

**CITY OF MENASHA  
COMMON COUNCIL  
First Floor Conference Room  
100 Main Street  
Monday, July 1, 2019  
Meeting 6:00 PM  
AGENDA**

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. PUBLIC HEARING

1. Special Use Permit by Bethel Lutheran Church to construct a monument sign with an electronic message center at 829 Appleton Road, Parcel #6-00132-00.

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

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

Minutes to receive:

- a. Administration Committee, 6/17/2019
- b. Board of Health, 4/12/2019
- c. Board of Public Works, 6/17/2019
- d. Landmarks Commission, 6/12/2019
- e. Neenah-Menasha Sewerage Commission, 5/28/2019
- f. Plan Commission, 6/25/2019

Communications:

- g. Elisha D. Smith Public Library 2019 Annual Report
- h. Library Strategic Plan 2019-2023
- i. Lead Service Line Replacement Public Service Commission Order
- j. Letter from Sheriff John F. Matz, June 12, 2019, regarding the Computer Aided Dispatch system
- k. PBS—Around the Corner with John McGivern is coming to Menasha Memorandum, 7/1/2019, CDD Schroeder
- l. Landmarks Photo Contest Winner Memorandum, 7/1/2019, AP Stephenson
- m. 2020 WRS Contribution Rates Memorandum, 6/27/2019, CA Captain

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, 6/17/2019

Administration Committee, 6/17/2019, Recommends the Approval of:

2. Request to Approve 2019 Tuberculosis Skin Test Fee Increase from \$15 to \$25

Board of Public Works, 6/17/2019, 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; \$86,905.00 (Payment No. 6)
4. Payment—Sommers Construction Co., Inc.; Contract Unit No. 2019-01; New Street Construction—Province Terrace, Jennie Street, Province Link, and Midway Crossing (Various Locations); \$181,669.38 (Payment No. 3)
5. Racine Street Bridge Aesthetics with understanding that minor elements will be worked on by working group
6. State/Municipal Financial Agreement for a State-Let Highway Project—Racine Street Bridge

Plan Commission, 6/25/2019, Recommends the Approval of:

7. Special Use Permit as presented for 829 Appleton Road (parcel #6-00132-00) with the following conditions:
  - a. The illumination of the sign is replaced with external illumination;
  - b. A complete sign permit application and payment be submitted prior to the remainder of the installation of the new sign; and
  - c. The existing signage be removed from the site prior to the installation of the new sign.

H. ITEMS REMOVED FROM THE CONSENT AGENDA

I. ACTION ITEMS

1. Accounts payable and payroll for the term of 6/14/2019—6/27/2019 in the amount of \$2,562,124.85
2. Beverage Operators License Applications for the 2019—2021 licensing period.
3. "Class A" Liquor License Application for Casey's Marketing Company, d/b/a Casey's General Store #3868, Heidi Marcyes, Agent, 1492 Appleton Road, Menasha, for the 2019-2020 licensing year.
4. Ad hoc Committee for Rules of the Common Council
5. Commercial Building Inspections
6. Amendment and Notice to Accepted Offer to Purchase—1300 Wittman Drive
  - 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.
  - b. May adjourn into Open Session to take action on items discussed in Closed Session.

J. HELD OVER BUSINESS

K. ORDINANCES AND RESOLUTIONS

1. O-10-19 An Ordinance Amending Title 8, Chapter 1 of the Code of Ordinances (Destruction of Noxious Weeds); Introduced by Alderman Krueger; Recommended by Board of Public Works
2. O-11-19 An Ordinance Amending Title 8, Chapter 1 of the Code of Ordinances (Regulation of Length of Lawn and Grasses); Introduced by Alderman Krueger; Recommended by Board of Public Works

3. R-18-19 A Resolution Acknowledging Review of City of Menasha 2018 Compliance Maintenance Annual Report under Wisconsin Administrative Code NR 208; Introduced by Alderman Krueger

L. APPOINTMENTS

1. Mayoral Appointment of D. Ellen Maxymex to the Board of Review as an alternate
2. Mayoral Appointment of D. Ellen Maxymex to the Board of Appeals for the term of 7/1/2019—2/1/2020

M. CLAIMS AGAINST THE CITY

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

O. ADJOURNMENT

**MEETING NOTICE**  
**Monday, July 15, 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 an application for a Special Use Permit by Bethel Lutheran Church, to construct a monument sign with an electronic message center, as required by Sec. 13-1-67(d)(1) of the City of Menasha Municipal Code. The proposed use is to take place on a parcel located at 829 Appleton Road (Parcel Number 6-00132-00), City of Menasha, Winnebago County, Wisconsin. The Plan Commission will hold its informal public hearing on Tuesday, June 25, 2019 at 3:30 PM, or shortly thereafter, at the Menasha Public Library, Company E Room located at 440 First Street, Menasha, WI 54952. The Common Council will hold its formal public hearing on this matter at 6:00 PM, or shortly thereafter, on Monday, July 1, 2019 at Menasha City Center, 100 Main Street, Menasha, WI 54952. All persons interested in commenting on the application for this Special Use Permit are invited to attend.

Deborah A. Galeazzi, WCMC  
City Clerk

Run: June 20 and 24, 2019



CITY OF MENASHA  
ADMINISTRATION COMMITTEE  
First Floor Conference Room  
100 Main Street, Menasha  
June 17, 2019  
MINUTES  
**DRAFT**

A. CALL TO ORDER

Meeting called to order by Chairman Nichols at 9:43 p.m.

B. ROLL CALL

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

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

C. MINUTES TO APPROVE

1. Administration Committee, 5/20/19

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

Motion carried on voice vote.

D. COMMUNICATIONS

1. Cities & Village Mutual Insurance Company 2018 Premium Audit

No discussion/action.

E. DISCUSSION/ACTION ITEMS

1. Request to Approve 2019 Tuberculosis Skin Test Fee Increase.

Chairman Nichols explained the request of the Health Department to increase the tuberculosis skin test fee from \$15 to \$25. This is a service provided to the public and selected school employees. The tuberculosis skin test product has increased in price.

Moved by Ald. Ropella seconded by Ald. Krueger to recommend to Common Council to increase the 2019 tuberculosis skin test fee from \$15 to \$25.

Motion carried on roll call 8-0.

F. ADJOURNMENT

Moved by Ald. Taylor seconded by Ald. Ted Grade to adjourn at 9:46 p.m.

Motion carried on voice vote.

Deborah A. Galeazzi, WCMC  
City Clerk

## CITY OF MENASHA BOARD OF HEALTH

### Minutes

April 12th, 2019

#### A. CALL TO ORDER

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

#### B. ROLL CALL

Present: Nancy McKenney, Dr. Teresa Rudolph, Lori Asmus

Excused: Kristene Stacker, Candyce Rusin

Staff Present: Linda Palmbach, Kristine Jacobsen, Todd Drew

#### C. MINUTES TO APPROVE

Lori Asmus moved to approve the April 12, 2019 minutes, seconded by Dr. Teresa Rudolf, motion passed

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

##### 1. Administrative

a. *Health Department Budgets and Contracts:* Nancy McKenney reported that 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 Dep't has been invited to submit a full proposal due June 3. This grant would support building new partnerships within the community and continuing current lead poisoning prevention efforts. The Health Dep't also submitted a grant application to conduct a second round of State Health Assessment Community Conversations. The application proposes to hold listening sessions for men and Spanish speaking people over age 55. The work would be completed by June 28.

b. *Personnel:* Kortney Dahm, PHN is currently on maternity leave

c. *Community Health Assessment:* Kristine Jacobsen gave an overview of the previous Community Dialogue sessions with the 55 and older population. There was a wrap-up session in April where Kristine and Meghan Pauly reported back to participants and other stakeholders about the information gathered during the dialogues. Kristine will make sure BOH members receive the PowerPoint presentation.

d. *Academic Affiliation Updates:*

i. University of Wisconsin Green Bay - Lindsey Gutschiedl, RN to BSN student at UWGB, will begin her 70 hour practicum on May 20. She will implement a primary prevention teaching project at Lakeside Commons or the Menasha Senior Center. Amy Huss will be the RN to BSN student in Fall 2019.

ii. University of Wisconsin Oshkosh – BSN students completed a project on concussions in Maplewood student athletes and presented about this project to Health Dep't staff on May 2. The Fall BSN students may continue work on this project. Kristine Jacobsen is working with Katie DeWane, RN, UWO DNP student and Partnership Community Health Center on the Lead Free by Delivery grant. Katie is prepared to be an academic partner on the Lead Safe Menasha grant.

**2. Employee Safety:** Todd Drew reported that hearing screening is complete. One employee was notified via letter about a significant threshold shift (STS). Todd completed Narcan refresher training for 21 police officers. Employees with expired Narcan were resupplied through the CVMIC grant. Security light beacons were installed in Menasha City Center to notify employees of a lockdown. This was funded through a Menasha School District grant.

**3. Sealer of Weights and Measures:** Todd Drew has completed 119 gas pump and 23 scale inspections. Four gas pumps were bagged, and no skimmers were found. Gas pump, scale, and pricing inspections need to be completed by the end of June 2019.

**4. Environmental Health:** Todd Drew reported he has completed 18 initial restaurant inspections and followed-up on four complaints. Todd followed-up with nine dog bite cases. Todd has completed lead and asbestos sampling for the Public Works Facility.

**5. Public Health Department:** Linda Palmbach reported that April 2019 was a quiet month for communicable diseases. The previous latent Tuberculosis cases have been closed. Nancy McKenney shared that the greater region

is looking into establishing extra support for local health departments in following up with cases of sexually transmitted infections. School absences remain relatively low.

**6. Health Screening 60+:** Nancy McKenney shared that there will be an Oral Health screening at the Menasha Senior Center in June. The July Lunch and Learn session at the Menasha Senior Center will be “Touch a Truck” which gives adults a chance to meet various City Employees, ask them questions, and learn about their work. The Neenah-Menasha YMCA will be holding an advanced Tai Chi class.

**7. Prevention:** Kristine Jacobsen reported the 5<sup>th</sup> annual Corny Community Walk will be held on Wednesday, August 7 from 5-7:30pm. There will be food for those who register and participate in the walk, and a live band.

**8. School Health Aides:** No Report

**9. Dental Program:** Nancy McKenney shared that she recently completed the complex admission process for the United Way. This ensures that the Health Dep’t can receive funding from the United Way.

**10. Communicable Disease:** Nancy McKenney reported that there have been two suspect cases of measles and one other concern in the City of Menasha. There have been no confirmed cases. Nancy McKenney stressed that the Health Dep’t is strictly following procedures set by the State of Wisconsin regarding measles case management.

**11. Response to Opioid Crisis:** Nancy McKenney reported that the Health Dep’t received a grant from the Wisconsin Department of Health Services Office of Preparedness. With this grant funding the Health Dep’t is modifying the Employee Safety Manual and Emergency Response Plan to include information about responding to an opioid-related event/call. Additionally, a core team has been established to create a Menasha Community Addiction Assistance Program. The Health Dep’t is contracting with Unity Recovery Services to assist in creating this program and to lead City Employee trainings.

**12. Lead Free by Delivery:** Kristine Jacobsen reported that she and Katherine DeWane, RN, BSN will be presenting about this project at the Wisconsin Public Health Association annual conference on May 23.

**13. Lead Prevention:** No Report

**14. Immunization:** Linda Palmbach reported that there has not been an increase in requests for measles vaccinations. Nancy McKenney reported she did a radio interview along with Kurt Eggebrecht, City of Appleton Health Officer, about measles on May 6.

**15. Maternal and Child Health:** No Report

**16. Dental Sealants:** Claire Opsteen was attending the Seal a Smile conference. Nancy McKenney shared that Claire exceeded her goal of placing sealants on 135 children – she placed sealants on 198 children.

**17. Emergency Preparedness:** Kristine Jacobsen reported that the Public Health Emergency Preparedness Coordinators group is in the process of planning a Closed POD Workshop to be held in June 2019

**18. Twenty Four/Seven:** No Report

**19. Senior Center:** No Report

#### E. ACTION ITEMS

**1. Policy and Procedure Review, Discussion, Approval:** Dr. Teresa Rudolf moved to approve the Communicable Disease Investigation and Control Policy, seconded by Lori Asmus. The motion passed.

#### F. HELD OVER BUSINESS

None

#### G. ADJOURNMENT

Lori Asmus moved to adjourn the meeting at 9:30, seconded by Dr. Teresa Rudolph. The motion passed.

The next meeting will be on Friday June 21, 2019 at 8:00 a.m.

Menasha Health Department 100 Main Street, Suite 100 Menasha, WI

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CITY OF MENASHA  
BOARD OF PUBLIC WORKS  
First Floor Conference Room  
100 Main Street  
June 17, 2019  
MINUTES  
**DRAFT**

A. CALL TO ORDER

Meeting called to order by Chairman Krueger at 9:49 p.m.

B. ROLL CALL

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

ALSO PRESENT: Mayor Merkes, CA Captain, ASD Jacobs, CDD Schroeder, DPW Radomski, PHD McKenney, Clerk Galeazzi

C. MINUTES TO APPROVE

1. June 3, 2019

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

Motion carried on voice vote.

D. 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; \$86,905.00 (Payment No. 6)

DPW Radomski explained a few final touches need to be done to the Province Terrace Trail. The official opening is June 18, 2019.

Moved by Ald. Langdon seconded by Ald. Ted Grade to recommend to Common Council payment to Janke General Contractors, Inc. for Contract Unit No. 2019-02 Province Terrace Trail Nature’s Way to USH 10/STH 114 in the amount of \$86,905.00 (Payment No. 6)

Motion carried on roll call 8-0.

2. Payment – Sommers Construction Co., Inc.; Contract Unit No. 2019-01; New Street Construction – Province Terrace, Jennie Street, Province Link and Midway Crossing (Various Locations); \$181,669.38 (Payment No. 3)

DPW Radomski explained the payment for work on Province Terrace. Most of the concrete work is done and the project is expected to be completed by mid-July.

Moved by Ald. Langdon seconded by Ald. Ropella to recommend to Common Council payment to Sommers Construction Co., Inc. for Contract Unit No. 2019-01 New Street Construction Province Terrace, Jennie Street, Province Link and Midway Crossing (various locations) in the amount of \$181,669.38 (Payment No. 3).

Motion carried on roll call 8-0.

3. O-10-19 An Ordinance Amending Title 8, Chapter 1 of The Code of Ordinances (Destruction of Noxious Weeds) (Introduced by Alderman Krueger)

DPW Radomski explained Ordinances O-10-19 and O-11-19 make similar changes to the Code on noxious weed and long grass. The main change is the notification to the property owner or occupant. Property owner or occupant will receive a notice by hand delivery, mail, or e-mailed informing them the property must be brought into compliance within 24 hours. The notice will outline the City’s plan if the property is not in compliance.

Moved by Ald. Krueger seconded by Ald. Langdon to recommend to Common Council O-10-19 An Ordinance Amending Title 8, Chapter 1 of The Code of Ordinances (Destruction of Noxious Weeds)

General discussion ensued on the changes to the Code that included reducing the notification time from five to one day (24 hours), how violations are reported, and keeping track of habitual offenders.

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

4. O-11-19 An Ordinance Amending Title 8, Chapter 1 of The Code of Ordinances (Regulation of Length of Lawn and Grasses) (Introduced by Alderman Krueger)

Moved by Ald. Krueger seconded by Ald. Ted Grade to recommend to Common Council O-11-19 An Ordinance Amending Title 8, Chapter 1 of The Code of Ordinances (Regulation of Length of Lawn and Grasses)

General discussion ensued on reducing notification time and City's plan to bring property into compliance.

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

5. Racine Street Bridge Aesthetics Discussion

DPW Radomski presented the proposed Racine Street Bridge aesthetic amenities. He explained the recommendations from the aesthetics work group.

General discussion ensued on the design and aesthetics of the bridge tower, requirements from Department of Transportation on the design and aesthetics of the bridge, adding signage to the bridge tower, type of railings, and budget and timeline of the project.

Moved by Ald. Krueger seconded by Ald. Tom Grade to recommend to Common Council Racine Street Bridge Aesthetics with understanding that minor elements will be worked on by working group.

Motion carried on voice vote.

6. State/Municipal Financial Agreement for a State-Let Highway Project – Racine Street Bridge

DPW Radomski explained the agreement is with Wisconsin Department of Transportation for the design, real estate, and construction costs related to the Racine Street Bridge project.

Moved by Ald. Langdon seconded Ald. Nichols to recommend to Common Council State/Municipal Financial Agreement for a State-Let Highway Project – Racine Street Bridge.

General discussion ensued on the terms of the agreement.

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

#### E. ADJOURNMENT

Moved by Ald. Taylor seconded by Ald. Langdon to adjourn at 10:57 p.m.

Motion carried on voice vote.

**CITY OF MENASHA**  
**Landmarks Commission**  
**Menasha City Center, Room 132**  
**100 Main Street, Menasha**  
June 12, 2019  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order at 5:00 PM by Alderperson Tom Grade.

**B. ROLL CALL/EXCUSED ABSENCES**

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

LANDMARKS MEMBERS EXCUSED: Commissioner Almendarez.

OTHERS PRESENT: AP Joe Stephenson.

**C. MINUTES TO APPROVE**

**1. Minutes of the May 8, 2019 Landmarks Commission Meeting**

A motion was made by Comm. Collier to approve the minutes of the May 8, 2019 Landmarks Commission Meeting. The motion was seconded by Comm. Massey. 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 were no public comments at this time.

**E. COMMUNICATIONS**

**1. None**

There were no communications at this time.

**F. ACTION / DISCUSSION ITEMS**

**1. Application for Signage – 68 Racine Street – Great Big Graphics**

AP Stephenson presented the signage application for 68 Racine Street.

Comm. Heimerman made a motion to approve the application as presented with the condition that the applicant chooses a blue from the landmarks approved color pallet. The motion was seconded by Comm. Collier. The motion carried.

**2. Selection of 2019 Historic Photo Contest Winner**

The winner for the photo contest was randomly selected among the list of applicants who submitted a correct photo contest application. The winner is Mary Meyer from Neenah.

**3. Selection of Photo Contest Gift Certificates**

The Landmarks Commission selected five businesses to get gift cards from and present to the winner of the photo contest. The following are the locations the gift cards will be obtained and in what amount:

1. Jimmy John's (\$20)
2. Your Daily Grind (\$20)
3. Tayco Tap (\$20)
4. Wild Apple (\$20)
5. Mystic Earth (\$20)

**4. Landmarks Commission Website**

AP Stephenson informed the Landmarks Commission that the new website application was now live and able to be used by the public.

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

**Five (5) minute time limit for each person**

There were no public comments at this time.

**H. ADJOURNMENT**

A motion was made by Comm. Heimerman to adjourn the meeting at 5:58 PM. The motion was seconded by Comm. Collier. The motion carried.

*Minutes prepared by AP Joe Stephenson.*

# NEENAH-MENASHA SEWERAGE COMMISSION

## Regular Meeting

Tuesday May 28, 2019

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

**Present:** Commissioners Forrest Bates, Steve Coburn, Travis Parish, James Taylor, Greg Weyenberg, Raymond Zielinski, Dale Youngquist; Manager Paul Much; Accountant Roger Voigt.

**Also Present:** Rob Franck, Randall Much (MCO), Chad Olsen (McMahon).

## Public Forum

No one in attendance for the Public Forum.

## Minutes

April 23, 2019 Regular Meeting minutes: After discussion, motion made and seconded by Commissioners Zielinski/Bates to approve the minutes from the April 23, 2019 Regular Meeting. Motion carried unanimously.

## Correspondence

The following correspondence was discussed:

East Central Wisconsin Regional & Planning Commission (ECWRPC) April 15, 2019 Memorandum and April 26, 2019 Meeting Notice.  
RE: Neenah-Menasha Sewer Service Area Amendment Request, Track No. 159.

## Old Business

Transfer of Ownership of NMSC Interceptors and Real Estate. Accountant Voigt informed the Commission that Dave Schmalz (McMahon) stopped in to copy additional information needed for Fox Crossing, and that Attorney Thiel provided an update that he will proceed with providing Neenah with the documents regarding the interceptor route and easements.

NMSC Interceptor located in Menasha. There is no new information to report.

## New Business

### Operations, Engineering, Planning

Phosphorus Removal. There is no new information to report.

Polymer Feed System Update. Chad Olsen reported the new system is working; there are punch list items for August Winter & Sons and Prominent to complete. The extra polymer costs have been submitted for reimbursement and are being discussed; there is additional control wiring needed and will be included in the next change order. Commissioners discussed Certificate for



Payment #8 from August Winter & Sons in the amount of \$147,430.50. Motion made and seconded by Commissioners Coburn/Zielinski to approve for payment Certificate for Payment #8 from August Winter & Sons. Motion carried unanimously.

Chlorine Residual Analyzer Installation. Chad Olsen reported the design is nearly complete and then will be sent to the DNR; Chad is looking to have bidding information and notice to proceed information at the next meeting.

McMahon Invoices. Commissioners discussed McMahon invoices #913992 Phase 2, #913993 Phase 6, and #913994 in the amounts of \$790.00, \$315.15 and \$231.00. After discussion, motion made and seconded by Commissioners Coburn/Bates to approve for payment McMahon invoices #913992 Phase 2, #913993 Phase 6 and #913994. Motion carried unanimously.

McMahon Proposal for Engineering Services. Rob Franck discussed the purpose for this requested service from McMahon. Chad Olsen discussed the proposal for RAS Piping Modifications Calculations & Flare Control Valve Review. The study is to determine the best course of action for these items; completion of the project is in 60-days at an estimated cost of \$5,800. After discussion motion made and seconded by Commissioners Weyenberg/Zielinski to approve the McMahon Agreement for Professional Services for RAS piping modification calculations & flare control valve review. Motion carried unanimously.

Treatment Plant Load Capacities. Manager Much reported that in 2018 we had a significant jump in loadings and have exceeded plant capacities several times. Data was provided to Chad Olsen for review; Chad presented and discussed the data that was reviewed. Chad reported the Neenah loadings have increased; Chad further reported it is not from Galloway or Horseshoe Beverage. President Youngquist questioned what we could do. Chad further discussed the option of having the treatment plant rerated to obtain higher design capacities. Commissioner Bates questioned the cost; Chad estimated it should be less than \$10,000 for the process. Manager Much reported Horseshoe Beverage has been granted a limit that they are not even close in discharging the limit they are being allowed; at the time the limit was granted there was sufficient capacity.

205 Mathewson Street, Menasha. President Youngquist reported the county took the property for back taxes; Menasha Mayor Merkes contacted him asking if the Commission would be interested in purchasing, the City would draft an agreement which we received on Friday. The City is also requesting the Commission to pay a PILOT (Payment In Lieu of Taxes). President Youngquist has concerns with a PILOT; Commissioner Weyenberg expressed his concern on the precedent being set by paying a PILOT. Commissioners further discussed their concerns. Commissioners Bates indicated he is not in favor of the PILOT, but is in favor of purchasing the properties as they become available to create a buffer zone and for aesthetics. We should look at another manner to make the City whole in lieu of making PILOT payments. Commissioner Taylor indicated we should pay something to the City; collectively for the member communities it would be small amount from each user. President Youngquist reported he will contact Mayor Merkes to further discuss.

NMSC Flow Meter at Village of Harrison Lift Station #1. Rob Franck reported some functions of this flow meter failed during a lightning storm and we think it may have been hit. This was added

to the agenda at the last moment; it was unknown at the time if we could repair the unit or if we would need to replace the flow meter. We now know the unit can be repaired; the repair costs to replace the head is about \$2,500 - \$3,000. No further Commission action is needed at this time.

Operating Report. Manager Much reported on plant operations; the plant is running well. Influent flow graphs from Monday May 27 were distributed to show the impact of the rain received. MCO personnel staffed the plant overnight due to the high flows. Rob Franck reported on Equipment and Grounds items. Items further discussed on his report included: LED lighting replacement has been completed for the year; transformer oil testing has been completed; breaker testing and infrared testing has been completed; exterior painting will be starting on the odor control ductwork framing. After discussion, motion by Commissioners Zielinski/Bates to accept the operations report. Motion carried unanimously.

Sewer Extension Request. Commissioners discussed a sewer extension request received for Creekside Estates located in the Village of Harrison, Calumet County. A portion of this is located in the Sewer Service Area proposed for the land swap discussed earlier under Correspondence and is currently awaiting DNR approval. After discussion motion made and seconded by Commissioners Zielinski/Parish to conditionally approve the sewer extension request with the condition that the land swap area receives approval from the DNR. Motion carried unanimously.

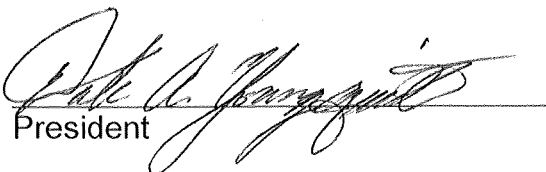
#### Budget, Finance, Personnel

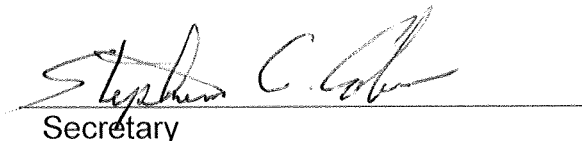
Financial Statements. Accountant Voigt reported on the April financial statements, operations for the month show a loss; will expect the next couple months to show a net income for operations. Accountant Voigt will look further at our rates to possibly make an adjustment. Commissioners questioned some of the old receivables related to grease trap fees. Interest rates with the State Pool have remained the same; MCO generated \$3,200 in additional revenue for the Commission. After discussion, motion made and seconded by Commissioners Bates/Zielinski to approved the Accountant's Report for April 2019. Motion carried unanimously.

Motion made and seconded by Commissioners Coburn/Bates to approve for payment MCO invoices #24373, #24326, and #24449 in the amounts of \$131,692.57, \$495.30, and \$469.95 with payment to be made after June 1, 2019. Motion carried unanimously.

Motion made and seconded by Commissioners Coburn/Weyenberg to approve Operating and Payroll Vouchers #137535 through #137587 in the amount of \$247,992.59 for the month of April 2019. Motion carried unanimously.

Motion made and seconded by Commissioners Bates/Coburn to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:37 a.m.

  
President

  
Secretary

**CITY OF MENASHA**  
**Plan Commission**  
**Menasha Public Library, Company Room E 440 First Street**  
**June 25, 2019**  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order at 3:32 PM by Mayor Merkes.

**B. ROLL CALL/EXCUSED ABSENCES**

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

PLAN COMMISSION MEMBERS EXCUSED: Commissioner Homan.

OTHERS PRESENT: CDD Schroeder, AP Stephenson, CDC Heim, Alderperson Tom Grade (District 6), Dale Borremer (PDQ Carwash), Rebecca Lewis (PDQ Carwash), Jay McKeefry (PDQ Carwash), Jeff Stoadla (Frontier Builders), Karl Pudge Schuh (Schuh Construction), Mark Mayer (Bethel Lutheran), John Raasch (Bethel Lutheran), Mike Draheim (XLR8 Sports Training), Steve Grenell (Menasha Utilities), Ethan Vanderpoel (Menasha Utilities), Barb Wilson (528 Milwaukee St), Bill Peveletzke (528 Milwaukee), and Sandra Dabill-Taylor (545 Broad Street).

**C. PUBLIC HEARING**

**1. Special Use Permit – Electronic Message Center - 829 Appleton Road (Parcel #6-00132-00)**

Mayor Merkes opened the public hearing. CDC Heim presented a special use permit for Bethel Lutheran Church that would allow the placement of an electronic message center at 829 Appleton Road within a residential district.

Mark Mayer (Bethel Lutheran) spoke in favor of the special use permit and informed the commission that they had support from various members of the community for their sign noted in the April 5, 2019 Board of Appeals minutes.

John Raasch (Bethel Lutheran) spoke in favor of the special use permit.

No one else spoke. Mayor Merkes closed the public hearing.

**D. MINUTES TO APPROVE**

**1. Minutes of June 4, 2019 Plan Commission Meeting**

Alderperson Nichols made a motion to approve the minutes of June 4, 2019 Plan Commission Meeting. The motion was seconded by DPW Radomski.

Comm. Cruickshank made a motion to amend the minutes correcting the word "Commission" and replacing the word "façade plan" with "façade" under discussion item F-1. The amendment was seconded by Alderperson Nichols. The motion for the amendment carried.

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 at this time.

## **F. DISCUSSION / ACTION ITEMS**

### **1. Special Use Permit – Electronic Message Center– Bethel Lutheran Church**

CDC Heim gave a background on the special use permit for Bethel Lutheran Church.

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

- Placement location of the sign.
- Internal illumination.
- Screening around the sign.

Alderson Nichols made a motion to approve the special use permit as presented for 829 Appleton Road (parcel #6-00132-00) with the following conditions:

1. The illumination of the sign is replaced with external illumination.
2. A complete sign permit application and payment be submitted prior to the remainder of the installation of the new sign.
3. The existing signage be removed from the site prior to the installation of the new sign.

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

### **2. Site Plan Review – 1462 Appleton Road – PDQ Car Wash (postponed from June 4, 2019)**

AP Stephenson gave an update on 1462 Appleton Road. This item was postponed at the previous Plan Commission. Since then the applicant has updated the lighting and façade of the proposed building.

Plan Commission entered into a conversation with the following items being discussed:

- Changes in the lighting plan.
- Changes in the building's façade.
- The façade as it pertains to the City's Zoning Code.
- The architectural appeal of the building.

CDD Schroeder and other commissioners noted concerns approving this request as it relates to the code requirements.

