3, 4, 5, 6, 7, 8, 9, 10, 11, and 13 of Block 13 of the Original Plat of Menasha.



This map is neither a legally recorded map nor a survey and is intended for reference only.

N
1 inch = 120 feet
Printed on 8" x 11"



MEMORANDUM

To: City of Menasha Common Council

From: John Jacobs, Administrative Services Director
Sam Schroeder, Community Development Director

Date: November 16, 2018

RE: Tax Incremental Financing (TIF) District Creation – Shopko Plaza

A presentation will be given to the Common Council on Monday, November 19, 2018, by the developer who is requesting for the City of Menasha to create a new TIF District in the Shopko Plaza area. In addition, Frank Roman from Ehlers (City's financial advisor) will be making a presentation of the preliminary calculations for the City, if the City were to create a new TIF District for the Shopko Plaza area.

Three parcels would be included within the boundary area of this new TIF District. The developer is asking for a 15-year tax incentive payment or maximum amount totaling \$1,250,000. However, we have included calculations for a 10-year, 15-year, and 20-year tax incentive payment.

The maximum life of the TIF District would be 27 years, and the possible total new increment valuation created would be about \$3,688,393.

After the 5pm workshop on this TIF District presentation, the Common Council will have an action item on the 11/19 agenda which would direct City staff to continue forward with the creation process of a new TIF District. Meetings for the Plan Commission, Joint Review Board, and Common Council would follow for approvals from all 3 groups during the next few weeks.

16 November 2018

Mr. John Jacobs
100 Main St, Ste 200
Menasha WI 54952

RE: Shopko Plaza Analysis
Hwy 441 & Appleton Road

Ehlers & Associates has reviewed the redevelopment projections for the referenced property as proposed by Alexander & Bishop. The project consists of the existing Shopko Plaza (not including the adjacent Shopko anchor store), and the outlot most recently operated by the Gardenview Restaurant. Plans include updating the façade of the Plaza, and demolishing the restaurant in order to build a new, 3-tenant parcel containing national-known tenants. The façade upgrade is intended to attract additional tenants to the Plaza shops, and other improvements such as parking lot refacing, will be considered in the plan.

Materials included project budgets, proposed lease terms and projections, operating assumptions, and other information in order to determine if municipal assistance is warranted, and to determine property tax and tax increment generation for the City, in connection with possible formation of a tax increment district (“TID”) comprised of the shopping center boundaries. Some of the materials were provided to Ehlers on a confidential basis, as negotiations are currently in process and therefore not able to be disclosed publicly. Property values were estimated using conservative market rates.

In conjunction with the redevelopment, the developers have requested financial assistance from the City in the form of Tax Increment Financing (“TIF”) in order to provide a reasonable return in order to attract investment capital. While the initial request was for an upfront grant of \$1,500,000, the City would consider such assistance on a Pay-As-You-Go basis (“PAYGO”), which essentially returns a portion of the incremental property taxes paid to the City and other taxing districts over time. By incremental, we mean taxes on the additional value created by the re-development over the current, or existing, base assessed value (“increment”). As part of this analysis, Ehlers has also determined the internal rate of return (“IRR”) and cash-on-cash (“COC”) returns for the project, however, as some of the material utilized is confidential, those returns cannot be conveyed publicly. It is fair to state that the project returns are within the *lower* levels of commonly-accepted market ranges for these types of investments. As such, we have been able to determine that without such assistance as contemplated here, the project would not proceed in its intended form, nor within the expected time frame, and furthermore, there is no undue enrichment of the developer. This satisfies the “but for” test required by Wisconsin statute.

In this context, Ehlers has prepared cash flows reflecting the increments generated, and related incentive paid, under several municipal revenue obligation (“MRO”) scenarios. The MRO is the



note given by the City to the developer, evidencing the terms of the proposed incentive. The City will first retain a portion of the tax increment to cover administrative costs of the TID, and also the next 15% of the remaining increment for additional uses within the TID. However, the MRO is not a debt of the City, nor is it an absolute obligation; if the developer does not produce sufficient incremental value to support the intended cash flows, the payments under the MRO reduce accordingly. This PAYGO structure thus minimizes the risk to the City.

In our analysis, we examined the performance of the project in context of a 20, 15 and 10 year MRO. These net present values (“NPV”) of these future cash flows were then determined in order to establish the amount of the MRO note, using a discount rate of 6%. This NPV is an approximation for what the developer might be able to borrow against the MRO note – called “monetizing” – in order to provide funding at the front end of the project, rather than receive portions over the 10-20 year investment period. This would also reduce the burden of raising additional equity to fund the project. The results of this analysis are presented below. Note that as the NPV / MRO amount decreases, the required equity increases. Equity as a percentage of total costs in excess of 30% is significantly higher than most projects we have evaluated.

