

**CITY OF MENASHA
COMMON COUNCIL
First Floor Conference Room
100 Main Street
Monday, May 20, 2019
Meeting 6:00 PM
AGENDA**

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. PUBLIC HEARING

1. Proposed amendments to Title 13-1-67(d) of the Menasha Code of Ordinances pertaining to Electronic Messaging Centers (EMC) on signs

E. REPORT OF DEPARTMENT OFFICERS/DEPARTMENT HEADS/STAFF/CONSULTANTS

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

Minutes to receive:

- a. Administration Committee, 5/6/2019
- b. Board of Health, 4/12/2019
- c. Board of Public Works, 5/6/2019
- d. Landmarks Commission, 5/8/2019
- e. Personnel Committee, 5/6/2019
- f. Plan Commission, 5/7/2019
- g. Redevelopment Authority, 5/7/2019
- h. Special Board of Public Works, 5/6/2019
- i. Special Water & Light Commission, 5/1/2019
- j. Water & Light Commission, 4/24/2019

Communications:

- k. National Public Works Week Proclamation, May 19-25, 2019
- l. Neenah-Menasha Memorial Day Parade Line-up Instructions
- m. Food Truck Rally Information Memorandum, 5/16/2019, PRD Tungate
- n. Police Week Awards Memorandum, 5/15/2019, Police Chief Styka
- o. Jefferson Park Parking Lot Memorandum, 5/16/2019, PRD Tungate

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

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

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, 5/6/2019

Board of Public Works, 5/6/2019, Recommends the Approval of:

2. Payment—Janke General Contractors, INC.; Contract Unit No. 2019-02; Province Terrace Trail—Nature's Way to USH 10/STH 114; \$114,390.00 (Payment No. 3)
3. Second Amendment to Ground Site Lease Agreement between City of Menasha and AT&T Mobility Corporation

Plan Commission, 5/7/2019, Recommends the Approval of:

4. Certified Survey Map Lot Line Adjustment 1173 Province Terrace and Province Terrace Out Lot 1 (#7-00001-10 and #7-0001-19)

5. Certified Survey Map Lot Line Adjustment 2051 Manitowoc Road and 2059 Manitowoc Road (#7-00010-00 and #7-00014-0)

H. ITEMS REMOVED FROM THE CONSENT AGENDA

I. ACTION ITEMS

1. Accounts payable and payroll for the term of 5/9/2019—5/15/2019 in the amount of \$785,835.04
2. Beverage Operators License Applications for the 2017-2019 licensing period.
3. Outdoor Alcohol Beverage Permit (April 1, 2018-November 30, 2018) Applications for the 2019-2020 licensing year
4. Village of Harrison dba Harrison Utilities (Waverly Sanitary District) and the City of Menasha Agreement

J. HELD OVER BUSINESS

K. ORDINANCES AND RESOLUTIONS

1. O-7-19 An Ordinance Amending Section 6-2-7 of the Code of Ordinances (Snow and Ice Removal) Introduced by Alderman Langdon; Recommended by Board of Public Works
2. O-9-19 An Ordinance Amending Title 13, Chapter 1 of the Code of Ordinances (Requirements by Sign Type, Electronic Messaging Centers); Introduced Alderman Langdon; Recommended by Plan Commission
3. R-15-19 A Resolution Approving a 2019 Capital Improvements Program (CIP) Budget Adjustment, for the Purpose of Providing an Increase in Funding for The Ponds of Menasha Phase 2 & 3 (TIF #12 Project) for Street Construction Work in 2019; Introduced by Alderman Ropella (As requested by Alderman Ropella)
4. R-16-19 Commitment to Support Lead Safe Menasha: A Comprehensive Childhood Lead Poisoning Prevention Program—University Partnership Program Community Impact Grant Application; Introduced by Mayor Merkes

L. CONSENT AGENDA

Board of Public Works, 5/6/2019, Recommends the Denial of:

1. Recommendation to Award—Contract Unit No. 2019-04; New Street Construction & Reconstruction—Various Locations and Jefferson Park Improvements; MCC, Inc.; \$963,277.92

Board of Public Works, 5/6/2019, Recommends:

2. Instructs staff to rebid Willow Lane Project

M. APPOINTMENTS

1. Reappointment of Bob Golz to the Library Board for the term of 7/1/2019—7/1/2022
2. Reappointment of Jill Halverson to the Library Board for the term of 7/1/2019—7/1/2022

N. CLAIMS AGAINST THE CITY

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

P. ADJOURNMENT

MEETING NOTICE
Monday, June 3, 2019
Common Council Meeting – 6:00 p.m.
Committee Meetings to Follow

**City of Menasha
Public Hearings**

NOTICE IS HEREBY GIVEN that public hearings will be held by the Menasha Plan Commission and Common Council on the proposed amendments to Title 13-1-67(d) of the Menasha Code of Ordinances pertaining to Electronic Messaging Centers (EMC) on signs. The Plan Commission will be considering the amendments at an informal public hearing on Tuesday, May 7, 2019 at 3:30 p.m. or shortly thereafter in the first floor conference room of the Menasha City Center, 100 Main Street, Menasha, WI. Persons interested in this matter will be given an opportunity to comment and ask questions about the proposed amendment. A second public hearing before the Common Council will be held Monday, May 20, 2019 at 6:00 p.m. or shortly thereafter in the first floor conference room of the Menasha City Center located at 100 Main Street, Menasha, WI.

Deborah A. Galeazzi, WCMC
City Clerk

Run: May 3 and 13, 2019.

CITY OF MENASHA
ADMINISTRATION COMMITTEE
First Floor Conference Room
100 Main Street, Menasha
May 6, 2019
MINUTES

A. CALL TO ORDER

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

B. ROLL CALL

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

ALSO PRESENT: Mayor Merkes, CA Captain, ASD Jacobs, DPW Radomski, PRD Tungate, Clerk Galeazzi.

C. MINUTES TO APPROVE

1. Administration Committee, 4/16/19

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

Motion carried on voice vote.

D. DISCUSSION/ACTION ITEMS

1. Review and Accept Tax Incremental District #3 Financial Audit.

ASD Jacobs gave a summary of the independent auditors' report on Tax Incremental District #3 as prepared by Clifton Larson Allen LLP. TID #3 was created on December 5, 1989 and closed on December 5, 2017. ASD Jacobs explained there was a negative fund balance when TIF #3 was closed on December 5, 2017 so there was no distribution of excess tax increments forwarded onto any of the taxing jurisdictions.

General discussion ensued on the final close out numbers and total project cost.

Moved by Ald. Ropella seconded by Ald. Ted Grade to accept Tax Incremental District #3 Financial Audit.

Motion carried on roll call 8-0.

2. R-14-19 A Resolution Approving a 2019 Capital Improvements Program (CIP) Budget Adjustment for the Purpose of Providing an Increase in Funding for the Jefferson Park Parking Lot Project in 2019.

PRD Tungate explained the Jefferson Park parking lot project was included in the bids for other City street projects. The Menasha Joint School District (MJSD) has committed to \$110,000, or about 25% of the project, over a ten year period. The bids for the parking lot came in over budget by approximately \$73,398.02. Staff is recommending to increase the CIP budget and decrease miscellaneous street reconstruction projects to cover the additional cost of the parking lot.

General discussion ensued on:

- Amount budgeted in 2019 for the parking lot;
- Amount committed from the MJSD;
- Reason for the higher bids;
- Concern of impact to other CIP projects;
- Postponing the project to 2020;
- Rebidding the project;

- Asking MJSD to contribute based on usage and added special pick up/drop off area;
- Borrowing funds;
- Reducing number of parking stalls in the park area;

DPW Radomski explained contractors have been busy and shortage of labor has been driving up construction costs. He stated that other municipalities are running into the same issues.

ASD Jacobs explained the total amount needed for the project. He recommends borrowing the amount since MJSD will be paying their portion over a ten year period.

No action taken on this item.

3. R-15-19 A Resolution Approving a 2019 Capital Improvements Program (CIP) Budget Adjustment for the Purpose of Providing an Increase in Funding for the Ponds of Menasha Phase 2 & 3 (TIF District #12 Project) for Street Construction Work in 2019. DPW Radomski explained the request for additional funds for new street construction in the Ponds Subdivision due to bids coming in approximately \$120,396 over budget. The additional funds could come from TIF #12. This is an assessable project and the property owners have received the preliminary cost estimates. Even with the higher bids, the preliminary assessment cost quoted to the property owners are lower.

General discussion ensued on:

- Total project funding from TIF #12;
- Postponing street construction to 2020;
- Eliminating sidewalks from the project;
- Project costs are lower than preliminary assessments quoted to property owners;

Moved by Ald. Krueger seconded by Ald. Nichols to recommend to Common Council, R-15-19 A Resolution Approving a 2019 Capital Improvements Program (CIP) Budget Adjustment for the Purpose of Providing an Increase in Funding for the Ponds of Menasha Phase 2 & 3 (TIF District #12 Project) for Street Construction Work in 2019. Motion fails on roll call 2-6.

Ald. Nichols, Krueger voted yes.

Ald. Taylor, Sevenich, Langdon, Tom Grade, Ted Grade, Ropella voted no.

E. ADJOURNMENT

Moved by Ald. Taylor seconded by Ald. Ropella to adjourn at 9:16 p.m.

Motion carried on voice vote.

Deborah A. Galeazzi, WCMC
City Clerk

CITY OF MENASHA BOARD OF HEALTH

Minutes

April 12th, 2019

A. Meeting called to order at 8:07 AM by Nancy McKenney.

B. Roll Call: Present: Nancy McKenney, Kristene Stacker, Dr. Teresa Rudolph, Candyce Rusin Excused: Lori Asmus
Staff: Mary Fritz, Linda Palmbach, Claire Opsteen, Meghan Pauly, Kristine Jacobsen, Kortney Dahm

C. MINUTES TO APPROVE

Dr. Teresa Rudolph moved to approve the March 8, 2019 minutes, seconded by Kristene Stacker, motion passed

D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

Administrative: Budgets and Contracts: Nancy McKenney reviewed the 2018 DHS Cost Reimbursement Schedule (list of grant reimbursements) and the 2018 into 2019 Fund Balance Reserves for the Menasha Health Department. Candyce Rusin asked if any fund balances could be used to provide shingles vaccine. Nancy McKenney will check. The Menasha Health Department submitted a UW Madison School of Medicine and Public Health Letter of Intent for *Lead Safe Menasha: A Comprehensive Approach to Preventing Childhood Lead Poisoning*. The Health Department will be notified whether or not there will be an invitation to submit a full proposal. The Health Department also submitted a grant application for a second State Health Assessment Community Dialogue. The application proposes to hold listening sessions for men and Spanish speaking people over age 55.

Community Health Assessment: Kristine Jacobsen noted that the Community Dialogue Listening Sessions were successful. Nearly 60 people age 55 and older provided perspectives on what they need to live long, healthy lives. Results were shared with the Wisconsin Department of Health Services, Division of Public Health. The Community Dialogue Wrap Up, a report back to the community, is being held today, April 12th at the Menasha City Center. The results will be used to inform the State Health Plan and Menasha's Health Plan. One item identified was the cost of prescription drugs. Partnership Community Health Center has a program that offers prescription drugs at a reduced cost to those who find it difficult to cover those costs. Meghan Pauly will work with Partnership Community Health Center to offer a learning opportunity.

Academic Affiliation Update: Kristine Jacobson is working with Katherine De Wane, RN, UWO DNP student and Partnership Community Health Center on the Lead Free by Delivery grant. The Home Lead Risk Data Base is being completed and will be available for public use soon.

Employee Safety: Todd Drew conducted normal Safety Committee meetings. Employee hearing screenings were completed in April.

Sealer of Weights and Measures: No Report

Environmental Health Programs: No Report

Communicable Disease Reports: Linda Palmbach RN, Public Health Nurses reviewed the March 2019 Communicable Disease report. Nancy McKenney Reported 7 surrounding states have reported measles cases.

School Health: March School Absences remain low.

Health Screening 60+ Program: Meghan Pauly reported Steven Mui acupuncturist will be at the Menasha Senior Center starting in May.

Dental Program: Claire Opsteen RDH reported fluorides are in processes.

Dental Sealant Program: Claire Opsteen RDH reported she is in the process of applying sealants. The goal was to place sealants on 135 children. To date, 182 children have participated in the sealant program.

Lead Prevention Program: No Report

Prevention: Kristine Jacobsen gave an update on Community Health Assessment.

Immunization: No Report

Emergency Preparedness: No Report

Twenty Four/Seven: No Report

Senior Center: Meghan Pauly reported Valley VNA will no longer be doing influenza vaccines at the Senior Center. It was suggested that pharmacies in the area be contacted and asked if they are willing to provide the vaccines.

E. ACTION ITEMS Policy and Procedure Review: Kristene Stacker moved to approve the *Child Abuse and Neglect Reporting Procedure*, second by Teresa Rudolph. The motion passed.

F. HELD OVER BUSINESS: None

G. ADJOURNMENT: Kristine Stacker moved to adjourn the meeting at 9:13, seconded by Candyce Rusin. The motion passed. The next meeting will be on Friday May 10, 2019 at 8:00 a.m.

CITY OF MENASHA
BOARD OF PUBLIC WORKS
First Floor Conference Room
100 Main Street, Menasha
May 6, 2019
DRAFT MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Krueger at 9:26 p.m.

B. ROLL CALL

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

ALSO PRESENT: Mayor Merkes, CA Captain, ASD Jacobs, DPW Radomski, PRD Tungate, Clerk Galeazzi.

C. MINUTES TO APPROVE

1. April 16, 2019

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

Motion carried on voice vote.

D. COMMUNICATIONS

1. Public Works Facility USDA Loan Update

DPW Radomski informed the Board that the USDA has conditionally approved the City's loan for the proposed Public Works Facility. Staff would like to hold a workshop to discuss the next steps in this process.

E. DISCUSSION / ACTION ITEMS

1. Payment – Janke General Contractors, Inc.; Contract Unit No. 2019-02; Province Terrace Trail – Nature's Way to USH 10/STH 114; \$114,390.00 (Payment No. 3)

Moved by Ald. Langdon seconded by Ald. Tom Grade to recommend to Common Council payment to Janke General Contractors, Inc., Contract Unit No. 2019-02 for Province Terrace Trail, Nature's Way to USH 10/STH 114 in the amount of \$114,390.00 (Payment No. 3).

PRD Tungate explained the location of the trail.

Motion carried on roll call 8-0.

2. Recommendation to Award – Contract Unit No. 2019-04; New Street Construction & Reconstruction – Various Locations and Jefferson Park Improvements; MCC, Inc.; \$963,277.92

DPW Radomski explained since the Administration Committee did not recommend the Resolutions to amend the 2019 CIP Budget for the street construction in the Ponds Subdivision and Jefferson Park parking lot, Willow Lane street reconstruction may have to be removed from this bid. Too much of the project is being removed to make this a workable contract. DPW Radomski ask if the Board wanted staff to rebid Willow Lane project this year, and the Ponds Subdivision and Jefferson Park next year.

General discussion ensued on:

- The utility work that has been done on Willow Lane;
- Residents have been working with staff on rear yard drainage;
- Residents expecting their street to be done this year;
- Rejecting bid and rebidding Willow Lane

Moved by Ald. Sevenich seconded by Ald. Taylor to reject all bids and instruct staff to rebid Willow Lane.

General discussion ensued on:

- Alternative bids;
- Input from residents;
- Waiting until next year to bid project.

Ald. Nichols asked to separate the question.

Motion to reject all bids carried on roll call 7-1. Ald. Nichols voted no.

Motion to instruct staff to rebid Willow Lane project carried on roll call 7-1.

Ald. Taylor voted no.

3. O-7-19 An Ordinance Amending Section 6-2-7 of the Code of Ordinance (Snow and Ice Removal)

DPW Radomski explained the changes to the ordinance are to help streamline the process of notifying property owners of their responsibility to remove snow and ice from sidewalks on a timely bases. It also changes the requirement of notifying the property owner after every snow fall to one notice per season. This will also allow the City to hire a private contractor to remove snow and ice at the property owner's expense.

General discussion ensued on:

- One notice per season, September 1-August 31;
- Hiring a private contractor rather than using City crews;
- When a two-hour notice would be used.

Moved by Ald. Langdon seconded by Ald. Tom Grade to recommend to Common Council O-7-19 An Ordinance Amending Section 6-2-7 of the Code of Ordinance (Snow and Ice Removal)

Ald. Langdon stated he will sponsor this ordinance.

Motion carried on roll call 8-0.

4. Second Amendment to Ground Site Lease Agreement between City of Menasha and AT&T Mobility Corporation.

DPW Radomski explained the amendment will allow AT&T Mobility Corporation to replace antennas and other equipment on the cell tower. It also increases the monthly rent by \$450.

Moved by Ald. Taylor seconded by Ald. Sevenich to recommend to Common Council Second Amendment to Ground Site Lease Agreement between City of Menasha and AT&T Mobility Corporation.

Moved by Ald. Krueger seconded by Ald. Taylor to amend Section 4.1 to change First Amendment to Second Amendment.

Motion carried on roll call 8-0.

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

F. ADJOURNMENT

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

Deborah A. Galeazzi, WCMC
City Clerk

CITY OF MENASHA
Landmarks Commission
Menasha City Center, Room 133
100 Main Street, Menasha
May 8, 2019
DRAFT MINUTES

A. CALL TO ORDER

AP Stephenson called the meeting to order at 5:27 PM.

B. ROLL CALL/EXCUSED ABSENCES

LANDMARKS MEMBERS PRESENT: Ald. Tom Grade and Commissioners Massey, Mueller, and Wydeven.

LANDMARKS MEMBERS EXCUSED: Commissioner Almendarez and Collier.

OTHERS PRESENT: AP Joe Stephenson.

C. MINUTES TO APPROVE

1. Minutes of the April 10, 2019 Landmarks Commission Meeting

Comm. Mueller made a motion to approve the minutes of April 10, 2019

Landmarks Commission Meeting. The motion was seconded by Ald. Grade. The motion carried.

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

Five (5) minute time limit for each person

There was no public present at the meeting.

E. COMMUNICATIONS

1. None

F. ACTION / DISCUSSION ITEMS

1. Election of Officers

a. Chairperson

AP Stephenson took nominations for Chairperson of the Landmarks Commission.

Comm. Mueller nominated Ald. Grade as Chairperson. No other nominations were made.

Comm. Mueller made a motion to cast a unanimous ballot electing Ald. Grade as Chairperson of the Landmarks Commission. The motion was seconded by Comm. Wydeven. The motion carried.

At 5:30 PM AP Stephenson gave the chair to Ald. Grade.

b. Vice-Chairperson

Ald. Grade took nominations for the Vice-Chairperson of the Landmarks Commission.

Comm. Mueller nominated Dean Wydeven as the Vice-Chairperson of the Landmarks Commission.

Comm. Wydeven nominated Kate Mueller as the Vice-Chairperson of the Landmarks Commission.

Dean Wydeven was elected Vice-Chairperson 3-0 with Comm. Wydeven abstaining from the vote.

2. Application for Signage – 10 Tayco Street – Tayco Tap

Comm. Mueller made a motion to approve the signage application for 10 Tayco Street. The motion was seconded by Comm. Massey. The motion carried.

3. Historic Structures Photographer – Selection

AP Stephenson contacted a number of qualified photographers to take photos of historic structures in Menasha. The Landmarks Commission is looking for a qualified photographer to take sixty digital photos of various landmarks in Menasha to be used on the website. Five photographers contacted AP Stephenson back with quotes. The quotes are as follows:

- 72Shots: 54 digital photos for \$129 (Sun Prairie)
- Jenna Marlene: 60 Digital photos for \$650 (Appleton)
- Elegant Exposure: 60 digital photos for \$3,000 (Menasha)
- MC Kinny Photography: 15 photos for \$975 (Appleton)
- Nicholas Jevne Photography: 60 digital photos for \$350 (Menasha)

The Landmarks Commission debated the various quotes and discussed the following:

- Qualifications of the photographers.
- Where each photographer lived and how far they would commute from.
- The amount of time it could take to get the pictures.
- The price per shot.

Comm. Mueller made a motion to accept Nicholas Jevne Photography's quote for 60 digital photos for \$350. The motion was seconded by Comm. Massey. The motion carried 3-0 with Ald. Grade abstaining from the vote.

4. Landmarks Commission Website

The Landmarks Commission discussed the website in length and decided how it would be presented to the Common Council at their May 20, 2019 meeting.

5. Landmarks Ordinance Discussion

There were no ordinance updates at this time.

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

Five (5) minute time limit for each person

There were no public comments.

H. ADJOURNMENT

Comm. Wydeven made a motion to adjourn the meeting at 5:51 PM. The motion was seconded by Comm. Massey. The motion carried.

Minutes prepared by AP Joe Stephenson.

CITY OF MENASHA
PERSONNEL COMMITTEE
First Floor Conference Room
100 Main Street, Menasha
May 6, 2019
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Ted Grade at 10:16 p.m.

B. ROLL CALL

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

ALSO PRESENT: CA Captain.

C. MINUTES TO APPROVE

1. Personnel Committee, 4/16/19

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

Motion carried on voice vote.

D. DISCUSSION/ACTION ITEMS

1. Adjourn into Closed Session pursuant to Wis. Stats. 19.85(1)(f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against 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, or involved in such problems or investigations. (Preliminary consideration of specific personnel problems).

Moved by Mayor Merkes, seconded by Ald. Nichols to adjourn into Closed Session pursuant to Wis. Stats. 19.85(1)(f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against 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, or involved in such problems or investigations. (Preliminary consideration of specific personnel problems).

Motion carried on roll call 9-0.

E. ADJOURNMENT

Moved by Ald. Krueger seconded by Ald. Tom Grade to adjourn at 11:08 p.m.