Alderson Nichols made a motion to approve the site plan as presented for 1462 Appleton Road (Parcel #4-00783-24), with the following conditions:

1. Prior to issuance of building permits, a storm water and site improvement agreement must be recorded for the proposed development.
2. Plan Commission approves the aluminum composite, horizontal metal panel, and concrete masonry unit façade materials to be industry accepted environmentally friendly materials and meets the Zoning Code per Section 13-1-2 (f)(9).

The motion was seconded by DPW Radomski.

Comm. Cruickshank made a motion to amend the previous motion and require all of the aluminum panel wall sections to mirror the sections on the front façade with the 8 inch bump out and to add sunshields to the north side of the building. The motion was seconded by Comm. Benner. The motion for the amendment carried.

A roll call vote was taken. The motion carried 4-2 with Commissioners Benner and Sturm voting no.

### **3. Preliminary Site Plan Review – 1300 Wittmann Drive, XLR8 Sports Training, LLC**

AP Stephenson presented a preliminary façade plan for 1300 Wittmann Drive. The applicant has brought forward the architectural review portion of the site plan review to get feedback and

direction from the Plan Commission before bringing a full site plan forward. The applicant presented two options, one preferred to allow future anticipated expansion and a second more clearly meeting standards.

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

- Corrugated steel being used on the façade of a building.
- The buildings potential to expand in the future.
- The use of a temporary façade.
- The cost of each presented option.

*DPW Radomski left the meeting at 4:47 PM for an appointment.*

Mayor Merkes made a motion to approve option 1 with the understanding that the full concept including phase 2 of option 1 meets the façade requirements per Zoning Code Section 13-1-12 (f) within the C-4 District. Comm. Sturm seconded the motion.

Aldersperson Nichols made a motion to amend the previous motion and require the addition of the bottom 3' 6" brick veneer to be wrapped around all sides of the building, including the west and the north side. The motion was seconded by Comm. Sturm.

A roll call vote was taken. The motion carried 3-2 with Commissioners Benner and Cruickshank voting no.

#### **4. Certified Survey Map – 528 Milwaukee Street**

*Items 4 and 5 were discussed together because each item is contingent on the other.*

#### **5. Rezoning – 528 Milwaukee Street (parcel #1-00396-00): I-1 Heavy Industrial to C-1 General Commercial**

AP Stephenson and CDD Schroeder updated the Plan Commission on the CSM and Rezoning for 528 Milwaukee Street. CDD Schroeder gave additional background as noted in the memo. AP Stephenson informed the Plan Commission that it was illegal per the City's Zoning Code to approve the CSM without rezoning the property. The property does not meet the minimum lot size for a Heavy Industrial District (I-1) and is not a permitted use within the I-1 district. No lot shall be altered or new lot created which does not meet the regulations set forth in the City of Menasha Zoning Code per section 13-1-46. The applicant's property is a legal nonconforming lot that can remain to operate and run their business without being rezoned but if the lot lines are altered, the zoning must then come into conformance

Barb Wilson and Bill Peveletzke (Wilzke's Pub) spoke in favor of approving the CSM and denying the rezoning. Mr. Peveletzke indicated that he likes having a bar in an industrially zoned lot and felt he should be given an exception to the zoning code.

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

- Alterations to substandard lots.
- Plans for the lot in the future.
- The land contract between the owner of 528 Milwaukee Street and Barb Wilson.
- The criteria that must be met for a Heavy Industrial District (I-1).

Aldersperson Nichols made a motion to postpone items F-4 and F-5 to the next Plan Commission meeting. The motion was seconded by Comm. Cruickshank. The motion carried.

#### **6. Architectural Design and Location of the Racine Street Bridge Tender House**

The Plan Commission entered into a conversation surrounding the architectural appeal of the bridge tender house with the following items being discussed:

- The use of other materials in the façade.
- The width of the windows and limestone portion of the building.
- Where the building is in relation to the downtown.

Mayor Merkes made a motion to approve the location and the architectural design of the Racine Street Bridge Tender house as part of the Racine Street Bridge reconstruction with potential changes to the soldier course brick, additional façade materials, and the width of the limestone sections of the building adjacent to the windows. The motion was seconded by Alderperson Nichols. The motion carried.

#### **G. COMMUNICATION**

##### **1. Set Next Meeting**

The next Plan Commission Meeting was set for August 6, 2019 at 3:30 PM.

#### **H. ADJOURNMENT**

A motion was made by Alderperson Nichols to adjourn the meeting at 5:55 PM. The motion was seconded by Comm. Benner. The motion carried.

*Minutes respectfully submitted by AP Stephenson.*



# 2019—2023 Library Strategic Plan Summary

The library will build upon people, platform, place, and partnerships to strengthen or enrich the library’s utilization and visibility and to enhance the library’s place in our community.

## People

The library’s future will be **people** driven. We will consistently serve patrons with exemplary customer service while enhancing professional relationships with staff, volunteers, influencers, and community members, utilizing their talents to the fullest.

## Platform

The library will be the community’s learning **platform** to facilitate discovery, foster innovation, and bring understanding to an abundance of information. Our platform will help prepare children for school and excel academically as well as support and encourage lifelong learning.

## Place

The library will be a community destination, a **place** to establish personal connections, strengthen community identity, and explore the world of information, serving as a physical and virtual community center.

## Partnerships

The library will cultivate and strengthen **partnerships** with people and organizations to connect community members with their resources, expertise, and services, multiplying our impact as well as the impact of our partners.

## The Year’s Exhibits

- ◆ Che Correa
- ◆ Jesse Emons
- ◆ Peter C. Jung photography by Jeff Heimerman
- ◆ Christian Leon
- ◆ Menasha High School Students
- ◆ Ruth Rex
- ◆ Maria Talon tribute
- ◆ Trisha Van Handel
- ◆ Maps of the Wild West by Tom Sutter
- ◆ Susan Hunt-Wulkowicz (a Tom Sutter collection)
- ◆ Lynn Ann Sauby, Jill Smith, Deb Sewall & Kay Vanden Branden
- ◆ (In)visible: Homelessness in Our Community

## The Year’s Music Programs

- ◆ Druid’s Table (Irish music)
- ◆ Elvis John (Elvis Presley tribute)
- ◆ Family Karaoke
- ◆ Masivo Group (Latin music)
- ◆ Minus One (rock music)
- ◆ MJD Trio (jazz)
- ◆ Adria Ramos (folk music)
- ◆ Rusty Nails Blues (pre-WWII country blues)
- ◆ Thunderhawk Tribe (native American music)



Participants in a craft program.

## Library Staff

Na’imah Ali, Clerk  
Adam Alix, Public Works  
Ana Maria Acosta, Librarian  
Kelly Bartelme, Library Assistant  
Kathryn Beson, Supervisor  
Joseph Bongers, Supervisor  
Catherine Brandt, Supervisor  
Thad Brown, Public Works  
Kathleen Dreyer, Business Manager  
Shannon Ely, Library Assistant  
Sherry Ely, Library Assistant

Leo Fabian, Contracted Cleaning  
Katie Fahley, Library Page  
Ruth German, Clerk  
Brian Haessly, Public Works  
Angela Jandourek, Librarian  
Sarah Konrad, Library Assistant  
Vicki Lenz, Library Director  
Cindy Meza, Contracted Cleaning  
Anne Miller, Library Assistant  
Kirk Moore-Nokes, Librarian  
Pam Moran, Library Assistant

Cassandra Payne, Associate Librarian  
Charlie Pfister, Public Works  
David Powell, Custodian/Gardener  
Sara Page, Library Page  
Cindy Schaefer-Kemps, Lib. Assistant  
Tiffany Spaeth, Library Assistant  
Patricia Stanislawski, Librarian  
Matthew Tessmer, Library Assistant  
Elizabeth Tubman, Associate Librarian  
Julie Wing, Clerk

# Elisha D. Smith Public Library

## 2019 Annual Report



Connecting people to one another  
and to resources for lifelong learning.

Elisha D. Smith Public Library  
440 1st Street  
Menasha, Wisconsin 54952

920.967.3690  
@MenashaLibrary  
www.menashalibrary.org





Next year, we will . . .

- ◆ Restructure staff to allow for broader outreach to underserved community members
- ◆ Expand our patrons’ access to digital resources
- ◆ Identify and participate in emerging trends in library collection formats
- ◆ Preserve and celebrate our local history

During the past year . . .

- ◆ A study room was added to the first floor of the library to the right of the Reference Desk. The two study rooms are now called the Winnebago Room and the Butte des Morts Room. They are used nearly continuously for tutoring, quiet study, exam proctoring, and small meetings.
- ◆ A database of picture books was added to the online library that reads books aloud.
- ◆ Hundreds of popular electronic materials were added to the children’s collection.
- ◆ WiFi hotspots were checked out to library patrons to provide them with the internet.
- ◆ Library lighting was converted to LED to conserve energy.
- ◆ Lights were added above the library’s art wall to better display exhibits.
- ◆ The fiction collection was re-shelved by author without genre designations and reduced to keep books off the bottom and top shelves to improve access.
- ◆ The Reference Area became a History Alcove, showcasing the library’s local history collections and featuring a Media Corner with equipment available for converting personal photos, slides, and films to digital files, editing video and audio files, and downloading files from historical microfilm. An exhibit on a long-gone lighthouse on Menasha’s shore is featured in the display case in the alcove.



The Book Bike.

2018 Statistics

406,454 Total circulation  
372,784 Physical materials borrowed  
151,614 Children’s materials borrowed  
33,670 Digital materials borrowed

446 Total programs  
244 Programs for children  
15,394 Total attendance  
35 Average program attendance

129,700 Library visits (10,808/month, 2,494/week)  
28,293 Reference questions answered  
12,892 Registered cardholders (1,182 new in 2018)  
21,311 Uses of 36 public internet computers  
76,028 Website visits

673,781 Items in the library’s collection, including physical & digital materials. More than a million are available by placing a reserve.

108,898 Books (8,421 added in 2018)  
10,294 Audiobooks & Music CDs (908 new in 2018)  
17,589 Videos (2,814 new in 2018)  
537,000 Digital materials

1,671 Meeting room uses  
1,535 Volunteer hours

Our partners . . .

- ◆ AARP for tax preparation
- ◆ Attic Chamber Theatre for an annual play discussion
- ◆ Boys & Girls Club of Menasha for an off-site summer reading program
- ◆ City departments for great children’s programs
- ◆ Community Blood Center for blood drives
- ◆ Family Roots Wisconsin for monthly genealogy workshops and programs
- ◆ Fox Arts Network for FAN Passes (free tickets for library patrons to arts events)
- ◆ Fox Valley Book Festival for a community read and a weeklong convention of author visits
- ◆ Fox Valley Memory Project for monthly Memory Cafés for those dealing with memory loss
- ◆ Friends of the Menasha Public Library for biannual book sales and support
- ◆ League of Women Voters of Winnebago County for programs
- ◆ Menasha Farm Fresh Market, the most frequent venue of the library’s Book Bike
- ◆ Menasha Historical Society for local history programs, displays
- ◆ Menasha Joint School District for weekly children’s programs
- ◆ Menasha neighborhood associations
- ◆ Money Smart Week Fox Cities for annual programs on personal finance
- ◆ Winnebago County and the WI State Bar Association for monthly free legal clinics
- ◆ Winnebago County Extension for programs

Our supporters . . . Thank You!

Bob H. Erickson  
Faith Technologies, Inc.  
Friends of the Menasha Public Library  
Franzoi & Franzoi, S.C.  
Menasha Corporation Foundation  
Mowry Smith III  
Theda & Tamblin Clark Smith Family Foundation

Ben and Debbie Adams Charitable Fund  
Don and Mary Alesch Charitable Fund  
American Legion Lenz/Gazecki Post 152  
Anonymous (2)  
Dolores & William Gear  
Cindy Johnson in memory of Nancy John  
JP Morgan Chase  
John Nebel & Lynn Ann Sauby  
Jeanna Owens  
Parins Insurance & Financial  
Christine Reding in memory of Nancy John  
Dr. Jerome Riese memorial  
James Reiser  
The Weathervane  
Kathy Wicichowski

Debbie Birling  
Calumet County Fair  
Comfort Suites, Appleton  
Cottages at Lake Park Condo Association  
Culvers of Neenah  
Dice Ladies  
ECWRPC  
Festival Foods of Menasha  
Fox Cities Circle Homeschool Co-op  
Glass Nickel Pizza of Menasha  
Green Bay Packers Community Outreach  
John Gremmer  
Grignon Mansion  
Kathy Humski  
Jacobsen Creek Condo Association  
Lisa Lawrence  
Vanessa and Mark Matenaer  
McDonald’s  
Menasha Dock Association  
Menasha Library Mystery Readers  
Menasha Parks & Rec Department  
Mulberry Lane Farm  
My Boondocks Café  
Nature Conservancy of Sturgeon Bay  
Pizza Hut  
Quilts of Valor  
SkyZone  
SOAR Fox Cities  
Star Orchard  
Subway Menasha  
Swimtastics  
Texas Roadhouse  
Wisconsin Timber Rattlers

Library Endowment Established Funds

Isabel Brich Fund  
Helen Chang Piano Endowment  
Ed and Virginia Graves Fund  
Kay Howe Memorial Fund  
King’s Daughters/Gilbert Circle Fund  
Sara Loescher Fund  
Lopas/Heckrodt Fund  
Florence Matthes Memorial Fund  
Nebel Family Art Fund  
Orpha (Margaret) Vollmer Fund

Library Board of Trustees

Chairman James Englebert  
Vice Chairman Robert Golz  
Secretary Jill Halverson  
Joseph Franzoi  
Jill Hermans  
Carrie Lane  
David Schwerbel  
Christina Turner  
Superintendent of Schools Chris VanderHeyden  
Cynthia Witt  
Teen Representative Glen Genz

Residents of Menasha, Winnebago County, & Calumet County

Library Volunteers

Pat Angell  
Sandra Bengs  
Hope Boivin  
McKenzie Brandt  
Matthew Budnick  
Gary Coopman  
Ann Galle  
Linda Groh  
Diane & John Hotynski  
Nancy Houk  
Jeffry Johnson  
Mary Alice Kramer  
Pam Mullins  
John Nebel  
Bill Reinders  
Randal Resch  
Barb Siemiller  
Linda Van Wyk  
Molly Vanghan  
Cece Wiltzius  
Julie Wing



McKenzie Brandt, 2019 Volunteer of the Year



The library opened at its current location in the fall of 1969, marking 2019 as its 50th at the corner of Racine and First Streets. Twice during that time the library has been named Wisconsin Library Association of the Year.



## Mission

Elisha D. Smith Public Library: Connecting people to one another and to resources for lifelong learning.

## Vision

Elisha D. Smith Public Library will enrich the quality of life for people in our community.

## Values

We are **readers**, demonstrating our values as follows:

**R**espect. We respect the uniqueness and value of every individual.

**E**ssential. Libraries are essential to the public good.

**A**chieving excellence. Our community deserves an excellent library.

**D**iversity. Diversity is celebrated.

**E**ducation. Education is important at all levels; we strongly support lifelong learning.

**R**esponsible and compassionate. We care about the citizens of our community.

**S**trength. Libraries build strong communities.



# Library Strategic Plan 2019 - 2023

Elisha D. Smith

Public Library

440 1st Street

Menasha

Wisconsin

920.967.3690

[www.menashalibrary.org](http://www.menashalibrary.org)

@MenashaLibrary



## 2019-2023 Strategic Plan

Build upon **people, place, platform, and partnerships** to strengthen or enrich the library's utilization and visibility and to enhance the library's place in our community.



### People

The library's future will be **people** driven. We will consistently serve patrons with exemplary customer service while enhancing professional relationships with staff, volunteers, influencers, and community members, utilizing their talents to the fullest.

Research, evaluate, and implement alternatives for the roles of trustees, Friends of the Library, and volunteers in support of the library by 2023.

Develop a marketing and communications plan to elevate awareness of the library's services throughout our community no later than yearend 2020.

Identify, meet, and get to know influential members of our community, meeting with at least six annually.

Continue to be responsive to library patrons' suggestions, needs, and use trends; maintain a 90 percent satisfaction rating or greater based on surveys and/or aggregate internet ratings.



### Place

The library will be a community destination, a **place** to establish personal connections, strengthen community identity, and explore the world of information, serving as a physical and virtual community center.

Develop a comprehensive facilities usage plan by 2021.

### Platform

The library will be the community's learning **platform** to facilitate discovery, foster innovation, and bring understanding to an abundance of information. Our platform will help prepare children for school and excel academically as well as support and encourage lifelong learning.

Provide our community with the best possible resources in multiple formats based on demand and emerging trends. Maintain a checkout rate per service area capita of at least 15.

Explore and implement new programs to encourage library usage. Grow library visits (based on door count) per capita to 6 by 2023.

Help community members become adopters of online resources by expanding access to digital resources at the library as well as remotely. Increase total e-content use by 30 percent by 2023.

Increase annual expenditures on new materials and resources to at least 15 percent of total annual expenditures by 2023.

Preserve and celebrate Menasha's rich history by continuing to keep archives, host local history displays, and hold celebrations of community-related milestones throughout the five-year period.



### Partnerships

The library will cultivate and strengthen **partnerships** with people and organizations to connect community members with their resources, expertise, and services, multiplying our impact as well as the impact of our partners.

Establish an endowment plan to ensure the long-term viability of the library. Initial plan to be completed by 2022.

Strengthen existing strategic partnerships with local schools, businesses, non-profit agencies, and government agencies. Develop synergies with existing partners to meet and exceed evolving community needs.

Explore six new partnerships per year.



Date: June 26, 2019

To: Menasha City Council

From: Melanie Krause, General Manager

Re: Lead service line (LSL) replacement

On May 15, 2019 the Public Service Commission approved our LSL application with some conditions and minor adjustments. We have attached the PSC Final Decision which is dated June 6, 2019 however we are waiting for the final tariffs to be approved by the PSC legal department to implement this program. Once we have this we will be getting communication out to customers and can start the replacements of the services we had budgeted for with our main replacements.



**PUBLIC SERVICE COMMISSION OF WISCONSIN**

Application of City of Menasha, as a Water Public Utility, for Authority  
to Implement a Customer-Side Lead Service Line Replacement  
Program, in the City of Menasha, Winnebago County, Wisconsin

3560-LS-100

**FINAL DECISION**

This is the Final Decision on the application of the City of Menasha, as a water public utility (Menasha), pursuant to Wis. Stat. § 196.372, for authority to implement a customer-side lead service line (LSL) replacement program, in the City of Menasha.

The application is GRANTED, subject to the conditions in this Final Decision.

**Introduction**

**Background**

On February 21, 2018, the Legislature enacted 2017 Wisconsin Act 137 (Act 137), which allows a utility to provide financial assistance to the owner of a property to which water service is provided for the purpose of assisting the owner in replacing a customer-side water service line containing lead if certain conditions are met, including approval by the Commission. Menasha is the third water utility to seek approval from the Commission under the provisions of Act 137.

([PSC REF#: 349639](#) and [PSC REF#: 361768](#).)

**Application by Menasha**

On October 22, 2018, the Commission received an application from Menasha, pursuant to Wis. Stat. § 196.372, for authority to implement a customer-side LSL replacement program, in the City of Menasha. ([PSC REF#: 352050](#), [PSC REF#: 352051](#), [PSC REF#: 352052](#), [PSC REF#: 352053](#), [PSC REF#: 352054](#), [PSC REF#: 352055](#), [PSC REF#: 352056](#), [PSC REF#: 352063](#), [PSC REF#: 352064](#).)

On February 21, 2019, the Commission issued a Notice of Investigation in this docket. ([PSC REF#: 359985](#).) No party requested intervention in this docket, and a hearing was not required or held. Wisconsin Stat. § 196.372(3)(d) provides that “[i]f a hearing is not held on an application, the commission shall take final action on the application within 90 days after the commission issues a notice opening a docket on the application. The chairperson of the commission may extend the time period for an additional 90 days for good cause. If the commission fails to take final action within the initial 90-day time period, or the extended 90-day time period, the commission is considered to have granted its approval.” On April 23, 2019, Commission Chairperson Rebecca Cameron Valcq granted a request for extension of time for taking final action. ([PSC REF#: 364599](#).) In this docket, the extended 90-day deadline for Commission action is August 20, 2019.

On January 4, 2019, Menasha provided additional information in response to Commission staffs’ data requests. ([PSC REF#: 356662](#).) On April 17, 2019, Commission staff prepared a memorandum ([PSC REF#: 364324](#)), and the Commission opened a public comment period. ([PSC REF#: 364323](#).) On April 24, Menasha filed a comment on the memorandum. ([PSC REF#: 364716](#).)

The Commission considered this matter at its open meeting of May 15, 2019. ([PSC REF#: 367609](#).)

## **Findings of Fact**

1. Menasha is a public utility as defined under Wis. Stat. § 196.01(5)(a) and provides water service to approximately 5,028 retail customers in Winnebago County. In addition, Menasha provides water at wholesale to the Village of Fox Crossing.

2. Menasha's proposed program consists of implementation of a program to replace customer-side lead or galvanized service lines. Compared with Menasha's current annual revenue for the residential and multi-family customer classes of \$1,963,545, the estimated rate impact of the program is an increase in rates of 2 percent.

3. The customer-side LSL replacement program requires Commission review and approval under Wis. Stat. § 196.372(2)(c).

4. No person requested a hearing in this investigation.

5. The proposed program restricts grants provided as financial assistance to a property owner to no more than one-half of the total costs to the owner of replacing the customer-side water service line containing lead, meeting the requirement in Wis. Stat. § 196.372(3)(e)2.a.

6. The proposed program prohibits loans provided as financial assistance to an owner of a customer-side water service line containing lead from being forgiven by Menasha or the municipality, meeting the requirement in Wis. Stat. § 196.372(3)(e)2.b.

7. The financial assistance provided by Menasha will be the same for each owner in a class of customers, meeting the requirement in Wis. Stat. § 196.372(3)(e)3.a.

8. The actions described in Menasha's application are not unjust, unreasonable, or unfairly discriminatory, meeting the requirements in Wis. Stat. § 196.372(3)(e)1.

9. No significant environmental consequences are associated with the project.

10. No significant risk of flooding is associated with this project.
11. The construction of the proposed project will not affect any historic properties.
12. The construction of the proposed project will not affect any endangered or threatened species.
13. Authorization of the program is in the public interest.

### **Conclusions of Law**

1. The Commission has authority under Wis. Stat. §§ 1.11, 44.40, 196.02, 196.025, 196.395, and 196.372 to issue a Final Decision authorizing Menasha to implement a customer-side LSL replacement program.
2. The proposed program to replace utility-side water service lines and customer-side water service lines containing lead meets the requirements in Wis. Stat. § 196.372.
3. The Commission may impose any term, condition or requirement necessary to protect the public interest pursuant to Wis. Stat. §§ 196.02 and 196.395.
4. The application is a Type III action under Wis. Admin. Code § PSC 4.10(3) and requires neither an environmental impact statement (EIS) nor an environmental assessment (EA).

### **Opinion**

Menasha provides retail water service to its customers in the City of Menasha in Winnebago County and provides water at wholesale to the Village of Fox Crossing. Pursuant to Wis. Stat. § 196.372(3), Menasha submitted an application and seeks approval from the Commission for its proposed program to provide financial assistance to customers to replace customer-side lead service lines. ([PSC REF#: 352050](#), [PSC REF#: 352051](#), [PSC REF#: 352052](#),

[PSC REF#: 352053](#), [PSC REF#: 352054](#), [PSC REF#: 352055](#), [PSC REF#: 352056](#), [PSC REF#: 352063](#), [PSC REF#: 352064](#).)

**Ordinance Requiring Replacement of Customer-Side LSLs – Wis. Stat. § 196.372(2)(a)**

Wisconsin Stat. § 196.372(2)(a) requires that, prior to providing financial assistance, a water public utility must enact an ordinance that permits the water public utility to provide the financial assistance and requires each owner of a premises located in the city, town, or village that is serviced by a customer-side water service line containing lead to replace that customer-side water service line. As part of its application, Menasha filed a City of Menasha Ordinances O-14-17, O-9-18, O-20-18, as well as a copy of Resolution R-25-18. ([PSC REF#: 352051](#).)

Ordinance O-14-17, effective January 1, 2018, amends the City of Menasha’s Code of Ordinances by creating Title 9, Chapter 2, sections 17-18. Section 9-2-17 states “Every water service lateral connected to Menasha shall be made of suitable material as determined by the Water and Light Commission. No lead or galvanized service line will be allowed to connect to a Utility line once replaced.” Section 9-2-18 outlines Menasha’s LSL replacement program, which mandates replacement of the customer-side LSL, at the owner’s expense, “before or in conjunction with the next Utility project in the area of the affected property.”

On October 15, 2018, Menasha made two additional amendments to its Code of Ordinances. Ordinance O-9-18 amends Section 9-2-18, allowing Menasha to provide financial assistance to owners who replace a service line containing lead. Ordinance O-20-18 amends the same section, and adds language requiring that an owner of property replace an LSL in 120 days if water quality monitoring for lead and copper indicates an exceedance of the lead level established in the federal LCR.



The Commission finds that the requirement in Wis. Stat. § 196.372(2)(a) has been satisfied.

**Replacement of Lead Service Lines – Wis. Stat. § 196.372(2)(b)**

Wisconsin Stat. § 196.372(2)(b) requires that financial assistance may only be provided if the utility-side water service line and the water main pipe that are connected to the customer-side water service line do not contain lead or if the lead-containing portion of the utility-side water service line or water main pipe is replaced at the same time as the customer-side water service line is replaced. With regard to water main, Menasha's 2018 Annual Report to the Commission indicates there are currently no lead water main pipes in its distribution system.

According to Resolution R-25-18, in 2017, Menasha initiated a door-to-door survey to improve its inventory of LSLs. Menasha estimates it has verified the material type in 74 percent of its distribution system. Menasha's application includes maps of the customer-side service lines as well as estimates of the number of LSLs remaining in Menasha's system. ([PSC REF#: 352052](#).) According to these documents, as of the end of 2018, Menasha estimates there were approximately 442 customer-owned and 311 utility-owned lead and galvanized service lines left in Menasha's system. These estimates represent approximately 9 percent of the system's total service lines.

In order to protect health and safety and meet state and federal water quality requirements, Menasha applied for and was awarded \$500,000 for LSL replacements in 2017 and 2018 as part of the Wisconsin Department of Natural Resources' (DNR) Private LSL Replacement Program. As a result, Menasha already has experience working with customers to replace customer-side LSLs. In partnership with the City of Menasha and the DNR, Menasha

replaced approximately 171 customer-side LSLs. Menasha anticipates it will have used all of its DNR LSL program funds by the end of 2018.

The DNR program under which Menasha has been replacing LSLs requires that customer-side and utility-side LSLs be replaced at the same time. Menasha's ordinances contain several provisions requiring coordinated replacement of both the utility-side and customer-side LSLs. The ordinances also require LSLs be replaced at the time of a main replacement project, which addresses the concern that replacement of water mains, even those not containing lead, can result in elevated lead levels at the tap.

Based on the foregoing, the Commission concludes that the application meets the requirements in Wis. Stat. § 196.372(2)(b).

**Commission Approval - Wis. Stat. § 196.372(2)(c) and (3)**

As noted previously, Wis. Stat. § 196.372(2)(c) requires a water public utility to obtain Commission approval prior to providing financial assistance. Pursuant to Wis. Stat. § 196.372(3)(a), a water public utility shall submit to the Commission an application that includes a description of the proposed financial assistance, a description of the method for funding the financial assistance, a description of the customers served by the water public utility that would be eligible for financial assistance, and any other information relevant to the action requested by the Commission. Wisconsin Stat. § 196.372(3)(e)1. provides that the Commission shall grant its approval of a customer-side replacement program if it finds the actions described in the utility's application are not unjust, unreasonable, or unfairly discriminatory. In addition, Wis. Stat. §§ 196.372(3)(e)2. and 3. includes specific limitations on the provision of financial assistance by the utility.

### **Financial Assistance Program Description**

Menasha proposes to offer, in partnership with the City of Menasha, 100 percent financial assistance to its customers in the form of grants and loans per Resolution R-25-18.

1. The City of Menasha will contribute 1/3 of the estimated cost with a grant up to \$1,000 per residential property.
2. Menasha will contribute 1/3 of the estimated cost with a grant up to \$1,000 per residential property.
3. The property owner will contribute the remaining 1/3 of the estimated cost and is eligible for a five year, low interest loan from Menasha.

The amount of the loan will be added to a customer's monthly utility bill, and any amount unpaid will be recovered through the tax-roll process. With regard to the interest rate, the Menasha Utility Commission has authority over the program, and the City Council has authority over the LSL ordinances. The Utility Commission has interpreted the Joint Resolution provision that states the program would offer a low interest loan to mean the customer will pay no interest or administrative costs. If the property is sold, Menasha will report the full amount outstanding to the title company. The financial assistance will be funded through the City of Menasha's municipal budget as well as Menasha's budget. Initial funding for Menasha's portion of the program will be borrowed from Menasha's Depreciation Fund.

### **Customer Communication Plan**

Having an established protocol and providing enhanced customer education are considered best practices and help underscore the shared nature of responsibility for reducing lead at the tap. Over the last two years, Menasha has sent letters 30 days prior to main replacement work and followed up with phone calls and door-to-door visits to talk about the timeline and plan for LSL replacement. This process has been very successful, and Menasha's customers have been receptive to replacing LSLs. Menasha has also found its communication plan has been successful with property owners' whose Utility-side service line has been replaced. As such, Menasha intends to continue to use its existing communication plan, which does not include disconnection for a customer's refusal to replace an LSL. In response to Commission staffs' Data Request, Menasha acknowledged it may need to modify its ordinance language in later years of its program should it determine it needs to issue letters of non-compliance to customers who would be subject to disconnection.