	Total TIF	MRO Note	Equity % Total
20 Yr TIF	1,558,980	960,000	32%
15 Yr TIF	1,109,440	760,000	34%
10 Yr TIF	647,300	500,000	36%

The larger amounts in the Total TIF column represent payments including an assumed 6.0% interest rate, the same factor used to discount the cash flows.

One consideration in this redevelopment proposal is the length of time the City might commit to assistance for the project. This is a mature center currently with significant vacancy. The proposed redevelopment is intended to retain existing tenants and attract new retailers to the Plaza. The proposed outlot (former Gardenvue Restaurant) would be rebuilt for prime restaurant/beverage tenancy, providing enhanced property value and aiding the public’s draw to the shopping center.

Ehlers would be available to answer questions with respect to these analyses.

Respectfully,

Frank Roman
Economic Development Advisor

Greg Johnson
Senior Municipal Advisor





City of Menasha

TID #14 Shopko Plaza

Cash Flow Projection

Year	Projected Revenues					Expenditures				Balances			Year
	Tax Increments	City TIF Admin Fee	Less City Increment	Other Revenue	Total Revenues	MRO 10 500,000			Total Expenditures	Principal			
						Dated Date: Principal	TBD Est. Rate	Interest		Annual	Cumulative	Outstanding	
2019	2%15%					6.0%			0	0	0	2019	
2020	0								0	0	500,000	2020	
2021	26,627	(5,000)	(3,244)		18,383	0	6.00%	30,000	30,000	(11,617)	(11,617)	500,000	2021
2022	119,277	(5,100)	(17,127)		97,050	54,000	6.00%	30,000	84,000	13,050	1,433	446,000	2022
2023	125,428	(5,202)	(18,034)		102,192	74,000	6.00%	26,760	100,760	1,432	2,865	372,000	2023
2024	126,682	(5,306)	(18,206)		103,170	79,000	6.00%	22,320	101,320	1,850	4,715	293,000	2024
2025	127,949	(5,412)	(18,381)		104,156	85,000	6.00%	17,580	102,580	1,576	6,291	208,000	2025
2026	129,229	(5,520)	(18,556)		105,152	91,000	6.00%	12,480	103,480	1,672	7,963	117,000	2026
2027	130,521	(5,631)	(18,734)		106,157	98,000	6.00%	7,020	105,020	1,137	9,100	19,000	2027
2028	131,826	(5,743)	(18,912)		107,170	19,000	6.00%	1,140	20,140	87,030	96,130	0	2028
2029	133,144	(5,858)	(19,093)		108,193				0	108,193	204,323		2029
2030	134,476	(5,975)	(19,275)		109,225				0	109,225	313,549		2030
2031	135,821	(6,095)	(19,459)		110,267				0	110,267	423,816		2031
2032	137,179	(6,217)	(19,644)		111,318				0	111,318	535,133		2032
2033	138,551	(6,341)	(19,831)		112,378				0	112,378	647,511		2033
2034	139,936	(6,468)	(20,020)		113,448				0	113,448	760,959		2034
2035	141,335	(6,597)	(20,211)		114,527				0	114,527	875,486		2035
2036	142,749	(6,729)	(20,403)		115,617				0	115,617	991,103		2036
2037	144,176	(6,864)	(20,597)		116,716				0	116,716	1,107,818		2037
2038	145,618	(7,001)	(20,793)		117,824				0	117,824	1,225,643		2038
2039	147,074	(7,141)	(20,990)		118,943				0	118,943	1,344,586		2039
2040	148,545	(7,284)	(21,189)		120,072				0	120,072	1,464,658		2040
2041	150,030	(7,430)	(21,390)		121,211				0	121,211	1,585,868		2041
2042	151,531	(7,578)	(21,593)		122,360				0	122,360	1,708,228		2042
2043	153,046	(7,730)	(21,797)		123,519				0	123,519	1,831,747		2043
2044	154,577	(7,884)	(22,004)		124,688				0	124,688	1,956,435		2044
2045	156,122	(8,042)	(22,212)		125,868				0	125,868	2,082,303		2045
2046	157,684	(8,203)	(22,422)		127,058				0	127,058	2,209,361		2046
2047	159,260	(8,367)	(22,634)		128,259				0	128,259	2,337,621		2047
Total	3,688,393	(176,722)	(526,751)	0	2,984,921	500,000		147,300	647,300				Total