Motion carried on voice vote.

CITY OF MENASHA
Plan Commission
Menasha City Center, Room 132 – 100 Main Street
May 7, 2019
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 Homan, Cruickshank, Benner and Sturm.

PLAN COMMISSION MEMBERS EXCUSED:

OTHERS PRESENT: CDD Schroeder, AP Stephenson, CDC Heim, Alderperson Tom Grade (District 6) and Sandra Dabill-Taylor (545 Broad Street).

C. PUBLIC HEARING

1. Text Amendment to Title 13, Article F Sec. 13-1-67 (d) Pertaining to Electronic Messaging Centers (EMC)

At the April 2, 2019 Plan Commission Meeting staff presented a draft ordinance update for Title 13, Article F, and Section 13-1-67 (d) Electronic Message Centers. The Plan Commission reviewed and discussed the draft ordinance amendment. Since then staff has put together a Text Amendment for the aforementioned section. The ordinance amendment, if approved, would update three items:

1. Allow institutional uses with residential districts to put electronic messaging centers on a monument sign via special use permit.
2. Increase the amount of time a slide is static to three seconds and define the amount of time a transition can take place to be one second.
3. Allow multi-color electronic messaging centers.

These changes would still protect residential and downtown districts, while also adapting our code to new technologies.

No one from the gallery spoke. Mayor Merkes closed the public hearing at 3:34 PM.

D. MINUTES TO APPROVE

1. Minutes of April 2, 2019 Plan Commission Meeting

DPW Radomski made a motion to approve the minutes of the April 2, 2019 Plan Commission Meeting. Comm. Benner seconded the motion. The motion carried.

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

Five (5) minute time limit for each person

There were no public comments..

F. DISCUSSION / ACTION ITEMS

1. Election of Vice-Chairperson

DPW Radomski nominated Ald. Nichols for Vice-Chairperson of the Plan Commission.

Comm. Sturm nominated DPW Radomski for Vice-Chairperson of the Plan Commission.

A voice vote was taken. Ald. Nichols and Comm. Sturm voted for DPW Radomski. Comm. Benner, DPW Radomski, Comm. Cruickshank, and Mayor Merkes voted for Ald. Nichols. Ald. Nichols was elected Vice-Chairperson of the Plan Commission 4-2.

2. Certified Survey Map – 2051 Manitowoc Road

AP Stephenson gave an update on the Certified Survey map for 2051 Manitowoc Road.

DPW Radomski made a motion to approve the Certified Survey Map as proposed adjusting the lot line of 2051 Manitowoc Road and 2059 Manitowoc Road (#7-00010-00 and #7-00014-0). The motion was seconded by Comm. Benner. The motion carried.

3. Certified Survey Map – Province Terrace

AP Stephenson gave an update on the Certified Survey map for Province Terrace.

DPW Radomski made a motion to approve the Certified Survey Map as proposed adjusting the lot line of 1173 Province Terrace and Province Terrace Out Lot 1 (#7-00001-10 and #7-00001-19). The motion was seconded by Comm. Homan. The motion carried.

4. Landscape Plan – Menasha Utilities – 745 Second Street

AP Stephenson gave an update on the landscape plan for 745 Second Street.

Comm. Sturm made a motion to approve the landscape plan as presented for 745 Second Street (#5-00159-00), with the following conditions:

1. An exception is made for the east side of the generator allowing reduced screening.
2. The landscaping shall be planted no later than 12 months from date of approval.

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

5. Text Amendment to Title 13, Article F Sec. 13-1-67 (d) Pertaining to Electronic Messaging Centers (EMC)

AP Stephenson gave an update on the Text Amendment to electronic messaging centers.

The Commission entered into a discussion with the following items being discussed:

- Effect of EMCs on residential properties.
- Which residents are notified of new EMCs signs in their neighborhood.
- How residents are notified of new EMCs in their neighborhood.
- Special Use Permit process.
- Interior illumination of signs.
- What other communities do with EMCs.

Comm. Homan made a motion to approve the ordinance as presented by staff. The motion was seconded by DPW Radomski.

Mayor Merkes made a motion to amend the motion and strike “containing commercial messages” from line 7 proposed line 8. The motion was seconded by DPW Radomski. The motion carried.

Ald. Nichols made a motion to amend the motion and add to line one that all EMCs within 300 feet of a residential district be turned off between the hours of 9:00 PM and 6:00 AM. The motion was seconded by DPW Radomski. The motion carried.

The original motion with the two amendments was voted on. The motion carried 6-1 with Comm. Homan voting no.

G. COMMUNICATION

1. Set Next Meeting

The next meeting was set for May 21st at 3:30 PM.

H. ADJOURNMENT

Comm. Cruickshank made a motion to adjourn the meeting at 4:49 PM. The motion was seconded by DPW Radomski. The motion carried.

Minutes respectfully submitted by AP Stephenson.

**CITY OF MENASHA
Redevelopment Authority
100 Main Street – Room 132
May 7, 2019
DRAFT MINUTES**

A. CALL TO ORDER

The meeting was called to order by CDD Schroeder at 5:13 PM.

B. ROLL CALL/EXCUSED ABSENCES

REDEVELOPMENT AUTHORITY MEMBERS PRESENT: Chairperson Kim Vanderhyden, Alderperson Rebecca Nichols, Matt Vanderlinden, Gail Popp, Bob Stevens, and Shane Correll.

REDEVELOPMENT AUTHORITY MEMBERS EXCUSED: Kip Golden.

OTHERS PRESENT: CDD Sam Schroeder, AP Joe Stephenson, ASD John Jacobs, and Sandra Dabill-Taylor (545 Broad Street).

C. MINUTES TO APPROVE

1. Minutes of the April 2, 2019 Redevelopment Authority Meeting

Kim Vanderhyden made a motion to approve the minutes of the April 2, 2019 Redevelopment Authority Meeting. The motion was seconded by Matt Vanderlinden. The motion carried.

D. PUBLIC COMMENTS ON ANY MATTER OF CONCERN ON THIS AGENDA

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

Sandra Dabill-Taylor (545 Broad Street): Addressed the Redevelopment Authority and stated her approval of Kim Vanderhyden as the Chairperson of the Redevelopment Authority.

E. DISCUSSION / ACTION ITEMS

1. Election of Officers

a. Chairperson

Matt Vanderlinden nominated Kim Vanderhyden as Chairperson.

Alderperson Nichols made a motion to cast a unanimous ballot and reinstate Kim Vanderhyden as the Chairperson of the Redevelopment Authority. The motion was seconded by Matt Vanderlinden. The motion carried.

CDD Schroeder handed the chair over to Kim Vanderhyden at 5:20 PM.

b. Vice-Chairperson

Alderperson Nichols nominated Kip Golden as the Vice-Chairperson.

Alderperson Nichols made a motion to cast a unanimous ballot and reinstate Kip Golden as the Vice-Chairperson of the Redevelopment Authority. The motion was seconded by Matt Vanderlinden. The motion carried.

2. Listing Agreement – Lake Park Villas

CDD Schroeder gave an update on the Lake Park Villas listing agreement. It was decided at the March 5, 2019 Redevelopment Authority meeting that the contract for Lake Park Villas listing agreement would stay with Coldwell Banker and that a new agent would be assigned upon Richard DeKleyn leaving Coldwell Banker. Gail Popp was assigned as the

new listing agent and the contract between Coldwell Banker and the Redevelopment Authority would remain the same except for the amendments listing on document WB-42 Amendment to Listing Contract.

Matt Vanderlinden made a motion to extend the contract with Coldwell Banker for one year and accept the proposed amendments to the listing agreement. The motion was seconded by Shane Correll. The motion carried.

3. Banta/RR Donnelley Property – 460 Ahnaip Street

CDD Schroeder informed the Redevelopment Authority that the DOT is still getting an appraisal for the Banta building. The DOT is allowing the City of Menasha to start their assessment before the DOT's assessment is completed. Staff is in contact with two appraisal companies who can perform the appraisal and have prior experience with brownfield sites.

4. Lawson Canal Discussion

There is no update for the Lawson Canal.

5. USDA Loan Update- Public Works Facility

ASD Jacobs gave a brief update on the USDA loan and Public Works Facility. He informed the Redevelopment Authority that a workshop will be held next week between the Redevelopment Authority and Common Council to work out the details of the USDA Loan.

6. Set Next Meeting

The next meeting was set for June 4th, 2019 at 5:15 PM

F. ADJOURNMENT

Gail Popp made a motion to adjourn the meeting at 6:10 PM. The motion was seconded by Kim Vanderhyden. The motion carried.

Minutes respectfully submitted by AP Stephenson.

CITY OF MENASHA
SPECIAL BOARD OF PUBLIC WORKS
First Floor Conference Room
100 Main Street
May 6, 2019
MINUTES
DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Krueger at 5:59 p.m.

B. ROLL CALL

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

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

C. DISCUSSION / ACTION ITEMS

1. Recommendation to Award – Menasha Utilities-Racine Road Relocation; KS Energy Services, LLC; \$139,112.64

Steve Grennell, Menasha Utilities Engineering Manager, explained the contract is for the installation of electrical plant as well as a bore that can be used for future fiber installation on Racine Road to accommodate the Department of Transportation road project. The work needs to be completed by mid-June ahead of the DOT project. EM Grennell stated the DOT will cover 90% of the cost of this portion of the project.

General discussion ensued on the timeline of the project and reimbursement by DOT.

Moved by Ald. Langdon seconded by Ald. Ted Grade to forward to Common Council, Recommendation to Award Menasha Utilities Racine Road Relocation to KS Energy Services, LLC in the amount of \$139,112.64.

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

2. Change Order – Menasha Utilities-Racine Road Relocation; KS Energy Services, LLC; ADD: \$20,574.71 (Change Order No. 1)

MUEM Grennell explained staff was informed by DOT, after the bids went out for the project, that the deadline of the relocation project was mid-June, not mid-August as was originally thought. Utility staff was informed by KS Energy Services it would cost an additional \$20,574.71 to complete the project by mid-June. MUEM Grennell stated DOT will cover 90% of the change order.

General discussion ensued on the oversight of the deadline by Utility staff, additional cost to complete the project by mid-June, and amount covered by DOT.

Moved by Ald. Langdon seconded by Ald. Ted Grade to recommend to Common Council Change Order for Menasha Utilities Racine Road Relocation, KS Energy Services, LLC, Additional \$20,574.71 (Change Order No. 1).

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

D. ADJOURNMENT

Moved by Ald. Nichols seconded by Ald. Tom Grade to adjourn at 6:15 p.m.

Motion carried on voice vote.

Deborah A. Galeazzi, WCMC, City Clerk

SPECIAL MEETING OF THE WATER AND LIGHT COMMISSION

May 1, 2019

Draft

Commission President Allwardt called the Special Meeting of the Water and Light Commission to order at 8:56 a.m., with Commissioners Roy Kordus, Don Merkes, and Gary Turchan present on roll call. Also present were Melanie Krause, General Manager; Steve Grenell, Engineering Manager; Ethan Vanderpoel, Engineering Technician; and Dawn Lucier, Administrative and Accounting Assistant.

Commissioner Tines was excused.

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

Item III. Item VI. Unfinished Business, Tayco Substation Bushing – Three contingency plans for supplying 34.5kV customers in the event of a second transformer failure were discussed in detail. Staff is recommending option #3, as outlined in the May 1st memo.

The motion by Comm. Allwardt, seconded by Comm. Kordus, was unanimous on roll call to approve option #3, at a cost of approximately \$150,000.

Item IV. New Business, Change Order, Racine Road Relocation project – The change order modifies the contract price from \$139,112.64 to \$159,687.35. The change order is for additional charges to complete the project by June 12, 2019, in order to meet DOT requirements.

The motion by Comm. Merkes, seconded by Comm. Allwardt, was unanimous on roll call to approve the change order for the Racine Road Relocation project in the amount of \$20,574.71. The Commission also recommended the Board of Public Works approve the change order and forward it to the Common Council.

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

Item VI. The motion by Comm. Merkes, seconded by Comm. Kordus, was unanimously approved to adjourn at 9:47 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.

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

April 24, 2019

Draft

Commission President Allwardt called the Regular Meeting of the Water and Light Commission to order at 8:02 a.m., with Commissioners Roy Kordus, Don Merkes, 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; Ethan Vanderpoel, Engineering Technician; John Teale, Technical Services Engineer; and Dawn Lucier, Administrative and Accounting Assistant.

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

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

- A. Minutes of the Regular Meeting of March 27, 2019.
- B. Approve and warrant payments summarized by checks dated April 4-24, 2019, which includes Net Payroll Voucher Checks, and Operation and Maintenance Voucher Checks for a total of \$723,433.26, and Operation and Maintenance Vouchers and Rebates to be paid prior to the next Regular Meeting. Motion approved unanimously on roll call
- C. Correspondence as listed:
Copy of April 2019 Employee Newsletter.

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

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 – Staff is waiting to hear from the DNR regarding the viability of the proposed plan.

Lead Service Line (LSL) Replacement Program – PSC memo on the program application was included in the packet. The Utility will file a response letter asking for additional consideration to file a rate case only if there is financial need.

Commissioner Merkes suggested having the Health Department send a letter in support of the program to the PSC.

Lead/Copper Testing, Lead Exceedance Plan – Testing of the pipe rig is in the stabilization period and is expected to begin feeding chemicals on Monday. Staff is working on public education requirements regarding lead exposure.

Tayco Substation Bushing – The transformer inspection is complete, and a listing of recommendations has been received from Jordan Transformer. Staff would like to proceed with the recommendations as outlined in the April 22 email from John Leemhuis.

Brent Tamulion, Senior Electrical Engineer, Essity, expressed concern over how Essity would be impacted monetarily if another transformer failed, and the need for the Utility to have a back-up plan.

Staff discussed options being considered in the event of a transformer failure and future contingency plans. Details will be brought back to the Commission.

The motion by Comm. Allwardt, seconded by Comm. Kordus was unanimously approved on roll call to add an additional \$57,121 for ancillary and other items for the transformer rebuild.

Paula Maurer, Customer Service Manager, arrived at 8:13 a.m.

Item VII. New Business, Budget Reallocation, Chemical Feed Building Camera – Staff is requesting to reallocate funds to upgrade the cameras at the chemical field building and add licenses to operate them.

The motion by Comm. Kordus, seconded by Comm. Turchan, was unanimous on roll call to reallocate \$2,400 from the Water Utility portion of the Phone System Upgrade project to the Water Plant Security project.

Professional Services Agreement 2020 Water Mains – The agreement from McMahon is for professional services which include plan review, permitting, bidding services, and construction contract administration.

Commissioner Merkes requested staff to look into comparisons of other consulting firms for future project work.

The motion by Comm. Allwardt, seconded by Comm. Kordus, was unanimous on roll call to approve the agreement for professional services from McMahon for the 2020 Water Mains project in the amount of \$11,700.

Out of State Travel, AWWA Conference – Adam Smith, Water Utility Manager, requested authorization to attend the American Water Works Association ACE 19 Conference.

The motion by Comm. Merkes, seconded by Comm. Turchan, was unanimously on roll call to approve Adam Smith's travel request to attend the Water Work Association ACE 19 Conference in Denver Colorado from June 9-12, 2019.

Racine Road Relocation Bid Opening – Staff reviewed the bid opening held on April 19, 2019. Three bids were received with KS Energy Services, LLC being the low bidder at \$139,112.64.

The motion by Comm. Merkes, seconded by Comm. Allwardt, was unanimous on roll call to award the bid for the Racine Road Relocation project to KS Energy Services, LLC in the amount of \$139,112.64. The commission also recommended the Board of Public Works approve and award this bid to KS Energy Services, LLC, and forward it to the Common Council for approval.

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

March Financial and Project Status Reports – Compared to budget, electric consumption was 2.5% lower, cost of power was 5% lower, wages were higher due to three pay periods in March, and Net Operating Income was lower due to less revenues.

Water consumption was 2.3% lower compared to budget, and Net Operating Income was \$5,918 higher due to less expenses. Lower revenues were mostly offset by lower pumping, water treatment and customer accounts expense. The system loss ratio of 16.37% was due partially to the timing of reading meters on March 29th while the amount pumped is calculated thru March 31st.

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

Project Reports, Water Projects – Plans for the generator landscaping have been sent to the Planning Committee, and the DNR sanitary survey has been completed with no major issues reported.

Electric Projects – The High Lift Pump station electrical engineering designs are with McMahon and will be sent to the DNR for approval, and the Lush Street Neutral project has been started. An outside electrical contractor is visiting with Deerfield customers regarding transferring their services for the acquisition, and the transformer monitor for Meadows Substation is installed and waiting for the final engineering drawings.

Item IX. Brent Tamulion restated the concerns of Essity for a transformer back-up plan.

Item X. The motion by Comm. Allwardt, seconded by Comm. Kordus, was unanimously approved on roll call to adjourn at 9:00 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.



PROCLAMATION

National Public Works Week

May 19-25, 2019

WHEREAS, the effectiveness of the employees who staff public works departments, and provide quality products and services, is materially influenced by the citizens' attitude and understanding of the importance of the work they perform; and,

WHEREAS, Public Works infrastructure, facilities, and services are of vital importance to the health, safety, and well being of the people of this community; and the support of an informed citizenry is vital to the efficient operation of public works systems and programs; and,

WHEREAS, the quality and effectiveness of these facilities and services, as well as their planning, design, and construction, are vitally dependent upon the efforts and skills of public works employees; and,

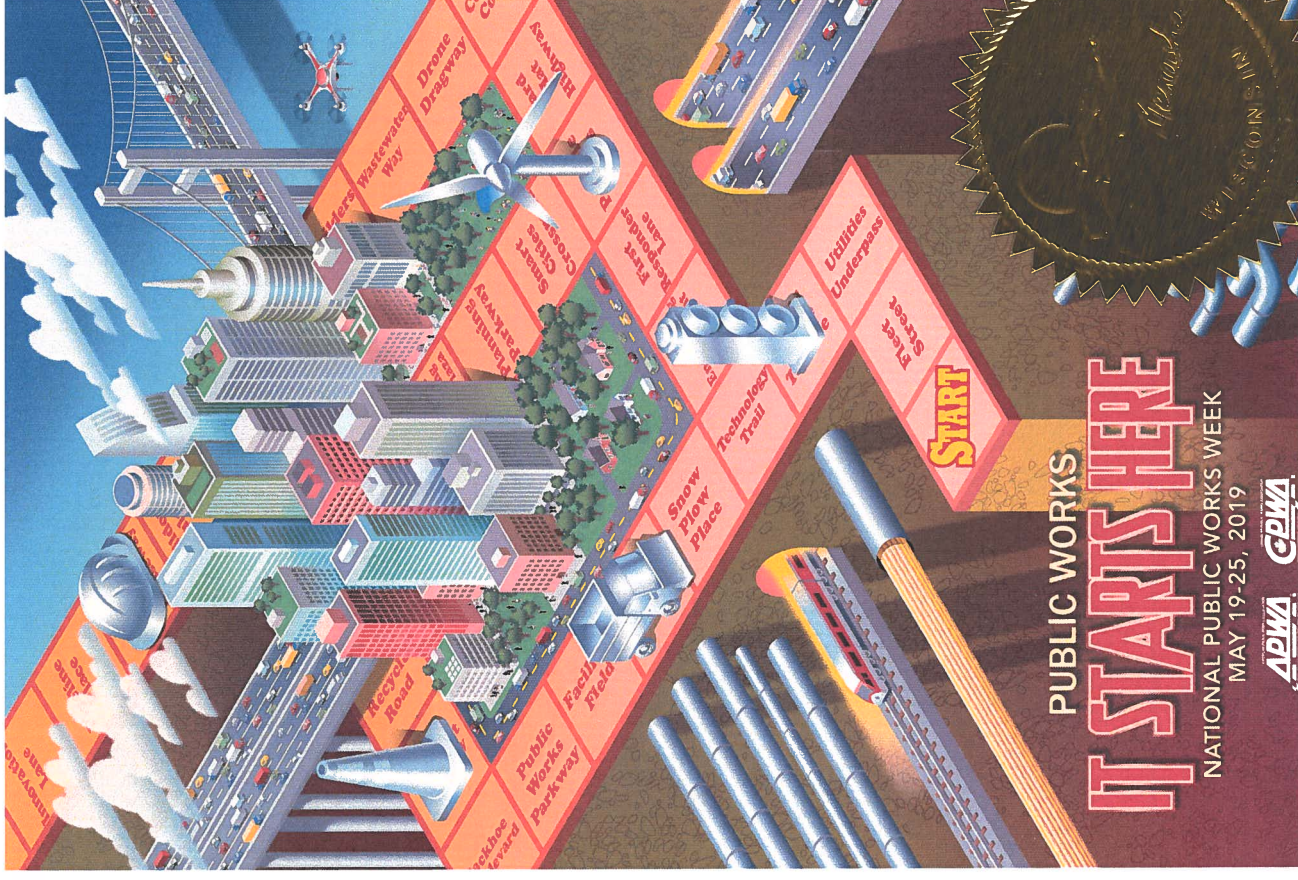
WHEREAS, it is important that our young people know that public works has rewarding careers; from people who envision future communities, to engineers who design them, to those who operate and maintain the facilities, infrastructure, and systems that protect and enhance our quality of life every day; and,

WHEREAS, this year's theme "It Starts Here" showcases the many facets of modern civilization that grow out of the efforts put forth by the public works professionals across our county. Infrastructure starts with public works. Growth and innovation starts with public works. Mobility starts with public works. Security starts with public works. Health communities start with public works. A citizen's quality of life starts with public works.

NOW, THEREFORE, BE IT PROCLAIMED, that I Donald Merkes, Mayor of the City of Menasha, do hereby proclaim the week of May 19th – 25th, 2019 to be:

National Public Works Week

in the City of Menasha, and call upon all citizens and civic organizations to acquaint themselves with the issues involved in providing public services and to recognize the contributions which public works employees make every day to our health, safety, comfort, and quality of life.