### **Estimated Program Costs**

Based on 2018 program costs, the average replacement cost from the contractor doing the main replacement was \$2,500 per LSL with an average length of 25-35 feet. When done outside a main replacement project, the average cost was \$2,750 per LSL. Menasha estimates costs will increase 2 percent annually. Menasha used these estimates to develop the detailed ten year program cost estimate found in Exhibit 3 of its application. ([PSC REF#: 352053](#).) For purposes of planning, Menasha spread costs evenly over the ten program years; however, the application states the program will be re-evaluated annually at budget time to ensure there are sufficient funds to support the program; therefore, actual annual program costs in a particular year may be higher or lower than those projected in Exhibit 3. The estimated total ten year cost of \$428,140

consists of the portion of the program associated with the grants. Menasha estimates each service line replacement will require 2.5 hours of Water Distribution staff time at an average rate of \$100 per hour and 0.5 hour of Customer Service staff time at an average rate of \$16 per hour. Menasha anticipates the work can be handled by existing Menasha staff. Menasha's application states the rate impact of administrative costs will be zero, since labor is already included in rates, and zero loan costs, as the loan will not be forgiven by the City or Menasha.

Menasha will create a separate LSL Replacement Fund, and cash will be recorded in a subaccount of Account 125, Sinking Funds. To fund the financial assistance program, Menasha will transfer approximately \$41,000 from its Account 126, Depreciation Fund, in the first quarter of each of the first five years. The total of \$205,000 (5 years at \$41,000 each year) will be repaid to the Depreciation Fund in years 11-15 when the loans are completely paid off. Menasha will track costs and expenditures in its work order system, which will allow it to identify program costs easily. When a work order is closed following replacement of a customer-side LSL, Menasha will book the following:

1. LSL subaccount in Account 664, Customer Installation Expense: Staff time spent on verification, replacement and administration (related to the Utility grant and loan portion) will be recorded in this account. Menasha anticipates replacement, verification, and administration will require 2-3 hours of staff time for each service line.
2. Account 143, Other Accounts Receivable: City grant portion will be invoiced and cleared when cash is received.

3. Account 124, Other Investments: Utility loan portion. Funds will be transferred to this account as needed. The amount in this account will decrease monthly as loan repayments are received.

4. Account 125, Sinking Funds: The amount transferred from the Depreciation Fund will be deposited in this account. Funds from this account will be disbursed to either Account 124 or Account 664 as needed.

### **Rate Recovery**

The grant program would be paid for using funds from Account 126 until Menasha files a rate case and requests to include program costs. Based on Menasha's cash flow analysis, it anticipates filing an application for a conventional rate case in 2020; however, Menasha states the actual date of filing will depend on Menasha's financial need. Over the ten year program period, the average annual financial impact of the grant program is estimated at \$42,814. Compared with Menasha's current annual revenue (based on rate increase effective 5/1/2018) for the residential and multi-family customer classes of \$1,963,545, the estimated impact of the grant program is an increase in rates of 2 percent. Menasha does not anticipate the need for any rate increase to pay for the loan program, since it will be providing financial assistance as a loan program that will be funded up-front with money from its Depreciation Fund and maintained through customers' repayment of loans. As described in the section above, Menasha will be tracking administrative costs associated with this program in a subaccount in Account 664. The actual amount of any rate increase would be determined at the time Menasha submits an application for a rate adjustment. On April 24, 2019, Menasha filed a comment regarding the potential list of conditions included in Commission staffs' memorandum. ([PSC REF#: 364716.](#))

The Commission finds it reasonable to require Menasha to:

1. Record program expenses and revenues in subaccounts created in the following manner:

- a. Utility loan program: Account 124 subaccount;
- b. City grant program: Account 143 subaccount; and
- c. Utility grant program, Utility program administration: Account 664

subaccount

2. File, as part of its Annual Report to the Commission, a report of the number of LSLs replaced, as well as program expenses and revenues in a manner that is consistent with the prescribed subaccounts described above; and,

3. Submit an application for a conventional water rate case no later than two years from the effective date of the Final Decision in this docket.

These conditions related to rate setting, accounting, and reporting will facilitate analysis of the program and allow tracking of costs associated with the program, which will in turn provide for appropriate allocation of costs at the time of Menasha's next rate proceeding. In addition, these conditions will help ensure Menasha's program meets the requirements of Wis. Stat. § 196.372(3)(e)1. that the utility's actions in implementing its program are not unjust, unreasonable, or unfairly discriminatory.

**Provision of Financial Assistance – Wis. Stat. § 196.372(3)(e)2. and 3.**

Wisconsin Stat. § 196.372(3)(e)2. provides that the Commission may not approve an application unless all of the following conditions are met:

1. Grants provided as financial assistance to a property owner may not exceed 50 percent of the cost to replace the customer-side water service line. Wis. Stat.

§ 196.372(3)(e)2.a.

2. Any loan provided to a property owner may not be forgiven by the utility or the municipality. Wis. Stat. § 196.372(3)(e)2.b.

Additionally, the Commission may not approve an application unless the application satisfies one of the following conditions:

1. If the utility intends to provide financial assistance as a percentage of the cost of replacing the property owner's portion of the service line, the percentage must be the same for each owner in a class of customers. Wis. Stat. § 196.372(3)(e)3.a.

2. If the utility intends to provide financial assistance as a specified dollar amount, the amount must be the same for each owner in a class of customers. Wis. Stat.

§ 196.372(3)(e)3.b.

City of Menasha Municipal Ordinance O-9-18 includes a provision restricting grants to 50 percent of the financial assistance provided, a provision that loans will not be forgiven by either Menasha or the municipality, and a provision that the same amount of financial assistance, whether a fixed amount or a percentage of the cost, will be provided to each owner in a customer class. Menasha's application states Menasha proposes to offer 100 percent financial assistance to every customer participating in its program. Menasha will adopt internal controls to ensure the provisions of its ordinance are met, including checkboxes on its Plumber Reimbursement Form prior to payment to the contractor.



Menasha also filed a tariff it requests be added to its rates and rules. ([PSC REF#: 352054.](#)) The proposed tariff describes Menasha's LSL replacement and financial assistance program. The Commission finds the application meets the requirements in Wis. Stats. § 196.372(3)(e)2 and § 196.372(3)(e)3.a and finds it reasonable to require Menasha work with Commission staff to develop a tariff that is consistent with the City of Menasha's ordinances, uses the standard water utility tariff format, and takes effect no later than 90 days from the service date of the Final Decision in this docket or as directed by the Commission or Commission staff. If in the future Menasha determines it is necessary to utilize disconnection procedures in order to achieve its goals of complete LSL removal, the Commission finds it reasonable to require that Menasha file a copy of the revised municipal ordinance(s) and adopt a tariff that is consistent with its ordinances as recommended by Commission staff at page 19 of the memorandum dated April 17, 2019. ([PSC REF#: 364324.](#))

To ensure Menasha's program, once implemented, meets the requirements of Wis. Stat. § 196.372(3)(e)1., that it not be unjust, unreasonable, or unfairly discriminatory, the Commission finds it reasonable to require that Menasha file updated materials with the Commission, including any update to the following programmatic documents:

1. The City's Approved Ordinances. ([PSC REF#: 352051.](#))
2. Application for Plumber Reimbursement of Cost for Lead Water Service Line Replacement. ([PSC REF#: 352053.](#))
3. Letter to landlords. ([PSC REF#: 352055.](#))
4. Letter to customers. ([PSC REF#: 352055.](#))

## **Environmental Review**

The project area proposed by Menasha is primarily within an urban environment; consequently, anticipated environmental impacts remain relatively limited. Review of the project application and correspondence with Menasha staff indicates that Menasha staff made sufficient effort to identify and address any potential environmental impacts. No significant environmental impacts are expected from the proposed project, under the condition that processes and guidelines discussed between Commission staff and Menasha would be followed should the project commence.

Menasha staff identified wetlands, waterbodies, and waterways within the project area. Due to the project construction methods and routes, Menasha anticipates no impacts to these resources. Additionally, Commission staff consulted with the DNR Office of Energy staff, who concluded that no impacts to these resources are expected, and no DNR permits would be required.

Menasha identified and discussed possible impacts to endangered resources (ER) and submitted an ER Review to DNR, which found that there is one state protected resource and one federally protected resource within the proposed project area. One action associated with the federally protected resource is required. The required Broad Incidental Take Permit/Authorization-No/Low Impact Activities document was submitted to the Commission. ([PSC REF#: 352064.](#))

Menasha reviewed the project area for potential impacts to historic resources, including archaeological sites, human burial sites, and historic buildings. ([PSC REF#: 352056.](#)) Ten archaeological or human burial sites were identified within the area of potential effect and may

require some archaeological investigations or construction monitoring if the decision is made by homeowners or businesses to replace LSLs within the reported boundaries of these sites.

Menasha will compare LSL replacement applicant addresses with the locations of these resources to determine if a property overlies a resource. If so, a property is informed that it needs to comply with Wisconsin Historical Society (WHS) requirements. Menasha plans to clearly define options (including avoidance or WHS Burial Sites Office compliance) for properties with known resources.

### **Conclusion**

The City of Menasha, as a water public utility, is authorized to implement the customer-side LSL replacement program proposed in its October 22, 2018, application, subject to the conditions in this Final Decision.

### **Order**

1. Menasha's application for authority to replace customer-side LSLs in Winnebago County is granted.
2. Menasha shall record program expenses and revenues in subaccounts created in the following manner:
  - a. Loan program: Account 124 subaccount
  - b. City grant program: Account 143 subaccount
  - c. Utility grant program, Utility program administration: Account 664 subaccount
3. Menasha shall submit an application for a conventional water rate case no later than two years from the effective date of the Final Decision in this docket.

4. Menasha shall file with the Commission, as part of its PSC Annual Report, a report of the number of service lines replaced, as well as program expenses and revenues in a manner that is consistent with the prescribed subaccounts described in Item 6.

5. Menasha shall receive approval from the Commission prior to making any significant changes to its program.

6. Menasha shall work with Commission staff to develop a tariff that is consistent with the City of Menasha's ordinances, uses the standard water utility tariff format, and takes effect no later than 90 days from the service date of the Final Decision in this docket or as directed by the Commission or Commission staff.

7. If in the future Menasha determines it is necessary to utilize disconnection procedures in order to achieve its goals of complete LSL removal, Menasha shall file a copy of any revised municipal ordinances and adopt a tariff consistent with its ordinances as recommended by Commission staff at page 19 of the memorandum dated April 17, 2019. ([PSC REF#: 364324.](#))

8. Menasha shall obtain all necessary federal, state, and local permits prior to implementing its program.

9. As Menasha makes revisions to certain materials filed in this docket, it shall file the updated materials with the Commission. These materials include:

- a. The City's Approved Ordinances. ([PSC REF#: 352051.](#))
- b. Application for Plumber Reimbursement of Cost for Lead Water Service Line Replacement. ([PSC REF#: 352053.](#))
- c. Letter to landlords. ([PSC REF#: 352055.](#))

Docket 3560-LS-100

d. Letter to customers. ([PSC REF#: 352055.](#))

10. This Final Decision takes effect one day after the date of service.

11. Jurisdiction is retained.

Dated at Madison, Wisconsin, the 6<sup>th</sup> day of June, 2019.

By the Commission:

A handwritten signature in black ink, reading "Steffany Powell Coker". The signature is written in a cursive, flowing style.

Steffany Powell Coker  
Secretary to the Commission

DS:jac:pc DL:01685808

See attached Notice of Rights

PUBLIC SERVICE COMMISSION OF WISCONSIN  
4822 Madison Yards Way  
P.O. Box 7854  
Madison, Wisconsin 53707-7854

**NOTICE OF RIGHTS FOR REHEARING OR JUDICIAL REVIEW, THE  
TIMES ALLOWED FOR EACH, AND THE IDENTIFICATION OF THE  
PARTY TO BE NAMED AS RESPONDENT**

The following notice is served on you as part of the Commission's written decision. This general notice is for the purpose of ensuring compliance with Wis. Stat. § 227.48(2), and does not constitute a conclusion or admission that any particular party or person is necessarily aggrieved or that any particular decision or order is final or judicially reviewable.

*PETITION FOR REHEARING*

If this decision is an order following a contested case proceeding as defined in Wis. Stat. § 227.01(3), a person aggrieved by the decision has a right to petition the Commission for rehearing within 20 days of the date of service of this decision, as provided in Wis. Stat. § 227.49. The date of service is shown on the first page. If there is no date on the first page, the date of service is shown immediately above the signature line. The petition for rehearing must be filed with the Public Service Commission of Wisconsin and served on the parties. An appeal of this decision may also be taken directly to circuit court through the filing of a petition for judicial review. It is not necessary to first petition for rehearing.

*PETITION FOR JUDICIAL REVIEW*

A person aggrieved by this decision has a right to petition for judicial review as provided in Wis. Stat. § 227.53. In a contested case, the petition must be filed in circuit court and served upon the Public Service Commission of Wisconsin within 30 days of the date of service of this decision if there has been no petition for rehearing. If a timely petition for rehearing has been filed, the petition for judicial review must be filed within 30 days of the date of service of the order finally disposing of the petition for rehearing, or within 30 days after the final disposition of the petition for rehearing by operation of law pursuant to Wis. Stat. § 227.49(5), whichever is sooner. If an *untimely* petition for rehearing is filed, the 30-day period to petition for judicial review commences the date the Commission serves its original decision.<sup>1</sup> The Public Service Commission of Wisconsin must be named as respondent in the petition for judicial review.

If this decision is an order denying rehearing, a person aggrieved who wishes to appeal must seek judicial review rather than rehearing. A second petition for rehearing is not permitted.

Revised: March 27, 2013

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<sup>1</sup> See *Currier v. Wisconsin Dep't of Revenue*, 2006 WI App 12, 288 Wis. 2d 693, 709 N.W.2d 520.

**Sheriff**

John F. Matz

**Chief Deputy**

Todd A. Christopherson



# Winnebago County Sheriff

[www.co.winnebago.wi.us](http://www.co.winnebago.wi.us)



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**RECORDS FAX (920) 236-7302**

June 12, 2019

Mr. Mark Harris

Winnebago County Executive

Chairman Shiloh Ramos

Winnebago County Board

Sheriff Clint Kriewaldt

Outagamie County

Mayor Timothy Hanna

City of Appleton

Chief Kevin Kloehn

Neenah-Menasha Fire Rescue

Mr. Thomas Nelson

Outagamie County Executive

Chairman Jeff Nooyen

Outagamie County Board

Mayor Don Merks

City of Menasha

Mayor Dean Kaufert

City of Neenah

In response to Chief Kloehn's letter dated June 3, 2019 regarding the CAD to CAD interface between Winnebago County and Outagamie County I would like to give you an update on the project.

In June of 2018 Outagamie County moved off of the FoxComm Computer Aided Dispatch (CAD) system onto their own Spillman Flex CAD. At that time the ability for Winnebago County and Outagamie County to dispatch each other's fire agency units under existing auto-aid agreements ceased. Winnebago County remained on the FoxComm CAD system and upgraded the existing Motorola CAD system in August of 2018.

With Outagamie County choosing a new CAD vendor the fire departments in both counties requested that a CAD to CAD interface be included in the CAD projects for both counties, as an enhancement to accommodate the auto-aid agreements. Although Motorola has multiple CAD to CAD interfaces deployed, such an interface with Spillman had never been done before. Outagamie County contracted Spillman to take the lead on the project and perform the majority of the engineering on the interface, and Winnebago County contracted Motorola to prepare our system to connect to the interface and provide support to Spillman. The hope had

been that Spillman would have the interface mostly developed by the time Winnebago County went live with our CAD upgrade in August, and that the remaining engineering would be done within a few weeks.

It quickly became apparent that the development of the interface was much more complicated than anticipated by both Spillman and Motorola, requiring more time and resources than budgeted by the vendors. Spillman Flex and Motorola P1 are both complex and unique systems that utilize different operating systems, technical language, code tables, and configurations. The CAD to CAD interface is a Pilot project for both vendors requiring a great deal of Beta testing and redevelopment as bugs are found.

Since Outagamie County left FoxComm in June of 2018, Neenah-Menasha Fire Rescue has responded to approximately 130 calls per month in the Menasha/Appleton area. Using Chief Kloehn's six year average of 111 calls per year (9.25 per month) that Appleton Fire would have handled under the auto-aid agreement, not having the CAD to CAD interface in Winnebago County has impacted approximately 7% of calls for service within the impacted area.

I understand that not having the auto-aid in place has an impact on unit recommendations and response times for Neenah-Menasha Fire Rescue and Appleton Fire. The CAD to CAD interface is an enhancement that no other jurisdictions in our area have done before. FoxComm had allowed Winnebago, Outagamie, and Calumet Counties to see a level of interoperability that was unique to Public Safety within Wisconsin. Trying to replicate that level of interoperability between disparate CAD systems has proven to be difficult.

Both Winnebago and Outagamie Counties have been extremely proactive in the project and have had regular conference calls and testing sessions with both vendors in order to keep the project moving forward. We fully intend to see the project through completion, and are dedicated to achieving the enhanced interoperability that can be gained through the CAD to CAD interface.

Since the inception of CAD projects in both Counties, Motorola has acquired Spillman. Although they are now the same company, the full merger has not been completed and they still have their own personnel and processes. Prior to Chief Kloehn's letter I had already asked our Project Manager from Motorola to escalate this project on behalf of both Counties. In response, our project manager spoke to, and met with Motorola upper management and the project teams from Motorola and Spillman. We asked Motorola to provide us with the following information which includes their responses dated June 12<sup>th</sup>, 2019:

***1. Provide a detailed explanation on the status of the interface.***

We have extracted all the CAD to CAD requirements from Winnebago Contract and Outagamie Contract. We have itemized them and provided a status update on each item. This is displayed in the Scope Summary Below. Also listed is the Existing Bugs and Defects from both P1 and Flex Systems. Based on the contract we have also listed the limitations of both the systems.



## ***2. Why is it taking so long to complete?***

As you are aware that both Flex and P1 are both unique and extremely complicated CAD Systems. This is the first implementation of the CAD to CAD interface between Flex and P1 system as a pilot. We have always called our Tuesday meetings as the P1 CAD2CAD Pilot call wherein we cover the beta testing status. I understand that we are one company but before Motorola bought Spillman, P1 and Flex were both unique in their own ways.

## ***3. What steps are being taken by Motorola to expedite the completion?***

I held an internal meeting with all the stake holders. We identified additional resources that are more knowledgeable in this area that can work in parallel to accelerate the testing process. We are going to be conducting an additional internal testing between the Flex and the P1 Systems (Rachel / Chase / Ryan Sanderson ) every Monday and provide updates and results on the Tuesday Stand-up Call. The Thursday call with Winnebago Co. and Outagamie Co. will be reduced from 2 hours to 1 hour. All the bug fixes will be incorporated into the next available development cycle and we should be getting a build on at least a bi-weekly basis for further testing

## ***4. Detailed Time of the Project with a realistic deadline for go-live.***

Based on Item # 1, Chase / Rachel and the development team(s) will assess the items that are pending and provide a detailed timeline for completion and a tentative Go Live date.

Another point to note: We are planning to make sure that all the requirements from both contracts will be targeted for the Go Live. Any other item that is most likely an enhancement or a nice to have feature will be not be considered for Go Live but can be discussed for a future enhancement project.

## **Scope Summary**

The following chart shows the agreed upon requirements for the interface. A status of “Agency testing” indicates that the development team has completed the coding and testing is currently underway with agency stakeholders.

Flex to P1 (from Outagamie Contract)

Requirement	Status	Comments
1. Flex to P1 CFS Transfer	Complete	
2. P1 to Flex CFS Transfer	Complete	
3. Update P1 Call Comments	Agency Testing	Comments are being tested and tweaked to make them more usable.
4. Update Flex Call Comments	Agency Testing	Comments are being tested and tweaked to make them more usable.
5. Flex to P1 Unit Request	Agency Testing	The feature works with a few hiccougs. Ironing out kinks in a few pieces of missing data.
6. P1 to Flex Unit Request	Complete	
7. Receive Unit Coordinates	Complete	
8. Send Unit Coordinates	Agency Testing	Need to provision Flex to output Unit Status Updates, which contain Unit Coordinates.

## P1 to Flex (from Winnebago Contract)

Requirement	Status	Comments
1. PremierOne system can send incident data for CFS request.	Complete	
2. PremierOne system can send updates for CFS request incident.	Complete	
3. PremierOne system can receive CFS request and create an incident.	Complete	
4. PremierOne system can receive updates for CFS request incident.	Complete	
5. PremierOne system can send incident data for Request for Response.	Complete	
6. PremierOne system can send updates for Request for Response incident.	Complete	
7. PremierOne system can receive Request for Response and create an incident.	Complete	
8. PremierOne system can receive updates for Request for Response incident.	Agency Testing	There is an issue from Flex for sending comments
9. PremierOne system can send unit status data.	Complete	
10. PremierOne system can receive unit status data	Agency Testing	Flex is not sending this

## DEFECTS AND BUGS

### In the P1 System

Three outstanding tickets will be delivered in five weeks with a CAD Upgrade.

- ACKs logged in Incident History
- Street Name field is showing up twice in the R212
- Unnecessary outbound transactions

## In the Flex System

Four outstanding bugs will be delivered no later than August 9th, barring any other major issues found during the course of testing with the agency.

- **Comments are too noisy** - Comments imported into Flex contain too much spam for the end-user to read.
- **Make Address/intersection delimiter configurable** - Flex sends & and /. Need to make this configurable to match P1 system.
- **Change Address XML mapping for CFS Send/Receive** - Need to send address in different XML tag so P1 can import properly.
- **Flex R2I2 request export missing DataOwnerMetadata** - Some metadata missing from Unit Request transaction.

## LIMITATIONS

### Limitations from the P1 System

- **PremierOne Schema** – Only the data currently stored in the PremierOne CAD database can be imported by this interface. Adding fields in the PremierOne database is out of the scope of this project.
- **PremierOne Name Record** - Due to the limited name information coming from Flex CAD, this interface will not create a PremierOne CAD incident name record. However, the name information will still be viewable on the PremierOne incident record.
- **Unit Configuration** - In order for all units to appear on the PremierOne CAD map, they will need to be configured in PremierOne CAD Provisioning (including Outagamie County units).
- **User interface** - Changing the PremierOne user interface is not within the scope of this project.
- **Incident Updates** - The PremierOne incident will never change after the initial import from Flex CAD. All updates will be imported into call comments.
- **Features** - The PremierOne and Flex CAD CAD-to-CAD interfaces might not have the same features. For example, what triggers a PremierOne incident to be transferred might not be the same trigger for Flex CAD to transfer an incident to PremierOne.
- **Flex CAD to PremierOne Unit Update** - Once Outagamie County updates a PremierOne unit on an active incident, Flex CAD will need to continue managing that unit's status until the close of the incident. These status changes are not transferred to PremierOne.

### Limitations from the Flex System

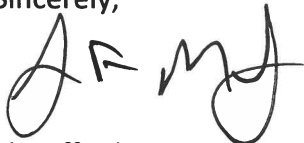
- **Flex Schema** — Only the data currently stored in the Flex database can be exported by this interface. Adding fields in the Flex database is out of the scope of this project.

- Flex Name Record - Due to the limited name information coming from P1 CAD, this interface will not create a Flex Name record. However, the name information will still be viewable on the Flex Call record.
- Unit setup - In order to have all units appear on the map, they will need to be set up in the Flex cdunit table (including Winnebago's units).
- User interface - Changing the user interface (Flex client) is not within the scope of this project.
- Call Updates - The CFS will never change after the initial import for P1. All updates will be imported into call comments.
- Features - The Flex and P1 CAD2CAD interfaces might not have the same features. For example, what triggers a P1 CFS to be transferred might not be the same trigger for Flex to transfer a CFS to P1.
- 1 to Flex Unit Update - Once P1 updates a Flex unit on a CFS, P1 will need to continue managing that Flex unit's status until the close of the CFS. These status changes are not transferred to Flex.
- In continuation to the email that I responded on Friday, this will be the official response on the CAD to CAD Interface

At this time, Motorola has committed to a five week target for completion of work on their side of the interface. Spillman has indicated an August 9<sup>th</sup> completion date, with the caveat of not running into any other major issues during testing.

We will continue to be proactive in working with Outagamie County and the vendors to complete the CAD to CAD interface as quickly as possible.

Sincerely,

A handwritten signature in black ink, appearing to read "JF Matz", written over a horizontal line.

Sheriff John F. Matz

Cc: Chief Jeremy Hansen  
City of Appleton Common Council  
City of Menasha Common Council  
City of Neenah Common Council





**MEMORANDUM**

To: Common Council

From: Community Development Department/SS

Date: July 1, 2019

Re: **PBS - Around the Corner with John McGivern is coming to Menasha**

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Over the week of July 8<sup>th</sup>, 2019, Milwaukee PBS show, Around the Corner with John McGivern will be filming and highlighting the City of Menasha in an upcoming episode. Over the last several years, the show has highlighted hundreds of communities across Wisconsin discovering the hidden gems of living, working, and playing each community along the way.

Past episodes can be viewed on their websites at:

- <http://www.johnmcgivern.com/around-the-corner/>
- <https://www.pbs.org/show/around-corner-john-mcgivern/>





**MEMORANDUM**

To: Common Council  
From: Community Development Department/JS  
Date: July 01, 2019  
Re: **Communication – Landmarks Photo Contest Winner**

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May is historical preservation month and to celebrate the month the Menasha Landmarks Committee holds a photo contest every year. Pictures are taken of various architectural elements of historic landmarks in the downtown. Applicants are then tasked with identifying the buildings that these architectural elements are on.

This year the Landmarks Commission received 30 completed applications. Last year we received 22 applications. Of the 30 applications 16 of them had the correct answer for all the photos. These 16 individuals were thrown into a random selection and Mary Meyer; 1460 S. Park Avenue, Neenah, WI won the grand prize. The grand prize consists of five gift cards from various downtown businesses with a total value of \$100. The Landmarks Commission selected the following businesses:

1. Jimmy John's (\$20)
2. Your Daily Grind (\$20)
3. Tayco Tap (\$20)
4. Wild Apple (\$20)
5. Mystic Earth (\$20)





## MEMORANDUM

DATE: June 27, 2019

TO: Mayor Merkes and Common Council

FROM: Pamela A. Captain *PAC*

RE: 2020 WRS Contribution Rates

The Wisconsin Department of Employee Trust Funds notified employers that WRS contribution rates are increasing. The contribution rates for 2020 are:

General							
Calendar Year	Employee Required	Benefit Adjust	Employer Required	Prior Service	Duty Disability	Sick Leave	Total
2019	6.55	0.00	6.55	0.00	0.00	0.00	13.10
2020	6.75	0.00	6.75	0.00	0.00	0.00	13.50
Elected Officials, Judges, State Executive Pay Plan							
Calendar Year	Employee Required	Benefit Adjust	Employer Required	Prior Service	Duty Disability	Sick Leave	Total
2019	6.55	0.00	6.55	0.00	0.00	0.00	13.10
2020	6.75	0.00	6.75	0.00	0.00	0.00	13.50
Protective with Social Security							
Calendar Year	Employee Required	Benefit Adjust	Employer Required	Prior Service	Duty Disability	Sick Leave	Total
2019	6.55	0.00	10.55	0.00	1.84	0.00	18.94
2020	6.75	0.00	11.65	0.00	0.60	0.00	19.00
Protective without Social Security							
Calendar Year	Employee Required	Benefit Adjust	Employer Required	Prior Service	Duty Disability	Sick Leave	Total
2019	6.55	0.00	14.95	0.00	1.84	0.00	23.34
2020	6.75	0.00	16.25	0.00	0.60	0.00	23.60

CITY OF MENASHA  
COMMON COUNCIL  
First Floor Conference Room  
100 Main Street, Menasha  
Monday, June 17, 2019  
MINUTES  
**DRAFT**

A. CALL TO ORDER

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

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

C. ROLL CALL

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

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

D. PUBLIC HEARING

1. Proposed rezoning of property located at 528 Milwaukee Street (Parcel #1-00396-00) from I-1 Heavy Industrial District to C-1 General Commercial District

CDD Schroeder explained the request for rezoning to bring the lot into conformance. The property use is currently a tavern. The property is currently under a Land Contract. The Land Contract holders have some issues to resolve before the rezoning can move forward so staff is recommending referring this item back to the Plan Commission.

Barb Wilson & Bill Paveletzke, owners of 528 Milwaukee Street, Menasha. As the Land Contract holders they were not aware of the complete impact of the rezoning. They asked to hold off on any final decision on the rezoning until they can work out a few issues and get more facts.

No one else spoke. Mayor closed the public hearing.

2. Special Use Permit by Schuh Construction, Inc., on behalf of R Lewis & R Lewis LLC, to establish a car wash on a parcel in the C-1 General Commercial District (1462 Appleton Road, Parcel #4-00783-24)

CDD Schroeder explained the proposed PDQ Car Wash at 1462 Appleton Road, Menasha.

A Special Use Permit is required for this type of development in a C-1 zoned district. The Plan Commission had concerns about the façade. The Plan Commission recommended the Special Use Permit with some conditions.

Jay McKeefry, N9351 Isaar Road, Seymour, represents PDQ Car Wash. He stated they submitted a revised site plan and have been working with staff on the concerns of the Plan Commission.