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City of Menasha

TID #14 Shopko Plaza

Cash Flow Projection

Year	Projected Revenues					Expenditures				Balances			Year
	Tax Increments	City TIF Admin Fee	Less City Increment	Other Revenue	Total Revenues	MRO 15 760,000		TBD	Total Expenditures	Principal			
						Dated Date: Principal	Est. Rate Interest			Annual	Cumulative	Outstanding	
			2%	15%		6.0%							
2019					0				0	0		2019	
2020					0				0	0	760,000	2020	
2021	26,627	(5,000)	(3,244)		18,383	0	6.00%	45,600	45,600	(27,217)	(27,217)	760,000	2021
2022	119,277	(5,100)	(17,127)		97,050	20,000	6.00%	45,600	65,600	31,450	4,233	740,000	2022
2023	125,428	(5,202)	(18,034)		102,192	55,000	6.00%	44,400	99,400	2,792	7,025	685,000	2023
2024	126,682	(5,306)	(18,206)		103,170	60,000	6.00%	41,100	101,100	2,070	9,095	625,000	2024
2025	127,949	(5,412)	(18,381)		104,156	65,000	6.00%	37,500	102,500	1,656	10,751	560,000	2025
2026	129,229	(5,520)	(18,556)		105,152	70,000	6.00%	33,600	103,600	1,552	12,303	490,000	2026
2027	130,521	(5,631)	(18,734)		106,157	75,000	6.00%	29,400	104,400	1,757	14,060	415,000	2027
2028	131,826	(5,743)	(18,912)		107,170	81,000	6.00%	24,900	105,900	1,270	15,330	334,000	2028
2029	133,144	(5,858)	(19,093)		108,193	87,000	6.00%	20,040	107,040	1,153	16,483	247,000	2029
2030	134,476	(5,975)	(19,275)		109,225	93,000	6.00%	14,820	107,820	1,405	17,889	154,000	2030
2031	135,821	(6,095)	(19,459)		110,267	100,000	6.00%	9,240	109,240	1,027	18,916	54,000	2031
2032	137,179	(6,217)	(19,644)		111,318	54,000	6.00%	3,240	57,240	54,078	72,993	0	2032
2033	138,551	(6,341)	(19,831)		112,378	0	6.00%	0	0	112,378	185,371	0	2033
2034	139,936	(6,468)	(20,020)		113,448				0	113,448	298,819		2034
2035	141,335	(6,597)	(20,211)		114,527				0	114,527	413,346		2035
2036	142,749	(6,729)	(20,403)		115,617				0	115,617	528,963		2036
2037	144,176	(6,864)	(20,597)		116,716				0	116,716	645,678		2037
2038	145,618	(7,001)	(20,793)		117,824				0	117,824	763,503		2038
2039	147,074	(7,141)	(20,990)		118,943				0	118,943	882,446		2039
2040	148,545	(7,284)	(21,189)		120,072				0	120,072	1,002,518		2040
2041	150,030	(7,430)	(21,390)		121,211				0	121,211	1,123,728		2041
2042	151,531	(7,578)	(21,593)		122,360				0	122,360	1,246,088		2042
2043	153,046	(7,730)	(21,797)		123,519				0	123,519	1,369,607		2043
2044	154,577	(7,884)	(22,004)		124,688				0	124,688	1,494,295		2044
2045	156,122	(8,042)	(22,212)		125,868				0	125,868	1,620,163		2045
2046	157,684	(8,203)	(22,422)		127,058				0	127,058	1,747,221		2046
2047	159,260	(8,367)	(22,634)		128,259				0	128,259	1,875,481		2047
Total	3,688,393	(176,722)	(526,751)	0	2,984,921	760,000		349,440	1,109,440				Total