Dated this 6th day of May, 2019

Donald Merkes, Mayor



Neenah Post 33
Menasha Post 152



Menasha Post 2126
Neenah Post 10893

**NEENAH-MENASHA
MEMORIAL DAY PARADE COMMITTEE**

We are pleased that you have decided to be a part of our May 27, 2019 Memorial Day Parade. We are providing information concerning the parade and your participation. Please be sure to read the information below and provide it to your participants as necessary.

PARADE LINEUP BEGINS AT 8:00 A.M. YOUR LINEUP NUMBER IS 29.

You will be lining up on SECOND Street in Menasha on the _____ side of Milwaukee Street. You should enter the lineup area from TAYCO/2nd Street and place your unit facing toward Milwaukee Street. You may temporarily move the barricades to enter the lineup area but must replace them immediately upon passing through them. A map of the area is provided for your benefit. Your lineup number will be posted on a sign in the area. There will be parade committee members in the area to assist you. Please see them if you need assistance.

**THE PARADE WILL BEGIN AT 9:00 A.M. SHARP
ENSURE YOU ARE ON TIME AS THE PARADE WILL BEGIN
WITHOUT CONSIDERATION FOR MISSING ENTRIES**

All units will merge on to Milwaukee Street in assigned order proceeding south and turn west (right) on to Main Street, then make a left on to Washington Street and continue on to Commercial Street in Neenah.

PLEASE BE ADVISED UNITS ARE NOT ALLOWED TO TOSS CANDY FROM FLOATS OR VEHICLES. CANDY AND TREATS CAN BE HANDED OUT ONLY BY PERSONS WALKING ALONG THE PARADE ROUTE. THIS RULE HAS BEEN ENACTED TO PROVIDE FOR THE SAFETY OF PARADE SPECTATORS.

Participants in the ceremony at Oak Hill Cemetery are asked to proceed then to the cemetery.

Please contact BOB BORSZICH 920-725-8857 Cell 428-5293 if you need additional information.

THANK YOU FOR PARTICIPATING IN THE MEMORIAL DAY ACTIVITIES!



MEMORANDUM

To: Common Council

From: PRD Tungate *BT*

Date: May 16, 2019

RE: Food Truck Rally Information

The following is information that was requested by Ald. Taylor relative to the Food Truck Rally's schedule in Jefferson Park in 2019.

Dates: June 4, June 8, August 6, September 14, October 5

Organization: Fox Valley Food Truck Association

Contact Person: Kyle Fritz



To: Menasha Common Council

From: Tim Styka, Police Chief

Date: May 15, 2019

RE: Police Week Awards

I would like to thank you for your support and kind words during the discussion of Police Week at the last Council Meeting. Yesterday we did hold our annual awards ceremony and I wanted to take the time to provide a recap of the awards which were given out.

Assignment Recognition:

- Officers John Abrahamson, Josh Gallagher, Dan Hoernke, Joel Nelson and Adam Schulz were given their Police Training Officer Service Ribbon. This is given to an officer who honorably serves as a member the PTO unit.
- Inv. Ray Berna was given his Criminal Investigator ribbon. This is given to an officer who has served as a Criminal Investigator or MEG Unit Investigator for a period of one year or longer.

Years of Service:

- Officers John Abrahamson and Ray Berna 5 years
- Lt. Nick Thorn and Officer Matt Spiegel 10 years

Teamwork

- Officers Matt Spiegel, Shelby Patterson, Matt Schanke, John Abrahamson Dan Lindstrom and Lt. Matt Lenss were recognized for their efforts in an incident on September 4, 2018. A juvenile had called 911 stating that her father was threatening to harm himself with knife. The situation was very tense when officers arrived, but they slowed things down and resolved the incident with no use of force having to be used.
- Lt. Nick Thorn, Officer Matt Schanke and SRO Josh Gallagher were recognized for their teamwork in identifying a student who made threats via social media. Within an hour officers were able to speak with the child and their parents and mitigated any possible threat.
- Lt. Angie Hanchek, CES Joe Polzien, CLO Nick Oleszak, Inv. Pete Sawyer, SRO Josh Gallagher, Officers Matt Schanke and Dan Lindstrom were recognized for their response and the investigation at a fire which resulted in the death of a child.
- PSP Cyndel Sawall and Rebecca Billington, Officers Tony Edwards and Matt Schanke. SRO Josh Gallagher, Inv. Pete Sawyer, CLO Nick Oleszak, Lt. Nick

Thorn and CSO Jacob Kizewski were recognize for their work during the big flood in Menasha on August 28, 2018.

- Jenny Groeschel, Bev Sawyer, Lt. Chuck Sahr and CLO Nick Oleszak were recognized for their leadership and hard work in implementing the new Records Management System.

Lifesaving:

Officer Randy Hill was presented a lifesaving award for his assistance provided to a 26 year old woman who was 38 weeks pregnant that had a medical issue where she was pulseless and not breathing. Officer Hill along with Officer Verkuilen (who is now retired) started the process of CPR. The patient and her child survived the incident.

Civilian Service Award

This is a new award category created by the Awards Committee. The award recognizes the work of our non-sworn personnel going above and beyond in their job responsibilities.

- Jenny Groeschel
- Code Enforcement Specialist Joe Polzein

Meritorious Service:

The Meritorious Service Award was presented to SRO Jeff Jorgenson and Inv. Ray Berna. This award is given to officers who distinguish themselves through professional skill, dedication to duty, or exceptional initiative in a non-combat action, which enhances the image, effectiveness, or efficiency of the department or enhances the safety of the community. Officer Jorgenson was recognized for his extensive work on developing school safety plans and Inv. Ray Berna was recognized for his efforts in helping to combat the opioid epidemic.

Officer of the Year:

The Officer of the Year Award was presented to Officer Randy Hill. This award is given to an officer who demonstrates exceptional ability, achievement, initiative, dedication to duty, or courage in carrying out the mission of the Menasha Police Department. Officer Hill has been recognized by members of the community and his peers for showing compassion and creativity when solving problems in the community.



MEMORANDUM

To: Common Council

From: PRD Tungate BT

Date: May 16, 2019

RE: Jefferson Park Parking Lot

Since the actions taken on May 6th by the Board of Public Works and Common Council, staff has been reviewing the cost of this project so that it still could be completed it in 2019.

One significant development is that the school district has since run a more in-depth budget projection and has determined they do not have the ability to fund a portion of the parking lot at this time. Because of the school district's position, it is our intent to scale back the parking lot design and remove the drop off lane requested by the district. The lot will end up being smaller and will serve park users first and foremost, although the district may still use the lot.

Additionally, we plan to leave the pool parking lot as is. However, consideration will be given to performing some type of maintenance on the lot in 2020. The Park Board will review the revised lot plan. They remain supportive of the parking lot project as an important first step towards implementing the Jefferson Park Vision Plan.

Staff intends to re-bid the project with an approximate construction period of August – early November. With project changes and a longer/late season construction period, we are hopeful that the project will not exceed the \$250,000 budgeted amount.

CITY OF MENASHA
COMMON COUNCIL
First Floor Conference Room
100 Main Street
Monday, May 6, 2019
DRAFT MINUTES

A. CALL TO ORDER

Meeting called to order by Mayor Merkes at 6:20 p.m.

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

C. ROLL CALL

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

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

D. PUBLIC HEARING

E. REPORT OF DEPARTMENT OFFICERS/DEPARTMENT HEADS/STAFF/CONSULTANTS

1. Police Week Presentation

PC Styka reviewed the Police Department 2018 Annual Report and updated the Council on the activities of the Police Department. PC Styka introduced the new sworn officers that started with the Police Department in the last year: Dan Linstrom (not present), Rick Heinen, Matt Schanke, Kelly Gennrich, Katelyn Oberle, and John VanSchyndel. Officers Gennrich and Oberle received mild stone/challenge coins presented by PC Styka.

Mayor Merkes recognized Police Week with a proclamation. Council members recognized the new sworn officers.

2. Habitat for Humanity Presentation—Rock the Block

Ryan Roth and John Weyenberg from Habitat for Humanity gave a presentation on Rock the Block. They explained the Habitat for Humanity presence in the City of Menasha and how the program impacts City residents. Mr. Roth and Mr. Weyenberg explained the different programs offered through Habitat for Humanity and how neighborhoods are chosen to be revitalized.

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

Minutes to receive:

- a. Administration Committee, 4/16/2019
- b. Board of Public Works, 4/16/2019
- c. Committee on Aging, 4/12/2019
- d. Housing Authority, 4/22/2019
- e. Landmarks Commission, 4/10/2019
- f. Library Board, 4/24/2019
- g. Neenah Menasha Sewerage Commission, 3/26/2019
- h. Personnel Committee, 4/16/2019
- i. Water & Light Commission, 3/27/2019

Communications:

- j. 2019-2020 Common Council Scheduled Meetings
- k. Electronic Recycling Event Flyer
- l. Public Service Recognition Week 5/5/2019—5/11/2019
- m. Lingnofski Family Thank you
- n. Safe Kids Fox Valley—Recognizing the Service of Linda Palmbach, RN, BSN, City of Menasha Health Department Memorandum, 5/2/2019, PHD McKenney

o. Police Annual Report

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

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

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

Sandra Dabill Taylor, 545 Broad Street, Menasha. She commented on:

- Council meetings have not been televised and the taped meetings via the City website are hard to watch;
- If Housing Authority will keep same meeting schedule and how issuing of funds approved by Housing Authority appear on the check register;
- If the statue that reappeared in front of 1 Main Street needs to go to Plan Commission for approval since it's on public property;
- Mayor's comment during an interview about amenities for Racine Street Bridge and when the Bridge Aesthetics Workgroup will meet.

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 Sine Die, 4/16/2019

2. Common Council (New), 4/16/2019

Board of Public Works, 4/16/2019, Recommends the Approval of:

3. Payment—Janke General Contractors, Inc.; Contract Unit No. 2019-02; Province Terrace Trail—Nature's Way to USH 10/STH 114; \$77,339.70 (Payment No. 2)

4. Recommendation to Award—Contract Unit No. 2019-06; Asphaltic Concrete Pavement Crack Sealing (Various City Streets); Fahrner Asphalt Sealers, LLC; \$75,000

Board of Public Works, 5/6/2019

5. Recommendation to Award—Menasha Utilities—Racine Road Relocation; KS Energy Services, LLC; \$139,112.64

6. Change Order—Menasha Utilities—Racine Road Relocation; KS Energy Services, LLC; ADD: \$20,574.71 (Change Order No. 1)

Ald. Sevenich requested to remove items 3-6 and Ald. Taylor requested to remove item 2 from the Consent Agenda.

Moved by Ald. Sevenich seconded by Ald. Krueger to approve Consent Agenda item 1, Common Council Sine Die minutes of 4/16/2019.

Motion carried on voice vote.

H. ITEMS REMOVED FROM THE CONSENT AGENDA

1. Moved by Ald. Sevenich seconded by Ald. Krueger to approve Consent Agenda item 2, Common Council (New) minutes of 4/16/2019.

Ald. Taylor commented on the C.Coakely Relocation System parking lot.

Motion carried on voice vote.

2. Moved by Ald. Krueger seconded by Ald. Tom Grade to approve Consent Agenda item 3, Payment—Janke General Contractors, Inc.; Contract Unit No. 2019-02; Province Terrace Trail—Nature's Way to USH 10/STH 114; \$77,339.70 (Payment No. 2)

Motion carried on roll call 8-0.

3. Moved by Ald. Krueger seconded by Ald. Sevenich to approve Consent Agenda item 4, Recommendation to Award—Contract Unit No. 2019-06; Asphaltic Concrete Pavement Crack Sealing (Various City Streets); Fahrner Asphalt Sealers, LLC; \$75,000.
Motion carried on roll call 8-0.

4. Moved by Ald. Krueger seconded by Ald. Langdon to approve Consent Agenda item 5, Recommendation to Award—Menasha Utilities—Racine Road Relocation; KS Energy Services, LLC; \$139,112.64.
Motion carried on roll call 7-1. Ald. Ropella voted no.

5. Moved by Ald. Krueger seconded by Ald. Langdon to approve Consent Agenda item 6, Change Order—Menasha Utilities—Racine Road Relocation; KS Energy Services, LLC; ADD: \$20,574.71 (Change Order No. 1).
Motion carried on roll call 7-1. Ald. Ropella voted no.

I. ACTION ITEMS

1. Accounts payable and payroll for the term of 4/12/2019—5/2/2019 in the amount of \$5,408,608.77

Moved by Ald. Nichols seconded by Ald. Ted Grade to approve accounts payable and payroll.
Motion carried on roll call 8-0.

2. Beverage Operators License Applications for the 2017-2019 licensing period.
Moved by Ald. Nichols seconded by Ald. Krueger to approve beverage operator's license application for the 2017-2019 licensing period as listed in memo dated 5/2/19.
Motion carried on roll call 8-0.

3. Motion to Reconsider—Ald. Nichols—Beverage Operator's License Application of Joseph Young (As per Council Rules a motion to reconsider does not require a second, is non-debatable, and requires 2/3 vote to pass)

Ald. Nichols explained she was contacted by Joseph Young who stated he did not realize he needed to list all the citations he received on the Beverage Operator's License Application.

Ald. Nichols made the motion to reconsider the Beverage Operator's License Application of Joseph Young

Motion failed on roll call 3-5.

Ald. Nichols, Sevenich, Langdon voted yes.

Ald. Taylor, Krueger, Tom Grade, Ted Grade, Ropella voted no.

CA Caption explained a 2/3 vote (6 votes) was needed to approve the Motion to Reconsider, so the action by Common Council at the meeting of April 16, 2019 stands.

4. Class "B" Fermented Malt Beverage License Application for Menasha Athletic Association, Carol Wierschke—Agent, Koslo Park Concession Stand for May 6, 2019 to October 31, 2019.

Moved by Ald. Nichols seconded by Ald. Taylor to approve Class "B" Fermented Malt Beverage License Application for Menasha Athletic Association, Carol Wierschke—Agent, Koslo Park Concession Stand, for May 6, 2019 to October 31, 2019.

Motion carried on roll call 8-0.

5. Change of Agent for Margaritaville Lounge, LLC, d/b/a Hammerheads, 6 Tayco Street, Menasha for the 2018-2019 licensing year

Moved by Ald. Nichols seconded by Ald. Krueger to approve Change of Agent to Zerena Aguayo for Margaritaville Lounge, LLC, d/b/a Hammerheads, 6 Tayco Street, Menasha for the 2018-2019 licensing year.

Motion carried on roll call 8-0.

6. Request to Receive and Spend \$5,000 in State Health Assessment Community Dialogue Grant Funds

Moved by Ald. Nichols seconded by Ald. Taylor to approve Request to Receive and Spend \$5,000 in State Health Assessment Community Dialogue Grant Funds.

PHD McKenney explained the Health Department was notified they are the recipient of State Grant funds from the Wisconsin Department of Health Service, Office of Policy and Practice Alignment. The funds will be used to work with community partners to increase the number of men and racial and ethnic minority older adults who participate in community listening sessions. Motion carried don roll call 8-0.

7. Second Amendment to Purchase and Development Agreement Among City of Menasha and Christine A. Sohns Date June 5, 2014 and release of \$20,000 of escrow funds (Correct escrow release amount of \$25,000 as per the Asbestos Abatement Agreement)

Mayor Merkes explained after the Common Council approved the release of \$20,000 of escrow funds for asbestos abatement from the building at 198 River Street, he was informed the amount should have been \$25,000 as per the Asbestos Abatement Agreement.

Moved by Ald. Nichols seconded by Ald. Taylor to approve Second Amendment to Purchase and Development Agreement Among City of Menasha and Christine A. Sohns Date June 5, 2014 and release of \$25,000 of escrow funds.

General discussion ensued on receiving an update on the asbestos abatement and the condition that no future requests for payments from escrow funds can be granted until the 2017 real estate taxes are paid by July 31, 2019 still applying.

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

8. Village of Harrison dba Harrison Utilities (Waverly Sanitary District) and the City of Menasha Agreement

CA Captain gave a brief history of the arrangement between the former Waverly Sanitary District (WSD), now Harrison Utilities, and the City of Menasha on collecting fire protection fees from City residents who are serviced by Harrison Utilities. Harrison Utilities was established in 2018 and any agreement between City of Menasha and WSD is no longer applicable. Harrison Utilities is requesting the City of Menasha collect fire protection fees from residents in their service area since Harrison Utilities is unable to include fire protection fess on its standard monthly billing until they file a rate case with the Public Service Commission (PSC). Harrison Utilities has informed the City they will not allow any extensions, connections, or hookups to the system until all public fire protection charges owed are paid

Moved by Ald. Sevenich seconded by Ald. Taylor to authorize the City Attorney to negotiate an agreement with Harrison Utilities and bring it back to Common Council.

General discussion ensued on:

- Village of Harrison relying on City for assistance in some areas;
- Village of Harrison no longer honoring agreements from when they were a township;
- Removing City properties from Harrison Utilities service area;
- Infrastructure installed by City benefiting Village;
- Requirements from PSC;
- Harrison Utilities not having asked for rate case from PSC for many years;
- Filing a complaint with PSC on some issues;
- Harrison Utilities refusing to reconnect City property located in their service area.

Motion carried on roll call 8-0.

9. Offer to Purchase 1300 Wittman Drive

CDD Schroeder explained Mike Draheim from XLRS Sports Training submitted an Offer to Purchase 1300 Wittman Drive for \$40,000. CDD Schroeder stated this is the last available lot in the Industrial Park and the asking price is \$52,400. Proposal is to build a sports training facility. The plan is to have the building be operational by November 2019.

Unanimous consent was given to hear from Mike Draheim.

Mr. Draheim explained he has been training high school athletes in the Valley for 19 years. His business is growing and he is ready to have his own facility.

General discussion ensued on including a provision that states if the property ever became tax exempt a PILOT payment would be negotiated.

Moved by Ald. Sevenich seconded by Ald. Ted Grade to accept Offer to Purchase of 1300 Wittman Drive, Menasha for \$40,000 and include a provision that if the property becomes tax exempt, the owner shall make an annual payment in lieu of taxes (PILOT) to the City of Menasha. Motion carried on roll call 8-0.

- a. May adjourn into Closed Session pursuant to Wis. Statute 19.85(1)(e): Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session
No action
- b. May adjourn into Open Session to take action on items discussed in Closed Session.
No action

J. HELD OVER BUSINESS

K. ORDINANCES AND RESOLUTIONS

1. R-11-19 A Resolution Approving Continuing Appropriations; Introduced by Mayor Merkes
Moved by Ald. Nichols seconded by Ald. Krueger to approve R-11-19 A Resolution Approving Continuing Appropriations; Introduced by Mayor Merkes .
Motion carried on roll call 7-1. Ald. Ropella voted no.

2. R-13-19 A Resolution Transferring/Appropriating Funds; Introduced by Mayor Merkes
Moved by Ald. Nichols seconded by Ald. Krueger to approve R-13-19 A Resolution Transferring/Appropriating Funds; Introduced by Mayor Merkes.
Motion carried on roll call 8-0.

L. APPOINTMENTS

1. Mayoral Appointment of Jeff Heimerman to the Landmarks Commission for the term of 5/6/2019—3/1/2022
Moved by Ald. Tom Grade seconded by Ald. Krueger to approve appointment of Jeff Heimerman to Landmarks Commission.
Motion carried on voice vote.

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. She commented on:

- Action Item 7, release of escrow funds for asbestos removal; asked if this is in addition to \$20,000 already released.
- Action Item 8, should vote down agreement with Harrison Utilities and have City Attorney talk to Public Service Commission on where the City stands.
- Action Item 9, the Offer to Purchase should have been more specific about PILOT payment.
- She asked for permission to speak on Jefferson Park issues that will be discussed in Administration Committee and Board of Public Works.

Mayor Merkes explained the time to speak on any matters of concern to the City is at the beginning of the agenda.

Moved by Ald. Sevenich seconded by Ald. Ropella to suspend rules and allow Ms. Dabill Taylor to speak.

Mayor Merkes stated as per State Statute it has not been properly noticed to speak on Jefferson Park issues at this time.

The motion was withdrawn.

Mayor Merkes clarified on Action Item 7, the amount of \$20,000 approved by Common Council at the last meeting was sent out. There will be an additional \$5,000 for a total of \$25,000.

O. ADJOURNMENT

Moved by Ald. Taylor seconded by Ald. Tom Grade to adjourn at 8:11 p.m.

Motion carried on voice vote.

Deborah A. Galeazzi, WCMC
City Clerk

Certificate of Payment

Date: 4.22.19Payment Request: 3Contractor: Janke General Contractors, Inc.Address: 1223 River View Lane, Athens, WI 54411Contract Unit No.: 2019-02Project Description: Province Terrace Trail; Nature's Way to USH 10/STH 114

	Original Contract Amount:	\$ 641,638.75
Change Order 1:	Total Change Orders:	\$ -
Change Order 2:	Total Contract Amount (Including Change Orders):	\$ 641,638.75
Change Order 3:	Total Earned to Date (Summary Attached):	\$ 238,015.00
Change Order 4:	Less Retainage: 10.0%	\$ 23,801.50
	Amount Due:	\$ 214,213.50

Payment 1 \$ 22,483.80

Payment 2 \$ 77,339.70

Payment 3

Payment 4

Payment 5

Payment 6

Payment 7

Current Payment \$ 114,390.00

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

Date: 4/23/19BY: Recommended for Payment

Josh Radomski, Public Works Director:

Common Council Approval Date:

Finance Department

Account Number	Amount

REQUEST AND CERTIFICATE FOR PAYMENT - CONTRACTOR'S SIGNED CERTIFICATE IS ATTACHED

Original Contract Total:

Market: **IL / WI**
Cell Site Number: **WI6094**
Cell Site Name: **Menasha Substation**
Fixed Asset Number: **10083274**

SECOND AMENDMENT TO GROUND SITE LEASE AGREEMENT

SECOND AMENDMENT TO GROUND SITE LEASE AGREEMENT ("Second Amendment"), dated as of the latter of the signature dates below, is by and City of Menasha, a municipal corporation, ("Lessor") and New Cingular Wireless PCS, LLC, a Delaware limited liability company, as successor in interest to Telecorp Realty, L.L.C., a Delaware limited liability company having a mailing address of 1025 Lenox Park Blvd NE, 3rd Floor, Atlanta, GA 30319 ("Lessee").