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

1. Presentation by Gold Cross Ambulance

Nick Romenesko, from Gold Cross Ambulance gave an overview of Gold Cross' history and operation. They are a regional ambulance service that covers the Fox Cities and their focus is patient care. They work with local health departments on training and work close with emergency medical teams.

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

- a. Board of Public Works 6/3/2019
- b. Plan Commission, 6/4/2019
- c. Redevelopment Authority, 6/4/2019
- d. Water & Light Commission, 5/22/2019

Communications:

- e. Police Lieutenants Complete Advanced Management Classes Memorandum, Chief Tim Styka, 6/12/2019
- f. Menasha Celebrates New Trail Connection Press Release

- g. City of Menasha Tax Payers Notice of Open Book of Assessment Rolls and Notice of Board of Review
- h. Update on Public Fire Protection Billing to Calumet County Property Owners in the City of Menasha (on behalf of Harrison Utilities) Memorandum, ASD John Jacobs, 6/13/2019
- i. 5<sup>th</sup> Annual Corny Community Walk—Wednesday, August 7, 2019 5:00pm—7:30pm at Jefferson Park
- j. Additional \$10,000.00 Received for Enhancing Public Health Preparedness: The Opioid Epidemic

Moved by Ald. Sevenich seconded by Ald. Krueger to receive Minutes and Communications a-j. Mayor Merkes reminded people of the ribbon cutting of the Province Terrace Trail on June 18, 2019.

Motion carried on voice vote.

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

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

Pastor Dan Sharp, 2233 E. Shady Lane, Neenah, from Fox Cities United Pentecostal Church, 1445 Midway Road. He expressed concerns on closing the streets for the Fox Cities Marathon. Some of the parishioners live on the marathon route and they are unable to attend church on that day because their street is blocked. He asked if one lane of the street could remain open to allow people access in and out of the street.

Mayor Merkes referred him to the race director to work out a solution.

Robert Walter, 344 Broad Street, Menasha. He supports planting trees on Broad Street. He commented on the condition of the railroad tracks on Racine Street.

Mayor Merkes recommends residents contact CN Railroad. The City has been working with the railroad on this issue. More people contacting the railroad will stress the importance of fixing the railroad tracks.

#### 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, 6/3/2019

Board of Public Works, 6/3/2019, Recommends the Approval of:

- 2. Street Use Application—Midwest Sunsplash Music Festival Benefitting Youth-Go; Friday, July 26, 2019; 4:00pm—12:00am (Youth-Go & Tui Productions)
- 3. Street Use Application—Midwest Sunsplash Music Festival Benefitting Youth-Go; Saturday, July 27, 2019; 6:00am—12:00am (Youth-Go & Tui Productions)
- 4. Street Use Application—Twisted Pistons Scholarship Cruise-In; Thursday, August 15, 2019; 12:00pm—10:00pm (Twisted Pistons, Inc.)
- 5. Street Use Application—Community First Fox Cities Marathon Presented by Miron Construction; Sunday, September 22, 2019; 7:00am—2:00pm (Community First Credit Union)
- 6. Change Order—Janke General Contractors, Inc.; Contract Unit No. 2019-02; Province Terrace Trail—Nature's Way to USH 10/STH 114; ADD: \$7,638.21 (Change Order No. 1)
- 7. Payment—Janke General Contractors, Inc.; Contract Unit No. 2019-02; Province Terrace Trail—Nature's Way to USH 10/STH 114; \$106,654.53 (Payment No. 5)
- 8. Payment—Sommers Construction Co., Inc.; Contract Unit No. 2019-01; New Street Construction—Province Terrace, Jennie Street, Province Link, and Midway Crossing (Various Locations); \$240,488.57 (Payment No. 2)

Plan Commission, 6/4/2019, Recommends the Approval of:

- 9. Special use permit to allow a carwash for 1492 Appleton Road and find that the findings listed under 13-1-11 were applicable: The use shall be compatible with adjacent land uses so that existing uses will not be depreciated in value, and there will be no deterrents to development of vacant land; The use shall have an appearance that will not have an adverse effect upon adjacent properties;

The use shall be reasonably related to the overall needs of the City and to existing land use patterns; The use will not cause traffic hazards or congestion; The use shall have adequate utilities, access roads, drainage, and other necessary facilities.

10. Certified survey map lot line adjustment at 528 Milwaukee Street with the following conditions: 528 Milwaukee Street (#1-00397-00) is rezoned from Heavy Industrial District (I-1) to General Commercial District (C-1)

Ald. Sevenich requested to remove items 6-10 from the Consent Agenda.

Moved by Ald. Sevenich seconded by Ald. Taylor to approve Consent Agendas items 1-5.  
Motion carried on roll call 8-0.

#### H. ITEMS REMOVED FROM THE CONSENT AGENDA

1. Moved by Ald. Krueger seconded by Ald. Langdon to approve Consent Agenda item 6, Change Order—Janke General Contractors, Inc.; Contract Unit No. 2019-02; Province Terrace Trail—Nature's Way to USH 10/STH 114; ADD: \$7,638.21 (Change Order No. 1).  
Motion carried on roll call 8-0.

2. Moved by Ald. Krueger seconded by Ald. Langdon to approve Consent Agenda item 7, Payment—Janke General Contractors, Inc.; Contract Unit No. 2019-02; Province Terrace Trail—Nature's Way to USH 10/STH 114; \$106,654.53 (Payment No. 5).  
Motion carried on roll call 8-0.

3. Moved by Ald. Krueger seconded by Ald. Langdon to approve Consent Agenda item 8, Payment—Sommers Construction Co., Inc.; Contract Unit No. 2019-01; New Street Construction—Province Terrace, Jennie Street, Province Link, and Midway Crossing (Various Locations); \$240,488.57 (Payment No. 2).  
Motion carried on roll call 8-0.

4. Moved by Ald. Nichols seconded by Ald. Ted Grade to approve Consent Agenda item 9, Special use permit to allow a carwash for 1492 Appleton Road and find that the findings listed under 13-1-11 were applicable: The use shall be compatible with adjacent land uses so that existing uses will not be depreciated in value, and there will be no deterrents to development of vacant land; The use shall have an appearance that will not have an adverse effect upon adjacent properties; The use shall be reasonably related to the overall needs of the City and to existing land use patterns; The use will not cause traffic hazards or congestion; The use shall have adequate utilities, access roads, drainage, and other necessary facilities.

General discussion ensued on the type and design of the car wash and assessed value of the building.

Unanimous consent was given to hear from owner Rebecca Lewis.

Rebecca Lewis explained her connection to the PDQ car wash business and the need for this type of car wash in the area. Jay McKeefry showed the Council blue print plans of the building.

Motion carried on roll call 8-0.

5. Moved by Ald. Sevenich seconded by Ald. Taylor to refer back to Plan Commission Consent Agenda item 10, Certified Survey Map lot line adjustment at 528 Milwaukee Street with the following conditions: 528 Milwaukee Street (#1-00397-00) is rezoned from Heavy Industrial District (I-1) to General Commercial District (C-1)  
General discussion ensued on allowing Land Contract holder an opportunity to research all options and work with staff.  
Motion carried on voice vote.

I. ACTION ITEMS

1. Accounts payable and payroll for the term of 6/6/2019—6/13/2019 in the amount of \$1,095,364.04 Moved by Ald. Nichols seconded by Ald. Ted Grade to approve accounts payable and payroll. Ald. Nichols requested to separate check #65015 to Jeff Nichols. She will abstain from voting on this check.

Motion to approve accounts payable and payroll excluding check #65015 carried on roll call 8-0.

Ald. Nichols left the room.

Motion to approve check #65015 carried on roll call 7-0. Ald. Nichols abstained.

Ald. Nichols returned.

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 6/13/19.

Motion carried on roll call 8-0.

Police Department recommends denying beverage operator's license application of Steven Brandt as he does not meet Guideline 1 (felony conviction) and Guideline 3 (habitual offender) of the City of Menasha Guidelines for Alcohol Licenses.

Steven Brandt, 1119 Manitowoc Road, Menasha spoke to the Common Council. He explained the felony charges from 2004 & 2006 and his last citation/conviction in 2011. He has worked at Tonic for nine years and has had a good work record.

CA Captain explained the City's guideline follows State Statute regarding felony convictions. CA Captain's opinion is that a sufficient number of years have passed since the felony convictions and therefore the felony convictions should not be considered when determining if the beverage operator's license should be approved.

Moved by Ald. Sevenich seconded by Ald. Tom Grade to approve beverage operator's license application of Steven Brandt.

Motion carried on roll call 8-0.

3. Beverage Operators License Applications for the 2019-2021 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 6/13/19.

Motion carried on roll call 8-0.

4. Outdoor Alcohol Beverage Service Permit Application for the 2019—2020 Licensing year—Plank Pub LLC, d/b/a Plank Road Pub, 800 Plank Road, Menasha

Moved by Ald. Nichols seconded by Ald. Krueger to approve Outdoor Alcohol Beverage Service Permit Application for the 2019-2020 Licensing year for Plank Pub LLC, d/b/a Plank Road Pub, 800 Plank Road, Menasha

Motion carried on roll call 8-0.

5. Property Acquisition—205 Mathewson Street

Moved by Ald. Taylor seconded by Ald. Krueger to approve property acquisition of 205 Mathewson Street.

Motion carried on roll call 8-0.

6. Class "B" Liquor License Application for Superior Mobile, LLC d/b/a Superior Lounge, Linda Contreras, Agent, front corner unit of 714 Appleton Road, Menasha for the 2019—2020 licensing year

Moved by Ald. Nichols seconded by Ald. Ted Grade to deny Class "B" liquor license application for Superior Mobile, LLC d/b/a Superior Lounge, Linda Contreras, Agent, 714 Appleton Road, Menasha for the 2019-2020 licensing year as recommended by staff.

Linda Contreras, representing Superior Mobile, answered questions from CA Captain. Ms. Contreras stated their plan is to operate a bar. She did not know the terms of the lease between Superior Mobile and the owner of the building at 714 Appleton Road. The cellphone business that is currently located in the building is not operating. Ms. Contreras stated Superior Mobile is owned by Waed Alswaleh, who was not present at the meeting. When asked if Kamel Khatib was involved in the business, Ms. Contreras stated Mr. Khatib helps out at the business occasionally.

PC Styka answered questions from CA Captain about Kamel Khatib and his criminal record and why Mr. Khatib was part of the investigation.

Clerk Galeazzi answered questions from CA Captain on the liquor license application procedure and her contact with Kamel Khatib and Waed Alswaleh.

CA Captain explained what type of businesses are allowed to hold liquor licenses under State Statute. She also explained liquor license applicants must have permission from the property owner to sell and/or serve alcohol in the premise being licensed.

Motion carried on roll call 8-0.

#### 7. Broad Street Terrace Trees

Moved by Ald. Taylor seconded by Ald. Sevenich to reallocate \$5,000 from stormwater street construction to the stormwater forestry account and plant street trees for Broad Street Terrace

General discussion ensued on planting terrace trees now that the reconstruction of Broad Street is completed or planting during the suggested time of spring or fall; concerns about trees not surviving if planted during the summer; showcasing Broad Street now that reconstruction work is done; City plants terrace trees in different parts of the City each spring.

DPW Radomski explained the trees will be planted in the fall or spring as recommended by the City's arborist and the trees will be purchased in bulk. Typically terrace trees are planted the spring after the street reconstruction is completed. There have been exceptions.

Motion failed on roll call 2-6.

Ald. Taylor, Sevenich voted yes.

Ald. Nichols, Langdon, Krueger, Tom Grade, Ted Grade, Ropella voted no.

With no objections, Mayor Merkes moved to Items J-N on the agenda.

#### 8. Offer to Purchase 140 Main Street (Former City Hall)

CDD Schroeder explained the Offer to Purchase for 140 Main Street, Menasha from Grant Fisk in the amount of \$100,000. Staff has been working with Mr. Fisk regarding concerns of the Council from the previous Letter of Intent from Mr. Fisk. CDD Schroeder reviewed the details of the Offer to Purchase.

Grant Fisk spoke to Council on his plans for the building. His intent is to redo the building to showcase downtown Menasha. He is partnering with development companies from out of the State that are interested in investing in Menasha. They have financial backing and will not rely on City funding. They would like to close on or before Aug 9. Mr. Fisk stated commercial is the best use of the building. Their intent is for a restaurant on the first floor and commercial and/or offices on second and third floors. Mr. Fisk stated they know the current condition of the building and have no intent to raze the building.

General discussion ensued on the uniqueness of the building and downtown area; the sale price of \$100,000; expected property value of \$700,000-\$800,000; PILOT program; background of the developers; and the preferred use of the building.

CDD Schroeder addressed the question on the sale price of \$100,000. He explained the repairs to the building and the cost associated with the repairs. This is not a move-in ready building.

- a. Moved by Ald. Sevenich seconded by Ald. Langdon to 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.  
Motion carried on roll call 8-0.
- b. Moved by Ald. Sevenich seconded by Ald. Langdon to return into Open Session to take action on items discussed in Closed Session.  
Motion carried on voice vote.

Moved by Ald. Langdon seconded by Ald. Nichols to accept Offer to Purchase 140 Main Street, Menasha (Former City Hall) from Grant Fisk in the amount of \$100,000.

Moved by Ald. Krueger seconded by Ald. Langdon to amend Offer to Purchase to include a minimum guarantee assessed value of \$300,000 or equivalent annual PILOT for 10 years.  
Motion on amendment carried on roll call 8-0.

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

#### J. HELD OVER BUSINESS

#### K. ORDINANCES AND RESOLUTIONS

1. O-12-19 An Ordinance Amending Title 13, By Making Certain Changes to the District (528 Milwaukee Street—Parcel #1-00396-00); Introduced by Alderman Nichols; Recommended by Plan Commission

Moved by Ald. Nichols seconded by Ald. Sevenich to refer Ordinance O-12-19 back to Plan Commission.

Motion carried on voice vote.

2. R-17-19 Intergovernmental Agreement to Satisfy Eligibility for Recycling Consolidation Grant for Calendar Year 2020 (Introduced by Alderman Krueger; Recommended by Board of Public Works)  
Moved by Ald. Krueger seconded by Ald. Langdon to approve R-17-19 Intergovernmental Agreement to Satisfy Eligibility for Recycling Consolidation Grant for Calendar Year 2020  
Motion carried on voice vote.

#### L. APPOINTMENTS

1. Reappointment of Ray Zielinski to the Board of Review for the term of 7/1/2019—7/1/2023.  
Moved by Ald. Sevenich seconded by Ald. Taylor to approve appointment of Ray Zielinski to the Board of Review for the term 7/1/2019-7/1/2023.  
Motion carried on voice vote.

2. Reappointment of Tom Stoffel to the Board of Review for the term of 7/1/2019—7/1/2024.  
Moved by Ald. Sevenich seconded by Ald. Taylor to approve appointment of Tom Stoffel to the Board of Review for the term 7/1/2019-7/1/2024.  
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)

Kamel Khatib (no address given). He had concerns on the denial of the liquor license application for Superior Mobile.

Returned to Item I-8.

#### O. ADJOURNMENT

Moved by Ald. Langdon seconded by Ald. Krueger to adjourn at 9:38 p.m.  
Motion carried on voice vote.

Deborah A. Galeazzi, WCMC  
City Clerk



## MEMORANDUM

TO: Administration Committee

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

Date: June 13, 2019

RE: Request to Approve 2019 Tuberculosis Skin Test Fee Increase

The purpose of this Memorandum is to request the Administration Committee approve an increase in the Tuberculosis Skin Test from \$15.00 to \$25.00. This fee increase is proposed by the Menasha Health Department and approved by the Menasha Board of Health.

### **BACKGROUND/ANALYSIS**

The Menasha Health Department provides Tuberculosis Skin Tests to anyone from the public and select school employees.

### **FISCAL IMPACT**

The Tuberculosis Skin Test product has increased in price and this reflects the cost of making sure it is available to Menasha residents and school employees. This fee is comparable to surrounding health departments.

### **RECOMMENDATION**

Health Department staff and the Menasha Board of Health recommend that the request to increase Tuberculosis Skin Test fees from \$15.00 to \$25.00.



## Certificate of Payment

Date: 6.11.19

Payment Request: 6

**Contractor:** Janke General Contractors, Inc.

**Address:** 1223 River View Lane, Athens, WI 54411

**Contract Unit No.:** 2019-02

**Project Description:** Province Terrace Trail; Nature's Way to USH 10/STH 114

Original Contract Amount:	\$	641,638.75
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Change Order 1:	<u>\$ 7,638.21</u>	Total Change Orders:	<u>\$ 7,638.21</u>
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Change Order 2: \_\_\_\_\_ Total Contract Amount (Including Change Orders): \$ 649,276.96

Change Order 3:	<u>                    </u>	Total Earned to Date (Summary Attached):	\$	<u>554,403.56</u>
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<b>Change Order 4:</b>	<u>                    </u>	<b>Less Retainage:</b>	(5% up to 50%- reduced based on project status)	<u>\$</u>	<b>16,040.97</b>
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**Amount Due:** \$ 538,362.59

Payment 1	\$	22,483.80
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<b>Payment 2</b>	<b>\$</b>	<b>77,339.70</b>
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Payment 3	\$	114,390.00
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Payment 4	\$	130,589.56
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<b>Payment 5</b>	<b>\$</b>	<b>106,654.53</b>
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**Payment 6** \_\_\_\_\_

### Payment 7

Current Payment	\$	86,905.00
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I certify that all bills for labor, equipment, materials and services are paid for which previous certificates for payment were issued.  
(Lien Waivers from all subcontractors and suppliers shall accompany each Request for Payment.)

Date: 6/11/19

BY: [Signature]

**Recommended for Payment**

**Josh Radomski, Public Works Director:**

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

**Finance Department**

Account Number	Amount

**CONTINUATION SHEET**

Item No. (A)	Description of Work (B)	Unit of Measure	Scheduled Quantity (C)	Unit Price (D)	Item Total (C * D)	Work Completed				Total Completed To Date (E + F)		Percent Complete		
						Previous Requests (E)		This Request (F)		Quantity	Amount		Quantity	Amount
						Quantity	Amount	Quantity	Amount					
201.0105	Clearing/STA	STA	12	\$ 1,125.00	\$ 13,500.00	12.00	\$ 13,500.00		\$ -	12.00	\$ 13,500.00	100.00%		
204.011	Removing Asphaltic Surface/SY	SY	20	\$ 5.00	\$ 100.00	18.00	\$ 90.00	20.00	\$ 100.00	38.00	\$ 190.00	190.00%		
204.015	Removing Curb & Gutter/LF	LF	20	\$ 12.00	\$ 240.00		\$ -	20.00	\$ 240.00	20.00	\$ 240.00	100.00%		
204.0155	Removing Concrete Sidewalk/SY	SY	22	\$ 12.00	\$ 264.00		\$ -	52.00	\$ 624.00	52.00	\$ 624.00	236.36%		
205.01	Excavation Common **P**/CY	CY	505	\$ 25.00	\$ 12,625.00	505.00	\$ 12,625.00		\$ -	505.00	\$ 12,625.00	100.00%		
205.04	Excavation Marsh/CY	CY	46	\$ 68.00	\$ 3,128.00	46.00	\$ 3,128.00		\$ -	46.00	\$ 3,128.00	100.00%		
305.012	Base Aggregate Dense 1 1/4-Inch/Ton	TON	760	\$ 22.00	\$ 16,720.00	87.81	\$ 1,931.82	153.14	\$ 3,369.08	240.95	\$ 5,300.90	31.70%		
305.013	Base Aggregate Dense 3-Inch/Ton	TON	179	\$ 22.00	\$ 3,938.00	346.23	\$ 7,617.06		\$ -	346.23	\$ 7,617.06	193.42%		
312.011	Select Crushed Material/Ton	TON	360	\$ 27.00	\$ 9,720.00	384.01	\$ 10,368.27		\$ -	384.01	\$ 10,368.27	106.67%		
465.0105	Asphaltic Surface/Ton	TON	210	\$ 126.00	\$ 26,460.00		\$ -	213.42	\$ 26,890.92	213.42	\$ 26,890.92	101.63%		
465.011	Asphaltic Surface Patching/Ton	TON	2	\$ 444.00	\$ 888.00		\$ -		\$ -	0.00	\$ -	0.00%		
601.0105	Concrete Curb Type A/LF	LF	27	\$ 46.50	\$ 1,255.50		\$ -	9.00	\$ 418.50	9.00	\$ 418.50	33.33%		
601.0411	Concrete Curb & Gutter 30-Inch Type D/LF	LF	20	\$ 49.50	\$ 990.00		\$ -	20.00	\$ 990.00	20.00	\$ 990.00	100.00%		
602.0405	Concrete Sidewalk 4-Inch/SF	SF	227	\$ 10.50	\$ 2,383.50		\$ -	393.00	\$ 4,126.50	393.00	\$ 4,126.50	173.13%		
602.0415	Concrete Sidewalk 6-Inch/SF	SF	203	\$ 12.50	\$ 2,537.50		\$ -	492.00	\$ 6,150.00	492.00	\$ 6,150.00	242.36%		
602.0515	Curb Ramp Detectable Warning Field Natural Patina/SF	SF	72	\$ 46.50	\$ 3,348.00		\$ -	72.00	\$ 3,348.00	72.00	\$ 3,348.00	100.00%		
619.01	Mobilization/LS	LS	1	\$ 53,000.00	\$ 53,000.00	0.75	\$ 39,750.00	0.25	\$ 13,250.00	1.00	\$ 53,000.00	100.00%		
627.02	Mulching/SY	SY	1200	\$ 1.55	\$ 1,860.00		\$ -	1,200.00	\$ 1,860.00	1,200.00	\$ 1,860.00	100.00%		
628.1504	Silt Fence/LF	LF	1218	\$ 2.50	\$ 3,045.00	1,320.00	\$ 3,300.00		\$ -	1,320.00	\$ 3,300.00	108.37%		
628.701	Inlet Protection Type B/Ea	EA	4	\$ 78.00	\$ 312.00	2.00	\$ 156.00		\$ -	2.00	\$ 156.00	50.00%		
628.756	Tracking Pads/Ea	EA	3	\$ 1,100.00	\$ 3,300.00	1.00	\$ 1,100.00		\$ -	1.00	\$ 1,100.00	33.33%		
630.012	Seeding Mixture No. 20/LB	LB	50	\$ 31.00	\$ 1,550.00		\$ -	50.00	\$ 1,550.00	50.00	\$ 1,550.00	100.00%		
630.02	Seeding Temporary/LB	LB	35	\$ 16.00	\$ 560.00		\$ -	35.00	\$ 560.00	35.00	\$ 560.00	100.00%		
634.0412	Posts Wood 4x4-Inch x 12-Ft/Ea	EA	5	\$ 130.00	\$ 650.00		\$ -		\$ -	0.00	\$ -	0.00%		
637.221	Signs Type II Reflective H/SF	SF	4	\$ 105.00	\$ 390.60		\$ -		\$ -	0.00	\$ -	0.00%		
638.2102	Moving Signs Type II/Ea	EA	4	\$ 105.00	\$ 420.00	4.00	\$ 420.00		\$ -	4.00	\$ 420.00	100.00%		
638.3	Removing Small Sign Supports/Ea	EA	3	\$ 52.00	\$ 156.00	3.00	\$ 156.00		\$ -	3.00	\$ 156.00	100.00%		
643.01	Traffic Control/Ea	EA	1	\$ 2,500.00	\$ 2,500.00	0.50	\$ 1,250.00	0.50	\$ 1,250.00	1.00	\$ 2,500.00	100.00%		
645.022	Geogrid Type SR/SY	SY	184	\$ 9.25	\$ 1,702.00	184.00	\$ 1,702.00		\$ -	184.00	\$ 1,702.00	100.00%		
646.742	Marking Crosswalk Epoxy Transverse Line 6-Inch/LF	LF	233	\$ 12.00	\$ 2,796.00		\$ -	230.00	\$ 2,760.00	230.00	\$ 2,760.00	98.71%		
652.0215	Conduit Rigid Nonmetallic Schedule 40 - 1 1/4 Inch/LF	LF	1825	\$ 4.00	\$ 7,300.00	1,625.00	\$ 6,500.00		\$ -	1,625.00	\$ 6,500.00	89.04%		
652.022	Conduit Rigid Nonmetallic Schedule 40 - 2 Inch/LF	LF	25	\$ 5.00	\$ 125.00		\$ -		\$ -	0.00	\$ -	0.00%		
652.0325	Conduit Rigid Nonmetallic Schedule 80 - 2 Inch/LF	LF	20	\$ 6.00	\$ 120.00		\$ -		\$ -	0.00	\$ -	0.00%		
653.0164	Pull Box Non-Conductive 24 x 42 - Inch/Ea	EA	5	\$ 1,250.00	\$ 6,250.00	5.00	\$ 6,250.00		\$ -	5.00	\$ 6,250.00	100.00%		
654.0101	Concrete Bases Type 1/Ea	EA	1	\$ 650.00	\$ 650.00	1.00	\$ 650.00		\$ -	1.00	\$ 650.00	100.00%		
655.061	Electrical Wire Lighting 12 AWG/LF	LF	1425	\$ 0.55	\$ 783.75		\$ -		\$ -	0.00	\$ -	0.00%		
655.0625	Electrical Wire Lighting 6 AWG/LF	LF	5802	\$ 0.85	\$ 4,931.70		\$ -		\$ -	0.00	\$ -	0.00%		
690.015	Sawing Asphalt/LF	LF	38	\$ 3.00	\$ 114.00		\$ -		\$ -	0.00	\$ -	0.00%		
690.025	Sawing Concrete/LF	LF	45	\$ 3.00	\$ 135.00		\$ -	112.00	\$ 336.00	112.00	\$ 336.00	248.89%		
SPV.0035.11	Screened Topsoil/CY	CY	190	\$ 47.00	\$ 8,930.00		\$ -	209.00	\$ 9,823.00	209.00	\$ 9,823.00	110.00%		
SPV.0060.01	Concrete Bases/Ea	EA	2	\$ 750.00	\$ 1,500.00	4.00	\$ 3,000.00		\$ -	4.00	\$ 3,000.00	200.00%		
SPV.0060.02	Concrete Bases-Rigid Form/Ea	EA	2	\$ 800.00	\$ 1,600.00		\$ -		\$ -	0.00	\$ -	0.00%		
SPV.0060.03	Lighting Unit/Ea	EA	19	\$ 3,250.00	\$ 61,750.00		\$ -		\$ -	0.00	\$ -	0.00%		
SPV.0090.01	Helical Piles/LF	LF	3498	\$ 40.00	\$ 139,920.00	2,894.00	\$ 115,760.00		\$ -	2,894.00	\$ 115,760.00	82.73%		
SPV.0090.02	Boardwalk/LF	LF	1248	\$ 140.00	\$ 174,720.00	1,248.00	\$ 174,720.00		\$ -	1,248.00	\$ 174,720.00	100.00%		
SPV.0090.03	Boardwalk - Long Span/LF	LF	36	\$ 219.00	\$ 7,884.00	36.00	\$ 7,884.00		\$ -	36.00	\$ 7,884.00	100.00%		
SPV.0090.04	Staked Wattles/LF	LF	70	\$ 11.00	\$ 770.00	264.00	\$ 2,904.00		\$ -	264.00	\$ 2,904.00	377.14%		
SPV.0090.05	Profile Curb Cut/LF	LF	22	\$ 39.00	\$ 858.00		\$ -	41.00	\$ 1,599.00	41.00	\$ 1,599.00	186.36%		
SPV.0105.01	Boardwalk Lighting Mounting Equipment/LS	LS	1	\$ 9,800.00	\$ 9,800.00	1.00	\$ 9,800.00		\$ -	1.00	\$ 9,800.00	100.00%		
SPV.0105.02	Electrical Service Meter Breaker Pedestal Special/LS	LS	1	\$ 2,000.00	\$ 2,000.00	0.90	\$ 1,800.00		\$ -	0.90	\$ 1,800.00	90.00%		
SPV.0105.03	Construction Staking (Project)/LS	LS	1	\$ 9,300.00	\$ 9,300.00	0.95	\$ 8,835.00	0.05	\$ 465.00	1.00	\$ 9,300.00	100.00%		
SPV.0145.01	Install Furnished Composite Decking/ SF	SF	15552	\$ 1.60	\$ 24,883.20	15,552.00	\$ 24,883.20		\$ -	15,552.00	\$ 24,883.20	100.00%		
SPV.0180.01	Wetland Seeding/SY	SY	1395	\$ 5.00	\$ 6,975.00		\$ -	1,395.00	\$ 6,975.00	1,395.00	\$ 6,975.00	100.00%		

**Original Contract Total:**

**\$ 641,638.75**

**\$ 460,080.35**

**\$ 86,685.00**

\$ 546,765.35

## Certificate of Payment

Date: 6/11/2019

Payment Request: 3 (Three)

Contractor: Sommers Construction Co., Inc.