City of Menasha

TID #14 Shopko Plaza

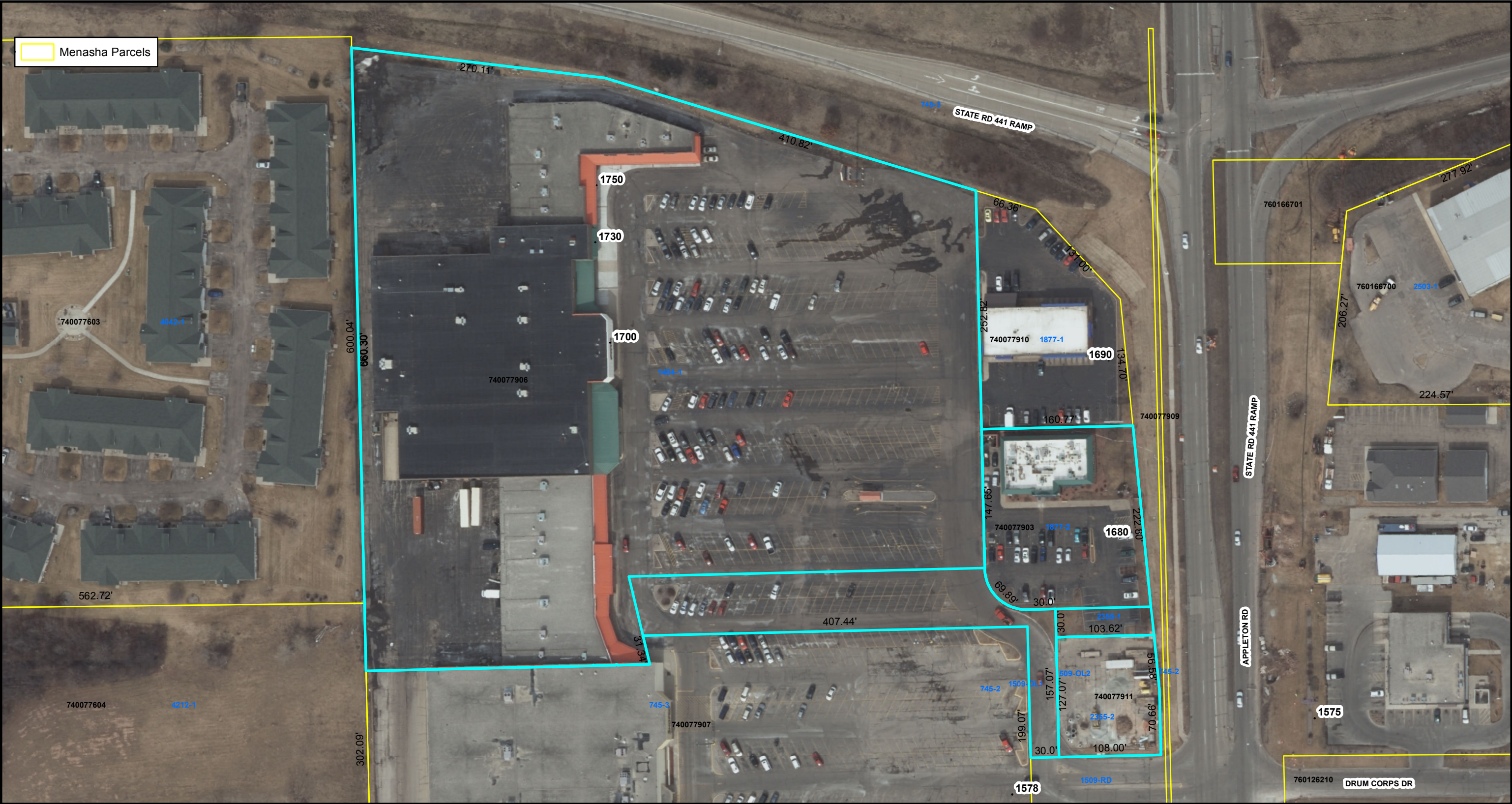
Cash Flow Projection

Year	Projected Revenues					Expenditures				Balances			Year
	Tax Increments	City TIF Admin Fee	Less City Increment	Other Revenue	Total Revenues	MRO 20 960,000		Total Expenditures	Principal				
						Dated Date: Principal	TBD Est. Rate Interest		Annual	Cumulative	Outstanding		
		2%	15%			6.0%							
2019	0				0				0	0		2019	
2020	0				0				0	0	960,000	2020	
2021	26,627	(5,000)	(3,244)		18,383	0	6.00%	57,600	57,600	(39,217)	(39,217)	960,000	2021
2022	119,277	(5,100)	(17,127)		97,050	0	6.00%	57,600	57,600	39,450	233	960,000	2022
2023	125,428	(5,202)	(18,034)		102,192	40,000	6.00%	57,600	97,600	4,592	4,825	920,000	2023
2024	126,682	(5,306)	(18,206)		103,170	45,000	6.00%	55,200	100,200	2,970	7,795	875,000	2024
2025	127,949	(5,412)	(18,381)		104,156	50,000	6.00%	52,500	102,500	1,656	9,451	825,000	2025
2026	129,229	(5,520)	(18,556)		105,152	55,000	6.00%	49,500	104,500	652	10,103	770,000	2026
2027	130,521	(5,631)	(18,734)		106,157	57,000	6.00%	46,200	103,200	2,957	13,060	713,000	2027
2028	131,826	(5,743)	(18,912)		107,170	63,000	6.00%	42,780	105,780	1,390	14,450	650,000	2028
2029	133,144	(5,858)	(19,093)		108,193	68,000	6.00%	39,000	107,000	1,193	15,643	582,000	2029
2030	134,476	(5,975)	(19,275)		109,225	73,000	6.00%	34,920	107,920	1,305	16,949	509,000	2030
2031	135,821	(6,095)	(19,459)		110,267	78,000	6.00%	30,540	108,540	1,727	18,676	431,000	2031
2032	137,179	(6,217)	(19,644)		111,318	84,000	6.00%	25,860	109,860	1,458	20,133	347,000	2032
2033	138,551	(6,341)	(19,831)		112,378	90,000	6.00%	20,820	110,820	1,558	21,691	257,000	2033
2034	139,936	(6,468)	(20,020)		113,448	95,000	6.00%	15,420	110,420	3,028	24,719	162,000	2034
2035	141,335	(6,597)	(20,211)		114,527	100,000	6.00%	9,720	109,720	4,807	29,526	62,000	2035
2036	142,749	(6,729)	(20,403)		115,617	62,000	6.00%	3,720	65,720	49,897	79,423	0	2036
2037	144,176	(6,864)	(20,597)		116,716	0	6.00%	0	0	116,716	196,138	0	2037
2038	145,618	(7,001)	(20,793)		117,824	0	6.00%	0	0	117,824	313,963	0	2038
2039	147,074	(7,141)	(20,990)		118,943		6.00%		0	118,943	432,906		2039
2040	148,545	(7,284)	(21,189)		120,072		6.00%		0	120,072	552,978		2040
2041	150,030	(7,430)	(21,390)		121,211		6.00%		0	121,211	674,188		2041
2042	151,531	(7,578)	(21,593)		122,360		6.00%		0	122,360	796,548		2042
2043	153,046	(7,730)	(21,797)		123,519		6.00%		0	123,519	920,067		2043
2044	154,577	(7,884)	(22,004)		124,688		6.00%		0	124,688	1,044,755		2044
2045	156,122	(8,042)	(22,212)		125,868		6.00%		0	125,868	1,170,623		2045
2046	157,684	(8,203)	(22,422)		127,058		6.00%		0	127,058	1,297,681		2046
2047	159,260	(8,367)	(22,634)		128,259		6.00%		0	128,259	1,425,941		2047
Total	3,688,393	(176,722)	(526,751)	0	2,984,921	960,000		598,980	1,558,980				Total



