

**CITY OF MENASHA
COMMON COUNCIL
First Floor Conference Room
100 Main Street
Monday, December 17, 2018
Meeting 6:00 PM
AGENDA**

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL
- D. PUBLIC HEARING
- E. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY
(five (5) minute time limit for each person)
- F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS
 - 1. PHD McKenney—Project Adam Presentation by UW Oshkosh College of Nursing Students, Jodi Koplitz, MSN, RN, Instructor
 - 2. Clerk Galeazzi - the following minutes and communications have been received and placed on file:
 - Minutes to receive:
 - a. Administration Committee, 12/3/2018
 - b. Board of Health, 11/9/2018
 - c. Board of Public Works, 12/3/2018
 - d. Committee on Aging, 11/9/2018
 - e. Library Board, 11/28/2018
 - f. Parks and Recreation Board, 12/11/2018
 - g. Plan Commission, 12/4/2018
 - h. Redevelopment Authority, 12/4/2018
 - i. Water & Light Commission, 11/28/2018
 - Communications:
 - j. Required Anti-Harassment Training w/CVMIC Memorandum, 12/13/2018, HRC Huber
 - k. Survey Regarding City of Menasha's Outdoor Recreation Plan Press Release, 12/12/2018
 - l. Update on Temporary Borrowing from the City of Menasha to the Menasha Joint School District between November-December 2018 (will not be needed for 2018) Memorandum, 12/13/2018, ASD Jacobs
 - m. Fox Cities Marathon Donation/Pedestrian Crossing Signs Memorandum, 12/12/2018, Chief Styka
 - n. Update on 2018 Public Fire Protection Charges billed to City of Menasha from Harrison Utilities (formerly Waverly Sanitary District) Memorandum, 12/13/2018, ASD Jacobs
- G. CONSENT AGENDA
(Prior to voting on the Consent Agenda, items on the Consent Agenda may be removed at the request of any Alderman and placed immediately following action on the Consent Agenda. The procedures to follow for the Consent Agenda are: (a) removal of items from Consent Agenda; and (b) motion to approve the items from Consent Agenda.)

Minutes to approve:

1. Common Council, 12/3/2018
Administration Committee, 12/3/2018, Recommends the Approval of:
2. Service Contract between the City of Menasha and Fox Valley Humane Association, LTD.
Board of Public Works, 12/3/2018, Recommends the Approval of:
3. The sidewalk on the west side of Willow Lane extending to Nicolet Blvd.
Parks and Recreation Board, 12/11/2018 Recommends the Approval of:
4. 2019-2020 Reciprocity Agreement with the Village of Fox Crossing
Plan Commission, 12/4/2018, Recommends the Approval of:
5. Certified Survey Map as proposed consolidating 10 Tayco Street and 12 Tayco Street (3-00845-00 and 3-00844-00)

H. ITEMS REMOVED FROM THE CONSENT AGENDA

I. ACTION ITEMS

1. Accounts payable and payroll for the term of 12/4/2018—12/13/2018 in the amount of \$644,530.83
2. Beverage Operators License Applications for the 2017-2019 licensing period.
3. Accept Water Street Corridor Proposal by Neighborhood Planners in the amount of \$23,500

J. HELD OVER BUSINESS

K. ORDINANCES AND RESOLUTIONS

1. O-23-18 An Ordinance Repealing and Recreating Title 10, Chapter 1, Article B, Section 10-1-13 of the Code of Ordinances (One-way Streets); Introduced by Alderman Krueger; Recommended by Board of Public Works
2. R-32-18 A Resolution Pertaining to Sewer Service Charges and Surcharges; Introduced by Alderman Krueger; Recommended by Board of Public Works
3. R-33-18 A Resolution Approving 2019 Operating Budget Adjustments, for the Purpose of Redistributing the Reduction in the Banked Sick Leave and Health Insurance Fringe Benefit Adjustments Across the Various Departments and Programs Identified in the 2019 General Fund Budget; Introduced by Mayor Merkes

L. APPOINTMENTS

1. Mayoral Appointment of Jessica Crane to the Board of Review for the term of 12/17/2018—7/1/2020
2. Mayoral Appointment of Joanne Roush to the Board of Appeals for the term of 12/17/2018—2/1/2021

M. CLAIMS AGAINST THE CITY

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

O. RECESS TO COMMITTEES

P. ACTION ITEMS

1. Adjourn into Closed Session pursuant to Wis. Stats. 19.85(1)(f) Considering financial data of specific 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 data (198 River Street—Personal Guarantee of Christine A. Sohns)
2. May Reconvene into Open Session to take action on items discussed in Closed Session

Q. ADJOURNMENT

MEETING NOTICE
Monday, January 7, 2019
Common Council Meeting – 6:00 p.m.
Committee Meetings to Follow

CITY OF MENASHA
ADMINISTRATION COMMITTEE
First Floor Conference Room
100 Main Street, Menasha
December 3, 2018
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Nichols at 6:56 p.m.

B. ROLL CALL

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

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

C. MINUTES TO APPROVE

1. Administration Committee, 11/5/18

Moved by Ald. Ropella seconded by Ald. Ted Grade to approve minutes.

Motion carried on voice vote.

D. DISCUSSION/ACTION ITEMS

1. Service Contract between the City of Menasha and Fox Valley Humane Association, LTD.

PC Styka explained the terms of the contract with Fox Valley Humane Association. The terms are the same as previous years. All the rates, except for one, will be decreasing and the automatic increase of 3% each year of the contract has been removed.

Moved by Ald. Ropella seconded by Ald. Tom Grade to recommend to Common Council Service Contract between the City of Menasha and Fox Valley Humane Association, LTD.

Motion carried on roll call 8-0.

E. ADJOURNMENT

Moved by Ald. Taylor seconded by Ald. Ted Grade to adjourn at 6:59 p.m.

Motion carried on voice vote.

Deborah A. Galeazzi, WCMC
City Clerk

CITY OF MENASHA BOARD OF HEALTH

Minutes

November 9th, 2018

A. Meeting called to order at 8:16 AM by Nancy McKenney.

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

Excused: Candyce Rusin, Lori Asmus

Staff: Kortney Dahm, Mary Fritz, Linda Palmbach, Meghan Pauly, Claire Opsteen

Guest: Linda Stoll

C. MINUTES TO APPROVE

Teresa Rudolph moved to approve the October 12, 2018 minutes, seconded by Kristene Stacker, motion passed

D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

Administrative: Budgets and Contracts: Nancy McKenney updated the Board of Health on the Budget Session and DHS DPH 2018-2019 contracts. **Correspondence/Communization:** The Health Department received approval from the Administration Committee and Common Council (11-05-18) to apply for a DHS DPH grant titled: **Enhancing Public Health Preparedness: The Opioid Epidemic**. The maximum award is \$20,000. She also reported that approval was received to 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). **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: – No Report

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

Environmental Health Programs: Nancy McKenney reported the Brin building will be demolished.

Communicable Disease Reports: Kortney Dahm RN, Public Health Nurse & Linda Palmbach RN, Public Health Nurse reviewed the October 2018 and January –October 2018 Communicable Disease reports.

School Health: School Absences remain low.

Health Screening 60+ Program: Meghan Pauly gave an update on Senior Center programs. Meghan is working on the 2019 Senior Center Calendar. Vascular screening will be held on February 6th.

Dental Program: Claire Opsteen reported she is process of doing fluoride varnishes.

Dental Sealant Program: Sealants will start in January 2019

Lead Prevention Program: No Report

Prevention: Kristine Jacobson is in the process of planning the 5th annual Corny Community Walk and strategic planning for the Health Department. The goal for 2019 is to have three sites designated for Breast Feeding.

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: Additional influenza vaccine was purchased due to increased vaccination rates. Regular monthly immunization clinics are being offered.

Emergency Preparedness: Kristine Jacobsen is working on After Action Report for the 2018 Mass influenza Clinic.

Twenty Four/Seven: No Report

Senior Center: No Report

E. ACTION ITEMS

Policy and Procedure Review: Linda Palmbach, PHN, updated the Board of Health on changes made to Child Passenger Safety and TB Policy/Procedures. The following procedures were reviewed: Child Passenger Safety; TB: Accessing

Services; Packaging of Laboratory Specimens TB Directly Observed Therapy; TB Sputum Testing; TB Isolation; TB Confinement; TB Risk Assessment Form; TB Voluntary Isolation Contract; TB Release from Isolation/Confinement.

F. HELD OVER BUSINESS: None

G. ADJOURNMENT: Nancy McKenney moved to adjourn the meeting, seconded by Teresa Rudolph. Motion passed. The next meeting will be on Friday December 7, 2018 at 10:30 a.m.

CITY OF MENASHA
BOARD OF PUBLIC WORKS
First Floor Conference Room
100 Main Street, Menasha
December 3, 2018
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Krueger at 7:04 p.m.

B. ROLL CALL

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

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

C. MINUTES TO APPROVE

1. November 5, 2018

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

Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

1. Willow Lane Sidewalk

DPW Radomski explained Willow Lane is scheduled for street reconstruction in 2019. Currently there is sidewalk on a portion of the west side of Willow Lane and no sidewalk on the east side. According to the City's sidewalk policy, sidewalk should be install on the entire west side of Willow Lane between Keyes Street and Nicolet Blvd. Sidewalks would not be installed on the east side due to the canal on the east side. The sidewalk work would be included within the contract and would not be assessed to the property owners.

Moved by Ald. Langdon seconded by Ald. Sevenich to recommend to Common Council the sidewalk on the west side of Willow Lane be extended to Nicolet Blvd.

General discussion ensued on driveway aprons being engineered to grades along the street, some utility poles being relocated, staff working with property owners on existing landscaping that is in right of way, and pedestrian safety.

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

2. Broad Street – Racine Street to De Pere Street – 2-Way Street

DPW Radomski explained with Broad Street from Racine Street to Appleton Street scheduled for resurfacing in 2019 and the Department of Transportation moving forward with reconfiguring the intersection of Racine Street and Broad Street, staff is recommending Broad Street be turned into a two-way street between Racine Street and De Pere Street. The two-way roadway would be implemented after the resurfacing project is complete in 2019.

Moved by Ald. Langdon seconded by Ald. Ted Grade to recommend to Common Council Broad Street from Racine Street to De Pere Street be changed to a two-way street.

General discussion ensued on signage, type of island that will be installed at the intersection of Racine Street and Broad Street, angle parking at businesses on Broad Street, timeframe of the project, restricting turns at the intersection, and notifying residents of the change.

Moved by Ald. Taylor seconded by Ald. Sevenich to direct Public Works Department to notify by mail residents and property owners in the 500 and 600 blocks of Broad Street, and businesses at Racine Street and Broad Street intersection, of proposed change from one-way to two way street, and the notices should be mailed by December 5, 2018. General discussion ensued on type of notice to send. Motion carried on roll call 7-1. Ald. Nichols voted no.

Original motion carried on roll call 8-0.

3. R-32-18 Resolution Pertaining to Sewer Service Charges and Surcharges
DPW Radomski explained the sewer user charge rates have not been updated since 2013. The proposed updates are to increase the volume charge and revise the domestic strength concentrations for Biological Oxygen Demand (BOD) and Suspended Solids (SS). The updates are based on Neenah-Menasha Sewerage Commission charges and are necessary to maintain projects.

Moved by Ald. Krueger seconded by Ald. Langdon to recommend to Common Council R-32-18 Resolution Pertaining to Sewer Service Charges and Surcharges. Motion carried on roll call 8-0.

E. ADJOURNMENT

Moved by Ald. Langdon seconded by Ald. Taylor to adjourn at 7:27 p.m. Motion carried on voice vote.

Deborah A. Galeazzi, WCMC
City Clerk

CITY OF MENASHA
COMMITTEE ON AGING
November 9th, 2018
Minutes

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

B. ROLL CALL: Present: Joyce Klundt, Brenda Marks, Tom Stoffel and Nancy McKenney, Cheryl Richard, Pat Irwin
Excused: Beatrice Kohanski
Guests: Meghan Pauly, Kristine Jacobsen

C. MINUTES TO BE APPROVED: Tom Stoffel moved to approve the October 12th, 2018 minutes, seconded by Brenda Marks. Motion passed.

E CORRESPONDENCE: N/A

F. REPORT OF DEPT HEADS/STAFF/CONSULTANTS:

Senior Center: Cheryl was unable to report on numbers for the Senior Center. Cheryl discussed partnering with the library, which is part of the strategic plan for the Senior Center. Cheryl discussed the fall Tai Chi class and how it will be improved next time. Cheryl announced that the YMCA has agreed to invest \$1,200 for Schedule Plus, a program to track who and where people are coming from in the Fox Valley.

Public Health and Health Screening 60+ Grant: Meghan Pauly stated that 132 people attended 60+ grant programs with 232 services provided. Cheryl and Meghan are working on the Lunch and Learn schedule for 2019. Meghan is working with doctors to put together the screening schedule for 2019. 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. Kristine ordered the box lunches. Kristine asked the COA to help with outreach material to put on Facebook, and the Senior Center Facebook page. Kristine also announced that the Health Department applied for a \$1200.00 mini grant to receive Emergency Preparedness tool-kits for Lunch and Learns.

Policies and Procedures Discussion: No report

G. NEW BUSINESS: Nancy McKenney reviewed the Common Council budget PowerPoint with the COA. Nancy announced that a Park and Rec Coordinator was proposed to be hired at the beginning of 2019. This position will help the City coordinate and promote recreational programs, including the Senior Center and the Library.

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: Brenda Marks moved to adjourn the meeting. Joyce Klundt seconded the motion. Motion passed.

The next meeting will be held on Friday, December 7th at 1:00pm at the Menasha Health Department on 100 Main Street Menasha, WI.

ELISHA D. SMITH PUBLIC LIBRARY BOARD OF TRUSTEES

Elisha D. Smith Public Library

Gegan Board Room

November 28, 2018

Called to order at 4:02pm by Chairman Englebert

Present: Chairman Englebert, Vice Chairman Golz, Secretary Halverson, Trustee Lane, Trustee Schwerbel, Trustee Turner, and Trustee Witt (joined the meeting at 4:04pm)

Absent: Trustee Franzoi, Ad Hoc Trustee Hermans, Superintendent of Schools VanderHeyden, and Teen Representative Genz

Also Present: Director Lenz and Business Manager Dreyer

Public Comment/Communication

None

Consent Business

Motion made by Halverson, seconded by Golz to approve the Library Board meeting minutes from October 24, 2018. Motion carried unanimously.

Authorization of Bills

The invoice from MEI Total Elevator Solutions was to repair the freight elevator. Motion made by Golz, seconded by Lane to authorize payment of the November 2018 bills from the 2018 budget, endowment, and WALs fund. Motion carried unanimously.

Unfinished Business

On Monday, November 19, the Common Council approved the city's 2019 budget with no changes to the operating expenses and capital improvement budget request the board approved in September. There were changes to the health insurance coverage for eligible employees that opt into the plan. A statement of the changes was distributed. The Council also approved a 2.25% cost of living adjustment for non-represented city employees excluding library employees. Motion made by Schwerbel, seconded by Witt to approve a 2.25% cost of living adjustment for library employees. Motion carried unanimously.

New Business

1. October Statistics.

Overall circulation is down 3.1% for the year while digital materials continues to climb (31.6%). Meeting room use is up 14%, reference questions are up 14%, and program attendance is down 6.6%.

2. 2018 Budget Status.

The budget status as of November 13, 2018 was reviewed. It includes what was spent last year at this time, what was spend at the end of last year for each line item, a projected total for the end of this year and the difference between budgeted and projected. A sprinkler head needed to be moved during construction of the new study room, and both study rooms will have new carpet installed in January. Cell phone boosters will be installed in the library lower level. Deputy Director Alix is working with Kone on the remaining invoices for elevator repairs from the beginning of the year.

3. Committee / Staff Reports.

- The Children's Department's Fall Reading Club report was distributed.
- The Ad Hoc Strategic Planning Committee met prior to this meeting. There were 45 participants at the Community Input Sessions. They will be seeking additional information from families with kids, teachers, and millennials. They will be meeting again in December, after the board meeting. Reminder that the SWOT Analysis with all trustees will be held on Monday, January 7, from 4:00 to 6:00pm and the GAP Analysis on Wednesday, February 13, from 4:00 to 6:00pm.
- Adult Services Supervisor Bongers, Chairman Englebert and Director Lenz attended the Wisconsin Library Association convention in La Crosse last month.
- A video game collection was proposed, which would include games with an ESRB rating of T for Teen or less and no first-person shooter games. We will seek the advice of other libraries as to

the platforms. Motion made by Turner, seconded by Schwerbel to approve starting a new video game collection. Motion carried unanimously.

- We received another installment of a grant from Faith Technologies which we would like to use to contract with tutor.com. This service is for anyone from kindergarten age through adult and can be used for those struggling with homework, study for the GED, SAT and ACT, help with Spanish and review papers, resumes and cover letters. The website also has practice tests. A Menasha library card is required to use this service.
- November's Food for Fines generated many boxes of food for the Double Portions Soup Kitchen. The fines waived during that drive totaled \$1,114.22
- Matt Tessmer was hired to replace a casual time Library Assistant.
- Elizabeth Eisen agreed to represent Menasha on the Winnefox Board of Trustees.
- A committee to merge OWLSnet and WALIS is working on a possible governance structure. The committee recommended that Winnefox libraries remove local holds as an experiment. OWLS libraries do not have local holds. We are encouraging patrons to place holds and sign up for the Favorite Author Club.
- We will add a discussion about the compressor to next month's meeting agenda.
- Building updates:
 - A new study room has been added. For booking purposes, we'd like to name the two rooms and propose calling them the Winnebago Room and the Butte Des Morts Room. Motion made by Schwerbel, seconded by Witt to approve the names of the study rooms. Motion carries unanimously.
 - Gallery lights have been installed above the art wall.
 - The security cameras have been updated.
 - Floor re-arrangement: The alcove on the left as you enter the main concourse will be used for Menasha and Wisconsin history archives with a permanent local history display. Spanish fiction and nonfiction will move to the start of the fiction area, where seating is available in the Fireside Room. Large prints will be moving to the start of nonfiction.

Action Items

Our December Board of Trustees meeting will be moved to Wednesday, December 19, at 1:15pm with the Ad Hoc Strategic Planning Committee meeting immediately following.

Adjournment

Motion to adjourn made at 5:09pm by Franzoi, seconded by Halverson. Motion carried unanimously.

Respectfully submitted by Kathy Dreyer, recording Secretary

CITY OF MENASHA
Parks and Recreation Board
100 Main Street
First Floor, Room 132
December 11, 2018
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order by Chr. D Sturm at 6:05pm.

B. ROLL CALL/EXCUSED ABSENCES

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

MEMBERS ABSENT: Melissa Zwach

OTHERS PRESENT: PRD Tungate, DD Alix

C. MINUTES TO APPROVE

1. **Minutes of the November 13, 2018 Park Board Meeting:** Moved by Ald. T. Grade, seconded by L. Hopwood to approve the minutes of the November 13 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 progress made on the Treatment Plant trail, cameras are expected to be installed early in 2019. Director is working on a job description for a new part-time Recreation Supervisor position, an online survey seeking public input on the city's park system is now live. The survey will continue for at least the next two months. Hiring for the ice rink is also occurring. If the weather cooperates, the goal is to have the rink up and running over the holiday break.
2. **Park, Pool and Vandalism Report:** DD Alix was present and spoke about preparing for the Dec. 7 Holiday Hayride, staff planted about 50 arborvitae as part of the Treatment Plant trail project. Staff will be meeting soon to get a start on the Smith Park restroom rehabilitation. Tree trimming has been ongoing. Staff plans to identify ash trees that are in good to excellent condition. Chemical treatment is being considered for these trees as a way to mitigate the impact of the upcoming loss of so many public trees within the city. Several cities have treated trees successfully.

F. DISCUSSION

1. **Holiday Hayride Review:** PRD Tungate reported that despite cooler temperatures, this year's hayride was successful. All the rides were sold out. A new vendor for reindeer was used this year.
2. **Jefferson Park Playground and Parking Lot Update:** PRD Tungate reported that staff is working with an equipment vendor on producing a conceptual, eye-catching rendering of a light-house themed play system that will be suitable for fundraising purposes. This rendering will be done soon and will hopefully produce the fundraising dollars needed for the project to move forward in 2019. Staff and its consultant, Ayres Associates, have been working on a lot design that will meet the city's stormwater ordinance. A couple of test pits were recently dug near the pavilion lot to give engineers information on the soil in the area and how this would affect water infiltration.
3. **Province Terrace Trail Update:** PRD Tungate reported that this project will go out for bid this week. A pre-

bid meeting is scheduled for the week of December 17. The goal is to award this project by January which would allow contractors to potentially work off the ice and potentially save costs on mobilization and the use of more costly equipment.

G. ACTION ITEMS

1. **Motion to approve agreement for reciprocity between the City of Menasha and Village of Fox Crossing Parks and Recreation Departments for 2019-2020:** Moved by Ald. T. Grade, seconded by B. Adesso to approve the motion as written. The Board strongly supported a two year agreement, which they understood is a great benefit to city residents. Of note was the high number of park shelter and community center rentals by resident groups. 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 7:16pm. Motion carried.

CITY OF MENASHA
Plan Commission
Menasha City Center, Room 133 – 100 Main Street
December 4, 2018
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order at 3:33 PM by Mayor Merkes.

B. ROLL CALL/EXCUSED ABSENCES

PLAN COMMISSION MEMBERS PRESENT: Mayor Merkes, Alderperson Rebecca Nichols, DPW Radomski, and Commissioners Benner and Cruickshank.

PLAN COMMISSION MEMBERS EXCUSED: Commissioners Homan and Sturm.

OTHERS PRESENT: CDD Schroeder, AP Stephenson, Ken Kubiak (1214 Fieldview Dr), Sandra Dabill-Taylor (545 Broad St), Jeff Schweitzer (670 Lake Park Rd - Community First Credit Union), and Ezra Poss (Representing 1000 Third St).

C. MINUTES TO APPROVE

1. Minutes of November 6, 2018 Plan Commission Meeting

Alderman Nichols made a motion to approve the minutes of the November 6, 2018 Plan Commission Meeting with the following changes:

- Under Item F.2. to add that discussion was had about the possibility of combining 638 Third Street with the Third Street Dinner Property and that combining these lots would allow for a larger commercial development.

The motion was seconded by Comm. Benner. The motion carried.

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

Five (5) minute time limit for each person

Public Comments were taken throughout the meeting.

E. DISCUSSION / ACTION ITEMS

1. Rezone 638 Third Street – Parcel 4-0114-00 (tabled at 11/6/18 meeting)

AP Stephenson informed the Plan Commission that no new development had occurred with 638 Third Street and the owner of 638 Third Street wished to have more time to come up with a plan for the redevelopment of the parcel. No action was taken.

2. Certified Survey Map – 10 and 12 Tayco Street – Tayco Tap

Item E-2 was moved by Mayor Merkes to the first discussion item at 3:36 PM

AP Stephenson gave a brief background on 10 and 12 Tayco Street. The owner of 10 Tayco Street (Tayco Tap) purchased the former Hungry Bull property at 12 Tayco Street which they then had demolished. Now the applicant is requesting that 10 and 12 Tayco Street, parcels 3-00845-00 and 3-0044-00, be combined via Certified Survey Map.

Alderman Nichols made a motion to approve the Certified Survey map as proposed consolidating lots 10 Tayco Street and 12 Tayco Street (3-00845-00 and 3-00844-00). The motion was seconded by DPW Radomski. The motion carried.

3. Site Plan Review – 1000 Third Street – Third Street Apartments

AP Stephenson gave a brief background on item E-3. Ezra Poss, in conjunction with Logan Rankin, have submitted an application for a façade plan review to allow exterior renovation of 1000 Third

Street apartment complex. The renovation is an effort by the owner to make the building more aesthetically appealing and match the adjacent structures in the Third Street Apartments Campus. The existing western most apartment has vinyl siding and vinyl windows. The owner wishes for both buildings to be of the same material and architectural style. In addition the existing building at 1000 Third Street is in need of exterior maintenance and the new vinyl siding will help to ameliorate this issue. By ordinance any alteration of more than 15 percent of the exterior wall area shall require a site plan approval by Plan Commission. Staff explained that the existing development could be considered a campus setting allowing for the Plan Commission to approval alternative materials to be compatible with the common theme and adjacent buildings.

Ezra Poss, 1000 Third Street, informed the commission his wish to replace the siding on 1000 Third Street and brought a sample of the proposed siding for the Commission to look at.

The Commission discussed the proposed siding alteration with the following items being discussed:

- The durability of the siding.
- The longevity of the siding.
- The redevelopment efforts on that side of town.
- The need to make the building aesthetically appealing.
- The need to maintain the building and fix any existing damage.
- Additional landscaping.
- The existing trail.

Comm. Cruickshank suggested that the building will be more architecturally appealing if the stone façade was not put on the end of the building but rather along the three sides of the protruding door entry ways. The commission agreed with Comm. Cruickshank.

A motion was made by Comm. Cruickshank to approve the site plan request as presented, allowing the installation of vinyl siding on 1000 Third Street (parcel #5-00515-00) with the following conditions:

- The stone vinyl siding on the end of 1000 Third Street be removed and rather placed on all three sides of the protruding door entries.

The motion was seconded by Alderman Nichols. The motion carried.

4. Certified Survey Map – 140 Main Street

CDD Schroeder provided background to the request in front of the Commission. Following the approval of the disposition of the former City Hall property at 140 Main Street, it was noted that a CSM shall be completed to align the property line with the building edge allowing the Mural wall to remain within Public Right-of-way. This CSM would do just that and then dedicate the remaining “leftover” parcel which now contains the active Chute Street as official road right-of-way.

Discussion over 140 Main Street ensued with the following items being discussed:

- Pros and Cons to Curtis Reed Square being a separate parcel versus within the public right-of-way
- The McClone building property at 150 Main Street
- The rules for a dedicated park vs. public right of way

The Commission felt that there were too many unanswered questions for approval of this item and they wanted to see it come back on the next meeting’s agenda.

No action was taken.

5. Sign Ordinance Discussion – Electronic Message Centers

CDD Schroeder gave an update on the sign ordinance and electronic messaging center for the City of Menasha. The City of Menasha has had a number of sign variance requests this year. All of these variances have been granted by the Board of Appeals. Staff was given direction by the Board of Appeals to bring forward the discussion to Plan Commission to review the City of Menasha Sign Code to see if amendments are needed to more properly meet today's need and surrounding municipalities.

General discussion ensued with the following items being discussed:

- The hardship for the variance requests.
- What other communities sign code looks like.
- What other communities electronic messaging center restrictions are.
- When the City of Menasha Sign Code was last updated.
- The need to keep up with changing technology.

Jeff Schweitzer, Community First Credit Union, informed the Commission that he was one of the variance requests that were granted for a full color electronic messaging center. Community First Credit Union has put up five EMCs in the past year in different communities and none of them had as restrictive regulations as the City of Menasha. He urged the Commission to look at updating the City ordinance.

Sandra Dabill-Taylor, 545 Broad Street, told the Commission that as a resident she liked the restrictive nature of our code and felt that it helped protect residential properties. She urged the Commission to keep the restrictions. Many other communities allow very large electronic signs that create a traffic hazard and distract drivers from the road. In addition, the very bright lights hurt neighboring residential properties.

Ken Kubiak, 1214 Fieldview Drive, informed the Commission that he is one of the Board of Appeals members and feels that the sign ordinance must be updated. The City's ordinance is too restrictive and we are the only community that enforces such an ordinance. He felt that the City must update the ordinance to keep up with change in technology and the City cannot be the only municipality outlawing certain types of EMC signs.

Due to other scheduled meetings, the discussion on the City's Sign Ordinance paused and will be continued at future meetings.

No action was taken.

6. Draft 2019 Meeting Calendar

A draft calendar was presented to the Plan Commission for 2019's meeting dates.

F. COMMUNICATION

1. Set Next Meeting

The next meeting was set for Tuesday, January 8, 2019 at 3:30 PM.

G. ADJOURNMENT

A motion was made by Comm. Benner, seconded by DPW Radomski, to adjourn the meeting at 5:05 PM. The motion carried.

Minutes respectfully submitted by AP Stephenson.

**CITY OF MENASHA
Redevelopment Authority
100 Main Street – Room 133
December 4, 2018
DRAFT MINUTES**

A. CALL TO ORDER

The meeting was called to order at 5:07 PM by Chairperson Kim Vanderhyden.