Address: W7841 Smith Street, Shiocton, WI 54170

Contract Unit No.: 2019-01

Project Description: New Street Construction (Concrete Pavement with Integral Curb; Concrete Curb & Gutter; Asphaltic Concrete Pavement; Concrete Sidewalk)

	Original Contract Amount:	\$	697,062.40
Change Order 1:	Total Change Orders:	\$	-
Change Order 2:	Total Contract Amount (Including Change Orders):	\$	697,062.40
Change Order 3:	Total Earned to Date (Summary Attached):	\$	489,743.55
Change Order 4:	Less Retainage: 2.5% of Original Contract	\$	17,426.56
	Amount Due:	\$	472,316.99

Payment 1 \$ 50,199.04

Payment 2 \$ 240,448.57

Payment 3

Payment 4

Payment 5

Payment 6

Payment 7

Current Payment \$ 181,669.38

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: \_\_\_\_\_

BY: \_\_\_\_\_

### Recommended for Payment

Josh Radomski, Public Works Director: \_\_\_\_\_

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

### Finance Department

Account Number	Amount

# City of Menasha Contract Unit No. 2019-01

## New Street Construction - Province Terrace, Jennie Street, Province Link, Midway Crossing

Payment 3 (Three)						
Item	Quantity	Description	YTD Total		YTD Total	
		Base Bid	Unit Price	Item Total	Quantity	Item Total
1	28	8" SDR-35 PVC Storm Sewer/LF	\$ 73.00	\$ 2,044.00	25.00	\$ 1,825.00
2	13,329	Pavement / Base Pulverizing/SY	\$ 0.65	\$ 8,663.85	13329.00	\$ 8,663.85
3	3,070	Unclassified Excavation/CY	\$ 9.05	\$ 27,783.50	3070.00	\$ 27,783.50
4	282	Pulverized Stone Placement/CY	\$ 16.00	\$ 4,512.00	75.00	\$ 1,200.00
5	16,903	Fine Grading and Compaction/SY	\$ 0.40	\$ 6,761.20	16903.00	\$ 6,761.20
6	12,630	8" Thick Concrete Pavement with Integral Curb & Gutter/SY	\$ 32.50	\$ 410,475.00	11500.00	\$ 373,750.00
7	79	18" Concrete Curb & Gutter/LF	\$ 25.00	\$ 1,975.00	25.00	\$ 625.00
8	1,531	24" Concrete Curb & Gutter/LF	\$ 11.65	\$ 17,836.15	1400.00	\$ 16,310.00
9	90	30" Concrete Curb & Gutter/LF	\$ 25.00	\$ 2,250.00	25.00	\$ 625.00
10	1,410	No. 4 Epoxy Coated Rebar/LF	\$ 0.75	\$ 1,057.50	200.00	\$ 150.00
11	52	Utility Adjustment/EA	\$ 200.00	\$ 10,400.00	40.00	\$ 8,000.00
12	9	Water Valve Adjustment/EA	\$ 75.00	\$ 675.00	5.00	\$ 375.00
13	426	Sawcut/LF	\$ 2.00	\$ 852.00	200.00	\$ 400.00
14	381	Asphalt Binder Course Pavement/Ton	\$ 80.05	\$ 30,499.05	0.00	\$ -
15	301	Asphalt Surface Course Pavement/Ton	\$ 80.05	\$ 24,095.05	0.00	\$ -
16	503	8" Thick Concrete Driveway Apron/SF	\$ 6.50	\$ 3,269.50	0.00	\$ -
17	16,511	4" Thick Concrete Sidewalk/SF	\$ 3.40	\$ 56,137.40	4250.00	\$ 14,450.00
18	1,537	6" Thick Concrete Sidewalk, Trail & Handicap Ramp/SF	\$ 5.50	\$ 8,453.50	0.00	\$ -
19	948	8" Thick Concrete Sidewalk & Trail/SF	\$ 6.50	\$ 6,162.00	0.00	\$ -
20	7,634	Lawn & Terrace Restoration/SY	\$ 3.05	\$ 23,283.70	0.00	\$ -
21	1	Temporary Mailbox/LS	\$ 250.00	\$ 250.00	1.00	\$ 250.00
22	3	Pavement Gap/EA	\$ 500.00	\$ 1,500.00	0.00	\$ -
23	4	Sidewalk or Apron Gap/EA	\$ 100.00	\$ 400.00	0.00	\$ -
24	4,220	4-Inch Solid, Yellow Epoxy Pavement Marking/LF	\$ 0.80	\$ 3,376.00	0.00	\$ -
25	98	Stop Line, 18-Inch White Epoxy Pavement Marking/LF	\$ 10.75	\$ 1,053.50	0.00	\$ -
26	433	Crosswalk, 6-Inch White Epoxy Pavement Marking/LF	\$ 7.50	\$ 3,247.50	0.00	\$ -
27	1	Erosion Control/LS	\$ 1,450.00	\$ 1,450.00	0.50	\$ 725.00
28	1	Traffic Control/LS	\$ 5,100.00	\$ 5,100.00	1.00	\$ 5,100.00
29	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	\$ 12,000.00	\$ 12,000.00	1.00	\$ 12,000.00
Total Base Bid (Items 1 - 29)				\$ 675,562.40		\$ 478,993.55
<b>2019-01 Alternate Bid Item - Private Street Section of Midway Crossing</b>						
1		Private Street Construction/LS	\$ 21,500.00	\$ 21,500.00	0.50	\$ 10,750.00
Total Unit 2019-01 Alternate Bid (Item 1)				\$ 21,500.00		\$ 10,750.00
<b>Grand Total Unit 2019-01 New Street Construction and Alternate Bid</b>						
				\$ 697,062.40		\$ 489,743.55

## Josh Radomski

---

**From:** Bertrand, William - DOT <William.Bertrand@dot.wi.gov>  
**Sent:** Monday, June 24, 2019 10:54 AM  
**To:** Josh Radomski  
**Cc:** Karow, Charles - DOT  
**Subject:** Racine Street Bridge aesthetics - design timeline

RE: ID 4992-03-00, Racine Street, City of Menasha, Fox River Bridge & Approaches

Josh,  
You had requested a brief memo on the timeline for our structure design and when we need a decision for the major aesthetic items. Major aesthetic items need to be determined prior to final structure design since they will impact many of the design computations within the structure design.

A summary of major schedule items and milestone dates are shown below:

- Final roadway & bridge plans need to be submitted by December 1, 2019 for review by our Central Office Bureaus. We typically have a period for region review prior to submitting the final documents to our bureaus. For that region review to occur, we need final roadway & bridge plans by mid-October 2019.
- Final design on the fixed approach spans for the Racine Street Bridge will take a minimum of 6 months
- Final design on the bascule span will take a minimum of 6-9 months since it also involves electrical and mechanical components

Given the above dates, we should have started final design on the Racine Street Bridge in early 2019. We are already several months behind schedule and even with a final decision on the major aesthetic items from city council at their first meeting in July, our design team still has a major challenge to meet our delivery dates. Any further delay in council action (even by 2 weeks) will create a situation where we are unable to complete the final structure design for the currently proposed 2020 construction.

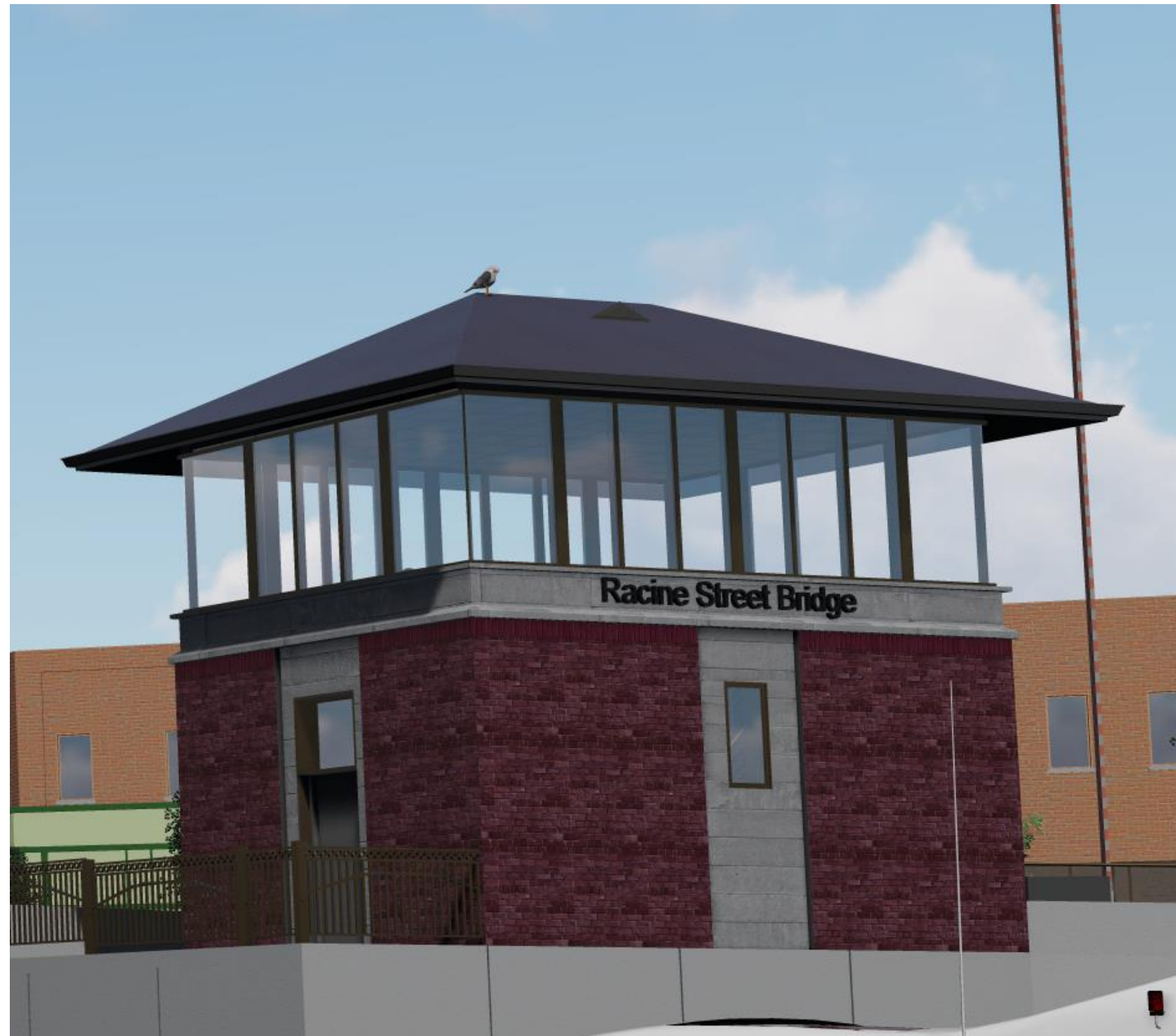
As we have discussed previously, the minor aesthetic items like paint color are not needed right now, but if you can provide direction on paint color at the same time as the major items, that would be appreciated.

**Bill Bertrand, P.E.**  
Project Manager - Winnebago County  
WisDOT - NE Region  
Phone: 920-360-3124  
[william.bertrand@dot.wi.gov](mailto:william.bertrand@dot.wi.gov)

If this is related to a records request please mail: [dotdtsdnerecords@dot.wi.gov](mailto:dotdtsdnerecords@dot.wi.gov)



















Racine Street Bridge  
Summary Breakdown of Aesthetic Amenities  
6/11/2019

Aesthetic Amenity	Estimated Construction Cost	Notes
Roadway		
Colored Concrete Sidewalk	\$5,500.00	
Decorative Light Poles	\$75,500.00	
Subtotal =	\$81,000.00	
Bridge		
Decorative Pedestals	\$45,200.00	Total of 11 pedestals per 6/6/2019 meeting with City
Staining	\$0.00	Removed per 5/23/19 meeting with City
Bridge Formliner	\$0.00	Removed per 5/23/19 meeting with City; Horizontal and vertical rustications used instead
Brick facing on Operator House	\$80,000.00	
Cast stone on Operator House	\$80,000.00	
Subtotal =	\$205,200.00	
Participating Items (No Cost to City)		
Retaining Walls	\$0.00	
Aluminum Railing	\$0.00	
Filled grid deck	\$0.00	
Rectangular wraparound windows	\$0.00	
Steel Roof	\$0.00	

Total = \$286,200.00  
Total Budget = \$500,000.00  
Remaining Budget = \$213,800.00

**WisDOT Division of Transportation System  
Development**  
Northeast Region  
944 Vanderperren Way  
Green Bay, WI 54304

**Governor Tony Evers  
Secretary Craig Thompson**  
[wisconsindot.gov](http://wisconsindot.gov)  
Telephone: (920)492-5643  
FAX: (920)492-5640  
Email: [ner.dtsd@dot.wi.gov](mailto:ner.dtsd@dot.wi.gov)



June 10, 2019

JOSH RADOMSKI  
CITY OF MENASHA-MENASHA CITY CENTER  
100 MAIN STREET, SUITE 200  
MENASHA, WI 54952-3190

Project 4992-03-00  
Racine Street Bridge, City of Menasha  
Fox River Bridge & Approaches  
Local Street  
Winnebago County

Attached are three copies of a State/Municipal Financial Agreement (SMFA) for design, real estate, and construction costs related to the Racine Street Bridge replacement project. The SMFA reflects the most recent construction estimate and the associated City of Menasha costs.

City of Menasha costs on the bridge replacement project are indicated below and further described within the SMFA:

- Any aesthetic elements that the City elects to include in the project that may include special colored concrete within roadway terrace area or crosswalks, multi-color staining, form liners, upgraded retaining walls, decorative street or bridge lighting, pedestals for street lights on bridge, special enhancements to the bridge tender house, and plaques or statues within the project limits
- 100% of the cost for other non-participating items such as adjustment of sanitary sewer manholes and water valves

**We ask you to approve the agreement by signing and returning two copies to our office by July 5, 2019. You may keep the third copy for your files.** If you have any questions, please contact me at 920-360-3124 or via e-mail at [William.Bertrand@dot.wi.gov](mailto:William.Bertrand@dot.wi.gov).

Sincerely,

A handwritten signature in purple ink that reads "Bill Bertrand".

Bill Bertrand, P.E.  
Project Manager



**STATE/MUNICIPAL FINANCIAL  
AGREEMENT FOR A STATE- LET  
HIGHWAY PROJECT**

Date: June 10, 2019  
I.D.: 4992-03-00/71  
Road Name: Local Street  
Title: Racine Street Bridge, City of Menasha  
Limits: Fox River Bridge & Approaches  
County: Winnebago  
Roadway Length: 0.37 miles

The signatory **City of Menasha**, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby acknowledges the State of Wisconsin Department of Transportation, hereinafter called the State, will initiate and affect the highway or street improvement hereinafter described.

The authority for the Municipality to enter into this agreement with the State is provided by Section 86.25(1), (2), and (3) of the Statutes.

**NEEDS AND ESTIMATE SUMMARY:**

**Existing Facility - Describe and give reason for request:** The existing bridge was constructed in 1952 and is nearing its service life. While the bridge is safe for travel, there are numerous deficiencies with the existing bridge that need to be addressed

**Proposed Improvement - Nature of work:** The existing bridge will be replaced with a new bascule bridge. The new bridge will be on a slightly different alignment that will require the reconstruction of the adjacent intersections on both shores with roundabouts (Main Street on north side and Ahnaip/Keyes Street on south side)

**Describe non-participating work included in the project and other work necessary to finish the project completely which will be undertaken independently by the municipality:** City of Menasha will pay cost for decorative street lighting and for other aesthetic items since there are no federal/state dollars available for aesthetic elements. A nominal amount is included to cover other items in paragraph 3 (to be adjusted in the final plan).



**TABLE 1: SUMMARY OF COSTS**

<b>Phase</b>	<b>Total Estimated Cost</b>	<b>Federal/ State Funds</b>	<b>%</b>	<b>Municipal Funds</b>	<b>%</b>
<b>Preliminary Engineering: ID 4992-03-00</b>					
Plan Development	\$2,000,000	\$2,000,000	100	\$0	0
<b>Real Estate Acquisition: ID 4992-03-21</b>					
Acquisition	\$4,800,000	\$4,800,000	100	\$0	0
<b>Construction: ID 4992-03-71</b>					
Category 010 – Roadway	\$2,750,000 \$2,750,000	\$2,750,000	100	\$0	0
Category 020 - Structure B-70-0324	\$28,890,000 \$28,890,000	\$28,890,000	100	\$0	0
Category 030 - Structure R-70-0159	\$200,000 \$200,000	\$200,000	100	\$0	0
Category 040 - Structure R-70-0160	\$300,000 \$300,000	\$300,000	100	\$0	0
Category 050 – Decorative Street Lighting	\$131,000				
Priority 1 – Cost for standard lighting	\$44,000	\$44,000	CAP	\$0	0
Priority 2 – Additional decorative lighting cost	\$87,000	\$0	0	\$87,000	100
Category 060 – Aesthetic Elements	\$413,000 \$413,000	\$0	0	\$413,000	100
Category 070 – Non-Participating Items	\$12,000 \$12,000	\$0	0	\$12,000	100
<b>ID 4992-03-71 subtotal</b>	<b>\$32,696,000</b>	<b>\$32,184,000</b>		<b>\$512,000</b>	
<b>Total Cost Distribution</b>	<b>\$39,496,000</b>	<b>\$38,984,000</b>		<b>\$512,000</b>	

**Note: Construction costs for ID 4992-03-71 (categories 010 – 050) include 10% engineering delivery.**  
**Construction costs for ID 4992-03-71 (category 060 & 070) include 0% engineering delivery.**

This request shall constitute agreement between the Municipality and the State; is subject to the terms and conditions that follow (pages [3] – [6]); is made by the undersigned under proper authority for the designated Municipality, upon signature by the State, and delivery to the Municipality. The initiation and accomplishment of the improvement will be subject to the applicable federal and state regulations. No term or provision of neither the State/Municipal Financial Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Financial Agreement.



Signed for and in behalf of the <b>City of Menasha</b> (please sign in blue ink)	
Name (print)	Title
Signature	Date
Signed for and in behalf of the <b>State</b> (please sign in blue ink)	
Name	Title
Signature	Date

### TERMS AND CONDITIONS:

1. The Municipality shall pay to the State all costs incurred by the State in connection with the improvement which exceeds federal/state financing commitments or are ineligible for federal/state financing. Local participation shall be limited to the items and percentages set forth in the Summary of Costs table, which shows Municipal funding participation. In order to guarantee the Municipality's foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from General Transportation Aids or any moneys otherwise due and payable by the State to the Municipality.
2. Funding of each project phase is subject to inclusion in an approved program and per the State's Facility Development Manual (FDM) standards. Federal aid and/or state transportation fund financing will be limited to participation in the costs of the following items as specified in the Summary of Costs:
  - (a) Design engineering and state review services.
  - (b) Real Estate necessitated for the improvement.
  - (c) Compensable utility adjustment and railroad force work necessitated for the project.
  - (d) The grading, base, pavement, curb and gutter, and structure costs to State standards, excluding the cost of parking areas.
  - (e) Storm sewer mains, culverts, laterals, manholes, inlets, catch basins, and connections for surface water drainage of the improvement; including replacement and/or adjustments of existing storm sewer manhole covers and inlet grates as needed.
  - (f) Construction engineering incidental to inspection and supervision of actual construction work, except for inspection, staking, and testing of sanitary sewer and water main.
  - (g) Signing and pavement marking necessitated for the safe and efficient flow of traffic, including detour routes.
  - (h) Replacement of existing sidewalks necessitated by construction and construction of new sidewalk at the time of construction. Sidewalk is considered to be new if it's constructed in a location where it has not existed before.
  - (i) Replacement of existing driveways, in kind, necessitated by the project.
  - (j) New installations or alteration resulting from roadway construction of standard State street lighting and traffic signals or devices. Alteration may include salvaging and replacement of existing components.

- (k) Coordinate, clean up, and fund any removal of asbestos associated with razing and removal of Buildings A, B, and C of the warehouse on the former Banta property as identified in Attachment A. Coordinate, clean up, and fund any underground hazardous remediation within the area that the State is acquiring in FEE for this same property.
  - (l) Coordinate, clean up, and fund any removal of hazardous materials associated with excavation between the north and south abutments of both the existing bridge B-70-0001 and new bridge B-70-0324. This includes any excavation for the bridge abutments, bridge piers and any dredging of the Fox River associated with this project.
3. Work necessary to complete the improvement to be financed entirely by the Municipality or other utility or facility owner includes the following items:
- (a) New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
  - (b) New installation or alteration of signs not necessary for the safe and efficient flow of traffic.
  - (c) Roadway and bridge width in excess of standards. (not applicable at this time)
  - (d) Construction inspection, staking, and material testing and acceptance for construction of sanitary sewer and water main.
  - (e) Provide complete plans, specifications, and estimates for sanitary sewer and water main work. The Municipality assumes full responsibility for the design, installation, inspection, testing, and operation of the sanitary sewer and water system. This relieves the State and all of its employees from the liability for all suits, actions, or claims resulting from the sanitary sewer and water system construction.
  - (f) Parking lane costs. (not applicable at this time)
  - (g) Coordinate, clean up, and fund any hazardous materials encountered during construction not identified under section 3. (k) or 3. (l) above. All hazardous material cleanup work shall be performed in accordance to state and federal regulations.
4. As the work progresses, the Municipality will be billed for work completed which is not chargeable to federal/state funds. Upon completion of the project, a final audit will be made to determine the final division of costs.
5. If the Municipality should withdraw from any items within categories 050, 060, or 070, it shall reimburse the State for any costs incurred by the State in behalf of the project.
6. The work will be administered by the State and may include items not eligible for federal/state participation.
7. Basis for local participation:

**Design:** 100% funded federal/state funds as per the cost policy (no local participation).

**Real Estate:** 100% federal/state funds as needed to meet FDM standards (no local participation).

**Construction (4992-03-71):**

**Category 010 – Roadway at 100% Federal/State**

In accordance with Chapter 03-25-05 of the State's Program Management Manual, the State is 100% responsible for the costs necessitated by the roadway project unless noted in the other sections of this chapter.

- Parking - Municipality would be responsible for the cost associated with maintaining parking along both sides of Racine Street within the project limits based on the actual cost of bid items needed to construct parking lanes. Municipality will not allow parking along Racine Street within our project limits so there is no local cost share for parking at this time.
- Sidewalk - The State is 100% responsible for construction costs of pedestrian accommodations.

- Bicycle Accommodations – The State is 100% responsible for on-street marked or non-marked bicycle accommodations where recommended by the State’s FDM.
- Driveways – When replacement driveways are necessitated by street or road construction and there is a sidewalk, concrete from curb to sidewalk and replacement in kind beyond the sidewalk is eligible for State participation. New driveways are not eligible unless they are part of a right-of-way agreement or a State-initiated access modification.
- Storm Sewer – The State is 100% responsible for costs needed to accommodate surface water naturally flowing to the state trunk highway. Local requests for oversizing to provide a system that accommodates local storm water will be paid for by the Municipality.

**Category 020 – Structure B-70-0324 (Racine St over Fox River) at 100% Federal/State**

In accordance with Chapter 03-25-10 of the State’s Program Management Manual, the State is 100% responsible for the cost to replace an existing bridge that is deemed deficient unless there are circumstances noted in the other sections of this chapter.

**Category 030 – Structure R-70-0159 (Retaining Wall) at 100% Federal/State**

In accordance with Chapter 03-25-10 of the State’s Program Management Manual, the State is 100% responsible for the cost to replace an existing bridge that is deemed deficient unless there are circumstances noted in the other sections of this chapter.

**Category 040 – Structure R-70-0160 (Retaining Wall) at 100% Federal/State**

In accordance with Chapter 03-25-10 of the State’s Program Management Manual, the State is 100% responsible for the cost to replace an existing bridge that is deemed deficient unless there are circumstances noted in the other sections of this chapter.

**Category 050 – Decorative Street Lighting**

In accordance with Chapter 03-25-05 of the State’s Program Management Manual, the State is 100% responsible for the cost of new continuous standard street lighting designed to WisDOT standards for roundabouts. Standard street lighting is based on a standard cobra head lighting system. The State contribution for street lighting north of the Fox River Bridge is capped at \$44,000 and this is included under Priority 1 funding.

The City has elected to include decorative street light poles and/or decorative LED fixtures north of the Fox River Bridge. The additional costs over and above those needed for standard street lighting are estimated at \$87,000 and are 100% the responsibility of the Municipality. These additional costs are captured as Priority 2 funding.

**Category 060 – Aesthetic Elements**

Any aesthetic elements are not eligible for federal/state funds in accordance with the State’s Program Management Manual and include the following:

- Municipality is currently pursuing aesthetic elements to include in the project. These aesthetic elements could include special colored concrete within roadway terrace area or crosswalks, multi-color staining, form liners, upgraded retaining walls, other decorative bridge lighting beyond that in category 050, pedestals for street lights on bridge, special enhancements to the bridge tender house, and plaques or statues within the project limits. Due to the elimination of the Community Sensitivity Solutions program, any aesthetic elements or upgrades from normal State practices/standards are 100% the responsibility of the Municipality.

**Category 070 – Non-Participating Roadway Items**

Some items are not eligible for federal/state funds in accordance with the State’s Program Management Manual and include the adjustment of sanitary manholes and water valves.

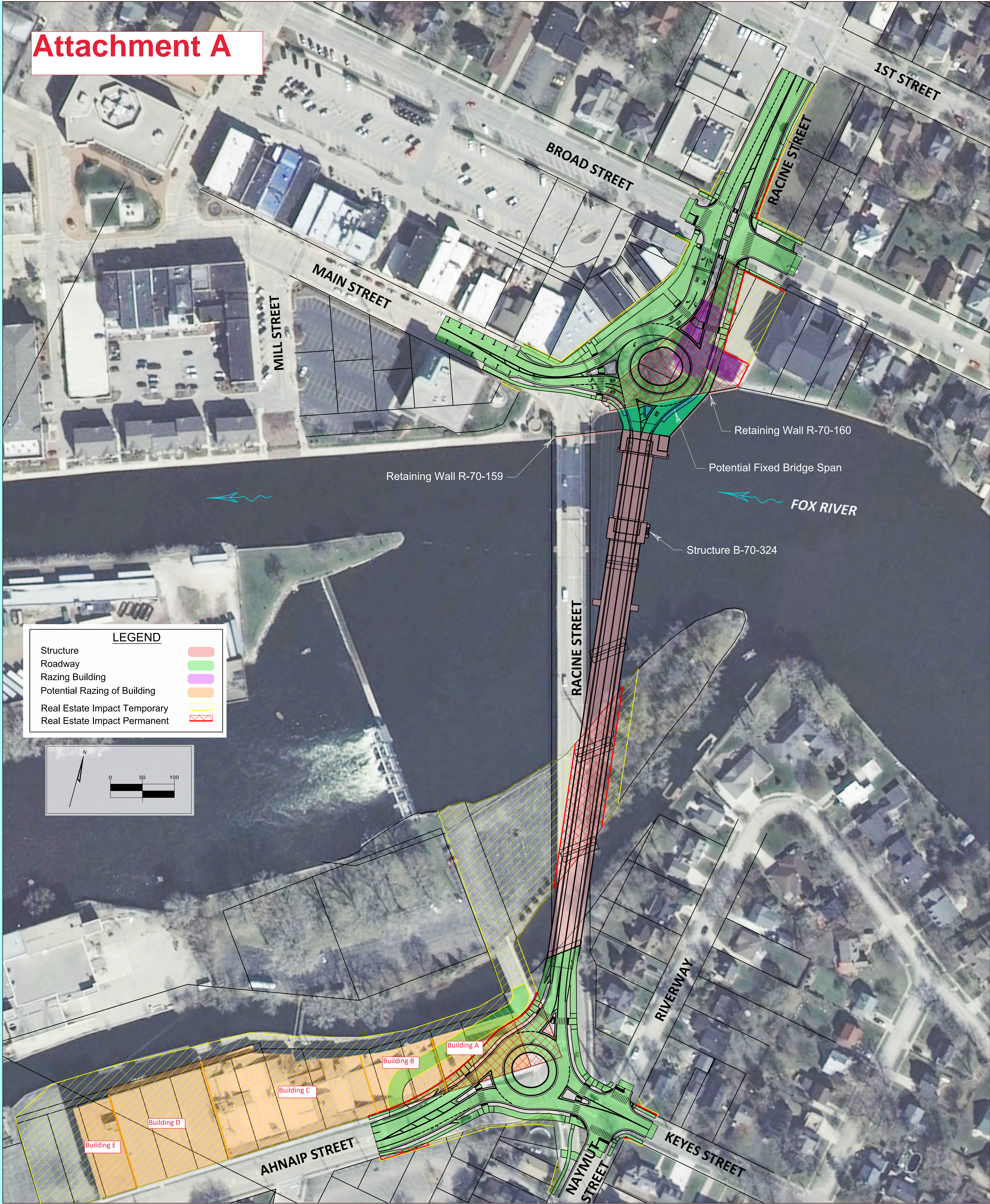
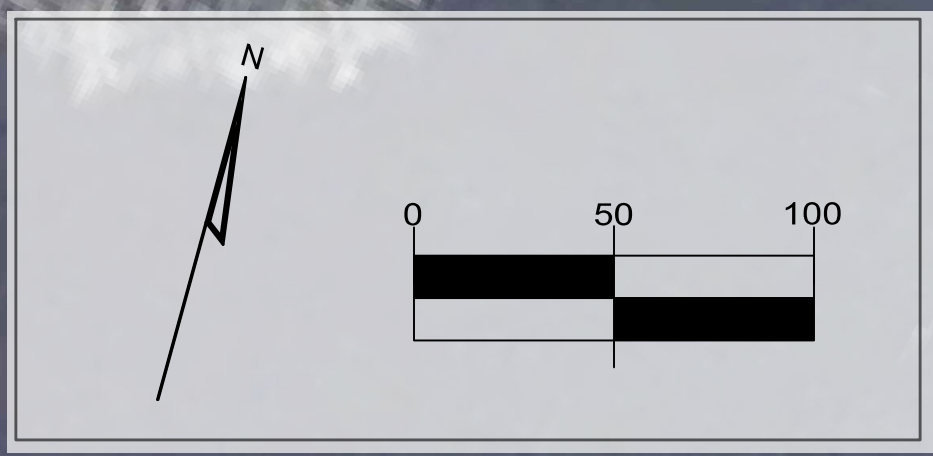
Comments and Clarification: This agreement is an active agreement that may need to be amended as the project is designed. It is understood that these amendments may be needed as some issues have not been fully evaluated or resolved. The purpose of this agreement is to specify the local and state involvement in funding the project. A signed agreement is required before the State will prepare or participate in the preparation of detailed designs, acquire right-of-way, or participate in construction of a project that merits local involvement.



# Attachment A

LEGEND

Structure	
Roadway	
Razing Building	
Potential Razing of Building	
Real Estate Impact Temporary	
Real Estate Impact Permanent	







**MEMORANDUM**

To: Common Council

From: Community Development Department/KH

Date: June 25, 2019

Re: **Special Use Permit – 829 Appleton Road – Bethel Lutheran Church (Parcel #6-00132-00)**

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Bethel Lutheran Church has submitted an application for a special use permit to allow an Electronic Message Center (EMC) as part of a proposed monument sign. The City of Menasha Zoning Code requires a special use permit as the sign will be located within three hundred (300) feet of a residential use, per Sec. 13-1-67(d)(1)(a).

When reviewing special use permit applications, the Plan Commission shall consider the following per Section 13-1-11(b) of the City of Menasha Code of Ordinances:

**1. *The use shall be compatible with adjacent land uses so that existing uses will not be depreciated in value, and there will be no deterrents to development of vacant land;***  
Community Development staff finds that the proposed Electronic Message Center is compatible with surrounding land uses, as the proposed location of the digital sign screens it from all neighboring residential uses.

**2. *The use shall have an appearance that will not have an adverse effect upon adjacent properties;***  
The Electronic Message Center is proposed to be installed as part of a new monument sign, located on the northwestern part of the property, immediately adjacent to Appleton Road. The property is adjacent to single-family Residential to the north, south, and east, and single and two family Residential to the west.

**3. *The use shall be reasonably related to the overall needs of the City and to existing land use patterns;***  
The overall sign is proposed to be approximately fifty-seven (57) square feet. The proposed Electronic Message Center is 11.36 square feet, or approximately 19% of the total sign face, which is under the maximum 30% allowed by Sec. 13-1-67(d)(4).

As presented, the proposed digital sign appears to comply with all other stipulations related to general sign standards, Electronic Message Centers, and Monument Signs with the exception for internal illumination which is prohibited within the R-1 zoning district.

**4. *The use will not cause traffic hazards or congestion;***  
The proposed sign meets the setback requirement of a minimum of ten (10) feet from the property line and will not create any traffic or vision hazards.

**5. *The use shall have adequate utilities, access roads, drainage, and other necessary facilities.***

The sign will have all adequate utilities and other necessary facilities.

The Plan Commission reviewed the special use permit on June 25, 2019 and recommended approval of the special use permit as presented for 829 Appleton Road (parcel #6-00132-00) with the following conditions:

1. The illumination of the sign is replaced with external illumination.
2. A completed sign permit application and payment be submitted prior to the remainder of the installation of the new sign.
3. The existing signage be removed from the site prior to the installation of the new sign.

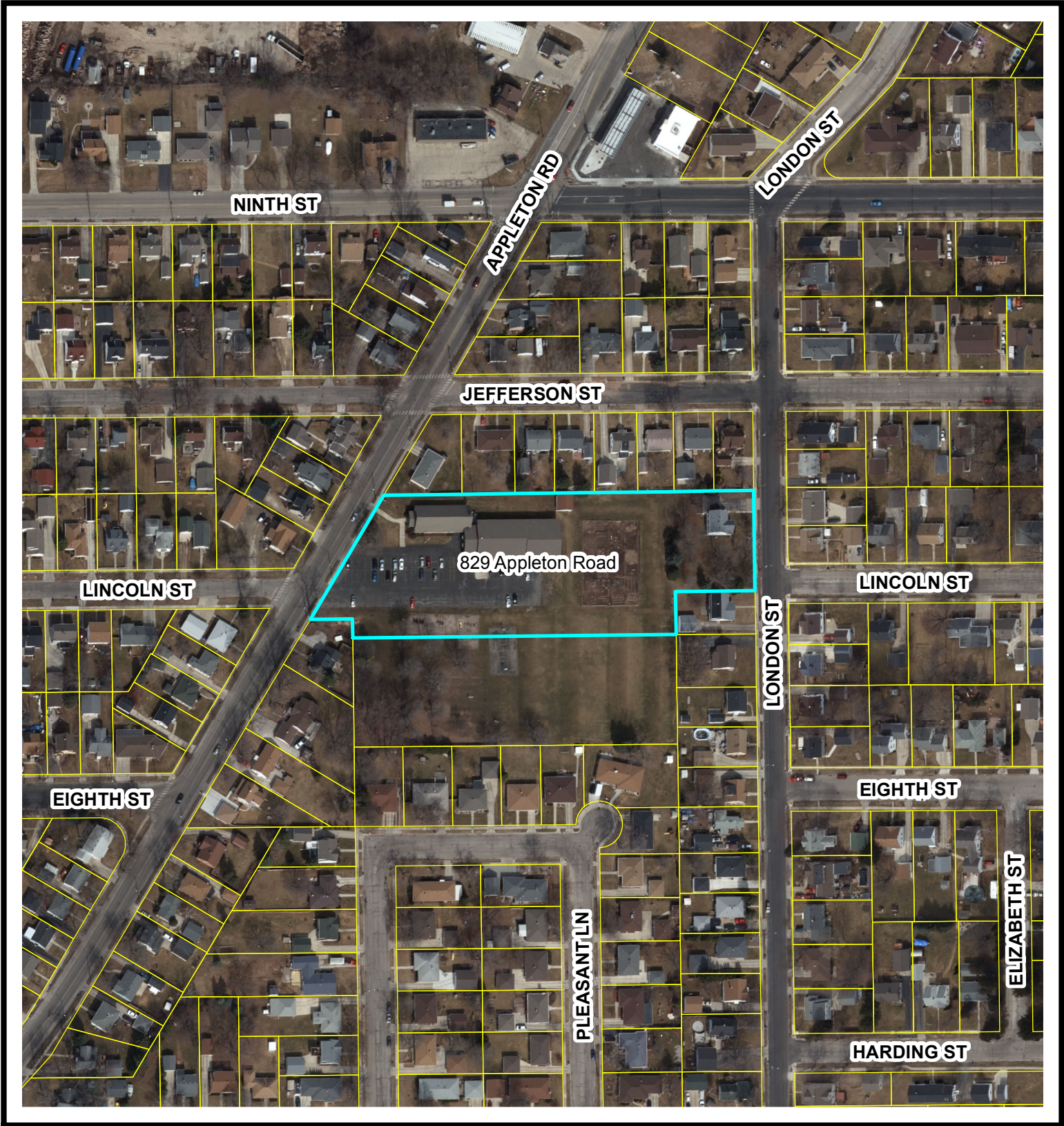
**Recommendation**

**Approval of the special use permit as presented for 829 Appleton Road (parcel #6-00132-00).**




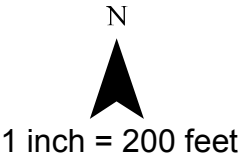
# Special Use Permit Location

## 829 Appleton Road



### Legend

-  Parcel Proposed for Special Use Permit
- Parcel ID# 6-00132-00





# City of Menasha Disbursements

Weekly Accounts Payable 6/14/19-6/27/19 \$ 2,226,201.14  
Checks # 65096-65252

Bi-Weekly Payroll 6/20/19 \$ 207,022.62

## Additional Regular Cycle Accounts Payables -Paid Electronically

Employee Benefits-HRA	6/13/19	\$ 2,317.22
Banking Fee	6/14/19	\$ 75.00
Credit Card Fee	6/18/19	\$ 0.34
Delta Dental	6/19/19	\$ 1,516.90
Employee Benefits-HRA	6/20/19	\$ 503.09
Employee Benefits-Flex Spending	6/20/19	\$ 4,840.80
Nationwide Deferred Compensation	6/21/19	\$ 8,191.00
Community First Credit Union-Payroll Deductions	6/24/19	\$ 546.00
Payroll Direct Deposit-Verve Credit Union	6/24/19	\$ 43.17
Wisconsin Deferred Compensation	6/24/19	\$ 4,870.75
Delta Dental	6/26/19	\$ 1,238.56
Federal Tax Withholding	6/26/19	\$ 73,397.27
Employee Benefits-HRA	6/27/19	\$ 2,303.27
State Tax Withholding	6/27/19	\$ 29,057.72
		<u>\$ 128,901.09</u>
Total		<u>\$ 2,562,124.85</u>

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

  
John Jacobs  
Administrative Services Director/Comptroller/Treasurer

6/27/2019  
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: 6/14/2019**

Date: 6/14/2019

<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>
APPLETON SCHOOL DISTRICT	65096	6/14/2019	TAX COLLECTION	100-0000-203.05-00	74,360.00	Tax Collection
<b>Total for check: 65096</b>					<b>74,360.00</b>	
CALUMET COUNTY TREASURER	65097	6/14/2019	TAX COLLECTION	100-0000-203.01-00	56,659.70	Tax Collection
<b>Total for check: 65097</b>					<b>56,659.70</b>	
FOX VALLEY TECHNICAL COLLEGE	65098	6/14/2019	TAX COLLECTION	100-0000-203.04-00	73,034.20	Tax Collection
<b>Total for check: 65098</b>					<b>73,034.20</b>	
MENASHA JOINT SCHOOL DISTRICT	65099	6/14/2019	TAX COLLECTION	100-0000-203.03-00	690,545.28	Tax Collection
<b>Total for check: 65099</b>					<b>690,545.28</b>	
WINNEBAGO COUNTY TREASURER	65100	6/14/2019	TAX COLLECTION	100-0000-203.02-00	282,055.80	Tax Collection
<b>Total for check: 65100</b>					<b>282,055.80</b>	
POSTMASTER	65101	6/14/2019	HARRISON FIRE	100-0000-201.07-00	200.54	Harrison Fire Protection Postage
<b>Total for check: 65101</b>					<b>200.54</b>	
					<b>1,176,855.52</b>	

**AP Check Register**  
**Check Date: 6/20/2019**

Date: 6/21/2019

<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	65102	6/20/2019	1907246	731-1022-541.38-03	87.28	Elbow
			<b>Total for check: 65102</b>		<b>87.28</b>	
ADVANCED ASBESTOS REMOVAL INC	65103	6/20/2019	19129	100-0704-552.24-05	2,437.00	Remove Paint/Pool
			<b>Total for check: 65103</b>		<b>2,437.00</b>	
ALL-SPORT TROPHY	65104	6/20/2019	053997	100-0702-552.30-18	330.00	Ribbons
			<b>Total for check: 65104</b>		<b>330.00</b>	
ALLEGRA	65105	6/20/2019	43350	100-0702-552.30-10	93.96	Business Cards
			<b>Total for check: 65105</b>		<b>93.96</b>	
APEX SOFTWARE	65106	6/20/2019	305158	100-0402-513.21-04	235.00	Maintenance Renewal
			<b>Total for check: 65106</b>		<b>235.00</b>	
ASCENSION MEDICAL GROUP-FOX VALLEY	65107	6/20/2019	378804	100-0202-512.21-05	2,178.00	Drug Screens
			<b>Total for check: 65107</b>		<b>2,178.00</b>	
AUTOMATED COMFORT CONTROLS	65108	6/20/2019	24002	100-0501-522.24-03	401.33	Service/Boiler
				100-0801-521.24-03	602.00	Service/Boiler
			<b>Total for check: 65108</b>		<b>1,003.33</b>	
AYRES ASSOCIATES INC	65109	6/20/2019	180669	209-0703-553.21-02	2,470.00	Engineering
			<b>Total for check: 65109</b>		<b>2,470.00</b>	
BAY, JULIE	65110	6/20/2019	BAY REFUND	100-0000-201.08-00	7.38	Rental Refund

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Date: 6/21/2019

<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>
BAY, JULIE...	65110...	6/20/2019...	BAY REFUND...	100-0000-441.24-00	147.62	Rental Refund
			<b>Total for check: 65110</b>		<b>155.00</b>	
BODWIN, TRACILYN	65111	6/20/2019	BODWIN REFUND	100-0000-441.24-00	38.00	Refund
			<b>Total for check: 65111</b>		<b>38.00</b>	
BRAZEE'S ACE HARDWARE	65112	6/20/2019	045352	470-0703-553.82-02	24.96	Parts Tayco Fountain
		6/20/2019	045354	470-0703-553.82-02	26.53	Parts for Fountain
		6/20/2019	045380	470-0703-553.82-02	5.99	Wax
			<b>Total for check: 65112</b>		<b>57.48</b>	
BROCK WHITE COMPANY LLC	65113	6/20/2019	13266875-00	100-0703-553.30-18	28.00	Single Straw Net
		6/20/2019	13268137-00	100-1009-541.30-18	8.62	Drain Tube
			<b>Total for check: 65113</b>		<b>36.62</b>	
BUCKLIN'S	65114	6/20/2019	77146	100-0703-553.30-18	104.00	Mulch
		6/20/2019	77168	100-0601-551.30-18	39.00	Mulch
			<b>Total for check: 65114</b>		<b>143.00</b>	
ECWAEI	65115	6/20/2019	ECWAEI	100-0301-523.32-01	5.00	Dues
			<b>Total for check: 65115</b>		<b>5.00</b>	
EZ GLIDE GARAGE DOORS AND OPENERS	65116	6/20/2019	0162123-IN	100-1008-541.24-03	125.00	Door Repair
			<b>Total for check: 65116</b>		<b>125.00</b>	
FARRELL EQUIPMENT & SUPPLY CO INC	65117	6/20/2019	INV000001020606	625-1003-541.30-18	70.00	Joint
		6/20/2019	INV000001021110	625-1003-541.30-18	275.00	Curing Compound
		6/20/2019	INV000001021302	625-1003-541.30-18	335.00	Oil

**AP Check Register**  
**Check Date: 6/20/2019**

Date: 6/21/2019

<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>
FARRELL EQUIPMENT & SUPPLY CO INC...	65117...	6/20/2019	INV000001022094	625-1003-541.30-18	111.00	Joint
			<b>Total for check: 65117</b>		<b>791.00</b>	
FERRELLGAS	65118	6/20/2019	1106466513	266-1027-543.30-18	127.32	Fuel
			<b>Total for check: 65118</b>		<b>127.32</b>	
FISH WINDOW CLEANING	65119	6/20/2019	2680-87458	100-1001-514.24-03	52.00	Window Cleaning
			<b>Total for check: 65119</b>		<b>52.00</b>	
GILLUND ENTERPRISES	65120	6/20/2019	858865	731-1022-541.30-18	628.48	Lubricant
			<b>Total for check: 65120</b>		<b>628.48</b>	
GRAINGER INC	65121	6/20/2019	9171664809	100-0601-551.24-03	148.43	Library Cooling Tower Chemical Feed Valve
			<b>Total for check: 65121</b>		<b>148.43</b>	
GREEN BOYZ LAWN CARE	65122	6/20/2019	56561	100-0601-551.24-03	47.50	Fertilizer
				100-0801-521.20-06	47.50	Fertilizer
			<b>Total for check: 65122</b>		<b>95.00</b>	
GRIESBACH READY-MIX LLC	65123	6/20/2019	4464	100-1009-541.30-18	3,633.75	Concrete
				625-1003-541.30-18	2,807.25	Concrete
			<b>Total for check: 65123</b>		<b>6,441.00</b>	
HEAT & POWER PRODUCTS INC	65124	6/20/2019	1184-23821	100-0501-522.24-03	40.44	PD Boiler Probes
				100-0801-521.24-03	40.44	PD Boiler Probes
			<b>Total for check: 65124</b>		<b>80.88</b>	

**AP Check Register**  
**Check Date: 6/20/2019**

Date: 6/21/2019

<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>
HIGHWAY LANDSCAPERS INC	65125	6/20/2019	5345-2100	625-0706-561.30-18	200.00	Tree Straps
			<b>Total for check: 65125</b>		<b>200.00</b>	
HORST DISTRIBUTING INC	65126	6/20/2019	78505-000	731-1022-541.38-03	231.85	Belts
			<b>Total for check: 65126</b>		<b>231.85</b>	
HUGHES ADVERTISING, NED	65127	6/20/2019	06152019	100-0702-552.29-03	275.00	Grunski
				826-0702-552.29-03	275.00	Grunski
			<b>Total for check: 65127</b>		<b>550.00</b>	
IMPERIAL SUPPLIES LLC	65128	6/20/2019	I000WS4725	100-1003-541.30-18	124.60	Gloves
				100-1016-543.30-18	124.60	Gloves
				266-1027-543.30-18	124.60	Gloves
				625-1003-541.30-18	124.60	Gloves
				731-1022-541.30-18	124.60	Gloves
			<b>Total for check: 65128</b>		<b>623.00</b>	
INTEGRATED PRINTING LABELS & PROMO	65129	6/20/2019	80421	100-0702-552.30-18	355.00	Grunski
		6/20/2019	80433	100-0703-553.29-01	245.00	Launch Envelopes
			<b>Total for check: 65129</b>		<b>600.00</b>	
EDMUND J JELINSKI	65130	6/20/2019	JELINSKI	100-0201-512.21-01	790.00	File Review/Trials
			<b>Total for check: 65130</b>		<b>790.00</b>	
JX ENTERPRISES INC	65131	6/20/2019	2431693P	731-1022-541.38-03	186.98	Switch/Battery Disconnect
			<b>Total for check: 65131</b>		<b>186.98</b>	

**AP Check Register**  
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Date: 6/21/2019

<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>
MARY KEMPEN	65132	6/20/2019	KEMPEN	100-0305-562.70-01	1,000.00	Paint & Restore Grant    Program Reimbursement
			<b>Total for check: 65132</b>		<b>1,000.00</b>	
KLINK HYDRAULICS LLC	65133	6/20/2019	5083	731-1022-541.38-03	213.90	Flow Control/Connectors
			<b>Total for check: 65133</b>		<b>213.90</b>	
KOSLOWSKI, JOAN	65134	6/20/2019	KOSLOWSKI REFND	100-0000-201.08-00	2.62	Rental Refund
				100-0000-441.23-00	52.38	Rental Refund
			<b>Total for check: 65134</b>		<b>55.00</b>	
KREIF, KELLY	65135	6/20/2019	KREIF REFUND	100-0000-441.24-00	27.00	Swim Lesson Refund
			<b>Total for check: 65135</b>		<b>27.00</b>	
LEVENHAGEN OIL CORPORATION	65136	6/20/2019	068233A-IN	100-0000-131.00-00	16,835.49	Fuel
		6/20/2019	99102	207-0707-552.38-01	1,449.50	Fuel
		6/20/2019	99169	207-0707-552.38-01	1,503.34	Fuel
		6/20/2019	99186	207-0707-552.38-01	2,854.07	Fuel
			<b>Total for check: 65136</b>		<b>22,642.40</b>	
MARCO TECHNOLOGIES LLC	65137	6/20/2019	INV6443033	743-0403-513.24-04	1,768.00	VM Ware Maint
		6/20/2019	INV6447537	743-0403-513.29-01	28.53	Finance Copier    5/10-6/9
			<b>Total for check: 65137</b>		<b>1,796.53</b>	
MATTHEWS TIRE & SERVICE CENTER	65138	6/20/2019	70258	731-1022-541.38-02	557.74	Tires
		6/20/2019	70259	731-1022-541.38-02	250.00	Tires
			<b>Total for check: 65138</b>		<b>807.74</b>	

**AP Check Register**  
**Check Date: 6/20/2019**

Date: 6/21/2019

<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>	
MCAHON	65139	6/20/2019	914337	625-1010-541.21-02	392.30	Project #9-19-00357	Lake Park Villas
<b>Total for check: 65139</b>					<b>392.30</b>		
MENASHA NEENAH MUNICIPAL COURT	65140	6/20/2019	MNMC	100-0000-201.03-00	174.00	Bond	Report #19-1715
					174.00	Bond	Report #19-0005
					174.00	Bond	Report #19-138
<b>Total for check: 65140</b>					<b>522.00</b>		
MENASHA UTILITIES	65141	6/20/2019	MENASHA UTILITY	100-0000-123.00-00	935.02	Electric	4/15/19 - 5/15/19
					281.23	Water	4/15/19 - 5/15/19
					61.33	Storm	4/15/19 - 5/15/19
					7.34	Electric	4/15/19 - 5/15/19
					17.11	Electric	4/15/19 - 5/15/19
					9.90	Storm	4/15/19 - 5/15/19
					3,473.79	Electric	4/15/19 - 5/15/19
					589.40	Water	4/15/19 - 5/15/19
					136.95	Storm	4/15/19 - 5/15/19
					1,435.00	Electric	4/15/19 - 5/15/19
					48.32	Water	4/15/19 - 5/15/19
					889.36	Storm	4/15/19 - 5/15/19
					387.74	Electric	4/15/19 - 5/15/19
					5,808.35	Water	4/15/19 - 5/15/19
					1,291.21	Electric	4/15/19 - 5/15/19
					83.24	Electric	4/15/19 - 5/15/19
					388.37	Water	4/15/19 - 5/15/19
					84.70	Storm	4/15/19 - 5/15/19
					13.38	Water	4/15/19 - 5/15/19
					3.30	Storm	4/15/19 - 5/15/19
					263.17	Electric	4/15/19 - 5/15/19
					71.12	Water	4/15/19 - 5/15/19
					57.75	Storm	4/15/19 - 5/15/19
					518.26	Electric	4/15/19 - 5/15/19
					13.38	Water	4/15/19 - 5/15/19



**AP Check Register**  
**Check Date: 6/20/2019**

Date: 6/21/2019

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description	
MENASHA UTILITIES...	65141...	6/20/2019...	MENASHA UTILITY...	207-0707-552.22-05	193.90	Water	4/15/19 - 5/15/19
				266-1028-543.22-06	96.53	Storm	4/15/19 - 5/15/19
				501-0304-562.22-03	676.85	Electric	4/15/19 - 5/15/19
				501-0304-562.22-05	396.76	Water	4/15/19 - 5/15/19
				501-0304-562.22-06	637.73	Storm	4/15/19 - 5/15/19
				601-1020-543.22-03	117.12	Electric	4/15/19 - 5/15/19
				731-1022-541.22-03	1,109.03	Electric	4/15/19 - 5/15/19
				731-1022-541.22-05	744.00	Water	4/15/19 - 5/15/19
				731-1022-541.22-06	1,190.48	Storm	4/15/19 - 5/15/19
				Total for check: 65141			
MBM	65142	6/20/2019	IN394616	743-0403-513.29-01	224.33	Copy Costs	4/26-5/25
MORTON SAFETY	65143	6/20/2019	194026-00	731-1022-541.30-18	39.30	Supplies	
			194131-00	731-1022-541.30-18	178.20	Supplies	
			194289-00	731-1022-541.30-18	98.64	Eyewear	
			194296-00	100-0704-552.30-10	104.50	Supplies	
			Total for check: 65143				420.64
MORTON SALT	65144	6/20/2019	5401856884	100-1006-541.30-18	13,858.03	Salt	
			Total for check: 65144				13,858.03
RAY O'HERRON CO INC	65145	6/20/2019	1929133-IN	100-0804-521.30-15	83.61	Shirts	
			Total for check: 65145				83.61
PLEASANT KNOLL LANDSCAPING LLC	65146	6/20/2019	112	625-1010-541.24-05	1,860.00	808 Manitowoc Street	Drainage
			Total for check: 65146				1,860.00

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<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
POINT OF BEGINNING INC	65147	6/20/2019	23434	209-0703-553.21-02	800.00	Eng Survey
			<b>Total for check: 65147</b>		<b>800.00</b>	
QUALITY CUSTOM METAL FABRICATION	65148	6/20/2019	31991	100-0703-553.30-18	134.32	Sheets
				731-1022-541.38-03	550.00	Sheets
			<b>Total for check: 65148</b>		<b>684.32</b>	
REGISTRATION FEE TRUST	65149	6/20/2019	WDOT	100-0801-521.29-04	70.50	Registration
					74.50	Registration
			<b>Total for check: 65149</b>		<b>145.00</b>	
DIANE SCHABACH	65150	6/20/2019	SCHABACH	207-0707-552.21-06	12,437.50	2nd Qtr Contract Payment
			<b>Total for check: 65150</b>		<b>12,437.50</b>	
SERVICEMASTER BUILDING MAINTENANCE	65151	6/20/2019	30425	731-1022-541.20-01	825.00	Janitorial Services
			<b>Total for check: 65151</b>		<b>825.00</b>	
SHERWIN WILLIAMS CO	65152	6/20/2019	0272-4	100-0703-553.30-15	365.00	Paint
				100-0704-552.24-03	208.85	Paint
				100-0704-552.30-15	365.00	Paint
		6/20/2019	9740-1	100-1008-541.30-18	1,281.25	Paint
			<b>Total for check: 65152</b>		<b>2,220.10</b>	
SPEEDY CLEAN DRAIN & SEWER INC	65153	6/20/2019	67885	100-0704-552.24-03	490.00	Floor Drain Repair
			<b>Total for check: 65153</b>		<b>490.00</b>	
STAPLES BUSINESS ADVANTAGE	65154	6/20/2019	3415755671	100-0702-552.30-10	7.79	Supplies

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STAPLES BUSINESS ADVANTAGE...	65154...	6/20/2019...	3415755671...	100-0702-552.30-18	84.66	Supplies
			<b>Total for check: 65154</b>		<b>92.45</b>	
SUPERIOR CHEMICAL CORP	65155	6/20/2019	229232	100-0801-521.30-13	166.80	Odor Neutralizer
			<b>Total for check: 65155</b>		<b>166.80</b>	
SUPERIOR VISION INSURANCE PLAN	65156	6/20/2019	0000277763	100-0000-204.10-00	1,067.09	Vision Premium
			<b>Total for check: 65156</b>		<b>1,067.09</b>	
TAPCO	65157	6/20/2019	1637740	470-1003-541.82-02	658.83	Post with Wedge
			<b>Total for check: 65157</b>		<b>658.83</b>	
STACEY THIBODEAU	65158	6/20/2019	THIBODEAU	100-0305-562.70-01	1,000.00	Paint & Restore Grant    Program Reimbursement
			<b>Total for check: 65158</b>		<b>1,000.00</b>	
TOYS FOR TRUCKS	65159	6/20/2019	276032	731-1022-541.30-18	345.48	Truck Supplies
		6/20/2019	41225	731-1022-541.30-18	1,737.00	Cap
			<b>Total for check: 65159</b>		<b>2,082.48</b>	
UNIFIRST CORPORATION	65160	6/20/2019	097 0284377	731-1022-541.20-01	163.59	Cleaning Service
			<b>Total for check: 65160</b>		<b>163.59</b>	
US DEPARTMENT OF EDUCATION AWG	65161	6/20/2019	20190620	100-0000-202.08-00	228.71	PAYROLL SUMMARY
			<b>Total for check: 65161</b>		<b>228.71</b>	
US PETROLEUM EQUIPMENT	65162	6/20/2019	120380	207-0707-552.24-02	380.42	Fuel
			<b>Total for check: 65162</b>		<b>380.42</b>	

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VERIZON WIRELESS	65163	6/20/2019	9831334905	601-1020-543.22-01	27.16	Phone	5/3-6/2
		6/20/2019	9831334906	100-0801-521.22-01	40.01	Phone	
		<b>Total for check: 65163</b>			<b>67.17</b>		
WATTER FARMS	65164	6/20/2019	102	100-0703-553.30-18	5,253.00	Plants	
		<b>Total for check: 65164</b>			<b>5,253.00</b>		
WCA GROUP HEALTH TRUST	65165	6/20/2019	WCA	100-0000-204.08-00	119,316.41	July Health Ins	Active Employees
				100-0000-204.11-00	6,478.50	July Health Ins	Bank Sick Retirees
				<b>Total for check: 65165</b>		<b>125,794.91</b>	
WE ENERGIES	65166	6/20/2019	0428-970-058	100-0703-553.22-03	16.39	North Street Electricity	
		6/20/2019	0433-391-934	100-1008-541.22-04	26.24	455 Baldwin Street	Gas 4/30/19-5/30/19
		6/20/2019	8247-844-693	100-0703-553.22-03	9.90	2170 Plank Road Elec	
		<b>Total for check: 65166</b>			<b>52.53</b>		
WIL-KIL PEST CONTROL	65167	6/20/2019	3634416	100-0501-522.24-03	141.00	Pest Control	
					<b>141.00</b>		
WINNEBAGO COUNTY CLERK OF COURTS	65168	6/20/2019	WINN CO CLERK	100-0000-201.03-00	535.00	Bond	Report #19-1643
					150.00	Bond	Report #19-1704
					<b>685.00</b>		
WINNEBAGO COUNTY TREASURER	65169	6/20/2019	14546	100-0204-512.24-04	252.34	Programming Machines	
				100-0204-512.29-01	131.47	Ballots	
				100-0204-512.29-02	65.76	Publication	
				<b>Total for check: 65169</b>		<b>449.57</b>	

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WISCONSIN DEPARTMENT OF JUSTICE	65170	6/20/2019	WI DEPT JUSTICE	100-0801-521.34-02	1,500.00	Class
<b>Total for check: 65170</b>					<b>1,500.00</b>	
WISCONSIN DEPT OF NATURAL RESOURCES	65171	6/20/2019	471175320-20191	625-1010-541.25-01	3,000.00	Stormwater Muni Gen Fee
<b>Total for check: 65171</b>					<b>3,000.00</b>	
WISCONSIN SUPPORT COLLECTIONS	65172	6/20/2019	20190620	100-0000-202.03-00	998.99	PAYROLL SUMMARY
<b>Total for check: 65172</b>					<b>998.99</b>	
WPPI ENERGY	65173	6/20/2019	INV11822	310-0409-571.61-01	494.50	Street Lighting Project June Loan Payment
<b>Total for check: 65173</b>					<b>494.50</b>	
					<b>248,754.17</b>	

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ACCURATE	65174	6/27/2019	1900063	731-1022-541.38-03	82.66	Compression Sleeve
		6/27/2019	1906532	731-1022-541.38-03	139.00	Turbo Flex
		6/27/2019	1907112	731-1022-541.38-03	67.36	Keys
		Total for check: 65174			<b>289.02</b>	
MATTHEW ALBRECHT	65175	6/27/2019	ALBRECHT	100-0801-521.34-04	89.19	March & June
		Total for check: 65175			<b>89.19</b>	
APPLETON HYDRAULIC COMPONENTS	65176	6/27/2019	38114	731-1022-541.38-03	120.47	Bulk Seals
		Total for check: 65176			<b>120.47</b>	
APPLETON TROPHY & ENGRAVING	65177	6/27/2019	15396	100-0703-553.30-18	50.00	Sign
		6/27/2019	15862	100-0703-553.30-18	50.00	Sign
		Total for check: 65177			<b>100.00</b>	
CITY OF APPLETON	65178	6/27/2019	2418	100-0918-531.21-06	500.00	Emergency Preparedness June
		Total for check: 65178			<b>500.00</b>	
BADGER LABORATORIES INC	65179	6/27/2019	19-006569	601-1020-543.21-02	1,116.50	Project #19006969
		Total for check: 65179			<b>1,116.50</b>	
BRUCE MUNICIPAL EQUIPMENT INC	65180	6/27/2019	P11067	731-1022-541.38-03	123.25	Gauge
		6/27/2019	P11092	731-1022-541.38-03	955.69	Duct/Flange/Gasket
		Total for check: 65180			<b>1,078.94</b>	
BRUESEWITZ, JOE	65181	6/27/2019	BRUESEWITZ	100-0000-201.10-00	100.00	Return Exc Dep #12244 504 Baldwin Street
					100.00	Return Exc Dep #12245 506 Baldwin Street
					<b>200.00</b>	

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BUSINESS ORIENTED SOFTWARE SOLUTION	65182	6/27/2019	AMNBSC19063242	743-0403-513.24-04	1,599.00	BOSS Helpdesk Maint
			<b>Total for check: 65182</b>		<b>1,599.00</b>	
CARRICO AQUATIC RESOURCES INC	65183	6/27/2019	20192282	100-0704-552.30-18	4,000.00	Summer Water Mgmt Agmt
			<b>Total for check: 65183</b>		<b>4,000.00</b>	
CEC	65184	6/27/2019	311117	100-0501-522.24-03	528.00	Annual Inspection
		6/27/2019	311127	100-0501-522.24-03	450.00	Monitoring
			<b>Total for check: 65184</b>		<b>978.00</b>	
GREAT LAKES COCA-COLA DISTRIBUTION	65185	6/27/2019	2650204213	100-0704-552.30-17	669.50	Concessions
			<b>Total for check: 65185</b>		<b>669.50</b>	
COMPLETE OFFICE OF WISCONSIN	65186	6/27/2019	367792	100-0801-521.30-10	283.75	Office Supplies
			<b>Total for check: 65186</b>		<b>283.75</b>	
CRESCENT ELECTRIC SUPPLY COMPANY	65187	6/27/2019	S506527960.001	100-0601-551.24-03	98.64	Parts
				100-0801-521.24-03	98.64	Parts
				100-0920-531.24-03	98.64	Parts
				100-1001-514.24-03	98.67	Parts
			<b>Total for check: 65187</b>		<b>394.59</b>	
DARLEY & CO, WS	65188	6/27/2019	17364763	100-0901-515.30-18	476.48	Sensor
			<b>Total for check: 65188</b>		<b>476.48</b>	
DAVEL ENGINEERING & ENVIRONMENT	65189	6/27/2019	3176350	625-1010-541.21-02	7,347.50	Province Terrace Pond
			<b>Total for check: 65189</b>		<b>7,347.50</b>	

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DODGE COUNTY SHERIFF'S OFFICE	65190	6/27/2019	001	100-0801-521.29-04	150.00	Tow
			<b>Total for check: 65190</b>		<b>150.00</b>	
EAGLE GRAPHICS LLC	65191	6/27/2019	169921	100-0801-521.19-03	191.00	Clothing
			<b>Total for check: 65191</b>		<b>191.00</b>	
ERICKSON, NAOMIE	65192	6/27/2019	ERICKSON DEP	100-0000-201.10-00	100.00	Exc Dep Permit #12393
			<b>Total for check: 65192</b>		<b>100.00</b>	
FIRST AMERICAN TITLE INSURANCE CO	65193	6/27/2019	925-650246290	263-0306-562.70-01	50.00	317 Second Street
		6/27/2019	925-650246291	263-0306-562.70-01	50.00	634 Broad Street
			<b>Total for check: 65193</b>		<b>100.00</b>	
FOX VALLEY HUMANE ASSOCIATION	65194	6/27/2019	4636	100-0806-532.25-01	480.00	Animals Handled
			<b>Total for check: 65194</b>		<b>480.00</b>	
JOSH GALLAGHER	65195	6/27/2019	GALLAGHER	100-0801-521.34-03	74.90	June Meals
			<b>Total for check: 65195</b>		<b>74.90</b>	
GO GREEN RECYCLING LLC	65196	6/27/2019	2206	100-0000-123.00-00	14,250.00	127 First Street
			<b>Total for check: 65196</b>		<b>14,250.00</b>	
GOLD CROSS AMBULANCE SERVICE INC	65197	6/27/2019	5528	100-0804-521.33-02	350.00	Team CPR/AED Class
			<b>Total for check: 65197</b>		<b>350.00</b>	
GOPHER SPORT	65198	6/27/2019	9605807	100-0702-552.30-18	163.16	Rec Supplies
			<b>Total for check: 65198</b>		<b>163.16</b>	



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GRIESBACH READY-MIX LLC	65199	6/27/2019	4476	100-1004-541.30-18	671.50	Concrete	
				100-1009-541.30-18	917.50	Concrete	
				625-1003-541.30-18	1,671.25	Concrete	
				Total for check: 65199		3,260.25	
HARRISON UTILITIES	65200	6/27/2019	HARRISON	492-1003-541.82-02	1,364.25	Community Way	
				Total for check: 65200		1,364.25	
DENTON HEIDEMANN	65201	6/27/2019	HEIDEMANN	100-0801-521.34-03	44.77	June Meals	
				Total for check: 65201		44.77	
JANKE GENERAL CONTRACTORS	65202	6/27/2019	JANKE	485-0000-201.04-00	16,040.97	Contract #2019-02	Province Terrace
				485-0703-553.82-02	90,613.56	Contract #2019-02	Province Terrace
				Total for check: 65202		106,654.53	
JOE'S POWER CENTER	65203	6/27/2019	43882	731-1022-541.38-03	31.63	Filters	
		6/27/2019	45156	731-1022-541.38-03	126.00	Hose	
		Total for check: 65203		157.63			
JEFF JORGENSEN	65204	6/27/2019	JORGENSEN	100-0801-521.34-03	44.77	June Meals	
				Total for check: 65204		44.77	
JX ENTERPRISES INC	65205	6/27/2019	2431254P	731-1022-541.38-03	35.36	Hose	
		6/27/2019	2431971P	731-1022-541.38-03	158.40	Valves	
		6/27/2019	2432045P	731-1022-541.38-03	154.57	Parts	
		6/27/2019	2432077P	731-1022-541.38-03	(44.99)	Valve	CREDIT
		Total for check: 65205		303.34			

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KLINK HYDRAULICS LLC	65206	6/27/2019	5164	731-1022-541.38-03	91.35	Swivel
			<b>Total for check: 65206</b>		<b>91.35</b>	
KRAUTKRAMER, CHRISTINE	65207	6/27/2019	KRAUTKRAMER	100-0000-441.24-00	40.00	Refund
			<b>Total for check: 65207</b>		<b>40.00</b>	
LEVENHAGEN OIL CORPORATION	65208	6/27/2019	98638	207-0707-552.38-01	2,137.84	Fuel
			<b>Total for check: 65208</b>		<b>2,137.84</b>	
LUNIAK PAINT & SUPPLY INC	65209	6/27/2019	6771	731-1022-541.38-03	72.00	Sand
			<b>Total for check: 65209</b>		<b>72.00</b>	
MATTHEWS TIRE & SERVICE CENTER	65210	6/27/2019	70339	731-1022-541.38-02	1,847.56	Tires
		6/27/2019	70406	731-1022-541.38-02	54.49	Valve Stem
			<b>Total for check: 65210</b>		<b>1,902.05</b>	
MCNEILUS TRUCK & MFG COMPANY	65211	6/27/2019	4381307	731-1022-541.38-03	1,682.07	Joystick/Slide
			<b>Total for check: 65211</b>		<b>1,682.07</b>	
MENARDS-APPLETON EAST	65212	6/27/2019	62038	100-0703-553.24-03	10.62	Supplies
				731-1022-541.30-18	16.17	Supplies
		6/27/2019	62039	100-0704-552.24-03	20.98	Supplies
			<b>Total for check: 65212</b>		<b>47.77</b>	
MENASHA JOINT SCHOOL DISTRICT	65213	6/27/2019	MJSD	100-0000-412.00-00	5,574.97	June Mobile Home
			<b>Total for check: 65213</b>		<b>5,574.97</b>	
MENASHA TREASURER	65214	6/27/2019	HEALTH	100-0902-524.30-18	27.00	Testing
				100-0903-531.33-03	15.00	Lunch

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MENASHA TREASURER	65214	6/27/2019	HEALTH	100-0904-531.30-11	8.04	Certified Mail
				100-0904-531.33-03	6.95	Lunch
					6.42	Parking
				100-0905-531.33-03	7.75	Lunch
				100-0918-531.30-18	16.49	Manual
				100-0918-531.33-01	25.00	Fuel
				100-0918-531.33-04	6.80	Parking
				<b>Total for check: 65214</b>		
					<b>119.45</b>	
MENASHA UTILITIES	65215	6/27/2019	MENASHA UTILITY	100-0304-562.22-03	19.51	Electric 4/26/19 - 5/29/19
				100-0305-562.22-05	13.38	Water 4/26/19 - 5/29/19
				100-0305-562.22-06	9.90	Storm 4/26/19 - 5/29/19
				100-0601-551.22-07	63.33	Dark Fiber Charge 4/26/19 - 5/29/19
				100-0703-553.22-03	927.02	Electric 4/26/19 - 5/29/19
				100-0703-553.22-05	799.65	Water 4/26/19 - 5/29/19
				100-0703-553.22-06	486.77	Storm 4/26/19 - 5/29/19
				100-0704-552.22-07	450.00	Dark Fiber Charge 4/26/19 - 5/29/19
				100-1001-514.22-03	477.41	Electric 4/26/19 - 5/29/19
				100-1001-514.22-05	441.60	Water 4/26/19 - 5/29/19
				100-1008-541.22-03	222.62	Electric 4/26/19 - 5/29/19
				100-1012-541.22-03	42.01	Electric 4/26/19 - 5/29/19
				100-1013-541.22-03	34.38	Electric 4/26/19 - 5/29/19
				100-1013-541.22-06	317.64	Storm 4/26/19 - 5/29/19
				100-1014-543.22-05	13.38	Water 4/26/19 - 5/29/19
				100-1014-543.22-06	70.13	Storm 4/26/19 - 5/29/19
				100-1019-552.22-03	219.81	Electric 4/26/19 - 5/29/19
				100-1019-552.22-05	89.42	Water 4/26/19 - 5/29/19
				207-0707-552.22-03	695.37	Electric 4/26/19 - 5/29/19
				207-0707-552.22-05	119.44	Water 4/26/19 - 5/29/19
				207-0707-552.22-06	64.36	Storm 4/26/19 - 5/29/19
				207-0707-552.22-07	58.33	Dark Fiber Charge 4/26/19 - 5/29/19
				485-0304-562.22-06	63.53	Storm 4/26/19 - 5/29/19
				487-0305-562.22-05	13.38	Water 4/26/19 - 5/29/19

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MENASHA UTILITIES	65215	6/27/2019	MENASHA UTILITY	487-0305-562.22-06	27.23	Storm 4/26/19 - 5/29/19
				501-0304-562.22-06	175.74	Storm 4/26/19 - 5/29/19
					318.46	Storm 4/26/19 - 5/29/19
				601-1020-543.22-03	38.16	Electric 4/26/19 - 5/29/19
				625-0304-562.22-03	10.30	Electric 4/26/19 - 5/29/19
				731-1022-541.22-07	595.83	Dark Fiber Charge 4/26/19 - 5/29/19
				743-0403-513.21-04	167.75	Internet Charges 4/26/19 - 5/29/19
				743-0403-513.22-07	434.76	Dark Fiber Charge 4/26/19 - 5/29/19
				<b>Total for check: 65215</b>	<b>7,480.60</b>	
MESSNER, MOLLY	65216	6/27/2019	MESSNER REFUND	100-0000-441.24-00	28.00	Refund-Class Cancelled
				<b>Total for check: 65216</b>	<b>28.00</b>	
MBM	65217	6/27/2019	IN397112	743-0403-513.29-01	219.70	Copy Costs May
				<b>Total for check: 65217</b>	<b>219.70</b>	
MORTON SAFETY	65218	6/27/2019	194296-01	100-0704-552.30-10	108.50	Pool Supplies
				<b>Total for check: 65218</b>	<b>108.50</b>	
CITY OF NEENAH	65219	6/27/2019	FIRE RESCUE	100-0501-522.25-01	286,252.00	Fire/Rescue Services
				<b>Total for check: 65219</b>	<b>286,252.00</b>	
NORTHEAST ASPHALT INC	65220	6/27/2019	1617010	100-1004-541.30-18	1,649.25	Asphalt
				<b>Total for check: 65220</b>	<b>1,649.25</b>	
RAY O'HERRON CO INC	65221	6/27/2019	1930336-IN	100-0804-521.30-15	300.67	JLM
				<b>Total for check: 65221</b>	<b>300.67</b>	
OFFICE DEPOT	65222	6/27/2019	11610374	100-0903-531.30-18	45.64	Supplies

# AP Check Register

## Check Date: 6/27/2019

<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>	
OFFICE DEPOT	65222	6/27/2019	11610374	100-0906-531.30-18	326.85	Supplies	
			<b>Total for check: 65222</b>		<b>372.49</b>		
OKRAY, RICHARD	65223	6/27/2019	OKRAY	826-0703-553.82-02	3,750.00	Skate Park Repair	
			<b>Total for check: 65223</b>		<b>3,750.00</b>		
ORIENTAL TRADING CO INC	65224	6/27/2019	696619487-01	100-0702-552.30-18	48.47	Supplies	
			<b>Total for check: 65224</b>		<b>48.47</b>		
OSHKOSH FIRE & POLICE EQUIPMENT INC	65225	6/27/2019	177490	100-0801-521.19-03	280.00	Badge/Screw Back	
		6/27/2019	177508	100-0801-521.19-03	59.00	Badge/Screw Back	
			<b>Total for check: 65225</b>		<b>339.00</b>		
REDI-WELDING CO	65226	6/27/2019	15339	100-0703-553.24-03	550.00	Drain Guards	
				731-1022-541.38-03	1,001.74	Tubing/Angle/Plates	
			<b>Total for check: 65226</b>		<b>1,551.74</b>		
REINDERS INC	65227	6/27/2019	1786234-00	731-1022-541.38-03	181.51	Bolt/Plug/Washer/Belt	
			<b>Total for check: 65227</b>		<b>181.51</b>		
REV.COM	65228	6/27/2019	7912811	100-0405-513.21-08	427.00	Closed Captioning	May Meetings
			<b>Total for check: 65228</b>		<b>427.00</b>		
LIZ ROSIN	65229	6/27/2019	ROSIN	100-0903-531.33-01	53.46	May Mileage	
			<b>Total for check: 65229</b>		<b>53.46</b>		

# AP Check Register

## Check Date: 6/27/2019

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
DR TERESA RUDOLPH	65230	6/27/2019	CITY PHYSICIAN	100-0903-531.21-05	175.00	City Physician
			<b>Total for check: 65230</b>		<b>175.00</b>	
MEGAN SACKETT	65231	6/27/2019	SACKETT	100-0702-552.30-18	22.19	Reimburse
			<b>Total for check: 65231</b>		<b>22.19</b>	
SAFEGUARD BUSINESS SYTEMS	65232	6/27/2019	033529170	100-0401-513.30-10	115.51	Deposit Tickets
			<b>Total for check: 65232</b>		<b>115.51</b>	
SCHUH, LORI	65233	6/27/2019	SCHUH DEP	100-0000-201.10-00	100.00	Exc Dep #12491
			<b>Total for check: 65233</b>		<b>100.00</b>	
SECURITY FENCE & SUPPLY CO INC	65234	6/27/2019	2019-34964	470-1003-541.82-02	691.60	Material
			<b>Total for check: 65234</b>		<b>691.60</b>	
SMARTCOVER SYSTEMS	65235	6/27/2019	12741	601-1020-543.30-18	1,526.00	Renewal
			<b>Total for check: 65235</b>		<b>1,526.00</b>	
SMT MANUFACTURING & SUPPLY LLC	65236	6/27/2019	0058398-IN	731-1022-541.30-18	30.71	Chain/Link
			<b>Total for check: 65236</b>		<b>30.71</b>	
SOMMERS CONSTRUCTION INC	65237	6/27/2019	SOMMERS	485-0000-201.04-00	(12,655.18)	Contract #2019-01
				485-1003-541.82-02	251,706.00	Contract #2019-01
				625-0000-194.00-00	1,397.75	Contract #2019-01
			<b>Total for check: 65237</b>		<b>240,448.57</b>	
TIME WARNER CABLE	65238	6/27/2019	095528601060119	100-0101-511.22-01	3.61	Mayor 6/1-6/30
				100-0201-512.22-01	2.29	Attorney 6/1-6/30
				100-0202-512.22-01	5.78	Personnel 6/1-6/30

# AP Check Register

## Check Date: 6/27/2019

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
TIME WARNER CABLE	65238	6/27/2019	095528601060119	100-0203-512.22-01	4.75	Clerk 6/1-6/30
				100-0301-523.22-01	5.22	Bldg Insp 6/1-6/30
				100-0304-562.22-01	8.55	Comm Dev 6/1-6/30
				100-0401-513.22-01	11.54	Finance 6/1-6/30
				100-0402-513.22-01	2.35	Assessor 6/1-6/30
				100-0502-522.22-01	14.32	EOC 6/1-6/30
				100-0601-551.22-01	60.80	Library 6/1-6/30
				100-0702-552.22-01	9.67	Rec 6/1-6/30
				100-0703-553.22-01	16.25	Parks 6/1-6/30
				100-0704-552.22-01	5.05	Pool 6/1-6/30
				100-0801-521.22-01	89.66	PD 6/1-6/30
				100-0903-531.22-01	17.54	Health 6/1-6/30
				100-0920-531.22-01	4.72	Senior Center 6/1-6/30
				100-1001-514.22-01	25.89	City Hall 6/1-6/30
				100-1002-541.22-01	15.07	Eng 6/1-6/30
				100-1008-541.22-01	1.36	Sign 6/1-6/30
				207-0000-123.00-00	9.60	Marina 6/1-6/30
				731-1022-541.22-01	9.28	Garage 6/1-6/30
				743-0403-513.22-01	5.49	IT 6/1-6/30
				Total for check: 65238		
UNIFIRST CORPORATION	65239	6/27/2019	097 0284861	731-1022-541.20-01	247.59	Cleaning Service
					247.59	
UNITED TRANSLATORS	65240	6/27/2019	2102	100-0203-512.30-18	120.00	Translator/Liq Lic
		6/27/2019	2108	100-0405-513.30-18	150.00	Interpretation Services
Total for check: 65240					270.00	
UW-FOX VALLEY	65241	6/27/2019	UWV	100-0405-513.21-08	2,205.00	Videotape Council MeetingApril-June 2019
					2,205.00	

**AP Check Register**  
**Check Date: 6/27/2019**

Date: 6/27/2019

<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>
VALLEY AQUATIC SOLUTIONS LLC	65242	6/27/2019	0073632-IN	100-0704-552.30-18	1,862.33	Chemicals
			<b>Total for check: 65242</b>		<b>1,862.33</b>	
JANET VANLANKVELT	65243	6/27/2019	VANLANKVELT	100-0000-201.12-00	107.28	Quilting Group
			<b>Total for check: 65243</b>		<b>107.28</b>	
WE ENERGIES	65244	6/27/2019	7097-295-547	100-0703-553.22-03	16.25	Electric
			<b>Total for check: 65244</b>		<b>16.25</b>	
WIENGARTNER, VIRGINIA	65245	6/27/2019	WEINGARTNER	100-0000-441.25-00	20.00	Refund
			<b>Total for check: 65245</b>		<b>20.00</b>	
WIL-KIL PEST CONTROL	65246	6/27/2019	3633784	100-1019-552.20-07	29.50	Pest Control
		6/27/2019	3633990	100-1019-552.20-07	117.50	Pest Control
			<b>Total for check: 65246</b>		<b>147.00</b>	
WINNEBAGO COUNTY TREASURER	65247	6/27/2019	14585	100-0805-521.25-01	205.84	Stays
		6/27/2019	LF127073	266-1027-543.25-01	600.40	Tires
		6/27/2019	LF127151	100-1016-543.25-01	18,851.80	Direct Haul
				100-1017-543.25-01	5,408.31	Direct Haul
				266-1027-543.25-01	1,015.00	Direct Haul
			<b>Total for check: 65247</b>		<b>26,081.35</b>	
WISCONSIN DEPT OF JUSTICE	65248	6/27/2019	ACCT #L7101T	100-0801-521.21-06	1,344.00	Transactions
			<b>Total for check: 65248</b>		<b>1,344.00</b>	
WISCONSIN DEPT OF NATURAL RESOURCES	65249	6/27/2019	47102066020191	100-1016-543.32-01	704.00	Environmental Fees
			<b>Total for check: 65249</b>		<b>704.00</b>	



# AP Check Register

## Check Date: 6/27/2019

Date: 6/27/2019

<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>
STATE OF WI - DSPS	65250	6/27/2019	WI DEPT SAFETY	100-0801-521.32-01	25.00	K-9 Controlled SubstancesApplication
			<b>Total for check: 65250</b>		<b>25.00</b>	
WISCONSIN DEPT OF TRANSPORTATION	65251	6/27/2019	395-0000131923	470-1003-541.82-02	464.17	USH 10 - USH 10/STH 441
		6/27/2019	395-0000132781	470-1003-541.82-02	60,739.96	Broad Street
			<b>Total for check: 65251</b>		<b>61,204.13</b>	
WISCONSIN MEDIA	65252	6/27/2019	0002536379	100-0203-512.29-02	566.10	Publishing Liquor LicenseNotices
				100-0405-513.29-02	205.69	Publishing Legal Notices
		6/27/2019	0002536699	100-0405-513.29-02	785.93	Publishing Legal Notices
			<b>Total for check: 65252</b>		<b>1,557.72</b>	
					<b>800,591.45</b>	



To: Menasha Common Council

From: Stephanie Cheslock, Deputy Clerk

RE: Beverage Operator License (Bartender) Applicants

Date: 6/26/2019

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:

Anne Knapp  
Belinda Renkens  
Chita Charma Chapai  
Dakota Bartlein  
Emily Welter  
Heidi Frankin  
Ivy Anderson  
James Swieckowski  
Jason Lone  
Joanne Easton  
John Rae

John Scheibe  
Justin LaCross  
Kaitlen Sokel  
Kallie Housum  
Karen Pankratz  
Linda Sasse  
Margot Rudolph  
Maria Jones  
Mary Lenzen  
Melanie DuFrane  
Melissa Murray

Miranda Schuh  
Mohinder Verma  
Reed Gieryn  
Sean Riker  
Sharon Amrosius  
Shiva Chapai  
Steve Brandt  
Todd Lanning  
Tyler Priebe



Memorandum

Date: June 27, 2019  
To: Common Council  
From: Stephanie Cheslock, Deputy Clerk  
Subject: Casey's Marketing Company, d/b/a Casey's General Store #3868, 1492  
Appleton Road, Menasha

An application for a "Class A" Liquor License for the 2019-2020 liquor licensing year has been submitted by Casey's Marketing Company, d/b/a Casey's General Store #3868 (Agent—Heidi Marcyes) for the premise located at 1492 Appleton Road, Menasha.

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

**Staff recommends approving the "Class A" Liquor License for the 2019-2020 liquor licensing year for Casey's Marketing Company, d/b/a Casey's General Store #3868 (Agent—Heidi Marcyes) for the premise located at 1492 Appleton Road, Menasha.**

# Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: 07/01/2019 ending: 06/30/2020  
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the: ☐ Town of ☐ Village of ☒ City of } MENASHA

County of WINNEBAGO Aldermanic Dist. No. \_\_\_\_\_  
(if required by ordinance)

Check one: ☐ Individual ☐ Limited Liability Company  
☐ Partnership ☒ Corporation/Nonprofit Organization

Applicant's Wisconsin Seller's Permit Number 456-0000602957-03	
FEIN Number 42-1435913	
TYPE OF LICENSE REQUESTED	FEE
<input checked="" type="checkbox"/> Class A beer	\$ 225.00
<input type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Class C wine	\$
<input checked="" type="checkbox"/> Class A liquor	\$ 350.00
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$50.00
<b>TOTAL FEE</b>	<b>\$ 625.00</b>

Name (individual / partners give last name, first, middle; corporations / limited liability companies give registered name)

CASEY'S MARKETING COMPANY

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

President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
RICHARDSON	MICHAEL	RAY	4865 COPPER CREEK DRIVE, PLEASANT HILL, IA 50327
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
SOUPENE	JOHN	CRANMER	3150 NW 82ND AVE, ANKENY, IA 50023
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
JACKOWSKI	JULIA	LYNN	9813 ILTIS DRIVE, URBAN DALE, IA 50322
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
PISTILLO	JAMES	ROBERT	3415-159TH ST, URBAN DALE, IA 50323
Agent Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
MARCYES	HEIDI	ELAINE	10235 TAVERN ROAD, SOLDIERS GROVE, WI 54655
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

1. Trade Name CASEY'S GENERAL STORE #3868 Business Phone Number 920-727-0111

2. Address of Premises 1492 APPLETON ROAD Post Office & Zip Code MENASHA, WI 54952

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

1 STORY PRESTRUCTURED STEEL BUILDING- ENTIRE BUILDING

4. Legal description (omit if street address is given above): \_\_\_\_\_


5. (a) Was this premises licensed for the sale of liquor or beer during the past license year? ..... ☒ Yes | ☐ No

(b) If yes, under what name was license issued? Van Zeebnd oil co. INC,

Ryan P. Van zeebnd

6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? **If yes, explain** ☒ Yes ☐ No  
PLEASE SEE THE ATTACHED CERTIFICATE
7. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? ☐ Yes ☒ No  
**If yes, explain.**
8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? **If yes, explain** ☐ Yes ☒ No
9. (a) **Corporate/limited liability company applicants only:** Insert state IOWA and date 03/15/1995 of registration.
- (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? **If yes, explain** ☐ Yes ☒ No
- (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? **If yes, explain.** ☒ Yes ☐ No  
PLEASE SEE THE ATTACHED LIST OF LOCATIONS
10. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277] ☒ Yes ☐ No
11. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] ☒ Yes ☐ No
12. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No

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

Contact Person's Name (Last, First, M.I.) <b>JULIA L. JACKOWSKI</b>	Title/Member SECRETARY FOR CASEY'S MARKETING COMPANY	Date <b>06/07/2019</b>
Signature 	Phone Number <b>515-965-6517</b>	Email Address <b>mikael.lage@caseys.com</b>

**TO BE COMPLETED BY CLERK**

Date received and filed with municipal clerk <b>6/14/19</b>	Date reported to council / board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

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

Submit to municipal clerk.

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

To the governing body of: ☐ Town  
☐ Village of MENASHA County of WINNEBAGO  
☒ City

The undersigned duly authorized officer(s)/members/managers of CASEY'S MARKETING COMPANY  
(registered name of corporation/organization or limited liability company)

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

CASEY'S GENERAL STORE #3868

(trade name)

located at 1492 APPLETON ROAD, MENASHA, WI 54952

appoints HEIDI MARCYES

(name of appointed agent)

10235 TAVERN ROAD, SOLDIERS GROVE, WI 54655

(home address of appointed agent)

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

☒ Yes ☐ No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

CASEY'S MARKETING COMPANY

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

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? Approximately 11 month

Place of residence last year 10235 TAVERN ROAD, SOLDIERS GROVE, WI 54655

For: CASEY'S MARKETING COMPANY

(name of corporation/organization/limited liability company)

By: Julia L. Jackowski

(signature of Officer/Member/Manager)

And: JULIA L. JACKOWSKI, SECRETARY FOR CASEY'S MARKETING COMPANY

(signature of Officer/Member/Manager)

**ACCEPTANCE BY AGENT**

I, HEIDI MARCYES AGENT FOR CASEY'S MARKETING COMPANY, hereby accept this appointment as agent for the  
(print/type agent's name)

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

Heidi Marcyes

(signature of agent)

06/07/2019

(date)

Agent's age           

10235 TAVERN ROAD, SOLDIERS GROVE, WI 54655

(home address of agent)

Date of birth           

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

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

Approved on            by            Title             
(date) (signature of proper local official) (town chair, village president, police chief)



**MEMORANDUM**

To: Common Council  
From: Alderman Langdon  
Date: June 26, 2019  
Re: Ad hoc Committee

I am requesting the Common Council convene an ad hoc committee consisting of the following members, Alderman Langdon, Alderman Ted Grade, Alderman Krueger, and Mayor Merkes. The purpose of this ad hoc committee will be to discuss accountability of Committee and Council members. The Committee will bring recommendations regarding disciplinary actions and revisions to the rules of the Common Council and Mayor.