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City of Menasha
6/28/2018



This map based upon the data provided is neither a legally recorded map nor a survey and is intended for reference only.

N
1 inch = 100 feet
Scaled to 11" x 17" Paper Size



Proposed Multi-Tenant Building For:
Prime Space
Real Estate Development
City of Menasha, Wisconsin

Issue Date: 7/20/2018
Revisions:



2018 Community Video Program

Name: Don Merkes

Title: Mayor

Address: 100 Main Street

City, State, Zip: 100 Main Street Suite 200

Phone: (920) 967-3600

Email: dmerkes@ci.menasha.wi.us

Website: www.cityofmenasha-wi.gov

This agreement is between CGI Communications, Inc. ("CGI") and the City of Menasha (the "City") and shall remain in effect from the date it is signed by both parties until the third anniversary of the date that the completed and approved Community Video Program is made available for viewer access on different devices via a link on the www.cityofmenasha-wi.gov homepage, including any alternate versions of that home-page.

During the term of this Agreement, CGI shall:

- Produce a total of four video chapters with subject matter that includes but is not limited to: Welcome, Education, Healthy Living, Homes / Real Estate
- Provide one Community Organizations chapter to promote charities, nonprofits and community development organizations
- Provide script writing and video content consultation
- Send a videographer to City locations to shoot footage for the videos
- Reserve the right to use still images and photos for video production
- Provide all aspects of video production and editing, from raw footage to final video including professional voiceovers and background music
- Provide a final draft of Community Video Program content subject to City's approval (up to 3 sets of revisions allowed). CGI's request for approval of content or revision, including final draft, shall be deemed approved if no response is received by us within 30 days of request
- Provide our patented OneClick™ Technology and encode all videos into multiple streaming digital formats to play on all computer systems, browsers, and Internet connection speeds; recognized player formats include WindowsMedia™ and QuickTime™
- Store and stream all videos on CGI's dedicated server
- Feature business sponsors around the perimeter of video panels
- Be solely responsible for sponsorship fulfillment including all related aspects of marketing, production, printing, and distribution
- Facilitate viewer access of the Community Video Program from City website, including any alternate versions of City's homepage, for different devices, by providing HTML source code for a graphic link to be prominently displayed on the www.cityofmenasha-wi.gov website homepage as follows: "Coming Soon" graphic link designed to coordinate with existing website color theme to be provided within 10 business days of execution of this agreement. "Community Video Program" graphic link to be provided to replace the "Coming Soon" link upon completion and approval of videos
- Grant to City a license to use CGI's Line of Code to link to and/or stream the videos
- Own copyrights of the master Community Video Program
- Assume all costs for the Community Video Program
- Afford businesses the opportunity to purchase various digital media products and services from CGI and its affiliates

During the term of this Agreement, the City shall:

- Provide a letter of introduction for the program on City's letterhead
- Assist with the content and script for the Community Video Program
- Grant CGI the right to use City's name in connection with the preparation, production, and marketing of the Program
- Display the "Coming Soon" graphic link prominently on the www.cityofmenasha-wi.gov homepage within 10 business days of receipt of HTML source code
- Display the "Community Video Program" link prominently on its www.cityofmenasha-wi.gov homepage, including any alternate versions of your home page, for viewer access on different devices for the entire term of this agreement
- Ensure that this agreement remains valid and in force until the agreed upon expiration date, regardless of change in administration
- Grant full and exclusive streaming video rights for CGI and its subsidiaries, affiliates, successors and assigns to stream all video content produced by CGI for the Community Video Program
- Agree that the town will not knowingly submit any photograph, video, or other content that infringes on any third party's copyright, trademark or other intellectual property, privacy or publicity right for use in any video or other display comprising this program.

This Agreement constitutes the entire agreement of the parties and supersedes any and all prior communications, understandings and agreements, whether oral or written. No modification or claimed waiver of any provision shall be valid except by written amendment signed by the parties herein. City warrants that it is a tax exempt entity. The undersigned, have read and understand the above information and have full authority to sign this agreement.

The City of Menasha, WI

Signature:

Name (printed):

Title:

Date:

CGI Communications, Inc.

Name (printed): Nicole Rongo

Title: Vice President of Marketing and Acquisitions

Date: August 1, 2018

DATE

Dear Valued Business Owner:

The City of Menasha is excited to announce our new/continued partnership with CGI Communications, Inc. CGI will be creating a new series of professionally-produced videos to highlight everything our county has to offer residents, visitors, and business owners.

In addition to creating the videos, CGI is ensuring they are seen. Residents of Menasha stream high-quality video on every device, so it is more important than ever to embrace technology as mobile devices continue to shift the landscape of business. For many businesses, getting noticed online can be a challenge, however, **utilizing video dramatically improves visibility and drives more action to your website** than static pages, with the demand for video climbing even higher for users on mobile devices. Today, mobile usage has surpassed desktop usage and that number continues to climb. CGI Communications will ensure your video program is future-proof for years to come!

With an easily viewable interface on the official county website, this video program will encourage viewers to learn more about area attractions, economic development opportunities, quality of life, and the businesses supporting the program. The Video Tour on our website will backlink to CGI's www.elocallink.tv, which hosts the City Tour.

We are dedicated to highlighting the advantages of living and working in our county. We encourage you to consider participating in this program as it provides an exciting opportunity to showcase your business and utilize the power of video on your own website and social media pages.

To learn more about sponsorship opportunities or to request an appointment please e-mail BrandonB@cgicommunications.com.

Best Regards,

Signatory
Title

COMMUNITY SHOWCASE VIDEO PROGRAM

**DRIVING RESIDENTS, BUSINESS, AND
TOURISM TO YOUR COMMUNITY**



TO LEARN MORE ABOUT THIS PROGRAM

 **VISIT** www.mayors.tv
 **EMAIL** nicoler@cgicommunications.com
 **CALL** Vice President of Marketing and Acquisitions, Nicole Rongo at 800-398-3029 x203



cgicompany.com



COMMUNITY PROMOTION

The Community Showcase Video Program provides unique video content for municipalities to enhance their website. Delivered **FREE OF CHARGE**, our program is designed to meet the promotional needs of all communities, large and small.



COMMUNITY ORGANIZATIONS

CGI will provide an additional overview video that depicts the important role non-profits play in enriching the quality of life for residents each day. Non-profit organizations receive a **FREE** logo that links directly to their website, providing them with additional exposure through the community's participation.

CGI works directly with your community to produce a series of videos for your official website. The videos help communities promote tourism, educate and welcome new families and residents and attract new businesses.

Your Video Tour will include a message from your mayor (or other civic leader), and has additional content to highlight quality of life, recreation, business & industry, shopping & dining, and much more.

VIDEO TOUR



GOCAST™ MOBILE APP



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ORDINANCE O-21-18

AN ORDINANCE AMENDING TITLE 13, BY MAKING CERTAIN CHANGES TO THE DISTRICT

(455 Baldwin Street - Parcel #5-00497-00)

(435 Baldwin Street - Parcel #5-00498-00)

(981 Plank Road - Parcel #5-00500-00)

Introduced by Ald. Nichols on the recommendation of the Plan Commission.