WHEREAS, Lessor and TeleCorp Realty, LLC – Lessee's predecessor in interest - entered into a Ground Site Lease Agreement dated February 27, 2001, as amended by the First Amendment to Ground Site Lease Agreement dated October 10, 2013, whereby Lessor leased to Lessee's predecessor in interest portions of the Property located at 455 Baldwin Street, Menasha, Wisconsin ("Agreement");

WHEREAS, Lessor and Lessee desire to amend the Agreement to allow for the removal of (3) existing GSM TMA5, removal of (6) existing GSM Coax Cables, Replacement of (3) existing antennas with (3) new Commscope NNHH-65B-R4 Antennas, Installation of (3) new RRUS 4426 B66 Units, installation of (1) new DC6 Raycap Unit, installation of (1) new 18 Pair Fiber Cable, installation of (2) new DC Power Cables, installation of (1) new outdoor DC12 Raycap Unit, installation of (3) new 30A DC Breakers, installation of upper/lower SFP-7S and the installation of (1) new alarm cable;

WHEREAS, Lessor and Lessee desire to amend the Agreement to modify the rent amount;

WHEREAS, Lessor and Lessee desire to amend the Agreement to modify the notice section;

WHEREAS, Lessor and Lessee in their mutual interest, wish to amend the Agreement as set forth below accordingly.

NOW THEREFORE, in consideration of the foregoing and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Lessor and Lessee agree as follows:

SECTION 1. Modification of Equipment Lessor and Lessee acknowledge that Exhibit C-1 to the Agreement is hereby deleted in its entirety and replaced with Exhibit C-2 attached hereto.

SECTION 2. Modification to Rent. Section 5 of the Agreement shall be amended that beginning on the first day of the month after construction begins, the amount of rent due to Lessee shall increase by Four Hundred and Fifty Dollars (\$450.00) per month, including

applicable increases from Section 2 of the First Amendment to Ground Site Lease Agreement and continue to increase pursuant to the terms of the Agreement.

SECTION 3. **Notice** Section 20 of the Agreement is hereby modified to update Lessee's notice address to the following:

If to Lessee:

New Cingular Wireless PCS, LLC
Attn: Network Real Estate Administration
Re: Cell Site #: WI6094; Cell Site Name: Menasha Substation (WI)
Fixed Asset No: 10083274
1025 Lenox Park Blvd NE, 3rd Floor
Atlanta, GA 30319

With a copy to:

New Cingular Wireless PCS, LLC
Attn: AT&T Legal Department
Re: Cell Site #: WI6094; Cell Site Name: Menasha Substation (WI)
Fixed Asset No: 10083274
208 S. Akard Street
Dallas, Texas, 75202-4206

SECTION 4. **Miscellaneous**

4.1. **Other Terms and Conditions Remain.** In the event of any inconsistencies between the Agreement and this ~~First~~Second Amendment, the terms of this ~~First~~Second Amendment shall control. Except as expressly set forth in this ~~First~~Second Amendment, the Agreement otherwise is unmodified and remains in full force and effect. Each reference in the Agreement to itself shall be deemed also to refer to this ~~First~~Second Amendment.

4.2. **Capitalized Terms.** All capitalized terms used but not defined herein shall have the same meanings as defined in the Agreement.

[SIGNATURES APPEAR ON NEXT PAGE]

IN WITNESS WHEREOF, the parties have caused their properly authorized representatives to execute and seal this First Amendment on the dates set forth below.

“LESSOR”

City of Menasha

By: _____
Name: Donald Merkes
Title: Mayor
Date: _____

By: _____
Name: Deborah A. Galeazzi
Title: City Clerk
Date: _____

“LESSEE”

New Cingular Wireless PCS, LLC,
a Delaware limited liability company

By: AT&T Mobility Corporation
Its: Manager

By: _____
Name: Kimberly Coleman
Title: Senior Real Estate Manager
Date: _____

EXHIBIT C-2

**See attached exhibit comprised of 10 pages, last revision date March 15, 2019,
prepared by Fulleron Engineering**



Memorandum

Date: May 2, 2019

To: Board of Public Works

From: Joshua Radomski – Public Works Director 

RE: Recommendation to Award – Contract Unit No. 2019-04
New Street Construction & Reconstruction – Various Locations and
Jefferson Park Improvements

The City of Menasha publicly opened bids on Wednesday, May 1, 2019 for Contract Unit No. 2019-04; New Street Construction and Reconstruction – Various Locations including the Ponds of Menasha – Phases 2 and 3, Lake Park Villas – Whisper Falls Lane and Willow Lane – Keyes Street to Nicolet Boulevard.

This project consists of the following:

- New Street Construction
- Concrete Curb & Gutter
- Concrete Sidewalk, Driveway Apron and Handicap Ramp
- Asphaltic Concrete Pavement
- Storm Sewer Inlet, Storm Sewer Inlet Lead and Mini-Storm Sewer

This bid also included Jefferson Park Improvements; Asphalt parking lot reconstruction, concrete curb and gutter, concrete sidewalk construction, Bioretention Basin Installation, site lighting, storm sewer installation, asphalt pavement patching and sealing, landscaping and restoration and associated demolition and erosion control. Alternate Bid 1A – Dumpster Enclosure and Alternate Bid 1B – Tree Relocation are also a part of this portion of the bid.

Two bids were received as indicated on the attached Itemized Bid Tabulation.

Recommendation

After reviewing the bids for accuracy, staff recommends that Contract Unit 2019-04 be awarded to MCC, Inc. in the amount of \$963,277.92.

Itemized Bid Tabulation

City of Menasha Contract Unit No. 2019-04

New Street Construction & Reconstruction-Various Locations and Jefferson Park Improvements

Item	Quantity	Description	MCC, Inc.		Northeast Asphalt	
			Unit Price	Item Total	Unit Price	Item Total
		Ponds of Menasha Subdivision Base Bid				
1	2	Remove and Replace Inlet/Ea	\$ 1,650.00	\$ 3,300.00	\$ 2,550.00	\$ 5,100.00
2	48	12" SDR-35 PVC Inlet Lead/LF	\$ 70.42	\$ 3,380.16	\$ 32.00	\$ 1,536.00
3	7	10" SDR-35 PVC Inlet Lead/LF	\$ 60.00	\$ 420.00	\$ 35.00	\$ 245.00
4	1	Abandon Inlet and Leads/Ea	\$ 1,500.00	\$ 1,500.00	\$ 840.00	\$ 840.00
5	8,230	Pavement / Base Pulverizing/SY	\$ 0.58	\$ 4,773.40	\$ 0.64	\$ 5,267.20
6	1,181	Unclassified Excavation/CY	\$ 19.50	\$ 23,029.50	\$ 11.50	\$ 13,581.50
7	109	Pulverized Stone Placement/CU	\$ 28.00	\$ 3,052.00	\$ 9.81	\$ 1,069.29
8	8,037	Fine Grading and Compaction/SY	\$ 1.50	\$ 12,055.50	\$ 1.25	\$ 10,046.25
9	4,681	30" Concrete Curb & Gutter/LF	\$ 13.80	\$ 64,597.80	\$ 12.25	\$ 57,342.25
10	3,930	No. 4 Epoxy Coated Rebar/LF	\$ 1.25	\$ 4,912.50	\$ 1.25	\$ 4,912.50
11	35	Utility Adjustment/Ea	\$ 430.00	\$ 15,050.00	\$ 440.00	\$ 15,400.00
12	4	Water Valve Adjustment/Ea	\$ 30.00	\$ 120.00	\$ 50.00	\$ 200.00
13	214	Sawcut/LF	\$ 1.75	\$ 374.50	\$ 2.20	\$ 470.80
14	1,040	Asphalt Binder Course Pavement 2 1/4" Thick/Ton	\$ 55.50	\$ 57,720.00	\$ 56.45	\$ 58,708.00
15	809	Asphalt Surface Course Pavement 1 3/4" Thick/Ton	\$ 64.00	\$ 51,776.00	\$ 65.95	\$ 53,353.55
16	6,679	4" Thick Concrete Sidewalk/SF	\$ 5.25	\$ 35,064.75	\$ 6.20	\$ 41,409.80
17	10,280	6" Thick Concrete Sidewalk, Handicap Ramp, Driveway or Apron/SF	\$ 5.95	\$ 61,166.00	\$ 6.90	\$ 70,932.00
18	4,860	Lawn and Terrace Restoration/SY	\$ 6.75	\$ 32,805.00	\$ 10.42	\$ 50,641.20
19	1	Temporary Mailboxes / Install Concrete Base & Re-Install Cluster Mailbox/LS	\$ 5,000.00	\$ 5,000.00	\$ 6,780.00	\$ 6,780.00
20	1	Erosion Control/LS	\$ 2,750.00	\$ 2,750.00	\$ 925.00	\$ 925.00
21	1	Traffic Control/LS	\$ 750.00	\$ 750.00	\$ 1,500.00	\$ 1,500.00
22	1	Construction Mobile/Demobile; Project Coordination; all incidental utility and miscellaneous roadway work; and all other project work area restoration and clean-up to an equal and/or better preconstruction condition, as required and related to the overall Project/LS	\$ 7,000.00	\$ 7,000.00	\$ 3,900.00	\$ 3,900.00
Total - Ponds of Menasha Subdivision (Items 1 - 22)				\$ 390,597.11		\$ 404,160.34

Item	Quantity	Description	MCC, Inc.		Northeast Asphalt	
			Unit Price	Item Total	Unit Price	Item Total
		Willow Lane Base Bid				
1	451	6" SCH-40 PVC Minit Storm Sewer/LF	\$ 29.10	\$ 13,124.10	\$ 22.00	\$ 9,922.00
2	7	Sump Pump Line Connectin or Stub/Ea	\$ 350.00	\$ 2,450.00	\$ 450.00	\$ 3,150.00
3	5,108	Pavement / Base Pulverizing/SY	\$ 0.45	\$ 2,298.60	\$ 0.60	\$ 3,064.80
4	504	Unclassified Excavation/CY	\$ 11.15	\$ 5,619.60	\$ 11.50	\$ 5,796.00
5	5,117	Fine Grading and Compaction/SY	\$ 1.30	\$ 6,652.10	\$ 1.25	\$ 6,396.25
6	504	30" Concrete Curb & Gutter, Remove and Replace/LF	\$ 37.45	\$ 18,874.80	\$ 32.50	\$ 16,380.00
7	261	4" Concrete Sidewalk, Remove and Replace/SF	\$ 7.97	\$ 2,080.17	\$ 6.50	\$ 1,696.50
8	723	6" Concrete Sidewalk, Handicap Ramp and Apron, Remove and Replace/SF	\$ 8.54	\$ 6,174.42	\$ 7.50	\$ 5,422.50
9	150	8" Concrete Pavement, Remove and Replace/SF	\$ 13.64	\$ 2,046.00	\$ 10.50	\$ 1,575.00
10	6	Utility Adjustment/Ea	\$ 460.00	\$ 2,760.00	\$ 490.00	\$ 2,940.00
11	1	Water Valve Adjustment/Ea	\$ 30.00	\$ 30.00	\$ 50.00	\$ 50.00
12	260	Sawcut/LF	\$ 1.75	\$ 455.00	\$ 2.20	\$ 572.00
13	661	Asphalt Binder Course Pavement 2 1/4" Thick/Ton	\$ 54.00	\$ 35,694.00	\$ 56.45	\$ 37,313.45
14	516	Asphalt Surface Course Pavement 1 3/4" Thick/Ton	\$ 64.00	\$ 33,024.00	\$ 65.95	\$ 34,030.20

Item	Quantity	Description	MCC, Inc.		Northeast Asphalt	
		Willow Lane Base Bid		Item Total		Item Total
15	300	Lawn and Terrace Restoration/SY	\$ 9.00	\$ 2,700.00	\$ 10.42	\$ 3,126.00
16	1	Erosion Control/LS	\$ 1,500.00	\$ 1,500.00	\$ 925.00	\$ 925.00
17	1	Traffic Control/LS	\$ 800.00	\$ 800.00	\$ 1,500.00	\$ 1,500.00
18	1	Construction Mobile/Demobile; Project Coordination; all incidental utility and miscellaneous roadway work; and all other project work area restoration and clean-up to an equal and/or better preconstruction condition, as required and related to the overall Project/LS	\$ 3,000.00	\$ 3,000.00	\$ 8,750.00	\$ 8,750.00
Total - Willow Lane (Items 1 - 18)				\$ 139,282.79		\$ 142,609.70
Grand Total - Ponds of Menasha Subdivision and Willow Lane				\$ 529,879.90		\$ 546,770.04

Mandatory Alternate Bid - Jefferson Park Improvements						
Item	Quantity	Description	MCC, Inc.		Northeast Asphalt	
			Unit Price	Item Total	Unit Price	Item Total
		Base Bid				
1	1	Mobilization/LS	\$ 10,500.00	\$ 10,500.00	\$ 41,500.00	\$ 41,500.00
2	1	Erosion Control/LS	\$ 5,500.00	\$ 5,500.00	\$ 2,100.00	\$ 2,100.00
3	1	Demolition/LS	\$ 15,500.00	\$ 15,500.00	\$ 29,500.00	\$ 29,500.00
4	1	Earthwork/LS	\$ 20,000.00	\$ 20,000.00	\$ 36,215.00	\$ 36,215.00
5	2,550	Base Aggregate Dense/Ton	\$ 17.40	\$ 44,370.00	\$ 11.80	\$ 30,090.00
6	477	Asphalt Pavement/Ton	\$ 78.00	\$ 37,206.00	\$ 88.45	\$ 42,190.65
7	110	Asphalt Patch/SY	\$ 37.00	\$ 4,070.00	\$ 35.15	\$ 3,866.50
8	25,718	Asphalt Seal/SF	\$ 0.15	\$ 3,857.70	\$ 0.15	\$ 3,857.70
9	3,535	Concrete Pavement 4-Inch/SF	\$ 5.25	\$ 18,558.75	\$ 5.00	\$ 17,675.00
10	407	Concrete Pavement 8-Inch/SF	\$ 8.50	\$ 3,459.50	\$ 6.50	\$ 2,645.50
11	1,385	Concrete Curb and Gutter, 18"/LF	\$ 18.75	\$ 25,968.75	\$ 18.75	\$ 25,968.75
12	111	Concrete Curb and Gutter 30"/LF	\$ 35.00	\$ 3,885.00	\$ 35.00	\$ 3,885.00
13	28	Ribbon Curb/LF	\$ 30.00	\$ 840.00	\$ 30.00	\$ 840.00
14	6	Wheel Stops/Ea	\$ 300.00	\$ 1,800.00	\$ 100.00	\$ 600.00
15	2	Concrete Bridge/Ea	\$ 3,740.00	\$ 7,480.00	\$ 7,020.00	\$ 14,040.00
16	48	Detectable Warning Panels/SF	\$ 35.00	\$ 1,680.00	\$ 40.00	\$ 1,920.00
17	3,584	Pavement Marking Striping/LF	\$ 2.35	\$ 8,422.40	\$ 4.50	\$ 16,128.00
18	6	Pavement Mrking Symbols/Ea	\$ 225.00	\$ 1,350.00	\$ 250.00	\$ 1,500.00
19	2	Pavement Markings Crosswalk/Ea	\$ 555.00	\$ 1,110.00	\$ 750.00	\$ 1,500.00
20	9	Regulatory Signs/Ea	\$ 425.00	\$ 3,825.00	\$ 180.00	\$ 1,620.00
21	1	Remove and Relocate Park Sign/Ea	\$ 3,000.00	\$ 3,000.00	\$ 950.00	\$ 950.00
22	2	Light Type A/Ea	\$ 5,577.50	\$ 11,155.00	\$ 5,577.50	\$ 11,155.00
23	8	Light Type B/Ea	\$ 3,715.00	\$ 29,720.00	\$ 3,715.00	\$ 29,720.00
24	1	Site Electrical/LS	\$ 8,570.00	\$ 8,570.00	\$ 8,570.00	\$ 8,570.00
25	75	12" PVC Storm Sewer/LF	\$ 42.20	\$ 3,165.00	\$ 32.00	\$ 2,400.00
26	214	6" PVC Underdrain/LF	\$ 10.28	\$ 2,199.92	\$ 12.00	\$ 2,568.00
27	210	Bioretention Basin/SY	\$ 135.00	\$ 28,350.00	\$ 65.60	\$ 13,776.00
28	2	Yard Inlets/Ea	\$ 1,350.00	\$ 2,700.00	\$ 1,800.00	\$ 3,600.00
29	4	Bioretention Basin Inlets/Ea	\$ 600.00	\$ 2,400.00	\$ 560.00	\$ 2,240.00
30	1	Connect to Existing Manhole/Ea	\$ 750.00	\$ 750.00	\$ 1,600.00	\$ 1,600.00
31	2	Adjust Manhole/Ea	\$ 250.00	\$ 500.00	\$ 645.00	\$ 1,290.00
32	8	Trees/Ea	\$ 615.00	\$ 4,920.00	\$ 615.00	\$ 4,920.00
33	27	Shrub/Ea	\$ 65.00	\$ 1,755.00	\$ 65.00	\$ 1,755.00
34	1,800	Bioretention Basin Plantings/Ea	\$ 10.50	\$ 18,900.00	\$ 10.50	\$ 18,900.00
35	20	Outcropping Stone/Ea	\$ 550.00	\$ 11,000.00	\$ 550.00	\$ 11,000.00
36	6,000	Restoration/SY	\$ 9.50	\$ 57,000.00	\$ 7.70	\$ 46,200.00
Mandatory Alternate Bid - Jefferson Park Improvements (Items 1 - 36)				\$ 405,468.02		\$ 438,286.10

Alternate Bid 1A - Dumpster Enclosure						
Item	Quantity	Description	MCC, Inc.		Northeast Asphalt	
		Base Bid	Unit Price	Item Total	Unit Price	Item Total
1	12	Base Aggregate Dense/Ton	\$ 40.00	\$ 480.00	\$ 12.50	\$ 150.00
2	212	Concrete Pavement 6-Inch/SF	\$ 7.50	\$ 1,590.00	\$ 6.00	\$ 1,272.00
3	1	Dumpster Enclosure/LS	\$ 24,860.00	\$ 24,860.00	\$ 21,550.00	\$ 21,550.00
Total Alternate Bid 1A (Items 1-3)				\$ 26,930.00		\$ 22,972.00
Alternate Bid 1B - Tree Relocation						
Item	Quantity	Description	MCC, Inc.		Northeast Asphalt	
		Base Bid	Unit Price	Item Total	Unit Price	Item Total
1	1	Remove and Relocate Tree/Ea	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Total Alternate Bid 1B (Items 1)				\$ 1,000.00		\$ 1,000.00
Grand Totals						
Grand Total - Ponds of Menasha and Willow Lane				\$529,879.90	\$546,770.04	
Grand Total - Ponds of Menasha and Willow Lane with Mandatory Alternate Bid-Jefferson Park Improvements				\$935,347.92	\$985,056.14	
Grand Total - Ponds of Menasha and Willow Lane with Mandatory Alternate Bid-Jefferson Park Improvements and Alternate Bid 1A-Dumpster Enclosure				\$962,277.92	\$1,008,028.14	
Grand Total - Ponds of Menasha and Willow Lane with Mandatory Alternate Bid-Jefferson Park Improvements and Alternate Bid 1B-Tree Relocation				\$936,347.92	\$986,056.14	
Grand Total - Ponds of Menasha and Willow Lane with Mandatory Alternate Bid-Jefferson Park Improvements and Alternate Bid 1A-Dumpster Enclosure and Alternate Bid 1B-Tree Relocation				\$963,277.92	\$1,009,028.14	



MEMORANDUM

Date: May 20, 2019

To: Common Council

From: Community Development Department/JS

RE: **CSM Lot Line Adjustment 1173 Province Terrace and Province Terrace Out Lot 1 (#7-00001-10 and #7-00001-19)**

Scott Andersen, on behalf of the City of Menasha Public Works Department, requests approval of a Certified Survey Map (CSM). The CSM will adjust the lot line of 1173 Province Terrace and Province Terrace out lot 1. The lot line adjustment is requested in order to expand the existing retention pond on Province Terrace out lot 1 to the north.

Province Terrace out lot 1 is currently zoned General Commercial District (C-1) and 1173 Province Terrace is zoned Business and Office District (C-3), which allows for commercial facilities and commercial office developments, respectively. Lot 1 is 2.86 acres and Lot 2 is 2.46 acres. After the lot line adjustment Lot 1 will be 2.038 acres and Lot 2 will be 3.33 acres.

The size, setbacks, and dimensions meet city standards for the General Commercial District (C-1) and Business and Office District (C-3). Furthermore, the proposed CSM will not create any zoning nonconformities and is consistent with the City of Menasha Comprehensive Plan.

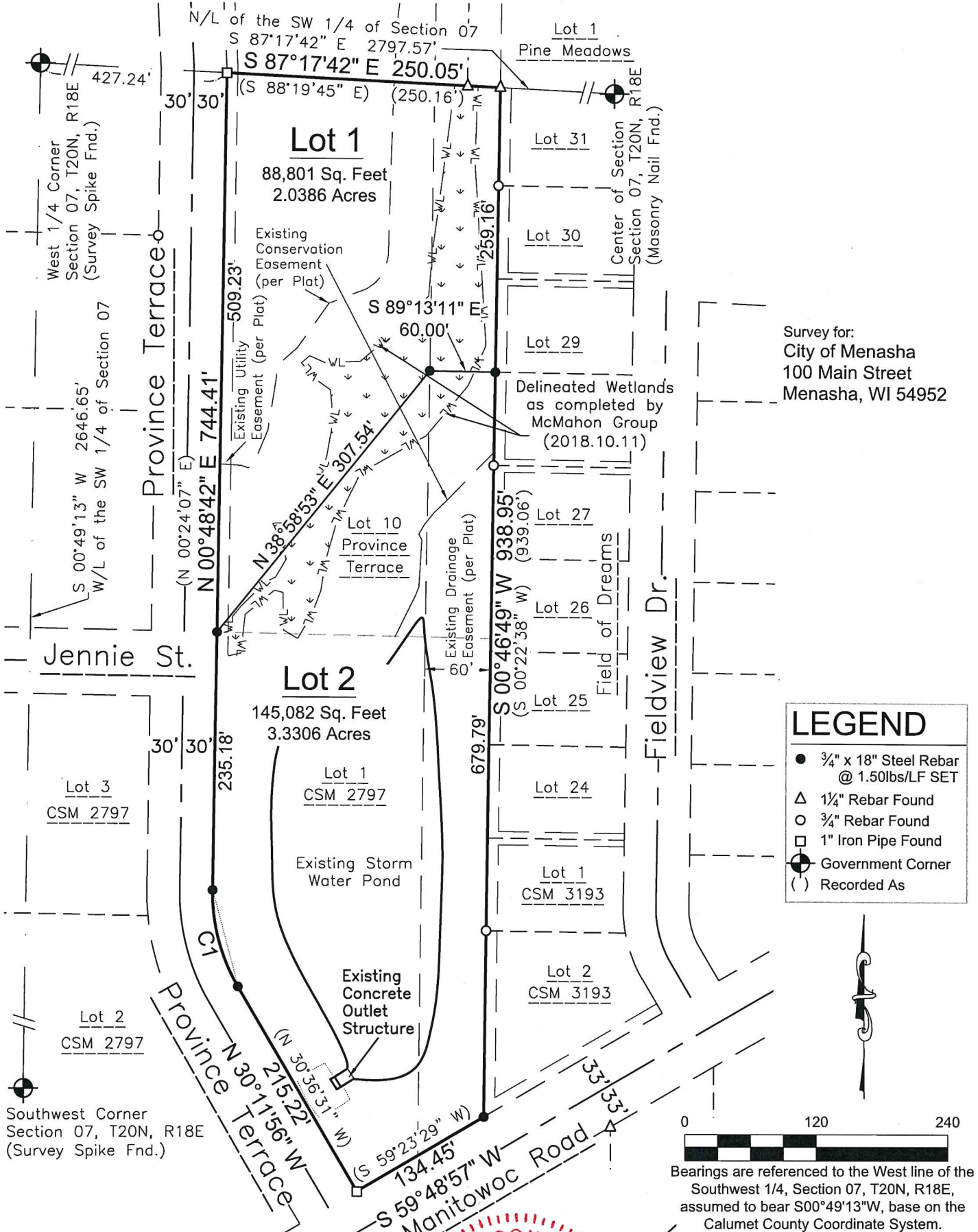
The Plan Commission reviewed this CSM on May 7, 2019 and recommended approval of the CSM Lot Line Adjustment for 1173 Province Terrace and Province Terrace Out Lot 1 (#7-00001-10 and #7-00001-19)

Recommendation

Approval of the Certified Survey Map as proposed adjusting the lot line of 1173 Province Terrace and Province Terrace Out Lot 1 (#7-00001-10 and #7-00001-19)

Certified Survey Map No. _____

All of Lot 1 of Certified Survey Map No. 2797, and All of Lot 10 of Province Terrace Plat, All being Located in the Fractional NW 1/4 of the SW 1/4 of Section 07, Township 20 North, Range 18 East, City of Menasha, Calumet County, Wisconsin.



Davel Engineering & Environmental, Inc.

Civil Engineers and
Land Surveyors
1811 Racine Street
Menasha, Wisconsin
Ph. 920-991-1866, Fax 920-830-9595

WISCONSIN
SCOTT R. ANDERSEN
S-3169
LAND SURVEYOR
WI

Scott R. Andersen, Professional Land Surveyor No. S-3169 Date 4/22/18
scott@davel.pro

Drafted by: scott
Sheet : 1 of 4

Certified Survey Map No. _____

All of Lot 1 of Certified Survey Map No. 2797 and All of Lot 10 of Province Terrace Plat, All being Located in the Fractional NW 1/4 of the SW 1/4 of Section 07, Township 20 North, Range 18 East, City of Menasha, Calumet County, Wisconsin.

Surveyor's Certificate

I, Scott R. Andersen, Professional land surveyor, hereby certify: That in full compliance with the provisions of Chapter 236 of the Wisconsin Statutes and the subdivision regulations of the City of Menasha, and under the direction of the City of Menasha, the property owners of said land, I have surveyed divided and mapped this Certified Survey Map; that such map correctly represents all exterior boundaries and the subdivision of the land surveyed; and that this land is All of Lot 1 of Certified Survey Map 2797 and All of Lots 10 of Province Terrace Plat, All being Located in the Fractional NW 1/4 of the SW 1/4 of Section 07, Township 20 North, Range 18 East, City of Menasha, Calumet County, Wisconsin, containing 233,883 Square Feet (5.3692 Acres) of land described as follows:

Commencing at the West 1/4 corner of said Section 07; thence, S87°17'42"E along the North line of the Southwest 1/4 of said section 07, 427.24 feet to the Northwest corner of Lot 10 of Province Terrace and to the point of beginning; thence, continuing S87°17'42"E, 250.05 feet to the east line of Lot 10 of Province Terrace and the west line of Field of Dreams Plat; thence, S00°46'49"W along said east line and said west line, said lines also being the east line of Lot 1 of Certified Survey Map No. 2797, 938.95 feet to the north line of Manitowoc Road; thence, S59°48'57"W along said north line of Manitowoc Road, 134.45 feet to the east line of Province Terrace (City Street); thence, N30°11'56"W along said east line, 215.22 feet to a point of curvature of a curve to the right having a radius of 170.00 and a delta angle of 31°00'36"; thence, 92.01 feet along said east line of Province Terrace and the arc of a curve which has a chord that bears N14°41'37"W, 90.89 feet; thence, N00°48'42"E along said east line, 744.41 feet to the point of beginning. Described parcel is subject to all easements, and restrictions of record.

Given under my hand this 22 day of APRIL, 2019.


Scott R. Andersen, Wisconsin Professional Land Surveyor No. S-3169

CURVE TABLE					
CURVE	ARC LENGTH	RADIUS	DELTA ANGLE	CHORD BEARING	CHORD LENGTH
C1	92.01'	170.00'	31°00'36"	N 14°41'37" W	90.89'

Certified Survey Map No. _____

All of Lot 1 of Certified Survey Map No. 2797 and All of Lot 10 of Province Terrace Plat, All being
Located in the Fractional NW 1/4 of the SW 1/4 of Section 07, Township 20 North, Range 18 East,
City of Menasha, Calumet County, Wisconsin.

Owner's Certificate

The City of Menasha, a Wisconsin Municipal Corporation duly organized and existing under and by virtue of the
Laws of the State of Wisconsin, as the property owner, does hereby certify that we caused the land above
described to be surveyed, divided, mapped and dedicated all as shown and represented on this map.

Dated this _____ day of _____, 20____



Donald Merkes
Mayor

Deborah Galeazzi
City Clerk

State of Wisconsin)
)SS
_____ County)

Personally came before me on the _____ day of _____, 20____, the above the
property owner(s) to me known to be the persons who executed the foregoing instrument and acknowledge the
same.

Notary Public, Wisconsin My Commission Expires _____

  4/22/19

Scott R. Andersen Professional Land Surveyor No. S-3169 Date

Certified Survey Map No. _____

All of Lot 1 of Certified Survey Map No. 2797 and All of Lot 10 of Province Terrace Plat, All being
Located in the Fractional NW 1/4 of the SW 1/4 of Section 07, Township 20 North, Range 18 East,
City of Menasha, Calumet County, Wisconsin.

Common Council Resolution

Resolved, that this certified survey map in the City of Menasha, Winnebago County, The City of Menasha, the
property owners, is hereby approved by the Common Council of the City of Menasha.

Donald Merkes
Mayor

Date

I hereby certify that the foregoing is a copy of a resolution adopted by the Common Council of the City of
Menasha.

Deborah Galeazzi
City Clerk

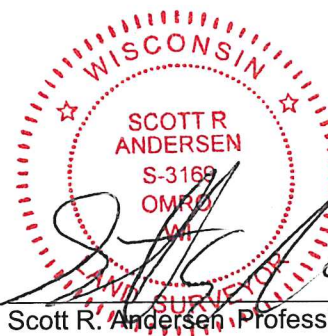
Date

Treasurers' Certificate

I, being the duly elected, qualified and acting Treasurers of the City of Menasha, do hereby certify that in
accordance with the records in our office, there are no unredeemed tax sales and unpaid taxes, or special
assessments on and of the land included in this certified survey map.

John Jacobs
City Treasurer

Date



Scott R. Andersen Professional Land Surveyor No. S-3169 Date 4/22/19



MEMORANDUM

Date: May 20, 2019

To: Common Council

From: Community Development Department/JS

RE: **CSM Lot Line Adjustment 2051 Manitowoc Road and 2059 Manitowoc Road (#7-00010-00 and #7-00014-0)**

Chuck Thompson, owner of 2051 Manitowoc Road, requests approval of a Certified Survey Map (CSM). The CSM will adjust the lot line of 2051 Manitowoc Road and 2059 Manitowoc Road. The lot line adjustment is requested in order to match the legal lot line to the existing occupation of the lots.

The lots are currently zoned Single Family Residence District (R-1), which allows for single family homes. Lot 2 is 130,593 square feet (2.99 acres) and Lot 1 is 14,593 square feet (.335 acres). After the lot line adjustment Lot 2 will be 128,489 square feet (2.949 acres) and Lot 1 will be 16,733 square feet (.384 acres).

The size, setbacks, and dimension meet city standards for the R-1 Single Family Residence District. Furthermore, the proposed CSM will not create any zoning nonconformities and is consistent with the City of Menasha Comprehensive Plan.

The Plan Commission reviewed this CSM on May 7, 2019 and recommended approval of the CSM lot line adjustment for 2051 Manitowoc Road and 2059 Manitowoc Road (#7-00010-00 and #7-00014-0).

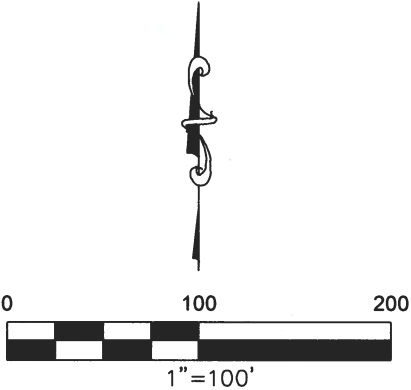
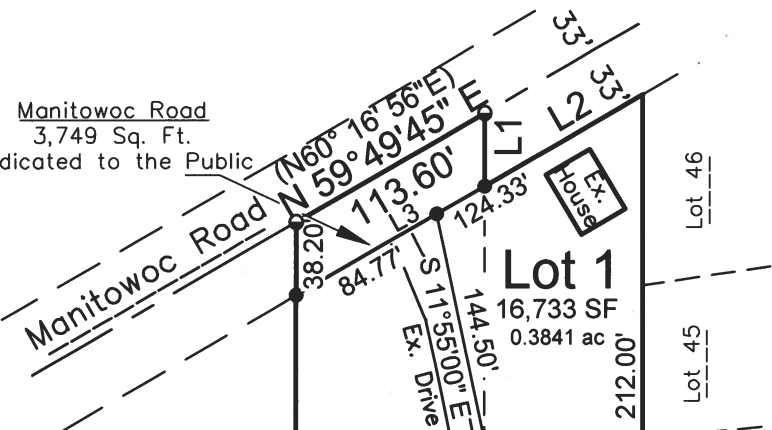
Recommendation

Approval of the Certified Survey Map as proposed adjusting the lot line of 2051 Manitowoc Road and 2059 Manitowoc Road (#7-00010-00 and #7-00014-0).

Certified Survey Map No. _____

All of lot 3 Certified Survey Map 964, and part of the Northwest 1/4 of the fractional Southwest 1/4 being part of Section 7, Township 20 North, Range 18 East, City of Menasha, Calumet County, Wisconsin.

Manitowoc Road
3,749 Sq. Ft.
Dedicated to the Public



Survey for:
Charles Thompson
2051 Manitowoc Road
Menasha, WI 54952

Bearings are referenced to the West line of the Southwest 1/4, Section 7, T20N, R18E, assumed to bear S00°49'11"W, base on the Calumet County Coordinate System.

LEGEND

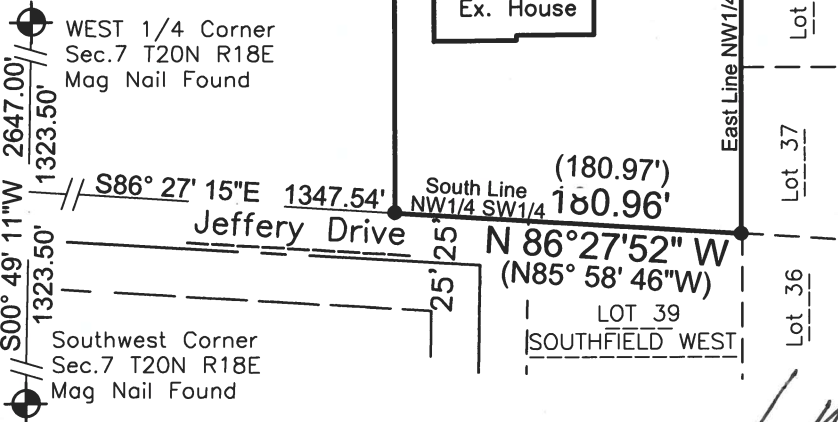
- 3/4" x 18" Steel Rebar @ 1.50lbs/LF Set
- △ 1/4" Rebar Found
- 3/4" Rebar Found
- 1" Iron Pipe Found
- ⊕ Government Corner
- Mag Nail Set
- () Recorded AS

Lot 2
128,489 SF
2.9497 ac

Lot 3
CSM 964

LINE TABLE		
Line	Bearing	Length
L1	S 00°04'38" W	38.20'
L2	N 59°49'45" E	95.50'
L3	N 59°49'45" E	113.60'

WEST 1/4 Corner
Sec.7 T20N R18E
Mag Nail Found



Davel Engineering &
Environmental, Inc.
Civil Engineers and
Land Surveyors
1811 Racine Street
Menasha, Wisconsin
Ph. 920-991-1866, Fax 920-830-9595

James R. Sehloff Professional Land Surveyor No. S-2692 Date



File: 4098CSM.dwg
Date: 04/17/2019
Drafted By: jim
Sheet: 1 of 3

Certified Survey Map No. _____

All of lot 3 Certified Survey Map 964, and part of the Northwest 1/4 of the fractional Southwest 1/4 being part of Section 7, Township 20 North, Range 18 East, City of Menasha, Calumet County, Wisconsin.

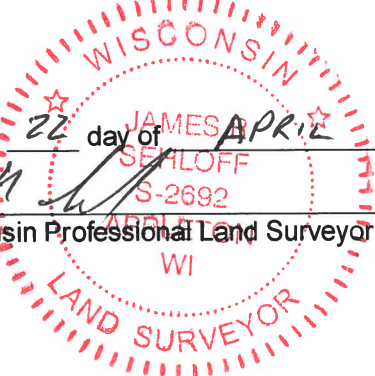
Surveyor's Certificate

I, James R. Sehloff, Professional land surveyor, hereby certify: That in full compliance with the provisions of Chapter 236 of the Wisconsin Statutes and the subdivision regulations of the City of Menash and Calumet County, and under the direction of Charles Thompson, the property owner of said land, I have surveyed divided and mapped this Certified Survey Map; that such map correctly represents all exterior boundaries and the subdivision of the land surveyed; and that this land is located in part of the Northwest 1/4 of the fractional Southwest 1/4 of Section 7, Township 20 North, Range 18 East, City of Menasha, Calumet County, Wisconsin, containing 148,970 Square Feet (3.4199 Acres) of land described as follows:

Commencing at the West 1/4 corner of Section 7; thence along the West line of the Southwest 1/4 of said Section 7, S00°49'11"W, 1323.50 feet; thence along the south line of the Northwest 1/4 of the Southwest 1/4 of said section 7, S86°27'15"E 1347.54 feet to the point of beginning; thence along the East line of Lot 2 CSM 964, N00°04'38"E, 784.04 feet to the centerline of Manitowoc Road; thence along the centerline of Manitowoc Road, N59°49'45"E, 113.60 feet; thence S00°04'38"W, 38.20 feet to the southerly right of way line of Manitowoc Road; thence along the said southerly right of way line of Manitowoc Road, N59°49'45"E, 95.50 feet to the East line of the Northwest 1/4 of the Southwest 1/4 of said section 7, thence along previously described East line of the Northwest 1/4 of the Southwest 1/4 of said section 7, S00°04'38"W, 862.08 feet to the Southeast corner of the Northwest 1/4 of the Southwest 1/4 of said section 7; thence along the south line of the Northwest 1/4 of the Southwest 1/4 of said section 7, N86°27'52"W 180.96 feet to the point of beginning, subject to all easements, and restrictions of record.

Given under my hand this 22 day of APRIL, 2019.

 James R. Sehloff, Wisconsin Professional Land Surveyor No. S-2692



Common Council Resolution

Resolved, this minor subdivision in the City of Menasha is hereby approved by the Common Council on this _____ day of _____, 20____.

Mayor Date

Clerk Date

Treasurers' Certificate

We, being the duly elected, qualified and acting Treasurers' of the City of Menasha and Calumet County, do hereby certify that in accordance with the records in our office, there are no unredeemed tax sales and unpaid taxes, or special assessments on and of the land included in this certified survey map.

City Treasurer Date

County Treasurer Date

Certified Survey Map No. _____

All of lot 3 Certified Survey Map 964, and part of the Northwest 1/4 of the fractional Southwest 1/4 being part of Section 7, Township 20 North, Range 18 East, City of Menasha, Calumet County, Wisconsin.

Owners' Certificate

As the property owner, I hereby certify that I caused the land described on this certified survey map to be surveyed, divided, mapped and dedicated all as shown and represented on this map.

Dated this _____ day of _____, 20____

Charles A. Thompson, Owner

State of Wisconsin)
)SS
_____ County)

Personally came before me on the _____ day of _____, 20____, the above the property owner(s) to me known to be the persons who executed the foregoing instrument and acknowledge the same.

_____ My Commission Expires _____
Notary Public, Wisconsin

Owners' Certificate

As the property owners, we hereby certify that we caused the land described on this certified survey map to be surveyed, divided, mapped and dedicated all as shown and represented on this map.

Dated this _____ day of _____, 20____

Sarah M. Rohr, Owner

Sandra M. Kantak, Owner

State of Wisconsin)
)SS
_____ County)

Personally came before me on the _____ day of _____, 20____, the above the property owner(s) to me known to be the persons who executed the foregoing instrument and acknowledge the same.

_____ My Commission Expires _____
Notary Public, Wisconsin

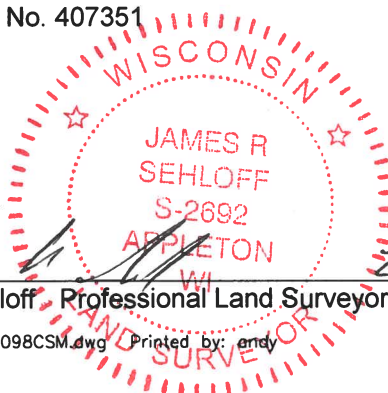
This Certified Survey Map is contained wholly within the property described in the following recorded instruments:

the property owners of record:
Charles A. Thompson
Sarah M. Rohr
Sandra M. Kantak

Recording Information:
Doc No. 168707
Doc No. 407351

Parcel Number(s):

James R. Sehloff, Professional Land Surveyor No. S-2692 Date _____



City of Menasha Disbursements

Weekly Accounts Payable

5/9/19-5/15/19
Checks # 64711-64824

\$ 477,759.35

Bi-Weekly Payroll

5/9/19

\$ 204,279.07

Additional Regular Cycle Accounts Payables -Paid Electronically

Employee Benefits-HRA	5/2/19	\$ 1,871.55
Credit Card Fee	5/4/19	\$ 3.90
Credit Card Fee	5/6/19	\$ 7.99
Delta Dental	5/8/19	\$ 3,143.67
World Pay Charges-FFM	5/8/19	\$ 7.50
Community First Credit Union-Payroll Deductions	5/9/19	\$ 588.00
Employee Benefits-Flex Spending	5/9/19	\$ 5,048.48
Employee Benefits-HRA	5/9/19	\$ 2,773.13
Credit Card Fee	5/9/19	\$ 30.45
Nationwide Deferred Compensation	5/10/19	\$ 8,371.00
Wisconsin Deferred Compensation	5/13/19	\$ 4,830.75
Federal Tax Withholding	5/15/19	\$ 74,755.40
Delta Dental	5/15/19	\$ 2,364.80

\$ 103,796.62

Total

\$ 785,835.04

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



Jennifer Sassman
Finance Manager

5/15/19
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: 5/9/2019

Date: 5/9/2019

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
ACCURATE	64711	5/9/2019	1904885	731-1022-541.30-18	169.82	Supplies
		5/9/2019	1905084	731-1022-541.30-18	30.17	Saws
		Total for check: 64711			199.99	
ADVANCED ASBESTOS REMOVAL INC	64712	5/9/2019	19097	100-0000-123.00-00	3,600.00	127 First Street
		Total for check: 64712			3,600.00	
ALL-LIFT SYSTEMS INC	64713	5/9/2019	0404018-IN	731-1022-541.30-18	83.56	Shackles
		Total for check: 64713			83.56	
AMERICAN INDUSTRIAL MEDICAL	64714	5/9/2019	21306	100-0901-515.21-05	90.00	Audiometric Testing
		Total for check: 64714			90.00	
ASCENSION NE WI ST ELIZABETH HOSP	64715	5/9/2019	ASCENSION	100-0801-521.21-05	39.39	Venipuncture
		Total for check: 64715			39.39	
BARRETTE OUTDOOR LIVING	64716	5/9/2019	93473598	470-0703-553.82-02	55,472.63	Trail Decking
		5/9/2019	93490912	470-0703-553.82-02	24,222.24	Trail Decking
		Total for check: 64716			79,694.87	
BAYCOM INC	64717	5/9/2019	SRVCE 19991	743-0403-513.21-04	300.00	GPS System
		Total for check: 64717			300.00	
BRUCE MUNICIPAL EQUIPMENT INC	64718	5/9/2019	P10608	731-1022-541.38-03	59.07	Valves
		Total for check: 64718			59.07	

AP Check Register

Check Date: 5/9/2019

Date: 5/9/2019

<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>
CASPERS TRUCK EQUIPMENT INC	64719	5/9/2019	0036995-IN	731-1022-541.38-03	26.24	Pivot Pin
			Total for check: 64719		26.24	
CREATIVE ORGANIZATIONAL DESIGN	64720	5/9/2019	19-104	100-0801-521.34-02	417.00	Training Classes
			Total for check: 64720		417.00	
KORTNEY DAHM	64721	5/9/2019	DAHM	100-0903-531.33-01	35.75	Mileage Reimbursement
			Total for check: 64721		35.75	
EMPLOYEE BENEFITS CORPORATION	64722	5/9/2019	2507152	100-0202-512.21-06	299.00	FSA-April
				734-0416-513.21-06	2,119.50	HRA-January-April
			Total for check: 64722		2,418.50	
EWALD MOTORS OF OCONOMOWOC LLC	64723	5/9/2019	DEAL #31211	100-0801-521.80-03	31,883.00	Ford Explorer
		5/9/2019	DEAL #31212	100-0801-521.80-03	31,883.00	Ford Explorer
			Total for check: 64723		63,766.00	
FOND DU LAC COUNTY SHERIFF OFFICE	64724	5/9/2019	FD CO CLERK	100-0000-201.03-00	326.50	BOND Report #19-1237
			Total for check: 64724		326.50	
GREAT BIG GRAPHICS LLC	64725	5/9/2019	9239	100-0101-511.30-16	49.00	Business Cards
				100-0202-512.29-01	49.00	Business Cards
				100-0301-523.30-18	49.00	Business Cards
				100-0304-562.30-10	49.00	Business Cards
				100-0902-524.30-10	24.50	Business Cards
				100-0903-531.30-10	98.00	Business Cards
				100-0904-531.30-10	24.50	Business Cards
			Total for check: 64725		343.00	

AP Check Register
Check Date: 5/9/2019

Date: 5/9/2019

<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>
GREAT LAKES LASER LLC	64726	5/9/2019	190201-03	100-0804-521.30-15	53.70	Shirt Nameplates
			Total for check: 64726		53.70	
GREEN BAY PRESSURE SYSTEMS LLC	64727	5/9/2019	12442	731-1022-541.30-18	385.00	Truck Shine
			Total for check: 64727		385.00	
GUNDERSON CLEANERS	64728	5/9/2019	724359	100-0801-521.30-13	36.39	Towels/Mats
			Total for check: 64728		36.39	
GUSTMAN CHEVROLET SALES INC	64729	5/9/2019	49795	731-1022-541.38-03	324.11	Switch
			Total for check: 64729		324.11	
RANDY HILL	64730	5/9/2019	HILL	100-0801-521.34-03	30.24	Meal Reimbursement
			Total for check: 64730		30.24	
JANKE GENERAL CONTRACTORS	64731	5/9/2019	CONTRACT	485-0000-201.04-00	(8,593.30)	Province Terrace Trail Retainage Fee
				485-0703-553.82-02	85,933.00	Province Terrace Trail
			Total for check: 64731		77,339.70	
KL ENGINEERING	64732	5/9/2019	20190214	485-0703-553.21-02	22,407.34	Province Trail Services 1/23-3/30
			Total for check: 64732		22,407.34	
LANDLORD SERVICES LLC	64733	5/9/2019	28438	100-0801-521.21-06	23.00	Credit Report
			Total for check: 64733		23.00	
LEAVES INSPIRED TREE NURSERY LLC	64734	5/9/2019	352	492-1003-541.30-18	12,000.00	Trees

AP Check Register

Check Date: 5/9/2019

Date: 5/9/2019

<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>	
LEAVES INSPIRED TREE NURSERY LLC...	64734...	5/9/2019...	352...	625-0706-561.30-18	8,709.00	Trees	
Total for check: 64734					20,709.00		
MATTHEWS TIRE & SERVICE CENTER	64735	5/9/2019	69794	731-1022-541.38-02	680.84	Tires	
		5/9/2019	69805	731-1022-541.38-02	314.88	Tires	
Total for check: 64735					995.72		
MCMAHON	64736	5/9/2019	913889	601-1020-543.21-02	363.75	Project 9-17-00918	Sewer Construction
Total for check: 64736					363.75		
MEDICAL EXPENSE REIMBURSEMENT ACCT	64737	5/9/2019	20190509	100-0000-202.08-00	28,138.82	PAYROLL SUMMARY	
Total for check: 64737					28,138.82		
MENARDS-APPLETON EAST	64738	5/9/2019	58662	100-1001-514.24-03	15.80	Shelving	
		5/9/2019	58677	207-0707-552.30-18	86.00	Classic Shwr Chr	
		5/9/2019	58894	100-0703-553.30-18	16.98	Plugs	
		5/9/2019	59007	100-0703-553.24-03	164.92	Adapter/Elbow/Ball/Tube	
Total for check: 64738					283.70		
MENASHA JOINT SCHOOL DISTRICT	64739	5/9/2019	MOBILE HOME TAX	100-0000-412.00-00	5,574.97	April Mobile Home Tax	
Total for check: 64739					5,574.97		
MENASHA UTILITIES	64740	5/9/2019	4658	601-0401-513.25-02	25,056.16	March Sewer	
				625-0401-513.25-01	2,073.92	March Storm Water	
		5/9/2019	MENASHA UTILITY	100-0000-123.00-00	8.37	Electric	3/8/19 - 4/8/19
				100-0703-553.22-03	249.57	Electric	3/8/19 - 4/8/19
				100-0703-553.22-05	218.74	Water	3/8/19 - 4/8/19
				100-0703-553.22-06	184.81	Storm	3/8/19 - 4/8/19
				100-1008-541.22-03	190.50	Electric	3/8/19 - 4/8/19
				100-1012-541.22-03	13.45	Electric	3/8/19 - 4/8/19

AP Check Register

Check Date: 5/9/2019

Date: 5/9/2019

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>	
MENASHA UTILITIES...	64740...	5/9/2019...	MENASHA UTILITY...	601-1020-543.22-03	163.29	Electric	3/8/19 - 4/8/19
				731-1022-541.22-03	39.94	Electric	3/8/19 - 4/8/19
		5/9/2019	STREET LIGHTS	100-1012-541.22-03	10,982.05	April St. Lighting	
			Total for check: 64740		39,180.80		
MENN LAW FIRM LTD	64741	5/9/2019	LEGAL FEES	733-0206-512.21-01	2,529.66	Legal Fees	10/1/18-2/28/19
					2,529.66		
OMNNI ASSOCIATES INC	64742	5/9/2019	N2210A19-1	501-0304-562.21-02	800.00	Donnelley	
					800.00		
CITY OF OSHKOSH	64743	5/9/2019	REGISTRATION	100-0801-521.34-02	25.00	Class Registration	
					25.00		
LINDA PALMBACH	64744	5/9/2019	PALMBACH	100-0903-531.33-01	24.70	Mileage Reimbursement	
					49.28	Mileage Reimbursement	
					73.98		
MEGHAN PAULY	64745	5/9/2019	PAULY	100-0903-531.33-01	1.76	Mileage Reimbursement	
				100-0905-531.33-01	17.93	Mileage Reimbursement	
					19.69		
PRECISIONCHEM LLC	64746	5/9/2019	12895	100-0601-551.30-13	1,398.18	Cooling Tower Chemicals	
					1,398.18		
CURT PRELLWITZ	64747	5/9/2019	PRELLWITZ	743-0403-513.33-01	21.31	Mileage Reimbursement	
					21.31		

AP Check Register
Check Date: 5/9/2019

Date: 5/9/2019

<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>	
PSYCHOLOGIE CLINIQUE SC	64748	5/9/2019	PSYCH EVAL	100-0801-521.21-05	510.00	Pscyh Eval	
			Total for check: 64748		510.00		
QUALITY CUSTOM METAL FABRICATION	64749	5/9/2019	31719	207-0707-552.30-18	191.60	Stainless Steel Plate	
			Total for check: 64749		191.60		
REGISTRATION FEE TRUST	64750	5/9/2019	REG FEE TRUST	731-1022-541.32-01	74.50	Vehicles	
					74.50	Vehicles	
			Total for check: 64750		149.00		
REGISTRATION FEE TRUST TVRP	64751	5/9/2019	70ME	100-0000-454.00-00	500.00	Parking Ticket	Process Fee
			Total for check: 64751		500.00		
LIZ ROSIN	64752	5/9/2019	ROSIN	100-0903-531.33-01	20.46	Mileage Reimbursement	
			Total for check: 64752		20.46		
RUEKERT & MIELKE INC	64753	5/9/2019	127213	601-1020-543.21-02	625.00	Sewer User Monitoring	2/26-3/15
		5/9/2019	127214	601-1020-543.21-02	937.50	Sewer Billing	2/16-3/15
			Total for check: 64753		1,562.50		
SANOFI PASTEUR INC	64754	5/9/2019	912190326	100-0903-531.30-18	73.13	Tubersol	
			Total for check: 64754		73.13		
SITEONE LANDSCAPE SUPPLY	64755	5/9/2019	90114906-001	100-0703-553.20-06	369.23	Gypsum/Herbicide	
			Total for check: 64755		369.23		
STAPLES BUSINESS ADVANTAGE	64756	5/9/2019	3411023794	100-0202-512.30-10	6.86	Office Supplies	
				100-0401-513.30-10	10.29	Office Supplies	
				100-1001-514.30-10	331.40	Copy Paper	

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STAPLES BUSINESS ADVANTAGE...	64756...	5/9/2019...	3411023794...	743-0403-513.30-10	6.86	Office Supplies
		5/9/2019	3411023799	731-1022-541.30-10	65.75	Office Supplies
	Total for check: 64756				421.16	
SUPPLYWORKS	64757	5/9/2019	487046195	207-0707-552.24-03	492.82	Supplies
		5/9/2019	487713653	207-0707-552.24-03	18.15	Marina Cylinder
	Total for check: 64757				510.97	
THEDACARE LABORATORIES	64758	5/9/2019	ACCT 12100529	100-0801-521.21-05	170.00	Venipuncture
					170.00	
TOYS FOR TRUCKS	64759	5/9/2019	275453	731-1022-541.30-18	230.32	Parts
					230.32	
UNIFIRST CORPORATION	64760	5/9/2019	097 0281445	731-1022-541.20-01	163.59	Cleaning Service
					163.59	
US DEPARTMENT OF EDUCATION AWG	64761	5/9/2019	20190509	100-0000-202.08-00	227.31	PAYROLL SUMMARY
					227.31	
JON VANSCHYNDEL	64762	5/9/2019	VANSCHYNDEL	100-0801-521.34-03	67.96	Meal Reimbursement
					67.96	
WE ENERGIES	64763	5/9/2019	3818-650-595	100-1012-541.22-03	1,042.02	Street Lights 3/20-4/18
					1,042.02	
WIL-KIL PEST CONTROL	64764	5/9/2019	3608390	731-1022-541.20-07	72.25	Contract

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WIL-KIL PEST CONTROL...	64764...	5/9/2019	3609829	100-0703-553.20-07	31.50	Contract	
Total for check: 64764					103.75		
WINNEBAGO COUNTY CLERK OF COURTS	64765	5/9/2019	WINN CO CLERK	100-0000-201.03-00	150.00	BOND	Report #19-1195
					150.00	BOND	Report #19-1096
Total for check: 64765					300.00		
WINNEBAGO COUNTY TREASURER	64766	5/9/2019	14363	100-0805-521.25-01	102.92	Jail Stay	
Total for check: 64766					102.92		
WISCONSIN ASBESTOS REMOVAL & DEMO	64767	5/9/2019	PAYMENT #3	100-0000-201.09-00	5,000.00	Asbestos Removal	Payment #3, 198 River St
Total for check: 64767					5,000.00		
WISCONSIN SUPPORT COLLECTIONS	64768	5/9/2019	20190509	100-0000-202.03-00	998.99	PAYROLL SUMMARY	
Total for check: 64768					998.99		
WM RECYCLE AMERICA	64769	5/9/2019	M164720	266-1027-543.25-01	66.28	Recycling	
Total for check: 64769					66.28		
YMCA OF THE FOX CITIES	64770	5/9/2019	0000000345	100-0920-531.21-06	23,381.75	Q2 Sr Center Programming	
Total for check: 64770					23,381.75		
UNITEL INC	64771	5/9/2019	A05032019-01	470-0403-513.80-05	43,194.60	Downpayment	Phone System
Total for check: 64771					43,194.60		
					431,471.47		

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ACCURATE	64772	5/15/2019	1905285	731-1022-541.38-03	78.84	Supplies
			Total for check: 64772		78.84	
AMERICAN TRAFFIC SAFETY MATERIALS	64773	5/15/2019	87890	100-1008-541.30-18	427.50	ENG REFL
			Total for check: 64773		427.50	
ARING EQUIPMENT COMPANY INC	64774	5/15/2019	747226	731-1022-541.38-03	2,539.58	Hardware
		5/15/2019	748533	731-1022-541.38-03	217.20	Hardware
			Total for check: 64774		2,756.78	
ARROW AUDIO	64775	5/15/2019	7013	100-0601-551.24-03	133.75	Services on Hearing Loop
			Total for check: 64775		133.75	
ASCENSION MEDICAL GROUP-FOX VALLEY	64776	5/15/2019	378046	100-0202-512.21-05	1,269.00	Screenings
			Total for check: 64776		1,269.00	
BRAZEE'S ACE HARDWARE	64777	5/15/2019	045014	100-0703-553.30-18	9.58	Drill Bits
		5/15/2019	045017	100-0703-553.24-03	12.44	Couple/Adapter/Tee/Plug
		5/15/2019	045062	100-0703-553.24-03	8.59	Fasteners/Bits
			Total for check: 64777		30.61	
BUCKLIN'S	64778	5/15/2019	75879	100-0703-553.30-18	102.00	Mulch
		5/15/2019	76021	100-0703-553.30-18	78.00	Mulch
			Total for check: 64778		180.00	
CALUMET COUNTY CLERK	64779	5/15/2019	CAL CNTY CLERK	100-0000-201.03-00	150.00	BOND Report #19-1276
			Total for check: 64779		150.00	

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CLEAR WATER CAR WASH	64780	5/15/2019	2286	100-0801-521.29-04	108.95	Vehicle Wash-April
			Total for check: 64780		108.95	
CONGER TOYOTA-LIFT	64781	5/15/2019	PSI-149932	731-1022-541.29-04	222.60	Vehicle Repair
			Total for check: 64781		222.60	
UNEMPLOYMENT INSURANCE	64782	5/15/2019	000009518545	100-0703-553.15-09	1,850.00	Benefit Charges 4/1/19-4/30/19
				100-1019-552.15-09	1,809.74	Benefit Charges 4/1/19-4/30/19
			Total for check: 64782		3,659.74	
ENVIRONMENTAL MGT & TESTING SERVICE	64783	5/15/2019	2438	470-1022-541.82-01	60.00	Lab Analysis-Asbestos PWF
			Total for check: 64783		60.00	
FARRELL EQUIPMENT & SUPPLY CO INC	64784	5/15/2019	INV1010903	100-1009-541.30-15	279.99	Blade
		5/15/2019	INV1010966	625-1003-541.30-15	165.43	Groover/Bracket
		5/15/2019	INV1014940	625-1003-541.30-18	425.00	55 Gal Drum-Seal
			Total for check: 64784		870.42	
FERRELLGAS	64785	5/15/2019	1106085154	731-1022-541.30-18	37.59	Fuel
		5/15/2019	1106085155	266-1027-543.30-18	69.73	Fuel
			Total for check: 64785		107.32	
FOX CROSSING UTILITIES	64786	5/15/2019	127-36488	100-0703-553.22-06	325.05	Stormwater-206 North St 1/15-4/15
		5/15/2019	127-65515	100-0703-553.22-06	28.88	Stormwater 1/15/19-4/15/19
			Total for check: 64786		353.93	
HARRISON UTILITIES	64787	5/15/2019	001-0220-00	100-0703-553.22-05	5.20	2170 Plank 3/21-4/23
			Total for check: 64787		5.20	

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HOME DEPOT CREDIT SERVICES	64788	5/15/2019	3121710	100-0703-553.30-18	15.84	Concrete/Downtown Plaques
		5/15/2019	5582708	100-1001-514.30-15	66.26	Lights/Tools
				731-1022-541.24-03	9.14	Lights/Tools
		5/15/2019	7571220	207-0707-552.24-03	18.12	Flex White Concrete
		Total for check: 64788			109.36	
JX ENTERPRISES INC	64789	5/15/2019	2430144P	731-1022-541.38-03	45.14	Outlet
		5/15/2019	2430156P	731-1022-541.38-03	101.99	Check Valve
		5/15/2019	2430295P	731-1022-541.38-03	(72.99)	Credit
		5/15/2019	2430297P	731-1022-541.38-03	(93.08)	Credit
		5/15/2019	2430359P	731-1022-541.38-03	720.89	Pan/Gasket/Pipe/Screw
		Total for check: 64789			701.95	
KITZ & PFEIL INC	64792	5/15/2019	18644	731-1022-541.30-18	11.69	Pipe
		5/15/2019	18659	100-0703-553.24-03	1.12	Bulb
		5/15/2019	18668	207-0707-552.24-03	11.11	Marina Locksets
		5/15/2019	18679	100-0703-553.30-18	17.26	Drill Bit
		5/15/2019	18724	100-0703-553.30-18	7.19	Twine
		5/15/2019	18739	100-0204-512.30-18	28.78	Wireless Door Chime
		5/15/2019	18774	100-0703-553.30-18	10.56	Smith Park Supplies
				731-1022-541.30-18	17.53	PWF Supplies
		5/15/2019	18784	100-0920-531.24-03	9.07	Bulb/Parts
		5/15/2019	18785	731-1022-541.38-03	11.36	Coupler/Plugs/Straps
		5/15/2019	18786	100-0801-521.30-18	6.10	Adapters
		5/15/2019	18787	100-0601-551.24-03	23.92	Rope Clip/Box Pan Misc. Hardware
		5/15/2019	18803	100-0601-551.24-03	10.99	Misc. Hardware
		5/15/2019	18813	100-0601-551.24-03	7.13	Misc. Hardware
		5/15/2019	18837	100-0801-521.30-18	18.89	Misc. Hardware/WoodWork
		5/15/2019	18852	100-0703-553.24-03	21.24	Receptacle/Conduit
		5/15/2019	18855	731-1022-541.38-03	8.08	Misc. Hardware
		5/15/2019	18872	100-0801-521.24-03	16.45	Shower Accessories
		5/15/2019	18889	100-0801-521.24-03	(12.59)	Shower Liner CREDIT
		5/15/2019	18890	100-1001-514.30-15	14.83	Keys

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KITZ & PFEIL INC...	64792...	5/15/2019	18907	100-1008-541.30-18	52.15	Pliers
		5/15/2019	18955	100-0903-531.24-03	13.87	Batteries
				100-0920-531.24-03	7.17	Door Buttons/Table Repair
		5/15/2019	18963	731-1022-541.30-18	4.86	Misc. Hardware
		5/15/2019	19009	207-0707-552.30-18	18.89	Marina Supplies
		5/15/2019	19015	100-0801-521.24-03	13.45	Misc. Hardware
		5/15/2019	19031	100-0703-553.30-18	9.96	Brushes/Soap
		5/15/2019	19085	731-1022-541.38-03	3.86	Tape
		5/15/2019	19094	731-1022-541.38-03	3.37	Misc. Hardware
		5/15/2019	19141	100-0703-553.30-18	8.99	Primer & Sealer
		5/15/2019	19163	100-0920-531.24-03	30.91	Misc. Hardware/Key
		5/15/2019	19192	100-0703-553.30-18	9.43	Pavilion Leak Supplies
		5/15/2019	19193	100-0703-553.30-18	33.59	Tube/Adapter/Coupler
		5/15/2019	19194	100-1003-541.30-18	5.91	Misc. Hardware
	Total for check: 64792				457.12	
KLINK HYDRAULICS	64793	5/15/2019	4575	601-1020-543.30-18	28.10	Parts
		5/15/2019	4647	731-1022-541.38-03	100.90	Coupling
	Total for check: 64793				129.00	
KWIK TRIP INC	64794	5/15/2019	ACCT#00244691	100-0801-521.80-03	68.76	Fuel
		Total for check: 64794				68.76
LAWSON PRODUCTS INC	64795	5/15/2019	9306668386	731-1022-541.30-18	69.47	Drill Bits
		Total for check: 64795				69.47
MATTHEWS TIRE & SERVICE CENTER	64796	5/15/2019	287641	731-1022-541.38-04	89.95	Alignments
		5/15/2019	69861	731-1022-541.38-02	422.68	Tires
		5/15/2019	69905	731-1022-541.38-02	292.57	Tires/Valve Stems Hardware

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MATTHEWS TIRE & SERVICE CENTER...	64796...	5/15/2019	69907	731-1022-541.38-04	198.32	Tires	
Total for check: 64796					1,003.52		
MCMAHON	64797	5/15/2019	914021	625-1010-541.21-02	689.80	Stormwater Plan	3/30/19-3/31/19
Total for check: 64797					689.80		
MENARDS-APPLETON EAST	64798	5/15/2019	59066	100-1001-514.24-03	2.00	Open SKU	
		5/15/2019	59072	207-0707-552.24-03	49.99	Marina Door Threshold	
		5/15/2019	59099	100-0703-553.30-18	4.96	Gauge Peva Stall	
		5/15/2019	59101	207-0707-552.30-18	54.83	Bushing/Adapters	
		5/15/2019	59125	100-1003-541.30-18	23.40	Wedge Anchors	
		5/15/2019	59321	470-0703-553.82-01	80.88	Boards/Smith Park	
Total for check: 64798					216.06		
MENASHA UTILITIES	64799	5/15/2019	MU	100-0000-123.00-00	746.03	Electric	3/26/19-4/25/19
					286.00	Water	3/26/19-4/25/19
					61.33	Storm	3/26/19-4/25/19
					8.63	Electric	3/26/19-4/25/19
				100-0305-562.22-03	19.28	Electric	3/26/19-4/25/19
				100-0305-562.22-06	9.90	Storm	3/26/19-4/25/19
				100-0601-551.22-03	2,757.15	Electric	3/26/19-4/25/19
				100-0601-551.22-05	509.60	Water	3/26/19-4/25/19
				100-0601-551.22-06	136.95	Storm	3/26/19-4/25/19
				100-0703-553.22-03	1,622.72	Electric	3/26/19-4/25/19
				100-0703-553.22-05	76.92	Water	3/26/19-4/25/19
				100-0703-553.22-06	889.36	Storm	3/26/19-4/25/19
				100-0704-552.22-03	216.48	Electric	3/26/19-4/25/19
				100-0704-552.22-05	452.65	Water	3/26/19-4/25/19
				100-0801-521.22-03	1,030.22	Electric	3/26/19-4/25/19
					67.98	Electric	3/26/19-4/25/19
				100-0801-521.22-05	394.95	Water	3/26/19-4/25/19
				100-0801-521.22-06	84.70	Storm	3/26/19-4/25/19

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MENASHA UTILITIES...	64799...	5/15/2019...	MU...	100-1001-514.22-05	13.38	Water 3/26/19-4/25/19
				100-1001-514.22-06	3.30	Storm 3/26/19-4/25/19
				100-1008-541.22-03	282.78	Electric 3/26/19-4/25/19
				100-1008-541.22-05	71.12	Water 3/26/19-4/25/19
				100-1013-541.22-06	57.75	Storm 3/26/19-4/25/19
				100-1019-552.22-03	620.86	Electric 3/26/19-4/25/19
				100-1019-552.22-05	13.38	Water 3/26/19-4/25/19
				207-0707-552.22-05	193.90	Water 3/26/19-4/25/19
				266-1028-543.22-06	96.53	Storm 3/26/19-4/25/19
				501-0304-562.22-03	370.23	Electric 3/26/19-4/25/19
				501-0304-562.22-05	396.76	Water 3/26/19-4/25/19
				501-0304-562.22-06	637.73	Storm 3/26/19-4/25/19
				601-1020-543.22-03	113.88	Electric 3/26/19-4/25/19
				731-1022-541.22-03	1,129.07	Electric 3/26/19-4/25/19
				731-1022-541.22-05	1,302.60	Water 3/26/19-4/25/19
				731-1022-541.22-06	1,190.48	Storm 3/26/19-4/25/19
				Total for check: 64799		
MORTON SAFETY	64800	5/15/2019	193000-00	100-0801-521.30-18	254.47	Supplies
					254.47	
N&M AUTO SUPPLY	64801	5/15/2019	673652	731-1022-541.38-03	86.38	Coupler
		5/15/2019	673840	731-1022-541.38-03	213.98	Spark Plugs/Filters
		5/15/2019	673993	731-1022-541.38-03	24.88	Headlight
		5/15/2019	674074	731-1022-541.38-03	26.42	Lamp
		5/15/2019	674145	731-1022-541.38-03	(24.94)	Lamp CREDIT
		5/15/2019	674195	731-1022-541.38-03	32.41	Lamp/Spark Plug
		5/15/2019	674248	731-1022-541.38-03	21.30	Spark Plug
		5/15/2019	674289	731-1022-541.38-03	15.28	Spark Plug
		5/15/2019	674348	731-1022-541.38-03	13.32	Spark Plug
		Total for check: 64801				

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NEENAH-MENASHA SEWERAGE COMMISSION	64802	5/15/2019	2019-067	601-1021-543.21-01	180.00	Legal Reimbursement
			Total for check: 64802		180.00	
NIELSON COMMUNICATIONS INC	64803	5/15/2019	AR15496	731-1022-541.24-04	73.48	Service Hytera
			Total for check: 64803		73.48	
RAY O'HERRON CO INC	64804	5/15/2019	1922231-IN	100-0801-521.19-03	1,577.80	Vest
			Total for check: 64804		1,577.80	
OFFICE ENTERPRISES INCORPORATED	64805	5/15/2019	439337	100-1001-514.30-10	196.15	Ink Cartridge Postage Machine
			Total for check: 64805		196.15	
PACKER CITY INTL TRUCKS INC	64806	5/15/2019	X103073063:01	731-1022-541.38-03	57.82	Filters
		5/15/2019	X103073063:02	731-1022-541.38-03	4.40	Filters/Light Clearance
		5/15/2019	X103073063:03	731-1022-541.38-03	32.07	Filters
		5/15/2019	X103073063:04	731-1022-541.38-03	20.92	Filters
			Total for check: 64806		115.21	
SAM'S CLUB	64807	5/15/2019	3410 590673786	100-0702-552.32-01	260.00	Membership
			Total for check: 64807		260.00	
SECURIAN FINANCIAL GROUP INC	64808	5/15/2019	POLICY#002832L	100-0000-204.07-00	2,958.78	Life Ins
			Total for check: 64808		2,958.78	
SECURITY FENCE & SUPPLY CO INC	64809	5/15/2019	2019-34445	487-0305-562.82-02	775.00	Temp Fence
			Total for check: 64809		775.00	
SERVICEMASTER BUILDING MAINTENANCE	64810	5/15/2019	30113	731-1022-541.20-01	1,684.00	Janitorial Contract

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SERVICEMASTER BUILDING MAINTENANCE...	64810...	5/15/2019	30139	731-1022-541.20-01	825.00	Janitorial Contract	
Total for check: 64810					2,509.00		
SHERWIN WILLIAMS CO	64811	5/15/2019	9074 -5	100-0703-553.30-18	118.50	Paint	
		5/15/2019	9074-5	100-1008-541.30-18	118.50	Repair Kit	
		5/15/2019	9563-7	100-0703-553.30-18	48.99	Paint	
Total for check: 64811					285.99		
SPEEDY CLEAN DRAIN & SEWER INC	64812	5/15/2019	67658	601-1020-543.21-02	795.00	Exploratory Televising	
Total for check: 64812					795.00		
SPORTS GRAPHICS	64813	5/15/2019	0219-017	100-0804-521.30-15	188.00	Shirts/Hats	
Total for check: 64813					188.00		
STEVENS, TIMOTHY	64814	5/15/2019	STEVENS	100-0000-201.08-00	1.19	Hart Park Refund	
				100-0000-441.23-00	23.81	Hart Park Refund	
Total for check: 64814					25.00		
SUPERIOR VISION INSURANCE PLAN	64815	5/15/2019	0000267398	100-0000-204.10-00	2,154.92	Vision Ins	May & June
Total for check: 64815					2,154.92		
SYMBOLARTS	64816	5/15/2019	0262659	100-0801-521.30-15	387.63	Nameplates	
Total for check: 64816					387.63		
TAYCO TAP	64817	5/15/2019	0580	203-0306-562.70-01	2,500.00	Landmarks Grant	
Total for check: 64817					2,500.00		

AP Check Register
Check Date: 5/15/2019

Date: 5/15/2019

<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>	
TOYS FOR TRUCKS	64818	5/15/2019	275544	731-1022-541.30-18	161.84	Flaps	
			Total for check: 64818		161.84		
UNIFIRST CORPORATION	64819	5/15/2019	097 0281909	731-1022-541.20-01	163.59	Cleaning Service	
			Total for check: 64819		163.59		
VERIZON WIRELESS	64820	5/15/2019	9829357501	100-0801-521.22-01	40.01	Phone	
			Total for check: 64820		40.01		
WE ENERGIES	64821	5/15/2019	0433-391-934	100-1008-541.22-04	58.61	Gas Service	3/31/19-4/30/19
			Total for check: 64821		58.61		
WG INC	64822	5/15/2019	222367	100-0702-552.30-18	148.60	Yard Signs/Decals	
			Total for check: 64822		148.60		
WINNEBAGO COUNTY CLERK OF COURTS	64823	5/15/2019	WINN CO CLERK	100-0000-201.03-00	150.00	BOND	Report #19-1187
			Total for check: 64823		150.00		
WISCONSIN MEDIA	64824	5/15/2019	0002457239	100-0405-513.29-02	195.49	Publishing Legal Notices April 1-April 30	
			Total for check: 64824		195.49		
					46,287.88		



To: Menasha Common Council

From: Stephanie Cheslock, Deputy Clerk

RE: Beverage Operator License (Bartender) Applicants

Date: 5/16/2019

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:

Phillip Moore
Susan Taylor
Jill Nagel

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



Date: May 16, 2019
To: Common Council
From: Debbie Galeazzi, Clerk
Subject: Outdoor Street Serve Permit April 1-November 30, 2019

In accordance with Section 7-8-2 of City of Menasha Municipal Code, the following businesses have submitted an application to serve food and alcoholic beverages on public right-of-way immediately adjacent to their properties.

1. 204 Coffee House and Wine Bar, LLC, d/b/a Your Daily Grind, 204 Main Street, Menasha
2. Emprize Brewing, LLC, d/b/a Emprize Brew Mill/The Attic, 196, 198, 200 Main Street, Menasha

All the necessary insurance and documentation have been submitted. Additionally, all required inspections of the premises have been completed.

**VILLAGE OF HARRISON dba
HARRISON UTILITIES
and
CITY OF MENASHA**

This is an interim agreement between the Village of Harrison dba Harrison Utilities (Harrison Utilities) and the City of Menasha (Menasha).

1. The City of Menasha, upon approval of this agreement by the Menasha City Council and the Harrison Village Board, will pay Harrison Utilities \$39,566.31 towards the public fire protection charges owed to Harrison Utilities for 2018.
2. Harrison Utilities, upon approval of this agreement by the Menasha City Council and the Harrison Village Board and upon receipt of the payment of \$39,566.31 towards the public fire protection charges owed to Harrison Utilities, will continue to allow extensions, connections, stubs and/or hookups to the sewer and water system by the City of Menasha, as has been past practice.
3. On or before August 30, 2019, the City of Menasha agrees to pay Harrison Utilities the remaining outstanding balance of public fire protection charges in the amount of \$39,566.30.
4. On or before July 1, 2019, Harrison Utilities will apply to the Wisconsin Public Service Commission to have the public fire protection charges applied directly to the water bills of customers as a direct charge, including filing a rate case if that is required in order to get approval to direct charge.

Executed this _____ day of May, 2019.

Village of Harrison by

City of Menasha by



Memorandum

Date: April 30, 2019

To: Common Council

From: Joshua Radomski – Public Works Director

RE: Snow Ordinance Changes

Background

The City of Menasha Department of Public Works is seeking the attached changes to our snow and ice removal ordinance in order to both streamline the enforcement process and improve our sidewalk conditions during the winter months. The changes to the ordinance that are being requested are as follows:

- Change the requirement from notifying residents for each snow or ice infraction to one notification per winter season. This will eliminate time consuming paperwork for Public Works staff for habitual offenders.
- Change the wording to allow Public Works staff or private contractors to complete the snow/ice removal. During winter months, the DPW may not have time to dedicate employees to remove snow from sidewalks and utilizing a private contractor to remove snow would be beneficial.

Recommendation

Staff recommends that Ordinance O-7-19 be approved.



ORDINANCE O-7-19

AN ORDINANCE AMENDING SECTION 6-2-7 OF THE CODE OF ORDINANCES
(Snow and Ice Removal)

INTRODUCED BY Alderman Langdon.

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

SECTION 1: Amend Title 6, Chapter 2, SEC 6-2-7 of the Code of Ordinances of the City of Menasha, Wisconsin as follows:

Title 6
Public Works
Chapter 2
Streets and Sidewalks

SEC. 6-2-7 **SNOW AND ICE REMOVAL.**

- (a) **REMOVAL FROM SIDEWALKS.** The owner, occupant, or person in charge of any parcel or lot which fronts upon or adjoins any sidewalk shall keep said sidewalk clear of all snow and ice. In the event of snow accumulating on said sidewalk due to natural means and/or by any other means, said sidewalks shall be cleared of all accumulated snow and/or ice within twenty-four (24) hours from the time the snow ceases to accumulate on said sidewalk. Sidewalks are to be kept clear of snow and ice to a minimum of four (4) feet in width. In the event that ice has formed on any sidewalk in such a manner that it cannot be removed, the owner, occupant, or person in charge of the parcel or lot which fronts upon or adjoins said sidewalk shall keep the sidewalk sprinkled with sand and/or salt to permit safe travel by pedestrians.
- (b) **REMOVAL OF SNOW FROM SIDEWALKS.** If the owner, occupant or person in charge of any parcel or lot which fronts upon or adjoins any sidewalk shall fail to keep said sidewalk clear of snow and ice as set forth in Subsection (a), the Director of Public Works or designee shall take the following action:
- (1) Hazardous Conditions. If the Director of Public Works or designee determines that the failure to remove the snow and ice from the sidewalk creates an immediate danger to the public health and/or safety, they shall cause the issuance of a written or electronic notice on the first occasion per winter season (September 1 to August 31), to said owner occupant, or person in charge of any parcel or lot directing that the snow and ice be removed within two (2) hours from the delivery of the notice. Subsequent violations will not require written or electronic notice. In the event the property owner, occupant, or person in charge of said parcel or lot is unavailable to receive a written notice, or has received at least one (1) notice during the winter season, the Director of Public Works, or designee, shall immediately cause the removal of the snow and/or ice. The Director of

- Public Works, or designee, shall send a written or electronic notice to the ~~last-known address-of-the~~ property owner ~~notifying him~~ that a hazardous condition existed which required immediately abatement.
- (2) Non-Hazardous Conditions. If the owner, occupant, or person in charge of the subject parcel or lot fails to remove the snow within the time period established in Subsection (a), the Director of Public Works or designee shall cause the issuance of a written or electronic notice on the first occasion per winter season (September 1 to August 31) to said owner, occupant, or person in charge of the subject parcel or lot directing the responsible person (as defined) to remove said snow and ice no later than twenty-four (24) hours following the issuance of said notice. The ~~written~~ notice shall be hand delivered when possible or mailed or emailed to the ~~last-known address-of-the~~ owner of the subject property as identified on the records in the City ~~Clerk's-Assessor's~~ office. The Director of Public Works, or designee, shall cause the removal of the snow and/or ice. Subsequent violations will not require written or electronic notice.
- (3) Snow and Ice Not to Encroach. No person shall push, shove, or in any way deposit any snow or ice onto any public streets, alley, sidewalk, or public lands dedicated to public use except for parcel or lots located where existing buildings are constructed within five (5) feet of the street right-of-way and the sidewalks exist from the City right-of-way to the curb line. In such instances, the owners, occupants, and/or employees of parcels or lots shall be permitted to deposit snow and ice from their sidewalks onto the public streets.
- (c) **ENFORCEMENT**. The Director of Public Works, designee, and all sworn police officers are hereby authorized and directed to enforce the provisions of this Section.
- (d) **CONTINUED VIOLATIONS**. Each twenty-four (24) hour period where a violation occurs shall constitute a separate offense under this section for enforcement purposes. Repeated violations or subsequent additional accumulations of snow and/or ice shall not nullify any pending notice issued under this Section.
- (e) **ABATEMENT AFTER NOTICE DEADLINE**. Failure of the owner, occupant, or person in charge of any parcel or lot to cause the removal of snow and/or ice within the time established under ~~Subsection this section (b)(1) and (2) after receiving a written notice~~ shall result in the Director of Public Works or designee causing the removal of said snow and/or ice.
- (f) **EXPENSE**. An account of the expenses incurred by the City, including costs incurred by private contractors, to abate the snow and/or ice hazard shall be kept and such expenses shall be charged to and paid by the parcel or lot owner. Notice of the bill for the removal of snow and/or ice shall be mailed or emailed to the ~~last-known address-of-the~~ owner of the parcel or lot and shall be payable within thirty (30) calendar days from the receipt thereof. Within sixty (60) days after such costs and expenses are incurred and remain unpaid, the City Comptroller shall enter those charges onto the tax roll as a special tax as provided by Section ~~66.615(5)~~66.0627(2), Wis. Stats.
- (g) **PENALTY**. In addition to the provisions set forth in this Section, any person, firm, or corporation which violates the provisions of this Section shall be subject to a penalty as provided in Section 1-1-7 of this Code of Ordinances.

State Law Reference: Sections ~~66.60(16) and 66.615(3)(f) and (5)~~66.0627(2), 66.0707, 66.0907(5) and 74.01(4) Wis. Stats.

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

Passed and approved this ____ day of _____, 2017.

Recommended by:

Motion/Second:

Vote: _____

Pass/Fail: _____

Requires: __ Majority Vote
 __ 2/3 Vote

Donald Merkes, Mayor
ATTEST:

Deborah A. Galeazzi, City Clerk



MEMORANDUM

To: Common Council
From: Community Development Department/JS
Date: May 20, 2019
Re: **Text Amendment to Title 13, Article F, Section 13-1-67(d) – Electronic Message Centers.**

At the May 7, 2019 Plan Commission meeting, Plan Commission recommended approval of the Text Amendment for Title 13, Article F, and Section 13-1-67 (d) Electronic Message Centers. The text amendment would change the current code in the following:

1. Allow institutional uses with residential districts to put electronic messaging centers on a monument sign via special use permit and restrict when any EMC in any district can be on.
2. Increase the amount of time a slide is static to three seconds and define the amount of time a transition can take place to be one second.
3. Allow multi-color electronic messaging centers.
4. No portable signs will be allowed on a parcel that currently has an electronic message center.

These changes will protect historic and residential districts, while still allowing for new technologies to be used on signs. Staff analyzed a number of communities in the Fox Valley and around Wisconsin. Staff found that Menasha is one of the most restrictive communities for electronic messaging centers.

The Plan Commission recommends the Common Council approve the amendment to Title 13, Article F, Section 13-1-67 (d) – Electronic Message Centers

Attachments

- 1) Redline Draft Text Amendment to Title 13, Article F, Section 13-1-67(d) – Electronic Message Centers.



ORDINANCE O-9-19

AN ORDINANCE AMENDING TITLE 13, CHAPTER 1 OF THE CODE OF ORDINANCES
(Requirements by Sign Type, Electronic Messaging Centers)

INTRODUCED BY Alderman Langdon.

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

SECTION 1: Amend Title 13, Chapter 1, Article F of the Code of Ordinances of the City of Menasha, Wisconsin as follows:

Title 13—Zoning
Chapter 1
Signs

...

SEC. 13-1-67 Requirements by Sign Type.

...

(d) **Electronic Message Centers.** Signs whose informational content can be changed or altered by electronic means shall be subject to the following standards:

- (1) Electronic message centers are permitted in the C-1, C-3, C-4, I-1, and I-2 districts and, within all residential districts, institutional uses. Electronic message centers shall require a Special Use Permit and be turned off between the hours of 9:00pm and 6:00am if they are located within three hundred (300) feet of either of the following:
 - a. a residential use or district;
 - b. any property use that requires a Special Use Permit.
- (2) Electronic message centers shall be allowed on monument signs only and are subject to all monument sign requirements of the applicable zoning district.
- (3) The sign shall be equipped with photosensitive equipment which automatically adjusts the brightness and contrast of the sign in direct relation to the ambient outdoor illumination. The sign must not exceed a maximum illumination of 5,000 nits (candelas per square meter) during daylight hours and a maximum illumination of 500 nits (candelas per square meter) between dusk to dawn as measured from the sign's face at maximum brightness.
- (4) Electronic message centers shall be integral to and a part of the original approved monument sign and may not comprise more than 30% of the sign face and shall be located in the lower one half of the sign. Static displays consisting only of letters or numerals that are not changed more than once in a 24-hour period shall not be included in the area computation of the electronic message center. The combined square footage of the electronic message center plus any static display area may not comprise more than 75% of the total allowable square footage.



- (5) Each message displayed on an electronic message center must be static or depicted for a minimum of three (3) 2 seconds. Each transition shall take place in less than one (1) second ~~The minimum allowed if using a special entrance/exit method that does not violate 13-1-67(g)(4) above is 1.3 seconds.~~
- (6) Electronic message centers shall not utilize animation, chasing, flashing, scintillation, scrolling or running messages, fade, or any other effect which depicts movement or is intended to draw attention to the sign.
- ~~(7) Multi-colored electronic message centers are prohibited.~~
- ~~(8)(7)~~ Including an electronic message center as part of a permanent sign will prohibit the use of any portable signs (as defined in Sec. 13-1-61) ~~containing commercial messages.~~
- ~~(9)(8)~~ Electronic message centers shall not display off-premise commercial advertising.
- ~~(10)(9)~~ The Zoning Administrator shall inspect annually or at such other times as deemed necessary each electronic message center for the purpose of ascertaining whether the software settings are in compliance with the requirements of this Code. The owner of the electronic message center shall pay to the City of Menasha an annual inspection fee in an amount established by the Common Council.

...

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

Passed and approved this ____ day of _____, 2019.

Recommended by:

Motion/Second:

Vote: _____

Pass/Fail: _____

Requires: __ Majority Vote
 __ 2/3 Vote

Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk



RESOLUTION R-15-19

**A RESOLUTION APPROVING A 2019 CAPITAL IMPROVEMENTS PROGRAM (CIP)
BUDGET ADJUSTMENT,
FOR THE PURPOSE OF PROVIDING AN INCREASE IN FUNDING FOR THE PONDS
OF MENASHA PHASE 2 & 3 (TIF DISTRICT #12 PROJECT) FOR STREET
CONSTRUCTION WORK IN 2019.**

Introduced by Alderman Ropella.

WHEREAS, the City of Menasha had adopted the 2019 CIP Budget with the costs of all previously known 2019 projects at the time of the 2019 Budget adoption on November 19, 2018; and

WHEREAS, the City of Menasha's 2019 CIP Budget had included \$217,074 in TIF District #12 for the Ponds of Menasha – Phase 2 & 3 project; and

WHEREAS, the City of Menasha would like to provide the necessary funding for this 2019 CIP Budget project, which would cost an additional \$120,396 to bring the total budget for the Ponds of Menasha – Phase 2 & 3 project to \$337,470.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council that staff is hereby authorized and directed to amend and increase the 2019 CIP Budget for TIF District #12 by an additional \$120,396 for the Ponds of Menasha – Phase 2 & 3, which would then provide \$337,470 in total funding for this 2019 project.

Passed and approved this _____ day of _____, 2019.

Recommended by:

Motion/Second:

Vote: _____

Pass/Fail: _____

Requires: 2/3 Vote

Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk



RESOLUTION R-16-19

COMMITMENT TO SUPPORT *LEAD SAFE MENASHA: A COMPREHENSIVE CHILDHOOD LEAD POISONING PREVENTION PROGRAM* - UNIVERSITY OF WISCONSIN PARTNERSHIP PROGRAM COMMUNITY IMPACT GRANT PROGRAM APPLICATION

Introduced by Mayor Merkes

WHEREAS, The City of Menasha is dedicated to assuring conditions in which people can be healthy.

WHEREAS, The large percentage of older housing units is a concern to Menasha as the potential for lead laterals and lead-based paint being used during that time is considerable.

WHEREAS, Experts at the Environmental Protection Agency and Centers for Disease Control and Prevention agree there is no known safe level of lead in a child's blood, and; ^{1,2}

WHEREAS, even low blood lead levels have been shown to affect IQ, ability to pay attention, and academic achievement, and;

WHEREAS, effects of lead exposure cannot be corrected, and;

WHEREAS, research shows that for every dollar spent on controlling lead hazards, \$17–\$221 is returned in health benefits, increased IQ, higher lifetime earnings, tax revenue, reduced spending on special education, and reduced criminal activity, and, ³

WHEREAS, the City has established sustainable, partnerships and community leadership dedicated to childhood lead poisoning prevention,

WHEREAS, Menasha Utilities was a recipient of Wisconsin Safe Drinking Water grants, and replaced 200 out of 644 customer-owned lead or galvanized water service laterals and;

WHEREAS, In 2018, after Wisconsin Safe Drinking Water grants were expended, the City and Menasha Utilities jointly passed *RESOLUTION R-25-18 A Resolution Regarding Lead and Galvanized Water Services Lateral Replacement Partnership*, now awaiting approval of the Public Service Commission to support replacement of lead and galvanized water service laterals;

¹ United States Department of Health and Human Services; Centers for Disease Control and Prevention, *What Do Parents Need to Know to Protect Their Children?* 2017. Retrieved on March 28, 2017 from: https://www.cdc.gov/nceh/lead/acclpp/blood_lead_levels.htm

² United States Environmental Protection Agency *Learn About Lead*. 2017. Retrieved on March 28, 2017 from: <https://www.epa.gov/lead/learn-about-lead#effects>

³ Gould, Elise, *Childhood Lead Poisoning: Conservative Estimates of the Social and Economic Benefits of Lead Hazard Control* Environ Health Perspect. 2009 Jul; 117(7): 1162–1167. Published online 2009 Mar 31. Retrieved from Pub Med on March 28, 2017 from: <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC2717145/>



WHEREAS, The Environmental Protection Agency (EPA) estimates that only 20 percent of human exposure to lead may come from drinking water, with the majority from paint in homes built before 1978, contaminated soils and dust.

WHEREAS, the most important step all of us can take is to prevent lead exposure before it occurs, and;

WHEREAS, the Menasha Health Department has established an academic partnership with the University of Wisconsin Oshkosh, Doctorate of Nursing Practice, placing two interns dedicated to the primary prevention of childhood lead poisoning (*2017-2018 Lead Poisoning Prevention through Outreach at the City of Menasha Health Department; 2018-2020 Lead Free by Delivery*).

NOW, THEREFORE, BE IT RESOLVED, that the Common Council is committed to supporting *Lead Safe Menasha: A comprehensive Childhood Lead Poisoning Prevention Program – University of Wisconsin Partnership Program Community Impact Grant*, focused on making Menasha a leader in preventing childhood lead poisoning.

Passed and approved this ____ day of _____, 2019.

Recommended by:

Motion/Second:

Vote: _____

Pass/Fail: _____

Requires: __ Majority Vote
 __ 2/3 Vote

Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk



Memorandum

Date: May 2, 2019

To: Board of Public Works

From: Joshua Radomski – Public Works Director 

RE: Recommendation to Award – Contract Unit No. 2019-04
New Street Construction & Reconstruction – Various Locations and
Jefferson Park Improvements

The City of Menasha publicly opened bids on Wednesday, May 1, 2019 for Contract Unit No. 2019-04; New Street Construction and Reconstruction – Various Locations including the Ponds of Menasha – Phases 2 and 3, Lake Park Villas – Whisper Falls Lane and Willow Lane – Keyes Street to Nicolet Boulevard.

This project consists of the following:

- New Street Construction
- Concrete Curb & Gutter
- Concrete Sidewalk, Driveway Apron and Handicap Ramp
- Asphaltic Concrete Pavement
- Storm Sewer Inlet, Storm Sewer Inlet Lead and Mini-Storm Sewer

This bid also included Jefferson Park Improvements; Asphalt parking lot reconstruction, concrete curb and gutter, concrete sidewalk construction, Bioretention Basin Installation, site lighting, storm sewer installation, asphalt pavement patching and sealing, landscaping and restoration and associated demolition and erosion control. Alternate Bid 1A – Dumpster Enclosure and Alternate Bid 1B – Tree Relocation are also a part of this portion of the bid.

Two bids were received as indicated on the attached Itemized Bid Tabulation.

Recommendation

After reviewing the bids for accuracy, staff recommends that Contract Unit 2019-04 be awarded to MCC, Inc. in the amount of \$963,277.92.

Itemized Bid Tabulation

City of Menasha Contract Unit No. 2019-04

New Street Construction & Reconstruction-Various Locations and Jefferson Park Improvements

Item	Quantity	Description	MCC, Inc.		Northeast Asphalt	
			Unit Price	Item Total	Unit Price	Item Total
		Ponds of Menasha Subdivision Base Bid				
1	2	Remove and Replace Inlet/Ea	\$ 1,650.00	\$ 3,300.00	\$ 2,550.00	\$ 5,100.00
2	48	12" SDR-35 PVC Inlet Lead/LF	\$ 70.42	\$ 3,380.16	\$ 32.00	\$ 1,536.00
3	7	10" SDR-35 PVC Inlet Lead/LF	\$ 60.00	\$ 420.00	\$ 35.00	\$ 245.00
4	1	Abandon Inlet and Leads/Ea	\$ 1,500.00	\$ 1,500.00	\$ 840.00	\$ 840.00
5	8,230	Pavement / Base Pulverizing/SY	\$ 0.58	\$ 4,773.40	\$ 0.64	\$ 5,267.20
6	1,181	Unclassified Excavation/CY	\$ 19.50	\$ 23,029.50	\$ 11.50	\$ 13,581.50
7	109	Pulverized Stone Placement/CU	\$ 28.00	\$ 3,052.00	\$ 9.81	\$ 1,069.29
8	8,037	Fine Grading and Compaction/SY	\$ 1.50	\$ 12,055.50	\$ 1.25	\$ 10,046.25
9	4,681	30" Concrete Curb & Gutter/LF	\$ 13.80	\$ 64,597.80	\$ 12.25	\$ 57,342.25
10	3,930	No. 4 Epoxy Coated Rebar/LF	\$ 1.25	\$ 4,912.50	\$ 1.25	\$ 4,912.50
11	35	Utility Adjustment/Ea	\$ 430.00	\$ 15,050.00	\$ 440.00	\$ 15,400.00
12	4	Water Valve Adjustment/Ea	\$ 30.00	\$ 120.00	\$ 50.00	\$ 200.00
13	214	Sawcut/LF	\$ 1.75	\$ 374.50	\$ 2.20	\$ 470.80
14	1,040	Asphalt Binder Course Pavement 2 1/4" Thick/Ton	\$ 55.50	\$ 57,720.00	\$ 56.45	\$ 58,708.00
15	809	Asphalt Surface Course Pavement 1 3/4" Thick/Ton	\$ 64.00	\$ 51,776.00	\$ 65.95	\$ 53,353.55
16	6,679	4" Thick Concrete Sidewalk/SF	\$ 5.25	\$ 35,064.75	\$ 6.20	\$ 41,409.80
17	10,280	6" Thick Concrete Sidewalk, Handicap Ramp, Driveway or Apron/SF	\$ 5.95	\$ 61,166.00	\$ 6.90	\$ 70,932.00
18	4,860	Lawn and Terrace Restoration/SY	\$ 6.75	\$ 32,805.00	\$ 10.42	\$ 50,641.20
19	1	Temporary Mailboxes / Install Concrete Base & Re-Install Cluster Mailbox/LS	\$ 5,000.00	\$ 5,000.00	\$ 6,780.00	\$ 6,780.00
20	1	Erosion Control/LS	\$ 2,750.00	\$ 2,750.00	\$ 925.00	\$ 925.00
21	1	Traffic Control/LS	\$ 750.00	\$ 750.00	\$ 1,500.00	\$ 1,500.00
22	1	Construction Mobile/Demobile; Project Coordination; all incidental utility and miscellaneous roadway work; and all other project work area restoration and clean-up to an equal and/or better preconstruction condition, as required and related to the overall Project/LS	\$ 7,000.00	\$ 7,000.00	\$ 3,900.00	\$ 3,900.00
Total - Ponds of Menasha Subdivision (Items 1 - 22)				\$ 390,597.11		\$ 404,160.34

Item	Quantity	Description	MCC, Inc.		Northeast Asphalt	
		Willow Lane Base Bid	Unit Price	Item Total	Unit Price	Item Total
1	451	6" SCH-40 PVC Minit Storm Sewer/LF	\$ 29.10	\$ 13,124.10	\$ 22.00	\$ 9,922.00
2	7	Sump Pump Line Connectin or Stub/Ea	\$ 350.00	\$ 2,450.00	\$ 450.00	\$ 3,150.00
3	5,108	Pavement / Base Pulverizing/SY	\$ 0.45	\$ 2,298.60	\$ 0.60	\$ 3,064.80
4	504	Unclassified Excavation/CY	\$ 11.15	\$ 5,619.60	\$ 11.50	\$ 5,796.00
5	5,117	Fine Grading and Compaction/SY	\$ 1.30	\$ 6,652.10	\$ 1.25	\$ 6,396.25
6	504	30" Concrete Curb & Gutter, Remove and Replace/LF	\$ 37.45	\$ 18,874.80	\$ 32.50	\$ 16,380.00
7	261	4" Concrete Sidewalk, Remove and Replace/SF	\$ 7.97	\$ 2,080.17	\$ 6.50	\$ 1,696.50
8	723	6" Concrete Sidewalk, Handicap Ramp and Apron, Remove and Replace/SF	\$ 8.54	\$ 6,174.42	\$ 7.50	\$ 5,422.50
9	150	8" Concrete Pavement, Remove and Replace/SF	\$ 13.64	\$ 2,046.00	\$ 10.50	\$ 1,575.00
10	6	Utility Adjustment/Ea	\$ 460.00	\$ 2,760.00	\$ 490.00	\$ 2,940.00
11	1	Water Valve Adjustment/Ea	\$ 30.00	\$ 30.00	\$ 50.00	\$ 50.00
12	260	Sawcut/LF	\$ 1.75	\$ 455.00	\$ 2.20	\$ 572.00
13	661	Asphalt Binder Course Pavement 2 1/4" Thick/Ton	\$ 54.00	\$ 35,694.00	\$ 56.45	\$ 37,313.45
14	516	Asphalt Surface Course Pavement 1 3/4" Thick/Ton	\$ 64.00	\$ 33,024.00	\$ 65.95	\$ 34,030.20

Item	Quantity	Description	MCC, Inc.		Northeast Asphalt	
		Willow Lane Base Bid		Item Total		Item Total
15	300	Lawn and Terrace Restoration/SY	\$ 9.00	\$ 2,700.00	\$ 10.42	\$ 3,126.00
16	1	Erosion Control/LS	\$ 1,500.00	\$ 1,500.00	\$ 925.00	\$ 925.00
17	1	Traffic Control/LS	\$ 800.00	\$ 800.00	\$ 1,500.00	\$ 1,500.00
18	1	Construction Mobile/Demobile; Project Coordination; all incidental utility and miscellaneous roadway work; and all other project work area restoration and clean-up to an equal and/or better preconstruction condition, as required and related to the overall Project/LS	\$ 3,000.00	\$ 3,000.00	\$ 8,750.00	\$ 8,750.00
Total - Willow Lane (Items 1 - 18)				\$ 139,282.79		\$ 142,609.70
Grand Total - Ponds of Menasha Subdivision and Willow Lane				\$ 529,879.90		\$ 546,770.04

Mandatory Alternate Bid - Jefferson Park Improvements						
Item	Quantity	Description	MCC, Inc.		Northeast Asphalt	
			Unit Price	Item Total	Unit Price	Item Total
		Base Bid				
1	1	Mobilization/LS	\$ 10,500.00	\$ 10,500.00	\$ 41,500.00	\$ 41,500.00
2	1	Erosion Control/LS	\$ 5,500.00	\$ 5,500.00	\$ 2,100.00	\$ 2,100.00
3	1	Demolition/LS	\$ 15,500.00	\$ 15,500.00	\$ 29,500.00	\$ 29,500.00
4	1	Earthwork/LS	\$ 20,000.00	\$ 20,000.00	\$ 36,215.00	\$ 36,215.00
5	2,550	Base Aggregate Dense/Ton	\$ 17.40	\$ 44,370.00	\$ 11.80	\$ 30,090.00
6	477	Asphalt Pavement/Ton	\$ 78.00	\$ 37,206.00	\$ 88.45	\$ 42,190.65
7	110	Asphalt Patch/SY	\$ 37.00	\$ 4,070.00	\$ 35.15	\$ 3,866.50
8	25,718	Asphalt Seal/SF	\$ 0.15	\$ 3,857.70	\$ 0.15	\$ 3,857.70
9	3,535	Concrete Pavement 4-Inch/SF	\$ 5.25	\$ 18,558.75	\$ 5.00	\$ 17,675.00
10	407	Concrete Pavement 8-Inch/SF	\$ 8.50	\$ 3,459.50	\$ 6.50	\$ 2,645.50
11	1,385	Concrete Curb and Gutter, 18"/LF	\$ 18.75	\$ 25,968.75	\$ 18.75	\$ 25,968.75
12	111	Concrete Curb and Gutter 30"/LF	\$ 35.00	\$ 3,885.00	\$ 35.00	\$ 3,885.00
13	28	Ribbon Curb/LF	\$ 30.00	\$ 840.00	\$ 30.00	\$ 840.00
14	6	Wheel Stops/Ea	\$ 300.00	\$ 1,800.00	\$ 100.00	\$ 600.00
15	2	Concrete Bridge/Ea	\$ 3,740.00	\$ 7,480.00	\$ 7,020.00	\$ 14,040.00
16	48	Detectable Warning Panels/SF	\$ 35.00	\$ 1,680.00	\$ 40.00	\$ 1,920.00
17	3,584	Pavement Marking Striping/LF	\$ 2.35	\$ 8,422.40	\$ 4.50	\$ 16,128.00
18	6	Pavement Mrking Symbols/Ea	\$ 225.00	\$ 1,350.00	\$ 250.00	\$ 1,500.00
19	2	Pavement Markings Crosswalk/Ea	\$ 555.00	\$ 1,110.00	\$ 750.00	\$ 1,500.00
20	9	Regulatory Signs/Ea	\$ 425.00	\$ 3,825.00	\$ 180.00	\$ 1,620.00
21	1	Remove and Relocate Park Sign/Ea	\$ 3,000.00	\$ 3,000.00	\$ 950.00	\$ 950.00
22	2	Light Type A/Ea	\$ 5,577.50	\$ 11,155.00	\$ 5,577.50	\$ 11,155.00
23	8	Light Type B/Ea	\$ 3,715.00	\$ 29,720.00	\$ 3,715.00	\$ 29,720.00
24	1	Site Electrical/LS	\$ 8,570.00	\$ 8,570.00	\$ 8,570.00	\$ 8,570.00
25	75	12" PVC Storm Sewer/LF	\$ 42.20	\$ 3,165.00	\$ 32.00	\$ 2,400.00
26	214	6" PVC Underdrain/LF	\$ 10.28	\$ 2,199.92	\$ 12.00	\$ 2,568.00
27	210	Bioretention Basin/SY	\$ 135.00	\$ 28,350.00	\$ 65.60	\$ 13,776.00
28	2	Yard Inlets/Ea	\$ 1,350.00	\$ 2,700.00	\$ 1,800.00	\$ 3,600.00
29	4	Bioretention Basin Inlets/Ea	\$ 600.00	\$ 2,400.00	\$ 560.00	\$ 2,240.00
30	1	Connect to Existing Manhole/Ea	\$ 750.00	\$ 750.00	\$ 1,600.00	\$ 1,600.00
31	2	Adjust Manhole/Ea	\$ 250.00	\$ 500.00	\$ 645.00	\$ 1,290.00
32	8	Trees/Ea	\$ 615.00	\$ 4,920.00	\$ 615.00	\$ 4,920.00
33	27	Shrub/Ea	\$ 65.00	\$ 1,755.00	\$ 65.00	\$ 1,755.00
34	1,800	Bioretention Basin Plantings/Ea	\$ 10.50	\$ 18,900.00	\$ 10.50	\$ 18,900.00
35	20	Outcropping Stone/Ea	\$ 550.00	\$ 11,000.00	\$ 550.00	\$ 11,000.00
36	6,000	Restoration/SY	\$ 9.50	\$ 57,000.00	\$ 7.70	\$ 46,200.00
Mandatory Alternate Bid - Jefferson Park Improvements (Items 1 - 36)				\$ 405,468.02		\$ 438,286.10

Alternate Bid 1A - Dumpster Enclosure						
Item	Quantity	Description	MCC, Inc.		Northeast Asphalt	
		Base Bid	Unit Price	Item Total	Unit Price	Item Total
1	12	Base Aggregate Dense/Ton	\$ 40.00	\$ 480.00	\$ 12.50	\$ 150.00
2	212	Concrete Pavement 6-Inch/SF	\$ 7.50	\$ 1,590.00	\$ 6.00	\$ 1,272.00
3	1	Dumpster Enclosure/LS	\$ 24,860.00	\$ 24,860.00	\$ 21,550.00	\$ 21,550.00
Total Alternate Bid 1A (Items 1-3)				\$ 26,930.00		\$ 22,972.00
Alternate Bid 1B - Tree Relocation						
Item	Quantity	Description	MCC, Inc.		Northeast Asphalt	
		Base Bid	Unit Price	Item Total	Unit Price	Item Total
1	1	Remove and Relocate Tree/Ea	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Total Alternate Bid 1B (Items 1)				\$ 1,000.00		\$ 1,000.00
Grand Totals						
Grand Total - Ponds of Menasha and Willow Lane			\$529,879.90		\$546,770.04	
Grand Total - Ponds of Menasha and Willow Lane with Mandatory Alternate Bid-Jefferson Park Improvements			\$935,347.92		\$985,056.14	
Grand Total - Ponds of Menasha and Willow Lane with Mandatory Alternate Bid-Jefferson Park Improvements and Alternate Bid 1A-Dumpster Enclosure			\$962,277.92		\$1,008,028.14	
Grand Total - Ponds of Menasha and Willow Lane with Mandatory Alternate Bid-Jefferson Park Improvements and Alternate Bid 1B-Tree Relocation			\$936,347.92		\$986,056.14	
Grand Total - Ponds of Menasha and Willow Lane with Mandatory Alternate Bid-Jefferson Park Improvements and Alternate Bid 1A-Dumpster Enclosure and Alternate Bid 1B-Tree Relocation			\$963,277.92		\$1,009,028.14	