B. ROLL CALL/EXCUSED ABSENCES

REDEVELOPMENT AUTHORITY MEMBERS PRESENT: Chairman Kim Vanderhyden, Alderperson Rebecca Nichols, Kip Golden, Matt Vanderlinden, Gail Popp, and Bob Stevens

REDEVELOPMENT AUTHORITY MEMBERS EXCUSED: Shane Correll

OTHERS PRESENT: CDD Sam Schroeder, AP Joe Stephenson, Attorney Pam Captain, ASD John Jacobs, Mayor Merkes, and John Bergstrom (Representing Lake Park Swim and Fitness).

C. MINUTES TO APPROVE

1. Minutes of the November 5, 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 Bob Stevens. 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

Chairman abstained from discussion and left the room. The chair was given to Alderperson Nichols for the duration of item E-1 at 5:04 PM.

CDD Schroeder gave a background on counter offer to purchase lots 10 and 11 Lake Park Square. The counter offer from Lake Park Swim and Fitness, LLC Dated 11/10/2018: is an offer to purchase lots 10 and 11 of Lake Park Square for \$125,000 and with the following:

- 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 3 years of the closure date.
- The value of any development on the two lots shall be a minimum of \$220,000 per acre.
- There shall be no assignment or resale of the property to a non-profit organization as recorded with the deed.

The RDA discussed the offer in detail with the following items being discussed:

- The potential project.
- The RDAs lack of lot sales.
- Recent business activity at Lake Park Square.
- RDA Debt.

John Bergstrom, representing Lake Park Swim and Fitness, LLC, informed the RDA that him and his group of investors do not have a project for the two lots but will be aggressively marketing the lots. The intention of the acquisition is to allow the marketing for a larger project.

Bob Stevens made a motion to accept the counter from Lake Park Swim and Fitness LLC. The motion was seconded by Matt Vanderlinden.

Discussion ensued about who would pay the taxes on the property should they not close before the end of the year.

Mr. Bergstrom indicated that due to the timing, it might be hard to close before January 1st but in good faith should closing not happen, they would be willing to also pay next year's taxes.

Matt Vanderlinden made a motion to amend the previous motion with the following: should the closing of the property not happen prior to 2018 years end, Lake Park Swim and Fitness, LLC shall make a comparable payment in lieu of taxes (PILOT) based upon the future assessed value of the lots. The motion for an amendment was seconded by Kip Golden. The motion carried.

A vote was then taken on the original motion with the amendment. The motion carried.

At 5:30 PM Gail Popp entered the meeting.

2. Listing Agreement – Lake Park Square

Alderson Nichols made a motion to approve the listing agreement amendment with NAI Pfefferle for Lake Park Road extending the agreement one year excluding the lots just sold to Lake Park Swim and Fitness LLC, Lots 10 and 11. In addition the county on the listing contract will be changed from Winnebago to Calumet County. The motion was seconded by Gail Popp. The motion carried.

3. Development Agreements Between the Redevelopment Authority of the City of Menasha and Van's Reality and Construction

CDD Schroeder gave a brief background on the development agreement between the RDA and Van's Reality and Construction (Van's). Through this development agreement Vans, purchased 5 lots. In addition, Van's also executed its option on 1 other lot. Having sold 2 homes, having 3 lots currently under construction and the 6th remaining vacant, Van's is requesting the agreement to construct and sell these homes be extended one year to allow the completion and extension of the builders credit. In addition to this request, Van's would agree to purchase the remaining 4 option lots which will then be constructed and sold over the course of the next two years and be eligible for the agreed upon builders credit.

Attorney Captain informed the RDA that she believes the option Lot 70 is not eligible for the builders credit.

The RDA felt that Van's was doing a good job building and selling lots. Van's has proven they can properly market the Lake Park Villas Development but the RDA also wanted to make sure that Van's proposal was more fully vetted by staff and an official amendment be brought to the following meeting.

No action was taken with anticipation that this item will be brought forward at the next RDA meeting.

4. Public Works Facility USDA Loan Update

5. USDA Loan Application

Items E-4 and E-5 were talked about in conjunction with each other.

ASD John Jacobs presented new information regarding the USDA loan application for the Public Works Facility. The first process to use the USDA loan is to be preapproved. ASD Jacobs has filled out all the paper work to be preapproved by the USDA loan. Before the paper work can be sent in the Chairperson of the RDA must sign the documents and allow the preapproval application to be sent in. The RDA does not need to pass a formal resolution at this time.

A motion was made by Alderperson Nichols to approve the application for the USDA Loan for the Public Works Facility and authorizes the chairperson to sign the required documents.

CDD Schroeder indicated, which was acknowledged by ASD Jacobs, that a resolution officially approving and accepting the USDA loan will be brought back to the RDA for its consideration before bids for the public works facility are accepted.

The motion was seconded by Bob Stevens. The motion carried.

6. Lawson Canal Discussion

CDD Schroeder informed the RDA that no new developments had occurred with the Lawson Canal. The City Council has approved staff to continue the investigation into acquiring the Lawson Canal. No action was taken.

7. Banta/RR Donnelley Property – 460 Ahnaip Street

CDD Schroeder informed the RDA that there minor progress and conversations with the DOT continue following the acceptance of the environmental procedure and the public information meeting held on November 28, 2018. Over the next several months, staff will start real estate discussions with the Dot and ensure that updates are brought forward to the RDA for discussion. No action was taken.

8. Draft 2019 Meeting Calendar

The draft calendar for 2019 meetings was presented to the RDA.

9. Set Next Meeting

The next meeting was set for January 8, 2019 at 5:00 PM.

F. ADJOURNMENT

A motion was made by Alderperson Nichols, seconded by Kip Golden, to adjourn the meeting at 6:26 PM. The motion carried

Minutes respectfully submitted by AP Stephenson.

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

November 28, 2018

Draft

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

Commissioner Merkes was excused.

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

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

- A. Minutes of the Special Joint Meeting of October 15, 2018.
- B. Minutes of the Regular Meeting of October 31, 2018.
- C. Minutes of the Closed Meetings of September 26 and October 31, 2018
- D. Approve and warrant payments summarized by checks dated November 1-23, 2018, which includes Net Payroll Voucher Checks, Void O & M check #060350, and Operation and Maintenance Voucher Checks for a total of \$1,041,713.23, and Operation and Maintenance Vouchers and Rebates to be paid prior to the next Regular Meeting. Motion approved unanimously on roll call
- E. Correspondence as listed:
 - Copy of November 2018 MU Employee Newsletter.
 - Copy of October 2018 MEUW Live Lines Volume 66, Issue 10.

Item IV. Claims Against the Utility – After discussion, the motion by Comm. Allwardt, seconded by Comm. Kordus, was unanimously approved to issue a formal notice of disallowance for the claim of Deborah Depner, 1013 Meadowview Drive, and that she be advised of her statutory rights pursuant to Wis. Statute §893.80.

Item V. Purchase Orders over \$10,000.00 issued since the last Commission meeting were presented for informational purposes.

Item VI. Unfinished Business, Intake/Basin Project – Updated pricing for intake locations was included in the packet. A meeting with the PSC and DNR is scheduled for November 29.

Lead/Copper Testing, Lead Exceedance Plan – The harvested sections of the lead service line have been sent for sequential sampling and scale analysis, and the DNR has extended the deadline for the corrosion control optimization proposal to December 31.

Lead Service Line (LSL) Replacement Program – The grant money from the Safe Drinking Water Loan will be exhausted with the remaining lead service lines scheduled to be replaced this year. The application for the LSL Replacement program is waiting on PSC approval.

Item VII. New Business, Tayco Substation Bushing – The transformer with the failed bushing will need to be removed, inspected, and rebuilt. Staff is requesting quotes, looking into replacing the tap changer during the rebuild, and searching for another unit to purchase or rent while the transformer is out of service.

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

October Financial and Project Status Reports – Electric consumption was 0.7% higher than budget with year-to-date 3.2% above budget; cost of power was 11.2% lower than budget; and Total Revenues was lower than budget due to lower pass-through rates and the rate case decrease.

Water usage was 13% higher than budget; the loss ratio is 9.39%, crews are working on locating a leak on Garfield; and Net Operating Income is 46% higher than budget due to higher revenues and lower expenses.

Telecommunications projected year-end Net Cash Balance will be lowered by \$8,000 due to the dark fiber contract approved in October.

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

Project Reports, Water Projects – The 2018 Main project is complete and the lead service line replacements for 2018 are finishing up.

Electric Projects – The Lake Park Road rebuild will be going overhead; the D.O.T Midway Road work is complete; the 13-5-3 feeder project is waiting for a part to be complete; switchgear testing is being done; and staff is working on SCADA upgrade.

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

Item X. The motion by Comm. Allwardt, seconded by Comm. Turchan, was unanimously approved on roll call to adjourn at 8:50 a.m.

By: MARK L. ALLWARDT
President

GARY TURCHAN
Secretary

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



DATE: December 13, 2018
TO: All Elected Officials
FROM: Candi Huber, Human Resources Coordinator
RE: Required Anti-Harassment Training w/CVMIC

The following elected officials have either completed or arranged to participate via video the required Anti-Harassment training for 2018.

Rebecca Nichols
Stan Sevenich
Tom Grade
Ted Grade
Randy Ropella
Donald Merkes

If you haven't completed or arranged to participate please contact the Human Resources Department to arrange completion of this required training.



December 12, 2018

FOR IMMEDIATE RELEASE

Contact:

Brian Tungate

Director of Parks, Recreation, Forestry, and Cemeteries

100 Main Street, Suite 200

Menasha, WI 54952

Phone: 920-967-3640

<http://www.cityofmenasha-wi.gov>

btungate@ci.menasha.wi.us

SURVEY REGARDING CITY OF MENASHA'S OUTDOOR RECREATION PLAN

Menasha residents are encouraged to complete a short survey regarding the future of our park system. The survey seeks information about how people use the parks and what changes or improvements they would like to see in the future. The survey is available online at

<https://bit.ly/2DBNIPZ>



MEMORANDUM

To: City of Menasha Common Council

From: John Jacobs, Administrative Services Director

Date: December 13, 2018

RE: Update on Temporary Borrowing from the City of Menasha to the Menasha Joint School District between November-December 2018 (will not be needed for 2018)

BACKGROUND UPDATE

The City of Menasha had adopted Resolution #R-27-18 on November 5, 2018, for the temporary borrowing requested by the Menasha Joint School District from the City of Menasha for an estimated period between 11/14/18 - 12/04/18 and for the estimated amount not to exceed \$1,500,000.

However, the Menasha School District had contacted the City on 11/27/2018 to inform us that they had sufficient cash reserves on hand through 12/04/2018, and would not require the City to provide a temporary loan to the School District this year. You might recall in a previous memo that I had given to you that the School District receives 40% of their State Equalization Aid Payment (\$6,954,570) on 12/03/2018 during this school year.

Therefore, once the School District receives this 40% state aid payment in early December and with the upcoming property tax installment payments scheduled between mid-January 2019 and mid-August 2019, the School District will have sufficient cash inflows to fund its entire 2018-2019 school year budget.



To: Members of the Common Council

From: Tim Styka, Chief of Police
Josh Radomski, Director of Public Works

Date: December 12, 2018

RE: Fox Cities Marathon Donation / Pedestrian Crossing Signs

BACKGROUND

The City of Menasha has provided pedestrian crossing signs at various locations throughout the City. In the past, the purchase of these signs was made possible by deferring other purchases or through cost savings in either the Police Department or Public Works equipment budgets. The signs have been well received by the community; however no money has been allocated for 2019 specifically for the repair, replacement or purchase of the signs.

ANALYSIS

In 2019 the Police Department and Public Works Department will be working closer on this project than ever before. Because Public Works has the expertise on the actual physical location of where to place a sign in the street, what locations are appropriate for this type of signage and the equipment to maintain the signs they will take over those aspects of the program. The Police Department will continue to put the signs out in spring and remove them in fall as well as ensure the signs are in the proper locations after they are deployed.

In order to keep this program in place we will be earmarking the donation of \$1,000 made by the Fox Cities Marathon to maintain and purchase signs. We have reached out to the Fox Cities Marathon and they are excited to have their donation used in a manner consistent with the mission of engaging people to be active.

FISCAL IMPACT

There will be no fiscal impact to the City to continue this program in 2019 based upon the generous donation made by the Fox Cities Marathon.



MEMORANDUM

To: City of Menasha Common Council

From: John Jacobs, Administrative Services Director
Pamela Captain, City Attorney

Date: December 13, 2018

RE: Update on 2018 Public Fire Protection Charges billed to City of Menasha from Harrison Utilities (formerly Waverly Sanitary District)

BACKGROUND UPDATE

The City of Menasha received a letter from the Harrison Utilities on 11/13/2018 for billing the City of Menasha residents (served by the Harrison Utilities and residing in Calumet County) for the amount of \$79,143.28 for 2018 public fire protection charges. A copy of the letter is attached for your reference.

However, the Wisconsin Public Service Commission rate tariff sheet for the Harrison Utilities (copy is attached) indicates that "Each year Harrison Utilities shall charge the municipalities in manner similar to the method set forth in the Intergovernmental Cooperation Agreement".

First, since the Village of Harrison incorporated on 7/25/2017, the Harrison Utilities (which replaced the Waverly Sanitary District) has had 17 months to create a billing system to its customers to place the public fire protection charges directly onto the utility bills of its customers.

Second, there has been no Intergovernmental Cooperation Agreement created by the Village of Harrison/Harrison Utilities to request the City of Menasha to collect public fire protection charges or delinquent utility bills for the Harrison Utilities. The City of Menasha had an agreement in place with the Town of Harrison, before the incorporation took place. But, no agreement has been drafted by the Village of Harrison since 7/25/2017.

Third, Attorney Captain and I believe that there should be an Intergovernmental Cooperation Agreement in place, and adopted by the Menasha Common Council, prior to the City of Menasha billing, collecting funds, or executing any financial responsibilities on behalf of the Village of Harrison/Harrison Utilities. In other words, the City Common

Council has not provided authority to City staff to execute the actions requested in the 11/13/2018 letter received from the Harrison Utilities.

Fourth, we are aware that it has been 20 years since the Harrison Utilities has had a utility rate review by the PSC, and is now needing at least an additional 6 months to complete the rate review by the PSC, in order for the Harrison Utilities to even begin direct billing the public fire protection charges themselves, instead of the City of Menasha and City of Appleton to be involved in the fee collection process.

Fifth, until the Harrison Utilities has completed their rate review process with the PSC, the City of Menasha is placed in a position to have to collect the public fire protection (PFP) fees for all of 2018 and for a pro-rated portion of 2019, until the PSC has updated this tariff rate sheet, to revert the PFP billing directly onto the Harrison Utility bills. The PSC does not allow retroactive billing for PFP fees. This can only be done prospectively.

Sixth, Attorney Captain will be working with the Village of Harrison's attorney to have them draft up an Intergovernmental Cooperation Agreement, which will be presented to the Menasha Common Council during the first quarter of 2019.

Seventh, I will be working with the Menasha assessed valuation for 2018, and then again a year later with the 2019 database, to compute an annual amount to be billed to the City of Menasha residents, which reside in Calumet County, for the 2018 PFP fees. We would anticipate that the billing would be generated and sent out by mid-year 2019, after the Intergovernmental Cooperation Agreement has been adopted by both municipalities. However, when the City of Menasha sends out the invoice to the City residents, we would like to indicate in some manner that this charge is a charge which is assessed by the Harrison Utilities, not by the City of Menasha.

Finally, the estimated amount of the annual bill will be calculated on the assessed valuation of the property. However, we do have questions on the computation of the \$79,143.28 that the Harrison Utilities is assessing to the City of Menasha. They have provided us with the method that they used to compute the allocation of the PFP fees to the three communities mentioned in the tariff. I do need to verify their computations before the City pursues creating a database for the invoicing of this fee to Menasha residents.

Attorney Captain and I will keep you updated over the coming months on this matter as the documents and computations are drafted and proposed to the Menasha Common Council.



November 13, 2018

Ms. Debbie Galeazzi
MENASHA CITY CLERK
140 Main Street
Menasha, WI 54952

Re: Fire Protection Certification

Dear Ms. Galeazzi:

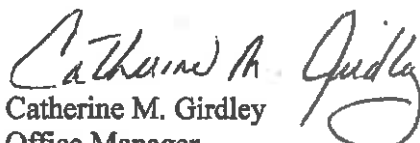
This letter is to certify that the sum of \$ 79,143.28 is to be levied against the residents of the City of Menasha who are serviced by Harrison Utilities.

The amount represents the fire protection charge, per the Public Service Commission, and reflects the the water mains and hydrants located in the City of Menasha, in the agreement area, and are serviced by Harrison Utilities.

The delinquent water/sewer bill certifications, if any, will be issued to you next week since our customers' payment deadline is November 15, 2018.

Any questions or concerns, please don't hesitate to contact me at the number listed below.

Sincerely,


Catherine M. Girdley
Office Manager

cc: Travis Parish – Village of Harrison Manager

RATE FILE

Sheet No. 1 of 1

Schedule No. F-1

Amendment No. 15

Public Service Commission of Wisconsin

Harrison Utilities

Public Fire Protection Service

Public fire protection service includes the use of hydrants for fire protection service only and such quantities of water as may be demanded for the purpose of extinguishing fires within the service area. This service shall also include water used for testing equipment and training personnel. For all other purposes, the metered or other rates set forth, or as may be filed with the Public Service Commission, shall apply.

The annual charge for public fire protection service to the Village of Harrison shall be \$214,134. The utility may bill for this amount in equal monthly installments.

Harrison Utilities provides service to areas within the Town of Harrison, the City of Appleton and the City of Menasha. Each year Harrison Utilities shall charge the municipalities in manner similar to the method set forth in the Intergovernmental Cooperation Agreement. This method would essentially allocate the public fire-protection service charge among the communities on a prorata property value basis of the areas serviced by Harrison Utilities.

Billing: Same as Schedule Mg-1.

CITY OF MENASHA
COMMON COUNCIL
First Floor Conference Room
100 Main Street, Menasha
Monday, December 3, 2018
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Mayor Merkes at 6:05 p.m.

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

A Moment of Silence was observed for former President George H.W. Bush who passed away on Nov. 30, 2018.

C. ROLL CALL

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

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

DEPT. HEAD EXCUSED: PRD Tungate

D. PUBLIC HEARING

None

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

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

Larry Konetzke, 222 Lake Street, Menasha. Presented a donation of \$1,250 from the Menasha Athletic Association (MAC) to the Parks & Recreation Department. He thanked the Parks staff on the upgrades to Koslo field. He also thanked the Parks and Recreation Board for allowing MAC Board input on the upgrades to Koslo field.

Mayor Merkes thanked the MACs for their contribution and donation to the City.

Sandra Dabill Taylor, 545 Broad Street, Menasha. Stated presentations should be held before Common Council meeting; She commented on: 11/19/2018 Common Council minutes not recorded correctly comments she made regarding the 2019 Budget; Borrowing Resolution R-28-19, increased interest rate adds more interest; 2019 tax rate not made public until tax bills are sent out; thanked certain Aldermen for trying to reduce the levy; opposed to borrowing for new Public Works Facility; DOT held meeting on Racine Street Bridge.

Mayor Merkes informed Ms. Taylor she was over the five minute time limit.

Ald. Taylor asked for unanimous consent to allow Ms. Taylor additional 3 minutes.

No objection.

Ms. Taylor continued her comments on Racine Street Bridge; comments on item on Board of Public Works agenda on Broad Street switching from one-way to two-way.

Ald. Sevenich ask for discussion of Racine Street bridge be on next Board of Public Works agenda.

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. Presentation of Proceeds from Community First Fox Cities Marathon to City of Menasha
Amanda Secor, representing Community First Fox Cities Marathon, thanked City staff and Council for helping put on a successful marathon. She presented the Police Department with \$1,000 which represents proceeds from the marathon.

PC Styka accepted the funds and thanked Ms. Secor and the participants of the marathon.

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

Minutes to receive:

- a. Landmarks Commission, 11/14/2018
- b. NMFR Joint Fire Commission, 11/28/2018
- c. Neenah-Menasha Sewerage Commission, 10/23/2018
- d. Water & Light Commission, 10/31/2018

Communications:

- e. December 2018 Tax Rate Information
- f. Required Anti-Harassment Training with CVMIC Memorandum, 11/27/2018, HRC Candi Huber

Moved by Ald. Sevenich seconded by Ald. Krueger to receive Minutes and Communications a-f.
Motion carried on voice vote.

G. CONSENT AGENDA

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

Minutes to approve:

1. Common Council, 11/19/2018

Moved by Ald. Sevenich seconded by Ald. Tom Grade to approve Consent Agenda item 1, Common Council minutes, 11/19/2018.

General discussion ensued on responding to comments made during Public Comment section.

Moved by Ald. Sevenich seconded by Ald. Taylor to amend Item D-3 of minutes, (Public Hearing of Proposed City of Menasha Budget for the Year 2019), remove "*She recommended*" and replace with "*She had concerns about*" more collaboration with Menasha Joint School District especially on the Jefferson Park improvements and Health Department.

Motion on amendment carried on voice vote.

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

H. ITEMS REMOVED FROM THE CONSENT AGENDA

I. ACTION ITEMS

1. Accounts payable and payroll for the term of 11/21/2018—11/29/2018 in the amount of \$680,137.30

Moved by Ald. Nichols seconded by Ald. Ted Grade to approve accounts payable and payroll.
General discussion on check #63183 to Ewald's Hartford Ford LLC and check #63186 to Goss Auto Body.

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. Krueger to approve beverage operator's license application for the 2017-2019 licensing period as listed in memo dated 11/28/18.

Motion carried on roll call 8-0.

3. Change of Agent for Kwik Trip #297, 1499 Appleton Road, Menasha for the 2018-2019 licensing year

Moved by Ald. Nichols seconded by Ald. Krueger to approve Change of Agent for Kwik Trip #297, 1499 Appleton Road, Menasha for the 2018-2019 licensing year.

Motion carried on roll call 8-0.

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)

Moved by Ald. Nichols seconded by Ald. Langdon to approve CGI Communications Community Video Program Agreement.

Motion carried on roll call 6-2.

Ald. Nichols, Taylor, Sevenich, Langdon, Ted Grade, Ropella voted yes.

Ald. Krueger, Tom Grade voted no.

K. ORDINANCES AND RESOLUTIONS

1. R-28-18 A Resolution Approving Applications to Board of Commissioners of Public Lands to Borrow \$3,890,000.00 from the State Trust Funds, for the Purpose of Refinancing BCPL Loan #2019025, and Authorizing the Borrowing and Issuance of Certificates of Indebtedness and Levying a Tax in Connection Therewith; Introduced by Mayor Merkes

Moved by Ald. Sevenich seconded by Ald. Langdon to approve R-28-18 A Resolution Approving Applications to Board of Commissioners of Public Lands to Borrow \$3,890,000.00 from the State Trust Funds, for the Purpose of Refinancing BCPL Loan #2019025, and Authorizing the Borrowing and Issuance of Certificates of Indebtedness and Levying a Tax in Connection Therewith.

ASD Jacobs explained after the 5 year CIP Budget was assembled it appeared that it would be more advantageous to modify the term of the borrowing from 10 years to 15 years. The interest rate did increase by .25%.

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)

Sandra Dabill Taylor, 545 Broad Street, Menasha. Commented on: Resolution R-28-18; CGI Communications Community Video Program Agreement; items lists on accounts payable register.


O. ADJOURNMENT

Moved by Ald. Taylor seconded by Ald. Krueger to adjourn at 6:49 p.m.

Motion carried on voice vote.

Deborah A. Galeazzi, WCMC
City Clerk



To: Members of the Administration Committee
From: Tim Styka, Chief of Police 
Date: November 14, 2018
RE: Contract with Fox Valley Humane Association

BACKGROUND

The City of Menasha has contracted with the Fox Valley Humane Association for the care of stray animals located in the City for at least 25 years. From time to time the contract with FVHA has been updated and brought before the Administration Committee and Common Council for approval. The last contract was approved by both parties in 2017.

ANALYSIS

The language in the proposed contract is identical as the last approved contract in 2017 with the exception of the billing rates. All of the rates, with the exception of one, will be going down. In addition, the automatic increase of 3% each year of the contract has also been removed. The specific rate changes are:

- Quarantine Rate: \$302.41 down to \$250
- Pick up of Injured Animal: \$207.64 down to \$200
- Euthanasia: \$41.53 up to \$45
- Cost per Animal: \$111.55 down to \$80
- Transport Fee: \$53.77 down to \$45

FISCAL IMPACT

Based upon our 2018 numbers I would anticipate the new rate structure to save Menasha taxpayers approximately \$1,500 each year.

RECOMMENDATION

I recommend approval of the contract with the Fox Valley Humane Association to provide for the animal shelter services for 2019.

SERVICE CONTRACT BETWEEN THE CITY OF MENASHA AND THE FOX VALLEY HUMANE ASSOCIATION, LTD.

Whereas the City of Menasha has designated the Fox Valley Humane Association, Ltd., as the custodian of dogs captured by any officer pursuant to Wis. Stat. §174.042(3), and the City of Menasha has agreed to use the services of the Fox Valley Humane Association, Ltd. concerning stray dogs and other animals:

This contract, made this ____ day of _____ by and between the CITY OF MENASHA hereinafter called the Contracting Municipality, and the Fox Valley Humane Association, Ltd., hereinafter called the Association, is as follows:

1. **Definitions:** In this contract when the terms “animal” or “stray animal” are used the terms shall include dogs, cats and domestic animals such as rabbits, birds, ferrets, small caged animals etc. unless otherwise specified on a case by case basis and agreed by both parties. This agreement shall not include wildlife.
2. **Term:** This contract shall begin on January 1, 2019 and have a term of one year. This contract shall be automatically renewed for subsequent one-year periods unless either party notifies the other of its intent to terminate. Said notice shall be in writing at least 30 days prior to the beginning of the automatic renewal date.
3. **Services:** The Association shall provide the following:
 - a. The Association will accept and maintain all stray animals found in the Contracting Municipality which are delivered to the Association by the officers of the Contracting Municipality, that the Association is asked by the Contracting Municipality or County to pick up, or that are delivered to the Association by officers or other individuals who may bring them in. If another individual brings an animal to the Association's place of operations which is identified by that individual as a stray, the Association will ascertain the location that the animal was found at and determine whether that location is within the Contracting Municipality. The Association will obtain a signed statement from the individual that the animal was found at that location with the name, address and telephone number of the individual and will provide a copy of that statement to the Contracting Municipality. No charges will be made to the Contracting Municipality for any animal for which there is no signed statement or which is surrendered to the Association by its owner.
 - b. Each month, the Association shall provide the Contracting Municipality or County with a detailed statement of the charges and applied credits, to include the disposition, for each animal. Within thirty (30) days of receiving the statement, the Contracting Municipality or County will make payment to the Association or if the Contracting Municipality or County disputes any charges, the Contracting Municipality or County will provide written notice to the Association.
 - c. The Association shall maintain complete records of all stray animals that are received from agents of the Contracting Municipality, individuals or picked up by the

Association. Copies of the records relating to animals from the Contracting Municipality shall be provided to the Contracting Municipality on a monthly basis. Said reports shall be maintained for a period of one year. The Association shall maintain all records at the Association's office and shall provide them to the Contracting Municipality upon request by the Contracting Municipality. The Contracting Municipality original records including but not limited to impoundment transportation forms shall be returned to the Contracting Municipality upon disposition of the animal. Failure to provide/return the municipality's original record within 30 days of a request will result in non-payment of associated contractual charges for the animal involved.

d. The Association shall cooperate with the Contracting Municipality's Humane Officer by following procedures required with respect to stray or surrendered animals that have bitten a member of the public. Said animals will be quarantined for ten days in accordance with the State Rabies Control Program, Wisconsin State Statutes Section 95.21(5)(b). The Contracting Municipality shall pay the Association a total fee of \$250.00 per animal to include all services required for the ten day period to include three veterinarian examinations and the euthanasia fee.

e. If the Contracting Municipality delivers an injured or ill animal to the Association or authorizes the Association to pick it up, the Contracting Municipality will pay up to \$200.00 for services required for that animal. Any additional services or treatment which are authorized by the Association shall be the Association's financial responsibility.

f. The Association shall provide assistance at the scene of capture including assisting the Contracting Municipality in capturing vicious or dangerous animals that have been running at large. The Association will charge its actual expense for employee time at the rate it is required to pay those employees for this service. The Association shall provide a phone to be used as the preferred contact method. **The Phone number is 920-XXX-XXXX and is not to be given out to the general public. The number is for police officers and emergency medical personnel only.**

g. In the event that the owner claims an animal from the Association, the Association shall be entitled to collect from the owner its reclaim fee plus per day boarding fees and any other costs it has incurred for the animal prior to release of the animal. The Contracting Municipality will not be billed either the contract fee, transport fees or any other charges for claimed animals. The Association shall require the owner to obtain a dog or cat license as appropriate for the animal and proof that the animal is currently immunized against rabies or presentation of pre-paid receipt for immunization from a veterinary clinic before release of the animal.

h. The Association shall be available when a Court order for the destruction of an animal is required. An on-site fee of \$45.00 and a euthanasia fee will be charged.

4. Payment: The Association's fees for animals shall be as follows:

a. For municipalities & law enforcement: \$80.00 per animal regardless of the time held by the Association.

- b. For owned & reclaimed: \$80.00 for the first seven days. After day seven the fee is \$15 per day. Reclaims after day seven are at the discretion of the Association.
- c. Kitten and puppy litters will be billed at a special rate. A litter will include one mother and her babies who were born together and are no more than six months of age. The charge for a litter will be \$80.00 for the mother and \$5.00 for each newborn.
- d. \$45.00 for transportation of one animal per trip picked up by the Association. The cost to transport additional animals will be \$10.00 each for the second through eighth animal per trip. If there are more than eight animals for a trip a new transportation charge will be made for each eight additional animals or portion thereof if another vehicle or another staff person is needed to transport them. The Association will have personnel available for pick-ups and will provide the Contracting Municipality with a key to the building should it wish to transport an animal when no one is available.
- e. Animals that are seized by law enforcement authorities and turned over to the Association for care and holding pending resolution of a court case will be billed at a special rate. The special rate will be on a case by case basis and to be determined between the Association and the Contracting Municipality.
- f. Unless a new agreement is entered into between the Parties, and unless one Party notifies the other Party of its intention to cancel this Agreement, the fees for the renewal of the contract shall only increase if the Association's costs increase. In the event that the Association needs to increase the amount due for any contract charges for any year after the first renewal year of the contract it shall prepare financial supporting information for the increase and submit it to a designated representative of the Contracting Municipality to confirm the accuracy of the increase at least 60 days before the beginning of the new contract year. The new fee will not take effect until the new contract year and will be held in suspension for a reasonable period of time for a review of the Association's information to take place if requested. Increases will be based upon increases in costs from the base year of 2019.
5. **Traps:** The Contracting Municipality shall be responsible for the purchase, maintenance and use of live traps and other equipment used for animal control purposes.
6. **Insurance:** The Association shall provide the insurance specified in the enclosed certification of insurance. Proof of insurance shall name the Contracting Municipality, its officers and employees, as additional insureds and shall be filed with the Finance Department of the Contracting Municipality.
7. **Indemnification Clause:** In consideration of the terms and conditions herein, the Association agrees to indemnify, defend and hold harmless the Contracting Municipality, its employees, elected and appointed officials, agents and volunteers from and against all claims, suits, damages, costs, losses and expenses including attorney's fees in any manner resulting from, arising out of, or connected with the impoundment of stray animals by the

Association from the point in time that the Association takes control of the animal. Said indemnification applies to any and all actions of the employees, agents or representatives of the Association. The Association agrees to defend any and all actions where in the Contracting Municipality is named a party defendant for act occurring while the animal is in the control of the Association. No indemnification applies for actions taken by the Contracting Municipality regard the animal occurring prior to the Association taking control of the animal.

IN WITNESS WHEREOF the Contracting Municipality or County and the Association

FOX VALLEY HUMANE ASSOCIATION, LTD

By: _____

Date: _____

CITY OF MENASHA

By: _____

Date: _____



Memorandum

Date: November 19, 2018
To: Board of Public Works
From: Joshua Radomski – Public Works Director
RE: Willow Lane Sidewalk

Background

During the 2019 budget process, the Common Council approved funding for the reconstruction of Willow Lane from Nicolet Boulevard to Keyes Street. There is existing sidewalk on the west side of Willow Lane from Keyes Street to approximately 550' south of Keyes Street. This makes up approximately 33% of the total project length. The remaining portion of Willow Lane does not have sidewalk.

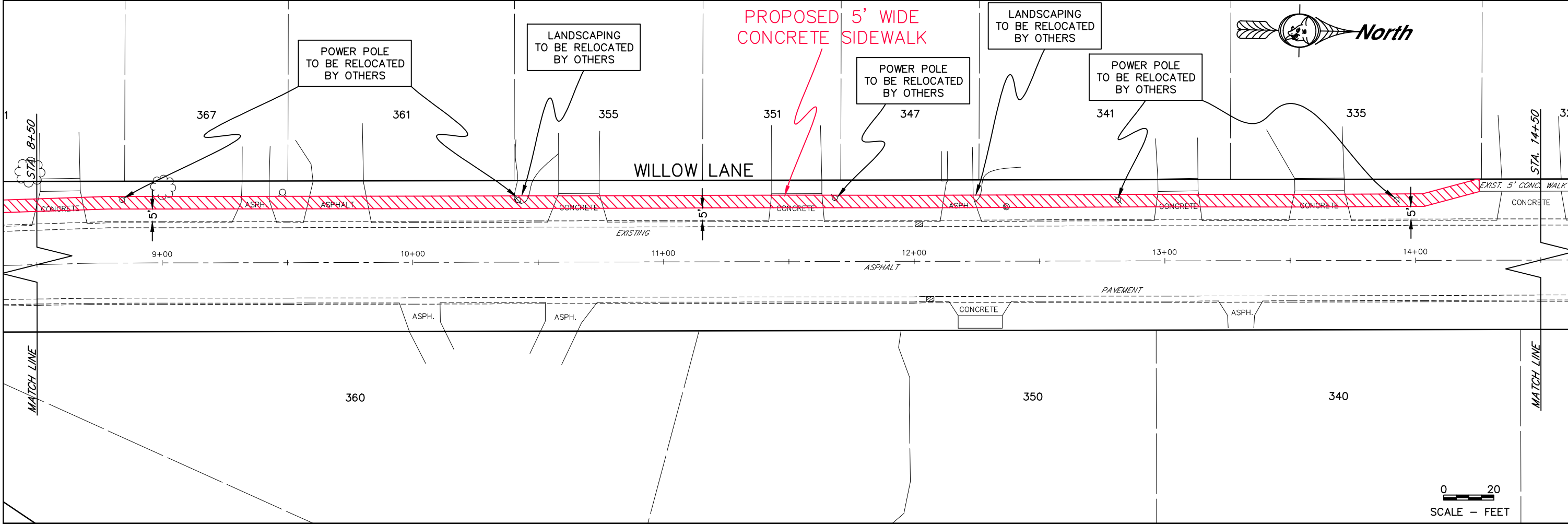
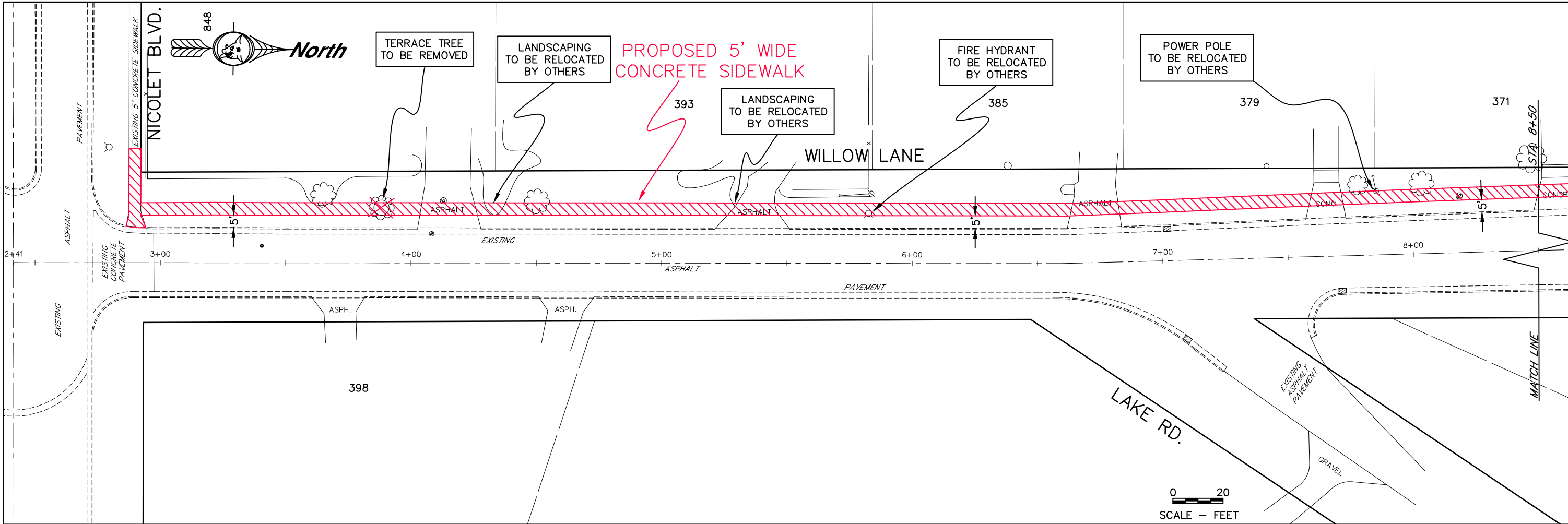
Per the City's Sidewalk Policy for Existing Development Section 6-2-2 (h):

- (2). "Sidewalks shall be mandatory on streets where the total density (including dedicated right-of-way) on the abutting properties is greater than 3.5 units per acre and average daily traffic is greater than 500 vehicles per day."
- (3). Sidewalks shall be mandatory on any side of an individual block when 50% or more of the length of said block has sidewalk construction thereon.
- (5). Nothing in the above provisions providing for the installation of sidewalks in the existing development shall prevent the Board of Public Works from requesting sidewalk construction, if traffic engineering or any combination of pedestrian counts and traffic volumes, demonstrate a hazardous condition which would warrant sidewalk installation.

Traffic volumes are not anticipated to exceed the 500 vehicles per day mark. However, due to the density of the neighborhood, and the fact that sidewalk already exists on approximately 550' of Willow Lane between Nicolet Boulevard and Keyes Street, it is recommended that the City extend the existing sidewalk to the intersection of Nicolet Boulevard and Willow Lane as shown on the attached plans. This sidewalk work would be included within the contract and would not be assessed to the property owners.

Recommendation


Staff recommends that the sidewalk is extended on the west side of Willow Lane to Nicolet Boulevard.



FILE NO.

DRAWING NO.

0 OF 0

**CITY OF MENASHA**
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DEPARTMENT
100 MAIN STREET, SUITE 200
MENASHA, WI 54952
TEL: 920-967-3610 FAX: 920-967-5272

PROPOSED SIDEWALK CONSTRUCTION

WILLOW LANE

FROM NICOLET BLVD. TO STA. 14+50

NO.	DATE	BY

DATE DRAWN

NOV. 2018

CONTRACT NO.

0000-00

FILE NO.

DRAWING NO.

0 OF 0



MEMORANDUM

To: Common Council
From: PRD Tungate BT
Date: December 12, 2018
RE: 2019-2020 Reciprocity Agreement with the Village of Fox Crossing

At their December 11th meeting, the Park Board took action to approve an agreement for reciprocity between the City of Menasha and the Village of Fox Crossing Parks and Recreation Departments for 2019-2020.

For several years, the city has approved an annual agreement with the Village of Fox Crossing. The Board felt a multi-year agreement was more appropriate because of the past popularity of the agreement. It also provides greater stability for Menasha residents participating in Fox Crossing programs and utilizing Fox Crossing facilities.

Comparative statistical highlights include

- 231 Fox Crossing residents registered for Menasha programs. 106 for swimming lessons.
 - 232 Menasha residents registered for Fox Crossing programs. 48 for the trick or treat trail.
 - Fox Crossing resident groups rented Menasha park pavilions 11 times
 - Menasha resident groups rented Fox Crossing park pavilions 68 times
- Note: Menasha resident groups also rented rooms at the Fox Crossing Community Center 91 times

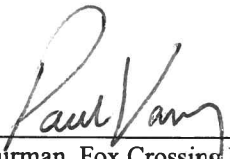
Revenue Comparison

Menasha residents saved a total of \$3,195 in non-resident fees. Fox Crossing residents saved a total of \$1,704 in non-resident fees.

**AGREEMENT FOR RECIPROCITY BETWEEN THE
CITY OF MENASHA AND VILLAGE OF FOX CROSSING
PARK & RECREATION DEPARTMENTS
~2019-2020~**

The Park & Recreation Departments of the City of Menasha, WI and the Village of Fox Crossing, WI, hereby agree to grant resident status, in regard to fees, to the citizens of the other community for the sole purpose of participating in each municipality's park and recreation services, for the term of this agreement listed below.

- 1) The scope of this agreement is limited to the granting of the privileges of residency in regard to fees only.
- 2) Each municipality retains complete control of the policies, operation, administration, and funding of the facilities and services it provides. This includes, but is not limited to, policies that allow registration priorities to municipal residents.
- 3) The City of Menasha reserves the right to charge a non-resident fee for seasonal boat launch passes, swimming lessons and pool passes.
- 4) The Village of Fox Crossing reserves the right to charge a non-resident fee for seasonal boat launch passes and disc golf passes.
- 5) Each municipality will verify proof of residency of participants from the other community and supply residency information for participant verification.
- 6) This agreement shall be in effect from January 1, 2019 through December 31, 2020. The agreement may be extended for another term by mutual agreement of both municipalities, or terminated, without penalty, by either municipality, with thirty days written notice to the other community.



Chairman, Fox Crossing Park Commission

Mayor, City of Menasha



Director of Parks & Recreation, Fox Crossing

City Clerk, City of Menasha



MEMORANDUM

Date: December 17, 2018

To: Common Council

From: Community Development Department/SS

RE: **CSM Lot Consolidation – 10 Tayco and 12 Tayco Street (#730084500 and #730084400)**

Tayco Tap, LLC is requesting approval of a Certified Survey Maps (CSM) that would combine two lots into a larger single parcel. The two properties, 10 Tayco Street and 12 Tayco Street, are the existing Tayco Tap tavern and the former Hungry Bull property that was previously demolished. The conceptual design by the owner of this property and previously approved by Landmarks Commission is to update the facades and add an outdoor seating area. In order to construct this patio area, the two lots must be consolidated by building code regulations.

The lots are currently zoned Central Business District (C-2), which allows for myriad mixed use and commercial developments. The existing lots are approximately 2,198 square feet and 1,299 square feet. The newly created lot will be approximately 3,526 square feet.

The size, setbacks, and dimension requirements would meet city standards for the C-2 Central Business District. Furthermore, the proposed CSM will not create any zoning nonconformities and is consistent with the City of Menasha Comprehensive Plan.

The City Plan Commission reviewed this request on December 4th and recommended that the Common Council approve the Certified Survey Map as proposed consolidation 10 Tayco Street and 12 Tayco Street (parcels 3-00845-00 and 3-00844-00).

Recommendation

Approve the Certified Survey Map as proposed consolidating lots 10 Tayco Street and 12 Tayco Street (#730084500 and #730084400).

CERTIFIED SURVEY MAP NO.

BEING PART OF LOTS 1 AND 2, BLOCK 4 IN THE ORIGINAL PLAT OF
MENASHA TWO ADDITIONS, PER THE ASSESSOR'S MAP OF THE CITY OF
MENASHA, LOCATED IN SECTION 22, TOWNSHIP 20 NORTH, RANGE 17
EAST, CITY OF MENASHA, WINNEBAGO COUNTY, WISCONSIN

KAUKAUNA

ST (60')

NORTH LINE OF THE NORTHEAST
1/4 OF SECTION 22-20-17

N89°46'15"W

2136.54'

1814.00'

NORTH MEANDER

-1/4 CORNER

NORTHEAST CORNER
SECTION 22-20-17

S00°27'46"W

743.77'

778.77'

TAYCO ST (66')

CENTERLINE

LEGEND:

☒ = CUT CROSS SET

× = CUT CROSS FOUND

(R) = 3/4" SOLID ROUND
 ■ = MAG NAIL SET

△ = RAILROAD SPIKE FOUND

☉ = WINNEBAGO COUNTY MONUMENT FOUND

() = RECORDED AS BEARING AND/OR DISTANCE

NOTE: THE SUBJECT PROPERTY IS
LOCATED WITHIN THE FLOOD PLAIN
AS PER FEMA MAPPING.

COMMUNITY-PANEL NUMBER
5139C0105E-105E MAP REVISED:
MARCH 17, 2003

N89°40'15"W

(100')

100.88

BUILDING ENROACHES 5'±
SOUTH OF PROPERTY LINE

LOT 1

3,526 SQ.FT.±
[0.0809 ACRES±]

COMMON BUILDING WALL 3'±
NORTH OF PROPERTY LINE

N89°40'15"W

100.61'
(100')

OWNERS OF RECORD:

TAYCO TAP, LLC
819 NICOLET BLVD
NEENAH, WI 54956

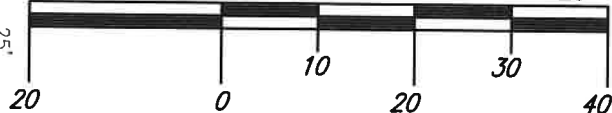
TAX PARCEL NO:

730084400 & 730084600



WATER ST (50')

GRAPHIC SCALE:

$$1^{\circ} = 20'$$


NORTH IS REFERENCED TO THE NORTH LINE OF THE
NORTHEAST 1/4 OF SECTION 22, TOWNSHIP 20
NORTH, RANGE 17 EAST, CITY OF MENASHA,
WINNEBAGO COUNTY, WISCONSIN, WHICH BEARS
N89°46'15"W PER THE WISCONSIN COUNTY
COORDINATE SYSTEM (WINNEBAGO COUNTY)

ROBERT F. REIDER, PLS-1251 DATED
CAROW LAND SURVEYING CO., INC.
615 N. LYNNDAL E DR., P.O. BOX 1297
APPLETON, WISCONSIN 54912-1297
PHONE: (920)731-4168
A1809.14 DATED: 11-13-18
DRAFTED BY:MCR

CERTIFIED SURVEY MAP NO. _____

BEING PART OF LOTS 1 AND 2, BLOCK 4 IN THE ORIGINAL PLAT OF MENASHA TWO ADDITIONS, PER THE ASSESSOR’S MAP OF THE CITY OF MENASHA, LOCATED IN SECTION 22, TOWNSHIP 20 NORTH, RANGE 17 EAST, CITY OF MENASHA, WINNEBAGO COUNTY, WISCONSIN.

SURVEYOR’S CERTIFICATE:

I, ROBERT F. REIDER, PROFESSIONAL LAND SURVEYOR, CERTIFY THAT I HAVE SURVEYED, DIVIDED AND MAPPED PART OF LOTS 1 AND 2, BLOCK 4 IN THE ORIGINAL PLAT OF MENASHA TWO ADDITIONS, PER THE ASSESSOR’S MAP OF THE CITY OF MENASHA, LOCATED IN SECTION 22, TOWNSHIP 20 NORTH, RANGE 17 EAST, CITY OF MENASHA, WINNEBAGO COUNTY, WISCONSIN, MORE FULLY DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 22; THENCE N89°46’15”W, 1814.00 FEET ALONG THE NORTH LINE OF THE NORTHEAST ¼ OF SECTION 22 TO THE NORTHERLY EXTENSION OF THE WEST RIGHT-OF-WAY LINE OF TAYCO STREET; THENCE S00°27’46”W, 743.77 FEET ALONG SAID EXTENSION AND ALONG THE WEST RIGHT-OF-WAY LINE OF TAYCO STREET TO THE POINT OF BEGINNING; THENCE CONTINUING S00°27’46”W, 35.00 FEET; THENCE N89°40’15”W, 100.61 FEET TO THE WEST LINE OF LOT 2, BLOCK 4 IN THE ORIGINAL PLAT OF MENASHA TWO ADDITIONS; THENCE N00°01’32”E, 35.00 FEET ALONG SAID WEST LINE; THENCE S89°40’15”E, 100.88 FEET TO THE POINT OF BEGINNING.

THAT I HAVE MADE SUCH SURVEY UNDER THE DIRECTION OF TAYCO TAP LLC, ATTENTION PATRICK JAMES, 10 TAYCO STREET, MENASHA, WISCONSIN 54952.

THAT THIS MAP IS A CORRECT REPRESENTATION OF THE EXTERIOR BOUNDARY LINES OF THE LAND SURVEYED.

THAT I HAVE FULLY COMPLIED WITH THE PROVISIONS OF CHAPTER 236.34 OF THE WISCONSIN STATUTES AND THE SUBDIVISION ORDINANCE OF THE CITY OF MENASHA.



Robert F. Reider 11-19-18
ROBERT F. REIDER, PLS-1251 DATED
CAROW LAND SURVEYING CO., INC.
615 N. LYNNDAL DRIVE, P.O. BOX 1297
APPLETON, WISCONSIN 54912-1297
PHONE: (920)731-4168
A1809.14 (RFR) 11-19-2018

TREASURER’S CERTIFICATE:

I HEREBY CERTIFY THAT THERE ARE NO UNPAID TAXES OR UNPAID SPECIAL ASSESSMENTS ON ANY OF THE LAND INCLUDED ON THIS CERTIFIED SURVEY MAP.

CITY TREASURER DATED _____ COUNTY TREASURER DATED _____

COMMON COUNCIL RESOLUTION:

WE HEREBY CERTIFY THAT THIS CERTIFIED SURVEY MAP WAS APPROVED BY THE COMMON COUNCIL OF THE CITY OF MENASHA ON THIS _____ DAY OF _____, 20____.

MAYOR DATED _____ CLERK DATED _____

CERTIFIED SURVEY MAP NO. _____

BEING PART OF LOTS 1 AND 2, BLOCK 4 IN THE ORIGINAL PLAT OF MENASHA TWO ADDITIONS, PER THE ASSESSOR’S MAP OF THE CITY OF MENASHA, LOCATED IN SECTION 22, TOWNSHIP 20 NORTH, RANGE 17 EAST, CITY OF MENASHA, WINNEBAGO COUNTY, WISCONSIN.

LIMITED LIABILITY COMPANY OWNER’S CERTIFICATE

TAYCO TAP, LLC, AS OWNER, DOES HEREBY CERTIFY THAT SAID LIMITED LIABILITY COMPANY CAUSED THE LAND DESCRIBED ON THIS CERTIFIED SURVEY MAP TO BE SURVEYED, DIVIDED AND MAPPED AS REPRESENTED ON THIS CERTIFIED SURVEY MAP.

TAYCO TAP, LLC, DOES FURTHER CERTIFY THAT THIS CERTIFIED SURVEY MAP IS REQUIRED BY S.235.10 OR S.236.12 TO BE SUBMITTED TO THE FOLLOWING FOR APPROVAL OR OBJECTION: CITY OF MENASHA.

IN WITNESS WHEREOF, THE SAID, TAYCO TAP, LLC, HAS CAUSED THESE PRESENT TO BE SIGNED BY PATRICK JAMES, MEMBER ON THIS _____, DAY OF _____, 20____.

IN THE PRESENCE OF:
TAYCO TAP, LLC

PATRICK JAMES, MEMBER

STATE OF WISCONSIN)
) SS
COUNTY OF WINNEBAGO)

PERSONALLY CAME BEFORE ME THIS _____ DAY OF _____, 20____,
PATRICK JAMES, MEMBER OF THE ABOVE NAMED TAYCO TAP, LLC, TO ME KNOWN TO BE THE PERSON WHO EXECUTED THE FOREGOING INSTRUMENT, AND TO ME KNOWN TO BE SUCH MEMBER OF SAID TAYCO TAP, LLC., AND ACKNOWLEDGED THAT HE EXECUTED THE FOREGOING INSTRUMENT AS SUCH MEMBER AS THE DEED OF SAID TAYCO TAP, LLC, BY ITS AUTHORITY,

NOTARY PUBLIC
MY COMMISSION EXPIRES _____.



Robert F. Reider 11-19-18
ROBERT F. REIDER, PLS-1251 DATED
CAROW LAND SURVEYING CO., INC.
615 N. LYNNDAL DRIVE P.O. BOX 1297
APPLETON, WISCONSIN 54912-1297
PHONE: (920)731-4168
A1809.14 (RFR) 11-19-2018

City of Menasha Disbursements

Weekly Accounts Payable	12/4/18-12/13/18	\$ 208,490.14
	Checks # 63223-63369	

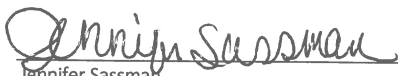
Bi-Weekly Payroll	12/6/18	\$ 207,429.95
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Additional Regular Cycle Accounts Payables -Paid Electronically

State Sales Tax	11/30/18	\$ 156.74
Employee Trust Funds	11/30/18	\$ 121,260.81
Transfer to HRA Checking	12/3/18	\$ 225.00
World Pay Fees (FFM)	12/4/18	\$ 8.75
Delta Dental	12/5/18	\$ 1,609.59
Community First Credit Union-Payroll Deductions	12/6/18	\$ 2,690.00
Nationwide Retirement	12/7/18	\$ 8,467.00
Wisconsin Deferred Compensation	12/10/18	\$ 4,573.25
TASC-Flexible Spending	12/10/18	\$ 4,943.45
Transfer to HRA Checking	12/10/18	\$ 2,085.00
Payroll Garnishment	12/10/18	\$ 250.00
Federal Tax Withholding	12/12/18	\$ 76,773.26
Delta Dental	12/12/18	\$ 2,598.00
Prima Data (Tax Bill Postage)	12/13/18	\$ 2,969.89
		<u>\$ 228,610.74</u>

Total	<u>\$ 644,530.83</u>
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Items included on this list have been properly audited and certified by the City Comptroller and are being presented for approval by the Common Council.


 Jennifer Sassman
 Finance Manager

12/13/18
 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: 12/4/2018

Date: 12/6/2018

<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>
BAKER & TAYLOR INC	63225	12/4/2018	2034032452	100-0601-551.30-14	708.84	Library Materials
		12/4/2018	2034038515	100-0601-551.30-14	1,313.27	Library Materials
		12/4/2018	2034047009	100-0601-551.30-14	573.19	Library Materials
		12/4/2018	2034048321	100-0601-551.30-14	317.71	Library Materials
		12/4/2018	2034053626	100-0601-551.30-14	196.27	Library Materials
				100-0601-551.30-16	896.50	Supplies
		12/4/2018	2034056325	100-0601-551.30-14	862.97	Library Materials
		12/4/2018	2034067102	100-0601-551.30-14	677.17	Library Materials
				100-0601-551.30-16	147.00	Supplies
		12/4/2018	2034073578	100-0601-551.30-14	636.22	Library Materials
		12/4/2018	2034076259	100-0601-551.30-14	418.58	Library Materials
		12/4/2018	2034077897	100-0601-551.30-14	194.10	Library Materials
		12/4/2018	2034090571	100-0601-551.30-14	1,402.33	Library Materials
				100-0601-551.30-16	147.00	Supplies
		12/4/2018	2034100178	100-0601-551.30-14	315.67	Library Materials
		12/4/2018	2034106218	100-0601-551.30-14	671.75	Library Materials
		12/4/2018	2034107018	100-0601-551.30-14	105.26	Library Materials
		12/4/2018	5015202344	100-0601-551.30-14	104.69	Library Materials
		12/4/2018	5015223279	100-0601-551.30-14	147.95	Library Materials
		12/4/2018	H07130100	100-0601-551.30-14	281.44	Library Materials
		12/4/2018	H07130101	100-0601-551.30-14	82.71	Library Materials
		12/4/2018	H07335640	100-0601-551.30-14	55.66	Library Materials
		12/4/2018	H07740360	100-0601-551.30-14	33.78	Library Materials
		12/4/2018	H07854420	100-0601-551.30-14	187.12	Library Materials
		12/4/2018	H07854421	100-0601-551.30-14	28.78	Library Materials
		12/4/2018	H07998560	100-0601-551.30-14	28.78	Library Materials
		12/4/2018	H08368830	100-0601-551.30-14	24.47	Library Materials
		12/4/2018	H08565830	100-0601-551.30-14	75.57	Library Materials
		12/4/2018	H08708310	100-0601-551.30-14	44.38	Library Materials
		12/4/2018	H08940160	100-0601-551.30-14	22.88	Library Materials
		12/4/2018	H09243970	100-0601-551.30-14	86.37	Library Materials
		12/4/2018	H09243971	100-0601-551.30-14	99.67	Library Materials
		12/4/2018	H09243972	100-0601-551.30-14	44.62	Library Materials
		12/4/2018	H09243973	100-0601-551.30-14	53.22	Library Materials

AP Check Register

Check Date: 12/4/2018

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
BAKER & TAYLOR INC...	63225...	12/4/2018	H09295520	100-0601-551.30-14	43.18	Library Materials
		12/4/2018	H09900060	100-0601-551.30-14	181.61	Library Materials
		12/4/2018	H09900061	100-0601-551.30-14	128.82	Library Materials
		12/4/2018	H09947960	100-0601-551.30-14	86.37	Library Materials
		12/4/2018	T88271940	100-0601-551.30-14	49.65	Library Materials
		12/4/2018	T88668630	100-0601-551.30-14	56.12	Library Materials
		Total for check: 63225				11,531.67
BLACKSTONE PUBLISHING	63226	12/4/2018	1053411	100-0601-551.30-14	52.98	Library Materials
					Total for check: 63226	
JOE BONGERS	63227	12/4/2018	BONGERS REIMB	100-0601-551.33-01	195.04	Reimbursement
				100-0601-551.33-03	34.00	Reimbursement
					226.57	Reimbursement
				100-0601-551.33-04	12.00	Reimbursement
				Total for check: 63227		467.61
CAPSTONE PRESS INC	63228	12/4/2018	136043	100-0601-551.30-14	1,302.90	Library Materials
					Total for check: 63228	
CENGAGE LEARNING - GALE	63229	12/4/2018	65539269	100-0601-551.30-14	38.92	Library Materials
					Total for check: 63229	
CENTER POINT LARGE PRINT	63230	12/4/2018	1637512	100-0601-551.30-14	231.30	Library Materials
					Total for check: 63230	
DEMCO	63231	12/4/2018	6493091	100-0601-551.30-18	71.27	Library Materials
		12/4/2018	6499132	100-0601-551.30-18	162.66	Library Materials
		Total for check: 63231		233.93		

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KATHY DREYER	63232	12/4/2018	DREYER REIMB	100-0601-551.30-10	33.98	Reimbursement
			Total for check: 63232		33.98	
EBSCO INDUSTRIES INC	63233	12/4/2018	1563481	100-0601-551.30-14	4,907.23	Library Subscriptions
			Total for check: 63233		4,907.23	
FOX STAMP SIGN & SPECIALTY	63234	12/4/2018	2023939	100-0601-551.30-10	101.25	Nametags
			Total for check: 63234		101.25	
GENERAL BOOK COVERS	63235	12/4/2018	18383	100-0601-551.30-18	165.00	Book Covers
			Total for check: 63235		165.00	
INFOUSA MARKETING INC	63236	12/4/2018	83520183	100-0601-551.30-14	335.00	Library Materials
			Total for check: 63236		335.00	
KITZ & PFEIL INC	63237	12/4/2018	15985	470-0601-551.82-01	16.85	Supplies
		12/4/2018	16101	470-0601-551.82-01	22.52	Supplies
		12/4/2018	16140	470-0601-551.82-01	49.77	Supplies
		12/4/2018	16167	470-0601-551.82-01	44.50	Supplies
			Total for check: 63237		133.64	
VICKI LENZ	63238	12/4/2018	LENZ REIMB	100-0601-551.30-16	43.70	Reimbursement
			Total for check: 63238		43.70	
MANDERFIELD'S HOME BAKERY	63239	12/4/2018	513065	100-0601-551.30-16	18.75	Cake
		12/4/2018	513576	100-0601-551.30-16	18.20	Bars/Donut Holes/Cookies
			Total for check: 63239		36.95	

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MCCLONE INSURANCE GROUP	63240	12/4/2018	256703	100-0601-551.21-06	30.00	Notary Bond	Bongers
Total for check: 63240					30.00		
MEI TOTAL ELEVATOR SOLUTIONS	63241	12/4/2018	773457	100-0601-551.24-03	1,480.00	Freight Elevator	
Total for check: 63241					1,480.00		
ELISHA D SMITH PUBLIC LIBRARY	63242	12/4/2018	NOTARY FEE	100-0601-551.33-02	20.00	Notary Filing Fee	Joe Bongers
Total for check: 63242					20.00		
MIDWEST TAPE	63244	12/4/2018	0096481026	100-0601-551.30-14	247.97	Library Materials	
		12/4/2018	0096486691	100-0601-551.30-14	58.48	Library Materials	
		12/4/2018	0096486692	100-0601-551.30-14	139.98	Library Materials	
		12/4/2018	0096506836	100-0601-551.30-14	49.99	Library Materials	
		12/4/2018	0096509561	100-0601-551.30-14	125.40	Library Materials	
		12/4/2018	0096528371	100-0601-551.30-14	90.48	Library Materials	
		12/4/2018	0096528373	100-0601-551.30-14	58.19	Library Materials	
		12/4/2018	0096528936	100-0601-551.30-14	29.99	Library Materials	
		12/4/2018	0096528937	100-0601-551.30-14	74.97	Library Materials	
		12/4/2018	0096528938	100-0601-551.30-14	14.99	Library Materials	
		12/4/2018	0096528939	100-0601-551.30-14	119.97	Library Materials	
		12/4/2018	0096549569	100-0601-551.30-14	11.24	Library Materials	
		12/4/2018	0096549630	100-0601-551.30-14	101.18	Library Materials	
		12/4/2018	0096570867	100-0601-551.30-14	18.74	Library Materials	
		12/4/2018	0096570868	100-0601-551.30-14	317.08	Library Materials	
		12/4/2018	0096570903	100-0601-551.30-14	89.95	Library Materials	
Total for check: 63244					1,548.60		
MBM	63245	12/4/2018	IN337702	100-0601-551.24-04	115.64	Copier Contract	
		12/4/2018	IN339108	100-0601-551.24-04	16.97	Copier Contract	
Total for check: 63245					132.61		

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KIRK MOORE-NOKES	63246	12/4/2018	MOORE-NOKES	100-0601-551.33-02	207.00	Reimbursement	
				100-0601-551.33-03	177.67	Reimbursement	
				100-0601-551.33-04	495.75	Reimbursement	
				Total for check: 63246	880.42		
OFFICE DEPOT BUSINESS ACCOUNT	63247	12/4/2018	9276704	100-0601-551.30-10	23.99	Office Supplies	
					23.99		
PIGGLY WIGGLY	63248	12/4/2018	025043021129	100-0601-551.30-16	72.00	Supplies	
					72.00		
RECORDED BOOKS LLC	63249	12/4/2018	76021684	100-0601-551.30-14	33.37	Library Materials	
					33.37		
RHYME BUSINESS PRODUCTS	63250	12/4/2018	AR256529	100-0601-551.30-10	73.11	Calendars	
					73.11		
STEVEN RICHTER	63251	12/4/2018	RICHTER REFUND	100-0601-551.30-14	88.00	Refund	
					88.00		
SENSOURCE	63252	12/4/2018	39415	100-0601-551.24-04	300.00	Annual Data Hosting	Service Fee
					300.00		
SERVICEMASTER BUILDING MAINTENANCE	63253	12/4/2018	28493	100-0601-551.20-01	1,587.00	Janitorial Service	
					1,587.00		

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SHOWCASES	63254	12/4/2018	309236	100-0601-551.30-18	200.00	Double CD
Total for check: 63254					200.00	
SYNCB/AMAZON	63256	12/4/2018	433889643773	100-0601-551.30-14	980.32	Library Materials
		12/4/2018	434886945396	100-0601-551.30-14	61.21	Library Materials
		12/4/2018	434949974558	100-0601-551.30-14	30.98	Library Materials
		12/4/2018	435467676859	100-0601-551.30-14	9.98	Library Materials
		12/4/2018	436699979765	100-0601-551.30-14	42.95	Library Materials
		12/4/2018	443357698574	100-0601-551.30-14	26.58	Library Materials
		12/4/2018	443974943873	100-0601-551.30-14	25.92	Library Materials
		12/4/2018	444637593838	100-0601-551.30-14	13.99	Library Materials
		12/4/2018	448367556365	100-0601-551.30-14	15.28	Library Materials
		12/4/2018	453565568956	100-0601-551.30-14	12.00	Library Materials
		12/4/2018	453684838488	100-0601-551.30-14	39.99	Library Materials
		12/4/2018	454386359563	100-0601-551.30-14	9.98	Library Materials
		12/4/2018	455953895485	100-0601-551.30-14	9.97	Library Materials
		12/4/2018	455986483997	100-0601-551.30-14	79.36	Library Materials
		12/4/2018	463348964643	100-0601-551.30-14	56.67	Library Materials
		12/4/2018	465566655654	100-0601-551.30-14	966.92	Library Materials
		12/4/2018	469739848596	100-0601-551.30-14	844.93	Library Materials
		12/4/2018	555985577397	100-0601-551.30-14	41.47	Library Materials
		12/4/2018	559589744875	100-0601-551.30-14	37.58	Library Materials
		12/4/2018	564893374354	100-0601-551.30-14	12.49	Library Materials
		12/4/2018	583837687838	100-0601-551.30-14	22.26	Library Materials
		12/4/2018	699986735335	100-0601-551.30-14	846.99	Library Materials
		12/4/2018	797437546395	100-0601-551.30-14	1,051.56	Library Materials
		12/4/2018	834876369338	100-0601-551.30-14	22.00	Library Materials
		12/4/2018	888483566683	100-0601-551.30-14	13.79	Library Materials
		12/4/2018	888933574837	100-0601-551.30-14	9.99	Library Materials
		12/4/2018	977948339688	100-0601-551.30-14	19.99	Library Materials
Total for check: 63256					5,305.15	

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UNIQUE MANAGEMENT SERVICES INC	63257	12/4/2018	476309	100-0000-441.19-00	196.90	Collection Agency Fees	
Total for check: 63257					196.90		
US BANK EQUIPMENT FINANCE	63258	12/4/2018	371150962	100-0601-551.24-04	513.46	Copier Contracts	
Total for check: 63258					513.46		
WINNEFOX AUTOMATED LIBRARY SYSTEM	63259	12/4/2018	WALS1025	100-0601-551.30-11	94.32	Unique Mgmt Services	September 2018
					121.71	Unique Mgmt Services	October 2018
Total for check: 63259					216.03		
					32,316.70		

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ACCURATE	63260	12/6/2018	1815571	731-1022-541.30-18	267.10	Parts
			Total for check: 63260		267.10	
ASSOCIATED APPRAISAL CONSULTANTS	63261	12/6/2018	137631	100-0402-513.21-09	5,000.00	Dec Assessment Svcs
					61.66	Internet Posting
				100-0402-513.30-11	7.28	Postage
			Total for check: 63261		5,068.94	
AUTOMATED COMFORT CONTROLS	63262	12/6/2018	22652	100-0601-551.24-03	293.34	Work on pump & chiller
		12/6/2018	22653	100-0601-551.24-03	192.75	Labor on Boiler
			Total for check: 63262		486.09	
BADGER LAB & ENGINEERING INC	63263	12/6/2018	18-4147	601-1020-543.21-02	336.00	MU Monitoring
			Total for check: 63263		336.00	
BLUE PRINT SERVICE CO INC	63264	12/6/2018	119424	100-1002-541.30-15	230.00	Printhead
				601-1020-543.30-15	115.00	Printhead
				625-1002-541.30-15	115.00	Printhead
			Total for check: 63264		460.00	
BRAZEE'S ACE HARDWARE	63265	12/6/2018	043775	100-0601-551.24-03	14.99	Primer
			Total for check: 63265		14.99	
CAREW CONCRETE & SUPPLY CO INC	63266	12/6/2018	1118555	100-0703-553.30-18	430.18	Concrete
				100-1009-541.30-18	430.18	Concrete
				100-1011-541.30-18	143.39	Concrete
			Total for check: 63266		1,003.75	
CESA #6	63267	12/6/2018	26913	100-0903-531.33-02	180.00	School Nurse Network

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CESA #6...	63267...	12/6/2018	26995	100-0903-531.33-02	180.00	School Nurse Network	Linda Palmbach
Total for check: 63267					360.00		
CONGER TOYOTA-LIFT	63268	12/6/2018	PSI-132056	731-1022-541.29-04	216.30	Maintenance	
Total for check: 63268					216.30		
CONSTRUCTION SUPPLY GROUP	63269	12/6/2018	12995893-00	100-0704-552.30-18	52.04	Waterstop	
Total for check: 63269					52.04		
DEATON, PETER	63270	12/6/2018	DEATON	100-0000-201.03-00	25.00	Citation #18200500268	Overpayment
Total for check: 63270					25.00		
DJK ENVIRONMENTAL LLC	63271	12/6/2018	18-274	487-0305-562.82-02	16,815.00	Asbestos Abatement	1 Main Street
Total for check: 63271					16,815.00		
ENERGY CONTROL & DESIGN INC	63272	12/6/2018	0083432-IN	470-0601-551.82-01	3,111.00	Installation of RENO	
Total for check: 63272					3,111.00		
ENVIROTECH	63273	12/6/2018	110918-6A	731-1022-541.38-03	399.25	Sweeper Hose	
Total for check: 63273					399.25		
FACTORY MOTOR PARTS CO	63274	12/6/2018	18-1725712	731-1022-541.38-03	9.16	Lube Filter	
		12/6/2018	18-1725788	731-1022-541.30-18	24.00	Fuel Additive	
		12/6/2018	18-1726388	731-1022-541.38-03	147.73	Part	
		12/6/2018	18-1726508	731-1022-541.38-03	86.22	Parts/Rotor	
		12/6/2018	18-1727444	731-1022-541.38-03	186.89	Cylinder	
		12/6/2018	18-1729789	731-1022-541.38-03	390.70	Parts	
		12/6/2018	18-1730942	731-1022-541.38-03	66.37	Wipers	
		12/6/2018	18-1731041	731-1022-541.38-03	28.86	Wipers	

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FACTORY MOTOR PARTS CO...	63274...	12/6/2018	18-Z15614	731-1022-541.38-03	139.83	Battery Cores
			Total for check: 63274		1,079.76	
FOX VALLEY TECHNICAL COLLEGE	63275	12/6/2018	TPB0000493359	100-0801-521.34-02	99.00	Oleszak-Managing Media
			Total for check: 63275		99.00	
GEHLERT, JOE	63276	12/6/2018	GEHLERT	601-1020-543.21-02	675.00	Reimbursement Sump Pit/Sump Pump
			Total for check: 63276		675.00	
KRISTINE JACOBSEN	63277	12/6/2018	JACOBSEN/NOV	100-0909-531.33-01	3.18	November Mileage
				100-0915-531.33-01	120.84	November Mileage
			Total for check: 63277		124.02	
KCB SUPPLY INC	63278	12/6/2018	5665	100-0801-521.24-05	84.36	Welded Bulk Storage
			Total for check: 63278		84.36	
SARA KROLL	63279	12/6/2018	KROLL	826-0702-552.20-05	640.00	Holiday Hayride
			Total for check: 63279		640.00	
LANTOW, LINDSEY	63280	12/6/2018	LANTOW REFUND	100-0000-441.24-00	20.00	Refund/Overpay Tiny Tots
			Total for check: 63280		20.00	
MATTHEWS TIRE & SERVICE CENTER	63281	12/6/2018	283388	731-1022-541.38-02	43.67	Valve Stems/Hardware
			Total for check: 63281		43.67	
MCC INC	63282	12/6/2018	PMT #5	100-1003-541.82-02	3,089.87	Payment #5 #2018-02
				470-0000-201.04-00	16,671.08	Payment #5 #2018-02
				470-1003-541.82-02	199,375.26	Payment #5 #2018-02
				492-1009-541.82-02	54,234.84	Payment #5 #2018-02

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MCC INC...	63282...	12/6/2018...	PMT #5...	625-0000-194.00-00	3,085.99	Payment #5	#2018-02
			Total for check: 63282		276,457.04		
MCMAHON	63283	12/6/2018	912093	601-1020-543.82-02	114.00	Professional Services	Sewer Construction
			Total for check: 63283		114.00		
MCNEILUS TRUCK & MFG COMPANY	63284	12/6/2018	4196640	731-1022-541.38-03	144.68	Harn/Ctnr/Weather Pack	
			Total for check: 63284		144.68		
MENARDS-APPLETON EAST	63285	12/6/2018	50067	100-0703-553.30-18	22.56	Driveway Marker	
			Total for check: 63285		22.56		
MENASHA NEENAH MUNICIPAL COURT	63286	12/6/2018	MNMC	100-0000-201.03-00	363.00	Bond	Report #18-0250
					98.80	Bond	Report #18-0251
					50.00	Bond	Report #18-0251
					149.00	Bond	Report #18-0215
			Total for check: 63286		660.80		
MENASHA UTILITIES	63287	12/6/2018	03289840-12R	501-0304-562.22-05	128.34	298 Ahnaip	10/25/18-11/19/18
		12/6/2018	03289845-12R	501-0304-562.22-05	128.34	480 Ahnaip	10/25/18-11/19/18
		12/6/2018	MU	100-0000-123.00-00	9.20	Electric	10/9/18-11/8/18
				100-0703-553.22-03	181.64	Electric	10/9/18-11/8/18
				100-0703-553.22-05	241.24	Water	10/9/18-11/8/18
				100-0703-553.22-06	184.81	Storm	10/9/18-11/8/18
				100-1008-541.22-03	187.28	Electric	10/9/18-11/8/18
				100-1012-541.22-03	13.26	Electric	10/9/18-11/8/18
				601-1020-543.22-03	34.59	Electric	10/9/18-11/8/18
				731-1022-541.22-03	34.28	Electric	10/9/18-11/8/18
			Total for check: 63287		1,142.98		

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MIDWEST POLICE CONSULTANTS	63288	12/6/2018	9209673599	100-0801-521.34-02	1,497.00	PTO Course	May 20-24, 2019
Total for check: 63288					1,497.00		
MONROE TRUCK EQUIPMENT INC	63289	12/6/2018	798524	731-1022-541.38-03	215.96	Junction Box	
Total for check: 63289					215.96		
MORTON SAFETY	63290	12/6/2018	189769-00	100-0801-521.30-18	38.00	Sharps Container	
		12/6/2018	189839-00	266-1028-543.30-18	66.75	Ear Plugs	
		Total for check: 63290			104.75		
N&M AUTO SUPPLY	63291	12/6/2018	658668	731-1022-541.38-03	93.23	Brake Line	
		12/6/2018	659386	731-1022-541.30-18	14.89	Acrylic Tape	
		12/6/2018	659439	731-1022-541.38-03	58.95	Fuse Holder	
		12/6/2018	659629	731-1022-541.38-03	18.00	Circuit Breakers	
		12/6/2018	659665	731-1022-541.38-03	46.75	Acrylic Tape	
		12/6/2018	659679	731-1022-541.30-18	11.96	Silicone	
		12/6/2018	659764	731-1022-541.38-03	18.09	Hitch Pin	
		12/6/2018	659895	731-1022-541.38-03	33.72	Floor Dry	
		Total for check: 63291			295.59		
NCI COMMUNICATION SOLUTIONS	63292	12/6/2018	AR14426	470-0601-551.82-01	551.36	Dome Camera	Junction Box
Total for check: 63292					551.36		
NEENAH-MENASHA SEWERAGE COMMISSION	63293	12/6/2018	2018-191	601-1021-543.25-01	20,872.41	Dec 2018 Wastewater	
		12/6/2018	2018-197	601-1021-543.25-01	19,202.00	Dec 2018 Interest/Debt	
		Total for check: 63293			40,074.41		
CITY OF NEENAH	63294	12/6/2018	FIRE/RESCUE	100-0501-522.25-01	279,945.00	Dec Fire/Rescue Services	
Total for check: 63294					279,945.00		

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<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
RAY O'HERRON CO INC	63295	12/6/2018	1859931-IN	100-0801-521.19-03	98.60	Shirts
			Total for check: 63295		98.60	
PACKER CITY INTL TRUCKS INC	63296	12/6/2018	X103066051:01	731-1022-541.38-03	4.68	Filters
		12/6/2018	X103066051:02	731-1022-541.38-03	72.41	Air Filter
		12/6/2018	X103066066:01	731-1022-541.38-03	13.32	Filters
			Total for check: 63296		90.41	
CURT PRELLWITZ	63297	12/6/2018	PRELLWITZ NOV	743-0403-513.33-01	12.79	November Mileage
			Total for check: 63297		12.79	
RIVERRESTORATION.ORG	63298	12/6/2018	1535	489-0703-562.21-02	579.25	Grant Map
		12/6/2018	1536	489-0703-562.21-02	387.25	Engineering
			Total for check: 63298		966.50	
DR TERESA RUDOLPH	63299	12/6/2018	RUDOLPH	100-0903-531.21-05	175.00	City Physician
			Total for check: 63299		175.00	
JENNIFER SASSMAN	63300	12/6/2018	SASSMAN NOV	100-0401-513.34-01	31.80	November Mileage
			Total for check: 63300		31.80	
SMT MANUFACTURING & SUPPLY LLC	63301	12/6/2018	0055142-IN	731-1022-541.38-03	103.56	Flange Unit
		12/6/2018	0055143-IN	731-1022-541.38-03	17.99	Gloves
			Total for check: 63301		121.55	
JOE STEPHENSON	63302	12/6/2018	STEPHENSON	100-0304-562.33-01	83.21	October/November Mileage
			Total for check: 63302		83.21	

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SUBURBAN WILDLIFE SOLUTIONS LLC	63303	12/6/2018	3776	625-1010-541.21-06	536.00	Muskrat Removal	
Total for check: 63303					536.00		
TOYS FOR TRUCKS	63304	12/6/2018	268978	731-1022-541.38-03	200.46	Front Flaps/Ball/Mount	
Total for check: 63304					200.46		
ULINE	63305	12/6/2018	103096764	100-0601-551.24-03	73.37	Wall Clocks	
Total for check: 63305					73.37		
UNIFIRST CORPORATION	63306	12/6/2018	097 0272127	731-1022-541.20-01	178.66	Coveralls/Towels/Mats Shirts/Pants	
Total for check: 63306					178.66		
WE ENERGIES	63307	12/6/2018	3818-650-595	100-1012-541.22-03	1,034.23	Street Lights	10/18/18-11/20/188
Total for check: 63307					1,034.23		
WIL-KIL PEST CONTROL	63308	12/6/2018	15261719	100-0601-551.24-03	410.31	Annual Pest Control	12 Services
Total for check: 63308					410.31		
WINNEBAGO COUNTY CLERK OF COURTS	63309	12/6/2018	WINN CO CLERK	100-0000-201.03-00	150.00	Bond	Report #18-4023
					285.00	Bond	Report #18-4080
					535.00	Bond	Report #18-3998
					970.00		
WINNEBAGO COUNTY REGISTER OF DEEDS	63310	12/6/2018	WINN CO REG	487-0305-562.82-02	270.60	Transfer Fee	Brin Closing
Total for check: 63310					270.60		
WINNEBAGO COUNTY TREASURER	63311	12/6/2018	13634	100-0000-123.00-00	30.00	Recording Fees	127 First Street
				100-0203-512.21-08	60.00	Recording Fees	Brin Bldg/Main & Mtg
				470-1002-541.80-02	30.00	Recording Fees	319 Broad Street

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WINNEBAGO COUNTY TREASURER...	63311...	12/6/2018	13702	100-0801-521.30-18	13.00	ID Cards	
		12/6/2018	DOG LICENSES	100-0000-201.03-00	15.00	Dog Lic#11852-11884	
	Total for check: 63311				148.00		
WISCONSIN DEPT OF JUSTICE	63312	12/6/2018	ACCT G3228	100-0601-551.21-06	7.00	Transactions	11/1/18-11/30/18
	Total for check: 63312				7.00		
WISCONSIN SUPPORT COLLECTIONS	63313	12/6/2018	20181206	100-0000-202.03-00	1,045.91	PAYROLL SUMMARY	
	Total for check: 63313				1,045.91		
					639,061.80		

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AAA PORTABLES	63314	12/13/2018	D-80300	100-0703-553.20-09	35.19	Rental
			Total for check: 63314		35.19	
ACCURATE	63315	12/13/2018	1815384	731-1022-541.38-03	145.82	LED Strip/Wire
		12/13/2018	1815790	731-1022-541.30-18	286.61	Clamp/LED's/Washers/Pins
			Total for check: 63315		432.43	
AFFINITY MEDICAL GROUP	63316	12/13/2018	XFQTMHFK7X21D85	100-0801-521.21-05	737.00	Medical Care
			Total for check: 63316		737.00	
APPANASHA PET CLINIC	63317	12/13/2018	357192	824-0807-521.21-05	28.00	Cami Vet Appt
		12/13/2018	357417	824-0807-521.21-05	90.90	Geller Vet Appt
			Total for check: 63317		118.90	
APPLETON HYDRAULIC COMPONENTS	63318	12/13/2018	37157	731-1022-541.38-03	433.82	Hose
		12/13/2018	37166	731-1022-541.38-03	247.42	Hose
			Total for check: 63318		681.24	
ARING EQUIPMENT COMPANY INC	63319	12/13/2018	595211	731-1022-541.38-03	24.12	Strap
		12/13/2018	744249	731-1022-541.38-03	724.06	Pump
			Total for check: 63319		748.18	
AUTOMATED COMFORT CONTROLS	63320	12/13/2018	22731	100-0501-522.24-03	55.44	Filters
				100-0801-521.24-03	83.17	Filters
			Total for check: 63320		138.61	
BADGER MAILING & SHIPPING SYSTEMS	63321	12/13/2018	111533	100-1001-514.30-10	185.10	Ink Cartridge Postage Machine
			Total for check: 63321		185.10	

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BOBCAT PLUS	63322	12/13/2018	IA11951	731-1022-541.38-03	42.04	Nuts/Studs	
			Total for check: 63322		42.04		
CALUMET COUNTY REGISTER OF DEEDS	63323	12/13/2018	4057534	100-0203-512.21-08	60.00	Record Legal Documents	
			Total for check: 63323		60.00		
COMPLETE OFFICE OF WISCONSIN	63324	12/13/2018	969149	100-0801-521.30-10	139.21	Office Supplies	
		12/13/2018	969369	100-0801-521.30-10	7.31	Office Supplies	
			Total for check: 63324		146.52		
DAVEL ENGINEERING & ENVIRONMENT	63325	12/13/2018	3175718	100-0304-562.21-08	2,275.00	CSM 140 Main	
			Total for check: 63325		2,275.00		
SCOTT DAY	63326	12/13/2018	DAY	100-0801-521.21-05	305.00	Day	
			Total for check: 63326		305.00		
UNEMPLOYMENT INSURANCE	63327	12/13/2018	000009290514	100-0702-552.15-09	1,732.72	11/1/18 - 11/25/18	
			Total for check: 63327		1,732.72		
ELMSTAR ELECTRIC CORPORATION	63328	12/13/2018	13546 01	100-1008-541.20-10	1,392.78	T2 Knockdown	Signal Repair
			Total for check: 63328		1,392.78		
FIRST AMERICAN TITLE INSURANCE CO	63329	12/13/2018	925-650242101	100-0304-562.21-06	100.00	3-890 & 3-892	
		12/13/2018	925-650242217	100-0304-562.21-06	50.00	5-864	
			Total for check: 63329		150.00		
EZ GLIDE GARAGE DOORS AND OPENERS	63330	12/13/2018	0159237-IN	731-1022-541.24-03	646.50	Door Repair	

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EZ GLIDE GARAGE DOORS AND OPENERS...	63330...	12/13/2018	0159312-IN	100-1013-541.21-06	93.00	Door Repair/Marina Place	
Total for check: 63330					739.50		
FACTORY MOTOR PARTS CO	63331	12/13/2018	18-1730476	731-1022-541.38-03	(53.25)	Credit	
		12/13/2018	18-1732156	731-1022-541.30-18	238.43	Drums	
		12/13/2018	18-Z15815	731-1022-541.38-03	116.79	Battery Core	
		Total for check: 63331			301.97		
GO GREEN RECYCLING LLC	63332	12/13/2018	1758	487-0305-562.82-02	25,000.00	1st Installment	Demo-Brin
GREEN BOYZ LAWNCARE	63333	12/13/2018	49279	100-0601-551.24-03	47.50	Fertilizer	
				100-0801-521.20-06	47.50	Fertilizer	
				Total for check: 63333			95.00
GUSTMAN CHEVROLET SALES INC	63334	12/13/2018	48376	731-1022-541.38-03	404.25	Valve/Bolts/Bracket	
HARRISON UTILITIES	63335	12/13/2018	ACCT001-0220-00	100-0703-553.22-05	44.62	2170 Plank Road	10/23/18-11/26/18
HOME DEPOT CREDIT SERVICES	63336	12/13/2018	5014828	100-0703-553.30-15	9.97	Pump	
		12/13/2018	5581466	100-0920-531.24-03	9.45	Lever/Cord	
		12/13/2018	7592227	470-0601-551.82-01	40.52	Supplies/Library Project	
		12/13/2018	9592186	470-0601-551.82-01	265.84	Supplies/Library Project	
		Total for check: 63336			325.78		

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JOHN JACOBS	63337	12/13/2018	JACOBS	100-0401-513.34-01	31.80	November Mileage
			Total for check: 63337		31.80	
JOE'S POWER CENTER	63338	12/13/2018	34759	731-1022-541.38-03	15.68	Shredder Blade/Fan Wheel
			Total for check: 63338		15.68	
JX ENTERPRISES INC	63339	12/13/2018	2424230P	731-1022-541.38-03	39.98	Strap Door Check
			Total for check: 63339		39.98	
KANN MANUFACTURING CORPORATION	63340	12/13/2018	118251	731-1022-541.38-03	160.00	Board Repair
			Total for check: 63340		160.00	
KITZ & PFEIL INC	63342	12/13/2018	15658	100-0703-553.24-03	33.84	Clovis Supplies
		12/13/2018	15659	100-0703-553.24-03	32.71	Jefferson Supplies
				100-0704-552.24-03	32.71	Pool Supplies
		12/13/2018	15671	100-0703-553.24-03	8.52	Cover Box/Cover Clovis
		12/13/2018	15693	100-0601-551.24-03	25.88	Hardware Misc/Bulb/Bits
		12/13/2018	15770	100-1008-541.30-18	13.41	Nuts & Bolts
		12/13/2018	15777	100-0703-553.30-18	17.58	Tape
		12/13/2018	15798	100-0920-531.24-03	4.94	Lever
		12/13/2018	15820	100-0703-553.24-03	1.79	Cleanout PVC
		12/13/2018	15843	100-0601-551.24-03	67.02	Switch/Box/LED
		12/13/2018	15920	100-0601-551.24-03	5.53	Conduit/Conn Set Screw
		12/13/2018	15932	100-0704-552.24-04	13.27	Bit/Nuts & Bolts
		12/13/2018	15954	470-0601-551.82-01	40.90	Library Study Room Supply
		12/13/2018	15962	100-0601-551.24-03	10.28	Strap/Drive Guide
		12/13/2018	15971	100-0703-553.30-15	71.98	Mechanics Creeper
		12/13/2018	15991	731-1022-541.30-18	4.84	Hardware Misc
		12/13/2018	16118	625-0706-561.30-18	51.67	Cutters
		12/13/2018	16129	100-1006-541.30-18	29.40	Adapter/Elbows Brine Tank
		12/13/2018	16160	625-1010-541.30-18	20.34	Concrete
		12/13/2018	16164	100-0703-553.24-03	14.93	Bit/Hardware Misc Artwork/Shepard Park

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KITZ & PFEIL INC...	63342...	12/13/2018	16251`	100-0703-553.30-18	9.98	Christmas Lights	Smith Park
		12/13/2018	16252	100-0703-553.30-18	9.98	Christmas Lights	Gazebo
		12/13/2018	16266	100-1012-541.30-18	2.70	Hardware Misc	
		12/13/2018	192396	470-0601-551.82-01	22.41	Library Study Room	Project Supplies
		Total for check: 63342				546.61	
KWIK TRIP INC	63343	12/13/2018	ACCT #00244691	100-0801-521.38-01	170.65	Fuel	
LEVENHAGEN OIL CORPORATION	63344	12/13/2018	066691A-IN	100-0000-131.00-00	11,123.23	Fuel	
		12/13/2018	97834	207-0707-552.38-01	1,071.87	Fuel	
		Total for check: 63344				12,195.10	
MARTIN AND SON INC, HJ	63345	12/13/2018	CITY23	470-0601-551.82-01	8,325.00	Acoustical Installation	
MATTHEWS TIRE & SERVICE CENTER	63346	12/13/2018	68431	731-1022-541.38-02	538.40	Tires	
MCNEILUS TRUCK & MFG COMPANY	63347	12/13/2018	4199371	731-1022-541.38-03	15.44	Housing	
MENARDS-APPLETON EAST	63348	12/13/2018	50553	266-1028-543.30-18	31.84	Post Supplies	
MENASHA UTILITIES	63349	12/13/2018	004623	601-0401-513.25-02	17,201.79	Oct Sewer	
				625-0401-513.25-01	1,857.25	Oct Storm Water	

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MENASHA UTILITIES...	63349...	12/13/2018	STREET LIGHTS	100-1012-541.22-03	11,693.95	November Street Lights
			Total for check: 63349		30,752.99	
MORTON SAFETY	63350	12/13/2018	189886-00	100-0801-521.30-15	86.30	Sharps Container
			Total for check: 63350		86.30	
N&M AUTO SUPPLY	63351	12/13/2018	660107	731-1022-541.38-03	18.90	Brake Fluid
		12/13/2018	660152	731-1022-541.38-03	71.98	Sta-Bil/Seafoam
			Total for check: 63351		90.88	
NETWORK HEALTH SYSTEM INC	63352	12/13/2018	373781	100-0202-512.21-05	121.00	Physical/Drug Screen
		12/13/2018	373932	100-0202-512.21-05	240.00	Physical/Tests/Screen
		12/13/2018	374152	100-0202-512.21-05	805.56	EAP Service
			Total for check: 63352		1,166.56	
OMNI GLASS & PAINT INC	63353	12/13/2018	0130184-IN	470-0601-551.82-01	2,483.00	Install Door & Frame Library Project
			Total for check: 63353		2,483.00	
LINDA PALMBACH	63354	12/13/2018	PALMBACH	100-0903-531.33-01	39.86	November Mileage
			Total for check: 63354		39.86	
ROAD EQUIPMENT	63355	12/13/2018	687897	731-1022-541.38-03	276.76	Parts
			Total for check: 63355		276.76	
DIANE SCHABACH	63356	12/13/2018	349312	207-0707-552.30-18	621.98	CC Processing Fee
			Total for check: 63356		621.98	
SERVICEMASTER BUILDING MAINTENANCE	63357	12/13/2018	28749	100-0801-521.20-01	1,609.00	Janitorial Service

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SERVICEMASTER BUILDING MAINTENANCE...	63357...	12/13/2018	28758	100-0801-521.20-01	55.00	Janitorial Service	
Total for check: 63357					1,664.00		
SHERWIN WILLIAMS CO	63358	12/13/2018	5601-9	100-0703-553.30-18	67.41	Paint	
Total for check: 63358					67.41		
STAPLES BUSINESS ADVANTAGE	63359	12/13/2018	8052232575	100-0201-512.30-10	11.49	Office Supplies	Attorney
				100-0203-512.30-10	5.88	Office Supplies	Clerk
				100-0702-552.30-10	40.88	Office Supplies	Park & Rec
				Total for check: 63359			
STREICHER'S INC	63360	12/13/2018	11335336	100-0801-521.30-15	576.87	Masks/Protective Equip	Gloves
				100-0901-515.30-18	719.10	Masks/Protective Equip	Gloves
Total for check: 63360					1,295.97		
SUPERION LLC	63361	12/13/2018	218682	743-0403-513.24-04	2,806.00	Financial Software Dec.	
SUPERIOR CHEMICAL CORP	63362	12/13/2018	212348	731-1022-541.30-18	732.88	Degreaser	
TASC	63363	12/13/2018	IN1411924	100-0202-512.21-06	266.50	FSA/November	
THEDACARE LABORATORIES	63364	12/13/2018	ACCT #12100529	100-0801-521.21-05	127.50	Venipuncture	

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UNIFIRST CORPORATION	63365	12/13/2018	097 0272532	731-1022-541.20-01	178.66	Coveralls/Towels/Mats	Shirts/Pants
			Total for check: 63365		178.66		
WE ENERGIES	63366	12/13/2018	0433-391-934	100-1008-541.22-04	114.18	455 Baldwin/Gas	10/15/18-11/27/18
		12/13/2018	4410-797-129	100-0703-553.22-03	38.05	Conservancy	Elec 10/24/18-11/26/18
			Total for check: 63366		152.23		
WIL-KIL PEST CONTROL	63367	12/13/2018	3523137	731-1022-541.20-07	72.25	Commercial Contract	
			Total for check: 63367		72.25		
WINNEBAGO COUNTY TREASURER	63368	12/13/2018	13746	100-0805-521.25-01	257.30	Inmate	
			Total for check: 63368		257.30		
WITTHUHN, KARA	63369	12/13/2018	WITTHUHN	100-0000-441.24-00	40.00	Refund	
			Total for check: 63369		40.00		
					101,399.61		



To: Menasha Common Council

From: Jenny Groeschel Police Records

RE: Beverage Operator License (Bartender) Applicants

Date: December 13, 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:

Jason Dittmer
Linda Lillge
Anthony Olsen
Gabriel Walls
Christopher Warren

cc: chief via email



MEMORANDUM

Date: December 17, 2018

To: Common Council

From: Community Development Department/SS

RE: **Water Street Corridor Plan – RFP**

Through the budget process in the fall of 2017 for fiscal year 2018, the Common Council approved \$20,000 within the general fund of the Community Development Department (Acct. #100-0304-562.21-02) for the design, planning, and engineering services related to the 2020 reconstruction of Water Street. With reconstruct scheduled and the Water Street Corridor being noted as a potential redevelopment area within the adopted 2017 Downtown Vision Plan, staff and the City needs to ensure that the future reconstruction not only meets the current needs, but meets our future needs and future vision of Menasha.

On November 13th, the City posted an RFP to solicit proposals for the Water Street Corridor. Within the scope of work, emphasis was given to review the following: public input, existing conditions, future street alignment, existing and future shore wall needs, future recreation amenities, waterfront, future land use, funding options, and implementation strategy.

In total, the City received 5 proposals ranging from \$20,000 to \$54,570. Three firms were interviewed by the Community Development Director, the Public Works Director, the Mayor and the Aldermanic representative. Through this process, we are **recommending the Common Council accept the Water Street Corridor Proposal by Neighborhood Planners in the amount of \$23,500.**

Name	Address	Total
Ayres Associates	5201 E Terrace Dr, Ste 200, Madison, WI 53718	\$43,800
FARR Associates	53 W Jackson Blvd, Ste 650, Chicago, IL 60604	\$54,570
Asakura Robinson	400 S 4 th St, Ste 401-225, Minneapolis, MC 55415	\$20,000
GRAEF	1150 Springhurst Dr, Ste 201, Green Bay, WI 54304	\$25,454
Neighborhood Planners	602 N Lawe St, Appleton, WI 54911	\$23,500



REQUEST FOR PROPOSALS

WATER STREET CORRIDOR PLAN

Menasha, WI | November 28, 2018





28 NOVEMBER 2018

JOE STEPHENSON
ASSOCIATE PLANNER
100 MAIN STREET SUITE 200
MENASHA, WI 54952

RE: Water Street Corridor Proposal

On behalf of Neighborhood Planners (Andrew Dane), Design Studio Etc. (Garret Perry), Place Dynamics (Michael Stumpf), and Beyond 24 Leagues (David Pheifer, P.E.), we would like to thank you for the opportunity to submit this proposal to work in partnership with the City of Menasha as it moves forward with rehabilitation and redevelopment plans for the Water Street corridor. Our entire team consists of four (4) individuals with specialized experience selected specifically for this project.

We believe our understanding of the City, ability to facilitate complex land use discussions, knowledge of local development trends, award-winning urban design qualifications, and experience working on the Fox River canal system, make us an excellent partner on this project. Our team will provide highly competent and cost-effective planning services for the City. We are a very collaborative team and want to work closely with you and the community to develop an inspired and place specific design for the corridor.

Our team has extensive experience facilitating land use, economic development, and urban design projects. The key to success on this project is balancing a broad range of stakeholder interests. Therefore, we will initiate the project by finalizing a written Public Participation Plan which clearly spells out the overall purpose of the engagement effort, intended participants, engagement techniques, and schedule. In addition to providing a highly robust public participation process, our team will work closely with the City to design a signature streetscape and corridor that:

- Reflects the character, architectural styles, and setting of the neighborhood
- Ties downtown Menasha to the Fox River and Loop the Lake trail
- Encourages walking and biking
- Incentivizes private residential investment in the neighborhood
- Incentives private commercial investment along Tayco Steet
- Creates a compelling gateway into downtown
- Creates a series of special places along the waterfront, attracting both residents and visitors

Mr. Stephenson, Associate Planner
September 4, 2018

Our proposal is organized around the selection criteria identified in the RFP. Andrew Dane will be the primary point of contact and project Manager for this project. I can answer any questions you may have concerning our proposal. I may be reached directly at (920) 585-3593 or andrew@neighborhoodplanners.org.

Respectfully submitted,

Andrew Dane

Andrew F. Dane, Principal
Neighborhood Planners LLC
602 N. Lawe St., Appleton, WI 54911
andrew@neighborhoodplanners.org
920.585.3593



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Experience and Availability of Key Personnel

Andrew Dane will serve as the overall Project Manager and lead public participation efforts for the study. Andrew is trained in best practices for effective public participation through the International Association for Public Participation. He has designed and led over 200 public participation projects over his 20-year career in urban planning.

Garret Perry is an award-winning landscape architect and urban designer with 25+ years of experience engaging communities in hands-on design charrettes and public workshops. Garret has designed many of Wisconsin's iconic streetscapes and waterfronts and will lead the streetscape, open space and urban design tasks, including graphics for the community input session and final corridor plan.

Michael Stumpf has over 25 years of experience in land use planning and economic development planning. Simply coming up with pretty design solutions to a street corridor in an economically challenged neighborhood is not an option. Michael will provide market-based recommendations for the type, density, and price points for alternative housing products under consideration for the corridor. He will provide similar recommendations for the Tayco Street area, drawing upon recently completed market analysis worksheets completed for the study area.

Finally, our team includes Dave Pheifer, a professional engineer with several decades of experience evaluating retaining walls, bridges, and other municipal infrastructure. Dave's familiarity with the site and direct experience rehabilitating similar structures throughout the Fox Cities will provide highly cost effective and reliable advice for the City as it evaluates Water Street improvement alternatives.

Our highly experienced team of professionals will be working directly on this assignment and are available to hit the ground running. See project descriptions for additional details regarding our team's experience.



OVER 3,000 PLACE-BASED COMMENTS WERE PROVIDED THROUGH AN ON-LINE TOOL DEVELOPED BY ANDREW DANE FOR THE CITY OF APPLETON COMP PLAN UPDATE



Andrew Dane founded Neighborhood Planners LLC in 2018 after 20 years of community planning and development experience in both the public and private sectors.

Our passion is helping build great neighborhoods and communities. We help communities achieve their vision through thoughtful community engagement, technical problem-solving, strategy development and implementation.

Andrew is highly active in his neighborhood, having formed the Lawrence City Park Neighborhood Association. Through Neighborhood Investments LLC, he has created a platform for neighbors to invest in residential and commercial property rehabilitation.

Contact:

Andrew F. Dane, Principal
 Neighborhood Planners LLC
 602 N. Lawe St., Appleton, WI 54911
 andrew@neighborhoodplanners.org
 920.585.3593

Services Include:

- Waterfront Planning
- Park system plans
- Park and trail planning and design
- Public engagement
- Urban design
- Corridor planning
- Downtown Planning
- Bike and Pedestrian Plans
- Streetscape planning and design
- Comprehensive planning
- Funding assistance
- Real Estate Development Assistance
- Neighborhood Planning
- Comprehensive Planning
- Market Analysis
- Feasibility Studies
- Economic Development Planning
- Pocket Neighborhood Development
- Neighborhood Investment Strategies

Marshfield residents voice opinions on city's master plan



By Stephanie Buffenbinder | Posted: Sat 4:34 PM, Jan 16, 2016 | Updated: Sat 11:06 PM, Jan 16, 2016



As updates to the city of Marshfield's [master plan](#) are in motion, residents and community members met today to share their hopes and concerns.

About 70 residents and community [leaders](#) of put sticky notes on the walls to raise discussion and voice their input.

They looked at different maps to discuss where they would like new developments in the city. Residents say it all comes down to pride of where they live.

"I think we all really care about our community," Steven Okonek, a Marshfield resident. "We enjoy [working](#) together. We really try and get things done and it's great to see this many people come together to talk about the future of our city." Okonek is also running for office in Marshfield.

The Comprehensive Plan is updated every 10 years. It determines what can and cannot be done in Marshfield in regards to land use.

"This is probably one of the most important things we do in the city of Marshfield," Marshfield's Mayor, Chris Meyer said. "Having a comprehensive plan literally legally and figuratively [guides](#) our decision making for the next 20 years."





Andrew Dane AICP, ENV SP, NCI, LEED® ND

Project Manager, Public Engagement and Implementation Strategies Lead

Mr. Dane is an urban planner with extensive experience assisting both rural and urban communities as well as private industry. Andrew is a highly skilled and confident group process leader and facilitator, with extensive experience designing and leading public participation and community engagement processes. He specializes in project planning, design and implementation of complex projects including parks, waterfronts, and trails; community planning and downtown revitalization.

EDUCATION

Master of Science
Urban and Regional Planning
University of Arizona-Tucson

Bachelor of Science
Conservation Biology
University of Wisconsin-Madison

REGISTRATIONS/ CERTIFICATIONS

LEED AP Neighborhood
Development (2017), U.S. Green
Building Council

Charrette Facilitator (2014),
National Charrette Institute

ENVISION Sustainability
Professional (ENV SP) (2012),
Institute for Sustainable
Infrastructure

Certified Planner (2011), American
Institute of Certified Planners

Integrated Community Sustainability
Planning Certification (2010), The
Natural Step

PROFESSIONAL ASSOCIATIONS

Wisconsin Parks and Recreation
Association
Member

Institute for Sustainable
Infrastructure, Member

American Planning Association,
Member

The Natural Step (TNS), Member

Wisconsin Downtown Action Council
(WDAC), Member (2014-present)

EXPERIENCE

- Retail Market Study, Columbus, OH
- Corridor Revitalization Plan, Tulsa, OK
- Pocket Neighborhood Dev., Eau Claire, WI
- Neighborhood Revitalization, Appleton, WI
- Market Analysis, Elm Grove, WI
- Value Added Feasibility Study, Eureka, CA

- Parking & Pedestrian Plan, Egg Harbor, WI
- Downtown Plan, E. Stroudsburg, PA
- EDA Grant Application, Eureka, CA

PRIOR EXPERIENCE

PARKS AND OPEN SPACE

- Waterfront Master Plan, Fish Creek, WI
- Arrowhead Park Waterfront Plan, Neenah, WI
- Trails Master Plan, Appleton, WI
- River Management Plan, Kiel, WI
- Master Land Use Plan, La Crosse Co. Landfill
- Kinnickinnick River Corridor Plan, River Falls, WI
- Comprehensive Outdoor Rec. Plan, Suring, WI
- Wayfinding and Streetscape Plan, Fish Creek, WI
- Lyons Park Creek Sustainability Review, MMSD

ENERGY & SUSTAINABILITY

- Biomass Feasibility Studies, Bad River Tribe, WI
- Recycling Optimization Study, Chippewa County
- Solid Waste/Recycling Plan, Fond Du Lac Tribe
- Solid Waste Management Plan, La Crosse Co.
- Energy Conservation Plan, Chippewa County
- Marketing Co-op Feasibility Study, WI
- Value-Added Wood Product Study, MRRPC, WI
- Biofuels Feasibility Study, MRRPC, WI
- Biofuels Feasibility Study, Thilmany Papers, WI
- Biofuels Due Diligence Study, Xcel Energy, WI
- Energy Conservation Plan, Oneida Tribe, WI
- Strategic Energy Plan, Chippewa County, WI

LAND USE AND TRANSPORTATION

- Bicycling and Pedestrian Plan, Fish Creek, WI
- Bicycling and Pedestrian Wayfinding Plan, WI
- Transportation Plan, Sherwood, WI
- 54th Street Preliminary Design, Edina, MN
- Miller's Bay Neighborhood Streetscape
- Downtown Parking Study, Fish Creek, WI
- Comprehensive Plan Workshop, Marshfield, WI
- Comprehensive Plan, Stevens Point, WI
- Comprehensive Plan, Appleton, WI
- Comprehensive Plan, Barron, WI

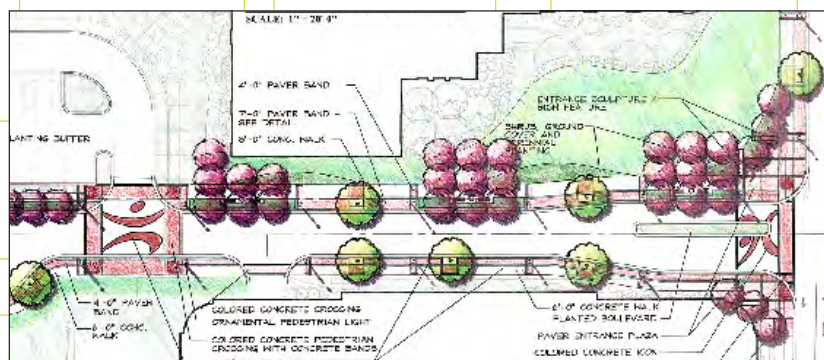
BUSINESS DISTRICTS AND REDEVELOPMENT

- Downtown Plan, Appleton, WI
- Downtown Plan, Clintonville, WI
- Downtown Plan, Marshfield, WI
- Downtown Plan, Menasha, WI
- Strategic Plan, Chippewa Falls Main Street
- Downtown Plan, Porter, IN
- Downtown Revitalization Plan, Gering, IN
- Downtown Plan, Sherwood, WI
- Downtown Plan, Elm Grove, WI

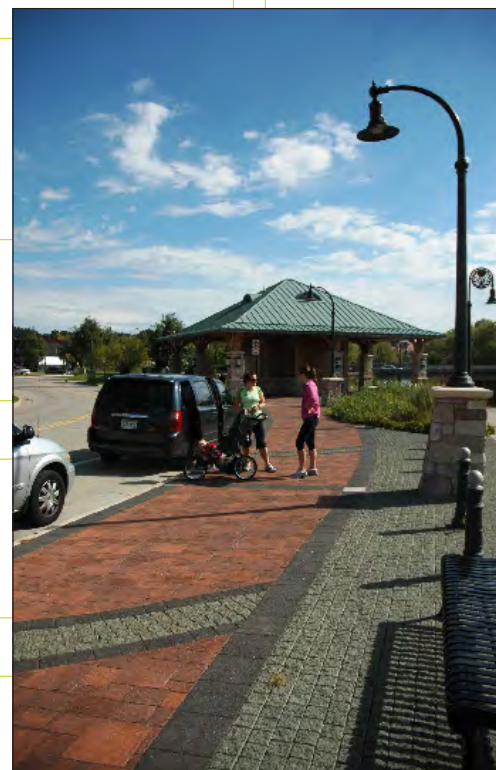
ECONOMIC DEVELOPMENT

- Riverside North Development Team, Crosse, WI
- Pocket Neighborhoods Dev., Eau Claire, WI
- Housing Plan, City of South Tucson, AZ
- Economic Dev. Plan, Vernon County, WI
- Economic Impact Study, N. WI State Fair
- Economic Impact of Crafts/Arts, NW WI
- Cost of Community Services, WI
- Brownfields Historic Fill Permit, Neenah, WI
- Water System Capacity Study, Eau Claire, WI
- Business Park Feasibility Study, Eau Claire, WI
- IMPLAN Impact Studies, Barron County
- IMPLAN Impact Studies, Chippewa County

As a Senior Landscape Architect, Garret has taken a lead role in designing many award winning park and urban projects throughout Wisconsin and Illinois. Garret's work with design studio etc. focuses on passive and active urban parks, downtown and waterfront master plans; urban infill and redevelopment projects; design guidelines; streetscape, way-finding and public space designs. Garret has taken a lead role on many past projects that have received awards from the Wisconsin Chapter of the American Society of Landscape Architect's and Wisconsin Parks and Recreation Association.



Phoenix Park – Eau Claire, WI	
6th Street Reconstruction - Burlington, WI	
7th Street Streetscape - Racine, WI	
Northwestern Avenue - Racine, WI	
Hwy 60 Reconstruction - Grafton, WI	
Hwy 51 Corridor - Mcfarland, WI	
STH 18 - Cambridge, WI	
STH 89 - Waterloo, WI	
Historic Downtown Streetscape - Galena, IL	
6th Ave Streetscape - Antigo, WI	
Philo Road Streetscape - Urbana, IL	
Elgin Recreation Center Streetscape - Elgin, IL	
Atwood Avenue - Madison, WI	



Licensed Landscape Architect: Wisconsin.

Education:

Bachelor of Science - Landscape Architecture
Ohio State University, Columbus, Ohio

Associates Degree - Ornamental Horticulture MATC, Mequon, Wisconsin

design studio etc. Madison, WI	
Principal, Landscape Architect	
October 2009/	

Schreiber/Anderson Assocs. Madison, WI
Associate, Senior Landscape Architect
March 1998/October 2009

Wallace Roberts and Todd Philadelphia, PA
Landscape Architectural Designer
November 1995/March 1998

PLACE DYNAMICS

Insight and Strategy

Place Dynamics was formed in 2005 with the idea of bringing places to life through insight and strategy. As experts in economic and market research we understood how important it was to base decisions on good information. We simply saw too many failed plans because they did not gain a good understanding of conditions and markets on which to build their strategies. We wanted to change that.

In the years since we started we have come to be known as a premier source for detailed analysis and strategy to support economic development, land use planning, or real estate development. We have completed projects for state governments, local governments and organizations, and private developers in over half of the states, and in 2012 we entered the Canadian market.

Our preferred project is one that seeks to turn good information into actionable strategy. Place Dynamics excels at gathering and analyzing the information needed to understand conditions, trends, opportunities, and challenges. We use this knowledge to craft effective and original responses designed to get results.

3090 S. Country Lane
New Berlin • WI • 53146
262-510-2131 (Wisconsin)
720-440-2131 (Colorado)
www.placedynamics.com

Founded in 2006

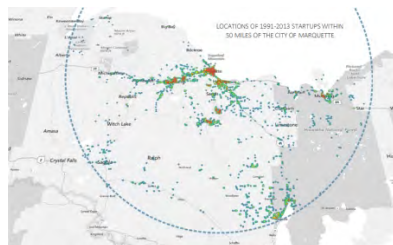
Michael Stumpf, Principal

Registered as a Wisconsin
Limited Liability Corporation

Veteran-Owned Business

ECONOMIC DEVELOPMENT

Economic Development Planning
Entrepreneurship and Small Business
Cluster and Target Industry Analysis
Business/Industrial Park Planning
Incubation and Coworking Strategies
Tourism Studies and Strategies
Real Estate Development Planning
Economic and Fiscal Analysis



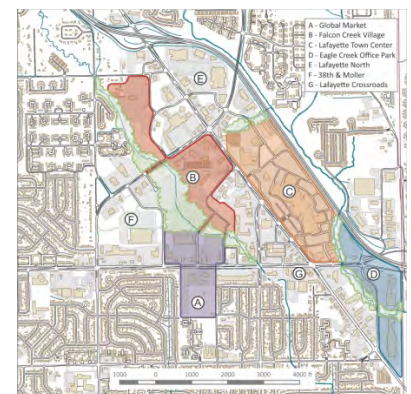
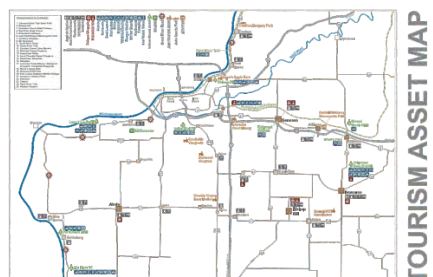
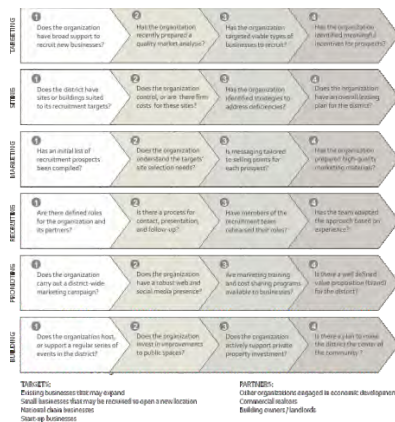
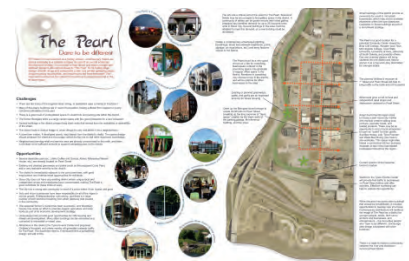
MARKET RESEARCH

Retail Market Analysis
Lodging/Dining Market Analysis
Office/Industrial Market Analysis
Housing Market Analysis and Studies
Market and Fiscal Feasibility Studies
Demographic Analysis
Survey Research



COMMUNITY PLANNING

Downtown Revitalization
Commercial Corridor Planning
Real Estate Redevelopment and Reuse
Neighborhood Development Planning
Disaster Preparedness and Recovery
Land Use Planning



Past Performance on Similar Projects

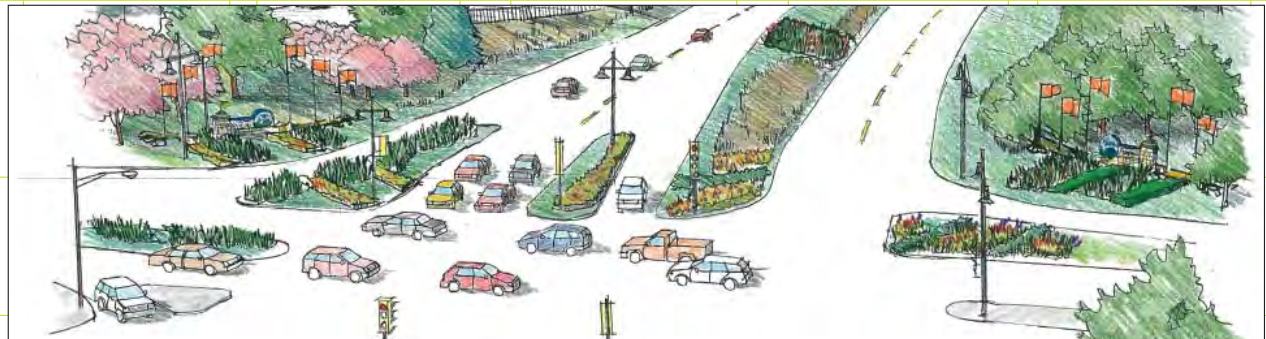
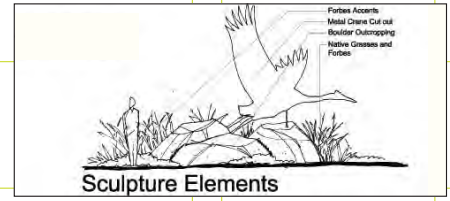
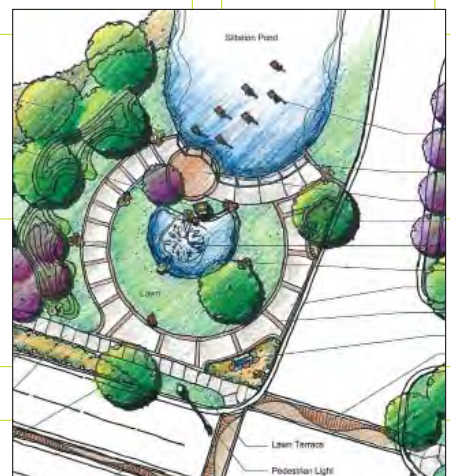
Highway 51 Master Plan McFarland, Wisconsin design studio etc.

The Village of McFarland's Urban Forestry Committee collaborated with a team of landscape architects to complete the Landscape Master Plan for the Hwy 51 Corridor for the Village of McFarland. The Landscape Master Plan was recommended to be completed in The Villages Comprehensive Master Plan.

The corridor is over two and one half miles long made up of mixed uses and aesthetic. The corridor had an array of complex issues that needed to be addressed in order for the final implementation to be successful. The two repeating issues that were high on the priority list for both the Urban Forestry Committee and the community were to develop an identity for McFarland and to try to disguise, screen or block the existing oil tanks along the corridor.

The Village has strong connection to Lake Waubesa and the natural systems connected to the lake. Because of this the design theme was to have the landscape resemble that of a lake bed. The arrangement of plantings and the placement of amenities were to resemble one's view of a lake map. The native grasses will be incorporated to represent the weed bed lines. Berms will be located to represent the typical topographic changes of the lake. Boulders will be placed to symbolize sand and rock bars. Bands of trees will be placed to represent architectural elements such as docks and piers. The tree bands will act as a very vertical architectural element in the landscape. Finally, sculptural elements will be placed in a random fashion through out the landscape that resemble the indigenous waterfowl that resides on the lake. These sculptures will be quite large and colorful and also will assist in diverting the eye away from the oil tanks and concentrated on the attractive landscape for the corridor.

The intersection of Voges Road and Hwy 51 is the main gateway into McFarland and the starting point of the landscape theme. Entrance signs resembling light towers were designed and placed on both the west and east corners of the intersections to create a dramatic and clear welcoming feature for McFarland. Banner poles in varying heights will flank the signs and be adorned with colorful banners that match the color theme of the surrounding plantings. The signs will be complimented with a more formal display of perennials and annuals. These beds will eventually transition into the native grass and forbes plantings that continue down Hwy 51.



* Work on this project was completed while at SAA

The main emphasis of BID #37 is to encourage job creation and redevelopment in the Corridor. One of the best ways to illustrate this change is through streetscape improvements. By applying the design guideline improvements to highly visible areas and targeted redevelopment areas, BID #37 intends to show a commitment to the Corridor and community and create a welcome mat for new development.

The intent of the streetscape design guidelines is to define the aesthetic changes which need to occur in order to attract new business and development. The guidelines will develop a common theme to be applied to all streetscape improvements, emphasizing the unique history and heritage of the Corridor. A family of amenities will be selected to complement and express the Corridor theme. Additional areas, such as pocket parks and gathering spaces will be designed to support the streetscape and to further illustrate the theme. The completed design guidelines will provide BID #37 a vocabulary that can be used when continuing with implementation plans.

Highlight elements in the plan:

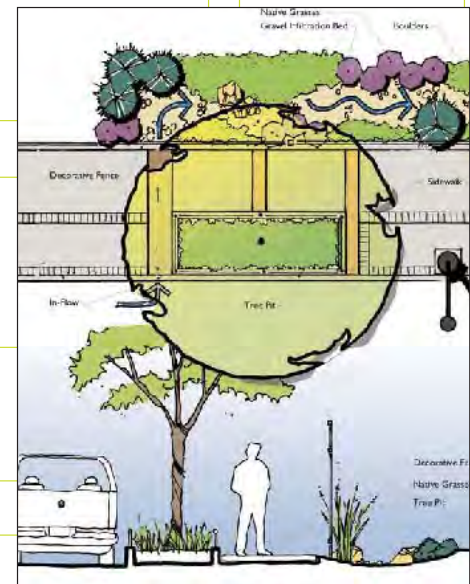
- Upgraded ornamental rail overpasses as a thematic element and artistic piece for the corridor
- Alternative green applications in the streetscape design to capture and detain stormwater
- Left over green space in R.O.W used as pocket parks and informal gathering spaces
- Bus shelters as sculpture
- A sculpture walk with gathering nodes that highlight the work of artists in the corridor.

Reference

Brenna Holly

ICC Executive Director

414-444-4706



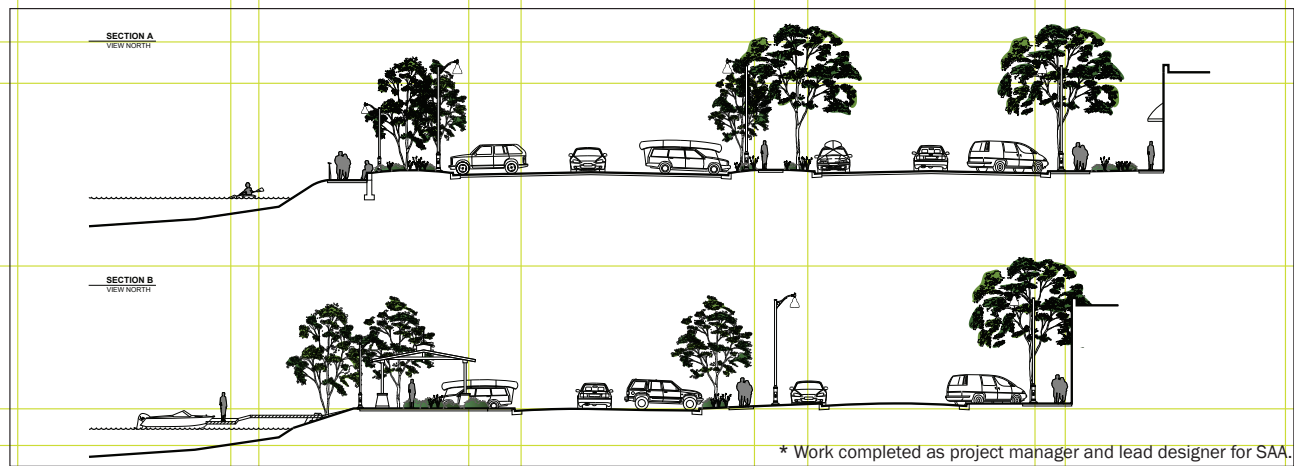
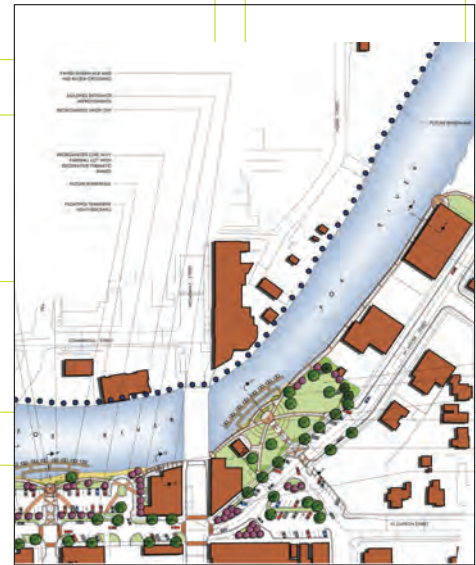
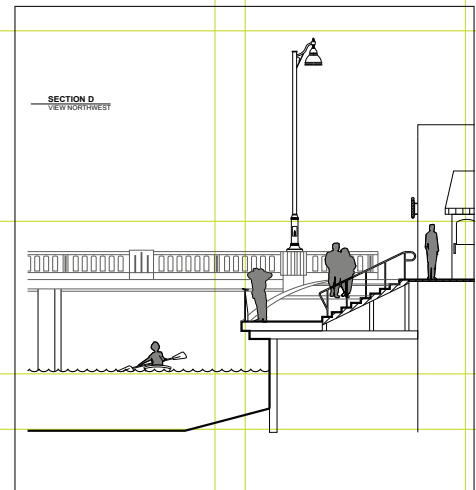
*Work on this project was completed while at SAA

Berlin Downtown Waterfront Master Plan - Berlin, WI design studio etc.

Berlin Wisconsin is a small historic community located along the Fox River in Central Wisconsin. Berlin's exceptional downtown architecture and recent streetscape improvements wrap around an urban green space that was identified by the city staff for planning improvements. The intent of the process was to establish the city as a strong tourist attraction for the region and create a pedestrian amenity for the downtown. Due to its proximity to the Fox River, the city has experienced flooding in the spring of 2007 caused deterioration to its urban river edge. In 2009 the city partnered with a team of landscape architects and engineers to evaluate the possibilities of establishing a urban park along the banks of the Fox River and develop a master plan for the urban green space. The design team proposed a work plan arranged around three primary phases of work; Information and Data Gathering and Shoreline Evaluation; Preparation of a Preliminary Comprehensive Riverwalk Design Master Plan; and a Final Comprehensive Riverfront Master Plan.

The design process emphasized consensus building, hands-on participation by the committee members, strong graphic presentation to communicate ideas, and a detailed consideration of urban design materials, methods of construction and long-term maintenance. The final riverfront Plan included a Riverwalk, creating linkages to the downtown, parking areas, trails and recreational land uses, and improved public access to the Fox River. The Final Master Plan incorporated seating pockets, fishing and boating access and a large public gathering green spaces. The urban green space was accented with native plantings pedestrian amenities and ornamental lighting that complimented the unique Fox River eco-system. The improved pedestrian connectivity, the walkway character, amenity enhancements and integration of public art and heritage interpretive signs created an urban space to stimulate economic development to the downtown.

Mary Lou Neubauer - Assistant City Administrator & Zoning/Planning
108 N Capron St.
Berlin, WI 54923
920-361-5400



* Work completed as project manager and lead designer for SAA.

design studio etc.

330 West Lakeside Street Madison, WI. 53715 608 . 358 . 6344 designstudioetc.com

Philo Road Streetscape Urbana, Illinois

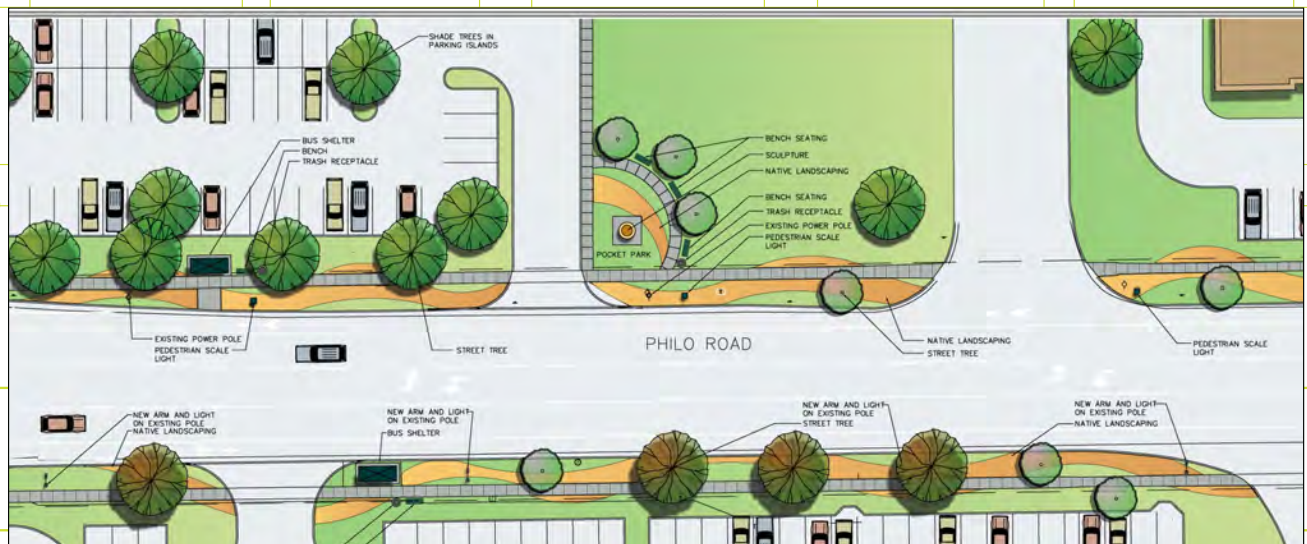
design studio etc.

Philo Road is a one mile long north/south arterial road, located in southeast Urbana, Illinois. The corridor has been a retail hub for the city however recent events brought on an exodus of many of the anchor businesses, leaving behind a blighted and unsafe landscape. Over the past five years, the Department of Public Works has procured funding to assist in road, lighting and bike path improvements in the southern half of the corridor.

These negative perceptions lead Community Development, Economic Development and Public Works to seek out a partnership with a consulting firm began to develop beautification plans for the corridor. A major component of the design process was an intensely interactive public participation process involving community members, business owners and city staff.

Using the complete streets model the new streetscape is organized with undulating bands of native grasses and perennials, spotted with indigenous ornamental and shade trees. Scattered throughout the landscape beds are native outcroppings of limestone boulders. The landscape composition is intended to replicate the once impressive prairies that made their home in southern Illinois. The landscape will not only create aesthetic value but will also add a functional value to the corridor. Terraces are graded into bio-swales to accept storm water from parking lots and adjacent properties.

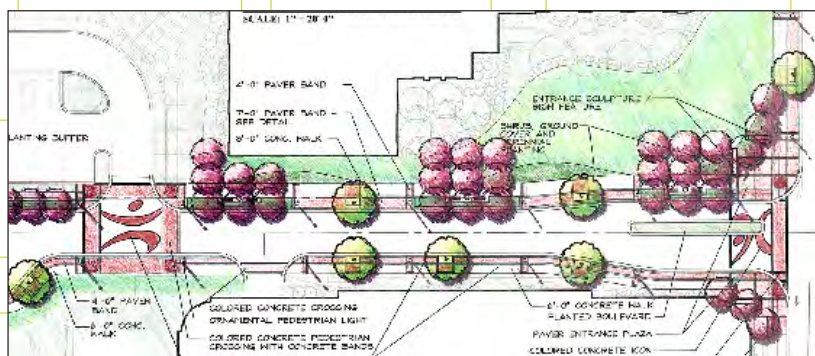
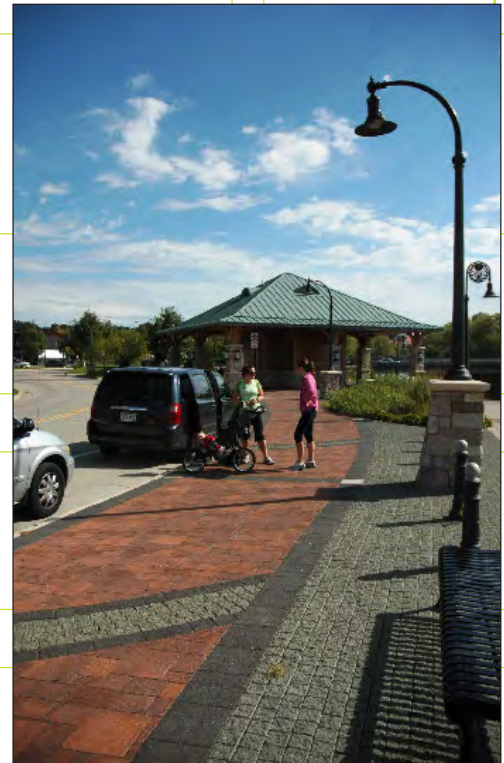
Construction documents for the northern third of the corridor (Florida to Windsor) were completed in November of 2008. Final construction was completed in summer of 2009 and has made a dramatic change to the retail environment in the area. Funding is still being sought after to complete the entire project.



* Work on this project was completed while at SAA

Garret Q. Perry has been practicing landscape architecture and community based planning for the past 22 years. His strong emphasis on timeless design, community participation and sustainable practices has created a unique and celebrated aesthetic for all of the projects that he has implemented throughout his career. His ability to work through difficult design and social constraints and understanding and compassion for maintaining project budget has established him as a respected professional in the Midwestern community. With his commitment to inspired design and innovative detailing, Garret is recognized as an award winning design leader in the landscape architecture profession.

As a Senior Landscape Architect, Garret has taken a lead role in designing many award winning park and urban projects throughout Wisconsin and Illinois. Garret's work with design studio etc. focuses on passive and active urban parks, downtown and waterfront master plans; urban infill and redevelopment projects; design guidelines; streetscape, way-finding and public space designs. Garret has taken a lead role on many past projects that have received awards from the Wisconsin Chapter of the American Society of Landscape Architects and Wisconsin Parks and Recreation Association.



Garret's representative projects:

- Phoenix Park - Eau Claire, WI
- 6th Street Reconstruction - Burlington, WI
- 7th Street Streetscape - Racine, WI
- Northwestern Avenue - Racine, WI
- Hwy 60 Reconstruction - Grafton, WI
- Hwy 51 Corridor - McFarland, WI
- STH 18 - Cambridge, WI
- STH 89 - Waterloo, WI
- Historic Downtown Streetscape - Galena, IL
- 6th Ave Streetscape - Antigo, WI
- Philo Road Streetscape - Urbana, IL
- Elgin Recreation Center Streetscape - Elgin, IL
- Atwood Avenue - Madison, WI



Registration / Affiliations:

Licensed Landscape Architect: Wisconsin

TNS (The Natural Step) Certified Trainer

Education:

Bachelor of Science - Landscape Architecture
Ohio State University, Columbus, Ohio

Associates Degree - Ornamental Horticulture
MATC, Mequon, Wisconsin

Professional Experience:

design studio etc. Madison, WI
Principal, Landscape Architect
October 2009/

Schreiber/Anderson Assocs. Madison, WI
Associate, Senior Landscape Architect
March 1998/October 2009

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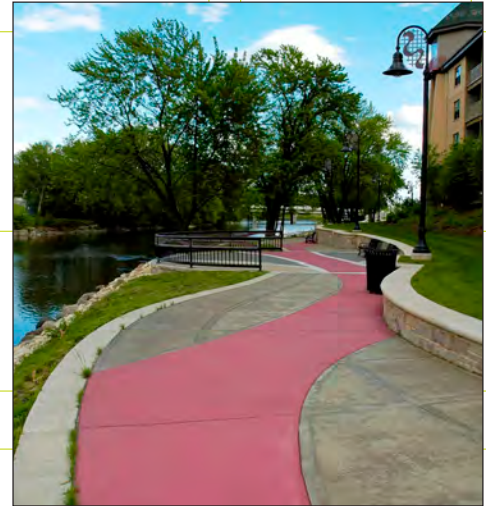
The Burlington Riverfront is located on the confluence of the Fox and White Rivers in downtown Burlington Wisconsin. Following an intense master planning process the land was purchased by the city to allow for redevelopment and to create a park that would encourage pedestrian access to the river.

The city staff and many community members were engaged in an intense public participation process to identify the parks program, establish a design theme and ultimately assisting in developing the park's final design. The theme was an interpretation of the city grid with the river winding through it.

Once completing the concept plans, Garrett lead the team in developing the construction documents to implement the final plan. A graceful winding riverwalk traversed the river's edge creating viewing and resting points along the river for patrons to take in the scenery of the river. The river walk was complimented by ornamental pedestrian lighting, decorative benches and trash receptacles and accented with large massings of ornamental plantings. A large picnic pavilion and comfort station was the center piece for entertainment in the park. Splaying out from the pavilion and overlooking the river was a large performance plaza constructed of multicolored bands of colored concrete.

The final phase of the park was completed in 2002 and is celebrated and heavily used by the community and all persons that have visited the site.

The park has received much attention and is recognized as a model for economic development for the midwest. The Burlington Riverfront project was recognized by the WASLA and received an Honor award for its creativity and design.



* Work on this project was completed while at SAA

Phoenix Park Eau Claire, Wisconsin

design studio etc.

Phoenix Park sits on the confluence of the Chippewa and Eau Claire rivers in downtown Eau Claire. The recently acquired Brownfield site from Excel Energy set the stage to create a urban park that would revitalize the ailing downtown. Garret led the design team in developing concept plans and final Master Plan and the park and was the lead designer for both phase on construction documents. The city staff and many community members were engaged in an intense public participation process to flush out design ideas and develop the final design theme. The theme had a very natural emphasis with the idea that the greening of the site will repairs the years of abuse and damage.

Once completing the concept plans, Garret lead the team in developing the construction documents to implement the final plan. An intense native planting plan wrap around native materials and thematic elements create a space that is enjoyed by thousands of patrons each year. The Phoenix design theme was incorporated in to many of the site amenities including railings, pedestrian lighting and banners. The theme was also incorporated into the paving patterns, cross walks and planting patterns throughout the site. Three areas were design to encourage people congregation. Confluence plaza celebrated the confluence of the Eau Claire and Chippewa Rivers. Celebration Plaza is a table top plaza set in to the middle of Riverfront Terrace and held a large scale image of the rising phoenix. A large amphitheater was et into the hillside overlooking the Chippewa River with a labyrinth as the main stage

The final phase of the park was completed in 2007 and is celebrated and embraced by the community and all person that have visited the site. The park has received much attention and is recognized as a model for economic development. Phoenix Park recently received WASLA's highest award, Award of Excellence.



* Work on this project was completed while at SAA

Reference for Andrew Dane (project completed while with SEH)

Josh Miller, Community Planning & Economic Development Director
Marshfield, WI
josh.miller@ci.marshfield.wi.us
715.486.2075

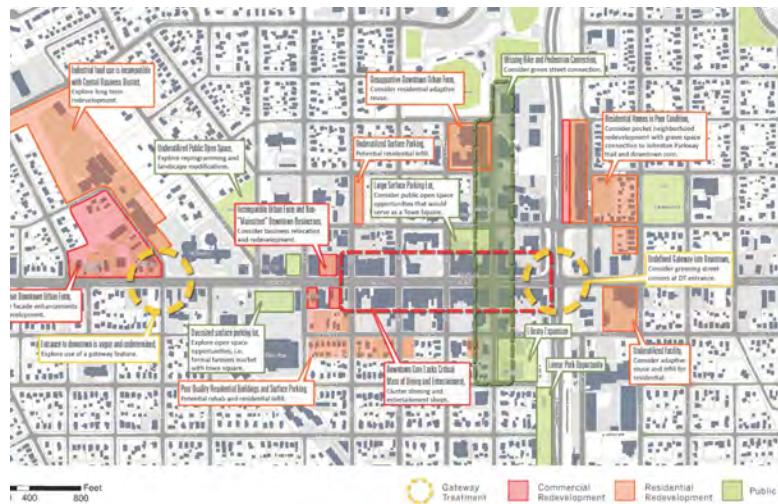
Marshfield Downtown Plan



Andrew led public involvement activities and served as the lead land use planner on this project, which has since led to construction of an urban green street and public plaza downtown. In partnership with Place Dynamics Andrew helped update the City's Downtown Master Plan. The updated Plan focused on key redevelopment opportunities for downtown Marshfield, including a downtown plaza, a mix of in-fill housing products, hotel, office and concentrated retail and restaurant opportunities.

Strategies and an implementation plan were grounded in a custom market analysis and review of key downtown strengths and weaknesses.

The Plan update included extensive public participation including a visioning workshop, two open houses, a community survey and online public involvement through use of Mind Mixer.



SERVICES

- Park planning and design
- Charrettes
- Community engagement/public involvement
- Funding assistance
- Landscape architecture and design

Reference for Andrew Dane (project completed while with SEH)

Michael Kading, Parks and Recreation Director
Neenah, WI
mkading@ci.neenah.wi.us
920.868.1714

Arrowhead Park Conceptual Design and Master Plan



SERVICES

- Park Planning and Design
- Architecture
- Civil engineering
- Community engagement/
public involvement
- Environmental engineering
- Funding assistance
- Highway design
- Mechanical/electrical
engineering
- Planning and landscape
architecture
- Structural engineering
- Transportation planning
- Water engineering

While working for Short Elliott Hendrickson Inc (SEH), Andrew led public engagement and planning for 30 acre Arrowhead Park on Little Lake Butte Des Morts near downtown Neenah.

The intent is to create a waterfront park that doesn't just serve local interests but becomes a regional lakefront destination. The design program for the park focuses on increased access to the park from downtown Neenah and multiple waterfront destinations that are defining user activity within the park. A strong emphasis was put on creating a landscape planting palette that is unique with a large array of prairie grasses and native vegetation.

The Master Plan was developed with an overall goal of not only creating a destination but also enhancing the image of downtown Neenah including the downtown and adjacent residential neighborhoods.

The park program includes two playground areas, creation of outdoor rooms through landscape treatments and grading and an activity building with restrooms, concession and rentals. Additional elements include a 600 foot long boardwalk, 250 foot long pier, a canoe/kayak livery and public plaza. Ecological enhancements will reshape the shoreline and provide aquatic habitat improvements for fish, birds and other wildlife.

Andrew helped the City secure \$420,000 in grant funding toward plan implementation.

Reference for Andrew Dane (project completed while with SEH)

Beth Hagen, Clerk/Treasurer/Administrator
Town of Gibraltar (Fish Creek), WI
clerk@townofgibraltar.us
920.868.1714

Fish Creek Waterfront Master Plan

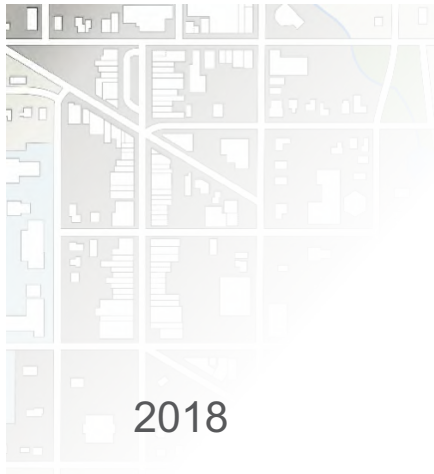


SERVICES

- Park planning and design
- Charrettes
- Civil engineering
- Community engagement/
public involvement
- Conceptual design
- Environmental engineering
- Highway design
- Landscape architecture
- Mechanical/electrical
engineering
- Natural resources
- Structural engineering
- Surveying
- Urban and waterfront planning
and design

Andrew led the waterfront planning efforts, which resulted in acquisition of a new beach property, doubling the size of the town's publically accessible shoreline a the beach. Fish Creek is a tourist community with high standards for its public amenities and a thriving downtown shopping district. The Plan seeks to maintain community charm while identifying critical park investments and improvements which will increase resident and visitor access to the waterfront.

Following completion of the Plan, the town moved forward with final design plans for streetscape along STH 42, a newly designed beach, a public parking lot, and community wayfinding signage.



DOWNTOWN MASTER PLAN MENASHA, WISCONSIN

SIMILAR RECENT PROJECTS

International Marketplace Strategy, Indianapolis, Indiana
Downtown Master Plan, Marshfield, Wisconsin
Town Center Plan, Tylertown, Mississippi
Downtown Strategic Assessment, Sioux City, Iowa

Downtown Menasha straddles the Fox River at a point where the drop in the river could generate power for the industries that located there in the 1800's. At the same time, a canal and locks were constructed to allow boats to pass. As industry left, the City has struggled to define a new role for the district.

Place Dynamics was retained to create a new vision for the district. We used a combination of approaches to engage the community in creating the strategy, which seeks to expand the core commercial area and tie it more closely with the river, to retain industries that remain an important source of employment, to transition vacant sites to a combination of mixed use and public recreational spaces, and to target opportunity sites for near-term redevelopment.

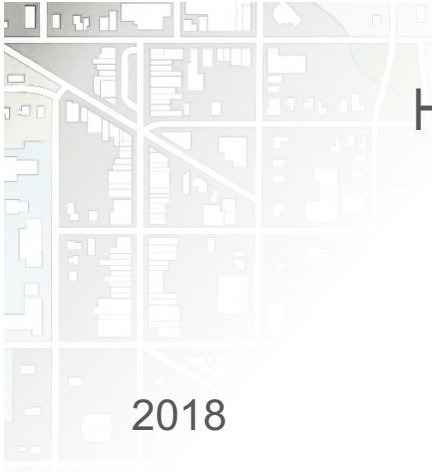
The plan addresses implementation through a series of recommendations concerning priorities, tools for redevelopment and business promotion, policy guidelines concerning land use and development incentives, and strategies to encourage redevelopment, property investments, and business growth.

The plan was adopted in 2017. The City of Menasha has begun the process of implementation, working with potential developers on two of its priority sites, and initiating the planning process for one of its waterfront districts.



TRADITIONAL "MAIN STREET" MIXED USE	OFFICE OR OFFICE PARK	HIGH DENSITY MIXED USE	MEDIUM DENSITY RESIDENTIAL	LOW DENSITY RESIDENTIAL
<p>Development in this land use category will occur in the pattern found in Menasha's downtown core, with ground-floor buildings designed for retail and dining, to attract businesses to the first, and second and upper floors housing offices or living units. Buildings will be built to the street line, and street frontages will feature large transparent glass windows. This is intended to provide a visible connection and walkability between the ground-level commercial and walkways, contributing to a vibrant district.</p>	<p>Development in this land use category will be limited to commercial activities, with some combination of office, residential, and other uses as appropriate. The land use category will be designed to develop larger structures and a greater number of uses than the existing pattern in the traditional "Main Street" mixed-use area. While maintaining the quality of the street frontage, this use will require additional efforts to accommodate parking demands on-site, including the use of underground parking structures.</p>	<p>Medium-density residential development is characterized by a mix of housing types, including townhomes, rowhouses, and small multi-family units. These buildings will be designed to be walkable and provide a mix of housing options. They will be designed to be walkable and provide a mix of housing options. They will be designed to be walkable and provide a mix of housing options.</p>	<p>Medium-density residential development is characterized by a mix of housing types, including townhomes, rowhouses, and small multi-family units. These buildings will be designed to be walkable and provide a mix of housing options. They will be designed to be walkable and provide a mix of housing options. They will be designed to be walkable and provide a mix of housing options.</p>	<p>Low-density residential development is characterized by a mix of housing types, including single-family homes and small multi-family units. These buildings will be designed to be walkable and provide a mix of housing options. They will be designed to be walkable and provide a mix of housing options. They will be designed to be walkable and provide a mix of housing options.</p>
LOW DENSITY COMMERCIAL	PUBLIC PARK OR GREENWAY	HIGH DENSITY RESIDENTIAL	ROWHOUSE RESIDENTIAL	
<p>The downtown is a large area with a diverse character. Part of the district can support uses showing a greater number of uses, but still in a pedestrian-friendly environment. Buildings will be built to the street line, and street frontages will feature large transparent glass windows. This is intended to provide a visible connection and walkability between the ground-level commercial and walkways, contributing to a vibrant district.</p>	<p>Public park or greenway development is characterized by a mix of uses, including recreation, community, and cultural. These spaces will be designed to be walkable and provide a mix of uses. They will be designed to be walkable and provide a mix of uses. They will be designed to be walkable and provide a mix of uses.</p>	<p>High-density residential development is characterized by a mix of housing types, including townhomes, rowhouses, and small multi-family units. These buildings will be designed to be walkable and provide a mix of housing options. They will be designed to be walkable and provide a mix of housing options. They will be designed to be walkable and provide a mix of housing options.</p>	<p>Rowhouse residential development is characterized by a mix of housing types, including rowhouses and small multi-family units. These buildings will be designed to be walkable and provide a mix of housing options. They will be designed to be walkable and provide a mix of housing options. They will be designed to be walkable and provide a mix of housing options.</p>	

Top: The land use plan envisions significant redevelopment that will transition riverfront sites from industrial to a mix of new uses. Bottom: Character, density, and uses are described for each of the land uses proposed in the plan.



HILLTOP COMMERCIAL CORRIDORS STUDY COLUMBUS, OHIO

2018

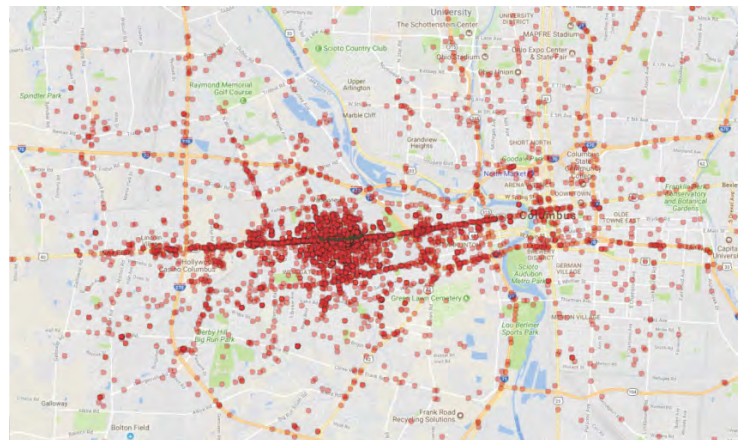
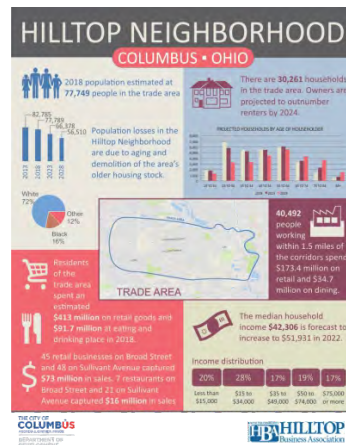
SIMILAR RECENT PROJECTS

Near West Side Neighborhood Strategy, Milwaukee, Wisconsin
International Marketplace Strategy, Indianapolis, Indiana
Downtown Master Plan, Menasha, Wisconsin
Downtown Strategic Assessment, Sioux City, Iowa

The two corridors that were the focus of this study once thrived with businesses serving area residents, but emptied as development moved to the suburban fringe. Broad Street gateway to downtown Columbus, with an intact traditional business district that transitions to a strip commercial. Sullivant Avenue is more successful in meeting neighborhood shopping needs and lunchtime needs of the area workforce. We found the greatest challenge to be the continuing loss of population. There also is a need to address crime, abandoned and foreclosed properties, and area perceptions.

Broad Street will support redevelopment at strategic sites. It is possible to build on the large number of medical offices in the corridor. The concentration of Asian, Middle Eastern, Latino, and African businesses on Sullivant Avenue enable it to be branded as an international district that can draw visitors from across the metropolitan area.

The strategy identified business targets. Recommendations dealt with initiatives to support the business community, branding efforts in the corridors, technical assistance with marketing, coaching ethnic businesses to better appeal to a more culturally diverse customer base, and detailed strategies for commercial business entrepreneurship, including alternate approaches to business incubation.



Top: Examples of some of the promotional materials prepared to help market the district. Bottom: Mapping of visitors' location prior to coming into the Broad Street corridor.

Demonstrated Understanding of the Project

As noted in the RFP, re-positioning the Water Street Corridor as a key gateway into downtown provides an opportunity to induce private investment in the neighborhood while also attracting outside visitors.

The cumulative effect of a successful project along this corridor would significantly strengthen the City's brand as "your place on the water." Our team understands that the City needs both an attractive and inviting physical streetscape, as well as significant new private investment in order to justify a high degree of public investment in the corridor. Our understanding is that in order for this catalyst site to succeed, the corridor plan must serve as a guide for future land use and zoning decisions, while also providing an overall physical vision for the district. For this reason, we have put together a team that combines strong public participation skills, market assessment, and urban design. Finally, we feel the Plan must provide strong return on investment and market strategy insights in order to drive an effective implementation strategy.



Garret Perry's design for Pheonix Park served as THE catalyst for redevelopment of this key waterfront district just north of historic downtown, leading to new housing development and highly successful event space which brings many visitors to the river for Thursday evening concert series.

Familiarity of the Fox Valley Region

Two members of our team live and work in the Fox Valley. Andrew Dane lives in Appleton and is active in several local non-profits including serving as President of the Fox Cities Greenways Inc in 2017-2018. Dave Pheifer grew up in the Fox Cities and is a passionate scuba diver with extensive knowledge of the Fox River canal system through several decades of work with Pheifer Brothers Construction. A few of the projects we have worked on in the region:

- Menasha Downtown Vision Plan
- Appleton Downtown Plan
- Sherwood Master Plan
- East Central Wisconsin Wayfinding Strategy
- Appleton Trails Master Plan
- Grand Chute Village Center Master Plan
- Village Center Community Building - Grand Chute
- Workers Water Street Park – Sheboygan
- Bellevue Dog Park
- Centennial Centre Master Plan – Hobart
- Centennial Center Public Park - Hobart



Experience and Creativity in conducting Public Outreach

Our team has extensive experience facilitating public participation in a variety of settings. Andrew Dane has built his reputation helping communities across Wisconsin reconnect and revitalize their communities through embracing their public waterfronts and downtowns. He recently helped Fish Creek gain public support for a two-fold expansion of their public beach, which included purchase of a private residence. He led public participation efforts for the City of Appleton's Downtown Master Plan and Trails Master Plan, helping craft a shared vision for downtown Appleton and its connection to its waterfront. Following this work, the City moved ahead with plans to build a mixed-use library downtown, reconstruction of Jones Park linking downtown to the Fox River, and final design of Ellen Korte Peace Park and several new riverfront trails and pedestrian bridges.

Andrew helped the City of Neenah identify a shared vision for Arrowhead Park, a 30-acre waterfront adjacent the downtown. Located on a former landfill, the park is subject to the Public Trust Doctrine, and Andrew coordinated meetings with WDNR officials in order to plan for a broad range of allowable uses including art space, banquet facilities, equipment rentals, renewable energy, fishing piers, museum, coffee shop. As a result of this work, the City has moved ahead with designs to incorporate a mix of unique public and private amenities in the park.

Our proposed public participation strategy begins with a public participation plan. Our team is trained in and follows best practices adopted by the International Association for Public Participation (IAP2). Upon project award, we will sit down with City staff to finalize a written public participation plan which will clearly define:

- **Specific purpose of the public participation effort.** This statement will go beyond the determination that public ideas, desires, and concerns be gathered and considered to identify specifically how and to what extent that feedback will be used to influence the public decision-making process.
- **Intended participants in the public participation process,** including under-represented groups which are reflective of the broader community's age, ethnicity, socioeconomic, and gender makeup.
- **A summary of the specific methods and planned activities for engaging the community in this project,** including any proposed changes to this scope of work. Our team has over 75 years combined experience employing a variety of participation methods including design charrettes, walking tours, focus groups, surveys, etc...

Based on the complexity and neighborhood impact of this project, our team strongly recommends that an ad-hoc advisory committee be utilized for this project.

Deliverable: Written public participation plan, posted to project website and shared with media outlets.

Project Approach, Schedule, Budget

As requested in the RFP our team will provide the following professional services:

- Existing conditions analysis
- Street right of way suggestions/alignment
- Shore wall suggestions
- Proposed trails
- Land-use plan and implementation strategy
- Conceptual designs
- Recreation suggestions
- Possible grant dollars available
- Facilitating public engagement

Our overall approach to the project is to work closely with neighborhood residents, City staff and elected leaders to identify a shared vision for the corridor. Our intent is to build from, rather than re-hash, the large amount of public input which has already been received for this corridor through recently completed visioning workshops. Our approach includes six tasks: Project Kick Off, Neighborhood Design Workshop, Water Street Today Report, Design Workshop, Draft Corridor Plan, and Final Corridor Plan.

The **Project Kick Off** will get the design team more familiar with City staff, ad-hoc advisory committee members (if applicable) and the desired goals and outcomes for the project. We will tour the corridor to better understand the opportunities and constraints related to the site. We will gather base map information and collaborate with staff to define goals, schedule, project scope and public input process. The **Water Street Today Report** will summarize existing conditions within the corridor, update market study findings, and summarize results of previous public engagement efforts relevant to the corridor. The **Corridor Design Workshop** is an opportunity to engage directly with those individuals and organizations most directly impacted by the project itself, to explain the overall planning process and establish buy-in for the study. Neighborhood and community input will be crucial to the success and implementation of this project. The Corridor Design Workshop includes two public input meetings over a 1 ½ day period. It will include the completion of refined concept alternatives with a summary of public feedback on the alternatives. Following the Workshop our team will develop a **Draft Corridor Plan** based on the preferred alternative, including estimates of probable cost. The last phase will be to develop a **Final Corridor Plan** and present it to the City.

Proposed Scope of Work

Task One: Project Kick Off

Andrew Dane, Garret Perry, and Dave Pheifer will attend the kick off meeting with City staff. Prior to the meeting our team will prepare a large digital base map of the study area to facilitate in-person discussion of challenges and opportunities within the corridor. In consultation with City staff Project Manager, Andrew Dane will prepare an agenda for the Kick Off meeting.

1.1 Project Kick Off Meeting with Staff

- a. Introductions
- b. Project expectations from staff
- c. Expectations from Mayor, Council, RDA, PC
- d. Finalize public participation plan
- e. Identification of advisory committee (if applicable)
- f. Discuss schedule and key milestones, including bi-weekly project coordination meetings
- g. Review City's relevant roadway, landscape, and site design requirements
- h. Site tour

Task 1 Deliverables:

- Written public participation plan
- Schedule
- Site tour written summary annotated to project site map

Task Two: Water Street Today Corridor Report

Our multi-disciplinary team will prepare a succinct, highly graphical and easy to read Water Street Today report summarizing existing physical, land use, circulation, market, and community conditions. This 6-8 page report will be used to create a shared framework of understanding around the key issues and opportunities impacting the corridor prior to moving on to the conceptual design phase. The report will include the following analysis:

- Physical conditions
 - o Road and retaining wall
 - o Housing stock
- Land use & transportation
 - o Existing land use
 - o Existing circulation
- Market conditions
 - o Housing market
 - o Housing opportunities
- Community outlook



All of the photos in this section of the proposal are from Garret Perry's award winning portfolio of built projects.



- o Prior planning & City's goals for the project

Task 2 Deliverables:

- Water Street Corridor Today Report (1)
- Digital base map (1)
- Figure ground base map (1)

Task Three: Water Street Corridor Design Workshop

Garret Perry and Andrew Dane will lead a 1 ½ day design workshop resulting in two (2) alternative streetscape and land use frameworks. The workshop will build off of the recently completed Downtown Vision Plan which identifies block level land uses, waterfront amenities, roadway modifications, and bicycle/pedestrian enhancements for the study area; as well as results of the 2016 Menasha Lock Visioning Workshop Summary Report.

The workshop will engage neighborhood residents, City staff, elected officials, and other stakeholders in an intensive, hands-on series of meetings in order to generate alternatives for reconstruction of Water Street including road configuration options, active transportation infrastructure, green space, and adjacent infill and redevelopment opportunities. Hands-on drawing, graphical presentations, image boards, simulation cards, vignette sketches, density drawings, and voting exercises will be used to ensure a highly productive and engaging series of meetings. The following tasks will be refined based upon input from the City:

3.1 Design Workshop Planning Meeting

- Presentation of Water Street Corridor Today Report
- Meet with City Staff and the Ad Hoc Advisory

3.2 Day 1 – Neighborhood + Advisory Committee Meeting (5pm-7pm)

- Present Water Street Today Report
- Visual preference exercise
- Identify and discuss development objectives, street alignment objectives, streetscape objectives, green space bike/pedestrian, and vehicular circulation objectives

3.3 Day 2 – Public Meeting (3pm – 7pm)

- Present up to three alternative Corridor Concept Designs
- Discuss and explain key attributes of each including potential advantages & disadvantages
- Receive feedback on concept designs

Task 3 Deliverables:

- Corridor design objectives
- Visual preference exercise results
- Streetscape and land use framework alternatives (2)
- Workshop presentation boards
- Workshop summary

Task Four: Prepare and present draft Corridor Plan

This task begins with a review and discussion of the results of the Design Workshop completed in Task 4. Our team will meet with City staff and the advisory committee to evaluate and select a preferred streetscape and land use alternative for further refinement. As part of this task, our team will assess the market, competition, and other factors to identify the residential and commercial uses best suited to the site. We will estimate development costs and prepare a development pro forma and projected cash flow to assess the project's financial feasibility and potential return on investment. Finally, we will prepare a draft Corridor Plan for presentation to the public.

4.1 Meeting with City staff/advisory committee to discuss results of Design Workshop

- Identification of alternative selection criteria
- Selection of preferred alternative

4.2 Prepare draft corridor plan including cost estimates

4.3 Present draft plan to City staff and ad hoc advisory committee

4.4 Present draft plan to neighborhood

4.5 Receive feedback from neighborhood

Task 4 Deliverables:

Draft concept plan (1) for overall site including but not limited to (1)

- Streetscape treatments

- Infill and redevelopment site plans
- Improvements and alterations to the existing retaining walls
- Bike trail connections
- Parks and open space treatments
- Outdoor seating
- Privacy landscape and structures for outdoor seating
- Performance space and outdoor movie space
- Sculpture and public art opportunities
- Informal play elements
- Site landscaping

Draft zoning recommendations

Task Five: Prepare final Corridor Plan

This task begins with a review and discussion of the results of the Task 5 public meeting. Our team will facilitate a meeting with City staff and the advisory committee to identify final street design cross sections and alignment, streetscape amenities, active transportation improvements, open space and activity programming for the corridor, improvements to the lock site, connectivity and access to the canal, land use concepts, related off site real estate development opportunities, phasing recommendations, and funding mechanisms. The design team will develop a common theme or pattern for the corridor that expresses the unique identity or brand for the corridor. All elements of design will incorporate “The Theme” in some form and become a unifying agent for the corridor. A few highlight areas the design team will investigate are:

- Water Street improvements from Tayco Street to Lush Street - look in to softening the canal edge with greenscape and creation of areas for more personal interaction with the space.
- Potential for more access to the canal
- Water Street from Lush to Barlow Street - continue the design pattern on Water Street and look into alternative used for the additional greenspace against the canal
- Create a pedestrian connection from Water street to the Lock Site and pedestrian and bike connections to local and regional trails systems
- Adding amenities of attraction for the Lock Site such as children’s adventure and or water play with a

maritime theme, Band shell or performance stage and improving opportunities for event and gathering space

- Investigate commercial property along Tayco Street between Water and Kaukauna Street for potential for mixed use development, event space, and retail
- Applying the corridor theme to Kaukauna Street

The process for completing this task includes:

5.1 Discuss results of previous task with staff and ad hoc advisory committee

5.2 Prepare final Corridor Plan

5.3. Present final Corridor Plan to City leaders

5.4 Finalize plan and submit to City

Task 5 Deliverables:

- Project base maps
- Project meeting agendas and summaries
- Plans, sketches, announcements, PowerPoint presentations and related documents for supporting public engagement activities
- Final colored Concept Plan and landscape plans (1)
- Final Concept Image boards (2)
- Final Concept vignette and elevations board (1)
- Rendering to illustrate proposed building massing and density (1)
- Final Corridor Plan (10 copies) including zoning recommendations, implementation strategy, return on investment analysis, and funding mechanisms



Schedule and budget

Neighborhood Planners can work with the City of Menasha to determine a final project schedule that takes into consideration factors like the scheduling of regular City meetings, holidays or other activities that may impact availability, grant or budget deadlines, design deadlines, and other issues. The following is a proposed schedule, based on an anticipated 15 December start date.

Project Kick Off	December 2018
Water Street Corridor Today Report	December 2019
Design Workshop	Late January/Early February 2019
Draft Corridor Plan	February 22nd 2019
Final Corridor Plan	March 22nd 2019

Our proposed budget, inclusive of all time, travel, and printing costs is \$23,500.





ORDINANCE O-23-18

AN ORDINANCE REPEALING TITLE 10, CHAPTER 1, ARTICLE B, SECTION 10-1-13 OF
THE CODE OF ORDINANCES
(One-Way Streets)

INTRODUCED BY ALDERMAN KRUEGER

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

SECTION 1: Repeal and Recreate Title 10, Chapter 1, SEC 10-1-13 of the Code of Ordinances of
the City of Menasha, Wisconsin as follows:

Title 10
(Motor Vehicles and Traffic)
Chapter 1
(Traffic and Parking)
Article B
(Controlled Intersections; Street Traffic Regulations)

...

Sec. 10-1-13 ONE WAY STREETS

Pursuant to Sec. 349.10, Wis. Stats., the following streets are heretofore declared to be on-way
streets and no person shall operate any vehicle thereon except in the indicated directions:

- (a) Kargus Drive within Jefferson Park
- (b) Marina Place from Main Street to 210 feet south of Main Street

...

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



December 4, 2018

Resident

Address

Menasha, WI 54952

RE: Broad Street Two Way Operation

To Whom It May Concern,

On August 6, 2018, the City of Menasha Common Council approved Alternative 4 for the Broad Street and Racine Street intersection as part of the Racine Street Bridge project. This alternative requires that Broad Street between Racine Street and Appleton Road will function as a two-way roadway instead of the current one-way operation. This is currently scheduled to take place once Racine Street is reconstructed in 2022.

In 2019, the portion of Broad Street between Racine Street and Appleton Road is proposed to be rehabilitated as part of a paving project. The project will involve pulverizing the existing street pavement, replacing any curb and gutter and sidewalk that needs repair, and placing new asphalt surface within the project limits. Due to the timing of this work in conjunction with the already approved Racine Street Bridge project, the Board of Public Works unanimously recommended that the Council approve designing Broad Street between Racine Street and Appleton Road as a two-way street. This means that when construction is completed on Broad Street in the summer of 2019, Broad Street between Racine Street and De Pere Street will operate as a two way street instead of the current one way operation.

Broad Street is scheduled to become a two-way street in 2022. The current proposal is to move the start of two-way operation to 2019.

The Common Council will be taking action on this item at their meeting on December 17 starting at 6 PM. The City invites all affected parties to comment on the two-way operation of the roadway starting in 2019.

If you have any questions or concerns, please feel free to contact me at (920)967-3610 or by email at jradomski@ci.menasha.wi.us.

Sincerely,

Josh Radomski, PE, MS
Director of Public Works

Josh Radomski

From: Pam Griesbach <gpgriesbach@hotmail.com>
Sent: Monday, December 10, 2018 8:05 AM
To: Josh Radomski
Subject: Broad st 2-way operation

We live on Broad st and feel making Broad st 2-way appropriate. We are wondering about parking on the street when it is redone? Will it be parking on both sides, one side or no parking?

Thanks

Pam Griesbach

Sent from Pam Griesbach



Memorandum

Date: November 19, 2018

To: Board of Public Works

From: Joshua Radomski – Public Works Director

RE: Broad Street – Racine Street to De Pere Street

Background

During the 2019 budget process, the Common Council approved funding for the resurfacing of Broad Street from Racine Street to Appleton Street. In addition, the Wisconsin Department of Transportation is proceeding with Alternative 4 for the intersection of Broad and Racine, as recommended by the Common Council on August 6, 2018. Alternative 4 will limit the left turn and through movements from Broad Street onto Racine Street and make Broad Street between Racine Street and Appleton Street a two way roadway.

The Department of Public Works is considering three options while designing this project:

- Option 1:** Broad Street becomes a two-way roadway from Racine Street to De Pere Street after the project is completed. This will require an ordinance change later this spring/summer. There would be no left turns allowed from westbound Broad Street to southbound Racine Street.
- Option 2:** Broad Street becomes a two-way roadway from Racine Street to Appleton Street. Between Appleton Street and De Pere Street, the roadway will remain one-way eastbound. There would be no left turns allowed from westbound Broad Street to southbound Racine Street.
- Option 3:** Design Broad Street to accommodate two-way traffic, however this change will not become effective until the Racine Street bridge is completed.

Options 1 and 2 will have similar designs as we will be able to design the roadway to accommodate two-way traffic after construction is completed. These options will allow residents to get used to a two-way Broad Street before the Racine Street bridge opens. Option 3 will require the City to design the road to accommodate both one-way and two-way traffic on the roadway and will require careful planning to ensure that the roadway is safe and efficient under both scenarios. Option 3 will potentially create added confusion after the Racine Street bridge is constructed due to the new traffic patterns along Racine Street being implemented at the same time that Broad Street is made a two-way street.

Recommendation

Staff recommends Option 1 as it will be a simpler roadway design project, will provide the public an opportunity to get used to driving on a two-way Broad Street without the added confusion of a roundabout on Racine Street and will provide continuity of traffic movements on Broad Street east of Racine Street.

BROAD STREET OPTION 1



BROAD STREET OPTION 2



BROAD STREET OPTION 3





Memorandum

Date: November 28, 2018

To: Board of Public Works

From: Joshua Radomski – Public Works Director

RE: Sanitary Sewer User Charge Update

Background

The City of Menasha has not updated our sewer user charge rates since R-1-13 was adopted in January of 2013. The attached document shows the updated sewer user rate study which is used to determine our sewer charges. A couple of key components to the proposed update are that fixed rates will remain the same for residential users at \$11.04/month and the volume charge will increase by \$0.15/1,000 gallons from \$4.60/1,000 gallons to \$4.75/1,000 gallons. This will represent a 1.79% increase for the residential customer using 34,900 gallons of water per year.

This user charge update has also revised the domestic strength concentrations for Biological Oxygen Demand (BOD₅) from 417 mg/liter to 210 mg/liter and Suspended Solids (SS) from 728 mg/liter to 618 mg/liter. This will increase the surcharge levels for high BOD₅ and SS dischargers to be consistent with our updated flow characteristics. The surcharge per pound of BOD₅ has decreased from \$0.2615 to \$0.2555 based on updated Neenah Menasha Sewerage Commission (NMSC) charges. The surcharge per pound of SS will increase from \$0.1288 per pound to \$0.2692 based on updated NMSC charges.

This user charge update includes the estimated \$50,000 per year of increased revenue from the Neenah Menasha Sewer Agreement that was approved earlier this year.

Recommendation

We request that the Board of Public Works recommend to Council, approval of R-32-18 to increase the sewer user charge rates based on the attached study.

APPENDIX "A"
USER CHARGE SYSTEM
City of Menasha, Wisconsin

INTRODUCTION

The User Charge System (UCS) is intended to provide for an equitable distribution of the debt retirement costs, operation and maintenance (O & M) costs, and replacement costs of the wastewater collection system and Neenah-Menasha Sewerage Commission (NMSC) wastewater treatment plant (WWTP). The distribution of variable sewer user charges shall be based on the volume and strength of wastewater discharged to ensure a proportional distribution of costs to each sewer user.

The wastewater discharges from the City to NMSC in 2017, water use data from Menasha Utilities for 2017, revenue requirements budgeted by the City for 2017, and revenue requirements budgeted by the NMSC for 2018 were used to establish the sewer user charges. The City should review, at least every two (2) years, the sewer user charges in order to maintain proportionate distribution of costs and to generate sufficient revenue.

The City of Menasha should notify each sewer user, in conjunction with a regular bill, when user charge rates change.

METHODOLOGY OF DISTRIBUTING USER CHARGES

The Sewer Use Ordinance has established two user classes:

- Domestic-Strength Wastewater
- High-Strength Wastewater

Domestic-Strength Wastewater shall mean wastewater discharged from residential sewer users, exclusive of infiltration and inflow. Residential sewer users can include public sewer users, and commercial and industrial businesses that discharge only restroom wastewater. The biochemical oxygen demand (BOD₅) concentration and suspended solids concentration of domestic-strength wastewater is established in this UCS.

High-Strength Wastewater shall mean wastewater discharged from non-residential significant sewer users, exclusive of infiltration and inflow. The BOD₅ concentration and suspended solids concentration of high-strength wastewater is determined from periodic monitoring of the dischargers.

This UCS shall generate all debt retirement, operation, maintenance, and replacement revenue for providing sewer service. The revenue shall cover the expenses for collection system debt retirement; collection system O & M; collection system replacement fund; and NMSC WWTP O & M, replacement, depreciation, and capital charges. The USC does not include future costs at NMSC for the WPDES permit compliance of effluent phosphorus limits. The UCS will need to be updated when these costs are determined.

The wastewater flows and loadings discharged by the City of Menasha to the NMSC WWTP in 2017 based on monthly billings from NMSC were determined. A summary of the City wastewater flows and loadings to the NMSC WWTP is presented in Table 1.

Table 1 Summary of Wastewater Flows and Loadings

Parameter	2017 Discharges
Flow, MG	956.198
BOD ₅ , lbs.	614,441
Suspended Solids, lbs.	1,660,256

The Sewer Department costs will be recovered through fixed and volume charges. A summary of the distribution of the annual Sewer Department costs to fixed and variable (volume) charges is presented in Table 2. The costs presented in Table 2 are based on the 2018 City and NMSC budgets.

FIXED SEWER USER CHARGES

The fixed sewer user charges will recover revenue for accounting/financial expenses; insurance expenses; tools and equipment expenses; vehicle/equipment rental expenses; annual CWF loan payments for Phase 2, Phase 3, and Phase 4 Wastewater Collection System Rehabilitation Improvements projects and the Ninth Street Sewage Lift Station Improvements project; NMSC capital charges, City replacement fund; I/I home grant program; specialized equipment expenses for sewage lift stations; in-house technical services expenses; and legal expenses. The annual costs distributed to fixed charges will be \$744,300.

The fixed charges will be recovered from wastewater dischargers according to their user charge meter equivalent (UCME) based on water meter size or size of effluent wastewater meter. There are 5,625.5 UCME's in the City sewer service area. The calculation of the number of UCME's is presented in Table 3.

The total annual fixed costs of \$744,300 are divided by the number of UCMEs to determine the annual fixed charge per UCME. Following is a summary of the fixed sewer user charge calculation.

Fixed Cost Distributed to UCME	\$744,300
Number of UCMEs	5,625.5
Fixed Charge/UCME	
$= \$744,300 \div 5,625.5 \text{ UCMEs} = \$132.31/\text{yr} \quad (\$11.03/\text{month})$	
Continue to use monthly fixed charge of \$11.04 per UCME	

Table 2 Distribution of Annual Sewer Department Costs to Fixed and Variable (Volume) Charges

Item	Cost, Dollars
<u>Costs Distributed to Fixed Charges</u>	
Accounting/Financial	1,300
Insurance	3,000
Tools and Equipment	4,700
Vehicle/Equipment Rental	60,000
Capital Outlay	
CWF Loan P & I (CWF #5101-02)	63,000
CWF Loan P & I (CWF #5101-03)	165,800
CWF Loan P & I (CWF #5101-04)	51,700
CWF Loan P & I (CWF #5101-06)	30,300
NMSC Capital Charges	246,700
City Replacement Fund	10,000
I/I Home Grant Program	50,000
Specialized Equipment-Sewage Lift Stations	5,000
In-House Technical Services	2,800
Legal Expenses	50,000
TOTAL COST - FIXED CHARGE	744,300
<u>Costs Distributed to Volume Charge</u>	
Labor and benefits (Engineering/SS Maintenance)	240,100
Supplies	11,000
Telephone	1,800
Electricity	3,000
Miscellaneous Maintenance/Small Projects	60,000
Construction Projects	90,000
Engineering	46,300
Outside/Contract Services (Menasha Utility billing)	225,000
NMSC Operation and Maintenance, Replacement, and Depreciation	767,500
TOTAL COST - VARIABLE CHARGE	1,444,700

VOLUME SEWER USER CHARGES

The volume sewer user charge will include variable O & M costs including labor; supplies; telephone; electricity; miscellaneous maintenance/small projects; construction projects and SCADA; engineering; outside/contract services for billing; and NMSC operation and maintenance, replacement and depreciation charges. The volume charge will be recovered from domestic strength dischargers based on water used and discharged to the sanitary sewer. The volume charge will be recovered from significant sewer users (wastewater discharge with concentrations of BOD₅ and suspended solids greater than domestic strength) based on volume of wastewater discharged and loadings greater than domestic strength. Volume will be determined from water use or wastewater metering.

Table 3 Calculation of User Charge Meter Equivalents

Meter Size, inches	Number of Meters(a)	User Charge Factor	Total Meter
5/8 & 3/4	4,760	1.0	4,760.0
1	56	2.5	140.0
1-1/2	15	3.7	55.5
2	40	8.0	320.0
3	16	12.5	200.0
4	6	25.0	150.0
Total	4,893	- -	5,625.5

The volume user charge will recover revenue for variable O & M costs of \$1,444,700. The volume user charge will include a volume charge per 1,000 gallons for domestic strength wastewater and a surcharge for BOD₅ and suspended solids greater than domestic strength.

Significant Sewer Users

The significant sewer users having high strength wastewater were monitored to determine the volume of wastewater, BOD₅ loadings greater than domestic strength, and suspended solids loadings greater than domestic strength. A summary of the high strength dischargers is presented in Table 4.

Table 4 Summary of High Strength Dischargers

<u>BOD₅ > Domestic</u>	<u>Million Gallons per Year</u>	<u>Pounds per Year</u>
Albany International	0.071	313
Simply Incredible Foods	0.325	6,966
Dura-Fibre	1.296	21,330
Gunderson Cleaners	19.584	34,807
Intertape Polymer Group	5.557	152,821
Sun Chemical	<u>2.071</u>	<u>5,903</u>
TOTAL	28.904	222,140
 <u>Suspended Solids > Domestic</u>	 <u>Million Gallons per Year</u>	 <u>Pounds per Year</u>
Dura-Fibre	1.296	54,189
Water Treatment Plant	<u>11.645</u>	<u>371,097</u>
TOTAL	12.941	425,286

Calculation of Domestic Strength Wastewater Characteristics

The total metered volume of wastewater discharged to sanitary sewer in 2017 was 252.462 million gallons (MG) which included 197.970 MG of water use billed by Menasha Utilities, 8.799 MG of water use by minor dischargers billed by City, and 45.693 MG of wastewater flow from significant industrial and water treatment plant dischargers billed by the City. The domestic strength BOD₅ and suspended solids concentrations are calculated using the domestic strength loadings (total minus significant loadings) and water use for domestic strength dischargers (total minus significant sewer user water use or wastewater flow). The calculations of the domestic strength concentrations for BOD₅ and suspended solids are as follows:

$$\begin{aligned}\text{BOD}_5 & (614,441 \text{ lbs/yr.} - 222,140 \text{ lbs/yr.}) \div (8.34 \times (252.462 \text{ MG} - 28.904 \text{ MG})) \\ & 392,301 \text{ lbs/yr.} \div (8.34 \times 223.558 \text{ MG}) \\ & = 210 \text{ mg/l}\end{aligned}$$

$$\begin{aligned}\text{SS} & (1,660,256 \text{ lbs/yr.} - 425,286 \text{ lbs/yr.}) \div (8.34 \times (252.462 \text{ MG} - 12.941 \text{ MG})) \\ & 1,234,970 \text{ lbs/yr.} \div (8.34 \times 239.521 \text{ MG}) \\ & = 618 \text{ mg/l}\end{aligned}$$

The volume charge for domestic strength dischargers is calculated by first determining the surcharge revenue that will be collected for BOD₅ and suspended solids loadings from significant sewer users with BOD₅ and suspended solids greater than domestic strength. The unit costs for BOD₅ and suspended solids are calculated based on the treatment costs (O & M charges, replacement charges, and depreciation charges) in the NMSC WWTP 2018 Budget. The NMSC unit costs are increased by a factor of 1.208 for City administrative and maintenance costs. The unit cost for BOD₅ will be \$0.2555 per pound. The unit cost for suspended solids will be \$0.2692 per pound.

$$\text{BOD}_5 \quad 171,518 \text{ lbs/yr.} \times \$0.2555/\text{lb} = \$43,823$$

$$\text{SS} \quad 358,587 \text{ lbs/yr.} \times \$0.2692/\text{lb} = \$96,532$$

$$\text{TOTAL} = \$140,355$$

The annual transportation charge for Sonoco was \$53,492 in 2017. The annual transportation charge is projected to be \$53,500 in 2018. The transportation charge for Waverly Sanitary District is \$2,810 per year. The annual payment from Neenah for sewer use charges will be \$50,000 for the next six years. The revenue from the surcharge for BOD₅ and suspended solids, projected 2018 transportation charges, and Neenah sewer use charges reduces the flow revenue required from sewer users.

The balance of revenue, required for costs distributed to the volume charge, is calculated as follows:

$$\begin{aligned}\text{Flow Revenue Required} &= \$1,444,700 - \$140,300 - \$56,300 - \$50,000 \\ &= \$1,198,100\end{aligned}$$

$$\begin{aligned}\text{Flow Unit Charge} &= \$1,198,100 \div 252.462 \text{ MG} \\ &= \$4.75/1,000 \text{ gal.}\end{aligned}$$

The significant sewer users will be surcharged for treatment of wastewater with BOD₅ and suspended solids loadings greater than domestic strength at the actual NMSC unit charges in affect when the significant sewer users are billed. The BOD₅ and suspended solids surcharges are as follows.

BOD₅ Surcharge

BOD₅ Unit Loading > 1.75 lbs/1,000 gallons

Suspended Solids Surcharge

Suspended Solids Unit Loading > 5.15 lbs/1,000 gallons

Comparison of Existing and Proposed Rates

The following is a comparison of sewer user rates for a residential customer with a 5/8-inch or 3/4-inch meter and 34,900 gallons water use per year in 2018:

Existing Rate (Adopted in 2013)

Fixed Charge = \$132.48/yr. (\$11.04/mo.)

Vol. Charge = \$4.60/1,000 x 34,900 gallons
= \$160.54/yr.

TOTAL = \$293.02/yr.

Proposed Rate

Fixed Charge = \$132.48/yr. (\$11.04/mo.)

Vol. Charge = \$4.75/1,000 gal. x 34,900 gallons
= \$165.78

TOTAL = \$298.26/yr. [1.79% increase for residential customer with 5/8-inch or 3/4-inch" meter and 34,900 gallon/yr water consumption.]



RESOLUTION R-32-18

RESOLUTION PERTAINING TO SEWER SERVICE CHARGES AND SURCHARGES

Introduced by Alderman Krueger

WHEREAS, the Section 9-3-2 of the Code of Ordinances for providing sewerage systems contains a provision that various sewer service charges may be changed no more than twice each year by resolution.

THEREFORE, BE IT RESOLVED that the operation, maintenance and replacement charge shall be as follows:

Fixed Charges:

Water Meter Size	User Charge Factor	Monthly Charge
5/8" & 3/4"	1	\$11.04
1"	2.5	\$27.60
1.5"	3.7	\$40.85
2"	8	\$88.32
3"	12.5	\$138.00
4"	25	\$276.00
6"	50	\$552.00
8"	80	\$883.20
10"	120	\$1,324.80

Volume charge: \$4.75/1,000 gallons

Surcharge for wastewater greater than domestic strength:

\$0.2555 per pound BOD

\$0.2692 per pound suspended solids

The surcharges shall be adjusted as needed based on the NMSC unit charges.

BE IT FURTHER RESOLVED that the contents of this resolution will be applicable to service billed by the Menasha Utilities or the City of Menasha on or after January 1, 2019.



BE IT FURTHER RESOLVED that normal domestic wastewater shall mean wastewater that has a BOD concentration of not more than 210 mg/liter and a suspended solids concentration of not more than 618 mg/liter.

BE IT FURTHER RESOLVED that the Comptroller and Director of Public Works shall report to the Mayor and the Common Council as to whether the rates are still appropriate at least once every two years.

BE IT FURTHER RESOLVED that Resolution R-1-13 previously approved on January 6, 2013 is hereby repealed.

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



MEMORANDUM

To: City of Menasha Common Council

From: John Jacobs, Administrative Services Director

Date: December 13, 2018

RE: Resolution #R-33-18: A Resolution Approving 2019 Operating Budget Adjustments, for the Purpose of Redistributing the Reduction in the Banked Sick Leave and Health Insurance Fringe Benefit Adjustments across the Various Departments and Programs identified in the 2019 General Fund Budget

BRIEF UPDATE:

The Common Council had adopted Resolution #R-30-18 at the 11/19/2018 Common Council meeting for the purpose of adopting the 2019 General Fund Operating Budget Expenditures. The adopted 2019 budget had included a provision for a reduction of \$8,000 in funding the banked sick leave fringe benefit program and a provision for a reduction of \$49,543 in the 2019 health insurance program cost, both in the General Fund budget.

Therefore, I am requesting the redistribution of the \$8,000 reduction in the banked sick leave cost, which will now be spread across all General Fund departments and program areas, per the attachment. Only the General Fund budget will be impacted with this redistribution proposal.

In addition, with the reduction in the original health insurance premium increase from 12% to now 7.30% (which includes the 6.85% premium renewal increase + the funding increase from 35% to 40% for the HRA program), the total redistribution for the health insurance adjustment would actually be \$53,543, instead of \$49,543. Therefore, we would retain a \$4,000 amount in the health insurance program for any employee changes in coverage that could occur during 2019, in case an employee would switch coverage from single → to employee/spouse (married), or from employee/spouse → to family. Only the General Fund budget will be impacted with this redistribution proposal also.

Both of these 2019 budget redistributions do not change the overall expenditure appropriation level for the General Fund.

RECOMMENDATION:

Therefore, I am requesting the Common Council to consider Resolution R-33-18 for the 2019 Operating Budget Adjustments to the General Fund, for the Banked Sick Leave Program and Health Insurance Program, as redistributed to the various departments per the attachment.



RESOLUTION R-33-18

**A RESOLUTION APPROVING 2019 OPERATING BUDGET ADJUSTMENTS,
FOR THE PURPOSE OF REDISTRIBUTING THE REDUCTION IN THE BANKED SICK
LEAVE AND HEALTH INSURANCE FRINGE BENEFIT ADJUSTMENTS ACROSS THE
VARIOUS DEPARTMENTS AND PROGRAMS IDENTIFIED IN THE
2019 GENERAL FUND BUDGET.**

Introduced by Mayor Merkes.

WHEREAS, the City of Menasha had adopted the 2019 Operating Budget for the General Fund with the costs of all previously known 2019 programs at the time of the 2019 Budget adoption on November 19, 2018; and

WHEREAS, the City of Menasha's 2019 Operating Budget had included an \$8,000 reduction in the banked sick leave fringe benefit and a reduction of \$49,543 in the health insurance fringe benefit, both in the General Fund Budget.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council that staff is hereby authorized and directed to amend and redistribute the \$8,000 decrease in the banked sick leave fringe benefit and the decrease of \$53,543 in the health insurance fringe benefit across all departments and programs in the 2019 General Fund Operating Budget, per the calculations provided in the attachment, while leaving a \$4,000 Health Insurance amount available for future redistribution during 2019, as needed.

Passed and approved this _____ day of _____, 2018.

Recommended by:

Motion/Second:

Vote: _____

Pass/Fail: _____

Requires: 2/3 Vote

Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk

CITY OF MENASHA

**Allocation of 2019 Budget Reduction (\$8,000) for Banked Sick Leave -
per 11/19/2018 adoption**

Prepared on 12/11/2018

	2019 Adopted Budget	2019 Budget Reduction	2019 Amended Budget
100-0101-511-1510	96	(13)	83
100-0201-512-1510	1,181	(162)	1,019
100-0202-512-1510	1,212	(167)	1,045
100-0203-512-1510	760	(105)	655
100-0204-512-1510	253	(35)	218
100-0301-523-1510	590	(81)	509
100-0304-562-1510	1,377	(189)	1,188
100-0401-513-1510	2,723	(375)	2,348
100-0402-513-1510	-	-	-
100-0405-513-1510	-	-	-
100-0501-522-1510	-	-	-
100-0601-551-1510	7,929	(1,091)	6,838
100-0701-533-1510	108	(15)	93
100-0702-552-1510	1,301	(179)	1,122
100-0703-553-1510	2,884	(397)	2,487
100-0704-552-1510	98	(13)	85
100-0706-561-1510	493	(68)	425
100-0801-521-1510	24,498	(3,371)	21,127
100-0802-521-1510	-	-	-
100-0803-521-1510	-	-	-
100-0804-521-1510	-	-	-
100-0811-521-1510	528	(73)	455
100-0901-515-1510	140	(19)	121
100-0902-524-1510	140	(19)	121
100-0903-531-1510	3,353	(461)	2,892
100-0904-531-1510	529	(73)	456
100-0905-531-1510	180	(25)	155
100-0906-531-1510	29	(4)	25
100-0907-531-1510	-	-	-
100-0908-531-1510	-	-	-
100-0909-531-1510	323	(44)	279
100-0910-531-1510	23	(3)	20
100-0911-531-1510	29	(4)	25
100-0913-531-1510	25	(3)	22
100-0914-531-1510	63	(9)	54
100-0915-531-1510	104	(14)	90
100-0916-531-1510	76	(10)	66
100-0918-531-1510	203	(28)	175
100-1001-514-1510	196	(27)	169
100-1002-541-1510	832	(114)	718
100-1003-541-1510	1,906	(262)	1,644
100-1004-541-1510	-	-	-

CITY OF MENASHA

**Allocation of 2019 Budget Reduction (\$8,000) for Banked Sick Leave -
per 11/19/2018 adoption**

Prepared on 12/11/2018

	2019 Adopted Budget	2019 Budget Reduction	2019 Amended Budget
100-1006-541-1510	637	(88)	549
100-1008-541-1510	237	(33)	204
100-1009-541-1510	554	(76)	478
100-1011-541-1510	-	-	-
100-1012-541-1510	46	(6)	40
100-1013-541-1510	120	(17)	103
100-1016-543-1510	2,202	(303)	1,899
100-1017-543-1510	-	-	-
100-1018-543-1510	133	(18)	115
100-1019-552-1510	45	(6)	39
	<u>58,156</u>	<u>(8,000)</u>	<u>50,156</u>
207-0707-552-1510	175	-	175
	<u>175</u>	<u>-</u>	<u>175</u>
266-1027-543-1510	758	-	758
266-1028-543-1510	562	-	562
266-1029-543-1510	61	-	61
	<u>1,381</u>	<u>-</u>	<u>1,381</u>
485-0304-562-1510	141	-	141
485-1002-541-1510	234	-	234
485-1009-541-1510	87	-	87
	<u>462</u>	<u>-</u>	<u>462</u>
492-0304-562-1510	105	-	105
492-1002-541-1510	301	-	301
492-1003-541-1510	43	-	43
492-1009-541-1510	43	-	43
	<u>492</u>	<u>-</u>	<u>492</u>
601-1002-541-1510	1,017	-	1,017
601-1020-543-1510	554	-	554
	<u>1,571</u>	<u>-</u>	<u>1,571</u>
625-0201-512-1510	94	-	94
625-0304-562-1510	242	-	242
625-0401-513-1510	70	-	70
625-0403-513-1510	26	-	26
625-0706-561-1510	256	-	256
625-1002-541-1510	1,052	-	1,052

CITY OF MENASHA

Allocation of 2019 Budget Reduction (\$8,000) for Banked Sick Leave per 11/19/2018 adoption

Prepared on 12/11/2018

	2019 Adopted Budget	2019 Budget Reduction	2019 Amended Budget
625-1003-541-1510	632	-	632
625-1005-541-1510	283	-	283
625-1006-541-1510	217	-	217
625-1010-541-1510	734	-	734
625-1013-541-1510	34	-	34
625-1028-543-1510	602	-	602
	<u>4,242</u>	<u>-</u>	<u>4,242</u>
731-1022-541-1510	2,904	-	2,904
	<u>2,904</u>	<u>-</u>	<u>2,904</u>
743-0403-513-1510	1,017	-	1,017
	<u>1,017</u>	<u>-</u>	<u>1,017</u>
TOTAL WAGES	<u>70,400</u>	<u>(8,000)</u>	<u>62,400</u>
Total General Fund only	<u>58,156</u>	<u>(8,000)</u>	<u>50,156</u>

	2019 Adopted Budget	2019 Budget Redistribution	2019 Amended Budget
100-1199-519-1510	<u>(8,000)</u>	<u>8,000</u>	<u>-</u>
<i>Banked Sick Leave</i>			

CITY OF MENASHA

Allocation of 2019 Budget Reduction for Health Insurance - per 11/19/2018 adoption

Prepared on 12/11/2018

	2019 Adopted Budget	2019 Budget Reduction	2019 Amended Budget
100-0101-511-1501	8,253	(346)	7,907
100-0201-512-1501	14,647	(615)	14,032
100-0202-512-1501	34,442	(1,446)	32,996
100-0203-512-1501	13,914	(584)	13,330
100-0204-512-1501	5,395	(226)	5,169
100-0301-523-1501	21,628	(908)	20,720
100-0304-562-1501	39,744	(1,668)	38,076
100-0401-513-1501	48,563	(2,038)	46,525
100-0402-513-1501	-	-	-
100-0405-513-1501	-	-	-
100-0501-522-1501	-	-	-
100-0601-551-1501	127,334	(5,344)	121,990
100-0701-533-1501	4,326	(182)	4,144
100-0702-552-1501	43,256	(1,815)	41,441
100-0703-553-1501	104,591	(4,390)	100,201
100-0704-552-1501	4,326	(182)	4,144
100-0706-561-1501	18,531	(778)	17,753
100-0801-521-1501	533,459	(22,390)	511,069
100-0802-521-1501	-	-	-
100-0803-521-1501	-	-	-
100-0804-521-1501	-	-	-
100-0811-521-1501	6,878	(289)	6,589
100-0901-515-1501	2,236	(94)	2,142
100-0902-524-1501	2,236	(94)	2,142
100-0903-531-1501	54,192	(2,274)	51,918
100-0904-531-1501	9,098	(382)	8,716
100-0905-531-1501	-	-	-
100-0906-531-1501	344	(14)	330
100-0907-531-1501	-	-	-
100-0908-531-1501	-	-	-
100-0909-531-1501	3,783	(159)	3,624
100-0910-531-1501	275	(12)	263
100-0911-531-1501	344	(14)	330
100-0913-531-1501	-	-	-
100-0914-531-1501	-	-	-
100-0915-531-1501	1,238	(52)	1,186
100-0916-531-1501	894	(38)	856
100-0918-531-1501	2,407	(101)	2,306
100-1001-514-1501	6,921	(290)	6,631
100-1002-541-1501	17,291	(726)	16,565
100-1003-541-1501	34,950	(1,467)	33,483
100-1004-541-1501	-	-	-

CITY OF MENASHA

**Allocation of 2019 Budget Reduction for Health Insurance -
per 11/19/2018 adoption**

Prepared on 12/11/2018

	2019 Adopted Budget	2019 Budget Reduction	2019 Amended Budget
100-1006-541-1501	23,401	(982)	22,419
100-1008-541-1501	29,522	(1,239)	28,283
100-1009-541-1501	6,846	(287)	6,559
100-1011-541-1501	-	-	-
100-1012-541-1501	1,730	(73)	1,657
100-1013-541-1501	4,542	(191)	4,351
100-1016-543-1501	37,909	(1,591)	36,318
100-1017-543-1501	-	-	-
100-1018-543-1501	5,028	(211)	4,817
100-1019-552-1501	1,211	(51)	1,160
	<u>1,275,685</u>	<u>(53,543)</u>	<u>1,222,142</u>
207-0707-552-1501	7,554	-	7,554
	<u>7,554</u>	<u>-</u>	<u>7,554</u>
266-1027-543-1501	19,923	-	19,923
266-1028-543-1501	21,314	-	21,314
266-1029-543-1501	2,336	-	2,336
	<u>43,573</u>	<u>-</u>	<u>43,573</u>
485-0304-562-1501	2,988	-	2,988
485-1002-541-1501	4,853	-	4,853
485-1009-541-1501	2,178	-	2,178
	<u>10,019</u>	<u>-</u>	<u>10,019</u>
492-0304-562-1501	2,507	-	2,507
492-1002-541-1501	5,541	-	5,541
492-1003-541-1501	1,089	-	1,089
492-1009-541-1501	1,089	-	1,089
	<u>10,226</u>	<u>-</u>	<u>10,226</u>
601-1002-541-1501	21,063	-	21,063
601-1020-543-1501	17,121	-	17,121
	<u>38,184</u>	<u>-</u>	<u>38,184</u>
625-0201-512-1501	1,154	-	1,154
625-0304-562-1501	4,895	-	4,895
625-0401-513-1501	1,245	-	1,245
625-0403-513-1501	533	-	533
625-0706-561-1501	7,520	-	7,520
625-1002-541-1501	22,144	-	22,144

CITY OF MENASHA

Allocation of 2019 Budget Reduction for Health Insurance - per 11/19/2018 adoption

Prepared on 12/11/2018

	2019 Adopted Budget	2019 Budget Reduction	2019 Amended Budget
625-1003-541-1501	24,169	-	24,169
625-1005-541-1501	10,554	-	10,554
625-1006-541-1501	7,786	-	7,786
625-1010-541-1501	23,385	-	23,385
625-1013-541-1501	1,298	-	1,298
625-1028-543-1501	23,747	-	23,747
	<u>128,430</u>	<u>-</u>	<u>128,430</u>
731-1022-541-1501	78,577	-	78,577
	<u>78,577</u>	<u>-</u>	<u>78,577</u>
743-0403-513-1501	20,770	-	20,770
	<u>20,770</u>	<u>-</u>	<u>20,770</u>
TOTAL WAGES	<u>1,613,018</u>	<u>(53,543)</u>	<u>1,559,475</u>
Total General Fund only	<u>1,275,685</u>	<u>(53,543)</u>	<u>1,222,142</u>

	2019 Adopted Budget	2019 Budget Redistribution	2019 Amended Budget
100-1199-519-1501	<u>(49,543)</u>	<u>53,543</u>	<u>4,000</u>
<i>Health Insurance Adjustment</i>			

Original Health Ins. Increase	12.00%
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Final Adopted Health Ins. Increase	7.30%
<i>(includes 6.85% premium increase, plus increase HRA funding from 35% to 40%)</i>	

Stephanie Cheslock

To: Jessica Dream Home Fox Cities
Subject: RE: Committee

From: Jessica Dream Home Fox Cities [<mailto:jessica@dreamhomefoxcities.com>]
Sent: Wednesday, December 05, 2018 7:31 PM
To: Debbie Galeazzi
Subject: Committee

Mr. Mayor,

I'm interested in being on the Board of Review for the City of Menasha.
I am lifelong resident of Menasha. I am a real estate agent with Dream Home Fox Cities powered by Keller Williams Fox Cities.
Thank you for considering me as a member of the Board of Review.

Jessica Crane
533 Second Street
Menasha, WI
920-470-3200

Don Merkes

From: Joanne ROUSH <jroush714@att.net>
Sent: Thursday, December 13, 2018 11:49 AM
To: Don Merkes
Cc: Joanne Roush
Subject: Board of Appeals

Mayor Merkes - I'm writing to express my willingness and interest to serve Menasha on the Board of Appeals. Let me know if and when a position is open and how to proceed once nominated. Thanks!

Joanne Roush