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

SECTION 1: Zoning Map Amendment. The Zoning Ordinance Title 13 and Zoning District made a part thereof is hereby amended by changing the following properties from I-1 Heavy Industrial District to GU Government Use District, described as follows:

455 Baldwin Street - Parcel #5-00497-00 (Public Works Facility). A parcel of land lying partly in Southeast $\frac{1}{4}$ of the Northeast $\frac{1}{4}$ and partly in the Government Lot One (1) of Section 14, Township 20 North, Range 17 East and part of Government Lot Four (4) of Section 13, Township 20 North, Range 17 East as described in V1176 P255 & Document # 460594 R.O.D. not including the land described in Lot 1 CSM 6609 document 1593619 and being part of government lot One (1) of Section 14, Township 20 North, Range 17 East.

435 Baldwin Street - Parcel #5-00498-00 (Public Works Facility). A parcel of land lying partly in the Southeast $\frac{1}{4}$ of the Northeast $\frac{1}{4}$ and partly Government lot One (1) of Section 14, Township 20 North, Range 17 East, Fifth Ward, City of Menasha, Winnebago County, Wisconsin, being more particularly described as follows:

Commencing at the East $\frac{1}{4}$ corner of said Section 14; thence due West 33.00 feet to the West line of right-of-way of Melissa Street; thence South $0^{\circ} 47'$ East, 91.35 feet; thence due West 268.20 feet to the point of real beginning; thence North $27^{\circ} 32'$ West, 210.59 feet; thence South $59^{\circ} 48'$ West, 286.53 feet; thence south $27^{\circ} 32'$ East, 210.59 feet; thence North $59^{\circ} 48'$ East, 286.53 feet to the point of real beginning.

981 Plank Road - Parcel #5-00500-00 (Public Works Facility). Part of Southeast $\frac{1}{4}$ of the Northeast $\frac{1}{4}$ and partly in Government lot One (1) of Section 14, Township 20 North, Range 17 East as described in V1176 P2255 R.O.D.

SECTION 2: Effective Date. This amending Ordinance shall become effective upon its passage and publication as provided by law.



Passed and approved this ____ day of _____, 2018.

Recommended by: Ald. Nichols

Motion/Second:

Requires: Majority Vote

Donald Merkes, Mayor
ATTEST:

Deborah A. Galeazzi, City Clerk



ORDINANCE O-22-18

AN ORDINANCE AMENDING TITLE 2, CHAPTER 2 OF THE CODE OF ORDINANCES
(Mayor; Common Council)

INTRODUCED BY Aldermen Sevenich & Ted Grade

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

SECTION 1: Amend Title 2, Chapter 2, SEC 2-2-9 of the Code of Ordinances of the City of Menasha, Wisconsin as follows:

Title 2—Government and Administration
Chapter 2
(Mayor; Common Council)

...

SEC 2-2-9 SALARIES

...

- (e) The annual salary for the mayor shall be sixty four thousand and 00/100 dollars (\$64,000) until the 2020 term when it shall increase by one thousand five hundred dollars and 00/100 (\$1,500.00) each year for four years.

...

SECTION 2: This amending Ordinance shall take effect upon passage and publication as provided by law.

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



RESOLUTION R-29-18

A RESOLUTION LEVYING TAXES FOR THE PURPOSE OF PAYING THE OPERATING
EXPENSES FOR THE YEAR 2019 FOR THE CITY OF MENASHA

Introduced by Mayor Merkes

BY THE MAYOR AND COMMON COUNCIL OF THE CITY OF MENASHA, WISCONSIN,
RESOLVED:

That for the purpose of paying the City of Menasha operating expenses for the year 2019,
there is hereby levied on all taxable property in the City of Menasha the amount of
\$11,536,972.14 which includes \$1,172,264.13 in Tax Incremental Financing District Funds.

That for the purpose of paying the Menasha Joint School District and Appleton Area
School District tax as certified, there is hereby levied on all taxable property in the City of
Menasha the amount of \$12,204,814.61 which includes \$1,143,849.61 in Tax Incremental
Financing District Funds.

That for the purpose of paying the Fox Valley Technical College District tax as certified,
there is hereby levied on all taxable property in the City of Menasha the amount of
\$1,211,253.93 which includes \$121,019.89 in Tax Incremental Financing District Funds.

That for the purpose of paying the State of Wisconsin, Winnebago County and Calumet
County tax as certified, there is hereby levied on all taxable property of the City of Menasha the
amount of \$5,646,879.69 which includes \$556,997.51 in Tax Incremental Financing District
Funds.

AND IT IS FURTHER RESOLVED that the total of the above four levies in the amount
of \$30,599,920.37 shall be the 2018 tax levy on all real and personal property in the City of
Menasha.

AND IT IS FURTHER RESOLVED that a property tax mill rate for each taxing entity
will be established when the assessed valuation for each taxing entity has been properly certified.