**MEMORANDUM**

To: Common Council  
From: Community Development Department/SS  
Date: July 1, 2019  
**Re: Commercial Building Inspections**

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As noted to the Common Council on April 1, 2019, our previously contracted commercial building inspection services through SafeBuilt, terminated our contract. Throughout this past spring, in an attempt to fill this service, staff has had a multitude of conversations with several organizations including detailed draft agreements with two companies that both failed to be executed and brought forward.

Since the City of Menasha is not a delegated community, inspection and services throughout a project are still required by the State Department of Safety and Professional Service. Unfortunately, the State Inspectors are stretched fairly thin and often times are difficult to get in for inspections due to the work load and wide service area. For example, our District representative, Brian Noe, services eight Counties including Winnebago, Fond Du Lac, Calumet, Manitowoc, Sheboygan, Waushara, Green Lake, and Marquette. With this, it is imperative that the City continue to attempt to fill this service as soon as possible.

At this time staff would recommend going out for a RFP with similar conditions to the previous contracts in an attempt to find a service provider.

In discussion with other local municipalities, it is possible that future collaboration could be brought to the table for discussion.





**MEMORANDUM**

To: Common Council

From: Community Development Department/SS

Date: July 1, 2019

Re: **Amendment and Notice to Accepted Offer to Purchase – 1300 Wittman Drive**

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On May 6, 2019 the Common Council reviewed and accepted an offer to purchase of 1300 Wittman Drive for the price of \$40,000 with the added provision that if the property becomes tax exempt, the owner shall make an annual PILOT payment to the City of Menasha. The proposed project to be constructed was a 9,000 sq. ft. fitness center. The Buyer also noted anticipated plans to expand up to an additional 9,400 sq. ft. in the future.

Part of this offer included a due diligence period of 60 days to fully execute the closing and satisfy all contingencies with up to 30 day extension. Due to the Buyer not getting a preliminary site plan in front of the Plan Commission until June 25, 2019, the Buyer has given notice to extend the due diligence period noted in original offer to August 19, 2019 and to extend the financial contingency to July 20, 2019.

With additional feedback from the Plan Commission as required, the Buyer can now more accurately estimate the cost of the project to confirm financial commitments.

**Staff recommends that the Common Council accept the notice and amendment to the offer to purchase, dated May 21, 2019, granting a 30 day extension of the financial contingency and the due diligence period.**

**WB-41 NOTICE RELATING TO OFFER TO PURCHASE**

**CAUTION: Use a WB-41 Notice if a Party is giving a Notice which does not require the other Party's agreement.  
Use a WB-40 Amendment if both Parties will be agreeing to modify the terms of the Offer.**

1 This Notice by (Seller)(Buyer) STRIKE ONE relates to the Offer to Purchase dated April 29, 2019  
2 and accepted May 21, 2019, for the purchase and sale of real estate at 1300 Wittman Dr.,  
3 Menasha, Wisconsin.  
4 Notice is given that (Attach supporting documents, if required): Buyer is hereby giving a timely notice to  
5 extend the due diligence period defined in Addendum A to the Offer to Purchase by 30 days  
6 to August 19, 2019.

27 The attached \_\_\_\_\_ is/are made part of this Notice.  
28 This Notice was drafted by Dennis J. Jochman, Bechard Investments, Inc./KWFC on 06/19/2019  
29 \_\_\_\_\_ Licensee and Firm for Initiating Party ▲ Date ▲

30 **CAUTION: Once delivered, a Notice cannot be withdrawn by the Initiating Party without the written consent of**  
31 **the Receiving Party.**

32 (x) [Signature] 6/19/19 (x) \_\_\_\_\_  
33 Signature of Party Initiating Notice ▲ Date ▲ Signature of Party Initiating Notice ▲ Date ▲  
34 Print name ▶ Michael Draheim Print name ▶ \_\_\_\_\_

35 This Notice was delivered by Dennis J. Jochman, Bechard Investments, Inc./KWFC on 06/19/2019  
36 \_\_\_\_\_ Licensee and Firm for Initiating Party ▲ Date ▲  
37 at \_\_\_\_\_ a.m./p.m. STRIKE ONE using an authorized method of delivery.

38 **ACTUAL RECEIPT If the Offer requires Actual Receipt the following may be completed**

39 This Notice was sent to the Receiving Party by \_\_\_\_\_ on \_\_\_\_\_  
40 \_\_\_\_\_ Licensee and Firm for Receiving Party ▲ Date ▲  
41 at \_\_\_\_\_ a.m./p.m. STRIKE ONE

42 Receiving Party acknowledges Actual Receipt of this Notice occurred on \_\_\_\_\_ at \_\_\_\_\_  
43 a.m./p.m. STRIKE ONE (x) \_\_\_\_\_  
44 \_\_\_\_\_ Initials of Receiving Party ▲

## WB-40 AMENDMENT TO OFFER TO PURCHASE

**CAUTION: Use a WB-40 Amendment if both Parties will be agreeing to modify the terms of the Offer.  
Use a WB-41 Notice if a Party is giving a Notice which does not require the other Party's agreement.**

1 Buyer and Seller agree to amend the Offer dated April 29, 2019, and accepted May 21, 2019, for  
2 the purchase and sale of real estate at 1300 Wittman Dr., Menasha  
3 \_\_\_\_\_, Wisconsin as follows:

4 Closing date is changed from \_\_\_\_\_, to \_\_\_\_\_.

5 Purchase price is changed from \$ \_\_\_\_\_ to \$ \_\_\_\_\_.

6 Other: 30 day extension of the Financing Contingency (lines 180-207) to July 20, 2019.  
7 \_\_\_\_\_  
8 \_\_\_\_\_  
9 \_\_\_\_\_  
10 \_\_\_\_\_  
11 \_\_\_\_\_  
12 \_\_\_\_\_  
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23 \_\_\_\_\_  
24 \_\_\_\_\_  
25 \_\_\_\_\_  
26 \_\_\_\_\_  
27 \_\_\_\_\_

28 The attached \_\_\_\_\_ is/are made part of this Amendment.

29 ALL OTHER TERMS OF THE OFFER TO PURCHASE AND ANY PRIOR AMENDMENTS REMAIN THE SAME.

30 This Amendment is binding upon Seller and Buyer only if a copy of the accepted Amendment is delivered to the Party  
31 offering the Amendment on or before \_\_\_\_\_ (Time is of the Essence). Delivery  
32 of the accepted Amendment may be made in any manner specified in the Offer to Purchase, unless otherwise provided  
33 in this Amendment.

34 **NOTE: The Party offering this Amendment may withdraw the offered Amendment prior to acceptance and**  
35 **delivery as provided at lines 30-33.**

36 This Amendment was drafted by Dennis Jochman, Bechard Investments, Inc./KWFC on 06/19/2019  
37 \_\_\_\_\_ Licensee and Firm ▲ Date ▲

38 This Amendment was presented by \_\_\_\_\_ on 06/19/2019  
39 \_\_\_\_\_ Licensee and Firm ▲ Date ▲

40 (x) [Signature] 6/19/19 (x) \_\_\_\_\_  
41 Buyer's Signature ▲ Date ▲ Seller's Signature ▲ Date ▲  
42 Print name ▶ Print name ▶

43 (x) \_\_\_\_\_ (x) \_\_\_\_\_  
44 Buyer's Signature ▲ Date ▲ Seller's Signature ▲ Date ▲  
45 Print name ▶ Print name ▶

46 This Amendment was rejected \_\_\_\_\_  
47 \_\_\_\_\_ Party Initials ▲ Date ▲ Party Initials ▲ Date ▲

**Addendum A to  
Offer to Purchase by  
Michael Draheim and/or Assigns  
For 1.31 acres at 1301 Wittman Dr  
dated April 29, 2019**

This offer includes the following additional contingencies:

1. Due Diligence Period. Buyer shall have a period of sixty (60) days, after receipt of a fully executed original of this Agreement, to satisfy the contingencies, and conduct such due diligence investigation as Buyer deems appropriate for the lot and the construction of a building, which shall include but not be limited to: (a). evidence that the property has access to regional detention; (b). proof that the buyer can get from the City of Menasha, a special use permit and approval to construct the building in accordance with the attached drawings, situated in an acceptable position on the site by May 30, 2019; and (d). that the Buyer's contractor can construct the building at a price acceptable to the Buyer.
2. Extension. Buyer can extend the due diligence period for up to thirty (30) days, with written notice to Seller no later than fifteen (15) days prior to the due diligence period noted above.
3. Water Detention. The current access fee for the Tayco Pond is \$1,531 per acre. This offer is contingent upon the City of Menasha holding that price for the Buyer, even if the City of Menasha increases the price prior to Buyer's formal request for access to the pond.
4. Property Stakes. Verification that the corner stakes of the lot are still visible, and if not, that the parties will work together to resolve.

Buyer Initials: MD

Seller Initials: \_\_\_\_\_



ORDINANCE O-10-19

AN ORDINANCE AMENDING TITLE 8, CHAPTER 1 OF THE CODE OF ORDINANCES  
(Destruction of Noxious Weeds)

INTRODUCED BY ALDERMAN KRUEGER

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

SECTION 1: Amend Title 8, Chapter 1, SEC 8-1-6 of the Code of Ordinances of the City of Menasha, Wisconsin as follows:

Title 8  
Health and Sanitation  
Chapter 1  
Health and Sanitation

**SEC. 8-1-6                      DESTRUCTION OF NOXIOUS WEEDS.**

- (a) A person owning, occupying or controlling land within the City corporate limits shall destroy all noxious weeds on the land. All noxious weeds shall be destroyed prior to the time in which such plants mature to the bloom or flower stage.
- (b) The City Clerk shall annually on or before May 15 publish a notice that every person is required by law to destroy all noxious weeds on lands in the City which he or she owns, occupies or controls. A joint notice with other towns or municipalities may be utilized.
- (c) If the owner or occupant shall neglect to destroy any weeds as required by such notice, then the Weed Commissioner or designee of the City shall give ~~five (5) days'~~ written notice by hand delivery, mail or email to the owner or occupant of any lands upon which the weeds shall be growing to the effect that the said Weed Commissioner or designee after at least twenty-four (24) hours, the expiration of the five (5) day period will proceed to destroy or cause to be destroyed all such weeds growing upon said lands and that the cost thereof will be assessed as a tax upon the lands upon which such weeds are located under the provisions of Sections 66.0517 and 66.0627, Wis. Stats. In case the owner or occupant shall further neglect to comply with such ~~five (5) day~~ notice, then the Weed Commissioner or designee shall destroy such weeds or cause them to be destroyed and the expense thereof, including the cost of billing and other necessary administrative expenses, shall be charged against such lots and be collected as a special tax thereon.
- (d) Noxious weeds means any weed designated as a noxious weed by the Wisconsin Department of Natural Resources by rule or by the common council by ordinance or resolution, including but not limited to the following:
  - Cirsium Arvense (Canada Thistle)
  - Ambrosia artemisiifolia (Common Ragweed)
  - Ambrosia trifida (Great Ragweed)

Euphorbia esula (Leafy Spurge)  
Convolvulus arvensis (Creeping Jenny) (Field Bind Weed)  
Tragopogon dubius (Goat's Beard)  
Rhus radicans (Poison Ivy)  
Cirsium vulgaries (Bull Thistle)  
Pastinaca sativa (Wild Parsnip)  
Arctium minus (Burdock)  
Xanthium strumarium (Cocklebur)  
Amaranthus retroflexus (Pigweed)  
Chenopodium album (Common Lambsquarter)  
Rumex Crispus (Curled Dock)  
Cannabis sativa (Hemp)  
Plantago lanceolata (English Plantain)  
Sow Thistle  
Wild Mustard  
Poison Oak  
Purple Loosestrife  
Multiflora Rose

- (e) The Weed Commissioner shall be appointed by the Mayor on or before May 15 in each year and shall have the powers and duties enumerated in this SEC. and in Section 66.0517, Wis. Stats., except that the person shall receive no compensation for his or her services other than his or her regular salary.

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:

Board of Public Works

Motion/Second:

\_\_\_\_\_

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

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

Requires:     \_\_ Majority Vote  
                  \_\_ 2/3 Vote

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

ATTEST:

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



ORDINANCE O-11-19

AN ORDINANCE AMENDING TITLE 8, CHAPTER 1 OF THE CODE OF ORDINANCES  
(Regulation of Length of Lawn and Grasses)

INTRODUCED BY ALDERMAN KRUEGER

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

SECTION 1: Repeal and Recreate Title 8, Chapter 1, SEC 8-1-7 of the Code of Ordinances of the City of Menasha, Wisconsin as follows:

Title 8  
Health and Sanitation  
Chapter 1  
Health and Sanitation

**SEC. 8-1-7 REGULATION OF LENGTH OF LAWN AND GRASSES.**

- (a) **PURPOSE.** This Section is adopted due to the unique nature of the problems associated with lawns, grasses and weeds being allowed to grow to excessive length in the City of Menasha.
- (b) **PUBLIC NUISANCE DECLARED.** The Common Council finds that lawns, grasses and weeds on lots or parcels of land which exceed eight (8) inches in length adversely affect the public health and safety of the public in that they tend to emit pollen and other discomforting bits of plants, constitute a fire hazard and a safety hazard in that debris can be hidden in the grass, interferes with the public convenience and adversely affects property values of other land within the City. For that reason, any lawn, grass or weed on a lot or other parcel of land which exceeds eight (8) inches in length is hereby declared to be a public nuisance, except for property located in a designated floodplain area and/or wetland area.
- (c) **NUISANCES PROHIBITED.** No person shall permit any public nuisance as defined in Subsection (b) above to remain on any premises owned or controlled by the person within the City.
- (d) **ABATEMENT OF NUISANCE.**
  - (1) If the Weed Commissioner or designee shall determine with reasonable certainty that any public nuisance as defined in Subsection (b) above exists, the Weed Commissioner or designee shall immediately cause written notice to be given by hand delivery, mail, or email to the owner or occupant of the property that the property has been found to be noncompliant with this Section. The notice will detail the City's plan to bring the property into compliance with this section and Section 8-1-6 and the estimated cost of said service to be completed no less than twenty-four (24) hours prior to the City's or its contractor's cutting of the lawn, grass or

weeds.

- (2) The costs incurred by the City to cut the grass and/or weeds will be charged to the owner of the property and if left unpaid will be assessed as a tax upon the lands upon which such grass and/or weeds are located under the provisions of Section 66.0627, Wis. Stats., or such cost may be recovered in an action against the owner or occupant.

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:

~~Board of Public Works~~ \_\_\_\_\_

Motion/Second:

\_\_\_\_\_

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

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

Requires:     \_\_ Majority Vote  
              \_\_ 2/3 Vote

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

ATTEST:

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





RESOLUTION R-18-19

A RESOLUTION ACKNOWLEDGING REVIEW OF CITY OF MENASHA 2018  
COMPLIANCE MAINTENANCE ANNUAL REPORT UNDER WISCONSIN  
ADMINISTRATIVE CODE NR 208

Introduced by: Alderman Krueger

WHEREAS, it is a requirement under a Wisconsin Pollutant Discharge Elimination System (WPDES) permit issued by the Wisconsin Department of Natural Resources to file Compliance Maintenance Annual Report (CMAR) for its wastewater a collection system under Wisconsin Administrative Code NR 208; and

WHEREAS, it is necessary to acknowledge that the governing body has reviewed the Compliance Maintenance Annual Report (CMAR); and

WHEREAS, it is necessary to provide recommendations or an action response plan for all individual CMAR section grades of "C" or less and/or an overall grade point average <3.00;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the Common Council of the City of Menasha concurring, that no recommendations or corrective actions are necessary at this time because the City has achieved CMAR grades of "A" for its individual sections for its 2018 CMAR reporting year.

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

# Compliance Maintenance Annual Report

Menasha City

Last Updated: Reporting For:

6/25/2019

2018

## Financial Management

### 1. Provider of Financial Information

Name:

Josh Radomski

Telephone:

920-967-3610

(XXX) XXX-XXXX

E-Mail Address  
(optional):

jradomski@ci.menasha.wi.us

### 2. Treatment Works Operating Revenues

2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?

- Yes (0 points) ☐
- No (40 points)

If No, please explain:

2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?  
Year:

2018

- 0-2 years ago (0 points) ☐
- 3 or more years ago (20 points) ☐
- N/A (private facility)

2.3 Did you have a special account (e.g., CWFP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?

- Yes (0 points)
- No (40 points)

REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]

### 3. Equipment Replacement Funds

3.1 When was the Equipment Replacement Fund last reviewed and/or revised?  
Year:

2018

- 1-2 years ago (0 points) ☐
- 3 or more years ago (20 points) ☐
- N/A

If N/A, please explain:

### 3.2 Equipment Replacement Fund Activity

#### 3.2.1 Ending Balance Reported on Last Year's CMAR

\$ 130,000.00

3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)

\$ 0.00

#### 3.2.3 Adjusted January 1st Beginning Balance

\$ 130,000.00

3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)

+ \$ 10,000.00

# Compliance Maintenance Annual Report

Menasha City

Last Updated: Reporting For:

6/25/2019

2018

3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below\*)

- \$ 0.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$ 140,000.00

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

3.3 What amount should be in your Replacement Fund? \$ 140,000.00

0

Please note: If you had a CWFP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

● Yes

○ No

If No, please explain.

## 4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

● Yes - If Yes, please provide major project information, if not already listed below. □ □

○ No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	Private sanitary sewer lateral cross connection inspections and corrections.	50000	2018
2	Melissa Street Sewer Lining	50000	2020
3	Garfield Avenue Sanitary Sewer Replacement	1000000	2022
4	Abbey Ave Sanitary Sewer Replacement	110000	2020

## 5. Financial Management General Comments

### ENERGY EFFICIENCY AND USE

## 6. Collection System

### 6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

**COLLECTION SYSTEM PUMPAGE: Total Power Consumed**

Number of Municipally Owned Pump/Lift Stations: 4

# Compliance Maintenance Annual Report

Menasha City

Last Updated: Reporting For:

6/25/2019

2018

	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	3,790	
February	3,700	
March	3,456	
April	3,336	
May	3,844	
June	1,677	
July	1,243	
August	1,296	
September	1,845	
October	1,419	
November	1,043	
December	1,209	
Total	27,858	0
Average	2,322	0

## 6.1.2 Comments:

## 6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- ☐ Comminution or Screening
- ☐ Extended Shaft Pumps
- ☐ Flow Metering and Recording
- ☐ Pneumatic Pumping
- ☐ SCADA System
- ☐ Self-Priming Pumps
- ☒ Submersible Pumps
- ☒ Variable Speed Drives
- ☐ Other:

## 6.2.2 Comments:

6.3 Has an Energy Study been performed for your pump/lift stations?

● No

○ Yes

Year:

By Whom:

Describe and Comment:

# Compliance Maintenance Annual Report

Menasha City

Last Updated: Reporting For:  
6/25/2019 2018

<div>6.4 Future Energy Related Equipment</div> <div>6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?</div> <div></div>	
--	--

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

# Compliance Maintenance Annual Report

Menasha City

Last Updated: Reporting For:

6/25/2019

2018

## Sanitary Sewer Collection Systems

### 1. Capacity, Management, Operation, and Maintenance (CMOM) Program

#### 1.1 Do you have a CMOM program that is being implemented?

☒ Yes

☐ No

If No, explain:

#### 1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

☒ Yes

☐ No (30 points)

☐ N/A

If No or N/A, explain:

#### 1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

☐ Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

Did you accomplish them?

☐ Yes

☐ No

If No, explain:

☒ Organization [NR 210.23 (4) (b)] ☐ ☐

Does this chapter of your CMOM include:

☒ Organizational structure and positions (eg. organizational chart and position descriptions)

☒ Internal and external lines of communication responsibilities

☒ Person(s) responsible for reporting overflow events to the department and the public

☒ Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

Ordinance

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2018-10-01

Does your sewer use ordinance or other legally binding document address the following:

☒ Private property inflow and infiltration

☒ New sewer and building sewer design, construction, installation, testing and inspection

☐ Rehabilitated sewer and lift station installation, testing and inspection

☒ Sewage flows satellite system and large private users are monitored and controlled, as necessary

☒ Fat, oil and grease control

☒ Enforcement procedures for sewer use non-compliance

☒ Operation and Maintenance [NR 210.23 (4) (d)]

Does your operation and maintenance program and equipment include the following:

☒ Equipment and replacement part inventories

☒ Up-to-date sewer system map

☒ A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation

# Compliance Maintenance Annual Report

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- ☒ A description of routine operation and maintenance activities (see question 2 below)
- ☒ Capacity assessment program
- ☒ Basement back assessment and correction
- ☒ Regular O&M training

☒ Design and Performance Provisions [NR 210.23 (4) (e)] ☐ ☐

What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?

- ☒ State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
- ☒ Construction, Inspection, and Testing
- ☐ Others:

☒ Overflow Emergency Response Plan [NR 210.23 (4) (f)] ☐ ☐

Does your emergency response capability include:

- ☒ Responsible personnel communication procedures
- ☒ Response order, timing and clean-up
- ☒ Public notification protocols
- ☒ Training
- ☒ Emergency operation protocols and implementation procedures

☒ Annual Self-Auditing of your CMOM Program [NR 210.23 (5)] ☐ ☐

☒ Special Studies Last Year (check only those that apply):

- ☐ Infiltration/Inflow (I/I) Analysis
- ☒ Sewer System Evaluation Survey (SSES)
- ☐ Sewer Evaluation and Capacity Management Plan (SECAP)
- ☐ Lift Station Evaluation Report
- ☐ Others:

0

## 2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	<input type="text" value="100"/>	% of system/year
Root removal	<input type="text" value="0"/>	% of system/year
Flow monitoring	<input type="text" value="0"/>	% of system/year
Smoke testing	<input type="text" value="0"/>	% of system/year
Sewer line televising	<input type="text" value="0"/>	% of system/year
Manhole inspections	<input type="text" value="0"/>	% of system/year
Lift station O&M	<input type="text" value="12"/>	# per L.S./year
Manhole rehabilitation	<input type="text" value="1"/>	% of manholes rehabbed
Mainline rehabilitation	<input type="text" value="1"/>	% of sewer lines rehabbed
Private sewer inspections	<input type="text" value="0"/>	% of system/year
Private sewer I/I removal	<input type="text" value="0"/>	% of private services

# Compliance Maintenance Annual Report

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2018

River or water crossings

0

% of pipe crossings evaluated or maintained

Please include additional comments about your sanitary sewer collection system below:

## 3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

34.25	Total actual amount of precipitation last year in inches
31.13	Annual average precipitation (for your location)
52	Miles of sanitary sewer
4	Number of lift stations
0	Number of lift station failures
0	Number of sewer pipe failures
26	Number of basement backup occurrences
26	Number of complaints
2.818	Average daily flow in MGD (if available)
3.797	Peak monthly flow in MGD (if available)
13.131	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

0.00	Lift station failures (failures/year)
0.00	Sewer pipe failures (pipe failures/sewer mile/yr)
0.27	Sanitary sewer overflows (number/sewer mile/yr)
0.50	Basement backups (number/sewer mile)
0.50	Complaints (number/sewer mile)
1.3	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
4.7	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

## 4. Overflows

### LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OFERFLOWS REPORTED \*\*

	Date	Location	Cause	Estimated Volume (MG)
0	5/4/2018 8:30:00 AM - 5/4/2018 9:40:00 AM	MH# 600A at Intersection of Lakecrest Drive and Butte Des Morts Drive	Rain	0.0330 - 0.0330
1	5/4/2018 8:30:00 AM - 5/4/2018 5:40:00 PM	MH# 722 at intersection of Seventh Streed and Ida Street	Rain	0.1554 - 0.1554
2	5/4/2018 8:30:00 AM - 5/4/2018 5:40:00 PM	MH# 519 at intersection of Fifth Street and London Street	Rain	0.5040 - 0.5040
3	5/4/2018 8:30:00 AM - 5/4/2018 3:10:00 PM	MH# 243 at intersection of Part Street and Keyes Street	Rain	0.1760 - 0.1760
4	6/18/2018 8:00:00 AM - 6/18/2018 8:45:00 AM	Manhole 600A at intersection of Lakecrest Dr and Butte Morts Dr	Rain	0.0067 - 0.0067
5	8/28/2018 5:10:00 PM - 8/29/2018 2:00:00 AM	Manhole #243 at intersection of Park Street and Keyes Street	Rain	0.2112 - 0.2112



# Compliance Maintenance Annual Report

Menasha City

Last Updated: Reporting For:

6/25/2019

2018

6	8/28/2018 5:30:00 PM - 8/29/2018 2:00:00 AM	Manhole #722 at intersection of 7th Street and Ida Street	Rain	0.1554 - 0.1554
7	8/28/2018 4:45:00 PM - 8/28/2018 10:45:00 PM	Manhole #600A at intersection of Lakecrest Drive and Butte Des Morts Drive	Rain	0.3720 - 0.3720
8	8/28/2018 5:50:00 PM - 8/29/2018 11:00:00 PM	Manhole # 519 at intersection of Fifth Street and London Street	Rain	0.3720 - 0.3720
9	9/4/2018 7:00:00 AM - 9/4/2018 8:15:00 AM	Manhole #858 at intersection of Ninth Street and Elmwood Dr.	Rain	0.0360 - 0.0360
10	9/4/2018 5:45:00 AM - 9/4/2018 2:00:00 PM	Manhole #519 at intersection of Fifth Street and London Street	Rain	0.5940 - 0.5940
11	9/4/2018 5:00:00 AM - 9/4/2018 3:30:00 PM	Manhole #722 at intersection of Seventh Street and Ida Street	Rain	0.3024 - 0.3024
12	9/4/2018 6:00:00 AM - 9/4/2018 1:30:00 PM	Manhole #243 at intersection of Park Street and Keyes Street	Rain	0.2160 - 0.2160
13	9/4/2018 5:30:00 AM - 9/4/2018 12:00:00 PM	Manhole #600A at intersection of Lakecrest Drive and Butte Des Morts Drive	Rain	0.2160 - 0.2160

\*\* If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

What actions were taken, or are underway, to reduce or eliminate SSO or TFO occurrences in the future?

We installed Smart Covers to better monitor overflow potential. We are starting to CCTV sanitary sewer basins with the highest SSO potential to identify sources of I/I. We amended our sewer ordinance to require that residents repair their lateral if significant I/I, cracking or other issues are present.

## 5. Infiltration / Inflow (I/I)

### 5.1 Was infiltration/inflow (I/I) significant in your community last year?

- ☒ Yes
- ☐ No

If Yes, please describe:

We had several overflow events directly related to heavy rainfall.

### 5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

- ☒ Yes
- ☐ No

If Yes, please describe:

We had several overflow events directly related to heavy rainfall.

### 5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:

We saw a significant increase in overflow events this year and are in the process of studying our system to determine the cause of the increase.

### 5.4 What is being done to address infiltration/inflow in your collection system?

When leaks or damaged sewer lines are found, repairs are made. We are continuing our sump pump disconnection program to remove I/I from our system. We instituted a change to our ordinance requiring homeowners to repair laterals if damage or excessive I/I is found.

<b>Total Points Generated</b>	0
<b>Score (100 - Total Points Generated)</b>	100
<b>Section Grade</b>	A

# Compliance Maintenance Annual Report

Menasha City

Last Updated: Reporting For:  
6/25/2019 2018

## Grading Summary

WPDES No: 0047341

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Financial	A	4	1	4
Collection	A	4	3	12
<b>TOTALS</b>			<b>4</b>	<b>16</b>
<b>GRADE POINT AVERAGE (GPA) = 4.00</b>				

### Notes:

A = Voluntary Range (Response Optional)

B = Voluntary Range (Response Optional)

C = Recommendation Range (Response Required)

D = Action Range (Response Required)

F = Action Range (Response Required)

# Compliance Maintenance Annual Report

Menasha City

Last Updated: Reporting For:

6/25/2019

2018

## Resolution or Owner's Statement

Name of Governing  
Body or Owner:

Common Council

Date of Resolution or  
Action Taken:

2019-07-01

Resolution Number:

R-18-19

Date of Submittal:

### ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

Financial Management: Grade = A

None

Collection Systems: Grade = A

(Regardless of grade, response required for Collection Systems if SSOs were reported)

None

### ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

G.P.A. = 4.00

D. Ellen Maxymek  
866 Fountain Way  
Menasha, WI 54952  
(920) 954-6222

Menasha City Council  
100 Main Street  
Menasha, WI 54952-3151

June 18, 2019

Dear Council Members:

Please consider me for positions as alternate member of Menasha Board of Review and/or regular member of Board of Appeals. I believe that I am qualified for these positions due to my experiences, from June, 1999 to July, 2010, as Village of Sherwood Clerk/Treasurer. I sat on the Boards of Review and Appeals during those years and therefore have a working knowledge of board processes. In addition, the Wisconsin Clerks ' and the Wisconsin Treasurers' Associations certified me for my positions.

Prior to 1999 I worked in a variety of for-profit and not-for-profit businesses performing accounting and office management responsibilities.

Thank you for your consideration in this matter. I remain

Sincerely yours,

D. Ellen Maxymek