AND BE IT FURTHER RESOLVED that the City Comptroller/Treasurer be, and hereby
is, authorized to prepare a tax roll for the City of Menasha for the year 2018 and spread the
above stated tax and State Lottery Credits, School Tax Credits and First Dollar Credits upon said
roll and the City Clerk is directed to sign a warrant for the collection of said tax.

Passed and approved this 19th day of November, 2018.

Recommended by: Mayor Merkes

Motion/Second:

Vote: _____

Pass/Fail: _____

Requires: Majority Vote

ATTEST:

Donald Merkes, Mayor

Deborah A. Galeazzi, City Clerk



RESOLUTION NO. R-30-18

A RESOLUTION OF THE CITY OF MENASHA ADOPTING ITS GENERAL, SPECIAL REVENUE, CAPITAL PROJECTS, DEBT SERVICE, ENTERPRISE, AND INTERNAL SERVICE FUNDS AND COMPONENT UNIT 2019 BUDGETS

Introduced by Mayor Merkes

WHEREAS, the Mayor has prepared, submitted, and recommended the Operating and Capital Improvements Program Budgets for the year 2019, wherein is listed anticipated expenditures for said year, which budgets have been filed with the Common Council and the City Clerk, and is available for public inspection; and

WHEREAS, the Common Council reviewed the various fund budgets for the year 2019 as prepared, reviewed, and modified and hereby adopted as follows:

<u>GENERAL FUND</u>	\$17,810,506
<u>SPECIAL REVENUE FUNDS</u>	
Housing Rehab/Façade Improvements	10,000
Marina	228,370
Park Development	40,000
Farm Fresh Market	12,838
Post Employment Sick Leave Reserve	80,000
Community Development Block Grant	76,100
Recycling	459,277
Library Endowment	45,000
Hattie Minor Scholarship	2,500
Public Safety Donations	5,000
Park & Recreation Donations	23,500

CAPITAL PROJECTS FUNDS

TIF District #4	\$59,445
TIF District #5	164,935
Capital Improvements	14,691,315
TIF District #6	217,257
TIF District #7	107,737
TIF District #8	70,612
TIF District #9	3,729,324
TIF District #10	183,945
TIF District #11	98,995
TIF District #12	1,373,687
TIF District #13	373,160

DEBT SERVICE FUND

4,301,334

ENTERPRISE FUNDS

Sewage Treatment Utility	1,954,522
Stormwater Utility	1,939,057

INTERNAL SERVICE FUNDS

Public Works Facility	1,033,293
Property & Liability Insurance	169,031
Self-Funded Dental Insurance	122,500
Street Equipment	534,000
Information Technology	400,890

COMPONENT UNIT

Redevelopment Authority	<u>577,752</u>
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Total Funds Budgets for 2019

\$50,895,882

BE IT FURTHER RESOLVED that there is hereby appropriated for the various purposes set up in said budgets the sums all as set forth for each fund.

BE IT FURTHER RESOLVED that this resolution shall be in force from and after its passage and publication as provided by law.

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



RESOLUTION R-31-18

RESOLUTION AUTHORIZING 2019 GENERAL OBLIGATION BORROWING AND THE
ISSUANCE OF CERTIFICATE OF INDEBTEDNESS AND LEVYING A TAX IN
CONNECTION THEREWITH

Introduced by Mayor Merkes

WHEREAS, The City of Menasha Common Council has included a general obligation borrowing of \$1,558,752 in the 2019 budget for the purpose of general capital improvements; and,

WHEREAS, The City of Menasha Common Council has included a general obligation borrowing of \$10,740,000 in the 2019 budget for the purpose of constructing a new public works facility; and,

WHEREAS, The City of Menasha Common Council has included a general obligation borrowing of \$2,438,457 in the 2019 budget for the purpose of TID #9 capital improvements; and,

WHEREAS, The City of Menasha Common Council has included a general obligation borrowing of \$421,500 in the 2019 budget for the purpose of TID #10 capital improvements; and,

WHEREAS, The City of Menasha Common Council has included a general obligation borrowing of \$431,419 in the 2019 budget for the purpose of TID #12 capital improvements; and,

WHEREAS, The City of Menasha is regularly monitoring existing debt obligations and analyzing the obligations for the potential of interest savings that can be achieved through refinancing.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Common Council authorizing and directing the Director of Administrative Services to proceed with the following: the new money, general obligation borrowing of \$15,590,128 for 2019; and the analysis and refinancing of any additional existing debt that will save the City money on interest costs in 2019 and beyond.

AND IT IS FURTHER RESOLVED that the Administrative Services Director will present all formal borrowing requests to Council for proper authorization when the timing is appropriate in 2019.

Passed and approved this 19th day of November, 2018.

Recommended by:

Motion/Second:

Vote: _____

Pass/Fail: _____

Requires: ___ Majority Vote
 ___ 2/3 Vote

Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk