

**CITY OF MENASHA
COMMON COUNCIL
First Floor Conference Room
100 Main Street
Monday, August 19, 2019
6:00 PM
AGENDA**

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. PUBLIC HEARING

1. Proposed amendment to Title 13, Chapter 1, Article G of the Menasha Code of Ordinances pertaining to mobile storage regulations specifically the exemption of licensed semi-trailers within the industrial zoning districts.
2. Proposed amendments to Title 13, Chapter 1, Article C of the Menasha Code of Ordinances pertaining to allowable uses within the commercial zoning districts and to Title 13, Chapter 1, Article M of the Menasha Code of Ordinances relating to the definition of said commercial land uses.

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, 8/5/19
- b. Board of Health, 6/21/19
- c. Board of Public Works, 8/5/19
- d. Committee on Aging, 7/12/19
- e. Landmarks Commission, 7/24/19
- f. Plan Commission, 8/6/19
- g. Redevelopment Authority, 8/6/19
- h. Water & Light Commission, 7/24/19

Communications:

- i. ASD Jacobs Memo, 8/15/19; 2019 Equalized Valuation, including TIF Districts
- j. CDD Schroeder Memo, 8/5/19; Commercial Building Inspection
- k. PHD McKenney Memo, 8/14/19; Deputy Public Health Director

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, 8/5/19

Administration Committee, 8/5/19, Recommends Approval of:

2. CVMIC Dividend – Option 2

Board of Public Works, 8/5/19, Recommends Approval of:

3. Payment – Janke General Contractors, Inc. Contract Unit No.: 2019-02; Province Terrace Trail; Nature's Way to USH 10/STH 114 \$70,162.73 (Payment No. 7)
4. Payment – Northeast Asphalt, Inc. Contract Unit No.: 2019-03; Street Reconstruction – Various Locations \$274,098.56 (Payment No 1)
5. Set Fee In Lieu of Onsite Stormwater Best Management Practice (BMP) at \$16,007 per acre

Plan Commission, 8/6/19, Recommends Approval of:

6. Certified Survey Map, 906 and 914 Gosling Way Court, Menasha
7. Certified Survey Map, 528 Milwaukee Street, Menasha, with the following condition:
 - a. The parcel is rezoned from I-1 Heavy Industrial to C-1 General Commercial.
(Contingent upon approval of Ordinance O-12-19)

H. ITEMS REMOVED FROM THE CONSENT AGENDA

I. ACTION ITEMS

1. Accounts payable and payroll for the term of 8/8/19-8/15/19 in the amount of \$3,293,757.20
2. Beverage Operators License Applications for the 2019-2021 licensing period.
3. Intergovernmental Agreement For a Concrete Reconstruction/Urbanization Project; City of Appleton/City of Menasha/Village of Fox Crossing; Valley Road – West of Chain Drive to East of Forestview Court - Cost Update.
4. Hotel Study Proposal and Acceptance.

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.
2. O-18-19 An Ordinance Amending Title 2, Chapter 4 of the Code of Ordinances (Public Hearing Notices). Introduced by Ald. Sevenich; Recommended by Administration Committee.
3. O-19-19 An Ordinance Amending Title 13, Chapter 1, Article G of the Code of Ordinances (Mobile Storage Regulations) Introduced by Ald. Sevenich; Recommended by Plan Commission.
4. O-20-19 An Ordinance Amending Title 13, Chapter 1, Article C and Article M of the Code of Ordinances (Permitted Commercial Land Uses and Related Definitions). Introduced by Ald. Sevenich; Recommended by Plan Commission.
5. R-20-19 A Resolution Approving the City of Menasha's Liability Insurance Renewal Through Cities and Villages Mutual Insurance Company (CVMIC). Introduced by Mayor Merkes; Recommended by Administration Committee.
6. R-21-19 Resolution Requiring The Repair Of At-Grade Crossings Of Racine Street, Appleton Street And De Pere Street. Introduced by Mayor Merkes
7. R-22-19 Resolution Authorizing the Issuance and Sale of \$4,250,000 General Obligation Refunding Bonds, Series 2019A. Introduced by Mayor Merkes

L. APPOINTMENTS

1. Mayor's reappointment of Matt Vanderlinden to the Redevelopment Authority for the term 9/1/2019-9/1/2024.

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

Tuesday, September 3, 2019

**Common Council Meeting – 6:00 p.m.
Committee Meetings to Follow**

**City of Menasha
Public Hearings**

NOTICE IS HEREBY GIVEN that an informal public hearing was held by the Menasha Plan Commission on the proposed amendment to Title 13, Chapter 1, Article G of the Menasha Code of Ordinances pertaining to mobile storage regulations specifically the exemption of licensed semi-trailers within the industrial zoning districts on Tuesday, August 6, 2019 at 3:30 p.m. or shortly thereafter at the Menasha Public Library, Company E Room located at 440 First Street, Menasha, WI 54952. A second formal public hearing will be held before the Common Council on Monday, August 19, 2019 at 6:00 p.m. or shortly thereafter in the first floor conference room of the Menasha City Center located at 100 Main Street, Menasha, WI. Persons interested in this matter will be given an opportunity to comment and ask questions about the proposed amendment.

Deborah A. Galeazzi, WCMC
City Clerk

Run: August 9 and 16 2019.

**City of Menasha
Public Hearings**

NOTICE IS HEREBY GIVEN that an informal public hearing was held by the Menasha Plan Commission on the proposed amendments to Title 13, Chapter 1, Article C of the Menasha Code of Ordinances pertaining to allowable uses within the commercial zoning districts and to Title 13, Chapter 1, Article M of the Menasha Code of Ordinances related to the definition of said commercial land uses on Tuesday, August 6, 2019 at 3:30 p.m. or shortly thereafter at the Menasha Public Library, Company E Room located at 440 First Street, Menasha, WI 54952. A second formal public hearing will be held before the Common Council on Monday, August 19, 2019 at 6:00 p.m. or shortly thereafter in the first floor conference room of the Menasha City Center located at 100 Main Street, Menasha, WI. Persons interested in this matter will be given an opportunity to comment and ask questions about the proposed amendment.

Deborah A. Galeazzi, WCMC
City Clerk

Run: August 9 and 16, 2019.

CITY OF MENASHA
ADMINISTRATION COMMITTEE
First Floor Conference Room
100 Main Street, Menasha
August 5, 2019
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Nichols at 8:02 p.m.

B. ROLL CALL

All members present.

C. MINUTES TO APPROVE

1. Administration Committee, 7/15/19

Motion by Ald. Ropella second by Ald. Krueger to approve minutes.

Motion carried on voice vote.

D. DISCUSSION/ACTION ITEMS

1. CVMIC 2019 Summer Meeting Update/Renewal, including:

a. Dividend Recommendation

General discussion occurred.

Motion by Ald. Ropella second Ald. Langdon to recommend to Common Council Option 2 for CVMIC dividend payment.

Motion carried on roll-call 8 – 0.

b. R-20-19 A Resolution Approving the City of Menasha's Liability Insurance
Renewal Through Cities and Villages Mutual Insurance Company (CVMIC)

CA Captain described CVMIC renewal options.

Motion by Ald. Sevenich second by Ald. Langdon to recommend to Common Council approval of R-20-19 A Resolution Approving the City of Menasha's Liability Insurance Renewal Through Cities and Villages Mutual Insurance Company (CVMIC).

Motion carried on roll-call 8 – 0.

2. O-18-19 An Ordinance Amending Title 2, Chapter 4 of the Code of Ordinances
(Public Hearing Notices). Introduced by Ald. Sevenich

Dir. Schroeder gave a general introduction of the proposed ordinance change.

Motion by Ald. Sevenich second by Ald. Taylor to recommend to Common Council approval of O-18-19 An Ordinance Amending Title 2, Chapter 4 of the Code of Ordinances (Public Hearing Notices).

Motion carried on roll-call 8 – 0.

E. ADJOURNMENT

Motion by Ald. Taylor second by Ald. Krueger to adjourn at 8:19 p.m..

Motion carried on voice vote.

Pamela A. Captain
City Attorney

CITY OF MENASHA BOARD OF HEALTH

Minutes

June 21, 2019

A. CALL TO ORDER

Meeting called to order at 8:04 AM by Nancy McKenney.

B. ROLL CALL

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

Excused: Candyce Rusin

Staff Present: Linda Palmbach, Kristine Jacobsen, Todd Drew, Mary Fritz, Meghan Pauly, Claire Opsteen

Guest: Lindsey Gutsmedl, RN, BSN Student

C. MINUTES TO APPROVE

Kristene Stacker moved to approve the May, 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.

d. *Academic Affiliation Updates:*

- i. University of Wisconsin Green Bay - Lindsey Gutsmedl, RN to BSN student at UWGB, began 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 – Kristine Jacobsen is working with Katie DeWane, RN, UWO DNP student and Partnership Community Health Center on the Lead Free by Delivery grant.

2. Employee Safety: Todd Drew conducted Confined Space training, fire drill and security system check at City Center. Todd Drew obtained CVMIC Grant funds for replacement of 4 oxygen sensors in the Public Works Facility, 4 gas meters due to 2 meters with sensor issues.

3. Sealer of Weights and Measures: Todd Drew has completed 98 gas pump inspections, 1 pump taken out of service for mechanical failure. 1 pricing enforcement action following 2 failed inspections.

4. Environmental Health: Todd Drew reported 5 pool inspections were completed – 1 pool closed 3 times due to pH issues; 10 School HACCP records review inspection, 9 restaurant inspections, 1 restaurant partial enclosure and enforcement action for failure to have a Certified Food Manager. Midway Marathon being taken over by Casey's. New establishments – Starbucks, Dunkin Donuts, and 2 Tourist Rooming Houses. 6 housing complaints, 1 potential clandestine drug lab investigated with MPD, 1 environmental lead complaint. There were 5 DNR inspections with 2 enforcement actions. Todd completed demolition of 127 First Street.

5. Health Screening 60+: Meghan Pauly reported Neenah-Menasha YMCA will be holding an advanced Tai Chi class. Oral Health screening was held on June 21st. Senior Center will be hosting a brat fry on _____

6. Prevention: Kristine Jacobsen reported the 5th 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.

7. School Health Aides: No Report

8. Communicable Disease: Linda Palmbach gave an update for May communicable disease.

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

10. Lead Prevention: No Report

11. Maternal and Child Health: Kristine Jacobsen report Breast Feeding Friendly Policy has been approved.

12. Dental Sealants: Claire Opsteen attended Seal a Smile conference. Claire reported she completed 1,830 oral health screenings, 81 classrooms received oral health education. 1,099 fluoride varnish applications were provided to 383 students in the Menasha Schools and Head Start program. In 2018-2019, 478 oral screenings were provided; 198 children had 818 dental sealants; 478 children received 802 fluoride varnish applications.

13. Public Health Emergency Response to Opioid Crisis – Staff training is being developed by Unity Recovery Services in collaboration with Police, Fire, Gold Cross Ambulance

14. Emergency Preparedness: No Report

15. Twenty Four/Seven: No Report

16. Senior Center: Senior Center has free tick kits, limit 2 per family. The Senior Center will be hosting a brat fry on July 12th.

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 9:12, seconded by Kristene Stacker. The motion passed.

The next meeting will be on Friday August 9, 2019 at 8:00 a.m.

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

CITY OF MENASHA
BOARD OF PUBLIC WORKS
First Floor Conference Room
100 Main Street, Menasha
August 5, 2019
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Krueger at 8:24 p.m.

B. ROLL CALL

All members present.

C. MINUTES TO APPROVE

1. July 15, 2019

Motion by Ald. Langdon second by Ald. Ted Grade to approve minutes.

Motion carried on voice vote.

D. COMMUNICATIONS:

1. Refuse/Recycling Analysis

Dir. Radomski explained services comparison and his analysis. General discussion occurred.

E. DISCUSSION / ACTION ITEMS

1. Payment – Janke General Contractors, Inc. Contract Unit No.: 2019-02; Province Terrace Trail; Nature's Way to USH 10/STH 114 \$70,162.73 (Payment No. 7)

Dir. Radomski gave an update on the project.

Motion by Ald. Langdon second by Ald. Taylor to recommend to Common Council approval of Payment – Janke General Contractors, Inc. Contract Unit No.: 2019-02; Province Terrace Trail; Nature's Way to USH 10/STH 114 \$70,162.73 (Payment No. 7).
Motion carried on roll-call 8 – 0.

2. Payment – Northeast Asphalt, Inc. Contract Unit No.: 2019-03; Street Reconstruction – Various Locations \$274,098.56 (Payment No 1)

Dir. Radomski gave an update on the project.

Motion by Ald. Langdon second by Ald. Taylor to recommend to Common Council approval of Payment – Northeast Asphalt, Inc. Contract Unit No.: 2019-03; Street Reconstruction – Various Locations \$274,098.56 (Payment No 1).
Motion carried on roll-call 8 – 0.

3. Fee In Lieu of Onsite Stormwater BMP

Dir. Radomski discussed his recommendation to establish a fee in lieu of onsite stormwater best management practice, including: city-wide versus Tayco Pond specific charges; developer incentive; cost prohibitive; less maintenance; MS4 permit requirements.

Motion by Ald. Langdon second by Ald. Taylor to recommend to Common Council the recommendation of the Public Works Department and set fee in lieu of onsite stormwater BMP at \$16,007 per acre.

General discussion occurred.

Motion carried on roll-call 8 – 0.

F. ADJOURNMENT

Motion by Ald. Langdon and second by Ald. Taylor to adjourn at 8:44 p.m.
Motion carried by voice vote.

Pamela A. Captain
City Attorney

CITY OF MENASHA
COMMITTEE ON AGING
July 12th, 2019
Minutes

A. Meeting called to order at 1:03 PM.

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

C. MINUTES TO BE APPROVED: Tom Stoffel moved to approve the May 3rd, 2019 minutes, seconded by Brenda Marks. Motion passed.

E CORRESPONDENCE: None

F. REPORT OF DEPT HEADS/STAFF/CONSULTANTS:

Senior Center: Cheryl Richard reports the June 2019 numbers were 1894 services provided to 710 people. Cheryl discussed budget for 2020 and to bring program ideas to her or her staff. Cheryl states that Tai Chi will be starting again in October through December and will be \$25 for the session. Parking and handicap parking is confusing to the seniors at the Senior Center, especially the slotted lines. Nancy McKenney will speak with Adam Alix to discuss the parking lot.

Public Health and Health Screening 60+ Grant: Meghan Pauly stated that 80 people attended 60+ grant programs with 105 services provided. Meghan discussed the great results from the SHA and the results will be reported to the Common Council on August 5th, 2019. Meghan reports that the Community Corny Walk is August 7th at Jefferson Park. Meghan reports that she attended the WIHA conference on June 28th and brought back key points from the conference. Some of those points include, better ways to advertise and recruit “young seniors”, and incorporating classes that “young seniors” would enjoy, successful Senior Centers have strong volunteers and volunteer groups. Meghan discussed *Mind Over Matter* coming in 2020 also.

Policies and Procedures Discussion: No report

G. NEW BUSINESS: None

H. HELD OVER BUSINESS: Mission Vision and Goals: The committee decided to revisit this at the August 9th meeting and dedicate time to it.

No report. Safety Manual:

Cost Study: No report.

Senior Center Sign: The COA discussed the need for sign repair. Cheryl noted it was a safety hazard. She noted that doorway repairs were also a need. Consensus was that signage repair take priority over doorway repair. Tom Stoffel moved to prioritize sign repair (\$2,700), seconded by Brenda Marks. Motion passed. Cheryl will call the company to have the sign fixed. Nancy McKenney

I. ADJOURNMENT: Beatrice Kohanski moved to adjourn the meeting, seconded by Tom Stoffel. Motion passed.

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

CITY OF MENASHA
Landmarks Commission
Menasha City Center, Room 133
100 Main Street, Menasha
July 24, 2019
DRAFT MINUTES

A. CALL TO ORDER

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

B. ROLL CALL/EXCUSED ABSENCES

LANDMARKS MEMBERS PRESENT: Alderman Tom Grade, Commissioners Dean Wydeven, Kate Mueller, Arnie Collier, and Jeff Heimerman.

LANDMARKS MEMBERS EXCUSED: Commissioners Kim Massey and Thomas Almendarez.

OTHERS PRESENT: CDC Heim, Kristina Coppo (Fox Cities Sign), Ashley Lund (Koi Coffee and Tea-204 Main Street), and Nicholas Jevne (Menasha Historical Society).

C. MINUTES TO APPROVE

1. **Minutes of the June 12, 2019 Landmarks Commission Meeting**

Motion by Comm. Collier, seconded by Comm. Wydeven, to approve the minutes of the June 12, 2019 Landmarks Commission meeting. The motion carried.

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

No one spoke.

E. COMMUNICATIONS

None.

F. ACTION ITEMS

1. **Application for Signage – 204 Main Street – Koi Coffee and Tea**

The sign application for 204 Main Street was presented by Kristian Coppo, Fox Cities Sign and Ms. Ashley Lund, owner of Koi Coffee and Tea. The Commission entered into extensive discussion regarding the following:

- Existing blue paint color on building changing to black for more consistent look
- The C-2 district sign guidelines and how this sign relates and delineates from it
- Internal illumination of the sign
- Large banner sign will not be illuminated
- The overall sign design and how it works with marketing materials

Motion by Comm. Mueller, seconded by Comm. Collier to approve the signage for 204 Main Street, Koi Coffee and Tea. The motion carried 5-0.

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

Nicholas Jevne, with the Menasha Historical Society, thanked the Commission for allowing permission to enter the Brin site to collect 150 bricks. The bricks have been clear coated, plaques adhered to them, and are ready to sold as a fundraiser for the Historical Society. A brick will be presented to the Common Council at the August 5, 2019 meeting.

I. ADJOURNMENT

Motion by Comm. Heimerman, seconded by Comm. Wydeven, to adjourn at 5:32 PM. The motion carried.

CITY OF MENASHA
Plan Commission
Menasha Public Library, Company Room E
440 First Street, Menasha
August 6, 2019
DRAFT MINUTES

A. CALL TO ORDER

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

B. ROLL CALL/EXCUSED ABSENCES

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

PLAN COMMISSION MEMBERS EXCUSED: None

OTHERS PRESENT: CDD Schroeder, AP Stephenson, CDC Heim, Alderperson Tom Grade (District 6), Sandra Dabill-Taylor (545 Broad Street), Peter Jungbacker (Alexander and Bishop), Barb Wilson (528 Milwaukee Street), Bill Peveletzke (528 Milwaukee Street), and Kip Golden (1750 Appleton Road).

C. PUBLIC HEARING

1. Ordinance – Text Amendment to Title 13 – Zoning Code, Chapter 1, Article C and Article M (Permitted Commercial Land Uses and Related Definitions)

CDD Schroeder updated the Plan Commission on the text amendment for Title 13 – Zoning Code, Chapter 1, Article C and Article M (Permitted Commercial Land Uses and Related Definitions). This amendment would allow for additional special uses within the C-1 district.

Sandra Dabill-Taylor (545 Broad Street): spoke against the text amendment.

2. Ordinance – Text Amendment to Title 13 – Zoning Code, Chapter 1 (Public Hearing Notices)

CDD Schroeder gave an update on the text amendment for Title 13 – Zoning Code, Chapter 1 (Public Hearing Notices). The text amendment would increase the distance for public hearings from 100 feet to 200 feet. In addition, the property owner and the occupant of the building would be notified. Staff recommends the change to the distance but recommended against notifying the occupant due to logistical issues.

Sandra Dabill-Taylor (545 Broad Street): spoke in favor of expanding the notification distance.

3. Ordinance – Text Amendment to Title 13 – Zoning Code, Chapter 1 (Mobile Storage Regulations: Exceptions)

CDD Schroeder gave an update on the text amendment for Title 13 – Zoning Code, Chapter 1 (Mobile Storage Regulations: Exceptions). The text amendment would reduce restrictions on semi-trailer parking within industrial districts.

Bill Peveletzke (528 Milwaukee Street): spoke in favor of reducing restrictions in the mobile storage ordinance.

Sandra Dabill-Taylor (545 Broad Street): spoke against the text amendment.

D. MINUTES TO APPROVE

1. Minutes of June 25, 2019 Plan Commission Meeting

Comm. Cruickshank made a motion to approve the minutes of June 25, 2019 Plan Commission Meeting with the following revisions:

- Change the word “solder” to “soldier” under Item F6.

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

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

Five (5) minute time limit for each person

Sandra Dabill-Taylor (545 Broad Street): spoke against the rezoning of 528 Milwaukee Street.

Bill Peveletzke (528 Milwaukee Street): spoke against the rezoning of 528 Milwaukee Street.

F. DISCUSSION / ACTION ITEMS

1. Certified Survey Map – 528 Milwaukee Street – Lot Adjustment (postponed from June 25, 2019)

CDD Schroeder gave an update on 528 Milwaukee Street.

Comm. Homan made a motion to approve the Certified Survey Map for 528 Milwaukee Street (parcel #1-00396-00) with the following conditions:

1. The parcel is rezoned from I-1 Heavy Industrial to C-1 General Commercial.

The motion was seconded by Comm. Benner.

The motion passed on roll call 7-0.

2. Rezoning – 528 Milwaukee Street (parcel #1-00396-00): I-1 Heavy Industrial to C-1 General Commercial (postponed from June 25, 2019)

Comm. Homan made a motion to approve the rezoning of 528 Milwaukee Street (parcel #1-00396-00) from I-1 Heavy Industrial to C-1 General Commercial and find the rezoning consistent with the City of Menasha Comprehensive Plan. The motion was seconded by Comm. Benner.

The motion passed on roll call 7-0.

3. Site Plan Amendment – 1750 Appleton Road – Alexander & Bishop 1, LLC (originally approved on May 21, 2019)

AP Stephenson gave an update on the site plan amendment for Shopko Plaza.

DPW Radomski made a motion to approve the site plan amendment for 1750 Appleton Road (#4-00779-06) based on the extensive use of industry recognized environmentally friendly building materials. The motion was seconded by Comm. Cruickshank. The motion carried.

4. Certified Survey Map – 906 and 914 Gosling Way Court – Lot Consolidation

CDC Heim gave an update on 906 and 914 Gosling Way lot consolidation.

The Plan Commission entered into a discussion and discussed the need to maintain an adequate supply of lots within the City.

Comm. Sturm made a motion to approve the CSM for 906 and 914 Gosling Way Court (parcel #7-00848-16 and 7-00848-17). The motion was seconded by DPW Radomski. The motion carried 6-1 with Comm. Homan voting no.

5. Ordinance – Text Amendment to Title 13 – Zoning Code, Chapter 1, Article C and Article M (Permitted Commercial Land Uses and Related Definitions)

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

- The comprehensive plan
- What type of businesses would be allowed in a C-1 district if the text amendment passed
- The best way to allow certain commercial uses in the C-1 district

Comm. Sturm made a motion to approve the text amendment as presented and find the amendments consistent with the City's Comprehensive Plan. The motion was seconded by Alderperson Nichols. The motion carried.

6. Ordinance – Text Amendment to Title 13 – Zoning Code, Chapter 1 (Public Hearing Notices)

The Plan Commission entered into discussion about the proposed text amendment with the following items being discussed:

- Who should be notified of zoning changes, variances, and other community development related activities
- Is it feasible to notify occupants who are renting and property owners
- The limitations of the City's GIS data
- The limitations of the City's addressing data

Comm. Homan made a motion to deny the ordinance and direct staff to bring back alternative solutions for notifying non-owner occupied properties. The motion was seconded by Alderperson Nichols. The motion carried.

7. Ordinance – Text Amendment to Title 13 – Zoning Code, Chapter 1 (Mobile Storage Regulations: Exceptions)

The Plan Commission entered into a conversation about the proposed text amendment with the following items being discussed:

- Screening requirements for mobile storage
- How the proposed text amendment will affect existing businesses and new businesses

Alderperson Nichols made a motion to approve the text amendment for Title 13 chapter 1, Mobile Storage Regulations as proposed with the following conditions:

- The ordinance reference the state statute definition of semi-trailers
- Other mobile storage containers do not have an exemption from this ordinance and will be in violation

The motion was seconded by DPW Radomski. The motion carried.

G. COMMUNICATION

1. Set Next Meeting

The next meeting was set for August 20, 2019 at 3:30 PM.

H. ADJOURNMENT

Comm. Benner made a motion to adjourn the meeting at 5:11 PM. The motion was seconded by Comm. Cruickshank. The motion carried.

Minutes respectfully submitted by AP Stephenson.

**CITY OF MENASHA
Redevelopment Authority
Menasha Public Library, Company Room E
440 First Street, Menasha**

**August 6, 2019
DRAFT MINUTES**

A. CALL TO ORDER

The meeting was called to order by Chairperson Kim Vanderhyden at 5:15PM.

B. ROLL CALL/EXCUSED ABSENCES

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

REDEVELOPMENT AUTHORITY MEMBERS EXCUSED: None.

OTHERS PRESENT: CDD Schroeder, AP Stephenson, Attorney Captain, ASD Jacobs, and Sandra Dabill-Taylor (545 Broad Street),

C. MINUTES TO APPROVE

1. Minutes of the July 16, 2019 Redevelopment Authority Meeting

Matt Vanderlinden made a motion to approve the minutes of the July 16, 2019 Redevelopment Authority Meeting. The motion was seconded by Shane Correll. The motion carried.

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

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

Sandra Dabill-Taylor (545 Broad Street): spoke against the DOT appraisal of 460 Ahnaip Street.

E. DISCUSSION / ACTION ITEMS

1. Lake Park Villas Listing Update

Gail Pop updated the Redevelopment Authority on the Lake Park Villas listings.

2. Lawson Canal Update

No update on the Lawson Canal.

3. Banta/RR Donnelley Property – 460 Ahnaip Street

a. Wisconsin Department of Transportation Real Estate Acquisition – Racine Street Bridge Project

I. 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.

II. May adjourn into Open Session to take action on items discussed in Closed Session.

CDD Schroeder updated the RDA on the DOT's appraisal and the City's appraisal of 460 Ahnaip Street.

Alderperson Nichols made a motion to move 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. The motion was seconded by Bob Stevens. The motion passed on roll call 7-0.

The RDA moved into closed session at 5:30 PM.

A motion was made by Kim Vanderhyden to move out of closed session into regular session.
The motion was seconded by Kip Golden. The motion carried.

The RDA moved into regular session at 6:21PM.

4. Set Next Meeting

The next meeting was set for September 10,2019 at 5:15 PM.

F. ADJOURNMENT

Alderperson Nichols made a motion to adjourn the meeting at 6:24 PM. The motion was seconded by Shane Correll. The motion carried.

Minutes respectfully submitted by AP Stephenson.

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

July 24, 2019

Draft

Commission President Allwardt called the Regular Meeting of the Water and Light Commission to order at 8:02 a.m., with Commissioners Roy Kordus, Don Merkes, and Gary Turchan present on roll call. Also present were Melanie Krause, General Manager; Adam Smith, Water Utility Manager; Kristin Hubertus, Finance Manager; Steve Grenell, Engineering Manager; David Christensen, Electric Manager; Ethan Vanderpoel, Engineering Technician; John Teale, Technical Services Engineer; and Dawn Lucier, Administrative and Accounting Assistant. Also present was Gregg Peterson, Water Plant Operator.

Customer Service Manager, Paula Maurer, was excused.

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

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

- A. Minutes of the Regular Meeting of June 26, 2019.
- B. Approve and warrant payments summarized by checks dated July 5-24, 2019, which includes Net Payroll Voucher Checks, Void O & M check #5072, and Operation and Maintenance Voucher Checks for a total of \$1,086,058.25, and Operation and Maintenance Vouchers and Rebates to be paid prior to the next Regular Meeting. Motion approved unanimously on roll call
- C. Correspondence as listed:
 - Copy of letter from the State of Wisconsin DNR dated July 8 RE: Water system facilities plan and specification approval.
 - Copy of letter from the Boys & Girls Club dated July 3 RE: Thank you for donation.
 - Copy of news release RE: Menasha taking action to reduce lead in drinking water.
 - Copy of WPPI Annual Meeting registration for September 18-20, 2019.
 - Copy of July 2019 Employee Newsletter.

New Business, Item A was advanced for discussion.

Item VII. New Business, Recognition of Quarter Century Club Inductee – Commission President Allwardt, presented Gregg Peterson, Water Plant Operator, with a certificate of Recognition and Appreciation for over 25 years of service to the Utility.

Commissioner Tines arrived, and Gregg Peterson departed, at 8:04 a.m.

Item IV. Claims Against the Utility – 7 claims for vehicle damages and 1 business interruption claim, due to the water main break on June 25th, 2019, were discussed. The Utilities insurance company recommends disallowance on all claims due to the Utility having no negligence and was using the standard of reasonable care.

A motion was made by Comm. Kordus, seconded by Comm. Allwardt, to issue a formal notice of disallowance for the claims presented, and that they be advised of their statutory rights pursuant to Wis. Statue §893.80.

Commissioner Merkes requested to separate the claim from Alliance Industries for voting.

Original motion to issue a formal notice of disallowance for claims numbered 1-7, and that they be advised of their statutory rights pursuant to Wis. Statue §893.80 passed 4-1. Commissioners Allwardt, Tines, Turchan, and Kordus voted yes. Commissioner Merkes voted no.

Original motion to issue a formal notice of disallowance for the claim number 8, from Alliance Industries, and that they be advised of their statutory rights pursuant to Wis. Statue §893.80 passed unanimously.

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

Item VI. Unfinished Business, Intake/Basin Project – No additional information was presented.

Lead Service Line (LSL) Replacement Program – The rate tariff has been approved by the PSC and is effective as of July 18, 2019. Schedule LSL-1 is available to view online or at the Utility.

Lead/Copper Testing, Lead Exceedance Plan – The corrosion pipe rig continues to run as designed.

Tayco Substation Bushing –During Jordan Transformer engineering inspection, a larger percentage of copper was recognized due to the transformer being a high efficiency model. Two option designs, along with the updated costs of \$85,000 - \$100,000 for option 1, were discussed. Commission directed staff to move forward with the design, and to work with the insurance company for possible reimbursement of costs for the added copper.

Budget Reallocation – Staff is requesting to reallocate \$3,890 from Building Equipment Replacement, \$900 from Replace exterior lighting around MU, and \$3,890 from Transformer Painting to replace the air conditioning in the server room and to automate the south gate at the Office Complex for better access after normal working hours and improved safety.

The motion by Comm. Allwardt, seconded by Comm. Kordus, was unanimous on roll call to reallocate funds as noted in the memo dated July 19, 2019.

Item VII. New Business, 2020 Budget Schedule – The timeline for the upcoming Strategic Plan and Budget schedule was discussed and accepted.

Technology Plan – Work has begun on database consolidation to one common database: the telephone system was upgraded; a server was added to the Water Plant to help manage network traffic; and substations are being upgraded to interface with SCADA. Additional updates to the Technology Plan were discussed.

AMI Implementation Plan – Four options were presented to upgrade customers from AMR to AMI meters, with an updated cost of \$1.16M for electric meters, and \$1.193M for water meters. The advantages/disadvantages, and costs associated with the AMI upgrade were discussed in length.

The motion by Comm. Kordus, seconded by Comm. Allwardt, was unanimous to proceed with the 10 year plan (option 4), as detailed in the memo with updated costs.

Commissioner Kordus departed at 9:50 a.m.

Sanitary Survey – There were 8 deficiencies reported in the sanitary survey. A timeline with corrective actions will be sent to the DNR by 8/1/2019.

Budget Reallocation, CT Basin Repair, Alum Booster Pump – Staff is requesting to reallocate funds to repair a water leak of the CT basin overflow and to replace an alum booster pump that is not cost effective to refurbish.

The motion by Comm. Allwardt, seconded by Comm. Turchan, was unanimous to reallocate \$4,950 from the Polymer Pump Replacement to repair the CT basin overflow and \$2,788 to purchase a new alum booster pump.

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

June Financial and Project Status Reports – Electric consumption was 46,064 kwh higher than budget with residential customers 10.2% under and Industrial customers 1.6% over budget. Net operating loss was higher than budgeted due to lower revenue and pass-through rates.

Water usage was 6.6% under budget, and Net Operating Income is slightly over budget mainly due to lower expenses for the month. The system losses are at 13.91%, which is due to a timing issue. After modifying number to account for the timing difference, the percentage changes to 7.92%.

Telecommunications will see a decrease in the depreciation fund for the month of July because of conduit installed during a DOT project.

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

Project Reports, Water Projects – Approval has been received from the DNR to move forward with the High Lift Pump Station pump #1 replacement, and lead service replacements on Walnut will begin within the next week.

Electric Projects – The Racine Bridge Rebuild designs will be submitted to the DOT next week; the Meadows Substation is undergoing SCADA upgrades; and the High Lift drives are on order. Crews continue to work on Brighton Road; temporary services were installed until the work is completed.

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

Item X. The motion by Comm. Allwardt, seconded by Comm. Turchan, was unanimously approved to adjourn at 10:20 a.m.

By: MARK L. ALLWARDT
President

GARY TURCHAN
Secretary

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



MEMORANDUM

To: City of Menasha Common Council

From: John Jacobs, Administrative Services Director

Date: August 15, 2019

RE: 2019 Equalized Valuation, including Tax Incremental Financing (TIF) Districts

On August 15th of each year, the Wisconsin Department of Revenue releases the final statewide equalized valuation for all taxing jurisdictions. Based on the attached supporting documentation, I am providing you some highlights of the 2019 equalized valuation, TIF Districts' valuation, and Net New Construction % number. All of this information will be useful in the development of the 2020 Budget.

As you can see by the attached total equalized valuation of the City, the 2019 equalized valuation increased by \$19,162,200 (1.63%) from 2018. The total 2019 equalized valuation is \$1,196,723,000, which is the highest ever during the period of 2009-2019.

Of the \$19.2 million growth in 2019, \$7.5 million was in non-TIF valuation and \$11.7 million was in the 10 existing TIF Districts. However, \$10.7 million of valuation transferred to non-TIF valuation, when TIF District #5 closed in 2019. So, the non-TIF valuation actually increased by \$18.2 million for 2019. Even though we do not yet have the 2019 assessed valuation from the State, the \$18.2 million growth in the "non-TIF" areas of the City will be beneficial for generating the necessary additional tax levy to balance the upcoming 2020 budget.

The 10 TIF Districts of the City generated \$130,201,500 of tax increment as of 2019, when compared to \$129,190,700 in 2018. This is an increase of \$11,733,300, before TIF District #5 was closed. Remember that TIF #5 was closed in 2019, and that \$10,722,500 of new tax increment was added back to the City's tax base for 2019 (and then for the 2020 budget). This information will be very useful in paying down the debt of all of the TIF Districts in future projections.

Finally, the net new construction % of 0.71% for 2019 (for the 2020 budget) will allow the City to increase the December 2019 tax levy by about \$72,857, as compared to the 0.96% growth (or \$98,061 maximum increase allowable in last year's tax levy). However, the 2018 tax levy only increased by \$46,906, which was below the maximum increase allowed. The net new construction % of 0.71% was significantly lower than all of our neighboring full-service communities.

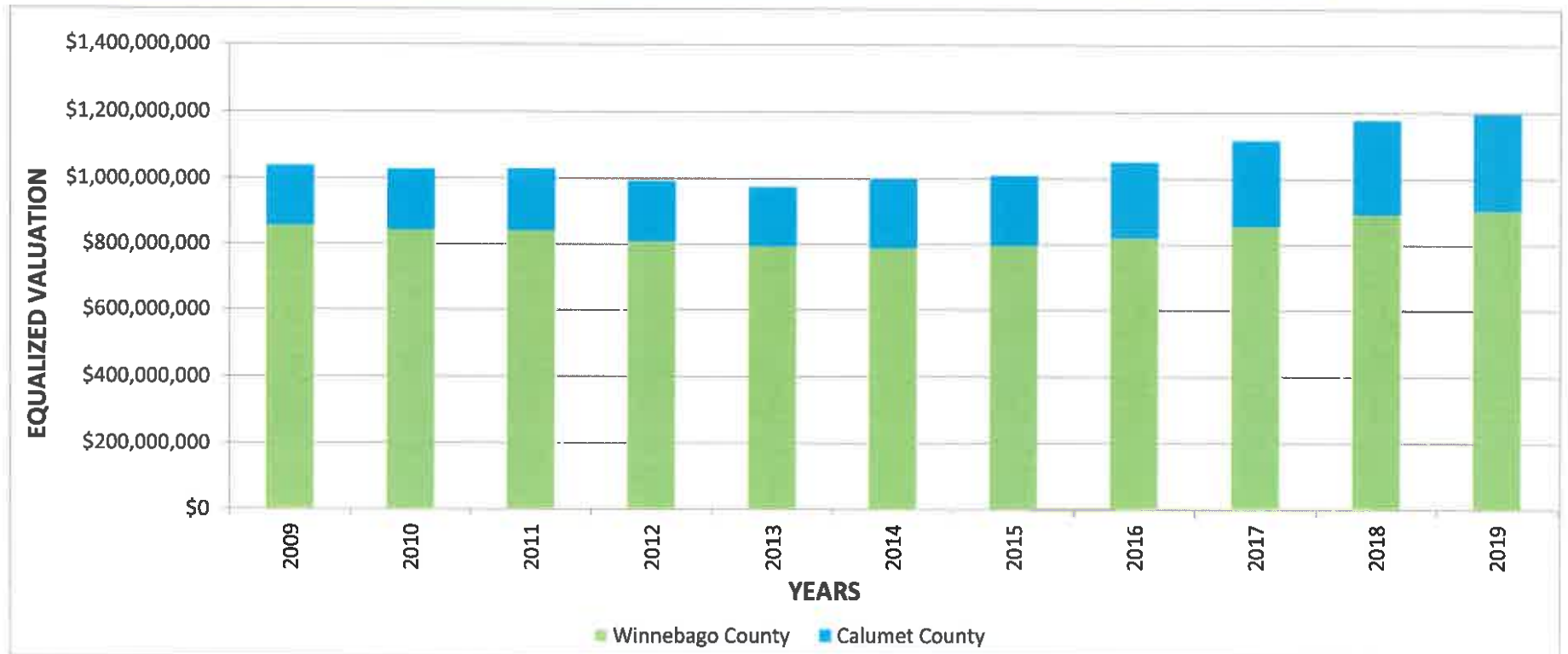
Therefore, we have received some preliminary "mixed news" on a few fronts from the State of Wisconsin in the past two weeks. The TIF Districts equalized valuation had strong growths (due partly to economic adjustments made by the Wisconsin Department of Revenue), while the total equalized valuation of the City and the amount of Net New Construction growth was somewhat lower than the previous year. All of this information is the foundation by which the City staff will develop and recommend the 2020 Budget to the City Council in November 2019. I will keep you all abreast of additional State information when it is available from the State.

CITY OF MENASHA

Total Equalized Valuation

2009 - 2019

CITY OF MENASHA - Equalized Valuation					
Year	Winnebago County	Calumet County	Grand Total	Amount Change	Percentage Change
2009	\$ 855,181,600	\$ 182,815,900	\$ 1,037,997,500		
2010	\$ 841,961,400	\$ 185,170,900	\$ 1,027,132,300	\$ (10,865,200)	-1.05%
2011	\$ 839,321,000	\$ 189,536,200	\$ 1,028,857,200	\$ 1,724,900	0.17%
2012	\$ 807,475,400	\$ 185,355,800	\$ 992,831,200	\$ (36,026,000)	-3.50%
2013	\$ 793,386,000	\$ 181,508,000	\$ 974,894,000	\$ (17,937,200)	-1.81%
2014	\$ 787,537,100	\$ 211,551,500	\$ 999,088,600	\$ 24,194,600	2.48%
2015	\$ 796,729,700	\$ 213,318,000	\$ 1,010,047,700	\$ 10,959,100	1.10%
2016	\$ 819,859,600	\$ 231,142,200	\$ 1,051,001,800	\$ 40,954,100	4.05%
2017	\$ 856,015,800	\$ 261,024,700	\$ 1,117,040,500	\$ 66,038,700	6.28%
2018	\$ 891,648,400	\$ 285,912,400	\$ 1,177,560,800	\$ 60,520,300	5.42%
2019	\$ 903,770,900	\$ 292,952,100	\$ 1,196,723,000	\$ 19,162,200	1.63%



CITY OF MENASHA
Total Equalized Valuation (by Class)
2014 - 2019

CITY OF MENASHA - Equalized Valuation (WINNEBAGO COUNTY)

Year	Residential	Commercial	Manufacturing	All Other	TOTAL - REAL ESTATE	Personal Property - Locally Assessed	Personal Property - Manufacturing	TOTAL - PERSONAL PROPERTY	TOTAL EQUALIZED VALUATION	Amount Change	Percentage Change
2014	\$ 519,527,700	\$ 177,904,700	\$ 65,006,400	\$ 71,400	\$ 762,510,200	\$ 14,951,000	\$ 10,075,900	\$ 25,026,900	\$ 787,537,100		
2015	\$ 528,721,600	\$ 178,850,200	\$ 61,724,400	\$ 73,500	\$ 769,369,700	\$ 15,445,200	\$ 11,914,800	\$ 27,360,000	\$ 796,729,700	\$ 9,192,600	1.17%
2016	\$ 549,488,700	\$ 183,474,200	\$ 56,455,800	\$ 76,300	\$ 789,495,000	\$ 16,935,100	\$ 13,429,500	\$ 30,364,600	\$ 819,859,600	\$ 23,129,900	2.90%
2017	\$ 573,296,800	\$ 196,826,900	\$ 53,379,700	\$ 77,000	\$ 823,580,400	\$ 18,934,900	\$ 13,500,500	\$ 32,435,400	\$ 856,015,800	\$ 36,156,200	4.41%
2018	\$ 611,420,100	\$ 204,529,200	\$ 52,712,800	\$ 77,000	\$ 868,739,100	\$ 10,546,800	\$ 12,362,500	\$ 22,909,300	\$ 891,648,400	\$ 35,632,600	4.16%
2019	\$ 616,466,000	\$ 213,792,000	\$ 51,061,300	\$ 66,500	\$ 881,385,800	\$ 10,882,500	\$ 11,502,600	\$ 22,385,100	\$ 903,770,900	\$ 12,122,500	1.36%



CITY OF MENASHA - Equalized Valuation (CALUMET COUNTY)

Year	Residential	Commercial	Manufacturing	All Other	TOTAL - REAL ESTATE	Personal Property - Locally Assessed	Personal Property - Manufacturing	TOTAL - PERSONAL PROPERTY	TOTAL EQUALIZED VALUATION	Amount Change	Percentage Change
2014	\$ 185,672,600	\$ 24,150,300	\$ 70,800	\$ 90,200	\$ 209,983,900	\$ 1,563,900	\$ 3,700	\$ 1,567,600	\$ 211,551,500		
2015	\$ 186,435,100	\$ 25,158,000	\$ 70,800	\$ 111,600	\$ 211,775,500	\$ 1,539,100	\$ 3,400	\$ 1,542,500	\$ 213,318,000	\$ 1,766,500	0.84%
2016	\$ 196,762,600	\$ 32,736,100	\$ 70,800	\$ 112,400	\$ 229,681,900	\$ 1,456,800	\$ 3,500	\$ 1,460,300	\$ 231,142,200	\$ 17,824,200	8.36%
2017	\$ 212,267,700	\$ 40,868,000	\$ 70,800	\$ 115,300	\$ 253,321,800	\$ 7,699,800	\$ 3,100	\$ 7,702,900	\$ 261,024,700	\$ 29,882,500	12.93%
2018	\$ 240,575,600	\$ 43,057,100	\$ 70,800	\$ 108,300	\$ 283,811,800	\$ 2,100,300	\$ 300	\$ 2,100,600	\$ 285,912,400	\$ 24,887,700	9.53%
2019	\$ 245,836,900	\$ 44,851,800	\$ -	\$ 110,900	\$ 290,799,600	\$ 2,152,500	\$ -	\$ 2,152,500	\$ 292,952,100	\$ 7,039,700	2.46%



CITY OF MENASHA - Equalized Valuation (COMBINED TOTAL)

Year	Residential	Commercial	Manufacturing	All Other	TOTAL - REAL ESTATE	Personal Property - Locally Assessed	Personal Property - Manufacturing	TOTAL - PERSONAL PROPERTY	TOTAL EQUALIZED VALUATION	Amount Change	Percentage Change
2014	\$ 705,200,300	\$ 202,055,000	\$ 65,077,200	\$ 161,600	\$ 972,494,100	\$ 16,514,900	\$ 10,079,600	\$ 26,594,500	\$ 999,088,600		
2015	\$ 715,156,700	\$ 204,008,200	\$ 61,795,200	\$ 185,100	\$ 981,145,200	\$ 16,984,300	\$ 11,918,200	\$ 28,902,500	\$ 1,010,047,700	\$ 10,959,100	1.10%
2016	\$ 746,251,300	\$ 216,210,300	\$ 56,526,600	\$ 188,700	\$ 1,019,176,900	\$ 18,391,900	\$ 13,433,000	\$ 31,824,900	\$ 1,051,001,800	\$ 40,954,100	4.05%
2017	\$ 785,564,500	\$ 237,694,900	\$ 53,450,500	\$ 192,300	\$ 1,076,902,200	\$ 26,634,700	\$ 13,503,600	\$ 40,138,300	\$ 1,117,040,500	\$ 66,038,700	6.28%
2018	\$ 851,995,700	\$ 247,586,300	\$ 52,783,600	\$ 185,300	\$ 1,152,550,900	\$ 12,647,100	\$ 12,362,800	\$ 25,009,900	\$ 1,177,560,800	\$ 60,520,300	5.42%
2019	\$ 862,302,900	\$ 258,643,800	\$ 51,061,300	\$ 177,400	\$ 1,172,185,400	\$ 13,035,000	\$ 11,502,600	\$ 24,537,600	\$ 1,196,723,000	\$ 19,162,200	1.63%



Date: 08/09/2019

WISCONSIN DEPARTMENT OF REVENUE

2019 STATEMENT OF CHANGES IN EQUALIZED VALUES BY CLASS AND ITEM

EQVAL912WI
PAGE 25 OF 30CITY OF MENASHA
County251
70 Winnebago251
08 Calumet**BOTH COUNTIES COMBINED**

REAL ESTATE	2018 RE Equalized Value	Removal of Prior Year Compensation	% Change	\$ Amount of Economic Change	% Change	\$ Amount of New Constr	% Change	Correction & Compensation	% Change	\$ Amount of All Other Changes	% Change	2019 RE Equalized Value	Total \$ Change in R.E. Value	% Change
Residential														
Land	180,487,300	0	0%	440,400	0%	195,000	0%	0	0%	58,500	0%	181,181,200	693,900	0%
Imp	671,508,400	0	0%	1,252,100	0%	8,361,200	1%	0	0%	0	0%	681,121,700	9,613,300	1%
Total	851,995,700	0	0%	1,692,500	0%	8,556,200	1%	0	0%	58,500	0%	862,302,900	10,307,200	1%
Commercial														
Land	50,051,200	0	0%	1,472,300	3%	101,500	0%	0	0%	504,000	1%	52,129,000	2,077,800	4%
Imp	197,535,100	0	0%	5,820,100	3%	2,061,500	1%	0	0%	1,098,100	1%	206,514,800	8,979,700	5%
Total	247,586,300	0	0%	7,292,400	3%	2,163,000	1%	0	0%	1,602,100	1%	258,643,800	11,057,500	4%
Manufacturing														
Land	7,960,300	0	0%	94,300	1%	0	0%	0	0%	-531,500	-7%	7,523,100	-437,200	-5%
Imp	44,823,300	0	0%	-71,500	0%	95,000	0%	0	0%	-1,308,600	-3%	43,538,200	-1,285,100	-3%
Total	52,783,600	0	0%	22,800	0%	95,000	0%	0	0%	-1,840,100	-3%	51,061,300	-1,722,300	-3%
Agricultural														
Land/Total	22,100	0	0%	600	3%	0	0%	0	0%	0	0%	22,700	600	3%
Undeveloped														
Land/Total	100	2,000	*****	0	0%	0	0%	0	0%	0	0%	2,100	2,000	2000%
Ag Forest														
Land/Total	12,300	0	0%	0	0%	0	0%	0	0%	0	0%	12,300	0	0%
Forest														
Land/Total	150,800	0	0%	-10,500	-7%	0	0%	0	0%	0	0%	140,300	-10,500	-7%
Other														
Land	0	0	0%	0		0		0		0		0	0	
Imp	0	0	0%	0		0		0		0		0	0	
Total	0	0	0%	0		0		0		0		0	0	
Total Real Estate														
Land	238,684,100	2,000	0%	1,997,100	1%	296,500	0%	0	0%	31,000	0%	241,010,700	2,326,600	1%
Imp	913,866,800	0	0%	7,000,700	1%	10,517,700	1%	0	0%	-210,500	0%	931,174,700	17,307,900	2%
Total	1,152,550,900	2,000	0%	8,997,800	1%	10,814,200	1%	0	0%	-179,500	0%	1,172,185,400	19,634,500	2%
PERSONAL PROPERTY	Non-Mfg Personal Property			Manufacturing Personal Property			Total of All Personal Property							
	2018	2019	% Change		2018	2019	% Change		2018 Total	2019 Total	Tot. \$ Chg in PP	% Change		
Watercraft	0	0	0%		0	0	0%		0	0	0	0%		
Machinery Tools & Patterns	0	0	N/A		7,156,900	6,500,600	-9%		7,156,900	6,500,600	-656,300	-9%		
Furniture Fixtures & Equip	10,193,500	10,485,000	3%		3,964,700	3,720,800	-6%		14,158,200	14,205,800	47,600	0%		
All Other	2,453,600	2,550,000	4%		1,241,200	1,281,200	3%		3,694,800	3,831,200	136,400	4%		
Prior Year Compensation	0	0			0	0			0	0	0			
Total Personal Property	12,647,100	13,035,000	3%		12,362,800	11,502,600	-7%		25,009,900	24,537,600	-472,300	-2%		
TOTAL EQUALIZED VALUE	2018 Total									2019 Total	Total \$ Change	% Change		
Real Estate & Personal Property	1,177,560,800									1,196,723,000	19,162,200	2%		

Date: 08/09/2019

WISCONSIN DEPARTMENT OF REVENUE
2019 STATEMENT OF CHANGES IN EQUALIZED VALUES BY CLASS AND ITEM

EQVAL912WI
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County 70 Winnebago *ONLY*
 City 251 Menasha

REAL ESTATE	2018 RE Equalized Value	Removal of Prior Year Compensation	% Change	\$ Amount of Economic Change	% Change	\$ Amount of New Constr	% Change	Correction & Compensation	% Change	\$ Amount of All Other Changes	% Change	2019 RE Equalized Value	Total \$ Change in R.E. Value	% Change
Residential														
Land	137,195,100	0	0%	686,000	1%	40,500	0%	0	0%	33,500	0%	137,955,100	760,000	1%
Imp	474,225,000	0	0%	2,371,100	0%	1,914,800	0%	0	0%	0	0%	478,510,900	4,285,900	1%
Total	611,420,100	0	0%	3,057,100	0%	1,955,300	0%	0	0%	33,500	0%	616,466,000	5,045,900	1%
Commercial														
Land	40,760,700	0	0%	1,222,800	3%	101,500	0%	0	0%	490,500	1%	42,575,500	1,814,800	4%
Imp	163,768,500	0	0%	4,913,100	3%	1,494,100	1%	0	0%	1,040,800	1%	171,216,500	7,448,000	5%
Total	204,529,200	0	0%	6,135,900	3%	1,595,600	1%	0	0%	1,531,300	1%	213,792,000	9,262,800	5%
Manufacturing														
Land	7,946,800	0	0%	94,300	1%	0	0%	0	0%	-518,000	-7%	7,523,100	-423,700	-5%
Imp	44,766,000	0	0%	-71,500	0%	95,000	0%	0	0%	-1,251,300	-3%	43,538,200	-1,227,800	-3%
Total	52,712,800	0	0%	22,800	0%	95,000	0%	0	0%	-1,769,300	-3%	51,061,300	-1,651,500	-3%
Agricultural														
Land/Total	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0	0%
Undeveloped														
Land/Total	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0	0%
Ag Forest														
Land/Total	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0	0%
Forest														
Land/Total	77,000	0	0%	-10,500	-14%	0	0%	0	0%	0	0%	66,500	-10,500	-14%
Other														
Land	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0	0%
Imp	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0	0%
Total	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0	0%
Total Real Estate														
Land	185,979,600	0	0%	1,992,600	1%	142,000	0%	0	0%	6,000	0%	188,120,200	2,140,600	1%
Imp	682,759,500	0	0%	7,212,700	1%	3,503,900	1%	0	0%	-210,500	0%	693,265,600	10,506,100	2%
Total	868,739,100	0	0%	9,205,300	1%	3,645,900	0%	0	0%	-204,500	0%	881,385,800	12,646,700	1%
PERSONAL PROPERTY														
	Non-Mfg Personal Property				Manufacturing Personal Property				Total of All Personal Property					
	2018	2019	% Change		2018	2019	% Change		2018 Total	2019 Total	Tot. \$ Chg in PP	% Change		
Watercraft	0	0	0%		0	0	0%		0	0	0	0%		
Machinery Tools & Patterns	0	0	N/A		7,156,900	6,500,600	-9%		7,156,900	6,500,600	-656,300	-9%		
Furniture Fixtures & Equip	8,208,000	8,450,000	3%		3,964,600	3,720,800	-6%		12,172,600	12,170,800	-1,800	0%		
All Other	2,338,800	2,432,500	4%		1,241,000	1,281,200	3%		3,579,800	3,713,700	133,900	4%		
Prior Year Compensation	0	0			0	0			0	0	0			
Total Personal Property	10,546,800	10,882,500	3%		12,362,500	11,502,600	-7%		22,909,300	22,385,100	-524,200	-2%		
TOTAL EQUALIZED VALUE	2018 Total									2019 Total	Total \$ Change	% Change		
Real Estate & Personal Property	891,648,400									903,770,900	12,122,500	1%		

Date: 08/09/2019

WISCONSIN DEPARTMENT OF REVENUE
2019 STATEMENT OF CHANGES IN EQUALIZED VALUES BY CLASS AND ITEM

EQVAL912WI
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County 08 Calumet **ONLY**
 City 251 Menasha

REAL ESTATE	2018 RE Equalized Value	Removal of Prior Year Compensation	% Change	\$ Amount of Economic Change	% Change	\$ Amount of New Constr	% Change	Correction & Compensation	% Change	\$ Amount of All Other Changes	% Change	2019 RE Equalized Value	Total \$ Change in R.E. Value	% Change
Residential														
Land	43,292,200	0	0%	-245,600	-1%	154,500	0%	0	0%	25,000	0%	43,226,100	-66,100	0%
Imp	197,283,400	0	0%	-1,119,000	-1%	6,446,400	3%	0	0%	0	0%	202,610,800	5,327,400	3%
Total	240,575,600	0	0%	-1,364,600	-1%	6,600,900	3%	0	0%	25,000	0%	245,836,900	5,261,300	2%
Commercial														
Land	9,290,500	0	0%	249,500	3%	0	0%	0	0%	13,500	0%	9,553,500	263,000	3%
Imp	33,766,600	0	0%	907,000	3%	567,400	2%	0	0%	57,300	0%	35,298,300	1,531,700	5%
Total	43,057,100	0	0%	1,156,500	3%	567,400	1%	0	0%	70,800	0%	44,851,800	1,794,700	4%
Manufacturing														
Land	13,500	0	0%	0	0%	0	0%	0	0%	-13,500	-100%	0	-13,500	-100%
Imp	57,300	0	0%	0	0%	0	0%	0	0%	-57,300	-100%	0	-57,300	-100%
Total	70,800	0	0%	0	0%	0	0%	0	0%	-70,800	-100%	0	-70,800	-100%
Agricultural														
Land/Total	22,100	0	0%	600	3%	0	0%	0	0%	0	0%	22,700	600	3%
Undeveloped														
Land/Total	100	2,000	2000%	0	0%	0	0%	0	0%	0	0%	2,100	2,000	2000%
Ag Forest														
Land/Total	12,300	0	0%	0	0%	0	0%	0	0%	0	0%	12,300	0	0%
Forest														
Land/Total	73,800	0	0%	0	0%	0	0%	0	0%	0	0%	73,800	0	0%
Other														
Land	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0	0%
Imp	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0	0%
Total	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0	0%
Total Real Estate														
Land	52,704,500	2,000	0%	4,500	0%	154,500	0%	0	0%	25,000	0%	52,890,500	186,000	0%
Imp	231,107,300	0	0%	-212,000	0%	7,013,800	3%	0	0%	0	0%	237,909,100	6,801,800	3%
Total	283,811,800	2,000	0%	-207,500	0%	7,168,300	3%	0	0%	25,000	0%	290,799,600	6,987,800	2%
PERSONAL PROPERTY														
	Non-Mfg Personal Property				Manufacturing Personal Property				Total of All Personal Property					
	2018	2019	% Change		2018	2019	% Change		2018 Total	2019 Total	Tot. \$ Chg In PP	% Change		
Watercraft	0	0	0%		0	0	0%		0	0	0	0%		
Machinery Tools & Patterns	0	0	N/A		0	0	0%		0	0	0	0%		
Furniture Fixtures & Equip	1,985,500	2,035,000	2%		100	0	-100%		1,985,600	2,035,000	49,400	2%		
All Other	114,800	117,500	2%		200	0	-100%		115,000	117,500	2,500	2%		
Prior Year Compensation	0	0			0	0			0	0	0			
Total Personal Property	2,100,300	2,152,500	2%		300	0	-100%		2,100,600	2,152,500	51,900	2%		
TOTAL EQUALIZED VALUE	2018 Total									2019 Total	Total \$ Change	% Change		
Real Estate & Personal Property	285,912,400									292,952,100	7,039,700	2%		

CITY OF MENASHA
Total Equalized Valuation (Non-TIF vs. TIF Districts)
2009 - 2019

CITY OF MENASHA - Equalized Valuation (WINNEBAGO COUNTY)

Year	Non-TIF	Amount Change	Percentage Change	ALL TIF Districts	Amount Change	Percentage Change	Grand Total	Amount Change	Percentage Change
2009							\$ 855,181,600		
2010							\$ 841,961,400	\$ (13,220,200)	-1.55%
2011	\$ 795,376,700			\$ 43,944,300			\$ 839,321,000	\$ (2,640,400)	-0.31%
2012	\$ 762,949,600	\$ (32,427,100)	-4.08%	\$ 44,525,800	\$ 581,500	1.32%	\$ 807,475,400	\$ (31,845,600)	-3.79%
2013	\$ 755,654,500	\$ (7,295,100)	-0.96%	\$ 37,731,500	\$ (6,794,300)	-15.26%	\$ 793,386,000	\$ (14,089,400)	-1.74%
2014	\$ 744,180,800	\$ (11,473,700)	-1.52%	\$ 43,356,300	\$ 5,624,800	14.91%	\$ 787,537,100	\$ (5,848,900)	-0.74%
2015	\$ 757,679,900	\$ 13,499,100	1.81%	\$ 39,049,800	\$ (4,306,500)	-9.93%	\$ 796,729,700	\$ 9,192,600	1.17%
2016	\$ 774,449,200	\$ 16,769,300	2.21%	\$ 45,410,400	\$ 6,360,600	16.29%	\$ 819,859,600	\$ 23,129,900	2.90%
2017	\$ 804,123,700	\$ 29,674,500	3.83%	\$ 51,892,100	\$ 6,481,700	14.27%	\$ 856,015,800	\$ 36,156,200	4.41%
2018	\$ 835,826,600	\$ 31,702,900	3.94%	\$ 55,821,800	\$ 3,929,700	7.57%	\$ 891,648,400	\$ 35,632,600	4.16%
2019	\$ 850,199,500	\$ 14,372,900	1.72%	\$ 53,571,400	\$ (2,250,400)	-4.03%	\$ 903,770,900	\$ 12,122,500	1.36%



CITY OF MENASHA - Equalized Valuation (CALUMET COUNTY)

Year	Non-TIF	Amount Change	Percentage Change	ALL TIF Districts	Amount Change	Percentage Change	Grand Total	Amount Change	Percentage Change
2009							\$ 182,815,900		
2010							\$ 185,170,900	\$ 2,355,000	1.29%
2011	\$ 168,665,400			\$ 20,870,800			\$ 189,536,200	\$ 4,365,300	2.36%
2012	\$ 164,373,400	\$ (4,292,000)	-2.54%	\$ 20,982,400	\$ 111,600	0.53%	\$ 185,355,800	\$ (4,180,400)	-2.21%
2013	\$ 161,025,500	\$ (3,347,900)	-2.04%	\$ 20,482,500	\$ (499,900)	-2.38%	\$ 181,508,000	\$ (3,847,800)	-2.08%
2014	\$ 181,213,700	\$ 20,188,200	12.54%	\$ 30,337,800	\$ 9,855,300	48.12%	\$ 211,551,500	\$ 30,043,500	16.55%
2015	\$ 177,285,700	\$ (3,928,000)	-2.17%	\$ 36,032,300	\$ 5,694,500	18.77%	\$ 213,318,000	\$ 1,766,500	0.84%
2016	\$ 191,450,300	\$ 14,164,600	7.99%	\$ 39,691,900	\$ 3,659,600	10.16%	\$ 231,142,200	\$ 17,824,200	8.36%
2017	\$ 201,309,900	\$ 9,859,600	5.15%	\$ 59,714,800	\$ 20,022,900	50.45%	\$ 261,024,700	\$ 29,882,500	12.93%
2018	\$ 212,543,500	\$ 11,233,600	5.58%	\$ 73,368,900	\$ 13,654,100	22.87%	\$ 285,912,400	\$ 24,887,700	9.53%
2019	\$ 216,322,000	\$ 3,778,500	1.78%	\$ 76,630,100	\$ 3,261,200	4.44%	\$ 292,952,100	\$ 7,039,700	2.46%



CITY OF MENASHA - Equalized Valuation (COMBINED TOTAL)

Year	Non-TIF	Amount Change	Percentage Change	ALL TIF Districts	Amount Change	Percentage Change	Grand Total	Amount Change	Percentage Change
2009	\$ 973,459,850			\$ 64,537,650			\$ 1,037,997,500		
2010	\$ 958,558,050	\$ (14,901,800)	-1.53%	\$ 68,574,250	\$ 4,036,600	6.25%	\$ 1,027,132,300	\$ (10,865,200)	-1.05%
2011	\$ 964,042,100	\$ 5,484,050	0.57%	\$ 64,815,100	\$ (3,759,150)	-5.48%	\$ 1,028,857,200	\$ 1,724,900	0.17%
2012	\$ 927,323,000	\$ (36,719,100)	-3.81%	\$ 65,508,200	\$ 693,100	1.07%	\$ 992,831,200	\$ (36,026,000)	-3.50%
2013	\$ 916,680,000	\$ (10,643,000)	-1.15%	\$ 58,214,000	\$ (7,294,200)	-11.13%	\$ 974,894,000	\$ (17,937,200)	-1.81%
2014	\$ 925,394,500	\$ 8,714,500	0.95%	\$ 73,694,100	\$ 15,480,100	26.59%	\$ 999,088,600	\$ 24,194,600	2.48%
2015	\$ 934,965,600	\$ 9,571,100	1.03%	\$ 75,082,100	\$ 1,388,000	1.88%	\$ 1,010,047,700	\$ 10,959,100	1.10%
2016	\$ 965,899,500	\$ 30,933,900	3.31%	\$ 85,102,300	\$ 10,020,200	13.35%	\$ 1,051,001,800	\$ 40,954,100	4.05%
2017	\$ 1,005,433,600	\$ 39,534,100	4.09%	\$ 111,606,900	\$ 26,504,600	31.14%	\$ 1,117,040,500	\$ 66,038,700	6.28%
2018	\$ 1,048,370,100	\$ 42,936,500	4.27%	\$ 129,190,700	\$ 17,583,800	15.76%	\$ 1,177,560,800	\$ 60,520,300	5.42%
2019	\$ 1,066,521,500	\$ 18,151,400	1.73%	\$ 130,201,500	\$ 1,010,800	0.78%	\$ 1,196,723,000	\$ 19,162,200	1.63%



CITY OF MENASHA
TIF District Increments

	Year Created	1/01/2015 Equalized Valuation	2015 Valuation Increase or (Decrease) from previous year	1/01/2016 Equalized Valuation	2016 Valuation Increase or (Decrease) from previous year	1/01/2017 Equalized Valuation	2017 Valuation Increase or (Decrease) from previous year	1/01/2018 Equalized Valuation	2018 Valuation Increase or (Decrease) from previous year	1/01/2019 Equalized Valuation	2019 Valuation Increase or (Decrease) from previous year
TIF #1	1986	\$ -	closed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TIF #3	1990	\$ 1,024,300	\$ 415,100	\$ 1,065,800	\$ 41,500	\$ 917,200	\$ (148,600)	\$ -	closed	\$ -	\$ -
TIF #4	1997	\$ 2,076,400	\$ (594,200)	\$ 2,125,000	\$ 48,600	\$ 2,497,000	\$ 372,000	\$ 2,855,500	\$ 358,500	\$ 3,758,400	\$ 902,900
TIF #5	1998	\$ 11,797,700	\$ 356,500	\$ 11,282,600	\$ (515,100)	\$ 11,136,400	\$ (146,200)	\$ 10,722,500	\$ (413,900)	\$ -	closed
TIF #6	1998	\$ 13,798,400	\$ (2,047,800)	\$ 14,728,800	\$ 930,400	\$ 15,646,300	\$ 917,500	\$ 15,965,000	\$ 318,700	\$ 19,039,300	\$ 3,074,300
TIF #7	2003	\$ 3,667,800	\$ (31,200)	\$ 3,662,100	\$ (5,700)	\$ 3,780,900	\$ 118,800	\$ 3,885,100	\$ 104,200	\$ 4,570,300	\$ 685,200
TIF #8	2005	\$ 1,311,200	\$ (9,900)	\$ 1,308,500	\$ (2,700)	\$ 1,376,200	\$ 67,700	\$ 1,441,400	\$ 65,200	\$ 3,590,700	\$ 2,149,300
TIF #9	2005	\$ 22,829,400	\$ (142,900)	\$ 24,331,800	\$ 1,502,400	\$ 37,049,800	\$ 12,718,000	\$ 38,030,800	\$ 981,000	\$ 36,087,400	\$ (1,943,400)
TIF #10	2006	\$ 2,438,200	\$ 695,100	\$ 2,710,100	\$ 271,900	\$ 2,249,100	\$ (461,000)	\$ 1,846,900	\$ (402,200)	\$ 2,474,500	\$ 627,600
TIF #11	2007	\$ 2,935,800	\$ 432,300	\$ 2,929,100	\$ (6,700)	\$ 2,760,200	\$ (168,900)	\$ 2,815,300	\$ 55,100	\$ 3,259,100	\$ 443,800
TIF #12	2011	\$ 13,202,900	\$ 5,837,400	\$ 15,360,100	\$ 2,157,200	\$ 22,665,000	\$ 7,304,900	\$ 35,338,100	\$ 12,673,100	\$ 40,542,700	\$ 5,204,600
TIF #13	2015	\$ -	\$ -	\$ 5,598,400	\$ 5,598,400	\$ 11,528,800	\$ 5,930,400	\$ 16,290,100	\$ 4,761,300	\$ 16,879,100	\$ 589,000
Total TIF		\$ 75,082,100	\$ 4,910,400	\$ 85,102,300	\$ 10,020,200	\$ 111,606,900	\$ 26,504,600	\$ 129,190,700	\$ 18,501,000	\$ 130,201,500	\$ 11,733,300
Total City		\$ 1,010,047,700		\$ 1,051,001,800		\$ 1,117,040,500		\$ 1,177,560,800		\$ 1,196,723,000	
TIF % Limit - Actual (Maximum = 12%)		7.43%		8.10%		9.99%		10.97%		10.88%	

2019 TIF Value Limitation Report

Wisconsin Department of Revenue

Municipality	TID Co-muni Code	TID No.	Base Year	2019 TID Current Value	2019 TID Value Increment	2019 Total Muni Equalized Value	5% Test	7% Test	^{MAXIMUM} 12% Test
Menasha	70251	004	1997	7,954,400	3,758,400				
	70251	006	1998	24,608,100	19,039,300				
	70251	007	2003	5,257,600	4,570,300				
	70251	008	2005	4,075,200	3,590,700				
	08251	009	2005	39,545,800	36,087,400				
	70251	010	2006	12,176,400	2,474,500				
	70251	011	2007	3,544,000	3,259,100				
	08251	012	2011	62,258,300	40,542,700				
	70251	013	2015	17,127,300	16,879,100				
Municipal Totals				176,547,100	130,201,500	1,196,723,000			10.88%
Menomonee Falls	67151	006	2006	62,597,700	14,769,700				
	67151	007	2008	22,109,500	21,081,400				
	67151	008	2008	99,252,400	90,234,800				
	67151	009	2010	119,050,000	14,344,600				
	67151	010	2011	61,558,900	15,362,800				
	67151	011	2011	15,068,200	3,114,600				
	67151	012	2014	17,493,400	12,410,000				
Municipal Totals				397,130,100	171,317,900				
Menomonie	17251	011	2001	56,131,600	49,133,500				
	17251	012	2003	21,454,100	19,782,900				
	17251	013	2004	5,561,600	5,399,700				
	17251	014	2004	8,321,500	441,900				
	17251	015	2005	36,699,100	14,453,000				
Municipal Totals				128,167,900	89,211,000				
Mequon	45255	002	2002	22,625,100	16,713,500				
	45255	003	2008	140,853,800	99,523,500				
	45255	004	2012	49,268,700	7,396,500				
	45255	005	2012	61,693,700	10,506,800				
Municipal Totals				274,441,300	134,140,300				

NOTE: 12% = \$143,606,760

Room UNDER TIF LIMIT
AT 2019 = \$13,405,260

DATE 08/09/2019

EQNNC802WI

NET NEW CONSTRUCTION 2019

COMUN CODE	MUNICIPALITY	2018 EQUALIZED VALUE	2019 NET NEW CONSTRUCTION	PERCENT
14230	CITY OF HARTFORD	62,599,600	527,000	0.84%
66236	CITY OF HARTFORD	1,302,696,000	31,864,000	2.45%
	MUNICIPAL TOTAL	1,365,295,600	32,391,000	2.37%
22136	VILLAGE OF HAZEL GREEN	57,326,900	299,400	0.52%
33136	VILLAGE OF HAZEL GREEN	1,257,600	6,700	0.53%
	MUNICIPAL TOTAL	58,584,500	306,100	0.52%
05136	VILLAGE OF HOWARD	1,809,505,400	30,720,500	1.70%
44137	VILLAGE OF HOWARD	25,000	0	0.00%
	MUNICIPAL TOTAL	1,809,530,400	30,720,500	1.70%
08231	CITY OF KAUKAUNA	46,600	0	0.00%
44241	CITY OF KAUKAUNA	1,088,364,100	15,788,200	1.45%
	MUNICIPAL TOTAL	1,088,410,700	15,788,200	1.45%
20142	VILLAGE OF KEWASKUM	0	0	0.00%
66142	VILLAGE OF KEWASKUM	320,761,000	6,481,700	2.02%
	MUNICIPAL TOTAL	320,761,000	6,481,700	2.02%
08241	CITY OF KIEL	39,641,400	4,306,500	10.86%
36241	CITY OF KIEL	263,644,400	4,758,100	1.80%
	MUNICIPAL TOTAL	303,285,800	9,064,600	2.99%
28146	VILLAGE OF LAC LA BELLE	414,100	0	0.00%
67146	VILLAGE OF LAC LA BELLE	114,287,700	229,800	0.20%
	MUNICIPAL TOTAL	114,701,800	229,800	0.20%
22147	VILLAGE OF LIVINGSTON	26,854,400	156,500	0.58%
25147	VILLAGE OF LIVINGSTON	3,312,000	0	0.00%
	MUNICIPAL TOTAL	30,166,400	156,500	0.52%
58252	CITY OF MARION	6,056,400	1,600	0.03%
68252	CITY OF MARION	57,888,300	174,600	0.30%
	MUNICIPAL TOTAL	63,944,700	176,200	0.28%
37250	CITY OF MARSHFIELD	120,101,600	3,878,200	3.23%
71251	CITY OF MARSHFIELD	1,456,978,900	37,610,600	2.58%
	MUNICIPAL TOTAL	1,577,080,500	41,488,800	2.63%
08251	CITY OF MENASHA — CALUMET COUNTY	285,912,400	6,250,000	2.19%
70251	CITY OF MENASHA — WINNEBAGO COUNTY	891,648,400	2,145,000	0.24%
	MUNICIPAL TOTAL	1,177,560,800	8,395,000	0.71%

DEC. 2019 TAX LEVY CAN INCREASE ABOUT \$72,857

PREVIOUS YEAR'S 2018 NET NEW CONSTRUCTION = 0.96%

DEC. 2018 TAX LEVY COULD INCREASE \$90,061; ACTUAL WAS ONLY \$46,906



MEMORANDUM

To: Common Council
From: Community Development Department/SS
Date: August 5, 2019
Re: Commercial Building Inspections

As approved at the July 1, 2019 Common Council meeting, the Community Development placed a Request for Proposal out to the public looking for a commercial building inspections service provider following the termination of SafeBuilt. The deadline for that proposal was Monday, August 12, 2019 whereas the City did not receive any proposals.

As previously noted, 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.

Staff will continue to look at other options as we have been over the past several months:

- Reaching out to surrounding communities to contract with
- Looking for additional contractors
- Financial impact of bringing this service in-house
- Shared employee(s) with another community
- Completely relying on the state



MEMORANDUM

To: Common Council
From: Nancy McKenney, MS, RDH, Public Health Director
Date: August 14, 2019
RE: Deputy Public Health Director

I am pleased to notify the Menasha Common Council that Ms. Kristine Jacobsen, MPH, CHES, CLEC has been appointed Deputy Public Health Director for the Menasha Health Department effective July 1, 2019. As Deputy Public Health Director she works collaboratively with Health Department professionals, who are recognized subject matter experts. In addition to administrative responsibilities (community assessment and planning, grant writing), she provides performance management technical assistance. Work is performed under my general direction.

Under Wisconsin Statutes Chapter 251.06 (3) (e), "A local health officer shall: Appoint all necessary subordinate personnel, assure that they meet appropriate qualifications and have supervisory power over all subordinate personnel...."

This appointment formally provides administrative capacity in my absence and contributes to succession planning. The Board of Health members and Health Department staff are supportive of this appointment.

Ms. Jacobsen has earned a Master of Public Health, Health Behavior and Health Education from the University Of Michigan School Of Public Health in Ann Arbor with a Specialization in Community, Networks, and Ecological Practice. She earned a Bachelor of Science, Health Science with a Public Health Emphasis from San Diego State University. Ms. Jacobsen graduated with honors and is a Phi Kappa Phi and Scholars without Borders member. Prior to her employment with the Menasha Health Department, Ms. Jacobsen was employed by San Joaquin County Public Health Services in Stockton, California as Coordinator for the Public Health Breastfeeding Initiative. She completed a Health Promotion and Emergency Preparedness Internship at the Livingston County Department of Public Health and an internship Institute for Behavioral and Community Health (IBACH), *Our Choice/Nuestra Opción* (OCNO) Project in San Diego. Ms. Jacobsen is a Certified Community Health Education Specialist (CHES); Certified Lactation Education Consultant (CLEC); and completed requisite emergency preparedness Incident Command System courses.

Ms. Jacobsen will continue her responsibilities as public health educator, (project manager for Menasha's Preventive Health Services Block grant; Emergency Preparedness and Response - Bioterrorism; and the Maternal and Child Health Block grant).

CITY OF MENASHA
COMMON COUNCIL
First Floor Conference Room
100 Main Street, Menasha
Monday, August 5, 2019
MINUTES

A. CALL TO ORDER

Meeting called to order by Mayor Merkes at 6:08 p.m.

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

C. ROLL CALL

CA Captain was acting secretary. All Aldermen were present plus Mayor Merkes, DPC Sahr, FC Kloehn, ASD Jacobs, CDD Schroeder, PWD Radomski, PRD Tungate.

D. PUBLIC HEARING

None.

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

1. Nicholas Jevne on behalf of the Menasha Historical Society spoke and presented a Brin Theater brick to the City of Menasha marking the building's place in Menasha's history.
2. Motion by Ald. Sevenich second by Ald. Krueger to receive Minutes and Communications a-o.

Motion carried on voice vote.

Minutes to receive:

- a. Administration Committee, 7/15/19
- b. Board of Public Works, 7/15/19
- c. Housing Authority, 7/22/19
- d. Library Board, 7/24/19
- e. NMFR Joint Finance & Personnel Committee, 7/23/19
- f. Neenah-Menasha Sewerage Commission, 6/25/19
- g. Redevelopment Authority, 7/16/19
- h. W&L Commission, 6/26/19

Communications:

- i. E-mail from Clerk Galeazzi to Aldermen, 7/16/19; Joint Workshop with Utility Comm.
- j. ASD Jacobs, 7/31/19; 2018 Annual Report of the Fox Cities Room Tax Commission
- k. PHD McKenney, 7/31/19; MHD Awarded Wisconsin Seal a Smile Grant
- l. PHD McKenney, 7/31/19; MHD Awarded Taking Action with Data Grant
- m. CDD Schroeder, 8/5/19; 205 Mathewson Street Update
- n. CDD Schroeder, 8/5/19; 140 Main Street Update
- o. 5th Annual Corny Community Walk, Aug 7th, 5pm-7:30pm, Jefferson Park

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

Mike Draheim stated he was available for questions related to Item I.4. on the agenda.

Sandra Dabill Taylor, 545 Broad St., Menasha. Spoke about a number of topics including, she believes 2/3 vote required for bonding; did city meet the August 1st deadline to report city's intent to repay state trust fund loans; supports Administration Committee agenda item ordinance change from 100' feet to 200' feet and wants it even further; supports LED signage ordinance clarification changes ; wants clarification about Housing Authority rule regarding conflict of interest; fire department memo to supply Fox Crossing and Harrison full-time fire service and she does not want to be back-stabbed.

REPORT OF DEPARTMENT OFFICERS/DEPARTMENT HEADS/STAFF/CONSULTANTS

2. Kristine Jacobsen and Meghan Pauly from Menasha's Health Department gave a powerpoint presentation - *State Health Assessment Community Dialogue* reporting on community conversations related to health held with community members who are 55 and older utilizing two \$5,000 grants from the State of Wisconsin Department of Health Services.

G. CONSENT AGENDA

Minutes to approve:

1. Common Council, 7/15/2019
2. Special Common Council, 7/29/19

Administration Committee, 7/15/19, Recommends Approval of:

3. City of Menasha Public Records Notice and Policy removing Appendix K, items 20 & 21.

Board of Public Works, 7/15/19, Recommends Approval of:

4. Street Use Application for Labor Day Parade/Labor Temple Coop Association, Sept 2, 2019, 9:30AM to 11:00AM
5. Street Use Application for Race the Lake, August 25, 2019, 7:00AM to 10:00AM.

NMFR Joint Finance and Personnel Committee, 7/23/19, Recommends Approval of:

6. The proposed Cost Distribution Formula as of 12/31/18 for the 2020 budget with the City of Neenah's share at 59.30% and the City of Menasha's Share at 40.7%.

Ald. Sevenich requested to remove items 2 and 6. Motion by Ald. Sevenich second by Ald. Krueger to approve consent agenda items 1, 3, 4 and 5. Motion carried by roll call 8 – 0.

H. ITEMS REMOVED FROM THE CONSENT AGENDA

1. Moved by Ald. Sevenich second by Ald. Ted Grade approving consent agenda item 2. General discussion occurred. ASD Jacobs reported the Wisconsin State Trust Fund loan office received email notice of the city's intent on July 30th with a response at 4:30 p.m. on July 31st acknowledging the city's intent that must be honored and cannot be rescinded. Motion carried on roll-call 8 – 0.

2. Moved by Ald. Sevenich second by Ald. Krueger approving consent agenda item 6. General discussion occurred regarding the formula for the future. Motion carried on roll-call 8 – 0.

I. ACTION ITEMS

1. Accounts payable and payroll for the term of 7/18/19 to 8/1/19 in the amount of \$2,019,260.34. Moved by Ald. Nichols second by Ald. Ted Grade approving accounts payable and payroll. General discussion followed. Motion carried on roll-call 8 – 0.

2. Beverage Operators License Applications for the 2019-2021 licensing period. Moved by Ald. Nichols second by Ald. Tom Grade to approve beverage operator's license applications for the 2019-2020 licensing period as listed in the memo dated 7/29/2019. No discussion. Motion carried on roll-call 8 – 0.

Moved by Ald. Nichols second by Ald. Krueger to deny the beverage operator's license application of Alfredo Gracia for the 2019-2020 licensing period. No discussion. Motion carried on roll-call 8 – 0.

3. "Class B" Liquor License Application for Koi LLC, d/b/a Koi Coffee and Tea, Ashley Lund, agent, 204 Main Street, Menasha for the 2019-2020 licensing year. Moved by Ald. Nichols second by Ald. Taylor to approve "Class B" Liquor License Application for Koi LLC, d/b/a Koi Coffee and Tea. No discussion. Motion carried on roll-call 8 – 0.

4. Amendment and Notice to Accepted Offer to Purchase-1300 Wittman Drive.
Moved by Ald. Nichols second by Ald. Ted Grade approving the Amendment.
General discussion occurred especially regarding the price reduction. Ald. Langdon requested unanimous consent to hear from Mike Draheim and it was granted. General discussion and questions to Mike Draheim continued.
Motion carried on roll-call 5 – 3. Ald. Taylor, Sevenich and Krueger voting no.
5. Development Agreement, Alexander & Bishop 1, LLC-Facade Plan Amendment.
Moved by Ald. Nichols second by Ald. Ted Grade accepting the façade modification.
General discussion occurred including, developer will meet the threshold of funding and disappointment about the requested change.
Motion carried on roll-call 7 – 1. Ald. Langdon voting no.
6. Approve contract with Protective Coating Specialist for epoxy flooring at NMFR Station 36.
General discussion occurred regarding the contract, budget and need for epoxy.
Moved by Ald. Ropella seconded by Ald. Krueger to deny approval of the contract.
Motion carried on roll-call 6 – 2. Ald. Nichols and Sevenich voting no.

J. HELD OVER BUSINESS

K. ORDINANCES AND RESOLUTIONS

1. O-15-19 An Ordinance Amending Title 10, Chapter 1 of the Code of Ordinance (Angle Parking) and to include the west side of Appleton Street forty-eight (48) feet north from Fifth Street to the list of front-in angle parking. Introduced by Ald. Krueger; Recommended by Board of Public Works.
Moved by Ald. Krueger second by Ald. Langdon to approve O-15-19 An Ordinance Amending Title 10, Chapter 1 of the Code of Ordinance (Angle Parking).
General discussion occurred. Motion carried on roll-call 8 – 0.
2. O-16-19 An Ordinance Amending Title 5, Chapter 2 of the Code of Ordinances (Fire Prevention). Introduced by Ald. Sevenich; Recommended by NMFR Joint Finance & Personnel Committee.
Moved by Ald. Sevenich second Ald. Krueger to approve O-16-19 An Ordinance Amending Title 5, Chapter 2 of the Code of Ordinances (Fire Prevention).
No discussion. Motion carried on roll-call 8 – 0.
3. O-17-19 An Ordinance Amending Title 5, Chapter 3 of the Code of Ordinances (Fire Prevention Code; Hazardous Materials). Introduced by Ald. Sevenich; Recommended by NMFR Joint Finance & Personnel Committee.
Moved by Ald. Sevenich second by Ald. Ted Grade to approve O-17-19 An Ordinance Amending Title 5, Chapter 3 of the Code of Ordinances (Fire Prevention Code; Hazardous Materials).
No discussion. Motion carried on roll-call 8 – 0.

L. APPOINTMENTS

M. CLAIMS AGAINST THE CITY

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

Sandra Dabill-Taylor, 545 Broad Street, Menasha. She is not satisfied with 1300 Wittman Dr. budget; disappointed with the Alexander & Bishop amendment.

O. ADJOURNMENT

Motion by Ald. Taylor second Ald. Tom Grade to adjourn at 7:45 p.m.
Motion carried on voice vote.

Pamela A. Captain
City Attorney



MEMORANDUM

Date: July 22, 2019

To: Administration Committee
From: Pamela A. Captain, City Attorney

RE: CVMIC 2019 Summer Meeting Update/Renewal

As the City of Menasha CVMIC representative, I attended the 2019 Summer Meeting on July 18 and 19. Over the course of the program CVMIC members were informed about Cyber Attacks, Pitfalls for Public Officials (Gunta Law Offices), Loss Control and Employment Practices Liability updates, Learning Link and training updates, insurance renewal and 2020 budget information, issue updates (Discretionary Immunity, Employment Law and IT Assessments), and general news for the membership.

Attached for your information are the following documents:

1. Two-Year Liability Renewal Package 2021-2022
2. 2019 Dividend Report dated July 18, 2019
4. 2019 Mutual Member Participation Calculation
5. Proposed Resolution Approving the City of Menasha's Liability Insurance Renewal Through Cities and Villages Mutual Insurance Company (CVMIC)

LIABILITY COVERAGE

Renewal

Liability insurance renewal commitments for Cities and Villages Mutual Insurance Company (CVMIC) members are due September 15, 2019. CVMIC's multi-year pricing cycle is put together in an effort to aid municipalities' budget planning efforts.

The premium quoted amounts consider the City's current self-insured retention amount (\$25,000) and for comparison purposes the next highest self-insured retention amount (\$37,500). The premium quoted amounts are:

<u>Current SIR</u>		<u>Optional SIR</u>
\$59,305	2020	\$55,747
\$60,505	2021	\$56,874
\$61,715	2022	\$58,012



July 1, 2019

Ms. Pamela Captain
City of Menasha
140 Main Street
Menasha, WI 54952

RE: Two-Year Liability Renewal Package
2021-2022

Dear Pamela:

Cities and Villages Mutual Insurance Company (CVMIC) is pleased to provide your community with its two (2) year liability renewal package. CVMIC continues to provide your community with the best possible public entity, general liability and auto liability protection available in Wisconsin. This re-pricing continues CVMIC's approach of providing a long-term solution to your liability insurance needs.

Bickmore Actuarial has completed an actuarial review of CVMIC losses from 1988 to present. Their analysis has indicated that we continue to have very stable losses. The Board of Directors requested that Bickmore Actuarial review 2021-2022 premiums for both the current and next higher self-insured retention (SIR). Premium calculations were developed utilizing current loss data and the underwriting information members provided last fall for the reinsurance renewal.

The proposed pricing limits the experience modification to premium increases no greater than 15% and reductions no greater than 10% for 2020. Increases for 2020 will be as quoted in 2017.

Your premium options for the 2021 and 2022 policy years are set forth in Attachment One. These premiums are guaranteed for the two-year period, assuming that we achieve an adequate level of commitment for the renewal. In order to lock in these rates, we are asking that each member make their renewal commitment **by September 15, 2019**. Our general counsel, Mark Kircher of

Quarles & Brady, has provided instructions for making this two-year commitment to CVMIC (Attachment Two).

The Board implemented the two-year pricing cycle to ensure members will always know their liability insurance cost before beginning the budget process.

To confirm your community's commitment to CVMIC for the 2021-2022 policy years as outlined in Attachment One, it will be necessary to complete and sign the acceptance form on page two and return the signed copy to Michelle Voskuil at mjv@cvmic.com.

We look forward to continuing working with you. If you have any questions regarding re-pricing, please contact either Michelle Voskuil or myself.

Yours very cordially,

CITIES AND VILLAGES MUTUAL INSURANCE CO.

Kenneth Horner
Chief Executive Officer

Michelle Voskuil
Finance Director/CFO

KAH:mjv
Enc.



City of Menasha
ANNUAL PREMIUMS
Policy Years 2020, 2021, 2022

ATTACHMENT ONE

- **Coverage includes:**
 - General Liability
 - Auto Liability
 - Excess Liability
 - Public Officials Liability
 - Law Enforcement Liability
- **Self-Insured Retention ("SIR")** is available at several levels.
- **Limits of Liability:**
 - \$5,000,000 per occurrence excess of SIR.
- **Defense Costs** are included in the **SIR**.

ANNUAL PREMIUMS:

(SIR) Occurrence / Aggregate

	<u>Current SIR</u> \$25,000	<u>Optional SIR</u> \$37,500
<u>Policy Year</u>	<u>Option 1</u>	<u>Option 2</u>
2020	\$59,305	\$55,747
2021	\$60,505	\$56,874
2022	\$61,715	\$58,012

NOTE: The premiums stated herein are based on an expected number of renewals and are subject to review, depending on the actual number of renewals. With that qualification, they are guaranteed for the three-year policy period 2020, 2021 and 2022.

ACCEPTANCE

The City of Menasha agrees to continue as a member of CVMIC for the policy years 2020, 2021 and 2022 as outlined in Option 1 _____ (\$25,000) [or] as outlined in Option 2 _____ (\$37,500) (*please indicate*) at the corresponding guaranteed premiums set forth on the previous page.

ACCEPTED AND AGREED TO this _____ day of _____, 2019.
City of Menasha

By _____
Name

Its _____
Title





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Indianapolis
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Minneapolis
Naples
Phoenix
Tampa
Tucson
Washington D.C.

June 11, 2019

ATTACHMENT TWO

To: CVMIC Members
From: Quarles & Brady LLP
Re: Membership Commitment for Years 2021-2022

Ladies and Gentlemen:

Mr. Horner has asked us to provide instructions as to how members may commit for the next two year period.

First, note that there is no affirmative City Council/Village Board action which CVMIC requires in order for you to continue your membership. The letter from Mr. Horner which accompanies this Memorandum sets forth the guaranteed annual premiums which CVMIC offers in exchange for a two year commitment of continued membership. All CVMIC requires is that you select your SIR and return a copy of Attachment 1 with the Acceptance Form executed by an authorized officer. If City Council/Village Board action is required for you to make the commitment, we suggest the following authorization language either in the form of a motion or resolution:

RESOLVED, that (City/Village) accepts the Liability Insurance Proposal dated June 30, 2019, from Cities and Villages Mutual Insurance Company ("CVMIC") and agrees to continue its membership in CVMIC for policy years 2021 and 2022 based on the premiums guaranteed by CVMIC for said policy years.

Please contact me if you have any questions or if we can be of assistance in this regard.

Very truly yours,

QUARLES & BRADY LLP

Patrick S. Nolan



DATE: July 18, 2019

TO: Ms. Pamela Captain, City of Menasha

FROM: Kenneth Horner, Chief Executive Officer
Michelle Voskuil, Finance Director/Chief Financial Officer

RE: 2019 Dividend Report

The purpose of this letter is to provide information regarding payment of the 2018 Liability and Auto Physical Damage program dividends. This packet includes the following information:

- 2019 Dividend Recommendation
- Notifications of Dividends Declared by the Board of Directors for the Policy Year Ending 12/31/2018 (please note: these documents include the amount of the dividends to be paid to your community)

We feel it is important that all members understand the dividend process. This letter will be distributed as part of a presentation at the 2019 Summer Meeting and will be sent via email to those member representatives who do not attend the Summer Meeting. If you have any questions, or if any aspect of the process is unclear, please do not hesitate to ask for clarification.

On May 15, 2019, the CVMIC Board of Directors approved a Liability program dividend in the amount of \$1,050,000 and Auto Physical Damage program dividend in the amount of \$150,000. These dividends are based upon operating results of the Liability and Auto Physical Damage programs, for the period ending 12/31/18, and will be paid on or after March 1, 2020. The methodology of calculation is consistent with that of the 2018 dividends declared and paid.

Each member has the option of determining when they receive the dividend payment. A copy of the "Notification of Liability Dividend Declared by the Board of Directors for the Policy Year Ending 12/31/18" form is attached. Please review the form and return the signed payment option to the CVMIC office either by mail or PDF to Michelle Voskuil mjv@cvmic.com no later than November 1, 2019.

This form must be signed by the Member Representative, Mayor or other individual with the authority to sign on behalf of your community. If you fail to return the form by the stated deadline, payment will be issued based on Option 1. You are encouraged to review this form and contact Ken Horner or Michelle Voskuil if you have any questions.

Kenneth A. Horner, Chief Executive Officer

Direct: 414-831-6000

Email: kah@cvmic.com

Michelle Voskuil, Finance Director/Chief Financial Officer

Direct: 414-831-5998

Email: mjv@cvmic.com



City of Menasha

Notification of Liability Dividend Declared by the Board of Directors for the Policy Year Ending 12/31/18

The Liability dividend calculation is based on the General Liability, Auto Liability, Excess Liability, Public Official Liability and Law Enforcement Liability Coverage's.

The Liability dividend paid to your community is based on the financial condition of the company for the year ending 12/31/18. The first 50% of the dividend declared is paid on a level basis, and the balance is based on the loss history of your community. This calculation is reviewed and updated annually, as of December 31st.

Dividend Authority: Section 11. Dividends from the by-laws states "The Board of Directors may declare dividends from surplus held in excess of all liabilities. Dividends shall be in such amount as the Board of Directors shall determine is fair and reasonable and shall not be made contingent upon the continuance or renewal of the policy".

Recommended Dividend: Staff recommended to the Board of Directors a total dividend of \$1,050,000. This recommendation has been reviewed and approved by the company's actuary prior to the final approval by the Board of Directors. This dividend was approved by the Board of Directors at their May 15th 2019 Board of Directors Meeting to be payable March 1, 2020. Your community's share of this declared dividend is **\$11,937**.

Dividend Options: As part of this Liability Dividend declared by the Board of Directors, there are three payment options available to your community. The intention of these options is to provide your community with the broadest possible financial choices. These options are outlined below. We request that the **Member Representative sign, date and return this notification to CVMIC by November 1, 2019** either by mail or PDF to Michelle Voskuil mjv@cvmic.com. If this form is **not** signed and returned by 11/1/19, CVMIC will pay the dividend as outlined in Option 1.

The City of Menasha has reviewed the dividend options that are available and instructs the CVMIC staff to account for the dividend as marked.

Option 1: _____ Pay all dividends to my community on March 1, 2020.

Option 2: _____ Hold dividends declared for the liability program until you are provided further instructions. I understand that interest will be paid based on the rate earned by CVMIC on its investments. I further understand that I will get an annual accounting regarding any open balance.

Accepted and Agreed to This _____ day of _____, 2019.

City of Menasha

By _____
Name

Its _____
Title



City of Menasha

**Notification of Auto Physical Damage Dividend Declared
by the Board of Directors
for the Policy Year Ending 12/31/18**

The Auto Physical Damage dividend calculation is based on the Auto Physical Damage Coverage: The Auto Physical Damage dividend paid to your community is based on the financial condition of the company for the year ending 12/31/18. The first 50% of the dividend declared is paid on a level basis, and the balance is based on the loss history of your community. This calculation is reviewed and updated annually, as of December 31st.

Dividend Authority: Section 11. Dividends from the by-laws states "The Board of Directors may declare dividends from surplus held in excess of all liabilities. Dividends shall be in such amount as the Board of Directors shall determine is fair and reasonable and shall not be made contingent upon the continuance or renewal of the policy".

Recommended Dividend: Staff recommended to the Board of Directors a total dividend of \$150,000. This recommendation has been reviewed and approved by the company's actuary prior to the final approval by the Board of Directors. This dividend was approved by the Board of Directors at their May 15th, 2019 Board of Directors Meeting to be payable March 1, 2020. Your community's share of this declared dividend is **\$971**.

Dividend Options: As part of this Auto Physical Damage dividend declared by the Board of Directors, there are three payment options available to your community. The intention of these options is to provide your community with the broadest possible financial choices. These options are outlined with the Liability Dividend notification. We request that the **Member Representative sign, date and return this notification to CVMIC by November 1, 2019** either by mail or PDF to Michelle Voskuil mjv@cvmic.com. If this form is **not** signed and returned by 11/1/19, CVMIC will pay the dividend as outlined in Option 1.

The City of Menasha has reviewed the dividend options that are available and instructs the CVMIC staff to account for the dividend as marked.

Option 1: _____ Pay all dividends to my community on March 1, 2020.

Option 2: _____ Hold dividends declared for the Liability and/or Auto Physical Damage program ***(circle one or both)***, until you are provided further instructions. I understand that interest will be paid based on the rate earned by CVMIC on its investments. I further understand that I will get an annual accounting regarding any open balance.

Accepted and Agreed to This _____ day of _____, 2019.

City of Menasha

By _____
Name

Its _____
Title

2019 Mutual Member Participation Calculation

Menasha

Premium Contribution 70%:

Member Premiums - Most Recent 10 Years Summed
 Less: 15% of Claims Paid - Most Recent 10 Years Summed
 Net Premiums for Member

\$516,045
 23,774
\$492,271

Net Premiums for Total CVMIC Membership - Most Recent 10 Years Summed

\$37,331,385

Member's % of Total Premiums
 Weighted Percentage = 70%

1.319%
 70%
0.923%

Member's Premium Contribution Participation Percentage

Risk Sharing/Self-Insured Retention Contribution 30%:

Member's Self Insured Retention - Most Recent 10 Years Summed

\$250,000

Total CVMIC Membership Self Insured Retention - Most Recent 10 Years Summed

\$27,705,000

Member's % of Total Self Insured Retention
 Weighted Percentage = 30%

0.902%
 30%
0.271%

Member's Self Insured Retention Contribution Participation Percentage

Net Assets (Total Assets less Liabilities and Minimum Permanent Surplus)

Member's Participation Percentage (Premium + Self Insured Retention)

Member's Participation Position

\$11,257,485
 1.194%
\$134,388

2018 Total Assets per Annual Statement

\$46,529,488

2018 Total Liabilities per Annual Statement

21,272,003

Permanent Minimum Surplus

14,000,000

Net Assets

\$11,257,485

Dividend

The CVMIC board has declared a liability and auto physical damage dividend at its May 15th Board of Directors Meeting. The City is requested to select a payment option. Option One, the default option, pays the dividends to the City on March 1, 2020. With Option Two, CVMIC holds the dividends until requested by the City, which dividends earn interest based on the rate earned by CVMIC on its investments.

Recommended action: (1) Forward the attached proposed Resolution to the Common Council for approval to continue membership in CVMIC and accepting CVMIC's premium proposal for years 2021 and 2022. (2) Select a dividend option and instruct CVMIC staff to account for the dividend as marked.



RESOLUTION R-20-19

A RESOLUTION APPROVING THE CITY OF MENASHA'S LIABILITY INSURANCE
RENEWAL THROUGH CITIES AND VILLAGES MUTUAL INSURANCE COMPANY
(CVMIC)

Introduced by Mayor Merkes

WHEREAS, the City of Menasha has been a charter member of Cities and Villages Mutual Insurance Company (CVMIC) since 1988; and

WHEREAS, the City of Menasha previously committed to continue as a member of CVMIC through 2020; and

WHEREAS, the renewal for 2021-2022 has been received from CVMIC;

NOW, THEREFORE, BE IT RESOLVED, that the City of Menasha Common Council with the Mayor concurring elect to continue to participate in CVMIC; and

BE IT FURTHER RESOLVED, the City of Menasha accepts the proposal from Cities and Villages Mutual Insurance Company (CVMIC) and agrees to continue its membership in CVMIC for policy years 2021 and 2022 based on the premiums guaranteed by CVMIC for said policy years with the Self-Insured Retention at \$25,000.

Passed and approved this ____ day of August, 2019.

Recommended by:

Motion/Second:

Passed/Failed

Requires: Majority Vote

Donald Merkes, Mayor
ATTEST:

Deborah A. Galeazzi, City Clerk

Certificate of Payment

Date: 7/10/2019

Payment Request: 7

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
Change Order 1:	\$ 7,638.21	Total Change Orders:	\$ 7,638.21
Change Order 2:		Total Contract Amount (Including Change Orders):	\$ 649,276.96
Change Order 3:		Total Earned to Date (Summary Attached):	\$ 616,545.80
Change Order 4:		Less Retainage: (5% up to 50%- reduced based on project status)	\$ 8,020.48
		Amount Due:	\$ 608,525.32

Payment 1	\$	22,483.80
Payment 2	\$	77,339.70
Payment 3	\$	114,390.00
Payment 4	\$	130,589.56
Payment 5	\$	106,654.53
Payment 6	\$	86,905.00
Payment 7		
Current Payment	\$	70,162.73

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: 7-10-19

BY: 

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 This Request (F)				Total Completed To Date (E + F)		Percent Complete
						Previous Requests (E)		This Request (F)		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	20.00	\$ 190.00	-	\$ -	38.00	\$ 190.00	100.00%
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	236.34%
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	240.95	\$ 5,300.90	-	\$ -	240.95	\$ 5,300.90	31.70%
305.013	Base Aggregate Dense 1 1/4-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%
445.0105	Asphaltic Surface/Ton	TON	210	\$ 126.00	\$ 26,460.00	213.42	\$ 26,890.92	-	\$ -	213.42	\$ 26,890.92	101.63%
445.011	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	242.34%
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	1.00	\$ 53,000.00	-	\$ -	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	Trucking 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	-	\$ -	5.00	\$ 650.00	5.00	\$ 650.00	100.00%
637.221	Signs Type II Reflective H/SF	SF	4	\$ 105.00	\$ 390.60	-	\$ -	4.00	\$ 420.00	4.00	\$ 420.00	107.53%
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	1.00	\$ 2,500.00	-	\$ -	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	200.00	\$ 800.00	-	\$ -	1,825.00	\$ 7,300.00	100.00%
652.022	Conduit Rigid Nonmetallic Schedule 40 - 2 Inch/LF	LF	25	\$ 5.00	\$ 125.00	-	\$ -	25.00	\$ 125.00	25.00	\$ 125.00	100.00%
652.0325	Conduit Rigid Nonmetallic Schedule 60 - 2 Inch/LF	LF	20	\$ 6.00	\$ 120.00	-	\$ -	20.00	\$ 120.00	20.00	\$ 120.00	100.00%
653.0144	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	-	\$ -	1,425.00	\$ 783.75	1,425.00	\$ 783.75	100.00%
655.0625	Electrical Wire Lighting 6 AWG/LF	LF	5802	\$ 0.85	\$ 4,931.70	-	\$ -	5,802.00	\$ 4,931.70	5,802.00	\$ 4,931.70	100.00%
690.015	Sowing Asphalt/LF	LF	38	\$ 3.00	\$ 114.00	-	\$ -	-	\$ -	0.00	\$ -	0.00%
690.025	Sowing 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	-	\$ -	19.00	\$ 61,750.00	19.00	\$ 61,750.00	100.00%
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	Skated 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	0.10	\$ 200.00	1.00	\$ 2,000.00	100.00%
SPV.0106.03	Construction Staking Project/LS	LS	1	\$ 9,300.00	\$ 9,300.00	1.00	\$ 9,300.00	-	\$ -	1.00	\$ 9,300.00	100.00%
SPV.0165.01	Install Furnished Composite Decking/ SF	SF	15552	\$ 1.60	\$ 24,883.20	11,552.00	\$ 18,483.20	-	\$ -	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%

G:\Menasha\19007_Province Terrace Trail CA\Pay applications\Pay app 7\Province Terrace Trail - Payment Application 007_revised.xlsx

Certificate of Payment

Date: 8/1/2019

Payment Request: 1 (One)

Contractor: Northeast Asphalt, Inc

Address: W6380 Design Drive, Greenville, WI 54942

Contract Unit No.: 2019-03

Project Description: Street Reconstruction - Various Locations

		Original Contract Amount:	\$	393,347.33
Change Order 1:	\$ 22,603.36	Total Change Orders:	\$	22,603.36
Change Order 2:		Total Contract Amount (Including Change Orders):	\$	415,950.69
Change Order 3:		Total Earned to Date (Summary Attached):	\$	283,932.24
Change Order 4:		Less Retainage: 2.5% of Original Contract	\$	9,833.68
		Amount Due:	\$	274,098.56

Payment 1

Payment 2

Payment 3

Payment 4

Payment 5

Payment 6

Payment 7

Current Payment \$ 274,098.56

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

Itemized Tabulation

City of Menasha Contract Unit No. 2019-03

Street Reconstruction - Broad Street, Melissa Street, Grove Street, Lawndale Drive/Court, Greenwood Drive, Frederick Street, Library Parking Lot

Payment 1 (One)						
Item	Quantity	Description	YTD		YTD	
		Base Bid	Unit Price	Item Total	Quantity	Item Total
1	20,962	Pavement / Base Pulverizing/SY	\$ 0.49	\$ 10,271.38	16500.00	\$ 8,085.00
2	1,979	Unclassified Excavation/CY	\$ 11.55	\$ 22,857.45	1715.00	\$ 19,808.25
3	21,424	Fine Grading and Compaction/SY	\$ 1.25	\$ 26,780.00	17255.00	\$ 21,568.75
4	39	Utility Adjustment/EA	\$ 325.00	\$ 12,675.00	4.00	\$ 1,300.00
5	14	Water Valve Adjustment/EA	\$ 20.00	\$ 280.00	2.00	\$ 40.00
6	565	Sawcut/LF	\$ 2.00	\$ 1,130.00	256.75	\$ 513.50
7	2,795	Asphalt Binder Course Pavement/Ton	\$ 54.95	\$ 153,585.25	2089.93	\$ 114,841.65
8	2,175	Asphalt Surface Course Pavement/Ton	\$ 63.80	\$ 138,765.00	1754.97	\$ 111,967.09
9	4,073	4-Inch Solid, Yellow Epoxy Pavement Marking/LF	\$ 2.25	\$ 9,164.25	0.00	\$ -
10	4	Symbol, Handicap (Yellow)/EA	\$ 200.00	\$ 800.00	0.00	\$ -
11	1	Arrow, Type 2 (White)/EA	\$ 300.00	\$ 300.00	0.00	\$ -
12	1	Word, "Only" (White)/EA	\$ 300.00	\$ 300.00	0.00	\$ -
13	95	Stop Line, 18-Inch White Epoxy Pavement Marking/LF	\$ 10.00	\$ 950.00	0.00	\$ -
14	47	Diagonal, 8-Inch 45° (Yellow)/LF	\$ 7.00	\$ 329.00	0.00	\$ -
15	100	Remove Markings, 12-Inch/LF	\$ 4.50	\$ 450.00	0.00	\$ -
16	1	Remove Arrow/EA	\$ 95.00	\$ 95.00	0.00	\$ -
17	1	Remove Word "Only"/EA	\$ 95.00	\$ 95.00	0.00	\$ -
18	1	Erosion Control/LS	\$ 1,950.00	\$ 1,950.00	0.40	\$ 780.00
19	1	Traffic Control/LS	\$ 3,625.00	\$ 3,625.00	0.40	\$ 1,450.00
20	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	\$ 8,945.00	\$ 8,945.00	0.40	\$ 3,578.00
Total Base Bid (Items 1 - 20)				\$ 393,347.33		\$ 283,932.24



Memorandum

Date: July 24, 2019

To: Board of Public Works

From: Joshua Radomski – Public Works Director 

RE: Fee In-Lieu of Onsite Stormwater Best Management Practice (BMP)

Background

On October 16, 2017, the City of Menasha Common Council approved a Storm Water Impact Fee which allowed developers to utilize a fee in-lieu of providing on-site storm water detention. This program has been utilized by several developments and has been seen as beneficial to the development of these sites. The fee was based on the actual costs the City incurred during construction of the Tayco Pond and was \$1,531 per acre of impervious surface on the site.

The City of Menasha also passed a Storm Water Action Plan on March 19, 2019 which provided an outline towards meeting the Municipal Separate Storm Sewer System which would lead to the City incurring significant costs over the course of the next 25 years. When looking at ways to help developers meet our storm water requirements using regional ponds, and the costs associated with constructing these ponds, it became apparent that an increase to the storm water impact fee would be warranted since the majority of the costs for Tayco Pond were based on significant grants and cost sharing between municipalities.

In order to come up with a new fee, McMahon Engineering used estimated costs for the construction of future regional ponds divided by the estimated impervious area that the pond would cover. This will increase the fee to \$16,007 per acre of impervious surface on the development site. Please note that this is an optional fee available to developments within a regional pond drainage area that developers may choose to utilize instead of providing on-site detention.

Analysis and Fiscal Impact

The Department of Public Works believes that this updated fee of \$16,007 per acre of impervious surface more accurately depicts the true cost of the City providing these regional ponds. We anticipate that a significant number of developments will continue to utilize this program as this program may reduce their construction costs and allow for greater utilization of the development site.

Recommendation

The Department of Public Works recommends increasing the Fee In-Lieu of Onsite Stormwater BMP to \$16,007 per acre of impervious surface.

Fee In-Lieu of Onsite Stormwater BMP

Stormwater Plan of Action



Prepared For The

CITY OF MENASHA
WINNEBAGO COUNTY, WISCONSIN

DECEMBER 13, 2018
REVISED: JUNE 27, 2019

McM. No. M0001-9-17-00926

AWS/NAV:car

McMAHON
ENGINEERS ARCHITECTS

McMAHON ASSOCIATES, INC.
1445 McMAHON DRIVE | NEENAH, WI 54956
Mailing P.O. BOX 1025 | NEENAH, WI 54957-1025
PH 920.751.4200 FX 920.751.4284 MCMGRP.COM

Fee In-Lieu of Onsite Stormwater BMP

Stormwater Plan of Action



Prepared For The
CITY OF MENASHA
WINNEBAGO COUNTY, WISCONSIN

DECEMBER 13, 2018
REVISED: JUNE 27, 2019
McM. No. M0001-9-17-00926

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- I. INTRODUCTION
- II. METHODOLOGY
- III. RESULTS
- IV. SUMMARY

APPENDICES

- Appendix A Watershed Map
- Appendix B Fee Calculation



Fee In-Lieu of Onsite Stormwater BMP

Stormwater Plan of Action



Prepared For The
CITY OF MENASHA
WINNEBAGO COUNTY, WISCONSIN

DECEMBER 13, 2018
REVISED: JUNE 27, 2019
McM. No. M0001-9-17-00926

I. INTRODUCTION

The purpose of this report is to calculate an appropriate connection fee or fee in-lieu of constructing a private stormwater Best Management Practice (BMP) for a post-construction site. The fee is a one-time fee paid by a developer (development or redevelopment site), landowner, or other MS4 permitted entity that desires to use a City-owned BMP to satisfy one or more post-construction stormwater management requirements. There is no requirement to pay this fee if the landowner or other entity desires to satisfy the post-construction stormwater management requirements using privately-owned onsite BMPs.

Per the City of Menasha's Stormwater Plan of Action established in 2018, the City plans to construct ten new wet detention ponds to supplement the fourteen existing Best Management Practices (BMPs) previously constructed. These existing and proposed BMPs are planned to satisfy the Total Maximum Daily Load (TMDL) requirements for the portion of the City's Municipal Separate Storm Sewer System (MS4) located within the Lower Fox River Basin.

The Stormwater Plan of Action was approved by the City's Common Council on March 18, 2018. This Fee In-Lieu of Onsite Stormwater BMP Report excludes the enhanced settlement considerations and costs. Costs and water quality benefits are based on the proposed wet detention ponds, but without the chemical enhanced settlement components.

II. METHODOLOGY

For purposes of this report, the watershed area and impervious area methods were used to calculate the fee for each proposed pond.

The watershed area method calculates the impact fee by dividing the total project costs by the total watershed area within a pond's contributing watershed. The impervious area method calculates the impact fee by dividing the total project cost by the total impervious area within a pond's contributing watershed based on the future land use condition. The total impervious area is calculated by multiplying the area of each land use within the contributing watershed by its average percent imperviousness. The average percent imperviousness for each land use is based on the standard land use files developed by the Wisconsin Department of Natural Resources (DNR). An engineer may be required to perform the impervious area calculations using actual proposed site imperviousness. The cost for each development will be based on the actual impervious area of the site. Any property utilizing City-owned BMPs to meet Total Suspended Solids (TSS) or Total Phosphorus (TP) requirements will not be eligible for any credits or adjustments to their Equivalent Runoff Units (ERU) fees. Properties will still be required to meet the peak discharge requirements set forth in 6-7-7 3(b), unless otherwise stated by the City.

The City intends to utilize the impervious area method as it aligns with the methodology established in stormwater utility.

III. RESULTS

The contributing watershed for each pond is shown on figures provided in Appendix A. The results of the fee calculations for the Plan of Action Ponds can be found in Appendix B. The calculations provide more detailed information including: total project cost, impervious area and watershed area. It is recommended that the City adopt a resolution or ordinance identifying the impervious area methodology shall be used to establish the fee.

IV. SUMMARY

In summary, fees are typically established as one-time charges to a developer (development or redevelopment site), landowner, or other MS4 permitted entity that desires to use a City-owned BMP to satisfy one or more stormwater management requirements. For entities not paying the City's stormwater utility ERU fee, the City may also desire to enter into an agreement for BMP long-term operation and maintenance costs, which is in addition to this Fee In-Lieu of Onsite Stormwater BMP report. The fees calculated in this report could be used by the City to recover some of the initial capital costs for the associated City-owned regional BMP. Each year, the City may desire to make an inflation adjustment to the fee.

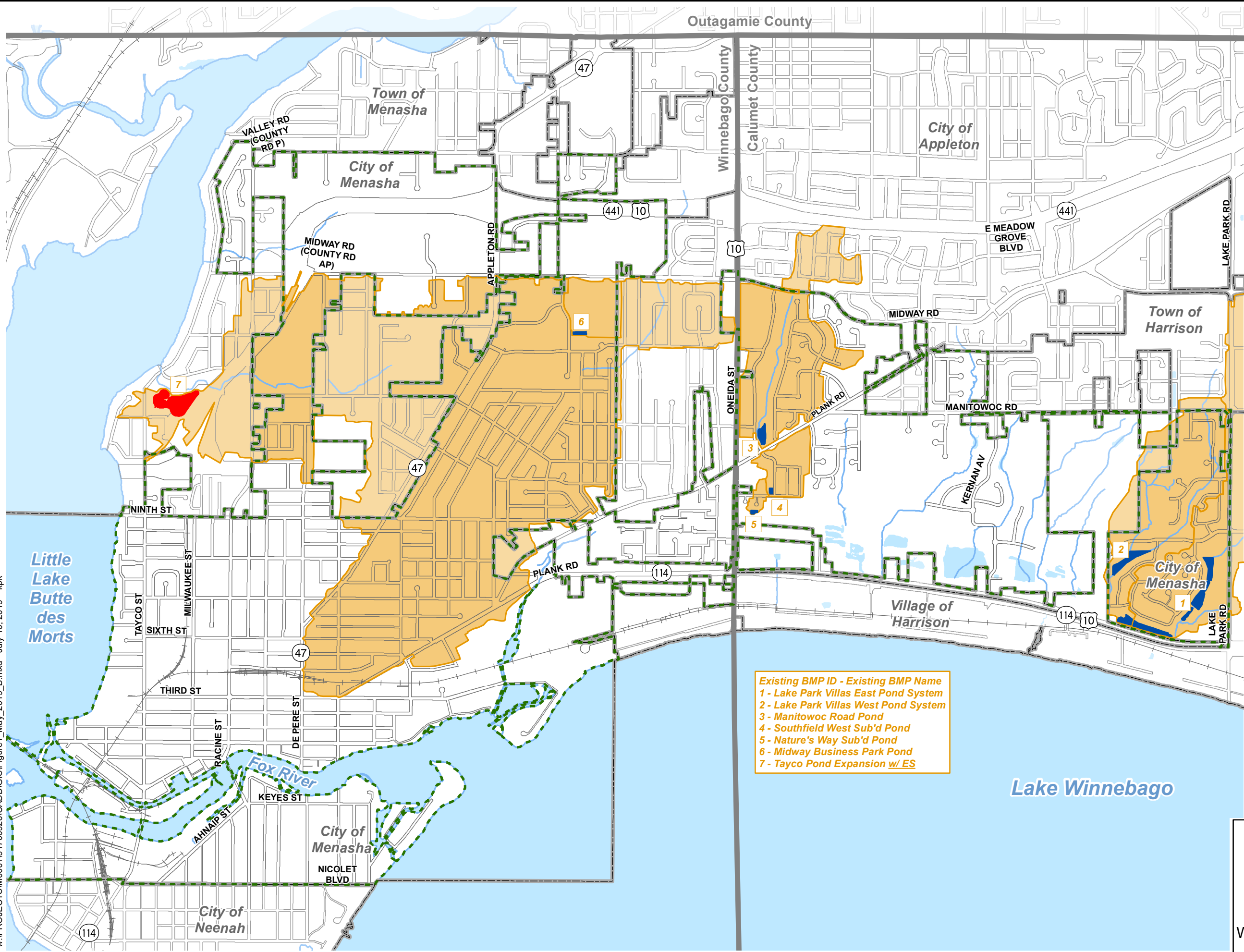
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Fee In-Lieu of Onsite Stormwater BMP

APPENDIX A

WATERSHED MAP

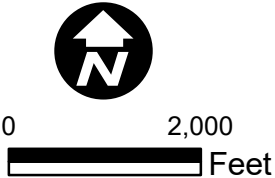
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- Structural BMPs**
- Existing BMP Watershed
 - Wet Pond Location
 - Biofilter/Proprietary Device Location
 - Wet Pond Location w/ Enhanced Settlement (ES)
 - Existing BMP ID
- Other Mapped Features**
- Study Area Boundary
 - County Boundary
 - Municipal Boundary
 - Road Right-of-Way
 - Railroad Centerline
 - Stream
 - Surface Water

Source: Calumet County, 2013-15; Winnebago County, 2013-14.

Disclaimer: The property lines, right-of-way lines, and other property information on this drawing were developed or obtained as part of the County Geographic Information System or through the County property tax mapping function. McMAHON does not guarantee this information to be correct, current, or complete. The property and right-of-way information are only intended for use as a general reference and are not intended or suitable for site-specific uses. Any use to the contrary of the above stated uses is the responsibility of the user and such use is at the user's own risk.

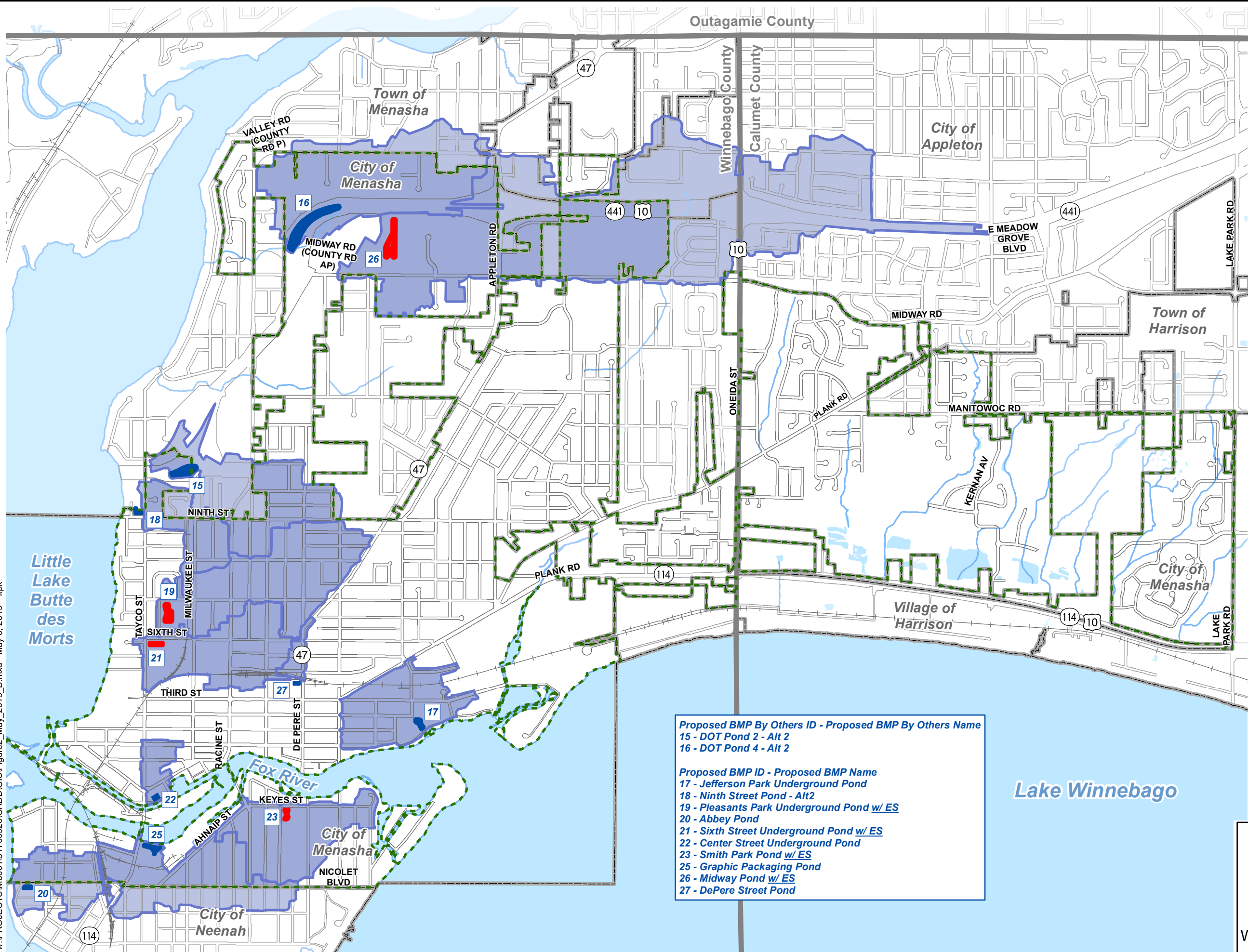


McMAHON
ENGINEERS ARCHITECTS

- Existing BMP ID - Existing BMP Name**
- 1 - Lake Park Villas East Pond System
 - 2 - Lake Park Villas West Pond System
 - 3 - Manitowoc Road Pond
 - 4 - Southfield West Sub'd Pond
 - 5 - Nature's Way Sub'd Pond
 - 6 - Midway Business Park Pond
 - 7 - Tayco Pond Expansion w/ ES

APPENDIX A-1
EXISTING BMPs
STORMWATER
MANAGEMENT PLAN
CITY OF MENASHA
WINNEBAGO COUNTY, WISCONSIN

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Structural BMPs

- Proposed BMP Watershed
- Proposed Wet Pond Location
- Wet Pond Location w/ Proposed Enhanced Settlement (ES)
- Proposed BMP ID

Other Mapped Features

- Study Area Boundary
- County Boundary
- Municipal Boundary
- Road Right-of-Way
- Railroad Centerline
- Stream
- Surface Water

Source: Calumet County, 2013-15; Winnebago County, 2013-14.

Disclaimer: The property lines, right-of-way lines, and other property information on this drawing were developed or obtained as part of the County Geographic Information System or through the County property tax mapping function. McMAHON does not guarantee this information to be correct, current, or complete. The property and right-of-way information are only intended for use as a general reference and are not intended or suitable for site-specific uses. Any use to the contrary of the above stated uses is the responsibility of the user and such use is at the user's own risk.



0 2,000 Feet

McMAHON
ENGINEERS ARCHITECTS

- Proposed BMP By Others ID - Proposed BMP By Others Name**
15 - DOT Pond 2 - Alt 2
16 - DOT Pond 4 - Alt 2
- Proposed BMP ID - Proposed BMP Name**
17 - Jefferson Park Underground Pond
18 - Ninth Street Pond - Alt2
19 - Pleasants Park Underground Pond w/ ES
20 - Abbey Pond
21 - Sixth Street Underground Pond w/ ES
22 - Center Street Underground Pond
23 - Smith Park Pond w/ ES
25 - Graphic Packaging Pond
26 - Midway Pond w/ ES
27 - DePere Street Pond

APPENDIX A-2
PROPOSED BMPs
STORMWATER
MANAGEMENT PLAN
CITY OF MENASHA
WINNEBAGO COUNTY, WISCONSIN

APPENDIX B

FEE CALCULATION

**Proposed Stormwater BMPs**

BMP ID	BMP Name	Watershed (acres)	Impervious Area (acres)	OPC (\$)	% TSS Reduction	% TP Reduction	Area Method Buy-In Costs	Impervious Area Method Fee In-Lieu Costs (\$/acre)
PBMP-F1b	Abbey Pond	49.1	28.3	\$586,500	75.2%	54.7%	\$11,951	\$20,697
PBMP-F1n4	Graphic Packaging Pond	110.0	59.6	\$698,400	76.0%	54.7%	\$6,348	\$11,715
PBMP-F2g3	Smith Park Pond	90.2	28.0	\$641,100	82.6%	59.3%	\$7,110	\$22,859
PBMP-F4c2	Depere Street Pond	9.6	5.7	\$272,000	86.5%	59.3%	\$28,295	\$47,800
PBMP-F4h	Jefferson Park Pond	79.2	25.7	\$506,600	85.4%	62.0%	\$6,395	\$19,745
PBMP-F6b6	Sixth Street Pond	94.1	52.0	\$916,000	71.5%	51.8%	\$9,729	\$17,621
PBMP-F6f3	Pleasants Park Pond	142.2	55.9	\$800,300	84.1%	61.7%	\$5,628	\$14,321
PBMP-F7a2 - A2	Ninth Street Pond - Alt 2	52.0	21.7	\$266,500	78.9%	56.5%	\$5,121	\$12,301
PBMP-F9c5	Midway Pond	589.0	341.9	\$2,971,600	72.1%	53.8%	\$5,045	\$8,690
PBMP-F3r	Center St. Underground Pond	19.2	13.5	\$2,462,700	81.0%	62.1%	\$128,072	\$182,102
Totals / Weighted Average		1,234.8	632.3	\$10,121,700			\$8,197	\$16,007

- Notes:**
1. The Fee In-Lieu of Onsite Stormwater BMP - See Post-Construction Stormwater Management requirements.
 2. The Fee In-Lieu Cost is calculated by multiplying the proposed development's area parameter by the weighted average Fee In-Lieu Cost Rate per acre.
 3. The figures in Appendix A depict the proposed BMP locations and associated watersheds.
 4. Costs and water quality efficiency listed excludes the enhanced settlement treatment considerations.

Cost Method Considerations**Impervious Area Method**

- * Method does not consider runoff volume, soil types, or poorly drained soils
- * Concept is identical to the ERU method that is used for the Town's Stormwater Utility
- * Fewer calculations are needed, easier for Town Staff to manage

Watershed Area Method

- * Method does not consider land use, imperviousness, runoff volume, soil types, or poorly drained soils
- * Residential will pay more and commercial will pay less than the amount of runoff generated by the site.
- * Least accurate of the four methods used to develop a "buy-in" cost for the Cold Spring Pond.
- * Fewest calculations are needed, easiest for Town Staff to manage



MEMORANDUM

To: Common Council

From: Community Development Department/KH

Date: August 19, 2019

Re: **CSM Lot Consolidation – 906 and 914 Gosling Way Court (Parcel # 7-00848-16 and 7-00848-17)**

On behalf of the property owner, Charles and Julie Burgess along with their contractor Ryan Minlschmidt of JM Construction LLC, Chris Cleary of Martenson and Eisele, Inc. requests approval of a Certified Survey Map for the consolidation of two lots. Both lots are under the same ownership and zoned R-1 Single Family Residence. The existing lots are approximately .481 acres and .745 acres, respectively. The newly created lot will be approximately 1.228 acres. A new single family home and detached garage are proposed for the newly created lot.

The size, setbacks, and dimension requirements would meet city standards for the R-1 Single Family Residence District. Furthermore, the proposed CSM will not create any zoning nonconformities.

The Plan Commission reviewed this CSM on August 6, 2019 and recommended approval of the CSM lot consolidation for 906 and 914 Gosling Way Court (Parcel # 7-00848-16 and 7-00848-17).

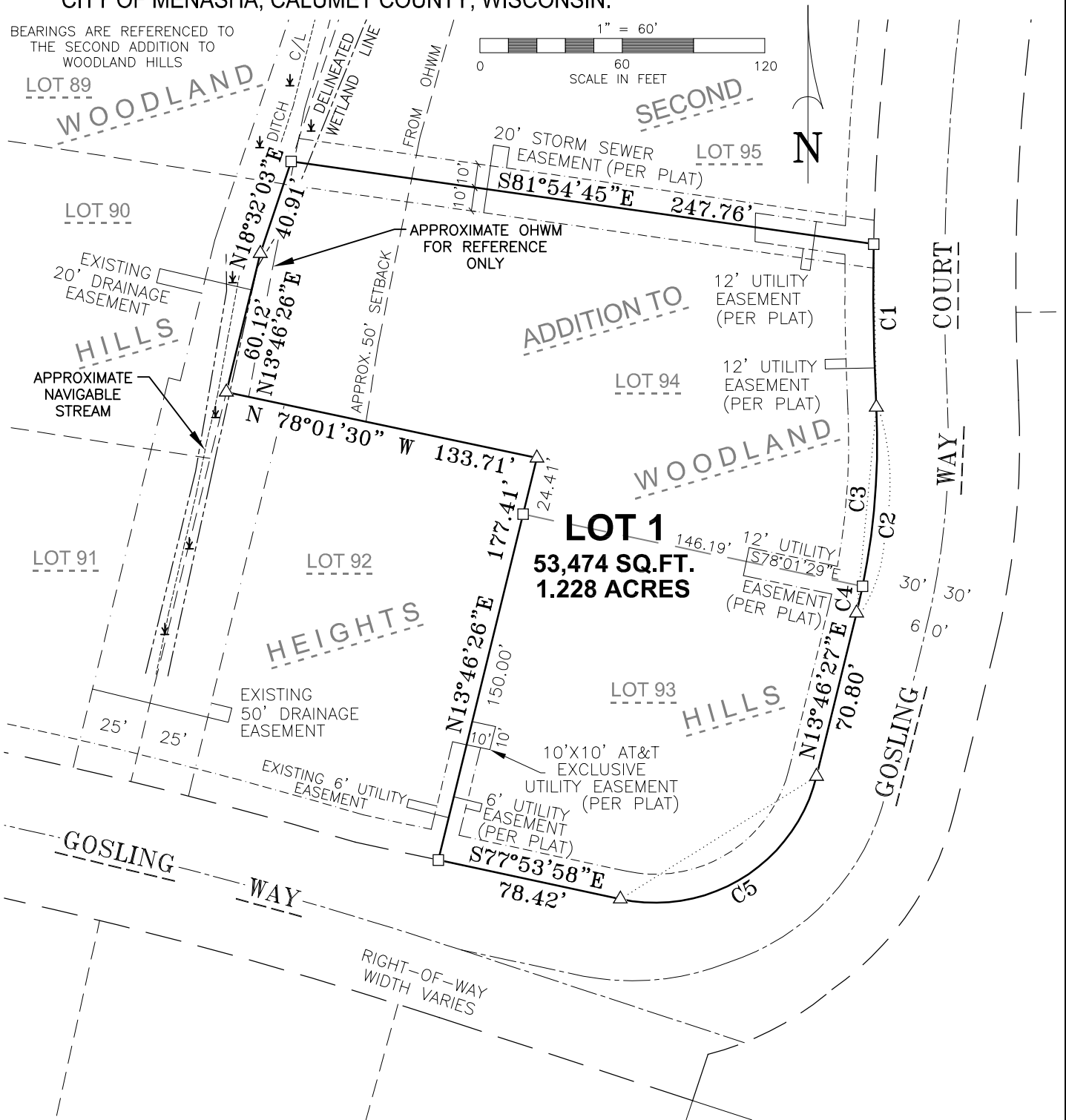
Recommendation

Approval of the Certified Survey Map as proposed consolidating 906 and 914 Gosling Way Court (Parcel # 7-00848-16 and 7-00848-17).

CERTIFIED SURVEY MAP NO. _____

ALL OF LOTS 93 AND 94 SECOND ADDITION TO WOODLAND HILLS, BEING PART OF THE NORTHWEST 1/4 OF THE NORTHWEST 1/4, OF SECTION 17, AND PART OF THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4, OF SECTION 8, TOWNSHIP 20 NORTH, RANGE 18 EAST, CITY OF MENASHA, CALUMET COUNTY, WISCONSIN.

BEARINGS ARE REFERENCED TO THE SECOND ADDITION TO WOODLAND HILLS



CURVE TABLE					
CURVE	RADIUS	DELTA	LENGTH	CHORD BEARING	CHORD
1	1030.00'	003°49'27"	68.75'	S 00°56'29.5" E	68.73'
2	300.94'	016°37'40"	87.33'	N 05°27'37.0" E	87.03'
3	300.94'	014°25'56"	75.80'	N 04°21'45.0" E	75.60'
4	300.94'	002°11'44"	11.53'	N 12°40'35.0" E	11.53'
5	70.00'	088°19'35"	107.91'	N 57°56'14.5" E	97.54'

LEGEND

- 1" O.D. IRON PIPE FOUND
- △ 1-1/4" O.D. REBAR FOUND
- ⌵ DELINEATED WETLANDS PER PLAT
- OHWM ORDINARY HIGH WATER MARK

Martenson & Eisele, Inc.

1377 Midway Road
Menasha, WI 54952
www.martenson-eisele.com
info@martenson-eisele.com
920.731.0381 1.800.236.0381

Planning
Environmental
Surveying
Engineering
Architecture

SURVEY FOR:
RJM CONSTRUCTION, LLC
ATTN: RYAN J. MINLSCHMIDT
601 W. FOREST STREET
BLACK CREEK, WI 54106

PROJECT NO. 1-0312-002
FILE 1-0312-002csm SHEET 1 OF 3
THIS INSTRUMENT WAS DRAFTED BY: C.Cleary

ALL OF LOTS 93 AND 94 SECOND ADDITION TO WOODLAND HILLS, BEING PART OF THE
NORTHWEST 1/4 OF THE NORTHWEST 1/4, OF SECTION 17, AND PART OF THE
SOUTHWEST 1/4 OF THE SOUTHWEST 1/4, OF SECTION 8,
TOWNSHIP 20 NORTH, RANGE 18 EAST,
CITY OF MENASHA, CALUMET COUNTY, WISCONSIN.

I, CHRISTOPHER R. CLEARY, PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY:

THAT I HAVE FULLY COMPLIED WITH CHAPTER 236.34 OF THE WISCONSIN STATUTES AND WITH THE CITY OF MENASHA SUBDIVISION ORDINANCE IN SURVEYING, COMBINING AND MAPPING THE SAME.

GIVEN UNDER MY HAND THIS 14TH DAY OF AUGUST, 2019.

CHRISTOPHER R. CLEARY, PROFESSIONAL LAND SURVEYOR S-2551

OWNERS OF RECORD:	RECORDING INFORMATION:	PARCEL NUMBER:
CHARLES J. & JULIE M. BURGESS	LOT 93 SECOND ADDITION TO WOODLAND HILLS	7-00848-16
CHARLES J. & JULIE M. BURGESS	LOT 94 SECOND ADDITION TO WOODLAND HILLS	7-00848-17

DATED THIS _____ DAY OF _____, 2019.

CITY CLERK

COUNTY TREASURER _____ DATE _____

ALL OF LOTS 93 AND 94 SECOND ADDITION TO WOODLAND HILLS, BEING PART OF THE
NORTHWEST 1/4 OF THE NORTHWEST 1/4, OF SECTION 17, AND PART OF THE
SOUTHWEST 1/4 OF THE SOUTHWEST 1/4, OF SECTION 8,
TOWNSHIP 20 NORTH, RANGE 18 EAST,
CITY OF MENASHA, CALUMET COUNTY, WISCONSIN.

AS OWNER I, THE UNDERSIGNED, HEREBY CERTIFY THAT I CAUSED THE LAND ABOVE DESCRIBED TO BE SURVEYED, MAPPED AND COMBINED AS SHOWN AND REPRESENTED ON THIS MAP.

DATED THIS _____ DAY OF _____, 2019.

CHARLES J. BURGESS	JULIE M. BURGESS
STATE OF WISCONSIN)	
) SS	
WINNEBAGO COUNTY)	

PERSONALLY CAME BEFORE ME ON THE _____ DAY
OF _____, 2019, THE ABOVE OWNER(S)
TO ME KNOWN TO BE THE PERSON(S) WHO EXECUTED
THE FOREGOING INSTRUMENT AND ACKNOWLEDGE THE SAME.

NOTARY PUBLIC, STATE OF WISCONSIN
MY COMMISSION (IS PERMANENT) (EXPIRES: _____)

ANY LAND BELOW THE ORDINARY HIGH WATER MARK OF THE NAVIGABLE STREAM, IS SUBJECT TO THE PUBLIC TRUST IN NAVIGABLE WATERS THAT IS ESTABLISHED UNDER ARTICLE IX, SECTION 1 OF THE STATE CONSTITUTION.



MEMORANDUM

Date: August 19, 2019

To: Common Council

From: Community Development Department/SS

RE: **CSM Lot Line Adjustment - Rezoning – 528 Milwaukee Street, Parcel 1-00446-00, and Parcel 1-00397-00 (#1-00396-00, #1-00446-00, and #1-00397-00)**

Background

On June 4, 2019, the Plan Commission reviewed and recommended approval of a Certified Survey Map (CSM) for 528 Milwaukee Street contingent that the property be rezoned from I-1 Heavy Industrial to C-1 General Commercial. The existing lot and use within the property are currently nonconforming within the I-1 Heavy Industrial property. Rezoning the property to C-1 would bring both the use and the lot into conformance, in addition to bringing the property as a whole more consistent with the comprehensive plan.

These two items, being the CSM and the rezoning, were then placed on the June 17, 2019 Common Council meeting for final review and consideration. However, prior to this meeting, staff was informed that the “buyer” of the property was not aware nor in favor of the rezoning change from I-1 to C-1. Due to this, staff suggested that the two items be referred back to Plan Commission to give staff time to determine additional background information as well as allow the buyers of the property to be involved in the entire process. The Council agreed and referred this item back to Plan Commission.

Update

This item was discussed on the June 25, 2019 Plan Commission meeting. The Land Contract Owners of the property were present and further explained their concerns with the Rezoning conditioned with the CSM. Ultimately, the City Plan Commission postponed these items to the following meeting, August 6, 2019. Following this meeting on June 25, 2019 staff did meet with Bill Peveletzke representing the Contract Owner Barb Wilson on June 28, 2019. In that meeting staff suggested alternatives to their concerns, however, never heard back from any representative of the property. Attempts to contact via phone were made on July 15, 2019 where a voicemail was left.

Following the postponement, this item was again placed on the August 6, 2019 Plan Commission meeting. During the public comment period, the representatives of the property stated that they were still not in favor of the rezoning noting concerns with the future use of the property. **The Plan Commission recommended approval both the Certified Survey Map contingent upon the property being rezoned and approval of the Rezoning.**

Additional Background

In the fall of 2017, Barb Wilson entered into a land contract to purchase the north half of parcel 1-00396-00 which included the building, now Wilzke's Pub, at 528 Milwaukee Street. Due to the building encroachment on the adjacent railroad property, Ms. Wilson was not able to get a clear title on the property which is why a land contract was drafted versus the property being officially deeded over. While the land contract is an official agreement to purchase property, the legal owner still remains with the Seller, Judy Giesen-Brickle. However, with this stated, at that time, the County wrongfully created a parcel and listed Ms. Wilson as the property owner.

The proposed CSM acquiring certain property from the railroad led by Ms. Giesen-Brickle and surveyor, Martenson and Eisele (M&E), is intended to allow Ms. Wilson to officially acquire the property. While staff was in communication with M&E, hired on behalf of the Seller through the application and process, the Buyer, Barb Wilson, stated they were not aware of the rezoning included as part of the CSM.

Certified Survey Map and Rezoning

As indicated above, the propose CSM submitted by M&E on behalf of Ms. Giesen-Brickle was to adjust the west lot line of the property to correct the encroachment. Through the City's review, staff recommended to the Plan Commission that the CSM be contingent upon the property also being rezoned from I-1 to C-1. This recommendation was due to several reasons including the following:

- Consistency with the Subdivision Code
 - Any land division shall meet the comprehensive plan and the zoning code (Sec. 14-1-3(a) and 14-1-10).
- Consistency with the Comprehensive Plan
 - Property is specifically called out as low density residential adjacent to community commercial and industrial uses. Low Density Residential states that some appropriately scaled neighborhood-serving commercial uses may be allowed. This commercial property has been in place since the 1930's and continues to be an establishment nested within the City of Menasha along a transitional corridor.
- Consistency with the Zoning Code
 - The existing land use of a mixed use drinking establishment with second floor residential units is not an acceptable use within the I-1 zoning district (Sec 13-1-31).

- Under the C-1 District the existing nonconforming use would become conforming (Sec. 13-1-29).
- The existing and proposed lot size, lot width, lot depth, and front setback does not meet the requirements of I-1 Heavy Industrial (Sec 13-1-31).
 - While the structure itself not meeting the front setbacks would remain nonconforming, under the C-1 District, the primary lot design would become conforming as well (Sec. 13-1-29).

For these reason's staff's recommendation remains that the approval of the CSM as proposed adjusting the lot line of 528 Milwaukee Street should be contingent upon the property being rezoned from I-1 Heavy Industrial to C-1 General Commercial.

Recommendations

Approval of the Certified Survey Map as proposed adjusting the lot line of 528 Milwaukee Street, Parcel 1-00446-00 and Parcel 1-00397-00 (#1-00396-00, #1-00446-00, and #1-00397-00) with the following condition:

1. 528 Milwaukee Street, parcel #1-00396-00 (Lot 1 of the proposed CSM as published) is rezoned from Heavy Industrial District (I-1) to General Commercial District (C-1).

Approve the rezoning of 528 Milwaukee Street from Heavy Industrial District (I-1) to General Commercial District (C-1) as published with Lot one of the proposed CSM (#1-00396-00).

WITNESS CORNER TO THE CENTER OF SECTION 15 T20N, R17E

CENTER OF SECTION 15 T20N, R17E (IN BUILDING)

RIGHT-OF-WAY ESTABLISHED FROM SIXTH STREET R.O.W. SURVEY PREPARED BY MAYER LAND SURVEYING, DATED 04-29-1991

SIXTH STREET

EAST 1/4 CORNER SECTION 15 T20N, R17E

311.29' 1062.25' 107.68' 180.18' 12.50' 60.00' 72.50' 150.00' 150.00' 1261.34' 2634.89' 4.26' 5.2'

S00°49'43"W S074°02'36"E S89°25'51"E

68.38' 726.39' 31.10' 100.00' 2412.76'

LOT 4 C.S.M. NO. 1340

PART OF LOT 5

ASSESSOR'S LOT 2 23,532 SQ.FT. 0.54 ACRES

LOT 1 10,875 SQ.FT. 0.25 ACRES

MAP EXISTING GARAGE

LOT 1

SUBDIVISION OF W. 60' OF 1924

WISCONSIN CENTRAL LTD.

DARLING'S

ADDITION

OWNER: WISCONSIN CENTRAL LTD.

OWNER: SUN CHEMICAL CORP. DOC. NO. 671391

THE NE 1/4 SE 1/4 SEC. 15 LOT 2

OWNER: WISCONSIN CENTRAL LTD. BOOK 125 PAGE 437

BEARINGS ARE REFERENCED TO THE WINNEBAGO COUNTY COORDINATE SYSTEM NAD83(1997), IN WHICH THE EAST LINE OF THE SOUTHEAST 1/4 OF SECTION 15, BEARS N00°20'16"E

1" = 50'

0 50 100 SCALE IN FEET

CURVE DATA

C1

RADIUS = 1030.13'

DELTA = 011°17'55"

LENGTH = 203.14'

CHORD = N05°57'35"E 202.81'

MEANDER CORNER TO SOUTHEAST CORNER SECTION 15 T20N, R17E

Martenson & Eisele, Inc.

 1377 Midway Road
Menasha, WI 54952
www.martenson-eisele.com
info@martenson-eisele.com
920.731.0381 1.800.236.0381

Planning
Environmental
Surveying
Engineering
Architecture

PROJECT NO. 1-0998-001
FILE 1-0998-001csm.dwg SHEET 1 OF 4
THIS INSTRUMENT WAS DRAFTED BY: A.Sedlar

City of Menasha Disbursements

Weekly Accounts Payable	8/8/19-8/15/19	\$ 2,975,779.91
	Checks # 65607-65734	
	Void Check # 65553	\$ (1,300.00)

Bi-Weekly Payroll	8/15/19	\$ 216,193.50
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Additional Regular Cycle Accounts Payables -Paid Electronically

Nationwide Deferred Compensation	8/2/19	\$ 7,200.00
Wisconsin Deferred Compensation	8/2/19	\$ 6,169.25
Delta Dental	8/7/19	\$ 3,321.80
Federal Tax Withholding	8/7/19	\$ 74,543.47
World Pay Charges-FFM	8/8/19	\$ 32.45
Credit Card Fee	8/9/19	\$ 30.45
Delta Dental	8/14/19	\$ 1,459.00
Community First Credit Union-Payroll Deductions	8/15/19	\$ 546.00
Employee Benefits-Flex Spending	8/15/19	\$ 4,925.41
Employee Benefits-HRA	8/15/19	\$ 4,847.15
Banking Fee	8/15/19	\$ 8.81
		<u>\$ 103,083.79</u>
Total		<u>\$ 3,293,757.20</u>

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


 John Jacobs
 Administrative Services Director/Comptroller/Treasurer

8/15/2019
 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: 8/8/2019

Date: 8/8/2019

<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	65607	8/8/2019	1909656	731-1022-541.30-18	94.13	Cable Ties/Wire/Drill Parts
			Total for check: 65607		94.13	
ADAMSON INDUSTRIES CORP	65608	8/8/2019	143284	100-0801-521.29-04	775.85	Seat Covers
			Total for check: 65608		775.85	
APPLETON SCHOOL DISTRICT	65609	8/8/2019	TAX COLLECTION	100-0000-203.05-00	64,798.46	Tax Collection
			Total for check: 65609		64,798.46	
ARING EQUIPMENT COMPANY INC	65610	8/8/2019	750794	731-1022-541.38-03	156.89	Filter/Washer
		8/8/2019	751030	731-1022-541.38-03	(68.80)	Credit
			Total for check: 65610		88.09	
ARROW AUDIO	65611	8/8/2019	7326	743-0403-513.21-04	202.50	AV Servicing
			Total for check: 65611		202.50	
ASSESSMENT TECHNOLOGIES LLC	65612	8/8/2019	8359	743-0403-513.24-04	156.25	MarketDrive Support
			Total for check: 65612		156.25	
ASSOCIATED APPRAISAL CONSULTANTS	65613	8/8/2019	143635	100-0402-513.21-09	5,000.00	August Assessment Service
					61.66	Internet Postings
				100-0402-513.30-11	36.00	Postage
			Total for check: 65613		5,097.66	
BADGER LABORATORIES INC	65614	8/8/2019	19-008170	601-1020-543.21-02	346.50	Testing/MU
			Total for check: 65614		346.50	

AP Check Register

Check Date: 8/8/2019

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
BIANEW	65615	8/8/2019	BIANEW	100-0301-523.34-02	32.00	Seminar
			Total for check: 65615		32.00	
BRAZEE'S ACE HARDWARE	65616	8/8/2019	045912	100-0703-553.30-18	11.93	Fasteners
			Total for check: 65616		11.93	
CAREW CONCRETE & SUPPLY CO INC	65617	8/8/2019	1135723	100-1004-541.30-18	51.44	Part
			Total for check: 65617		51.44	
GREAT LAKES COCA-COLA DISTRIBUTION	65618	8/8/2019	2650204538	100-0704-552.30-17	319.85	Concessions
		8/8/2019	2650204595	100-0704-552.30-17	548.32	Concessions
			Total for check: 65618		868.17	
COMPLETE OFFICE OF WISCONSIN	65619	8/8/2019	399364	100-0801-521.30-10	215.75	Office Supplies
			Total for check: 65619		215.75	
FIRST AMERICAN TITLE INSURANCE CO	65620	8/8/2019	925-650247147	100-0301-523.30-18	50.00	816 Sixth Street
			Total for check: 65620		50.00	
EZ GLIDE GARAGE DOORS AND OPENERS	65621	8/8/2019	0162692-IN	100-1008-541.24-03	125.00	Door Repair
			Total for check: 65621		125.00	
JFTCO INC	65622	8/8/2019	C 219634	731-1022-541.38-03	91.25	Kit Seal
			Total for check: 65622		91.25	
FACTORY MOTOR PARTS CO	65624	8/8/2019	18-1786257	731-1022-541.38-03	(266.74)	CREDIT Rotor/Seal
		8/8/2019	18-1789339	731-1022-541.38-03	(249.94)	Calipers
		8/8/2019	18-1789855	731-1022-541.38-03	99.36	Break Cleaner
		8/8/2019	18-1789909	731-1022-541.38-03	28.13	Lube Filters

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FACTORY MOTOR PARTS CO...	65624...	8/8/2019	18-1790165	731-1022-541.38-03	24.50	Part	
		8/8/2019	18-1790667	731-1022-541.38-03	430.18	Parts	
		8/8/2019	18-1791201	731-1022-541.38-03	(68.25)	Battery Cores	CREDIT
		8/8/2019	18-1792099	731-1022-541.38-03	349.76	Parts	
		8/8/2019	18-1792368	731-1022-541.38-03	(27.25)	Battery Cores	CREDIT
		8/8/2019	18-1793942	731-1022-541.38-04	29.57	Air Panel/Auto Fogger	
		8/8/2019	18-1794041	731-1022-541.38-04	202.12	Spark Plugs/Filters	
		8/8/2019	18-1794070	731-1022-541.38-03	204.00	Part	
		8/8/2019	18-1794548	731-1022-541.38-04	129.12	Part	
		8/8/2019	18-1796015	731-1022-541.38-03	54.70	Filters	
		8/8/2019	18-1796526	731-1022-541.38-04	131.04	Brake Rotors/Discs	
		8/8/2019	18-1796692	731-1022-541.38-04	314.38	Calipers	
		8/8/2019	18-1796750	731-1022-541.38-04	157.19	Calipers	
		8/8/2019	18-Z17661	731-1022-541.38-03	(37.00)	Battery Core	CREDIT
		8/8/2019	18-Z17716	731-1022-541.30-18	35.57	Batteries	
		8/8/2019	50-2449078	731-1022-541.38-03	45.30	Air Filter	
		8/8/2019	50-2454594	731-1022-541.38-03	8.01	Plug	
		8/8/2019	50-2472980	731-1022-541.38-04	215.86	Part	
	Total for check: 65624				1,809.61		
FERGUSON WATERWORKS #1476	65625	8/8/2019	0275623	731-1022-541.30-18	875.52	Gloves	
		8/8/2019	0277710	601-1020-543.30-18	177.13	Parts	
	Total for check: 65625				1,052.65		
FOX STAMP SIGN & SPECIALTY	65626	8/8/2019	9901414	470-0703-553.82-02	640.00	Panel	Tayco St Fountain
	Total for check: 65626				640.00		
FOX VALLEY TECHNICAL COLLEGE	65627	8/8/2019	TAX COLLECTION	100-0000-203.04-00	203,885.26	Tax Collection	
	Total for check: 65627				203,885.26		

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GRAINGER INC	65628	8/8/2019	9219700508	100-0703-553.30-18	23.07	Pin Lug Swivel
			Total for check: 65628		23.07	
H&R SAFETY SOLUTIONS LLC	65629	8/8/2019	4023	100-1002-541.30-15	437.76	Construction Marking Paint
				625-1002-541.30-15	145.92	Construction Marking Paint
			Total for check: 65629		583.68	
HARRISON UTILITIES	65630	8/8/2019	ENG INSPECTION	492-1003-541.82-02	1,760.00	Engineering Inspection Community Way
		8/8/2019	HARRISON	485-1003-541.82-02	35.65	Hydrant/Bulk Water Usage
			Total for check: 65630		1,795.65	
INTEGRATED PRINTING LABELS & PROMO	65631	8/8/2019	93364	100-0704-552.29-01	110.00	Printing Grunski Posters
		8/8/2019	93365	100-0702-552.29-01	398.00	Printing Race Brochure
			Total for check: 65631		508.00	
PATRICK JAMES	65632	8/8/2019	JAMES EXPENSE	743-0403-513.33-01	38.16	GIPAW Conf Mileage
				743-0403-513.34-03	164.00	GIPAW Conf Lodging
			Total for check: 65632		202.16	
KL ENGINEERING INC	65633	8/8/2019	20190377	485-0703-553.21-02	13,041.24	Engineering Province Terrace Trail
			Total for check: 65633		13,041.24	
KNORR AUTO BODY	65634	8/8/2019	17603	731-1022-541.30-18	200.00	Rust Proof
			Total for check: 65634		200.00	
LEVENHAGEN OIL CORPORATION	65635	8/8/2019	068440A-IN	100-0000-131.00-00	13,072.90	Fuel
		8/8/2019	99214	207-0707-552.38-01	419.50	Fuel
			Total for check: 65635		13,492.40	

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MARCO TECHNOLOGIES LLC	65636	8/8/2019	INV6616499	743-0403-513.30-15	73.87	Backup Server	Flash Memory
Total for check: 65636					73.87		
MATTHEWS TIRE & SERVICE CENTER	65637	8/8/2019	70933	731-1022-541.38-03	40.36	Valve Stem/Labor	
		8/8/2019	70948	731-1022-541.38-02	661.84	Tires/Valve Stem/Hardware	
Total for check: 65637					702.20		
MENARDS-APPLETON EAST	65638	8/8/2019	64745	100-1009-541.30-18	157.50	Wood	
Total for check: 65638					157.50		
MENASHA JOINT SCHOOL DISTRICT	65639	8/8/2019	TAX COLLECTION	100-0000-203.03-00	2,115,366.21	Tax Collection	
Total for check: 65639					2,115,366.21		
MENASHA JOINT SCHOOL DISTRICT	65640	8/8/2019	JULY MOB HOME	100-0000-412.00-00	5,574.97	July Mobile Home	
Total for check: 65640					5,574.97		
POSTMASTER	65641	8/8/2019	POSTMASTER	100-1006-541.30-11	55.00	Postage	
				266-1027-543.30-11	55.00	Postage	
				266-1028-543.30-11	55.00	Postage	
Total for check: 65641					165.00		
MENASHA TREASURER	65642	8/8/2019	REC GRUNSKI	100-0702-552.30-18	300.00	Grunski Runski Start Up	
Total for check: 65642					300.00		
MENASHA UTILITIES	65643	8/8/2019	004674	601-0401-513.25-02	16,187.85	June Sewer Charges	
				625-0401-513.25-01	1,720.23	June Stormwater Charges	
		8/8/2019	MENASHA UTILITY	100-0000-123.00-00	8.98	Electric	6/7/19 - 7/8/19
				100-0703-553.22-03	179.76	Electric	6/7/19 - 7/8/19
				100-0703-553.22-05	321.34	Water	6/7/19 - 7/8/19
				100-0703-553.22-06	184.81	Storm	6/7/19 - 7/8/19

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MENASHA UTILITIES...	65643...	8/8/2019...	MENASHA UTILITY..	100-1008-541.22-03	199.86	Electric 6/7/19 - 7/8/19
				100-1012-541.22-03	14.35	Electric 6/7/19 - 7/8/19
				601-1020-543.22-03	220.06	Electric 6/7/19 - 7/8/19
				731-1022-541.22-03	28.73	Electric 6/7/19 - 7/8/19
				Total for check: 65643	19,065.97	
MODERN DAIRY	65644	8/8/2019	INV-266672	100-0704-552.30-17	490.78	Concessions
				Total for check: 65644	490.78	
MUTT MITT	65645	8/8/2019	288130	207-0707-552.30-18	98.61	Pet Bags
				Total for check: 65645	98.61	
N&M AUTO SUPPLY	65646	8/8/2019	680457	731-1022-541.38-03	19.94	Halogen Capsule
			680524	731-1022-541.38-03	65.01	Intermix
			681539	731-1022-541.38-03	82.14	Tailgate Support Cable
			681574	731-1022-541.38-03	(41.07)	Tailgate Cable
			681956	731-1022-541.38-03	61.03	Tube Adapter/Fuse Holders
			682039	731-1022-541.38-02	51.54	Battery/Core Deposit
			682161	731-1022-541.38-04	7.15	Duct Cleaner
			682278	731-1022-541.38-03	(10.00)	Core Deposit CREDIT
			682840	731-1022-541.38-03	34.80	Brake Fluid Steering Fluid
			682894	731-1022-541.38-03	1.77	Valve Stem
			Total for check: 65646		272.31	
NEENAH-MENASHA SEWERAGE COMMISSION	65647	8/8/2019	2019-120	601-1021-543.25-01	41,656.30	Wastewater Treatment August
			2019-126	601-1021-543.25-01	15,148.00	Aug 2019 Interest & Debt Charges
			Total for check: 65647		56,804.30	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
OUTAGAMIE COUNTY	65648	8/8/2019	120449	100-0805-521.25-01	1,560.00	Lodging Jan-June
			Total for check: 65648		1,560.00	
PACKER CITY INTL TRUCKS INC	65649	8/8/2019	S103075715:01	731-1022-541.38-03	264.14	Filters
		8/8/2019	X103073306:03	731-1022-541.38-03	35.80	Air Filter
		8/8/2019	X103075414:01	731-1022-541.38-03	38.34	Air Tanks/PartsElbow
		8/8/2019	X10307546601	731-1022-541.38-03	5.56	Rings
		8/8/2019	X10307547001	731-1022-541.38-03	92.42	Adapter/Gasket Liquid
		8/8/2019	X103075471:01	731-1022-541.38-03	13.87	Adapter Retainer
		8/8/2019	X103075715:02	731-1022-541.38-03	104.68	Filters
		8/8/2019	X103075928:01	731-1022-541.38-03	173.43	Filters
		8/8/2019	X103075928:02	731-1022-541.38-03	11.14	Fuel
		8/8/2019	X103076192:01	731-1022-541.38-03	172.75	Mud Flaps/Filters
		8/8/2019	X103076289:01	731-1022-541.38-03	69.37	Filters
			Total for check: 65649		981.50	
REGISTRATION FEE TRUST	65650	8/8/2019	REG FEE TRUST	731-1022-541.32-01	74.50	Registration
			Total for check: 65650		74.50	
REINDERS INC	65651	8/8/2019	2677437-00	100-0703-553.30-18	103.68	Replacement Screen Fountain
			Total for check: 65651		103.68	
RIESTERER & SCHNELL INC	65652	8/8/2019	1586676	731-1022-541.38-03	62.24	Thermostat/Gasket
			Total for check: 65652		62.24	
SAFETY-KLEEN SYSTEMS	65653	8/8/2019	80508785	266-1027-543.21-06	150.00	Antifreeze
			Total for check: 65653		150.00	

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SANOFI PASTEUR INC	65654	8/8/2019	912535737	100-0903-531.30-18	73.13	Tubersol
			Total for check: 65654		73.13	
SECURIAN FINANCIAL GROUP INC	65655	8/8/2019	POLICY #002832L	100-0000-204.07-00	2,938.71	Life Insurance
			Total for check: 65655		2,938.71	
SERVICE MOTOR COMPANY	65656	8/8/2019	P17309	731-1022-541.38-03	179.67	Multi Belts
		8/8/2019	P17312	731-1022-541.38-03	85.27	Multi Belt
		8/8/2019	P17372	731-1022-541.38-03	16.17	Shipping On Part
		8/8/2019	P17375	731-1022-541.38-03	500.85	Pulley/Key/Shaft/Seal
			Total for check: 65656		781.96	
SMT MANUFACTURING & SUPPLY LLC	65657	8/8/2019	0059123-IN	731-1022-541.38-03	13.20	Oil Seal
			Total for check: 65657		13.20	
STAPLES BUSINESS ADVANTAGE	65658	8/8/2019	8055020294	100-0203-512.30-10	20.32	Office Supplies
				100-0702-552.30-10	25.83	Office Supplies
				100-0704-552.30-10	18.98	Office Supplies
				100-1002-541.30-10	86.87	Office Supplies
				625-1002-541.30-10	33.56	Office Supplies
			Total for check: 65658		185.56	
SUPERION LLC	65659	8/8/2019	245116	743-0403-513.24-04	2,806.00	Financial Software August
			Total for check: 65659		2,806.00	
TKK ELECTRONICS LLC	65660	8/8/2019	104212680	100-0801-521.30-12	7,670.00	Tablets
			Total for check: 65660		7,670.00	

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TRIO INC	65661	8/8/2019	0113477	100-0704-552.24-04	155.00	Service on Freezer	
			Total for check: 65661		155.00		
UNIFIRST CORPORATION	65662	8/8/2019	097 0287776	731-1022-541.20-01	163.59	Cleaning Service	
			Total for check: 65662		163.59		
UNITED PAPER CORPORATION	65663	8/8/2019	139500	100-0000-132.00-00	2,413.69	Paper Products	Trash Bags
		8/8/2019	139559	100-0703-553.24-03	177.38	TP Dispenser	
			Total for check: 65663		2,591.07		
US POSTAL SERVICE	65664	8/8/2019	CUST #08022546	100-0000-133.00-00	3,000.00	Postage	
			Total for check: 65664		3,000.00		
JANET VANLANKVELT	65665	8/8/2019	VANLANKVELT	100-0000-201.12-00	91.48	Quilting	
			Total for check: 65665		91.48		
VGM	65666	8/8/2019	270406	731-1022-541.38-03	425.04	Chipper Knife	
			Total for check: 65666		425.04		
WE ENERGIES	65667	8/8/2019	3816-650-595	100-0703-553.22-04	1,042.02	Street Lighting	6/20/19-7/19/19
		8/8/2019	4410-797-129	100-0703-553.22-03	38.27	US Hwy 10 & STH 114	Electric
			Total for check: 65667		1,080.29		
WIL-KIL PEST CONTROL	65668	8/8/2019	3682587	100-0704-552.20-07	92.50	Commercial Contract	
		8/8/2019	3683039	100-0703-553.20-07	105.00	Spiders	
			Total for check: 65668		197.50		

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WINNEBAGO COUNTY TREASURER	65669	8/8/2019	14868	266-1029-543.25-01	1,319.00	Freon Appliances	Microwaves
Total for check: 65669					1,319.00		
WINNEBAGO LIQUID WASTE	65670	8/8/2019	7643	100-0703-553.20-09	75.00	Cleaning Service	
Total for check: 65670					75.00		
WISCNET	65671	8/8/2019	14286	743-0403-513.21-04	750.00	Qtr 2 Internet Access	
Total for check: 65671					750.00		
WISCONSIN DEPT OF JUSTICE	65672	8/8/2019	ACCT G3228	100-0202-512.21-06	14.00	Transactions	
Total for check: 65672					14.00		
WISCONSIN DEPT OF JUSTICE-TIME	65673	8/8/2019	455TIME-7048	100-0801-521.22-01	498.00	Time Access	July-Sept
Total for check: 65673					498.00		
ZANDER PRESS INC	65674	8/8/2019	90648	100-0402-513.29-01	411.16	Assessor Envelopes	
Total for check: 65674					411.16		
					2,537,482.03		

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WINNEBAGO COUNTY TREASURER	65675	8/12/2019	WINN CO TREAS	100-0000-121.01-00	(500,873.37)	Winnebago County	Tax Settlement
				100-0000-203.02-00	897,973.97	Winnebago County	Tax Settlement
Total for check: 65675					<u>397,100.60</u>		
					<u>397,100.60</u>		

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ACCURATE	65676	8/15/2019	1909451	731-1022-541.38-03	195.15	Spiral Wrap
		8/15/2019	1909999	731-1022-541.38-03	72.00	Cable Ties/Drill/Brake
	Total for check: 65676				267.15	
AMT	65677	8/15/2019	20190815	100-0000-202.08-00	238.00	PAYROLL SUMMARY
					238.00	
APPLETON ELECTRONICS SUPPLY LLC	65678	8/15/2019	23605	731-1022-541.38-03	20.44	Switch
					20.44	
BECK ELECTRIC INC	65679	8/15/2019	AU1319-COM-ED-2	100-1008-541.24-04	225.00	Storm Damage-Electrical Third & Racine
		8/15/2019	AU1319-COM-ED-3	100-1008-541.24-04	37.50	Traffic Signal Damage Third & Tayco
	Total for check: 65679				262.50	
BERGSTROM	65680	8/15/2019	49381	731-1022-541.38-03	86.25	Mat Kit
					86.25	
BLUE PRINT SERVICE CO INC	65681	8/15/2019	126534	100-1002-541.30-15	315.44	Ink Tanks
				601-1020-543.30-15	157.72	Ink Tanks
				625-1002-541.30-15	157.72	Ink Tanks
				Total for check: 65681	630.88	
BRAZEE'S ACE HARDWARE	65682	8/15/2019	045936	100-0703-553.30-13	3.99	Cleaner
					3.99	
HEIDI BUTTON	65683	8/15/2019	BUTTON	100-0305-562.70-01	1,000.00	Paint & Restore Grant
					1,000.00	

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CDW GOVERNMENT INC	65684	8/15/2019	RSJ5231	743-0403-513.24-04	627.84	Microsoft Server Lic
			Total for check: 65684		627.84	
COMPLETE OFFICE OF WISCONSIN	65685	8/15/2019	402569	100-0801-521.30-10	25.05	Office Supplies
			Total for check: 65685		25.05	
EARTHLINK BUSINESS	65686	8/15/2019	ACCT#8026082	100-0601-551.22-01	71.54	Library Analog Lines Security System
			Total for check: 65686		71.54	
ENVISIONINK PRINTING SOLUTIONS	65687	8/15/2019	192805	100-1016-543.29-01	60.00	Bulky Item Collection
			Total for check: 65687		60.00	
EVERGREEN POWER	65688	8/15/2019	3160	100-0706-561.30-15	900.00	Blower/Pruner
			Total for check: 65688		900.00	
FERGUSON ENTERPRISES #1550	65689	8/15/2019	5154890	100-0703-553.24-03	116.37	Parts
			Total for check: 65689		116.37	
FONDY AUTO ELECTRIC	65690	8/15/2019	A89645	731-1022-541.38-03	145.00	Alternator
		8/15/2019	A91048	731-1022-541.38-03	287.88	Parts
		8/15/2019	A91527	731-1022-541.38-03	184.78	Reman Alt Dr
			Total for check: 65690		617.66	
FOX CROSSING UTILITIES	65691	8/15/2019	ACCT#127-36488	100-0701-533.22-06	325.05	Stormwater-206 North St 4/15/19-7/15/19
		8/15/2019	ACCT#127-65515	100-0703-553.22-06	28.88	Stormwater 4/15/19-7/15/19
			Total for check: 65691		353.93	
GREEN BOYZ LAWN CARE	65692	8/15/2019	60616	100-0601-551.24-03	47.50	Fertilizer/Weed Control

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GREEN BOYZ LAWCARE...	65692...	8/15/2019...	60616...	100-0801-521.20-06	47.50	Fertilizer/Weed Control
			Total for check: 65692		95.00	
GRIESBACH READY-MIX LLC	65693	8/15/2019	4579	100-1004-541.30-18	470.00	Concrete
					775.00	Concrete
				625-1003-541.30-18	1,922.00	Concrete
			Total for check: 65693		3,167.00	
GUNDERSON CLEANERS	65694	8/15/2019	759410	100-0801-521.30-13	36.39	Cleaning Services
			Total for check: 65694		36.39	
GUZMAN, MARIO	65695	8/15/2019	GUZMAN	100-0000-422.01-00	70.00	Permit Refund-201 Depere No Work Completed
			Total for check: 65695		70.00	
CANDI HUBER	65696	8/15/2019	HUBER	100-0202-512.34-01	31.46	Mileage Reimbursement C&B Conference
			Total for check: 65696		31.46	
JOE'S POWER CENTER	65697	8/15/2019	47475	731-1022-541.38-03	28.38	Throttle Cable
		8/15/2019	49650	731-1022-541.38-03	43.05	Oil Sensor Cp
			Total for check: 65697		71.43	
JX ENTERPRISES INC	65698	8/15/2019	2434066P	731-1022-541.38-03	43.98	Cleaner
			Total for check: 65698		43.98	
KITZ & PFEIL INC	65701	8/15/2019	20569	100-0703-553.30-18	17.99	Sprinkler
		8/15/2019	20598	100-0704-552.30-18	38.68	Maglite/Thermometer
		8/15/2019	20617	100-0703-553.30-18	16.19	Bit Set
		8/15/2019	20619	100-0703-553.30-18	38.21	Tube/Wire/Torch Kit
		8/15/2019	20620	100-0704-552.30-18	13.73	Pool Supplies
		8/15/2019	20628	100-0703-553.30-18	20.69	Paint Tape

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KITZ & PFEIL INC...	65701...	8/15/2019	20638	100-0704-552.30-10	15.09	Supplies
		8/15/2019	20651	731-1022-541.38-03	6.82	Bolts
		8/15/2019	20654	100-0704-552.30-15	32.39	Bolt Cutter
		8/15/2019	20655	100-0703-553.30-18	5.36	Flag Pole Parts
				100-1012-541.30-18	14.48	Street Light Parts
		8/15/2019	20717	100-0704-552.30-18	7.72	Bucket
		8/15/2019	20730	100-0703-553.30-18	80.08	Screws
		8/15/2019	20738	100-0801-521.24-03	16.43	Wallboard Kit/Hang Strip
		8/15/2019	20741	100-0703-553.30-18	34.18	Screws
		8/15/2019	20748	100-0703-553.30-18	17.80	Skatepark Repairs
		8/15/2019	20755	100-1008-541.30-18	8.98	Tape
		8/15/2019	20772	100-1008-541.30-18	(8.98)	Credit
		8/15/2019	20868	100-0703-553.30-18	39.58	Cutter/Coupling
		8/15/2019	20882	100-0703-553.30-18	17.53	Roundup/Washer
		8/15/2019	20894	100-0703-553.30-18	21.58	Pump Tire
		8/15/2019	20905	100-0703-553.30-18	26.99	W & G Kill Con
		8/15/2019	20912	100-0703-553.30-18	14.10	Tape/Sponge/Sandpaper
		8/15/2019	20924	100-0703-553.30-18	(21.58)	Credit
		8/15/2019	20939	100-0703-553.30-18	14.39	Tape
		8/15/2019	20949	100-0703-553.30-18	12.13	Outlet Strip/Connector
		8/15/2019	20960	731-1022-541.38-03	15.82	Solder & Flux
		8/15/2019	20969	100-0801-521.29-04	4.32	Hardware Misc
		8/15/2019	20974	100-1008-541.30-18	9.86	Knife/Blade
		8/15/2019	20985	100-0703-553.24-03	3.86	Breaker Vacuum Brass
		8/15/2019	21043	100-0703-553.30-18	5.84	Drill Bit
		8/15/2019	21096	100-0704-552.24-04	5.73	Threaded Rod/Nut & Bolts
Total for check: 65701					545.99	
KOHN LAW FIRM SC	65702	8/15/2019	20190815	100-0000-202.08-00	710.12	PAYROLL SUMMARY
Total for check: 65702					710.12	

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KWIK TRIP INC	65703	8/15/2019	ACCT#00244691	100-0801-521.38-01	283.28	Fuel	July
			Total for check: 65703		283.28		
LEVENHAGEN OIL CORPORATION	65704	8/15/2019	068445A-IN	100-0000-131.00-00	17,297.35	Fuel	
			Total for check: 65704		17,297.35		
MARCO TECHNOLOGIES LLC	65705	8/15/2019	64341101	743-0403-513.29-01	141.18	Finance Copy/Print	8/1/19-8/31/19
			Total for check: 65705		141.18		
MATTHEWS TIRE & SERVICE CENTER	65706	8/15/2019	71073	731-1022-541.38-02	127.98	Tires	
			Total for check: 65706		127.98		
MENASHA NEENAH MUNICIPAL COURT	65707	8/15/2019	MNMC	100-0000-201.03-00	363.00	BOND	Report #19-0231
					237.00	BOND	Report #19-0232
			Total for check: 65707		600.00		
MICHELS MATERIALS	65708	8/15/2019	375965	625-1010-541.30-18	625.78	RIP RAP	
			Total for check: 65708		625.78		
MID-AMERICAN RESEARCH CHEMICAL	65709	8/15/2019	0670790-IN	731-1022-541.30-18	112.45	Coil Cleaner	
			Total for check: 65709		112.45		
MORTON SAFETY	65710	8/15/2019	195534-00	100-0903-531.30-18	145.05	Epinephrine	
		8/15/2019	195593-00	731-1022-541.30-18	66.75	Ear Plugs	
			Total for check: 65710		211.80		

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KATE OBERLE	65711	8/15/2019	OBERLE	100-0801-521.34-03	29.41	Meal Reimbursement	June
Total for check: 65711					29.41		
CITY OF OSHKOSH	65712	8/15/2019	REGISTRATION	100-0801-521.34-02	50.00	Bulletproof Spirit Reg.	
Total for check: 65712					50.00		
CURT PRELLWITZ	65713	8/15/2019	PRELLWITZ	743-0403-513.33-01	14.08	Mileage Reimbursement	July
Total for check: 65713					14.08		
ROAD EQUIPMENT	65714	8/15/2019	700677	100-0703-553.30-18	19.00	Floor Screws	
Total for check: 65714					19.00		
SERVICE MOTOR COMPANY	65715	8/15/2019	P17498	731-1022-541.38-03	70.31	Belt	
		8/15/2019	P17751	731-1022-541.38-03	208.73	Tire	
		Total for check: 65715					279.04
SERVICEMASTER BUILDING MAINTENANCE	65716	8/15/2019	30999	100-0801-521.20-01	1,609.00	Janitorial Contract	PD
		8/15/2019	31001	100-0801-521.20-01	55.00	Janitorial Contract	PD Garage
		8/15/2019	31181	100-0704-552.20-01	1,645.00	Janitorial Contract	July
		Total for check: 65716					3,309.00
SHERWIN WILLIAMS CO	65717	8/15/2019	2325-8	100-1008-541.30-18	1,230.00	Paint	
Total for check: 65717					1,230.00		
TRUCK COUNTRY OF WISCONSIN	65718	8/15/2019	X202564207:01	731-1022-541.38-03	35.60	Headlamp	
Total for check: 65718					35.60		

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TRUGREEN PROCESSING CENTER	65719	8/15/2019	CUST#4991099602	100-0501-522.24-03	92.00	Lawn Service	N M Fire-Manitowoc Rd
Total for check: 65719					92.00		
UNIFIRST CORPORATION	65720	8/15/2019	097 0288278	731-1022-541.20-01	247.59	Cleaning Service	
Total for check: 65720					247.59		
US DEPARTMENT OF EDUCATION AWG	65721	8/15/2019	20190815	100-0000-202.08-00	228.71	PAYROLL SUMMARY	
Total for check: 65721					228.71		
US PETROLEUM EQUIPMENT	65722	8/15/2019	121713	207-0707-552.24-02	152.69	Pump Service	
Total for check: 65722					152.69		
VALLEY AQUATIC SOLUTIONS LLC	65723	8/15/2019	0074678-IN	100-0704-552.30-18	792.00	Chemicals	
Total for check: 65723					792.00		
VALLEY POPCORN CO INC	65724	8/15/2019	S711	100-0704-552.30-17	70.65	Concessions	
Total for check: 65724					70.65		
VIEVU	65725	8/15/2019	VVSI-1000301	743-0403-513.24-04	400.00	Vievu Lite Plan	
		8/15/2019	VVSI-1000302	743-0403-513.24-04	200.00	Vievu Solution	
Total for check: 65725					600.00		
WE ENERGIES	65726	8/15/2019	0433-391-934	731-1022-541.22-04	9.90	455 Baldwin-Gas Service	6/30/19-7/30/19
Total for check: 65726					9.90		
WE ENERGIES	65727	8/15/2019	WE ENERGIES	100-0304-562.80-02	703.00	Gas Disconnect	205 Mathewson St
Total for check: 65727					703.00		

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WIL-KIL PEST CONTROL	65728	8/15/2019	3681308	731-1022-541.20-01	72.25	Commercial Contract	PWF
		8/15/2019	3681706	100-1019-552.20-07	35.00	Rats/Mice/Spiders	Racine St/Tender House
		8/15/2019	3681850	100-1019-552.20-07	117.50	Exterior Insect	Racine/tayco Bridge
		8/15/2019	3682996	100-0703-553.20-07	35.00	Commercial Contract	Koslo Park
		Total for check: 65728				259.75	
WINNEBAGO COUNTY CLERK OF COURTS	65729	8/15/2019	WINNCOCLERK	100-0000-201.03-00	385.00	BOND	Report #19-2262
			Total for check: 65729				385.00
WINNEBAGO COUNTY TREASURER	65730	8/15/2019	14883	100-0805-521.25-01	566.06	Stays	
			Total for check: 65730				566.06
WINNEBAGO LIQUID WASTE	65731	8/15/2019	7689	100-0703-553.20-09	75.00	Extra Cleaning Service	
			Total for check: 65731				75.00
WISCONSIN MEDIA	65732	8/15/2019	0002620936	100-0405-513.29-02	1,320.52	Legal Notice Publication June 2019	
			Total for check: 65732				1,320.52
WISCONSIN PARK & RECREATION ASSN	65733	8/15/2019	WPRA	100-0000-441.25-00	276.50	WPRA Great America	7-Tickets
			Total for check: 65733				276.50
WISCONSIN SUPPORT COLLECTIONS	65734	8/15/2019	20190815	100-0000-202.03-00	998.99	PAYROLL SUMMARY	
			Total for check: 65734				998.99
					41,197.28		



To: Menasha Common Council

From: Debbie Galeazzi, City Clerk

RE: Beverage Operator License (Bartender) Applicants

Date: 8/15/2019

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 2019-2021 licensing period:

Christy Godden
Bhuma Subedi
Jamie Derouso
Nawaraj Subedi
Niyaz Brandenburg

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

Derek Pataska



August 15, 2019

Derek D Pataska
1641 S Nicolet Rd #7
Appleton, WI 54914

Re: City of Menasha Alcohol Operators Application

Dear Mr. Derek Pataska,

In conducting a background investigation on your Alcohol Operators application, the following applicable open cases and convictions were noted:

7/26/2019-Fraud Hotel/Restaurant/Tax Cab(worthless checks), Forfeiture, FILED ONLY
07/09/2019- Operating while Suspended, Forfeiture, FILED ONLY
10/05/2018-Operating while Suspended, Forfeiture, Convicted
10/05/2018-Operating without insurance, Forfeiture, Convicted
01/11/2018- Operating while Suspended, Forfeiture, Convicted
11/09/2016- Operating while Revoked, Forfeiture, Convicted
01/11/2016-Disorderly Conduct, Misdemeanor, Convicted
10/02/2015-Misuse of 911, Forfeiture, Convicted
12/11/2015- Operating while Revoked -rev due to alc. con., Misdemeanor, Convicted
12/12/2014-Operating without License, Forfeiture, Convicted
11/01/2013-Resisting Obstructing an Officer, Misdemeanor, Convicted
11/01/2013-Disorderly Conduct, Misdemeanor, Convicted
06/21/2013-Disorderly Conduct, Misdemeanor, Convicted
07/13/2012-Operating W/PAC (3rd), Misdemeanor, Convicted
12/02/2010-Unlawful use of telephone, Forfeiture, Convicted
10/12/2010-Operate while Suspended, Forfeiture, Convicted
04/20/2010-Resisting or Obstructing Officer, Misdemeanor, Convicted

Under the City of Menasha Policy Guidelines for Alcohol Licenses, you **do not** qualify for an Operator License as you are a habitual law offender. The incidents you have been convicted of and your disregard for following the law, as demonstrated by your past convictions and pending charges, illustrate an inability to conform to behaviors that are in the best interest of our community. Individuals granted a Liquor License must act in cooperation with law enforcement to enforce the alcohol beverage laws, and drunken driving laws.

The Police Department is recommending to the Common Council that they deny your application for an Alcohol Operator License within the City of Menasha. The recommendation will be given to the Common Council at their next meeting on 8/19/2019 at 6:00 PM, or shortly thereafter. Should you wish to provide comment to the Common Council on your application, you may do so during the public participation portion of the meeting.

Lt. Nick Thorn
Investigative Services
City of Menasha Police Department

City of Menasha
Alcohol Operators License

Applications and payments should be submitted to the Clerk's office at 100 Main Street, Suite 200.

Cash or Check only. Call 920-967-3608 with questions.

PataSKa, Derek DALE N/A
Last Name First Name Middle Name (Previous names)
1641 S. Nicolet Rd. Appleton, WI. 54914
Street Address City State, Zip

Drivers License or State ID No. 1-6-11-11-11-11 Phone #

Expiration date State of Issue

Height Weight Eye Color Hair Color Gender

Birthdate Age Race Birthplace

Scars, marks, tattoos, etc
CASEY'S General Stores. ☐ Pick Up License ☒ Mail License
Place of Employment

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

Explain all yes answers completely on the back of this form.

Do you currently have any criminal charges pending against you? No
Have you ever been convicted of a felony? No
Have you ever been convicted of a misdemeanor? Yes.
Have you ever been convicted of operating a motor vehicle while under the influence of an intoxicant or drug? Yes
Have you ever been convicted of a violation of any law, statute, or ordinance pertaining to the use or sale of alcohol (including drinking alcohol underage)? No
Have you ever been convicted of a violation of any law, statute, or ordinance pertaining to the possession, use, or sale of illegal drugs? No.
Have you ever been convicted of a criminal traffic offense? Yes.

I understand that the application fee will not be returned if license is denied.

Signature Derek A. PataSKa Date 07-29-19

For Office Use Only	
<input checked="" type="checkbox"/> New License (\$50)	Expires: <u>6/30/2021</u>
<input checked="" type="checkbox"/> Renewal (\$50)	
<input checked="" type="checkbox"/> Provisional (\$65)	<u>9/27/19</u>
<input type="checkbox"/> Temporary (\$25)	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Applicant meets guidelines for issuance of Beverage Operator's License: <input checked="" type="checkbox"/> Taken Responsible Server Training OR held a license in the past 2 years <input type="checkbox"/> Completed and Passed Police Background Check	
Clerk/Deputy Clerk Signature	Date

Explain all yes answers to the questions from the front of this form completely. Include correct charges, dates of offenses, and sentences. Failure to include all information or providing inaccurate information may result in denial of your application

Disorderly Conduct Convicted 11/23/15

PAC. Convicted 07/11/2012

Resisting or obstructing an officer. 11/20/13 Conviction.
Operating after Revocation (outside of my Occupational
Hours at the time - 08/15.

Resisting or obstructing an officer
and a Disorderly Conduct Resulted in only
probation which was successfully completed,
and discharged from probation. No further criminal
activity since 11/2015.

10/2015 Disorderly Conduct. Conviction Date 11/15

09/2013 - Disorderly Conduct Conviction Date 11/01/15

09/2013 - Resisting or obstructing an officer. 11/01/15

04/2013 - Disorderly Conduct. 06/2013

08/2012 ~~OP~~. Operating with a PAC. 07/11/12

08/05/2015 operating after Rev. Due to being outside
of my Occupational Hours at the time.

Forfeiture / Fine ordered.

CITY OF MENASHA POLICY GUIDELINES FOR OPERATOR LICENSES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



Memorandum

Date: August 14, 2019

To: Common Council

From: Joshua Radomski – Public Works Director *JK*

RE: Valley Road – Chain Drive to Forest View Court

Background

On July 16, 2019, the Common Council approved the City of Appleton/City of Menasha/Village of Fox Crossing Valley Road – west of Chain Drive to east of Forestview Court Intergovernmental Agreement. As part of the original intergovernmental agreement, the cost estimate for the City of Menasha was estimated to be \$312,500. Unfortunately the cost estimate substantially underestimated costs for increasing the storm sewer.

There are a couple of items that have led to this increase. The first is that construction costs have substantially increased since last summer which accounts for the \$42,500 increase in costs for the roadway construction. A second factor is that in order to meet the City of Appleton regulations for storm water quantity, the storm sewer within the street must be enlarged. This led to an increase of approximately \$73,000 over the original estimate. A third consideration is that DNR regulations require municipalities to meet certain water quality standards when converting a roadway from ditch cross sections (rural) to curb and gutter (urban). In order to meet the water quality requirements, an alternative which involves constructing a pond on private property north of the roadway would be required. This increased the City of Menasha's cost by approximately \$163,000.

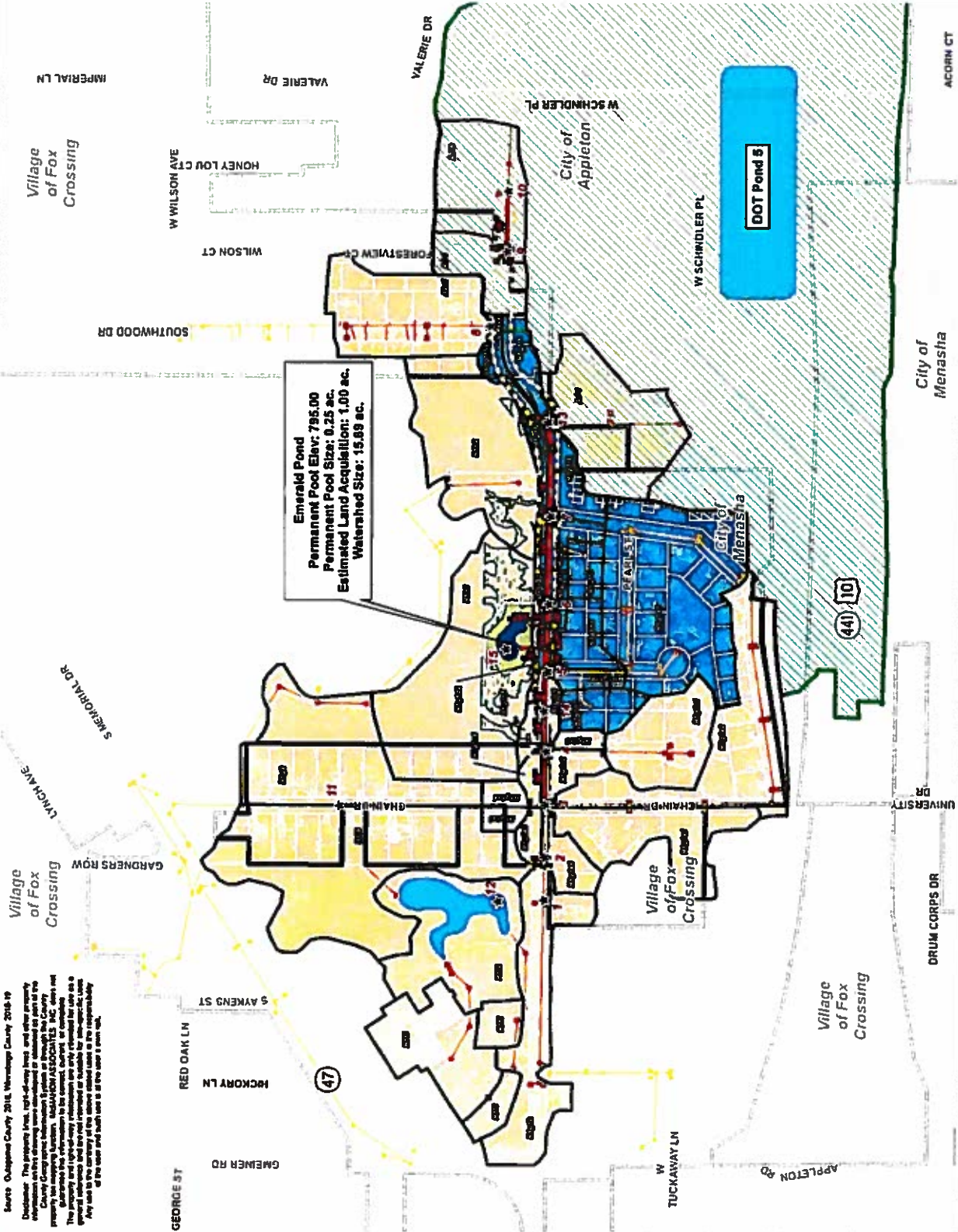
You will notice that the Storm Water Management (Quality) costs are calculated based on a different formula from the rest of the project. This is because the City of Menasha will gain the most from the construction of the pond based on Total Suspended Solids (TSS) removal calculations.

It must also be noted that there will be significant assessments to some of the property owners along Valley Road. Some of the property owners have already paid assessments for construction on Garnet Ct, Emerald Ct and Alcan Dr and will have reduced or zero assessments as part of this project. There are three properties, 1435, 1439 and 1443 Valley Road who have not paid previous assessments. These properties would see special assessment bills of over \$40,000 based on the current construction estimate for this project.

Recommendation

Due to the increased costs associated with this project, staff is seeking Council recommendation as to whether to continue forward with this project.

Source: Outagamie County 2018, Winnebago County 2016-19
 Disclaimer: The property lines, right-of-way lines and other property information on this drawing were obtained or obtained to plan at the County Geographic Information System as shown by the County. The County does not warrant the accuracy of the information and does not guarantee the information to be correct, current, or complete. The property and right-of-way information are only intended for use as a general reference and should not be used for any other purpose. Any use of this drawing and any use of it at the user's own risk.



- Proposed Features**
- Post-Development Drainage Areas and ID Storm System
 - Emerald Pond Land Acquisition Boundary
 - Emerald Pond
 - Emerald Pond Prairie
 - Untreated Area
 - Treated Area
 - Existing Storm System
 - Inlet
 - Manhole
 - Yard Drain
 - Gravity Main
 - DOT Pond 5 Watershed
 - Stormwater Pond
 - Other Mapped Features
 - Point of Interest and ID
 - Study Area Boundary
 - Municipal Boundary
 - Parcel Line
 - Wetland



FIGURE 10
STORMWATER ALTERNATIVE 4
VALLEY ROAD RECONSTRUCTION
STORMWATER STUDY
CITIES OF APPLETON AND MENASHA,
AND VILLAGE OF FOX CROSSING
WINNEBAGO COUNTY, WISCONSIN

CITY OF APPLETON/CITY OF MENASHA/VILLAGE OF FOX CROSSING
Valley Road – west of Chain Drive to east of Forestview Court

INTERGOVERNMENTAL AGREEMENT

FOR A CONCRETE RECONSTRUCTION/URBANIZATION PROJECT

PROJECT TITLE: Valley Road

DATE: June 20, 2018

PROPOSED IMPROVEMENT

The City of Appleton, hereinafter called "Appleton", the City of Menasha, herein called "Menasha" and the Village of Fox Crossing, herein called "Fox Crossing" through their undersigned duly authorized officers or officials, hereby enter into an agreement to reconstruct Valley Road from west of Chain Drive to east of Forestview Court as follows:

1. Concrete pavement 48 feet wide from back of curb to back of curb, with one through lane in each direction and a two way left turn lane.
2. 5-foot sidewalk on both sides of the street.
3. 5.5- foot bike lanes on both sides of the street with 2-foot buffers.
4. Underground utility work to be completed in 2020.
5. Pavement reconstruction to be completed in 2021.

COST ESTIMATE AND PARTICIPATION

PHASE	ESTIMATED COST			
	Estimated Cost	Appleton (34%)	Menasha (25%)	Fox Crossing (41%)
CONSTRUCTION:				
Roadway	\$930,000	\$316,200	\$232,500	\$381,300
Sidewalk	\$120,000	\$40,800	\$30,000	\$49,200
Storm Sewer / Inlets	\$150,000	\$51,000	\$37,500	\$61,500
Engineering & Inspection	\$50,000	\$17,000	\$12,500	\$20,500
TOTAL PROJECT COST:	\$1,250,000	\$425,000	\$312,500	\$512,500

TERMS AND CONDITIONS:

1. The City of Appleton will be the lead agency for the street reconstruction project and associated inlet and inlet lead work. Any other utility work is the responsibility of the applicable community.
2. All plans and specifications for the improvements will be provided for Menasha's and Fox Crossing's review and approval.
3. Cost share is based on frontage within each municipal boundary (City of Appleton 1722', City of Menasha 1260' and Village of Fox Crossing 2028')
4. The project cost in the agreement is an estimate. Menasha and Fox Crossing shall pay Appleton upon completion of the project based on actual costs.

City of Appleton

Attest:

Printed Name:

By:

Timothy M. Hanna, Mayor

Attest:

Printed Name:

By:

Kami Scofield, City Clerk

Provision has been made to pay the liability
that will accrue under this contract.

Approved as to form:

Anthony D. Saucerman, Finance Director

James P. Walsh, City Attorney

City of Menasha

Attest:

Printed Name: PAMELA A CAPTAIN

By:

Donald Merkes, Mayor

Attest:

Printed Name: PAMELA A CAPTAIN

By:

Deborah A. Galcazzi, Clerk

Village of Fox Crossing

Attest:

Printed Name:

By:

Attest:

Printed Name:

By:

PHASE	ESTIMATED COST				
	Estimated Cost	Fox Crossing	Menasha	Appleton	
Roadway	\$ 1,100,000	\$ 451,000	\$ 275,000	\$ 374,000	
Sidewalk	\$ 120,000	\$ 49,200	\$ 30,000	\$ 40,800.00	
Engineering & Inspection (5%)	\$ 50,000	\$ 20,500	\$ 12,500	\$ 17,000.00	
Stormwater Consultant	\$ 37,400	\$ 15,334	\$ 9,350	\$ 12,716.00	
Storm sewer / Inlets (Quantity)	\$ 430,000	\$ 191,350	\$ 110,510	\$ 128,140.00	
Stormwater Management (Quality)	\$ 210,000	\$ 24,964	\$ 163,482	\$ 21,554	
TOTAL PROJECT COST	1,947,400	752,348	600,842	594,210	

Valley Road Estimated Assessments - Based on Updated Cost Estimate

Address	Frontage	Previously Paid Frontage	Assessable Frontage	Item	Cost/Ft	Total Cost
1798 Garnet Ct.	160	99	61	Roadway	\$262.28	\$15,999.05
				Sidewalk	\$28.61	\$1,745.35
				Engineering	\$20.84	\$1,271.20
				Storm Sewer/Inlets	\$105.40	\$6,429.29
				Total	\$417.13	\$25,444.88
1799 Garnet Ct	118.5	100	18.5	Roadway	\$262.28	\$4,852.17
				Sidewalk	\$28.61	\$529.33
				Engineering	\$20.84	\$385.53
				Storm Sewer/Inlets	\$105.40	\$1,949.87
				Total	\$417.13	\$7,716.89
1798 Emerald Ct	118.5	100	18.5	Roadway	\$262.28	\$4,852.17
				Sidewalk	\$28.61	\$529.33
				Engineering	\$20.84	\$385.53
				Storm Sewer/Inlets	\$105.40	\$1,949.87
				Total	\$417.13	\$7,716.89
1431 Valley Road	99	120	0	Roadway	\$262.28	\$0.00
				Sidewalk	\$28.61	\$0.00
				Engineering	\$20.84	\$0.00
				Storm Sewer/Inlets	\$105.40	\$0.00
				Total	\$417.13	\$0.00
1435 Valley Road	98	0	98	Roadway	\$262.28	\$25,703.39
				Sidewalk	\$28.61	\$2,804.01
				Engineering	\$20.84	\$2,042.25
				Storm Sewer/Inlets	\$105.40	\$10,329.02
				Total	\$417.13	\$40,878.66
1439 Valley Road	99.5	0	99.5	Roadway	\$262.28	\$26,096.80
				Sidewalk	\$28.61	\$2,846.92
				Engineering	\$20.84	\$2,073.51
				Storm Sewer/Inlets	\$105.40	\$10,487.12
				Total	\$417.13	\$41,504.36
1443 Valley Road	100	0	100	Roadway	\$262.28	\$26,227.94
				Sidewalk	\$28.61	\$2,861.23
				Engineering	\$20.84	\$2,083.93
				Storm Sewer/Inlets	\$105.40	\$10,539.82
				Total	\$417.13	\$41,712.92
1810 Alcan Dr	112	121	0	Roadway	\$262.28	\$0.00
				Sidewalk	\$28.61	\$0.00
				Engineering	\$20.84	\$0.00
				Storm Sewer/Inlets	\$105.40	\$0.00
				Total	\$417.13	\$0.00
1819 Alcan Dr	143	402	0	Roadway	\$262.28	\$0.00
				Sidewalk	\$28.61	\$0.00
				Engineering	\$20.84	\$0.00
				Storm Sewer/Inlets	\$105.40	\$0.00
				Total	\$417.13	\$0.00

Total Frontage 1048.5

	Estimated Costs	Cost Per Foot
Roadway	\$275,000.00	\$262.28
Sidewalk	\$30,000.00	\$28.61
Engineering	\$21,850.00	\$20.84
Storm Sewer	\$110,510.00	\$105.40
Total	\$437,360.00	\$417.13



MEMORANDUM

To: Common Council
From: Community Development Department/SS
Date: August 19, 2019
Re: **Hotel Study - RFP**

Through the budget process in the fall of 2018 for fiscal year 2019, the Common Council approved \$20,000 within the general fund of the Community Development Department (Acct. #100-0304-562.21-02) to allow the City to conduct a hotel and lodging feasibility study. The purpose of this study is to evaluate if there is an unmet demand for any type of hotel or local lodging with the City of Menasha and Fox Valley as a whole. In previous planning documents this type of facility was noted as a possible amenity to the City. With change and growth continuing to happen throughout the community and open development sites available, now is a great time to understand the need and fiscal impacts that this type of use can bring to our community.

On July 15, 2019, the City posted an RFP to solicit proposals for the Study. Within the scope of work included a demand analysis looking at the existing facilities in the Fox Valley and the regional demographics, market constraints and facility recommendations. The City received two proposals:

Name	Address	Total
Core Distinction Group	Appleton, WI and Peoria, AZ	\$8,000.00
Place Dynamics	3090 S Country Ln, New Berlin, WI 53146	\$16,000.00

Both firms have familiarity with the Fox Cities. Place Dynamics was the company chosen for the 2017 Downtown Vision Plan and the team with Core Distinction Group are originally from the area with an Appleton office. Core also more recently conducted a hotel study for the Village of Kimberly.

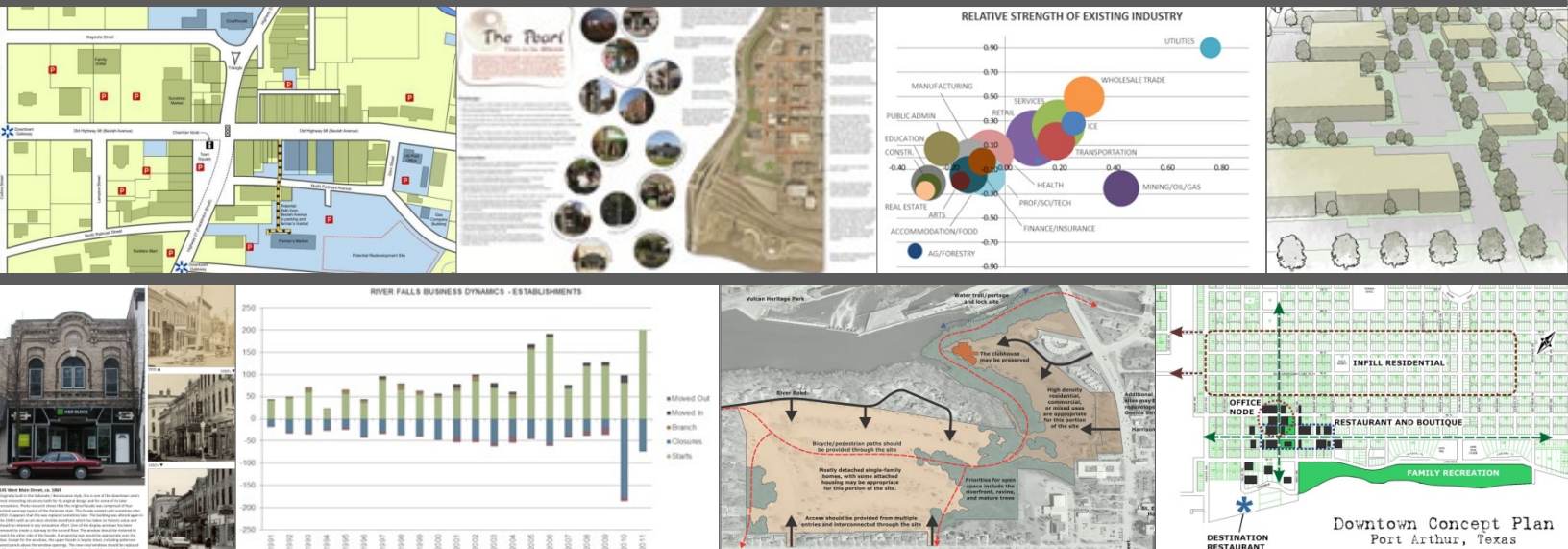
Reviewing the proposals submitted and that both proposals are under the budgeted amount, **staff is recommending the Council accept the proposal by Place Dynamics in the amount of \$16,000** for the following reasons:

- Personalized proposal
- Familiarity with Menasha and past positive relationship
- Diversity in regional studies
- Inclusion of a banquet hall feasibility

PROPOSAL HOTEL FEASIBILITY STUDY

Menasha, Wisconsin

2 August 2019



PLACE DYNAMICS LLC

3090 South Country Lane
New Berlin • Wisconsin • 53146
www.placedynamics.com

Contact: Michael Stumpf, AICP, CECD

Phone • (262) 510-2131

Email • michael.stumpf@placedynamics.com

2 August 2019

City of Menasha
Community Development Department
ATTN: Joe Stephenson
100 Main Street
Menasha, WI 54952

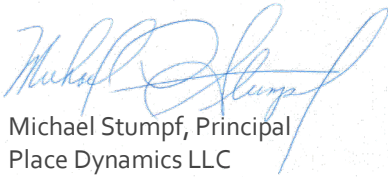
RE: Proposal for Hotel Feasibility Study

Thank you for the opportunity to submit this proposal to assist the City of Menasha in conducting a feasibility study for a downtown hotel. Place Dynamics has a great deal of experience in similar studies spanning the United States, along with a very detailed knowledge of Menasha through our work on the downtown plan and Water Street.

It is unusual for a hotel to be located in the downtown area of a community the size of Menasha. To support it, there usually needs to be one or more exceptional factors to draw traffic from more common highway locations, to the downtown. Our experience with the industry suggested that there was sufficient potential to recommend a feasibility study as part of the downtown plan. The riverfront is an attractive setting, while the presence of large office and manufacturing businesses in Menasha and Neenah generate potential room demand. Furthermore, the riverfront area may also support a banquet or meeting facility that could generate additional night stays.

While this proposal lays out our recommended approach and qualifications, I would encourage you to visit our website (<http://www.placedynamics.com>) to learn more about our work and capabilities. I can answer any questions you may have concerning our proposal. I may be reached directly at (262) 510-2131, or via email michael.stumpf@placedynamics.com. I will look forward to your decision.

Sincerely,



Michael Stumpf, Principal
Place Dynamics LLC

QUALIFICATIONS

The following is a summary of our qualifications for this project. We have attached additional company information and resumes at the end of the proposal.

COMPANY INFORMATION

Place Dynamics was established in 2005 to provide insight and strategy for community and economic development. We practice in the three core areas of economic development strategy, market and economic analysis, and business district vitality. Our work includes approximately 200 assignments across most of the United States and Canada.

PROJECT STAFFING

Place Dynamics has assigned two of our most experienced staff to this project. Michael Stumpf will be the primary contact and chief analyst. He will be assisted by Andrew Dane.

- **Michael Stumpf.** Michael will lead most elements of the analysis. Michael has spent 30 years in market research and economic development in the private sector, in local government, and as a consultant. He has been at the forefront of introducing new data sources and techniques in the field, resulting in greater accuracy and more descriptive information from which to make decisions.
- **Andrew Dane.** Andrew is a community development specialist with a great deal of experience in commercial districts and development. He will assist in the analysis and will be the primary point of contact/ project manager, coordinating between the IDA and the consultant team. He is based in Appleton, to facilitate onsite research and interaction with the City of Menasha.

PRIOR EXPERIENCE

Place Dynamics has completed a large number of similar projects in communities of all sizes. The following are summaries of a handful of these projects.

- **Keweenaw Mountain Lodge, Copper Harbor, Michigan**

Place Dynamics was retained to complete an analysis for this historic lodge, cabins, restaurant, banquet hall, and golf course. Built by the CCC in 1933-34, the county-owned property has been in default on an EDA loan since an ill-conceived and poorly executed expansion a few years prior. Our analysis found that the property has the potential to be profitable, but would need renovations and repositioning to attract guests willing to pay a premium to stay at a historic property that has been compared to national park lodges. The conference center / banquet hall needs to be marketed as a retreat center, and several management practices need to be changed.

- **Sandy Beach Feasibility Study, Lake Mills, Wisconsin**

Sandy Beach is a city park that has contained a seasonal restaurant. Place Dynamics was retained to examine potential uses as the park was slated for major renovations. We found strong demand for a year-round restaurant and banquet facility, along with rental cabins serving users of the beach, lake, and adjacent trail system. We recommended a final product along with ownership and management recommendations to guide the City in building out the property and seeking an operator. Construction will occur in 2019.

- **Hotel Feasibility Study, St. Francisville, Louisiana**

Place Dynamics conducted feasibility studies for hotels in St. Francisville and the adjacent Pointe Coupee Parish. These areas have been experiencing strong growth since Hurricane Katrina, as people from coastal areas migrated inland. They have been popular tourist areas with 18th century towns, plantations, one of the largest lakes in Louisiana, and swamps along the Mississippi River. All of these were considered in the analysis, along with a new highway bridge over the river, which would open it to east-west traffic. Our analysis was favorable for both sites. Best Western constructed a new hotel in St. Francisville, and an extended stay hotel opened in Pointe Coupee.

- **Retail/Dining/Lodging Market Analysis, Gallup, New Mexico**

Gallup is the largest city between Albuquerque and Flagstaff, with a tremendous trade in Native American goods, and one of the most iconic segments of Historic Route 66. Place Dynamics was retained to conduct a market analysis to help the City target opportunities for retail, dining, and lodging development. While there were over 1,000 hotel rooms in the city, there was sufficient demand to support additional rooms in midscale to upper midscale range. Three new hotels have been constructed to meet this demand. Based on the success of the earlier analysis, Place Dynamics was asked to come back in 2019 to update the study.

- **Hotel Feasibility Study, Cheraw, South Carolina**

Cheraw is located an hour north of Florence. It is an historic community that is considered one of the most attractive in South Carolina. There is strong visitor traffic and a few large local employers generating business travel. Our analysis found sufficient demand to support a 60-room hotel such as Comfort Suites or Hampton Inn. We analyzed several options and recommended a site two blocks north of the historic downtown, where guests could walk to restaurants and shopping. The City has been in discussions with potential developers.

- **Hotel and Conference Center Feasibility Study, Kingman, Kansas**

Kingman is on the western end of the Wichita metropolitan area. The town has a small population, but strong visitor traffic from western parts of the state, headed to Wichita. We found sufficient demand for a 30-40 room midscale hotel such as Cobblestone Inn. We recommended that the hotel and conference center be built separately, an unusual arrangement, but one dictated by both market and economics. Even constructed on county-owned land, the conference center was projected to need a \$15,000 annual subsidy.

REFERENCES

The following individuals may be used as references.

Dustin J. Wolff, AICP, Senior Planner

Mead & Hunt

10700 West Research Drive, Suite 155

Wauwatosa, WI 53226

(414) 935-4240

dustin.wolff@meadhunt.com

- Ledgeview Town Center Analysis and Strategy
- Dining/Banquet/Lodging Study for Sandy Beach

Peter Kelly, Business Development Coordinator

(Formerly with City of Gallup, NM)

City of West Chicago

475 Main Street

West Chicago, IL 60185

pkelly@westchicago.org

- Retail/Dining/Lodging Market Analysis

Daniel Shea, Community Development Director

(Formerly with Kingman County EDC)

City of Abilene

419 N. Broadway St.

P.O. Box 519

Abilene, KS 67410

(785) 263-2355

development@abilenecityhall.com

- Kingman Conference Center/Hotel Study

Erik Powers, Business Development Representative
(formerly with Western UP Planning and Development)
Lake Superior Community Partnership
501 S. Front Street
Marquette, MI 49855
906-226-6591 ext. 103
epowers@marquette.org

- Keweenaw Mountain Lodge Feasibility Study

RECOMMENDED APPROACH

The report resulting from this analysis will be provided to potential developers to encourage construction of a new hotel in Menasha's downtown. A full draft will be provided within 90 days of the contract date. Key steps in the process will include:

- Site visit to assess potential sites, travel demand generators, and competition.
- Interview stakeholders to gather market insight.
- Collect market data for the region and for a comparable set of properties (may be the same).
- Assess market demand and supply, and the need for additional rooms.
- Assess potential demand for a banquet or meeting space.
- Develop a market-supported hotel concept.
- Project market statistics and a financial pro forma.
- Assemble draft and final feasibility studies.

The final report will be designed to serve as a marketing tool for the City to use in developer recruitment.

Site Visit

The site visit is used to assess conditions within the area, evaluate potential locations, assess competition, and determine the primary generators of overnight travel. Our prior experience with Menasha will help to expedite this task and assure its thoroughness.

Stakeholder Interviews

Stakeholders for this project include individuals associated with the local tourism industry (the Convention and Visitor's Bureau), developers active in the area, and representatives of larger businesses that could generate significant overnight stays. We will seek the assistance of the City in identifying these individuals and helping to arrange interviews.

Market Data

Place Dynamics will gather data and make observations of the area, assessing existing lodging properties, business and visitor travel, economic activity, conditions within business districts, and other factors influencing the potential for a new hotel.

Demand/Supply Assessment

We will identify a set of competing area hotels for which we will obtain market data, including occupancy, average daily rate, and revenue per available room, going back over five years. If warranted, we may gather data for a separate set of comparable properties to benchmark performance. Place Dynamics will prepare estimates of demand (demand and supply, occupancy, average daily rate, and revenue per available room) for the market area, projecting out over the next decade.

Banquet / Meeting Space

The analysis will examine the existing supply and demand for banquet and meeting space in the market. It will assess the condition and amenities of existing properties and determine how a facility in downtown Menasha might differentiate itself from these competitors. This facility might be developed in conjunction with, or separately from the proposed hotel.

Recommended Hotel Concept

Based on the projected demand and other factors, we will recommend an appropriate development program for the proposed hotel. This will include the number and mix of rooms, room configuration, food and beverage concept (if any), banquet and meeting space requirements, positioning and potential brand affiliations, and amenities. The recommendation will also discuss appropriate sites for the hotel.

Market Projections and Financial Feasibility

Place Dynamics will prepare an estimate of the market share that the proposed hotel may capture during its first decade of operation, along with an estimate of average daily rates. This will include an estimate of induced demand. Place Dynamics will prepare an estimate of future revenues, along with expenses, reserves, and management fees. We will prepare a break-even analysis based on operating results before interest, depreciation, and taxes.

Draft and Final Project Report

The deliverable for this assignment will be a written project report containing the information and analysis listed above. The report will be delivered electronically.

SCHEDULE

The following is a general schedule to complete the feasibility study. We can work with the City to determine a final schedule that meets its specific needs.

Site Visit.....	10-15 days
Stakeholder Interviews	15-25 days
Market Data.....	30-35 days
Demand/Supply Assessment.....	30-35 days
Banquet / Meeting Space	30-45 days
Recommended Hotel Concept	45-60 days
Market Projections and Financial Feasibility	45-60 days
Draft and Final Project Report.....	60-90 days

BUDGET

Place Dynamics will complete the hotel feasibility analysis for a flat fee of \$16,000. This is inclusive of the cost of data, materials, and travel to complete the project as described in the proposal.

Hourly rates are as follows:

Michael Stumpf (principal)	\$150 / hour
Marilyn Haroldson (economic development / real estate consultant).....	\$125 / hour
Andrew Dane (economic development consultant).....	\$110 / hour

Place Dynamics typically bills on a monthly cycle for costs incurred during the prior period. Payment is due within 30 days of the invoice date.

Place Dynamics maintains general liability (\$2 million), professional liability (\$1 million), business auto (\$1 million) and workers compensation policies and can provide documentation upon request. We are registered in the State of Wisconsin as a limited liability company. Place Dynamics is recognized as a service-disabled veteran-owned business (SDVOB).

PLACE DYNAMICS LLC

INSIGHT AND STRATEGY

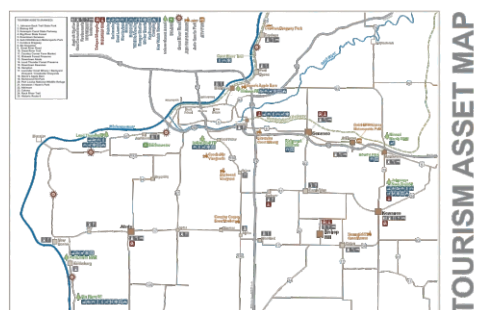
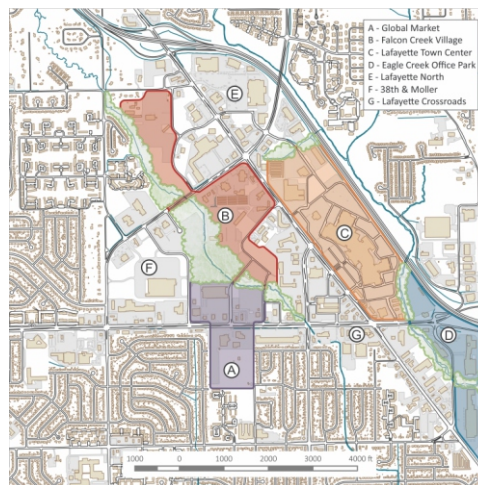
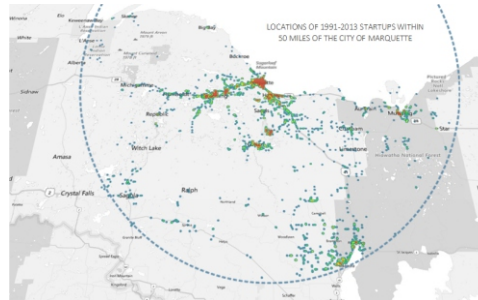
3090 S. Country Lane ▪ New Berlin ▪ Wisconsin ▪ 53146
(262) 510-2131 ▪ (720) 440-2131
www.placedynamics.com

Organized as a Wisconsin limited liability company
Michael Stumpf, Principal

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

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

Our projects turn information into actionable strategy. We excel at gathering and analyzing information needed to understand conditions, trends, opportunities, and challenges. We use this knowledge to craft effective and original responses designed to get results.



ECONOMIC DEVELOPMENT

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

MARKET RESEARCH

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

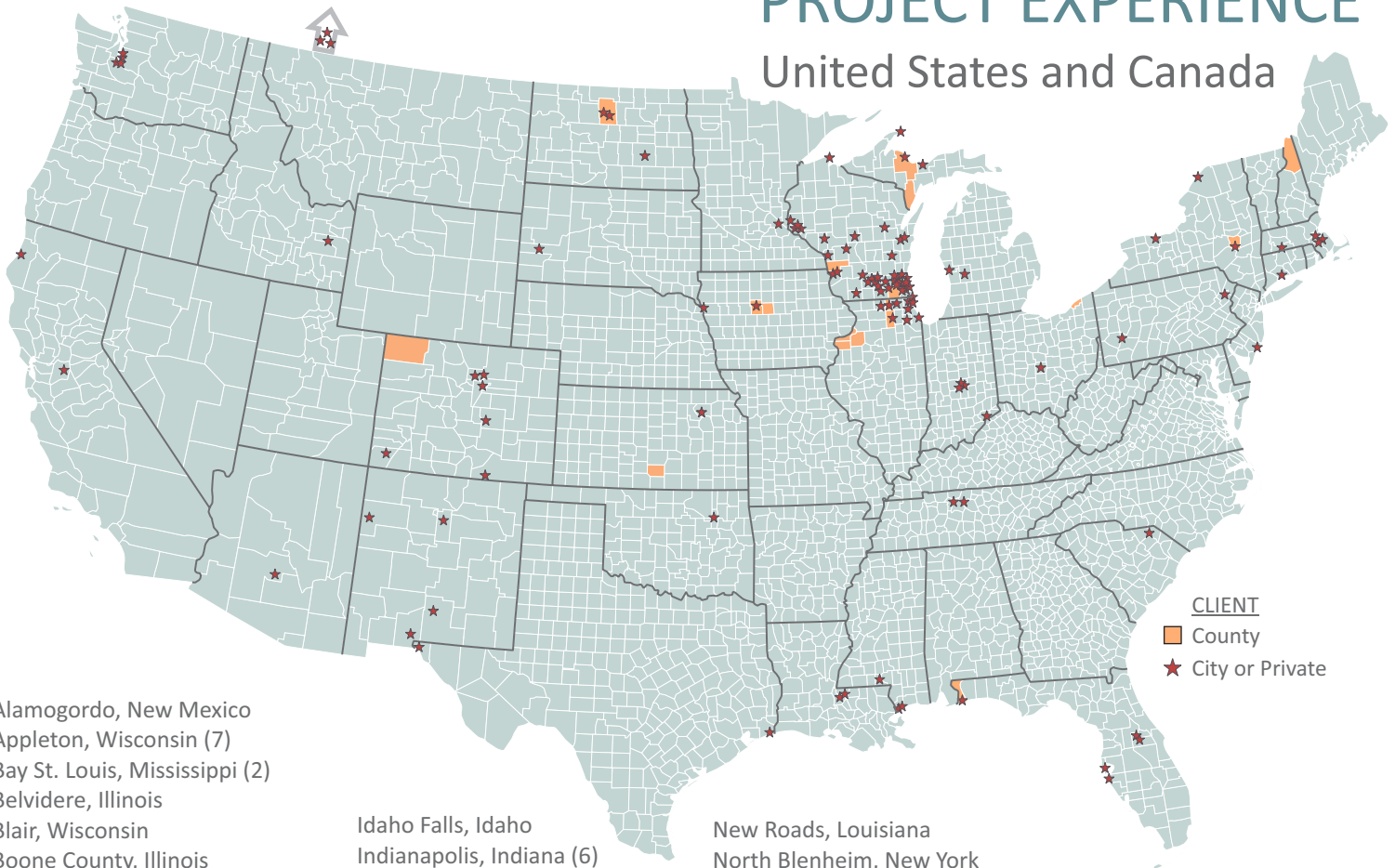
COMMUNITY PLANNING

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



PROJECT EXPERIENCE

United States and Canada



CLIENT
County
City or Private

Alamogordo, New Mexico
Appleton, Wisconsin (7)
Bay St. Louis, Mississippi (2)
Belvidere, Illinois
Blair, Wisconsin
Boone County, Illinois
Boulder, Colorado (2)
Brookfield, Wisconsin
Buffalo Grove, Illinois
Burlington, North Dakota
Cheraw, South Carolina
Chicago, Illinois
Clintonville, Wisconsin
Colorado Springs, Colorado
Columbus, Ohio
Coos County, New Hampshire
DeKalb, Illinois
Denver, Colorado
Durango, Colorado
East Stroudsburg, Pennsylvania
El Paso, Texas (3)
Elm Grove, Wisconsin
Erie, Colorado
Escambia County, Florida
Eureka, California
Evansville, Wisconsin
Federal Way, Washington (2)
Fitchburg, Wisconsin
Fort Dodge, Iowa (2)
Franklin, Wisconsin
Gallup, New Mexico
Gilbert, Arizona
Grand Rapids, Michigan (2)
Gurnee, Illinois
Hamilton County, Iowa
Hartland, Wisconsin
Holmen, Wisconsin

Idaho Falls, Idaho
Indianapolis, Indiana (6)
Kingman County, Kansas
Kirkland, Washington
Jamestown, North Dakota
Janesville, Wisconsin
La Crosse, Wisconsin
Lake County, Ohio
Lake Mills, Wisconsin
Las Cruces, New Mexico
Lebanon, Tennessee
Ledgewood, Wisconsin
Little Chute, Wisconsin
Madison, Indiana
Madison, Wisconsin (4)
Marquette, Michigan
Marshfield, Wisconsin
Mazomanie, Wisconsin (4)
Manhattan, Kansas
McFarland, Wisconsin
Menomonee Falls, Wisconsin
Milwaukee, Wisconsin (3)
Minneapolis, Minnesota
Minot, North Dakota
Moffatt County, Colorado
Monroe, Wisconsin
Mount Pleasant, Wisconsin
Munising, Michigan
Murrysville, Pennsylvania
Muskegon, Michigan
Nashota, Wisconsin
Nashville, Tennessee (2)
New Haven, Connecticut (2)

New Roads, Louisiana
North Blenheim, New York
Oak Grove, Wisconsin
Oakdale, Wisconsin
Ogdensburg, New York
Omro, Wisconsin
Orlando, Florida (2)
Pagosa Springs, Colorado
Pensacola, Florida
Pewaukee, Wisconsin
Pleasantville, New Jersey
Port Arthur, Texas
Rapid City, South Dakota
Raymond, Wisconsin (2)
Red Cliff Reservation, Wisc.
Ripon, Wisconsin (2)
River Falls, Wisconsin
Rochester, New York
Rock/Henry/Mercer Cos., IL
Rockford, Illinois
Santa Fe, New Mexico
Sarasota, Florida (2)
St. Francisville, Louisiana
St. Joseph, Wisconsin
St. Petersburg, Florida (2)
Schoharie County, New York
Seattle, Washington
Sioux City, Iowa
Somerset, Wisconsin
Springfield, Massachusetts
Spruce Grove, Alberta (2)
Stockton, California
Stony Plain, Alberta

Stoughton, Massachusetts
Stoughton, Wisconsin
Sturtevant, Wisconsin
Sun Prairie, Wisconsin
Superior Trade Zone, Michigan
Sycamore, Illinois
Tacoma, Washington (2)
Taunton, Massachusetts
Tulsa, Oklahoma
Tylertown, Mississippi
Vernon County, Wisconsin
Ward County, North Dakota
Waukegan, Illinois (2)
Waukesha, Wisconsin (2)
Waveland, Mississippi
Webster County, Iowa
West Milwaukee, Wisconsin
Whitewater, Wisconsin (3)
Wisconsin (Southeast)
Wisconsin (State)
Woodstock, Illinois
Zion, Illinois

REPRESENTATIVE HOTEL MARKET AND FINANCIAL FEASIBILITY PROJECTS

- **Alamogordo, New Mexico** – This study looked at lodging in one of New Mexico's larger cities, with a large tourism market and lodging demand generated by an expanding Air Force base. The analysis supported a 75-room midscale hotel.
- **Cheraw, South Carolina** – Place Dynamics prepared a market and financial feasibility study demonstrating the demand for a midscale or upper midscale hotel. The analysis is being used to attract a developer.
- **Gallup, New Mexico** – Gallup has a large tourist trade with over 2,500 existing rooms. Our analysis found that one or more midscale hotels could be supported at 60 rooms or more. Demand was attributed to market expectations for better quality than currently available. The city attracted a 105-room Hilton Garden Inn.
- **Jamestown, North Dakota** – Our analysis of retail, dining, and lodging opportunities found that there was presently insufficient demand to justify a new hotel. However, existing properties were trending down in quality, and without significant renovation, would be losing traffic. This might open the door to a new hotel, which could further reduce occupancy at existing properties.
- **Janesville, Wisconsin** – Place Dynamics conducted a broad-ranging analysis for development opportunities in the downtown. We did not find it feasible to develop a hotel within the district. The market's low occupancy, concentration of highway hotels, and absence of traffic generators in the district would lead to too few bookings to be financially feasible.
- **Keweenaw Mountain Lodge, Copper Harbor, Michigan** – This study examined market and operational conditions for an historic lodge, restaurant, and golf course, with recommendations for market positioning, business process improvement, and financial management.
- **Kingman, Kansas** – This analysis considered the market and economic feasibility of retail, dining, lodging, and a conference center. The market will support an economy to midscale hotel of about 40 rooms. The financial analysis indicates that the hotel would be profitable under assumed conditions.
- **Lake Mills, Wisconsin** – This study examined the market and financial feasibility to develop lodging, and conference/banquet space, and a restaurant at the City's beachfront park.
- **Marshfield, Wisconsin** – This analysis covered development opportunities for residential, commercial, office, and lodging uses in the downtown district. Downtown Marshfield is an ideal location for a new hotel, where it will have the highest traffic exposure, be convenient to a major medical complex, and offer walkable access to specialty shopping and dining. We recommended a 60- to 70-room midscale property.
- **Murrysville, Pennsylvania** – Our analysis addressed a proposed 500,000 square foot retail center including a pad for a recommended 80-room hotel. In addition to considering the market, we provided data for the developer to demonstrate the employment and fiscal impact of the proposed center.
- **Pagosa Springs, Colorado** – The destination master plan we prepared for the Town included a feasibility study for additional hotel rooms and a conference center as an attached or standalone project.
- **Pointe Coupee, Louisiana** – Pointe Coupee has been experiencing strong growth following Hurricane Katrina. Tourism, new travel patterns anticipated to emerge with the opening of a bridge, and demand from anchor businesses supported hotel development across a range of products. Two new hotels have opened; an economy hotel catering to a local and travel market, and an extended stay hotel catering to contract workers.
- **Quad Cities, Illinois** – This analysis was prepared as a component of a tourism strategy. We did not find a sufficient market to support a new hotel. Occupancy was already low and trending downward with the opening of chain hotels in Rock Island and Moline. Outlying areas received too little visitor or business traffic to justify a new hotel.
- **Ripon, Wisconsin** – Ripon has a vibrant specialty retail sector and a small liberal arts college that both draw visitors to the community. The analysis we prepared was used to back city participation in a boutique hotel proposed by a developer, converting an historic apartment building on the main street.
- **St. Francisville, Louisiana** – The historic 18th century village is the heart of the Mississippi River plantation belt, and a favorite stop along the Great River Road. We researched both retail and lodging opportunities for the community, resulting in the opening of a 70-room Best Western.
- **Whitewater, Wisconsin** – We examined the potential to place a hotel on a riverfront redevelopment site. A hotel could be feasible both from a market and financial perspective, however, not at the study location. The parcel's size and configuration would not accommodate the proposed hotel.

MICHAEL STUMPF

Principal

Education

MS Urban/Economic Geography
BS Public Administration
Northern Illinois University

Certifications

American Institute of Certified
Planners (AICP) – #019408
Certified Economic Developer
(CEcD) – #1782

Professional

American Planning Association
International Economic
Development Council
Mid-America Economic
Development Council (Board)
National Trust for Historic
Preservation
Wisconsin Downtown Action
Council (Board, President)
Wisconsin Economic Development
Association

Michael Stumpf is a community strategist with more than thirty years of experience in government and as a private consultant. Michael is an expert in applying market intelligence to craft effective community and economic development strategies.

After beginning his career in retail development, Michael spent 15 years as an economic development director for communities in Illinois, Wisconsin, and Colorado. In 2005 he left his position as the economic development director for the City of Boulder, Colorado, to form Place Dynamics.

Through more than 140 projects in 27 states and provinces, Michael has gained extensive knowledge of the alternative approaches employed in various regions of the country, and in differing types of urban and rural communities. His work in economic development and downtown revitalization has received several professional awards.

As an economic development director, Michael was instrumental in implementing business district strategies in both downtowns and emerging commercial areas. He has continued to make revitalization a large part of his consulting practice, incorporating his background in market analysis and knowledge of development. Michael has been on the board of the Wisconsin Downtown Action Council since 1996.

Michael has expertise in business location decision-making in both the retail and primary industry sectors. He has authored numerous articles on industrial site selection and retail markets. Michael applies this knowledge in helping communities to site and plan successful commercial business districts and employment centers. His retail work encompasses all types of commercial areas, mixed-use neighborhoods, and shopping centers. He has conducted the market feasibility, site selection, and development planning for business or industrial parks with public and private investment approaching \$1 billion.

Michael's work in community planning has tended to focus on market-driven approaches and small area development or redevelopment plans. These have included neighborhoods, development sites, parks, and waterfronts, in addition to comprehensive planning and related activities such as impact fees, economic impact analysis, and demographic or economic studies.

Experience

BUSINESS DISTRICTS AND REDEVELOPMENT

- 124th St and Lisbon Rd Redevelopment Plan, Brookfield, WI
- Allen Creek / Union St. Redevelopment Plan, Evansville, WI
- Commercial Corridor Plans, Appleton, Wisconsin
- Commercial Corridors Study, Rochester, New York
- Downtown Concept Plan, Port Arthur, Texas
- Downtown Plan, Appleton, Wisconsin
- Downtown Plan, Belvidere, Illinois
- Downtown Plan, Boulder, Colorado
- Downtown Plan, Clintonville, Wisconsin
- Downtown Plan, Elm Grove, Wisconsin
- Downtown Plan, Marshfield, Wisconsin
- Downtown Plan, Mazomanie, Wisconsin
- Downtown Plan, Menasha, Wisconsin
- Downtown Plan, Whitewater, Wisconsin
- Downtown Redevelopment Sites, Janesville, Wisconsin
- Downtown Strategic Assessment, Sioux City, Iowa
- Fox River Corridor Redevelopment Plan, Appleton, WI
- Hawthorn Melody Redevelopment, Whitewater, WI
- Hilltop Small Business Study, Columbus, Ohio
- International Marketplace, Indianapolis, Indiana
- Interstate 94 Corridor Plan, Raymond, Wisconsin
- James Street Redevelopment Plan, Whitewater, WI
- Jefferson Street Redevelopment Plan, Whitewater, WI
- Layton Boulevard Strategy, Milwaukee, WI
- Near West Side Strategy, Milwaukee, Wisconsin
- Oneida Street Corridor Plan, Appleton, Wisconsin
- Richmond Street Corridor Plan, Appleton, Wisconsin
- Superior Trade Zone Strategy, Michigan
- Town Center Plan, Ledgeview, Wisconsin
- Town Center Plan, Raymond, Wisconsin
- Town Center Plan, Tylertown, Mississippi
- Washington Av Redevelopment Workshop, Madison, WI
- Whitewater Hotel Redevelopment, Whitewater, WI
- Wisconsin Avenue Corridor Plan, Appleton, Wisconsin

ECONOMIC DEVELOPMENT

- Business Climate Study, Webster County, Iowa
- Business Development Toolkit, Moffat County, Colorado
- Business Incubator Feasibility Study, La Crosse, Wisconsin
- Business Incubator Feasibility Study, River Falls, Wisconsin
- Commercial Development Program, Boone County, Illinois
- Coworking and Entrepreneurship Study, Idaho Falls, Idaho
- Coworking and Entrepreneurship Study, Southeastern WI
- Coworking Feasibility Study, Orlando, Florida
- Destination Development Plan, Pagosa Springs, Colorado
- Disaster Recovery Strategy, Schoharie County, NY
- Downtown Redevelopment Practices Analysis, Wisconsin
- Economic Benchmark Analysis, Santa Fe, New Mexico
- Economic Cluster Analysis, 7-County Region, Iowa
- Economic Development Assessment, Escambia Co., FL
- Economic Development Analysis, East Stroudsburg, Penn.
- Economic Development Organizational Study, SW Colorado
- Economic Development Assessment, Pleasantville, NJ
- Economic Development Marketing, Sun Prairie, Wisconsin
- Economic Development Plan, Marquette, Michigan
- Economic Development Plan, Mazomanie, Wisconsin
- Economic Development Plan, Vernon County, Wisconsin
- Economic Development Strategy, Whitewater, Wisconsin
- Economic Recovery Planning, Bay St. Louis, Mississippi
- Economic Recovery Planning, Minot, North Dakota
- Enterprise Zone Marketing Strategy, Belvidere, Illinois
- Entrepreneurial Development Strategy, Gilbert, Arizona
- Food Innovation Center Feasibility Study, Eureka, CA
- Incentives Study, Spruce Grove, Alberta, Canada
- Industry Analysis and Marketing, Ogdensburg, NY
- Industry Target and Marketing Plan, Coos County, NH
- Industry Target and Marketing Plan, Spruce Grove, AB
- Industry Target and Marketing Plan, Stony Plain, AB
- Industry Target Study, Webster County, Iowa
- Manufacturing Jobs and Port Study, Eureka, California
- Manufacturing Relocation Study, Chicago Region, IL
- Natural / Organic Food Industry Initiative, Boulder, CO
- Retail Development Workshop, Kansas
- Retail Development Workshop, South Dakota
- Retail Trade Study, Lake County, Ohio
- Rural Tourism Asset Map, Rock/Henry/Mercer Cos., IL
- Targeted Industry Market Development, Rockford, IL
- Tourism Development Plan, Whitewater, Wisconsin

MARKET ANALYSIS AND DEVELOPMENT STRATEGIES

In addition to the projects listed below, Michael has conducted the market research, site selection, and site feasibility analysis for more than 40 private commercial development projects across the United States.

- 28th and Jay Development Impact Analysis, Boulder, CO
- Banquet and Lodging Analysis, Lake Mills, Wisconsin
- Best Use Analysis, Little Chute, Wisconsin
- Cottage Grove Road Analysis and Strategy, Madison, WI
- Development Opportunities Analysis, Blair, Wisconsin
- Development Opportunities Analysis, Holmen, Wisconsin
- Development Opportunities Analysis, Oakdale, Wisconsin
- Downtown Market Analysis and Strategy, Ripon, WI
- Economic Benchmark Application, Santa Fe, New Mexico
- Economic Impact Analysis, Monroe, Wisconsin
- Economic Impact Analysis, Stoughton, Wisconsin
- Grocery Development Study, Madison, Wisconsin
- Hotel & Conference Center Analysis, Kingman County, KS
- Hotel Development Analysis, Ripon, Wisconsin
- Hotel Feasibility Analysis, Cheraw, South Carolina
- Hotel Feasibility Analysis, New Roads, Louisiana
- Hotel Feasibility Analysis, St. Francisville, Louisiana
- Housing Development Site Analysis, Munising, Michigan
- Housing Needs Analysis, Whitewater, Wisconsin
- Housing Development Site Analysis, Woodstock, Illinois
- Impact Fee Review, Oak Grove, Wisconsin
- Impact Fee Review, Somerset, Wisconsin
- Impact Fee Review, St. Joseph, Wisconsin
- Keweenaw Mountain Lodge Analysis, Copper Harbor, MI
- Market Analysis & Recruitment Plan, Bay St. Louis, MS
- Market Analysis, Belvidere, Illinois
- Market Analysis and Strategy, Alamogordo, New Mexico
- Market Analysis and Strategy, Gallup, New Mexico
- Market Analysis and Strategy, Jamestown, North Dakota
- Market Analysis and Strategy, Mazomanie, Wisconsin
- Market Analysis and Strategy, Oakdale, Wisconsin
- Market Analysis and Strategy, Trinidad, Colorado
- Market Analysis and Strategy, Whitewater, Wisconsin
- Meeting and Hospitality Analysis, Lake Mills, Wisconsin
- Near West Side Market Analysis, Milwaukee, Wisconsin
- Northside Market Analysis, Madison, Wisconsin
- Pharmacy Study, Red Cliff Band of Chippewa, Wisconsin
- Retail Market Study and Strategy, Tulsa, Oklahoma
- Retail Trade Study, Lake County, Ohio
- Sales and Economic Impact Analysis, Murrysville, PA

OFFICE/INDUSTRIAL PARK DEVELOPMENT

- Bluff Road Commercial Corridor, Whitewater, Wisconsin
- Enterprise Business Center, Racine County, Wisconsin
- Highway 14 Industrial Park, Mazomanie, Wisconsin
- Northcentral Iowa Ag-Industrial Center, Fort Dodge, IA
- Williams Value-Added Agricultural Park, Williams, Iowa
- Whitewater Business Park, Whitewater, Wisconsin

URBAN PLANNING

Michael has led or participated in many planning projects including visioning exercises and interactive workshops, comprehensive plans, neighborhood plans, and park plans.

MARILYN HAROLDSON

Economic Development and Real Estate

Education

BA English and Communications,
UW-Milwaukee

MA Urban Planning – Real Estate
and Economic Development,
UW-Milwaukee

Certifications

Economic Development Finance
Professional (EDFP), National
Development Council

Certified Economic Developer
(CECD), International Economic
Development Council

Real Estate Broker – Licensed for
over 30 years

Marilyn Haroldson has more than 30 years of experience in community planning; business development; business retention, attraction and expansion programs; real estate acquisition, disposition, leasing, and sales; project analysis and financing; and marketing for economic development. Additionally, she has more than 30 years of experience as a commercial broker for commercial, industrial, and multifamily properties.

MK Haroldson Professional Services (Owner)

Providing project-based and ongoing commercial real estate, economic development, and planning services to local governments and advising small businesses and individuals on commercial real estate matters, ranging from small retail sales, elderly housing, industrial sales to land development. Representative projects include:

- Community development and planning consultant for the Town of Merton, Waukesha County.
- Participated in the update to the Waukesha County Comprehensive Land Use Plan 2035.
- Education and real estate outreach for the Village of Hartland's Downtown BID.

Equity Commercial Real Estate LLC (Vice President)

Marketed and sold commercial real estate, and negotiated sale and lease terms for transactions throughout Southeastern Wisconsin, specializing in acquisition and disposition of commercial and industrial buildings, and site development. Served as a buyer representative to conduct site selection projects, and as a liaison between the developer and local communities. Guided businesses and developers through the municipal approval process through project completion, including the use of tax incremental financing.

Jefferson County Economic Development Corp. (Executive Director)

Established the first countywide, private, non-profit economic development corporation for the County and its municipalities. Responsible for policies and procedures, strategic planning, budgeting, marketing and promotion, business outreach, and tourism development activities. Established business attraction and retention, and workforce related programs.

University of Wisconsin – Milwaukee (Adjunct Professor)

Designed and taught an economic development planning class within the School of Architecture and Urban Planning.

NAI/MLG (Commercial and Industrial Real Estate Broker, Economic Development Consultant)

Planned promotions, marketing efforts, and cold calling campaigns resulting in business development opportunities. Provided site selection services to identify land or facilities for commercial and industrial company expansions. Researched and prepared feasibility data to assist businesses with financial proposals. Worked with clients to convert brownfield sites into useable/developable sites. Promoted cooperation for resolution of zoning, land use and environmental issues. Prepared documentation for FNMA underwriting for financial institutions. Supervised and managed team of sales and support staff.

Researched and analyzed information for economic development projects, including corporate expansion priorities. Prepared business incubator studies. Prepared market and economic feasibility studies for owners and communities. Developed marketing programs and conducted campaigns for new business development.

Professional Affiliations

Commercial Association of Realtors, (CARW)
International Economic Development Council (IEDC)
American Planning Association
Mid-American Economic Development Council, (MAEDC), Board of Directors
Wisconsin Economic Development Association, (WEDA), Board Director, 1999-Present
Business Improvement District, Hartland, WI , Past President, Economic Development Committee, BID Loan Committee
Wauwatosa Chamber of Commerce, Board Member, 2011- Present
Mid Kettle Moraine Partnership Board, Co-Chair 2007-Present
Hartland Chamber of Commerce
Saukville Small Business Loan Committee
UW-Whitewater College of Letters and Science, Dean's Advisory Board, 2007-10
Waukesha County Land Use Plan Update Advisory Committee, and Economic Development Subcommittee
Executive Women's Golf Association, Board Member



ANDREW DANE

Education

MS Urban/Regional Planning
University of Arizona
BS Conservation Biology
University of Wisconsin-Madison

Certifications

American Institute of Certified
Planners (AICP) – #025561
LEED AP Neighborhood
Development (LEED AP ND), U.S.
Green Building Council
ENVISION Sustainability
Professional (ENV SP), Institute for
Sustainable Infrastructure

Professional

American Planning Association
Wisconsin Downtown Action
Council
US Green Building Council

Andrew Dane is an urban planner with over twenty years of experience assisting both rural and urban communities as well as private industry. Andrew is a highly skilled and confident group process leader and facilitator, with extensive experience designing and leading public participation and community engagement processes. He specializes in project planning, feasibility and implementation of complex projects including downtown and neighborhood revitalization; land use planning; and economic development. Andrew has successfully secured more than \$100M in tax credits and grants for his clients.

After launching a successful landscaping company after college, Andrew spent 10 years as an economic development director for the City of South Tucson and as a Community Economic Development Educator for University of Wisconsin-Extension. Prior to joining Place Dynamics Andrew was Senior Community Development Specialist with Short Elliott Hendrickson Inc - a regional planning and engineering firm - where he provided community, economic development, and urban planning services for clients throughout the Midwest.

Andrew is actively engaged in his neighborhood and community, founding the Lawrence City Park Neighborhood Association and co-founding Neighborhood Investments, LLC, a small real estate management firm rehabilitating blighted residential and commercial properties.

Andrew contributes his expertise to Place Dynamics as a contract employee on a project basis. He and Michael have developed a strong work synergy having completed over one dozen projects together.

Experience

BUSINESS DISTRICTS AND REDEVELOPMENT

- Downtown Plan, Appleton, Wisconsin
- Downtown Plan, Clintonville, Wisconsin
- Downtown Plan, Marshfield, Wisconsin
- Downtown Plan, Menasha, Wisconsin
- Strategic Plan, Chippewa Falls Main Street
- Downtown Plan, Porter, IN
- Downtown Revitalization Plan, Gering, IN
- Downtown Plan, Sherwood, WI
- Downtown Plan, Elm Grove, WI
- Downtown Corridor Plan, E. Stroudsburg, PA

ECONOMIC DEVELOPMENT

- Opportunity Zone Marketing, Menasha, WI
- Riverside North Master Development Team, La Crosse, WI
- Pocket Neighborhood Development, Eau Claire, WI
- Community Housing Plan, City of South Tucson, AZ
- Economic Development Plan, Vernon County, Wisconsin
- Economic Impact and Tourism Study, N. WI State Fair
- Cost of Community Services, Cleveland Township, WI
- Strategic Business Plan, West WI Rail Transit Authority
- Brownfields Historic Fill Permit, Neenah, WI
- Water System Capacity Study, Eau Claire, WI
- Business Park Feasibility Study, Eau Claire, WI
- IMPLAN Impact Studies, Barron County, WI
- IMPLAN Impact Studies, Chippewa County, WI

MARKET ANALYSIS AND FEASIBILITY STUDIES

- Retail District Market Analysis, Tulsa, OK
- Retail Market Analysis and Small Business Opportunity Study, Columbus, OH
- Biomass Feasibility Study, Bad River Tribe, WI
- Biomass Feasibility Study, Boise Forte Tribe, MN
- Business Retention/Expansion Study, NW WI
- Economic Impact of Crafts/Arts, NW WI
- Marketing Co-op Feasibility Study, Six Rivers Co-Op, WI
- Value-Added Wood Product Study, MRRPC, WI
- Bioefuls Feasibility Study, MRRPC, WI

- Recycling Feasibility Study, Chippewa County, WI
- Solid Waste/Recycling Plan, La Crosse, WI
- Solid Waste/Recycling Plan, Fond Du Lac Tribe, WI
- Downtown Market Analysis, Sherwood, WI
- Energy Conservation Plan, Chippewa County, WI
- Visitor Survey, Pagosa Springs, CO
- Biofuels Feasibility Study, Thilmany Papers, WI
- Biofuels Due Diligence Study, Xcel Energy, WI
- Ethanol Expansion Feasibility Study, ACE Ethanol, LLC
- Energy Conservation Plan, Oneida Tribe, WI
- Strategic Plan, Chippewa County, WI

LAND USE AND TRANSPORTATION PLANNING

- Trail Master Plan, Appleton, WI
- Bicycling and Pedestrian Plan, Fish Creek, Wisconsin
- Bicycling and Pedestrian Wayfinding Plan, ECWRPC
- Transportation Plan, Sherwood, WI
- 54th Street Preliminary Design, Edina, MN
- Miller's Bay Neighborhood Streetscape Design Plan, Oshkosh, WI
- Planning Services, Newburg, WI
- Comprehensive Plan, Whitehall, WI
- Downtown Parking Study, Fish Creek, WI
- River Management Plan, Kiel, WI
- Master Land Use Plan Update, La Crosse County, WI
- Waterfront Master Plan, Fish Creek, WI
- Comprehensive Plan Workshop, Marshfield, WI
- Comprehensive Plan, Stevens Point, WI
- Comprehensive Plan, Appleton, WI
- Kinnickinnick River Corridor Plan, River Falls, WI
- Comprehensive Outdoor Recreation Plan, Suring, WI
- Comprehensive Plan, Barron County, WI
- Arrowhead Park Master Plan, Neenah, WI
- Flood Management Plan, Milwaukee, WI
- Wayfinding and Streetscape Design Plan, Fish Creek, WI
- Parking Study, Egg Harbor, WI

PROJECT FUNDING

- \$500K EDA Grant Application, Eureka, CA
- \$500K REAP Grant Application, ACE Ethanol, LLC
- \$500K REAP Grant Application, Fox River Energy, LLC
- \$250K CDIG Grant Application, Eau Claire, WI
- \$500K TAP Grant Application, Waupaca, WI
- \$75K Fund for Lake Michigan Application, Fish Creek, WI
- \$25K CDBG Planning Grant, Clintonville, WI
- \$25K CDBG Planning Grant, Port Washington, WI
- \$300K CDBG Infrastructure Grant, Lowell, WI
- 500K Infrastructure Grant, Tigerton WI
- \$7.4M USDA RD Grant/Loan, Birnamwood, WI
- \$100M Empowerment Zone Tax Credits, S. Tucson, AZ
- \$500K HOME Grant Funds, S. Tucson, AZ
- \$400K CDBG Grant Application, S. Tucson, AZ
- \$250K USDA RD Housing Grant, S. Tucson, AZ
- \$250K USDA Energy Grant, Thilmany Papers, WI
- \$1M Historic Tax Credit Application, Private Developer
- Tax Increment Financing Sherwood, WI
- Roadway Special Assessments, Sherwood, WI



Core DISTINCTION GROUP

HOTEL MARKET FEASIBILITY STUDY



**TAKING THE FIRST
STEPS TO BRING A
HOTEL TO YOUR
COMMUNITY**

ABOUT US

LEADERSHIP

LISA PENNAU

Mrs. Pennau offers more than 25 years of hospitality industry experience. From her beginning in the industry as a rental car agent at the airport in Oshkosh, Wisconsin where she worked while completing her degrees in both hospitality management and sales & marketing at the local college. Lisa moved on to work as a manager in training for Super 8 hotels in Wichita, Kansas and quickly was promoted to general manager of a Super 8 in Omaha, Nebraska. She was recruited by Baymont to become a traveling manager and served several Midwest distressed properties until moving onto work for Hilton as a General Manager at a Hampton Inn Minnetonka, MN. When that hotel sold, Lisa was promoted by the new owners to Regional Director of Operations for Pillar Hotels overseeing over 25+ hotels in the Midwest market both rural and metropolitan markets in the states of Minnesota, Wisconsin, Illinois, Iowa, North Dakota, and South Dakota. During the 10 years as Regional Director of Operations Lisa oversaw multiple brands as well including: Choice, Hilton, Hyatt, IHG, and Marriott. In her final year with Pillar she received the highest honor of Regional Director of the Year for highest performing hotels in all capacities including, revenue, operations, guest service score, turnover, etc.

JESSICA JUNKER

Miss Junker offers more than 18 years of hospitality industry experience. From her beginning in the industry as a banquet server at a full-service hotel in downtown Green Bay, Wisconsin, to overseeing that very property as the manager in only a couple years. Jessica moved on to work as a Director of Sales at a Residence Inn by Marriott, Area Director of Sales with Interstate Hotels, and Regional Director of Sales and Marketing with Pillar Hotels working on the Sales, Marketing and Revenue Management of anywhere between 15 and 52 hotels with every major and not so major brand in the country. After learning everything she felt she needed about running a hotel, she set her sights on what happens before a hotel is built and worked in many separate executive roles with-in an up and coming hotel franchise. Miss Junker offers hands on, expert knowledge in hotel operations, sales, marketing, training, contracting, development, construction, really all things hotels. She gained this knowledge from industry leaders like Marriott, Hilton, InterContinental Hotels Group, Choice Hotels, TMI Hospitality, Interstate Hotels, Pillar Hotels & Resorts, Cobblestone Hotels, Wyndham Hotels & Resorts, and many more.



ABOUT US

TESTIMONIALS AND REFERENCES

"The Hotel Feasibility study was a big step for our community. Jessica answered countless questions with patience and walked us through the process. She visited our community and talked with business owners giving us confidence that the study would reflect who we really are. Core Distinction Group is efficient, knowledgeable, well-regarded in the industry and most of all passionate about what they do."

-Trousdale/Hartsville, TN Chamber of Commerce - Natalie Knutson
- 507-381-5157

"For quite some time we had been looking at the possibility of a new hotel in our community. We hired Core Distinction Group to perform a hotel Feasibility study for us. Jessica did a great job in answering questions, touring the city and conducting demand generator interviews. Their analysis that was completed gave us the information we needed to begin the process of working on the project. We would highly recommend using their services."

-Urbana, OH/Champaign Economic Partnership - Marcia Bailey - 937-653-7200

"I called Core Distinction Group with a need for a new Feasibility study and a pretty unrealistic time frame. We had interested investors and interested bankers, but they wanted an updated study reflecting the hotel specifics. Not only was Ms. Junker responsive, she and her team worked over the July 4th weekend to get us what we needed, when we needed it. I highly recommend this company. We had a study done two years earlier. That study cost twice as much, took twice as long and the product was not nearly as thorough and complete as what we received from Core Distinction Group."

-Fairfield Bay, AR - Paul Wellenberger - 501-253-6998

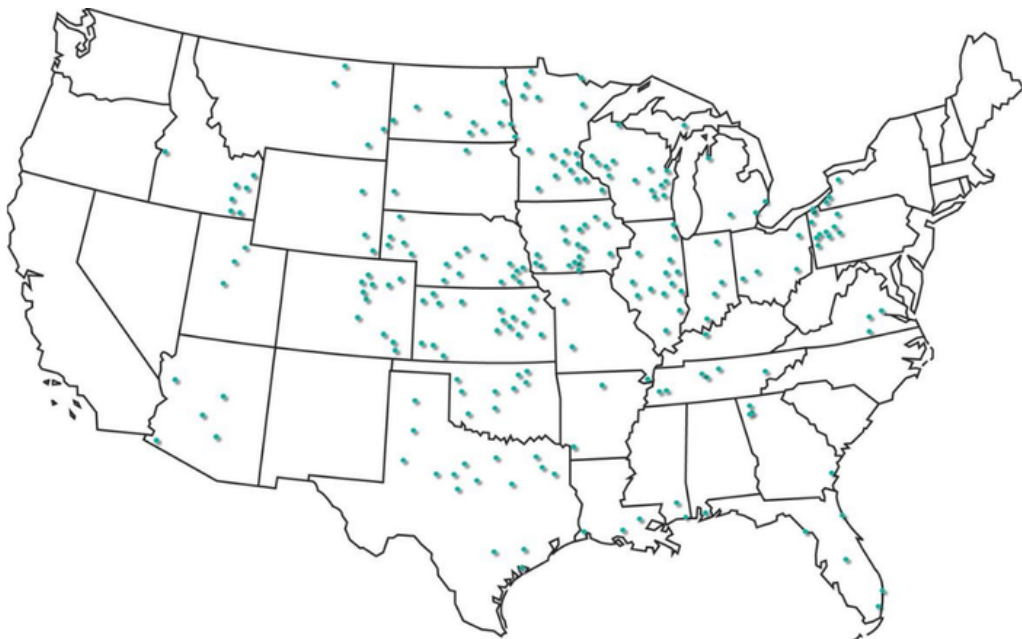
ADDITIONAL REFERENCES

Hutchinson, MN – Brian Forcier – 218-590-8205

Erie, PA - Tom Kennedy - 814-451-1100

Sauk City, WI – Vicki Breunig – 608-643-3932

St. Mary's, PA – Todd Hanes – 814-335-6405



SCOPE OF WORK



PROJECT PROCESS

Core Distinction Group takes immense pride in the work they do. Throughout all phases of our projects we communicate with our clients on a weekly, if not daily bases to ensure everyone involved in the project is up to date on the progress. We keep a very tight timeline on our projects. Each phase is well thought-out and followed consistently. The objective of this engagement is to identify and determine the need for lodging in the community, the loss of lodging to the area due to lack of quality in or amount of lodging, as well as determine there is enough lodging to justify a hotel that makes good business sense. Below you will find each part and its timing in the process:

Research and Community Outreach

This phase involves speaking with community leaders to compile a list of potential demand generators in the local and regional community to conduct interviews during our Site Visit and Community Interviews. Research and Community Outreach is conducted with in the first 1 to 2 weeks following receipt of the retainer.

Site Visit and Community Interviews

This phase involves an in-depth local tour given by community leaders to help Core Distinction understand said community at this draw. The tour also includes detailed analysis of potential sites for the project. Following the tour, Core Distinction Group sit down and interview demand generators (gathered and scheduled during Research and Community Outreach) to develop knowledge and understanding of the community and its individual needs. This part of the process is conducted in 1-2 days, depending on number of in-person interviews.

Data Compilation

This phase of the process involves compiling all the data gathered during our visit to gain the overall picture of what is needed for the community. This phase also includes phone interviews and online surveys in case some demand generators could not attend in-person interviews. This phase is conducted in 2 weeks following our community visit completion.

Data Receiving and Reporting

Once all the demand generator information is gathered, Core Distinction Group begins pulling industry data for target market as well as industry trends to help us gain a better understanding of the local and regional opportunity areas.

Development/Operational Cost Gathering

This involves all things cost. Core Distinction Group gathers actual cost for the development, construction, financing, taxes, and all other ongoing cost associated with the specific project.

Project Proforma

Immediately following Development and Operational Cost Gathering, Core Distinction Group will take all information gathered in consideration to put together a project, brand, market and scale specific Proforma that is bank, investor, brand and developer friendly.

Draft Completion/Submittal

After Core Distinction has conducted it's visit, gathered all the potential demand information, industry data and construction/operating costs, they will complete the draft of the study and submit for review by contracted entity. Changes to the study may be made at this point but are limited to wording and grammar updates.

Final

After all requested changes are made and after final payment is received, Core Distinction Group will submit a final draft of the Hotel Market Feasibility Study and Brand Specific Proforma to the community for use.

*If at this point, Core Distinction Group does not feel there is enough need for lodging to merit the costs of a new build hotel, they will stop the process, communicate with the involved community, offer alternative options for accommodations. If this happens, the contracted entity is not responsible for the remaining study costs highlighted in (Cost) and will receive a report indicating the reasoning behind the decision.

COST AND SUMMARY

ALL INCLUSIVE PRICING

The cost the of a Hotel Market Feasibility Study for your community would be \$8,000. This fee would be all-inclusive and give you every tool you will need to bring a hotel to your community. Once your organization has decided to move forward in hiring Core Distinction Group, LLC to conduct your study, we will require a signed contract and 50% (\$4,000) non-refundable retainer. The remaining 50% (\$4,000) will be required prior to your organization receiving the Final Draft. If at any given point after the Site Visit and Community Tour, our company believes that a new hotel project in your community does not make good business sense, we will reach out to you to discuss. If after the discussion of all data with your organization, all parties believe that we have come to the proper determination, we will cease all project work and you will not be responsible for the remainder of the fee/cost. In addition, Core Distinction Group, LLC does not charge for additional time spend on the project after the completed (questions from investors, bankers, brands and so on). Core Distinction Group, LLC will also include one additional Proforma update with-in a year of the project completion at no additional charge (changes in fees or costs).

SUMMARY

With over 300 Hotel Market Feasibility Studies complete for government organizations across the United States, Core Distinction Group has developed a wonderful reputation for our professionalism, knowledge, and customer service. Each of our completed projects offer each person involved a complete understanding a detailed description of what makes the most business sense. Our study includes but is not limited to:

- Introduction/Objective
- General Market Overview
- Site Analysis
- Economic Overview
- Lodging Demand Overview
- Community Interview/Survey Details
- Lodging Supply Overview
- Conclusion/Recommendations
- Financial Proforma



CONTACT US TODAY TO SCHEDULE YOUR FIRST PHASE!
920-740-1647 - J.JUNKER@COREDISTNCTIONGROUP.COM
WWW.COREDISTNCTIONGROUP.COM



MEMORANDUM

Date: August 19, 2019

To: Common Council

From: Community Development Department/SS

RE: **CSM Lot Line Adjustment - Rezoning – 528 Milwaukee Street, Parcel 1-00446-00, and Parcel 1-00397-00 (#1-00396-00, #1-00446-00, and #1-00397-00)**

Background

On June 4, 2019, the Plan Commission reviewed and recommended approval of a Certified Survey Map (CSM) for 528 Milwaukee Street contingent that the property be rezoned from I-1 Heavy Industrial to C-1 General Commercial. The existing lot and use within the property are currently nonconforming within the I-1 Heavy Industrial property. Rezoning the property to C-1 would bring both the use and the lot into conformance, in addition to bringing the property as a whole more consistent with the comprehensive plan.

These two items, being the CSM and the rezoning, were then placed on the June 17, 2019 Common Council meeting for final review and consideration. However, prior to this meeting, staff was informed that the “buyer” of the property was not aware nor in favor of the rezoning change from I-1 to C-1. Due to this, staff suggested that the two items be referred back to Plan Commission to give staff time to determine additional background information as well as allow the buyers of the property to be involved in the entire process. The Council agreed and referred this item back to Plan Commission.

Update

This item was discussed on the June 25, 2019 Plan Commission meeting. The Land Contract Owners of the property were present and further explained their concerns with the Rezoning conditioned with the CSM. Ultimately, the City Plan Commission postponed these items to the following meeting, August 6, 2019. Following this meeting on June 25, 2019 staff did meet with Bill Peveletzke representing the Contract Owner Barb Wilson on June 28, 2019. In that meeting staff suggested alternatives to their concerns, however, never heard back from any representative of the property. Attempts to contact via phone were made on July 15, 2019 where a voicemail was left.

Following the postponement, this item was again placed on the August 6, 2019 Plan Commission meeting. During the public comment period, the representatives of the property stated that they were still not in favor of the rezoning noting concerns with the future use of the property. **The Plan Commission recommended approval both the Certified Survey Map contingent upon the property being rezoned and approval of the Rezoning.**

Additional Background

In the fall of 2017, Barb Wilson entered into a land contract to purchase the north half of parcel 1-00396-00 which included the building, now Wilzke's Pub, at 528 Milwaukee Street. Due to the building encroachment on the adjacent railroad property, Ms. Wilson was not able to get a clear title on the property which is why a land contract was drafted versus the property being officially deeded over. While the land contract is an official agreement to purchase property, the legal owner still remains with the Seller, Judy Giesen-Brickle. However, with this stated, at that time, the County wrongfully created a parcel and listed Ms. Wilson as the property owner.

The proposed CSM acquiring certain property from the railroad led by Ms. Giesen-Brickle and surveyor, Martenson and Eisele (M&E), is intended to allow Ms. Wilson to officially acquire the property. While staff was in communication with M&E, hired on behalf of the Seller through the application and process, the Buyer, Barb Wilson, stated they were not aware of the rezoning included as part of the CSM.

Certified Survey Map and Rezoning

As indicated above, the propose CSM submitted by M&E on behalf of Ms. Giesen-Brickle was to adjust the west lot line of the property to correct the encroachment. Through the City's review, staff recommended to the Plan Commission that the CSM be contingent upon the property also being rezoned from I-1 to C-1. This recommendation was due to several reasons including the following:

- Consistency with the Subdivision Code
 - Any land division shall meet the comprehensive plan and the zoning code (Sec. 14-1-3(a) and 14-1-10).
- Consistency with the Comprehensive Plan
 - Property is specifically called out as low density residential adjacent to community commercial and industrial uses. Low Density Residential states that some appropriately scaled neighborhood-serving commercial uses may be allowed. This commercial property has been in place since the 1930's and continues to be an establishment nested within the City of Menasha along a transitional corridor.
- Consistency with the Zoning Code
 - The existing land use of a mixed use drinking establishment with second floor residential units is not an acceptable use within the I-1 zoning district (Sec 13-1-31).

- Under the C-1 District the existing nonconforming use would become conforming (Sec. 13-1-29).
- The existing and proposed lot size, lot width, lot depth, and front setback does not meet the requirements of I-1 Heavy Industrial (Sec 13-1-31).
 - While the structure itself not meeting the front setbacks would remain nonconforming, under the C-1 District, the primary lot design would become conforming as well (Sec. 13-1-29).

For these reason's staff's recommendation remains that the approval of the CSM as proposed adjusting the lot line of 528 Milwaukee Street should be contingent upon the property being rezoned from I-1 Heavy Industrial to C-1 General Commercial.

Recommendations

Approval of the Certified Survey Map as proposed adjusting the lot line of 528 Milwaukee Street, Parcel 1-00446-00 and Parcel 1-00397-00 (#1-00396-00, #1-00446-00, and #1-00397-00) with the following condition:

1. 528 Milwaukee Street, parcel #1-00396-00 (Lot 1 of the proposed CSM as published) is rezoned from Heavy Industrial District (I-1) to General Commercial District (C-1).

Approve the rezoning of 528 Milwaukee Street from Heavy Industrial District (I-1) to General Commercial District (C-1) as published with Lot one of the proposed CSM (#1-00396-00).



ORDINANCE 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 on the recommendation of the Plan Commission.

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

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

528 Milwaukee Street – Parcel #1-00396-00 (Wilzke’s Pub). Part of Lot 5, Darlings’s Addition and all of lot 1 of the subdivision of the west 60’ feet of the northeast $\frac{1}{4}$ of the southeast $\frac{1}{4}$, section 15, township 20 north, range 17 east, City of Menasha, Winnebago County, Wisconsin. According to recorded 1924 assessor’s map of said City. More fully described as:

Commencing at the east $\frac{1}{4}$ corner of said section 15; thence north 89 degrees 19 minutes 03 seconds west, along the north line of the northeast $\frac{1}{4}$ of the southeast $\frac{1}{4}$ of said section, a distance of 1261.34 feet; thence south 00 degrees 49 minutes 43 seconds west, a distance of 4.26 feet to the point of beginning; thence south 00 degrees 49 minutes 43 seconds west, along the west right of way line of Milwaukee Street, a distance of 150.00 feet; thence north 89 degrees 45 minutes 34 seconds west, along the south line of lot 1 of the subdivision of the west 60 feet of the northeast $\frac{1}{4}$ of the southeast $\frac{1}{4}$ section 15 according to recorded 1924 assessor’s map of said city, a distance of 60.00 feet; thence south 00 degrees 49 minutes 43 seconds west, along the east line of lot 5 of darling’s addition, a distance of 51.81 feet; thence north 89 degrees 45 minutes 34 seconds west, along the south line of said lot 5 of Darling’s addition, a distance of 138.32 feet; thence 203.14 feet along an arc of a curve to the left, along the east line of lot 4 of certified survey map No.1340, said curve having a radius of 1030.13 and chord that bears north 05 degrees 57 minutes 35 seconds east, 202.81 feet; thence south 89 degrees 45 minutes 34 seconds east, along the south right of way line of Sixth Street, a distance of 180.18 feet to

the point of beginning. Containing 34,407 square feet (.79 acres). Subject to all easements and restrictions of record.

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

Passed and approved this ____ day of _____, 2019.

Recommended by:

Motion/Second:

Vote: _____

Pass/Fail: _____

Requires: ____ 3/4 Vote

Donald Merkes, Mayor

ATTEST:


Deborah A. Galeazzi, City Clerk

Proposed Rezoning

I-1 Heavy Industrial District
to C-1 General Commercial District



528 Milwaukee Street

 Proposed Rezoning: Parcel ID#1-00396-00

0 25 50 100 Feet





MEMORANDUM

To: Common Council

From: Community Development Department/SS

Date: August 19, 2019

Re: **Ordinance O-18-19: An Ordinance Amending Title 2 regarding Public Hearing Distance**

Throughout the last several months there have been numerous public hearings brought forward to the Common Council, City Plan Commission and the Zoning Board of Appeals. Through these items, discussions have been raised regarding the notification of public hearings to surrounding properties. At this time, our ordinance only notifies the adjacent property owners within 100 feet of the subject property in the following circumstances: zoning code text amendments, zoning code map amendments, designation of historic structures and sites, designation of historic signs, consideration of a historic district, special use permits, permitting wind energy systems, and any hearings in front of the board of appeals.

The two items that were discussed included the notification distance of 100 feet and the notification to only the property owner therefore bypassing the physical tenant of a non-owner occupied unit. In front of the Administration Committee is an ordinance to increase this distance from 100 feet to 200 feet and to include the occupants of properties that are not owner occupied. Similarly, changes to the zoning code affecting the same public hearing restrictions will be review by Plan Commission on Tuesday, August 6, 2019 and brought forward to the Common Council on August 19th for final consideration.

Update

At the August 6, 2019 Plan Commission, no action was taken on the similar draft ordinance to Title 13, City Zoning Code. The Commission discussed the need to notify the general public, property owner and the tenant. Through the conversation the Commission agreed that administratively it may not be fully feasible to notify the occupant and the property owner, but requested staff look at other ways to notify the general public as a whole. One of the potential option is to look at adding additional possibly requiring some sort of on-site posting of the change. At this time until the draft ordinance in Plan Commission is moved forward, **staff is recommending the Common Council Table this item to a future date unknown when the sister Ordinance to Title 13, City Zoning Code, is brought forward from Plan Commission.**

In comparing this ordinance to other municipalities, there is not a firm similarity in public hearing distance, but all municipalities only notify the property owner.

- Municipalities with 100': Menasha, Appleton (everything but a replat), Oshkosh (everything but airport related needs), Little Chute, and Green Bay.
- Municipalities with 200': Neenah, Kaukauna, and Madison.
- Municipalities with 300': Fox Crossing, Harrison

Due to the additional administration, cost, complexity, and comparison of other municipalities of notifying both the property owner and occupants were the property is not owner occupied, staff is only recommending approval of increasing the distance of the notice from 100 feet to 200 feet. Maintaining this language would continue to place the burden on the property owner to notify their tenants of any upcoming public hearings.



ORDINANCE O-18-19

AN ORDINANCE AMENDING TITLE 2, CHAPTER 4 OF THE CODE OF ORDINANCES
(Public Hearing Notices)

INTRODUCED BY ALD. STAN SEVENICH

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

SECTION 1: Amend Title 2, Chapter 4, SEC 2-4-5(g)(3)e.2.(vi) of the Code of Ordinances of the City of Menasha, Wisconsin as follows:

Title 2 – Government and Administration

CHAPTER 4

Boards, Commissions and Committees

SEC. 2-4-5 CITY PLAN COMMISSION.

(g) **DUTIES.** The Plan Commission shall have the following duties and powers:

(3) The Comprehensive Plan.

e. Comprehensive Plan Amendments.

2. Procedure.

(vi) Two public hearings shall be scheduled and held: an informal public hearing before the Plan Commission and a formal public hearing before the Common Council. They shall be noticed as follows:

- Informal Public Hearing. For all amendments, a Class One (1) notice shall be published in the official city newspaper at least seven (7) days prior to the informal public hearing. Additionally, for amendments specific to a property or properties, property owners and occupants where the property is not owner occupied, within one-two hundred feet (100'-200') of the subject property or properties

shall be notified by first class mail at least seven (7) days prior to the hearing.

- Formal Public Hearing. For all amendments, a Class One (1) notice shall be published in the official city newspaper at least thirty (30) days prior to the formal public hearing. Additionally, for amendments specific to a property or properties, property owners and occupants where the property is not owner occupied, within ~~one~~ two hundred feet (~~100'~~ 200') of the subject property or properties shall be notified by first class mail at least thirty (30) days prior to the hearing. Said notice may be sent together with the notice for the informal public hearing.

SECTION 2: Amend Title 2, Chapter 4, SEC 2-4-8(g)(5)a.1. of the Code of Ordinances of the City of Menasha, Wisconsin as follows:

Title 2 – Government and Administration

CHAPTER 4

Boards, Commissions and Committees

SEC. 2-4-8 LANDMARKS COMMISSION.

(g) DESIGNATION OF HISTORIC STRUCTURES. ...

- (3) Have yielded, or may be likely to yield, information important to prehistory or history.

a. Designation of historic structures and historic sites.

1. The commission may, after notice and public hearing, designate historic structures and historic sites or rescind such designation or recommendation after application of the criteria in section (4), above. At least 10 days prior to such hearing, the commission shall notify the owners of record, as listed in the office of the city assessor, who are owners or property in whole or in part situated and occupants where the property is not owner occupied, within ~~100~~ 200 feet of the boundaries of the property affected. These owners shall have the right to confer with the commission prior to final action by the commission on the designation. Notice of such hearing shall also be published as a Class 1 Notice under the Wisconsin Statutes. The commission shall also notify the following: department of public works, redevelopment authority, parks department, fire and police departments, health department, building inspection department, plan commission, and the city assessor. Each

such department may respond to the commission with its comments on the proposed designation or rescission.

SECTION 3: Amend Title 2, Chapter 4, SEC 2-4-8(h)(3) of the Code of Ordinances of the City of Menasha, Wisconsin as follows:

Title 2 – Government and Administration

CHAPTER 4

Boards, Commissions and Committees

SEC. 2-4-8 LANDMARKS COMMISSION. ...

(g) DESIGNATION OF HISTORIC SIGNS.

- (3) At least ten (10) days prior to such hearing, the Commission shall, by regular mail or person service, notify persons listed as owners of relevant improvement parcels containing a potential Historic Sign and owners of improvement parcels ~~sistuated~~ situated and occupants where the property is not owner occupied within ~~onetwo~~ hundred ~~(100200)~~ feet of the boundary of the improvement parcel containing the potential Historic Sign of the date, time and place of hearing. Notice of such hearing shall also be published as a Class 2 Notice, under the Wisconsin Statutes. Publication shall cure any defect in the service of notice. The Commission shall also notify the Director of the Department of Community Development. The Department of Community Development may respond to the Commission within fifteen (15) days of notification with its comments, if any, on the proposed listing of the sign on the Historic Sign Inventory or rescission of such listing. The Commission shall then receive such reports and conduct a public hearing. It may call witnesses, including experts, and may subpoena such witnesses and records as it deems necessary. The Commission may view the sign in issue and direct the conduct of an independent investigation into the proposed listing of the sign on the Historic Sign Inventory or rescission of such listing.

SECTION 4: Amend Title 2, Chapter 4, SEC 2-4-8(i)(14)a.1. of the Code of Ordinances of the City of Menasha, Wisconsin as follows:

Title 2 – Government and Administration

CHAPTER 4

Boards, Commissions and Committees

SEC. 2-4-8 LANDMARKS COMMISSION. ...

(i) PRESERVATION AND ADOPTION OF HISTORICAL PROPERTIES. ...

- (14) Architectural elements should be incorporated as necessary to relate the new with the old and to preserve and enhance the inherent characteristics of the area.
- a. Review and adoption procedure.
1. Landmarks Commission
- The Landmarks commission shall hold a public hearing when considering the plan for a historic district. Notice of the time, place, and purpose of such hearing shall be given by publication as a Class 1 Notice under the Wisconsin Statutes in the official city paper. Notice of the time, place, and purpose of the public hearing shall also be sent by the city clerk to the council member of the aldermanic district or districts in which the historic district is located, and the owners of record, as listed in the Office of the city assessor, who are owners of the property and occupants where the property is not owner occupied, within the proposed historic district or are situated in whole or in part within 100-200 feet of the boundaries of the proposed historic district. Said notice is to be sent at least ten days prior to the date of the public hearing. Following the public hearing, the Landmarks commission shall vote to recommend, reject, or withhold action on the plan. This recommendation shall be forwarded

SECTION 5: This amending Ordinance shall take effect upon passage and publication as provided by law.

Passed and approved this ____ day of _____, 2019.

Recommended by:

Motion/Second:

Vote: _____
Pass/Fail: _____
Requires: ___ Majority Vote
___ 2/3 Vote

Donald Merkes, Mayor
ATTEST:

Deborah A. Galeazzi, City Clerk



MEMORANDUM

To: Common Council

From: Community Development Department/SS

Date: August 19, 2019

Re: **Ordinance O-19-19: An Ordinance Amending Title 13 regarding Mobile Storage Regulations**

Earlier this Spring, staff brought forward a rezoning request to the City Plan Commission and Common Council to rezone three properties from Industrial to Commercial as part of steps to align with the City approved Comprehensive Plan and Downtown Vision Plan. These Properties included the Luigi's Pizza, the Elks Lodge and the former Graphic Packaging parking lot (now C.Coakley Parking Lot). With opposition from the ownership of C. Coakley, the Plan Commission postpone this item, but ultimately approved the request to move forward to the Common Council on their April 16, 2019 meeting. On the April 16, 2019 meeting the Common Council voted 4-4 denying the proposed rezoning due to concerns of business impacts of C. Coakley having proposals to use this parking lot as staging including semi-trailer parking. At the meeting Chris Coakley explained that without the ability to use this parking lot for staging ancillary to the storage and warehousing use within the building located across the street and zoned industrial, the entire property and investment becomes obsolete.

As noted much of the concern by C. Coakley was the existing and future use of the parking lot property for staging of semi-trailers. Staff noted that since the ordinance change in 2002 restricting the storage of trailers and not allowing any new storage of this fashion, that the property at best could be viewed as legal nonconforming should proof be provided that the use had continuously been used. However, in looking back at documentation there was a discrepancy between the minutes, signed ordinance, written ordinance and packets that cannot be cleanly deciphered.

With this understanding, staff along with the sponsorship of Alderman Sevenich are proposing to update this language to address the City Councils concerns with the rezoning and officially clarify the language within the code.

Current Code:

"Licensed Tractor-Trailers. Licensed tractor-trailers used in the transport of finished goods or raw materials are exempt from the requirement of this ordinance."

Signed Ordinance O-18-02:

"Licensed tractor-trailers used in the transport of finished goods or raw materials are exempt from the requirement of this ordinance. **Industrial Zoned District.** A Permit is

not required for industrial-use mobile storage. However, whenever possible the mobile storage unit should be concealed by public view either by screening or placing the storage unit behind the principal building.”

Plan Commission Minutes August 6, 2002:

“Comm. Sanders made and Ald. Eckstein seconded a motion to recommend approval of the proposed ordinance with industrially zoned areas to be included.”

Council Minutes August 5, 2002:

“Moved by Ald. Taylor, seconded by Ald. Sevenich to suspend the rules and take up O-18-02 at this time. Motioned failed on roll call 5-3 ...”

Council Minutes August 19, 2002:

“Moved by Ald. Taylor, seconded by Ald. Michlkiewicz to adopt O-18-02. Motion carried on roll call 8-0”

Proposed Ordinance:

“**Licensed Semi-Trailers.** Unattached licensed semi-trailers, as defined by section 340.01(57) of the Wisconsin Statutes, used in the transport of finished goods or raw materials are exempt from the requirement of this ordinance within the I-2 and I-1 Zoning Districts provided the trailer is being staged and ancillary to the principal use of the business. These trailers shall be concealed from public right-of-way by screening following the transitional area requirements under Section 13-1-17 or placed behind the principal building.”

Staff and Plan Commission recommend the Common Council approve the presented Ordinance O-19-19 amending the exceptions for Mobile Storage Regulations.



ORDINANCE O-19-19

AN ORDINANCE AMENDING TITLE 13, CHAPTER 1, ARTICLE G, OF THE CODE OF
ORDINANCES
(Mobile Storage Regulations)

INTRODUCED BY ALD. STAN SEVENICH

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

SECTION 1: Amend Title 13, Chapter 1, Article G, SEC 13-1-90, SEC 5(b) of the Code of Ordinances of the City of Menasha, Wisconsin as follows:

Title 13 – Zoning Code

CHAPTER 1

Zoning Code

...

ARTICLE G

Satellite Earth Stations; Television or Radio Antenna
Towers; Wind Energy Systems; Accessory Uses;
Home Occupations

...

SEC. 13-1-90 MOBILE STORAGE REGULATIONS

...

SEC 5: EXCEPTIONS

...

- (b) **Licensed ~~Tractor~~Semi-Trailers.** ~~Licensed tractor~~Unattached licensed semi-trailers, as defined by section 340.01(57) of the Wisconsin Statutes, used in the transport of finished goods or raw materials are exempt from the requirement of this ordinance within the I-2 and I-1 Zoning Districts provided the trailer is being staged and ancillary to the principal use of the business. These trailers shall be concealed from public right-of-way by screening following the transitional area requirements under Section 13-1-17 or placed behind the principal building.

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

Passed and approved this ____ day of _____, 2019.

Recommended by:

Motion/Second:

Vote: _____

Pass/Fail: _____

Requires: ___ Majority Vote
 ___ 2/3 Vote

Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk

ORDINANCE 0 - 18 - 02

AN ORDINANCE RELATING TO THE USE OF MOBILE STORAGE IN THE CITY OF MENASHA

Introduced by Ald. Taylor

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

SECTION 1: APPLICABILITY AND PURPOSE OF MOBILE STORAGE REGULATIONS

- (a) **Applicability.** This ordinance shall apply to all forms of mobile storage. The standards of this ordinance shall apply to all person, firms, partnerships, associations, and corporations owning, occupying, or having control or management of any premises located within the limits of the City of Menasha.
- (b) **Purpose.** The purpose of this ordinance it to regulate the use of mobile storage within the City of Menasha in order to protect the public safety, health, and welfare; minimize abundance and size of mobile storage units; preserve property values; support and complement land use objectives as set forth in the city's zoning ordinance; and enhance the aesthetic appearance and quality of life within the city. The standards contained herein are intended to achieve the following objective:
 - (1) Establish a mobile storage permit system to allow some types of mobile storage and prohibit mobile storage not expressly permitted by this ordinance.
 - (2) Enable the effective use of mobile storage.
 - (3) Maintain and improve the image of the city by regulating the proliferation of mobile storage.
 - (4) Prevent mobile storage that is potentially dangerous to the public due to structural deficiencies or disrepair.
 - (5) Prevent the placement of mobile storage that will conceal or obstruct vision in street right or ways.
 - (6) It is the expressed intent of this ordinance to prohibit the use of semi-tractor trailers or similar mobile equipment as a substitute for permanent structures whose purpose is to store goods, equipment, parts, fixtures, stock in trade or similar products or materials.

SEC 2: DEFINITIONS

- (a) **Mobile Storage.** For the purposes of this ordinance, mobile storage will be defined as a motor vehicle, trailer, semi-trailer, mobile home, mobile office, or other container on wheels or placed on the ground used in the transportation or storage of non-hazardous goods, whether finished or unfinished, from which any goods are sold, stored, services performed, or other business conducted.

SEC 3: GENERAL REQUIREMENTS

- (a) The use of mobile storage in residentially zoned districts is strictly prohibited
- (b) The use of mobile storage in the C1, C2, C3, C4, I1 and I2 zoning districts shall comply with the following requirements:
 - (1) A permit is required for each mobile storage unit placed on commercially zoned lot.
 - (2) No more than two mobile storage units may be placed on a single lot at any one time.

- (3) Mobile storage may only be used for the storage or transportation of finished goods (i.e. overstock items, seasonal merchandise, or equipment), or unfinished goods (i.e. raw materials). The storage of refuse material, or opened containers of paint, oil, gas, or any other hazardous material is prohibited.
- (4) Whenever possible the placement of mobile storage should be located behind the principal structure or otherwise located so as to minimize visibility from public streets.
- (5) Mobile storage units shall not encroach upon any yard or setback area required by ordinance.
- (6) Mobile storage units shall not obstruct any drive or other space necessary for access by fire apparatus.
- (7) The placement of the mobile storage unit shall not reduce the number of parking spaces. The provisions of the C-1, C-2, and C-3 zoning ordinances are applicable to the use of any mobile storage units.

SEC 4: PERMIT PROCEDURES

- (a) Prior to the use of any mobile storage units, a permit must be obtained from the Community Development Department.
- (b) A permit(s) for the placement of mobile storage may be issued for a total of ninety (90) days per year.
- (c) The permit application shall include the following information:
 - (1) Name of establishment requesting the permit.
 - (2) Name and telephone number of contact person.
 - (3) Type of storage unit(s), dimensions of the unit(s), and a copy of leasing or rental agreement of the storage unit(s) if applicable.
 - (4) A site plan showing the proposed placement of the mobile storage unit in relation to the any buildings on the lot, street right-of-ways, and the surrounding lots and the zoning of those lots.
 - (5) If the mobile storage unit is to have electricity or other utility hook-up, that information shall be indicated on the site plan.
 - (6) The reason for required mobile storage, including what is to be stored.

SEC 5: EXCEPTIONS

- (a) **Construction Site.** Mobile storage units may be placed on construction sites for the time period until the building permit expires or until an occupancy permit is granted, whichever comes first.
- (b) Licensed tractor-trailers used in the transport of finished goods or raw materials are exempt from the requirement of this ordinance. **Industrial Zoned Districts.** A permit is not required for industrial-use mobile storage. However, whenever possible the mobile storage unit should be concealed by public view either by screening or placing the storage unit behind the principal building.

SEC 6: UNSAFE AND ILLEGALLY PLACED MOBILE STORAGE UNITS

- (a) **Unsafe Mobile Storage.** Any mobile storage units deemed unsafe by the Zoning Administrator may be removed by the City according to the process outlined in Section 6 and any costs incurred thereof shall be charges against the owner of the property on which the mobile storage unit was installed.
- (b) **Illegally Placed Mobile Storage.** The Zoning Administrator shall order the removal of any mobile storage units found in violation of this ordinance according to the process outline in Section 6.

SEC 6: ENFORCEMENT PROCESS

- (a) **Enforcement Process.** The Zoning Administrator shall have the authority to enforce the provisions of this ordinance and issue orders related to and promoting the purposes of this ordinance. The provisions of this ordinance shall be enforced according to the following procedures:
- (1) Notice of the violation or required action shall be sent by certified mail addressed to the property owner and/ or permit holder at the last known address.
 - (2) The notice shall describe the violation or required action and identify a time frame for the violators to removal, repair, or complete the required action.
 - (3) Should the storage unit not be removed or repaired or the required action completed within the identified time frame, the Zoning Administrator shall have the authority to remove the mobile storage unit, and the property owner shall be liable for any and all costs incurred thereof. If the property owner fails to pay for such costs, the costs shall be placed as a special tax on the property and entered on the tax rolls.
- (b) **Penalties.** Failure to comply with the specifications found in this ordinance might subject the property owner and/ or permit holder to the penalties listed in Sec. 1-1-7.
- (c) **Appeal.** Decisions by the Zoning Administrator based in the provisions of this ordinance shall be subject to appeal to the Board of Appeals.


SEC 7: This Ordinance shall become effective upon its passage and publication as provided by law.

Passed and approved this 19th day of August, 2002.



Joseph F. Laux, Mayor

ATTEST:



Joan Smogoleski, City Clerk

**CITY OF MENASHA
PLAN COMMISSION
MINUTES**

Tuesday, August 6, 2002
4:00 p.m.

The meeting was called to order at 3:33 p.m. by Mayor Joseph Laux.

I. Roll Call

PLAN COMMISSION MEMBERS PRESENT: Mayor Joseph Laux, Ald. Terry Eckstein, and Commissioners Norm Sanders, Dick Sturm, and Catherine Cruickshank.

PLAN COMMISSION MEMBERS EXCUSED: DPW Mark Radtke (Comm. Mayer has stated his intention to resign from the Plan Commission)

ALSO PRESENT: CDD Keil, AP Beckendorf, Tom Amack, Jack Taylor, David Allen, Colleen Canale, and Mike King of *The Post-Crescent*

II. August 1, 2002 Plan Commission Minutes

Comm. Sanders made and Comm. Cruickshank seconded a motion to approve the minutes from the August 1, 2002 Plan Commission Minutes. The motion carried.

III. CSM Review – Former Christ the Rock Church

CDD Keil explained that the intent of the CSM is to create a separate parcel for the daycare facility. Some Commissioners were concerned about the shared access to Midway Road. There is no reference to a cross-access easement on the CSM.

Comm. Sturm made and Comm. Sanders seconded a motion to recommend approval of the CSM for Christ the Rock Church with the condition that provision is made for a cross-access easement for the Midway Road shared access. The motion carried.

IV. Site Plan Amendment – Family Dollar – Change in Façade Material

CDD Keil explained that the developers are proposing an alternative to the previously approved brick façade. The proposed material is an EFIS wall system, which has a stucco-type surface.

There was some discussion regarding whether the Plan Commission would be consistent if they allowed this change in façade. Jack Taylor, of DCI Contractors, explained that if they were to re-face the building with brick, the whole front of the building would have to be restructured. The building was not designed to have an all brick façade.

Comm. Cruickshank suggested that a contrasting texture be added to break up the solid wall.

Comm. Sanders made and Ald. Eckstein seconded a motion to approve the change in façade material from masonry to EFIS with the condition that a six inch contrasting stripe be added to the façade. The motion carried.

V. Site Plan Review – Lake Park Villas – Fitness Center, Club House and Daycare Center

AP Beckendorf pointed out that the following issues regarding this item need to be addressed:

1. A landscaping plan for the daycare needs to be submitted
2. The plan does not show dumpster locations and no enclosure detail was submitted
3. The plan does not show any curbing

CDD Keil added that the city engineering department will need time to look at the plan also.

There was some discussion regarding the façade colors. The materials will be a charcoal gray split-face block with a multi-colored earth-tone utility brick on top.

Mayor Laux suggested that skylights that are in line with the pool lanes be considered, rather than a solid roof. They may reduce the amount of artificial lighting the pool area needs. Mayor Laux also asked that the floor plan be brought back at the next meeting.

This item was held until the next meeting to allow the developer to address the above issues.

VI. Extraterritorial CSM Review – Goss Avenue – Town of Menasha

Comm. Sturm made and Comm. Sanders seconded a motion to recommend approval of the extraterritorial CSM on Goss Avenue in the Town of Menasha. The motion carried.

VII. An Ordinance Relating to the Use of Mobile Storage in the City of Menasha

CDD Keil stated that the issue of mobile storage item had been brought to the Plan Commission previously as a discussion item. The proposed ordinance regulates the use of semi trailers and other forms of mobile storage. He went on to state that the ordinance included in the Plan Commission packet needs to be revised to include industrially zoned property in order to address several sites where the use of semi trailers for long-term storage has become a problem.

Comm. Sturm asked whether this applied to the storage of recreational vehicles in residential districts. CDD Keil stated that the proposed ordinance did not, but that was covered elsewhere in the zoning ordinance.

Comm. Sanders made and Ald. Eckstein seconded a motion to recommend approval of the proposed ordinance with industrially zoned areas to be included. The motion carried.

VIII. Adjourn

Comm. Cruickshank made and Comm. Sanders seconded a motion to adjourn at 4:30 p.m. The motion carried.

Respectfully Submitted,

*Jessica Beckendorf
Associate Planner*

VIII. ORDINANCES AND RESOLUTIONS, Cont'd.

C. O-18-02 – An Ordinance Relating to the Use of Mobile Storage Units in the City of Menasha.

Moved by Ald. Taylor, seconded by Ald. Sevenich to suspend the rules and take up O-18-02 at this time.

Motion failed on roll call 5-3. Ald. Taylor, Sevenich, Foth, Eckstein and Grapengieser yes. Ald. Barker, Weber, Michalkiewicz no. (2/3 vote required to pass)

D. R-15-02 – Resolution Authorizing the Borrowing of \$164,760.65; Providing for the Issuance and Sale of Taxable General Obligation Promissory Notes Therefor; And Levying a Tax in Connection Therewith

Moved by Ald. Sevenich, seconded by Ald. Michalkiewicz to adopt R-15-02.

Motion carried on roll call 8-0.

IX. MAYOR'S APPOINTMENTS

X. UNFINISHED BUSINESS

A. Motion to remove from the table – Capital Facilities Committee recommendations.

Moved by Ald. Weber, seconded by Ald. Grapengieser to remove from the table.

Motion carried on roll call 8-0.

Moved by Ald. Weber, seconded by Ald. Sevenich to approve Capital Facilities Committee recommendation.
Motion carried on roll call 8-0.

B. Discuss creating formal entrance to Midway Business Park.

Ald. Taylor spoke on enhancing the entrance to Midway Business Park.

Unanimous consent to hear from CDD Keil. Consent granted.

Dir. Keil reported Bob Schmeichel/Vandehey Landscaping is putting a conceptual design together for the Plan Commission. An agreement would be signed. Signage improvements from TIF funds.

Next Council meeting:

Ald. Taylor: 1) Sec. 2-2-8: Internal Powers of Common Council; 2) Congratulations to Police Dept.—request to cater dinner; 3) Budget item 12302—purchase of squad cars.

XI. NEW BUSINESS

A. Proposed Committee, 7/8/02, Recommends:

1. Motion to approve items 1-6 in their entirety

Moved by Ald. Michalkiewicz, seconded by Ald. Weber to approve.

Brief discussion relating to recognition by Chair.

Suggested adding electronic measure to tote board for recognition.

Motion carried on roll call 8-0.

2. Motion to approve additional recommendation item A.

Moved by Ald. Sevenich, seconded by Ald. Michalkiewicz to approve.

Motion carried on roll call 8-0.

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August 19, 2002
Page 2

REPORT OF OFFICERS, Cont'd

- B. Barker Farm Park – PRD Tungate reported on progress made this past week, additional play equipment to be installed, donated funds from Fox Valley Eagles, and work scheduled to be completed in fall.
- C. CVM/C Safety Audit Report: CAPD Brandt reported on the Safety meeting held recently and departments represented.
- D. West Nile Virus: PHD Nett reported the City is one of 25 counties in the State to have confirmed West Nile Virus. Dir. Nett explained the virus symptoms and precautions to take.

Next agenda:

Ald. Barker: Hwy 114/Melissa St. – orange barrels

PEOPLE FROM THE GALLERY TO BE HEARD ON ALL MATTERS OF CONCERN TO THE CITY (5 minute time limit for each person)

ORDINANCES AND RESOLUTIONS

A. O-17-02 – An Ordinance Relating to Prohibited Parking (City Lots) (Held 8/5/02)

Moved by Ald. Weber, seconded by Ald. Michalkiewicz to adopt O-17-02.
Motion carried on roll call 8-0.

B. O-18-02 – An Ordinance Relating to the Use of Mobile Storage in the City of Menasha

Moved by Ald. Taylor, seconded by Ald. Michalkiewicz to adopt O-18-02.

Motion carried on roll call 8-0.

C. O-19-02 – An Ordinance Relating to Prohibitive Parking (Manitowoc Road)

Moved by Ald. Grapengieser, seconded by Ald. Michalkiewicz to suspend the rules and take up O-19-02 at this time.

Motion carried on roll call 8-0.

Moved by Ald. Grapengieser, seconded by Ald. Barker to adopt O-19-02.

Motion carried on roll call 8-0.

D. R-18-02 – A Resolution Supporting Mayor Laux Budget Cuts
Held earlier in Administration Committee.

MAYOR'S APPOINTMENTS

UNFINISHED BUSINESS

A. Newspaper Article – Purchase of two squad cars (requested by Ald. Taylor)
Ald. Taylor explained this item is appearing to clarify previous information given regarding purchase of the squad cars.

Next agenda: Hearing impaired apparatus (requested by Ald. Taylor)

NEW BUSINESS

A. Plan Commission, 8/6/02, Recommends Approval of:

1. Certified Survey Map, former Christ the Rock Church, with the condition that provision is made for a cross-access easement for the Midway Road shared access.

Moved by Ald. Grapengieser, seconded by Ald. Michalkiewicz to approve.
Motion carried on roll all 8-0.



MEMORANDUM

To: Common Council

From: Community Development Department/SS

Date: August 19, 2019

Re: **Ordinance O-20-19: An Ordinance Amending Title 13 regarding Permitted Commercial Land Uses and Related Definitions**

Recently several projects were brought forward in discussions that triggered staff to take a greater look at the overall acceptable land uses within the City zoning code and comparing Menasha's requirements with other municipalities. All of these potential projects looked at properties within the C-1 General Commercial Zoning District, which is where the attached drafted ordinance focuses.

The City of Menasha has four commercial zoning districts:

- C-1 General Commercial District
- C-2 Central Business District (Downtown)
- C-3 Business and Office District
- C-4 Business Park District

Within the C-3 and the C-4 Zoning Districts, the following uses are permitted either by right or through special use permits: Printing and Publishing Uses; Research, Testing, and Technology Based Uses; and Light Manufacturing and Assembly Uses. Staff is proposing that these three uses with minor language changes to assimilate with other parts of the code be added as acceptable uses requiring a special use permit within the C-1 District. Furthermore, upon the creation of the C-3 and C-4 zoning districts, these uses were not defined. Staff is also proposing that the uses be clearly defined to better implement the zoning code in the future. By defining the uses and requiring a special use permit, the City will still review each individual project to ensure that it will not be detrimental to the neighborhood and minimize impacts.

In comparing to other municipalities: Appleton, Kaukauna, Little Chute, and Marshfield all allow some sort of Light Manufacturing/Printing within their commercial districts through special use permits or permitted by right, whereas, Neenah and Menasha currently do not allow this type of use within their general commercial districts.

Staff and Plan Commission recommend the Common Council approval Ordinance O-20-19 regarding the permitted commercial land uses and adding the related definitions.



ORDINANCE O-20-19

AN ORDINANCE AMENDING TITLE 13, CHAPTER 1, ARTICLE C AND ARTICLE M OF
THE CODE OF ORDINANCES

(Permitted Commercial Land Uses and Related Definitions)

INTRODUCED BY ALDERMAN SEVENICH.

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

SECTION 1: Amend Title 13, Chapter 1, Article C, SEC 13-1-29(c) of the Code of Ordinances of
the City of Menasha, Wisconsin as follows:

Title 13 – Zoning Code

CHAPTER 1

Zoning Code

...

ARTICLE C

Zoning Districts

...

SEC. 13-1-29 C-1 GENERAL COMMERCIAL DISTRICT.

...

(c) SPECIAL USES.

- (1) Airport/heliport.
- (2) Amusement and recreation facilities, outdoor only.
- (3) Automotive, truck, recreational vehicles, and heavy equipment sales, rental, and leasing.
- (4) Automotive, truck, recreation vehicle, and heavy equipment repair and maintenance services.
- (5) Bed and breakfast facilities.
- (6) Building and garden equipment and supply dealers with outdoor displays.
- (7) Gasoline stations.
- (8) Landscape nurseries, orchards, and commercial greenhouses.
- (9) Light Manufacturing and Assembly (maximum building size of 25,000 SF)
- (10) Manufactured or mobile home dealers.
- (11) Multi-family uses permitted in the R-4 Multi-Family District.
- (12) Museums, historical sites, and similar institutions, outdoor only.
- (13) Printing, Publishing and Engraving (maximum building size of 25,000 SF)
- (14) Radio and television broadcasting facilities.

~~(13)~~(15) Railroad right-of-way and uses essential to railroad operation.

~~(16)~~ Research, Laboratory, Testing, and Technology Based Uses

~~(14)~~(17) RV Parks and recreational camps.

~~(15)~~(18) Schools serving more than thirty (30) students.

~~(16)~~(19) Spectator sport facilities, outdoor only.

~~(17)~~(20) Other uses requiring a special use permit:

a. Any use which utilizes outdoor storage or outdoor display of merchandise or equipment. This requirement does not apply to outdoor display items which are removed each night.

b. Office buildings exceeding three (3) stories in height.

c. Major telecommunications facilities in accordance with 13-1-81.

~~(18)~~(21) Expansion of mini warehouse facilities in existence prior to January 1, 1991.

~~(19)~~(22) All permitted uses in the R-2 Two Family Residence District.

SECTION 2: Amend Title 13, Chapter 1, Article C, SEC 13-1-36 of the Code of Ordinances of the City of Menasha, Wisconsin as follows:

Title 13 – Zoning Code

CHAPTER 1

Zoning Code

...

ARTICLE C

Zoning Districts

SEC. 13-1-36 C-3 BUSINESS AND OFFICE DISTRICT.

...

(b) PERMITTED USES:

...

(1) Research, laboratory, testing, and technology-based uses.

...

(c) SPECIAL USES:

...

(4) Printing, ~~and~~ publishing, and engraving.

SECTION 3: Amend Title 13, Chapter 1, Article C, SEC 13-1-37 of the Code of Ordinances of the City of Menasha, Wisconsin as follows:

Title 13 – Zoning Code

CHAPTER 1

Zoning Code

...

ARTICLE C

Zoning Districts

SEC. 13-1-37 C4 - BUSINESS PARK DISTRICT.

...

(b) PERMITTED USES:

...

(8) Printing, ~~and~~ publishing, and engraving.

...

(10) Research, laboratory, testing, and technology-based uses

SECTION 4: Amend Title 13, Chapter 1, Article M, SEC 13-1-160 of the Code of Ordinances of the City of Menasha, Wisconsin as follows:

Title 13 – Zoning Code

CHAPTER 1

Zoning Code

...

ARTICLE M

Definitions

SEC. 13-1-160 DEFINITIONS.

...

(a) The following words and terms, wherever they occur in this Chapter, shall be construed as herein defined. Words not defined shall be interpreted in accordance with definitions found in any standard dictionary:

- (1) **ABUTTING.** Making contact with or separated only by public thoroughfare, railroad or public utility right-of-way.
- (2) **ACCESSORY BUILDING.** A subordinate building or a portion of the main building which is located on the same lot or parcel as the main building and the use of which is clearly incidental to that of the main building or to the use of the premises. This definition excludes a private garage.
- (3) **ACCESSORY USE.** A use on the same lot with and of a nature customarily incidental and subordinate to the principal building or use.
- (4) **AIRPORT OR HELIPORT.** Any land or structure which is used or intended for use, for the landing and takeoff of aircraft and any appurtenant land or structure used or intended for use by port buildings or other port structures or rights-of-way.
- (5) **ALLEY.** A public right-of-way not less than twenty-four (24) feet in width which has been dedicated or deeded to the public for public use and designed to provide secondary access to abutting property.
- (6) **ANIMALS - DOMESTIC.** Dogs, cats, birds and other commonly known house pets.

- (7) **ADULT ESTABLISHMENTS.** Establishments which include bookstores, motion picture theaters, mini-motion picture theaters, bath houses, massage parlors, modeling and body painting studios and cabarets whose principal use is to depict, describe, engage in or relate to "specified anatomical areas" or "specified sexual activities." Escort services and escorts as regulated in Sec. 7-13 shall be considered adult establishments.
- (8) **APARTMENT.** A room or suite of rooms rented, leased or granted similar tenancy, with cooking facilities available which is occupied as a residence by a single family or a group of individuals living together as a single-family unit. This includes any unit in buildings with more than two (2) dwelling units.
- (9) **APARTMENT BUILDING.** Three (3) or more dwelling units or apartments grouped in one (1) building.
- (10) **AUTOMOBILE/TRUCK WASH.** A building, or portion thereof, containing facilities for washing automobiles or trucks, using production line methods, including, but not limited to, steam cleaning devices or other mechanical devices.
- (11) **AUTOMOBILE WRECKING.** The dismantling or wrecking of used motor vehicles or trailers or the storage, sale or dumping of dismantled, partially dismantled, or wrecked vehicles or their parts. (See also junk yard.)
- (12) **BASEMENT.** A portion of a building located partly underground, but having half or more of its floor to ceiling height below the average grade of the adjoining ground.^{072114 1:2}
- (13) **BED AND BREAKFAST ESTABLISHMENT.** Any place of lodging that satisfies all of the following (as per Chapter 254.61, Wis. Stats.):
- i. Provides 8 or fewer rooms for rent to no more than a total of 20 tourists or transients.
 - ii. Provides no meals other than breakfast and provides the breakfast only to renters of the place.
 - iii. Is the owner's personal residence.
 - iv. Is occupied by the owner at the time of rental.
 - v. Was originally built and occupied as a single-family residence, or prior to use as a place of lodging, was converted to use and occupied as a single-family residence.
- (14) **BOARDER.** A person who regularly receives lodging with or without meals at another's home for pay or services.
- (15) **BOARDING OR ROOMING HOUSE.** Building or dwelling unit other than a motel, hotel, Bed and Breakfast Establishment, or Tourist Rooming House, where, for compensation and by prearrangement, lodging is provided with or without meals for three (3) or more persons, not to exceed eight (8) persons, nor more than two (2) persons to a room.
- (16) **BOARDING UNIT.** Any room or group of rooms forming a habitable unit used or intended to be used for living and/or sleeping but not used for cooking or eating purposes.
- (17) **BROADCASTING ANTENNA, RADIO AND TELEVISION.** Commercial, public or private broadcasting towers exceeding the district height limitations or more than one (1) tower of any height located on the same lot or parcel.
- (18) **BUFFER.** The use of land, topography, difference in elevation, space, fences or landscape planting to screen or partially screen a use or property from another use or property and thus reduce undesirable influences, such as site, glare, noise, dust and other external effects.

- (19) **BUILDABLE AREA.** The space remaining on a lot after the minimum yard requirements, drainage provisions, open space and other site constraint requirements of this Code have been met.
- (20) **BUILDING.** Any structure having a roof which may provide shelter, support, protection or enclosure of persons, animals or property of any kind; and when said structures are divided by party walls without openings, each portion of such building so separated shall be deemed a separate building.
- (21) **BUILDING HEIGHT.** The vertical distance to be measured from the grade of a building line to the top, to the cornice of a flat roof, to the deck line of a mansard roof, to a point of the roof directly above the highest wall of a shed roof, to the upper-most point on a round or other arch-type roof, to the mean distance of the highest gable on a pitched or hip roof.
- (22) **BUILDING LINE.** An imaginary line separating buildable area and the required yards as defined herein.
- (23) **BUILDING LINE, SHORELAND.** A line measured across the width of the lot where the main structure is placed in accordance with the setback provisions from the ordinary high water mark, as designated by the Department of Natural Resources.
- (24) **BUSINESS.** Any occupation, employment or enterprise wherein merchandise is exhibited or sold, or where services are offered for compensation.
- (25) **CAMPUS.** One or more parcels on adjacent or opposing lots upon which two or more structures exhibit a common design theme and architectural character.
- (26) **CEMETERY.** Site set apart for the burial or interment of the human dead.
- (27) **CHURCH.** A building, together with its necessary buildings and uses, where persons regularly assemble for religious worship and which buildings, together with its accessory buildings and uses, is maintained and controlled by a religious body organized to sustain public worship.
- (28) **CLUB OR LODGE.** A nonprofit association of persons who are bona fide members paying annual dues, with the use of premises being restricted to members and their guests. The serving of food and meals on such premises is permissible providing adequate dining room space and kitchen facilities are available. Serving of alcoholic beverages to members and their guests shall be allowed, provided such serving is secondary and incidental to the operation of the dining room for the purpose of serving food and meals and providing further that such serving of alcoholic beverages is in compliance with the applicable federal, state, county and municipal laws.
- (29) **COMMUNITY LIVING ARRANGEMENT.** Facilities licensed or operated or permitted under the authority of the Wisconsin Department of Health and Social Services, including child welfare agencies, group foster homes for children and community-based residential facilities (as per Chapter 46.03, Wis. Stats.).
- (30) **CONDOMINIUM.** A form of individual ownership within a building which may entail joint ownership and responsibility for maintenance and repairs of the land and other common property of the building.
- (31) **DAY CARE CENTER.** A licensed facility in which care and supervision is providing for four (4) or more children under the age of seven (7) years for less than twenty-four (24) hours per day.
- (32) **DENSITY.** A number expressing the relationship of the number of dwellings to an acre of land.

- (33) **DRIVE-IN.** Any use where products and/or services are provided to the customer under conditions where the customer does not have to leave the car or where fast service to the automobile occupants is offered regardless of whether the service is provided within the building.
- (34) **DRIVEWAY.** A graveled or paved access from a street to a private structure or parking area and a continuous access to a street.
- (35) **DWELLING, ATTACHED.** A dwelling which is partially surrounded by open space on the same lot.
- (36) **DWELLING DETACHED.** A dwelling which is entirely surrounded by open space on the same lot.
- (37) **DWELLING UNIT.** A residential building or portion thereof intended for occupancy by a single family, but not including hotels, motels and boarding houses.
- (38) **DWELLINGS FOR WATCHMEN.** A dwelling unit whose occupancy is limited to an employee of the entity owning or conducting operations on the site whose job responsibilities include site security.
- (39) **EASEMENT.** A grant by a property owner for use of a strip of land by the public or any person for any specific purpose or purposes of construction and maintaining utilities, including, but not exclusive of the following: sanitary sewers, water mains, electric lines, telephone lines, other transmission lines, storm sewer, storm drainage ways, gas lines, other service utilities, etc.
- (40) **EXTERIOR STORAGE.** The storage of goods, materials, equipment, manufactured products and similar items not fully enclosed by a building.
- (41) **FAMILY.** Any number of persons each related by blood, marriage, adoption or foster care arrangement living together as a single housekeeping unit, or a group of not more than four (4) persons not so related, maintaining a common household, and using common cooking and kitchen facilities.
- (42) **FAMILY DAY CARE HOME.** A licensed facility located in a residential dwelling and operated by a resident family, providing care and supervision for four (4) to eight (8) children.
- (43) **FARM.** Any tract of land, one (1) acre or larger, used for the growing/production of field crops or the raising of non-domesticated animals.
- (44) **FENCE.** Any partition, structure, wall or gate erected as a divider marker, barrier or enclosure and located along the boundary or within the required yard.
- (45) **FLOOR AREA.** The net area of any floor space enclosed by exterior walls, fire walls or absolute fire separation, exclusive of open spaces.
- (46) **FLOOR AREA, PUBLICLY USED.** All occupied areas within a building except for: all rooms with ceilings less than six (6) feet eight (8) inches at their lowest point, toilet rooms, furnace and mechanical rooms, identified exit corridors, exit stairs, permanent fixtures and janitor's or other small closets.
- (47) **FRONTAGE.** That boundary of a lot which abuts an existing or dedicated public street.
- (48) **GARAGE, PRIVATE.** A detached or attached building or a portion of the principal building, including a car port, which is used primarily for the storing of motor vehicles by the tenants of the building or buildings.
- (49) **GARAGE, PUBLIC.** Any premises, except those described as a private garage, used for the storage or care of power-driven vehicles or where any such vehicles are equipped for operation, repaired or kept for renumeration, hire or sale.

- (50) **GARAGE, REPAIR.** A building or space for the repair or maintenance of vehicles, but not including factory assembly of such vehicles, auto wrecking establishments or junk yards.
- (51) **GASOLINE STATION.** Any building or premises used for the dispensation, sale or offering for retail sale of any motor fuels, oils or lubricants. The building or space may also be used for the repair or maintenance of vehicles.
- (52) **HOME OCCUPATION.** Any business or commercial activity that is conducted or petitioned to be conducted from property that is zoned for residential use.
- (53) **HOTEL.** A place where sleeping accommodations are offered for pay to transients, in 5 or more rooms, and all related rooms, buildings and areas (as per Chapter DHS 195, Wis. Stats.)
- (54) **JUNK YARD.** Land or buildings where waste, discarded or salvaged materials are bought, sold, exchanged, stored, baled, cleaned, packed, disassembled or handled, including, but not limited to, scrap metal, rags, paper, rubber products resulting from wrecking or salvage of automobiles or other vehicles, or outdoor storage of two (2) or more unregistered vehicles, except as otherwise authorized. Such use shall not include sanitary landfill and organic waste or material.
- (55) **KENNEL -- COMMERCIAL.** Any structure or premises on which four (4) or more animals of one (1) type, over four (4) months of age, are kept, owned, boarded, groomed, sheltered, protected, bred or offered for sale or any other merchandising.
- (56) **LANDSCAPING.** Alteration of the natural terrain, including the planting of trees, grass, shrubs and ground cover.
- (57) **LIGHT MANUFACTURING AND ASSEMBLY.** The processing, fabrication, assembly, treatment and packaging of materials and finished products where all operations, with the exception of loading are entirely conducted within an enclosed building. Such land uses shall be relatively clean and quiet with minimal nuisances such as noise, heat, vibration, foul odor, etc. that are detectable at the property line.
- (57)(58) **LOT.** A tract of land, designated by metes and bounds, registered land survey, or plat, and separated from other tract of land by legal description approved by the City of Menasha and recorded in the office of the County Register of Deeds.
- (58)(59) **LOT AREA.** Area within a lot, including land over which easements have been granted, but not including any land within the limits of a public street upon which such lot abuts. If a corner lot has its corner bounded by a curved line connecting other street lines which, if extended, would intersect, the area may be computed as if such boundary lines were so extended.
- (59)(60) **LOT AREA PER UNIT.** The lot area required by this Chapter to be provided for each dwelling unit.
- (60)(61) **LOT, CORNER.** A lot situated at the junction of and abutting on two (2) or more intersecting streets or a lot at the point of deflection in alignment of a continuous street, the interior angle of which does not exceed one hundred thirty-five (135) degrees.
- (61)(62) **LOT, COVERAGE.** Percentage of lot area used for a defined purpose.
- (62)(63) **LOT DEPTH.** The minimum horizontal distance between the front lot line and the rear lot line of a lot.
- (63)(64) **LOT, DOUBLE FRONTAGE.** Percentage of lot area used for a defined purpose.

~~(64)~~(65) **LOT, INTERIOR.** A lot other than a corner lot.

~~(65)~~(66) **LOT LINE.** A lot line that is the property line bounding a lot, except that where any portion of a lot extends into a public right-of-way or a proposed right-of-way, the line of such public right-of-way shall be the lot line.

~~(66)~~(67) **LOT LINE, FRONT.** That boundary of a lot which abuts an existing or dedicated public street. In the case of a lot abutting two (2) or more public streets, the front lot line shall be the lot line of least dimension.

~~(67)~~(68) **LOT LINE, REAR.** That boundary of a lot which is opposite the front lot line. If the rear lot line is less than ten (10) feet in length or if the lot forms a point at the rear, the rear lot line shall be a line ten (10) feet in length within the lot, parallel to and at the maximum distance from the front lot line.

~~(68)~~(69) **LOT LINE, SIDE.** Any boundary of a lot which is not a front lot line or a rear lot line.

~~(69)~~(70) **LOT, REVERSED FRONTAGE.** A corner lot whose rear lot line coincides with any part of the side lot line of an abutting interior lot (see diagram).

~~(70)~~(71) **LOT, SUBSTANDARD.** Any platted lot less than seven thousand two hundred (7,200) square feet in lot area.

~~(71)~~(72) **LOT OF RECORD.** Any lot which is one (1) unit of a plat duly approved and filed or one (1) unit of an assessor's subdivision or a registered land survey that has been recorded in the office of the County Register of Deeds prior to the effective date of this Code.

~~(72)~~(73) **LOT WIDTH.** The maximum horizontal distance between the side lot lines of a lot is measured on or within the front yard setback requirements.

~~(73)~~(74) **MOBILE HOME.** A manufactured home as defined in the U.S. Department of Housing and Urban Development, 24 C.F.R. Sec 3280.

~~(74)~~(75) **MOBILE HOME SITE.** A parcel of land for the placement of a single mobile home for the exclusive use of the occupants of said mobile home.

~~(75)~~(76) **MOBILE HOME PARK.** Any site, lot, field or tract of land under single ownership, designed, maintained or intended for the placement of two (2) or more occupied mobile homes. Mobile home parks shall include any buildings, structures, vehicles or enclosure intended for use as part of the equipment of such mobile home park.

~~(76)~~(77) **MOBILE HOME STAND.** That part of an individual mobile home plat which has been reserved for placement of the mobile home, appurtenant structures or additions.

~~(77)~~(78) **MOTEL.** A hotel that furnished on-premise parking for motor vehicles of guests as part of the room charge, without extra cost, and that is identified as a "motel" rather than a "hotel" at the request of the operator (as per Chapter DHS 195, Wis. Stats.).

~~(78)~~(79) **MULTIPLE RESIDENT.** Three (3) or more dwelling units in one (1) structure.

~~(79)~~(80) **NOISE.** One (1) or a group of loud, harsh, non-harmonious sounds or vibrations that are present and irritating to the ear.

~~(80)~~(81) **NON-CONFORMING STRUCTURE.** Any structure whose lot area, yard and/or height regulations permitted or existing at the time of adoption of this Code now do not comply with the provisions of this Code.

~~(81)~~(82) **NON-CONFORMING USE.** Any use of a lot or structure permitted or existing at the time of adoption of this Code which now does not comply with all

the regulations of this Code or any amendments hereto governing the zoning district in which such use is located.

~~(82)~~~~(83)~~ **NOXIOUS.** Matter which is capable of causing injury or is in any way harmful to living organisms or is capable of causing detrimental effect upon the health, the physiological or social or economic well-being of human beings.

~~(83)~~~~(84)~~ **NURSERY SCHOOL.** A use where care is provided for four (4) or more children under kindergarten age.

~~(84)~~~~(85)~~ **NURSERY, LANDSCAPE.** A business engaged in growing and selling trees, flowering and ornamental plants, grasses, and shrubs and other ground covers which may be conducted within a building or without for the purpose of landscape construction.

~~(85)~~~~(86)~~ **NURSING HOME, REST HOME OR CONVALESCENT HOME.** A building with facilities for the care of children, the aged, infirm or place of rest for those suffering bodily disorder, but not containing equipment for surgical care or for treatment of disease or injury. Said nursing home shall be licensed by the State Board of Health.

~~(86)~~~~(87)~~ **OCCUPANCY.** The purpose for which a building is used or intended to be used. The term shall also include the building or rooms housing such use. Change in occupancy is not intended to include change of tenants or proprietors of a substantially similar use to that which previously existed.

~~(87)~~~~(88)~~ **OFFICE USES.** Those commercial activities that take place in office buildings where goods are not produced, sold or repaired. These include: banks, general offices, professional offices, governmental office, insurance office, real estate office, travel agency or transportation ticket office, telephone , exchange, utility office, radio broadcasting and similar uses.

~~(88)~~~~(89)~~ **OPEN SPACE.** Any open area not covered by a structure.

~~(89)~~~~(90)~~ **OPEN SPACE, COMMON.** A parcel or parcels of land and/or an area of water not required for storage of the "regional flood" within a site designated for private open space for the sole benefit, use and enjoyment of the homeowners within a planned unit development or similar developments associated with common open space area.

~~(90)~~~~(91)~~ **OPEN STORAGE.** Storage of any material outside of the building and/or structure.

~~(91)~~~~(92)~~ **ORDINARY HIGH WATER MARK.** A mark delineating the highest water level which has been maintained for a sufficient period of time to leave evidence upon the landscape. The ordinary high water mark is commonly that point where natural vegetation changes from predominantly aquatic to predominantly terrestrial. In areas where the ordinary high water mark is not evident, setbacks shall be measured from the stream bank of the following waters that have permanent flow or open water: the main channel, adjoining side channels, back waters and sloughs.

~~(92)~~~~(93)~~ **PARCEL.** An unplatted tract of land that does not have sufficient street frontage or area, as defined within the Code, to be considered a buildable lot.

~~(93)~~~~(94)~~ **PARKING SPACE.** A suitable surfaced and permanently maintained area either within or outside of a building of sufficient size to store one (1) automobile.

~~(94)~~~~(95)~~ **PEDESTRIAN WAY.** A public or private right-of-way across or within a block to be used by pedestrians.

~~(95)~~(96) **PERSON.** An individual, firm, partnership, association, corporation or organization of any kind.

~~(96)~~(97) **PLAN, COMPREHENSIVE.** Comprehensive plan shall mean a compilation of policy statements, goals, standards and maps for guiding the physical, social and economic development, both private and public, of the municipality and its environs and may include, but is not limited to, the following: statements of policies, goals, standards, a land use plan, a community facilities plan, a transportation plan and recommendations for plan implementation. A comprehensive plan represents the planning agency's recommendations for the future development of the community.

~~(97)~~(98) **PLAN, SITE.** A map or graphics prepared to scale depicting the development of a tract of land, including, but not limited to, the location and relationship of the structures, streets, driveways, recreation areas, parking areas, utilities, landscaping, existing and proposed grading, walkways and other site development information as related to a proposed development.

~~(98)~~(99) **PLANNED UNIT DEVELOPMENT.** A development having two (2) or more principal uses or structures on a single tract or tracts of land, developed according to a plan approved by the City, under single ownership or unified control. A planned unit development allows for flexibility not available under normal zoning district requirements. A planned unit development may include a combination of land uses.

~~(99)~~(100) **PREVAILING.** The predominant or most frequent occurrence.

~~(100)~~(101) **PRINCIPAL STRUCTURE OR USE.** One which determines the predominant use as contrasted to accessory use or structure.

(102) **PRINTING, PUBLISHING, AND ENGRAVING.** Commercial printing and engraving operations including the custom reproduction of materials for custom orders by individuals and/or businesses. Uses include, but are not limited to: printing, photocopying, screen processing, plaque engraving.

~~(101)~~(103) **PROPERTY LINE.** The legal boundaries of a parcel of property which may also coincide with the right-of-way of a road or ordinary high water mark.

~~(102)~~(104) **PUBLIC LAND.** Land owned or operated by a municipality, school district, county, state, federal or other governmental unit.

~~(103)~~(105) **PUBLIC BUILDING.** A building owned and operated by a governmental unit including, but not limited to, fire stations, wells, city hall, public works, senior citizen facility and police facilities.

~~(104)~~(106) **RECREATION, COMMERCIAL.** Includes all uses such as bowling alleys, driving ranges and movie theaters that are privately owned and operated with the intention of earning a profit by providing entertainment for the public.

~~(105)~~(107) **RECREATION, PUBLIC.** Includes all uses such as tennis courts, ball fields, picnic areas and the like that are commonly provided for the public at parks, playgrounds, community centers and other sites owned and operated by a unit of government for the purpose of providing recreation.

~~(106)~~(108) **RECREATIONAL VEHICLE.** Any vehicle less than thirty (30) feet in overall length that is mounted on wheels used for convenience on highways and streets and propelled or drawn by its own motor power.

(109) **RESEARCH, LABORATORY, TESTING, AND TECHNOLOGY USE.**
Research, investigation, development, scientific testing uses, that does not include the mass production of manufacturing.

- ~~(107)~~(110) **RESTAURANTS, TRADITIONAL.** Restaurant where food is served by a waitress or waiter to a customer and consumed while seated at a counter or a table. Food is served on non-disposable containers.
- ~~(108)~~(111) **RESTAURANTS, DRIVE-IN.** Restaurants in which the customers are served food at a carry-out counter or service window.
- ~~(109)~~(112) **ROAD.** Right-of-way affording primary access by pedestrians and vehicles to abutting property whether designated as a street, highway, thoroughfare, parkway, road, avenue, boulevard, land, place or however otherwise designated. Egress and ingress easements shall not be considered roads.
- ~~(110)~~(113) **ROOM.** A space within a building completely enclosed, except for openings for light, ventilation, ingress and egress.
- ~~(111)~~(114) **SHORE YARD SETBACK.** The minimum horizontal distance between the structure and the ordinary high water mark (see diagram).
- ~~(112)~~(115) **SIGN.** A name, identification, description, display, illustration or device which is affixed to or represented directly or indirectly on a building, structure or land in view of the general public and which directs attention to a product, place, activity, person, institution or business.
- ~~(113)~~(116) **SOLAR STRUCTURE.** A structure designed to utilize solar energy as an alternative for, or supplement to, a conventional energy system.
- ~~(114)~~(117) **SPECIFIED ANATOMICAL AREAS.** Less than completely and opaquely covered human genitals, pubic region, buttocks, female breast below a point immediately above the top of the areola and human male genitals in a discernibly turgid state even if completely or opaquely covered.
- ~~(115)~~(118) **SPECIFIED SEXUAL ACTIVITIES.** Activities where human genitals are in a state of sexual stimulation or arousal; acts of masturbation, sexual intercourse or sodomy; and fondling or other erotic touching of the human genitals, pubic region, buttocks or female breast.
- ~~(116)~~(119) **STREET.** A public right-of-way which affords primarily means of access to abutting property and shall also include avenue, highway, road or way.
- ~~(117)~~(120) **STRUCTURE.** Anything constructed, the use of which requires more or less permanent location on the ground, or attached to something having a permanent location on the ground.
- ~~(118)~~(121) **TOURIST OR TRANSIENT.** A person who travels to a location away from his or her permanent address for a short period of time for vacation, pleasure, recreation, culture, business or employment (as per Chapter DHS 195, Wis. Stats.).
- ~~(119)~~(122) **TOURIST ROOMING HOUSE.** All lodging places and tourist cabins and cottages, other than hotels and motels, in which sleeping accommodations are offered for pay to tourists or transients. It does not include private boarding or rooming houses not accommodating tourists or transients or bed and breakfast establishments regulated under Chapter DHS 197 (as per Chapter DHS 195, Wis. Stats.).
- ~~(120)~~(123) **UNDUE HARDSHIP.** Undue hardship as used in connection with the recommending of the granting of a variance means the property in question cannot be put to a reasonable use if used under conditions allowed by the official controls; the plight of the landowner is due to circumstances unique to his property not created by the landowner; and the variance, if recommended, will not alter the essential character of the locality. Economic considerations alone

shall not constitute an undue hardship if reasonable use for the property exists under the terms of this Code.

~~(+21)~~(124) **USE, ACCESSORY.** A use subordinate to and serving the principal use or structure on the same lot and customarily incidental thereto.

~~(+22)~~(125) **USE, PERMITTED.** A public private use which of itself conforms with the purposes, objectives, requirements, regulations and performance standards of a particular district.

~~(+23)~~(126) **USE, PRINCIPAL.** The main use of land or buildings as distinguished from subordinate or accessory uses.

~~(+24)~~(127) **USE, SPECIAL.** A public or private use which possesses unique characteristics that may affect the community or the surrounding area and, therefore, deserves special consideration and permission before being established.

~~(+25)~~(128) **VARIANCE.** A modification or variation of the provisions of this Code where it is determined that, by reason of special and unusual circumstances relating to a specific lot, strict application of the Code would cause an undue hardship.

~~(+26)~~(129) **VISION CLEARANCE AREA.** An unoccupied space extending along the full width of the front lot line between side lot lines and extending ten (10) feet from the abutting street right-of-way. Such space shall remain clear of obstructions between three (3) and twelve (12) feet above grade.

~~(+27)~~(130) **VISION CLEARANCE TRIANGLE.** An unoccupied triangle space at the street corner of a corner lot. The triangle is formed by connecting the point where each street line intersects and two (2) points located ten (10) feet along each street line.

~~(+28)~~(131) **YARD.** A required open space on the lot which is unoccupied and unobstructed by a structure from its lowest level to the sky except as permitted in this Chapter. A yard extends along the lot line at right angles to such lot line to a depth or width specified in the setback regulations for the zoning district in which such lot is located.

~~(+29)~~(132) **YARD, FRONT.** A yard extending along the full width of the front lot line between the side lot lines and extending from the abutting street right-of-way to the depth required in the setback regulations for the zoning district in which such lot is located. Where irregular lot lines exist, the front yard shall be determined by the Department of Community Development.

~~(+30)~~(133) **YARD, REAR.** That portion of the yard on the same lot with the principal building located between the rear of the building and the rear lot line extending along the full width of the lot. Where irregular lot lines exist, the rear yard shall be determined by the Department of Community Development.

~~(+31)~~(134) **YARD, SIDE.** The yard extending along the side lot line between the front and rear yards to a depth or width required by setback regulations for the zoning district in which such lot is located. Where irregular lot lines exist, the side yard shall be determined by the Department of Community Development.

~~(+32)~~(135) **ZONING DISTRICT.** An area or areas within the limits of the City for which the regulations and requirements governing use are uniform.

~~(+33)~~(136) **ZONING MAP.** The map incorporated into this Chapter as a part thereof, designating the zoning districts.

SECTION 5: This amending Ordinance shall take effect upon passage and publication as provided

by law.

Passed and approved this ____ day of _____, 2019.

Recommended by:

Motion/Second:

Vote: _____

Pass/Fail: _____

Requires: __ Majority Vote
 __ 2/3 Vote

Donald Merkes, Mayor
ATTEST:

Deborah A. Galeazzi, City Clerk



RESOLUTION R-20-19

A RESOLUTION APPROVING THE CITY OF MENASHA'S LIABILITY INSURANCE
RENEWAL THROUGH CITIES AND VILLAGES MUTUAL INSURANCE COMPANY
(CVMIC)

Introduced by Mayor Merkes

WHEREAS, the City of Menasha has been a charter member of Cities and Villages Mutual Insurance Company (CVMIC) since 1988; and

WHEREAS, the City of Menasha previously committed to continue as a member of CVMIC through 2020; and

WHEREAS, the renewal for 2021-2022 has been received from CVMIC;

NOW, THEREFORE, BE IT RESOLVED, that the City of Menasha Common Council with the Mayor concurring elect to continue to participate in CVMIC; and

BE IT FURTHER RESOLVED, the City of Menasha accepts the proposal from Cities and Villages Mutual Insurance Company (CVMIC) and agrees to continue its membership in CVMIC for policy years 2021 and 2022 based on the premiums guaranteed by CVMIC for said policy years with the Self-Insured Retention at \$25,000.

Passed and approved this ____ day of August, 2019.

Recommended by:

Motion/Second:

Passed/Failed

Requires: Majority Vote

Donald Merkes, Mayor
ATTEST:

Deborah A. Galeazzi, City Clerk



RESOLUTION R-21-19

RESOLUTION REQUIRING THE REPAIR OF AT-GRADE CROSSINGS OF RACINE STREET, APPLETON STREET AND DE PERE STREET

Introduced by Mayor Merkes,

WHEREAS, Racine Street, Appleton Street and De Pere Streets, as public streets in the City of Menasha which cross the tracks of Canadian National at-grade, and

WHEREAS, Section 86.12 of the Wisconsin Statutes requires railroads to maintain public at-grade crossings in good condition and repair for public travel, and

WHEREAS, Racine Street, Appleton Street and De Pere Street crossings are not in good condition and repair for public travel including missing or damaged timbers, loose rails, damaged, uneven or missing asphalt pavement, damaged, uneven and missing concrete sidewalk, and gaps exceeding ADA requirements and;

WHEREAS, the City of Menasha hereby requires that Canadian National pave, plank, repair, change or otherwise improve the crossing, as the needs require and

NOW, THEREFORE, BE IT RESOLVED, that the Common Council hereby directs the Public Works Department to serve a copy of this resolution upon Canadian National requiring the railroad to repair the rail-highway crossings of Racine Street, Appleton Street, and De Pere Street with the tracks of Canadian National in Menasha, Winnebago County

NOW, THEREFORE, BE IT FURTHER RESOLVED, that in the event that Canadian National fails to repair the rail-highway crossing within 30 days after service of the resolution, the Common Council hereby directs the Public Works Department to take all necessary steps to petition the Office of the Commission of Railroads for an investigation and order for the repair of the rail-highway crossings of Racine Street, Appleton Street and De Pere Street with the tracks of Canadian National in the City of Menasha, Winnebago County.

Passed and approved this ____ day of _____, 2019.



Recommended by:

Motion/Second:

Vote: _____

Pass/Fail: _____

Requires: ___ Majority Vote
 ___ 2/3 Vote

Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk



MEMORANDUM

To: City of Menasha Common Council

From: John Jacobs, Administrative Services Director

Date: August 15, 2019

RE: Resolution R-22-19: Resolution Authorizing the Issuance and Sale of \$4,250,000 General Obligation Refunding Bonds, Series 2019A

In your meeting packet, you will find the following items:

- 8/14/2019 Updated Financing Plan for the General Obligation Refunding Bonds, Series 2019A (\$4,105,000 estimate)
- Resolution No. R-22-19: Resolution Authorizing the Issuance and Sale of \$4,250,000 General Obligation Refunding Bonds, Series 2019A
- Holding Page for the Preliminary \$4,105,000 (estimate) General Obligation Refunding Bonds, Series 2019A Preliminary Official Statement (printed copy will be provided on Friday, August 16, 2019)

Since the Special Common Council meeting held on 7/29/2019 to discuss this refunding bond issue, the City's financial adviser (Ehlers) has been working to lower the total debt issuance cost that the City would incur through the debt maturity. With a reduction in the principal size of the debt issue, the estimated face value of the bonds has been lowered from \$4,250,000 down to \$4,105,000.

Also, the debt issuance costs have been lowered by \$15,962. Plus, the underwriter is offering a "reoffering premium" to the City in the amount of \$129,622 (which is like being offered a rebate on a car). The underwriter may offer a rebate on the "car" in exchange for a higher interest rate. The rebate can be used to lower the amount financed for the "car". The premium for municipal bonds works like the "car rebate" in that the funds are applied towards paying off the existing principal on the loans being refunded, thus reducing the amount of bonds that are needed to be issued to pay off the existing debt. Premium bids are very common currently in municipal bond underwriting. Therefore, the premium has lowered the par amount of the bonds. While the interest rate (coupons) are a little bit higher, the total debt service cost (principal and interest) that the City will need to pay through 2031 will now be **lower by \$67,264**, since our 7/29/2019 meeting.

The estimated size of the bond issuance is presently at \$4,105,000 and may still change a little bit by Monday, August 19th, when the bid award is presented to the Common Council for award and approval. Greg Johnson from Ehlers will be present at the meeting and will have the final bid results to distribute to you at the meeting, along with an updated and "final" borrowing resolution with the "final" issuance size of the bonds.

The decision by the Common Council on Monday night is pretty straight forward. These are the 2 options to be considered prior to Monday night's meeting.

Option #1:

Shall the City **refund** approximately (5) State Trust Fund Loans on 8/30/2019 in the amount of \$4,153,845, and flatten out its debt service tax levy for future years by extending these debt maturities by an additional 5 years, and to provide for no more than an annual increase of \$50,000 to its debt service tax levy budget, and allow room for a USDA loan to be used to build and finance the new Public Works Facility?

The cost impact for this option would be an additional \$560,605 over the maturity of the refunding bonds, which would be 2031. The previous projection on 7/29/2019 had been an increase of \$629,908 in future debt service costs. However, this amount has now been decreased by approximately \$67,000 since the 7/29/2019 meeting.

Option #2:

Shall the City **not refund** approximately (5) State Trust Fund Loans on 8/30/2019 in the amount of \$4,153,845, and leave its existing debt service to increase by approximately an additional \$500,000 for the next 3 years, before leveling back down?

The cost impact would be for the Common Council to:

1. Commit to an increase of \$500,000 in the debt service tax levy for the 2020, 2021, and 2022 budgets, which would increase the assessed tax rate by about \$0.50 (just for the debt service budget for 3 consecutive years)
2. OR, require a \$500,000 reduction in City services for 3 consecutive years, in order to keep the tax levy relatively flat over the next 3 years, but to provide the funding necessary to meet the City's annual debt service payment schedule.
3. In addition, there would be NO ROOM in debt capacity for the USDA loan and the new Public Works Facility project scheduled to begin in 2020, unless there would be an even larger increase in tax levy for the USDA loan debt service beginning in 2022.
4. Lastly, the City has already sent notice to the State Trust Fund Loan Program that on 8/30/2019, the City would payoff \$4.1 million debt to them. If the refunding option would NOT pass on 8/19, then the City is STILL OBLIGATED to make the \$4.1 million debt payment to the City out of cash reserves, and will need to look for temporary debt financing between 9/1 – 11/25/2019, to replenish the cash reserves at a higher taxable interest rate than 3% (more likely at a 4% mark).

Greg Johnson, from Ehlers, will be attending the August 19th Common Council meeting, to explain the refunding and bond issuance process to the Common Council.

If you have any questions about this information, please feel free to contact me prior to the August 19th Council meeting to discuss this with you.

August 14, 2019

City of Menasha, Wisconsin

Updated Financing Plan
G.O. Refunding Bonds, Series 2019A



Prepared by:

Greg Johnson, Senior Municipal Advisor/Vice President

Jonathan Schatz , Financial Specialist

Memo

To: John Jacobs, Administrative Services Director
From: Greg Johnson, Ehlers Senior Municipal Advisor
Cc: Johnathan Schatz & Peter Curtin, Ehlers
Date: August 14, 2019
Subject: Update to Financing Model

Attached is an update to the financing model we presented to the City Council on July 29, 2019. The financing model includes \$11.0 million for the public works facility funded through the USDA program, \$6.3 million of capital projects financed through the State Trust Fund Loan from 2019-2023, and the G.O. Refunding Bonds restructuring existing debt. The new capital projects financed in this plan totals \$17,300,000 from 2019-2023. Here is a summary of the updates to the plan:

1. We adjusted the repayment of the sewer advance per your direction to have the debt service levy increase closer to \$50,000 per year from 2020-2028. The repayment of the sewer advance was extended to 2038 – in the report presented on July 29th the sewer advance was repaid by 2032. The amount of the sewer advance was adjusted to reflect the \$600,000 advanced in 2019 and the planned advance of \$750,000 in 2020.
2. Equalized values (TID OUT) were adjusted to reflect updated values as of 1/1/2019 that will be certified by the DOR this week and increment values for TID #6 and #9 that are anticipated to close within the next four years.
3. The G.O. Refunding Bonds structure was adjusted to reflect the anticipated reoffering premium from the underwriter and the anticipated underwriter's discount. Final pricing will not occur until August 19, 2019. The par amount for the G.O. Refunding Bonds is now at \$4,105,000 (a reduction of \$145,000). The interest rates were also updated based on initial discussions that occurred with the underwriter in mid-July. Interest rates could be more favorable or less favorable than this updated estimate between now and final pricing. The projected debt service cost for the refunding is now (\$560,304), which is less than the estimated cost of (\$629,908) presented on July 29, 2019. Total debt service for the G.O. Refunding Bonds is **\$67,264** less than the estimate included in the pre-sale report.

The amortization term of the G.O. Refunding Bonds remains unchanged. The final structure and interest rates for the G.O. Refunding Bonds will be determined on August 19, 2019.

Attachments:

- Sources and uses for G.O. Refunding Bonds
- Estimated cost of the restructuring
- Tax Impact Analysis with existing and proposed debt

City of Menasha

Estimated Financing Plan

	7/29/2019	8/14/2019
	G.O. Refunding Bonds 8/29/2019	G.O. Refunding Bonds 8/29/2019
Refundings		
Principal & Interest due on STFL 2017106.01 8/30/2019	1,111,779	1,111,779
Principal & Interest due on STFL 2017114.01 8/30/2019	593,083	593,083
Principal & Interest due on STFL 2017117.01 8/30/2019	622,860	622,860
Principal & Interest due on STFL 2017107.01 8/30/2019	944,947	944,947
Principal & Interest due on STFL 2017113.01 8/30/2019	881,176	881,176
Total Refunding Proceeds	4,153,845	4,153,845
Estimated Finance Related Expenses		
Municipal Advisor	27,600	27,600
Bond Counsel	12,000	12,000
Disclosure Counsel	7,200	7,200
Paying Agent	850	850
Underwriter Discount	11.00 46,750	7.50 30,788
Reoffering Premium	0	(129,622)
Total Financing Required	4,248,245	4,102,661
Estimated Interest	0	0
Rounding	1,755	2,039
Net Issue Size	4,250,000	4,105,000

Notes:

City of Menasha Estimated Refunding Impact

	Total
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Existing Debt Service To Be Refunded (No Longer Paid by City)	Debt Service After Refunding (to be Paid by City)	Total Savings/
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	(Loss)
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Loan #	2017106.01	2017114.01	2017117.01	2017107.010	2017113.010	
Rate	3.00%	3.00%	3.00%	3.00%	3.00%	
Purpose	Cap. Improve	Lake Park	Cap. Improve	Cap. Improve	Lake Park	
Year	P&I	P&I	P&I	P&I	P&I	Total
2020	176,037	127,751	113,424	149,621	307,304	874,137
2021	176,037	127,751	113,424	149,621	307,304	874,137
2022	176,037	127,751	113,424	149,621	307,304	874,137
2023	176,037	127,751	113,424	149,621		566,833
2024	176,037	127,751	113,424	149,621		566,833
2025	176,037		113,424	149,621		439,082
2026	176,037			149,621		325,658
2027						
2028						
2029						
2030						
2031						

Issue	G.O. Refunding Bonds, Series 2019A			
Amount Dated	\$4,250,000 8/8/2019			
Year	Prin (3/1)	Est. Rate	Interest	Total
2020	405,000	3.000%	117,759	522,759
2021	195,000	3.000%	108,075	303,075
2022	80,000	3.000%	103,950	183,950
2023	195,000	3.000%	99,825	294,825
2024	165,000	3.000%	94,425	259,425
2025	45,000	3.000%	91,275	136,275
2026	40,000	3.000%	90,000	130,000
2027	65,000	3.000%	88,425	153,425
2028	670,000	3.000%	77,400	747,400
2029	675,000	3.000%	57,225	732,225
2030	685,000	3.000%	36,825	721,825
2031	885,000	3.000%	13,275	898,275

351,378
571,062
690,187
272,008
307,408
302,807
195,658
(153,425)
(747,400)
(732,225)
(721,825)
(898,275)

Total	1,232,257	638,753	680,545	1,047,347	921,912	4,520,815
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Total	4,105,000	978,459	5,083,459
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(562,644)

1. Estimated rates based on preliminary scale of 7/18/2019		Plus Rounding	2,039
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	FUTURE VALUE SAVINGS (LOSS) NET OF COSTS	(560,605)
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[illegible]

City of Menasha

Tax Impact Analysis with future debt issuance (page 1 of 2)

Year	Existing Debt (Non-Refunded) and proposed USDA Loan												G.O. Refunding Bonds and Sewer Advance				Year
	Total Debt Payments	Proposed USDA Loan	Less: PILOT	Less: Investment income	Less: RDA Payment	Less: Assessments	Less: Sewer Advance	Less: TIF	Less: Water	Net Tax Levy	Equalized Value (TID OUT)	Tax Rate	GO Refunding Bonds, Series 2019A \$4,105,000			\$1,350,000 Sewer Advance Repayment	
													Dated Date: 08/29/19	Principal (3/1)	Est. Rate	Interest	
2019										1,050,000	1,048,370,100	\$1.00					2019
2020	4,097,168		(659,622)	(12,000)	(388,540)	(116,231)	(750,000)	(1,180,116)	(208,744)	781,914	1,066,521,500	\$0.73		405,000	3.00%	117,759	20,000 2020
2021	3,547,210		(659,622)	(12,000)	(388,540)	(169,236)		(1,185,836)	(208,744)	923,232	1,117,556,445	\$0.83		195,000	3.00%	108,075	20,000 2021
2022	3,263,807	234,069	(659,622)	(12,000)	(388,540)	(167,876)		(1,063,946)	(208,744)	997,147	1,151,083,138	\$0.87		80,000	3.00%	103,950	20,000 2022
2023	2,750,125	468,138	(659,622)	(12,000)	(388,540)	(158,261)		(950,719)	(208,744)	840,376	1,185,615,633	\$0.71		195,000	3.00%	99,825	20,000 2023
2024	2,566,125	468,137	(659,622)	(12,000)	(388,540)	(193,786)		(741,719)	(208,744)	829,850	1,257,271,501	\$0.66		165,000	3.00%	94,425	20,000 2024
2025	2,286,059	526,863	(659,622)	(12,000)	(388,540)	(172,180)		(462,778)	(208,744)	909,057	1,294,989,647	\$0.70		45,000	3.00%	91,275	20,000 2025
2026	2,284,934	534,100	(659,622)	(12,000)	(388,540)	(119,176)		(462,778)	(208,744)	968,173	1,333,839,336	\$0.73		40,000	3.00%	90,000	20,000 2026
2027	1,879,466	540,912	(659,622)	(12,000)	(388,540)	(100,449)		(58,435)	(208,744)	992,587	1,373,854,516	\$0.72		65,000	3.00%	88,425	20,000 2027
2028	1,303,316	547,300	(659,622)	(12,000)	(388,540)	(85,541)		(58,435)	(208,744)	437,733	1,415,070,151	\$0.31		670,000	3.00%	77,400	20,000 2028
2029	1,019,279	749,013	(659,622)	(12,000)	(388,540)			(58,435)	(208,744)	440,950	1,443,371,555	\$0.31		675,000	3.00%	57,225	20,000 2029
2030	1,033,582	736,263	(659,622)	(12,000)	(388,540)			(58,435)	(208,744)	442,503	1,472,238,986	\$0.30		685,000	3.00%	36,825	20,000 2030
2031	865,305	723,512	(659,622)	(12,000)	(388,540)			(58,435)	(208,744)	261,475	1,501,683,765	\$0.17		885,000	3.00%	13,275	20,000 2031
2032	657,935	710,763	(659,622)	(12,000)				(58,435)		638,641	1,531,717,441	\$0.42					155,000 2032
2033	633,185	698,012	(659,622)	(12,000)				(58,435)		601,140	1,562,351,789	\$0.38					155,000 2033
2034	0	690,156	(659,622)	(12,000)						18,534	1,593,598,825	\$0.01					160,000 2034
2035		677,194	(659,622)	(4,609)						12,963	1,625,470,802	\$0.01					160,000 2035
2036		664,231	(659,622)							4,609	1,657,980,218	\$0.00					160,000 2036
2037		651,269	(651,269)							0	1,691,139,822	\$0.00					160,000 2037
2038		638,306	(638,306)							0	1,724,962,619	\$0.00					160,000 2038
2039		630,237	(630,237)							0	1,759,461,871	\$0.00					2039
2040		617,063	(617,063)							0	1,794,651,108	\$0.00					2040
2041		603,887	(603,887)							0	1,830,544,131	\$0.00					2041
2042		590,713	(590,713)							0	1,867,155,013	\$0.00					2042
2043		577,537	(577,537)							0	1,904,498,113	\$0.00					2043
2044		569,256	(569,256)							0	1,942,588,076	\$0.00					2044
2045		555,869	(555,869)							0	1,981,439,837	\$0.00					2045
2046		542,481	(542,481)							0	2,021,068,634	\$0.00					2046
2047		529,094	(529,094)							0	2,061,490,007	\$0.00					2047
2048		520,600	(520,600)							0	2,102,719,807	\$0.00					2048
2049		507,000	(507,000)							0	2,144,774,203	\$0.00					2049
2050		493,400	(493,400)							0	2,187,669,687	\$0.00					2050
2051		479,800	(479,800)							0	2,231,423,081	\$0.00					2051
2052		471,094	(471,094)							0	2,276,051,542	\$0.00					2052
2053		457,281	(457,281)							0	2,321,572,573	\$0.00					2053
2054		443,469	(443,469)							0	2,368,004,025	\$0.00					2054
2055		429,656	(429,656)							0	2,415,364,105	\$0.00					2055
2056		415,844	(415,844)							0	2,463,671,387	\$0.00					2056
2057		402,031	(402,031)							0	2,512,944,815	\$0.00					2057
2058		393,112	(393,112)							0	2,563,203,711	\$0.00					2058
2059		379,088	(379,088)							0	2,614,467,785	\$0.00					2059
2060		365,062	(365,062)							0	2,666,757,141	\$0.00					2060
2061		351,037	(351,037)							0	2,720,092,284	\$0.00					2061
2062		337,013	(337,013)							0	2,774,494,130	\$0.00					2062
Total	28,187,494	21,919,862	(23,827,760)	(184,609)	(4,662,480)	(1,282,736)	(750,000)	(6,456,941)	(2,504,931)	11,150,886				4,105,000		978,459	1,350,000
Notes: 1. Estimated rates based on preliminary scale of 7/18/2019												Total Principal & interest is 5,083,459					
EV reflects TID closures												Pre-sale report P&I 5,150,723					
												(\$67,264)					

City of Menasha

Tax Impact Analysis with future debt issuance (page 2 of 2)

Year	Future State Trust Fund Loans															Levy and tax rate			Target levy from City	Year		
	State Trust Fund Loan \$1,572,105			State Trust Fund Loan \$1,200,000			State Trust Fund Loan \$1,200,000			State Trust Fund Loan \$1,200,000			State Trust Fund Loan \$1,200,000			Less: New TID #5 Computer Aid	Less: Unapplied PILOT & investment Revenue	Total Net Debt Service Levy			Total Tax Rate for debt service	Levy Change from prior year
	Dated Date:	09/01/19		Dated Date:	09/01/20		Dated Date:	09/01/21		Dated Date:	09/01/22		Dated Date:	09/01/23								
	Principal	Est. Rate	Interest	Principal	Est. Rate	Interest	Principal	Est. Rate	Interest	Principal	Est. Rate	Interest	Principal	Est. Rate	Interest							
2019																		1,050,000	\$1.00		1,050,000	2019
2020																(225,000)	0	1,099,674	\$1.03	49,674	1,100,000	2020
2021	19,017	4.50%	108,734													(225,000)	0	1,149,057	\$1.03	49,383	1,150,000	2021
2022	57,861	4.50%	69,889	14,655	4.50%	82,849										(225,000)	0	1,201,352	\$1.04	52,295	1,200,000	2022
2023	60,465	4.50%	67,285	44,164	4.50%	53,341	14,655	4.50%	82,849							(225,000)	0	1,252,960	\$1.06	51,608	1,250,000	2023
2024	63,009	4.50%	64,741	46,011	4.50%	51,494	44,164	4.50%	53,341	14,655	4.50%	82,849				(225,000)	0	1,304,539	\$1.04	51,578	1,300,000	2024
2025	66,021	4.50%	61,729	48,222	4.50%	49,283	46,011	4.50%	51,494	44,164	4.50%	53,341	14,655	4.50%	82,849	(225,000)	0	1,358,100	\$1.05	53,561	1,350,000	2025
2026	68,992	4.50%	58,758	50,392	4.50%	47,113	48,222	4.50%	49,283	46,011	4.50%	51,494	44,164	4.50%	53,341	(225,000)	0	1,410,941	\$1.06	52,841	1,400,000	2026
2027	72,097	4.50%	55,653	52,659	4.50%	44,845	50,392	4.50%	47,113	48,222	4.50%	49,283	46,011	4.50%	51,494	(225,000)	0	1,458,780	\$1.06	47,839	1,450,000	2027
2028	75,198	4.50%	52,552	54,913	4.50%	42,592	52,659	4.50%	44,845	50,392	4.50%	47,113	48,222	4.50%	49,283	(225,000)	0	1,497,901	\$1.06	39,121	1,500,000	2028
2029	78,725	4.50%	49,025	57,500	4.50%	40,004	54,913	4.50%	42,592	52,659	4.50%	44,845	50,392	4.50%	47,113	(225,000)	0	1,485,943	\$1.03	(11,958)	1,550,000	2029
2030	82,268	4.50%	45,482	60,088	4.50%	37,417	57,500	4.50%	40,004	54,913	4.50%	42,592	52,659	4.50%	44,845	(225,000)	0	1,477,096	\$1.00	(8,847)	1,600,000	2030
2031	85,970	4.50%	41,780	62,792	4.50%	34,713	60,088	4.50%	37,417	57,500	4.50%	40,004	54,913	4.50%	42,592	(225,000)	0	1,472,518	\$0.98	(4,578)	1,650,000	2031
2032	89,735	4.50%	38,016	65,530	4.50%	31,975	62,792	4.50%	34,713	60,088	4.50%	37,417	57,500	4.50%	40,004	(225,000)	0	1,086,409	\$0.71	(386,109)	1,700,000	2032
2033	93,877	4.50%	33,874	68,566	4.50%	28,938	65,530	4.50%	31,975	62,792	4.50%	34,713	60,088	4.50%	37,417	(225,000)	0	1,048,908	\$0.67	(37,501)	1,750,000	2033
2034	98,101	4.50%	29,649	71,651	4.50%	25,853	68,566	4.50%	28,938	65,530	4.50%	31,975	62,792	4.50%	34,713	(225,000)	0	471,302	\$0.30	(577,606)		2034
2035	102,516	4.50%	25,235	74,876	4.50%	22,629	71,651	4.50%	25,853	68,566	4.50%	28,938	65,530	4.50%	31,975	(225,000)	(7,391)	458,340	\$0.28	(12,962)		2035
2036	107,072	4.50%	20,678	78,192	4.50%	19,312	74,876	4.50%	22,629	71,651	4.50%	25,853	68,566	4.50%	28,938	(225,000)	(12,000)	445,377	\$0.27	(12,963)		2036
2037	111,947	4.50%	15,803	81,764	4.50%	15,741	78,192	4.50%	19,312	74,876	4.50%	22,629	71,651	4.50%	25,853	(225,000)	(20,353)	432,415	\$0.26	(12,962)		2037
2038	116,985	4.50%	10,766	85,443	4.50%	12,061	81,764	4.50%	15,741	78,192	4.50%	19,312	74,876	4.50%	22,629	(225,000)	(33,316)	419,452	\$0.24	(12,963)		2038
2039	122,249	4.50%	5,501	89,288	4.50%	8,216	85,443	4.50%	12,061	81,764	4.50%	15,741	78,192	4.50%	19,312	(225,000)	(41,385)	251,383	\$0.14	(168,069)		2039
2040				93,295	4.50%	4,210	89,288	4.50%	8,216	85,443	4.50%	12,061	81,764	4.50%	15,741	(225,000)	(54,559)	110,459	\$0.06	(140,924)		2040
2041							93,295	4.50%	4,210	89,288	4.50%	8,216	85,443	4.50%	12,061	(225,000)	(67,513)	0	\$0.00	(110,458)		2041
2042										93,295	4.50%	4,210	89,288	4.50%	8,216	(195,009)		(0)	(\$0.00)	(0)		2042
2043													93,295	4.50%	4,210	(97,504)		0	\$0.00	1		2043
2044																		0	\$0.00	(0)		2044
2045																		0	\$0.00	0		2045
2046																		0	\$0.00	0		2046
2047																		0	\$0.00	0		2047
2048																		0	\$0.00	0		2048
2049																		0	\$0.00	0		2049
2050																		0	\$0.00	0		2050
2051																		0	\$0.00	0		2051
2052																		0	\$0.00	0		2052
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2055																		0	\$0.00	0		2055
2056																		0	\$0.00	0		2056
2057																		0	\$0.00	0		2057
2058																		0	\$0.00	0		2058
2059																		0	\$0.00	0		2059
2060																		0	\$0.00	0		2060
2061																		0	\$0.00	0		2061
2062																		0	\$0.00	0		2062
	1,572,105		855,150	1,200,000		652,584	1,200,000		652,584	1,200,000		652,584	1,200,000		652,584	(5,242,513)	(896,139)					Total



RESOLUTION NO. R-22-19

RESOLUTION AUTHORIZING THE ISSUANCE AND SALE
OF \$4,250,000 GENERAL OBLIGATION REFUNDING
BONDS, SERIES 2019A

Introduced by Mayor Merkes:

WHEREAS, on July 29, 2019, the Common Council of the City of Menasha, Calumet and Winnebago Counties, Wisconsin (the "City") adopted a resolution (the "Set Sale Resolution"), providing for the sale of General Obligation Refunding Bonds, Series 2019A (the "Bonds") for the public purpose of paying the cost of refinancing certain outstanding obligations of the City, specifically, State Trust Fund Loan #2017106, dated December 30, 2016, State Trust Fund Loan #2017113, dated January 18, 2017, State Trust Fund Loan #2017114, dated January 18, 2017, State Trust Fund Loan #2017117, dated January 18, 2017 and State Trust Fund Loan #2017107, dated January 18, 2017 (collectively, the "Refunded Obligations") (hereinafter the refinancing of the Refunded Obligations shall be referred to as the "Refunding");

WHEREAS, the Common Council deems it to be necessary, desirable and in the best interest of the City to refund the Refunded Obligations for the purpose of restructuring the City's outstanding indebtedness;

WHEREAS, the City is authorized by the provisions of Section 67.04, Wisconsin Statutes, to borrow money and issue general obligation refunding bonds to refinance its outstanding obligations; and

WHEREAS, it is the finding of the Common Council that it is necessary, desirable and in the best interest of the City to sell such Bonds to Bankers' Bank (the "Purchaser"), pursuant to the terms and conditions of the proposal attached hereto as Exhibit A and incorporated herein by this reference (the "Proposal").

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City that:

Section 1. Authorization and Sale of the Bonds. For the purpose of paying the cost of the Refunding, there shall be borrowed pursuant to Section 67.04, Wisconsin Statutes, the principal sum of FOUR MILLION TWO HUNDRED FIFTY THOUSAND DOLLARS (\$4,250,000) from the Purchaser in accordance with the terms and conditions of the Proposal. The Proposal is hereby accepted and the Mayor and City Clerk or other appropriate officers of the City are authorized and directed to execute an acceptance of the Proposal on behalf of the City. To evidence the obligation of the City, the Mayor and City Clerk are hereby authorized, empowered and directed to make, execute, issue and sell to the Purchaser for, on behalf of and in

the name of the City, Bonds aggregating the principal amount of FOUR MILLION TWO HUNDRED FIFTY THOUSAND DOLLARS (\$4,250,000) for the sum set forth on the Proposal, plus accrued interest to the date of delivery.

Section 2. Terms of the Bonds. The Bonds shall be designated "General Obligation Refunding Bonds, Series 2019A"; shall be issued in the aggregate principal amount of \$4,250,000; shall be dated August 29, 2019; shall be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and shall bear interest at the rates per annum and mature on March 1 of each year, in the years and principal amounts as set forth on the Pricing Summary attached hereto as Exhibit B-1 and incorporated herein by this reference. Interest shall be payable semi-annually on March 1 and September 1 of each year commencing on March 1, 2020. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board. The schedule of principal and interest payments due on the Bonds is set forth on the Debt Service Schedule attached hereto as Exhibit B-2 and incorporated herein by this reference (the "Schedule").

Section 3. Redemption Provisions. The Bonds maturing on March 1, 2028 and thereafter are subject to redemption prior to maturity, at the option of the City, on March 1, 2027 or on any date thereafter. Said Bonds are redeemable as a whole or in part, and if in part, from maturities selected by the City, and within each maturity by lot, at the principal amount thereof, plus accrued interest to the date of redemption.

[If the Proposal specifies that any of the Bonds are subject to mandatory redemption, the terms of such mandatory redemption shall be set forth on an attachment hereto as Exhibit MRP and incorporated herein by this reference. Upon the optional redemption of any of the Bonds subject to mandatory redemption, the principal amount of such Bonds so redeemed shall be credited against the mandatory redemption payments established in Exhibit MRP for such Bonds in such manner as the City shall direct.]

Section 4. Form of the Bonds. The Bonds shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit C and incorporated herein by this reference.

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Bonds as the same becomes due, the full faith, credit and resources of the City are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the City a direct annual irrepealable tax in the years 2019 through 2030 for the payments due in the years 2020 through 2031 in the amounts set forth on the Schedule.

(B) Tax Collection. So long as any part of the principal of or interest on the Bonds remains unpaid, the City shall be and continue without power to repeal such levy or obstruct the collection of said tax until all such payments have been made or provided for. After the issuance of the Bonds, said tax shall be, from year to year, carried onto the tax roll of the City and collected in addition to all other taxes and in the same manner and at the same time as other taxes of the City for said years are collected, except that the amount of tax carried onto the tax

roll may be reduced in any year by the amount of any surplus money in the Debt Service Fund Account created below.

(C) Additional Funds. If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said Bonds when due, the requisite amounts shall be paid from other funds of the City then available, which sums shall be replaced upon the collection of the taxes herein levied.

Section 6. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There be and there hereby is established in the treasury of the City, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously issued by the City may be considered as separate and distinct accounts within the debt service fund.

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for General Obligation Refunding Bonds, Series 2019A, dated August 29, 2019" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Bonds is fully paid or otherwise extinguished. There shall be deposited into the Debt Service Fund Account (i) all accrued interest received by the City at the time of delivery of and payment for the Bonds; (ii) any premium not used for the Refunding which may be received by the City above the par value of the Bonds and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Bonds when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Bonds when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Bonds until all such principal and interest has been paid in full and the Bonds canceled; provided (i) the funds to provide for each payment of principal of and interest on the Bonds prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Bonds may be used to reduce the next succeeding tax levy, or may, at the option of the City, be invested by purchasing the Bonds as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Any investment of the Debt Service Fund Account shall at all times conform with the provisions of the Internal Revenue Code of 1986, as amended (the "Code") and any applicable Treasury Regulations (the "Regulations").

(C) Remaining Monies. When all of the Bonds have been paid in full and canceled, and all Permitted Investments disposed of, any money remaining in the Debt Service

Fund Account shall be transferred and deposited in the general fund of the City, unless the Common Council directs otherwise.

Section 7. Proceeds of the Bonds; Segregated Borrowed Money Fund. The proceeds of the Bonds (the "Bond Proceeds") (other than any premium not used for the Refunding and accrued interest which must be paid at the time of the delivery of the Bonds into the Debt Service Fund Account created above) shall be deposited into a special fund (the "Borrowed Money Fund") separate and distinct from all other funds of the City and disbursed solely for the purpose or purposes for which borrowed. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments, remaining in the Borrowed Money Fund after the purpose or purposes for which the Bonds have been issued have been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purpose(s) shall be deposited in the Debt Service Fund Account.

Section 8. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments, but no such investment shall be made in such a manner as would cause the Bonds to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations and an officer of the City, charged with the responsibility for issuing the Bonds, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date of delivery of the Bonds to the Purchaser which will permit the conclusion that the Bonds are not "arbitrage bonds," within the meaning of the Code or Regulations.

Section 9. Compliance with Federal Tax Laws. (a) The City represents and covenants that the projects financed by the Bonds and by the Refunded Obligations and the ownership, management and use of the projects will not cause the Bonds and the Refunded Obligations to be "private activity bonds" within the meaning of Section 141 of the Code. The City further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Bonds including, if applicable, the rebate requirements of Section 148(f) of the Code. The City further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Bonds) if taking, permitting or omitting to take such action would cause any of the Bonds to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Bonds to be included in the gross income of the recipients thereof for federal income tax purposes. The City Clerk or other officer of the City charged with the responsibility of issuing the Bonds shall provide an appropriate certificate of the City certifying that the City can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The City also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Bonds provided that in meeting such requirements the City will do so only to the extent consistent with the proceedings authorizing the Bonds and the laws of the State of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

Section 10. Designation as Qualified Tax-Exempt Obligations. The Bonds are hereby designated as "qualified tax-exempt obligations" for purposes of Section 265 of the Code,

relating to the ability of financial institutions to deduct from income for federal income tax purposes, interest expense that is allocable to carrying and acquiring tax-exempt obligations.

Section 11. Execution of the Bonds; Closing; Professional Services. The Bonds shall be issued in printed form, executed on behalf of the City by the manual or facsimile signatures of the Mayor and City Clerk, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the City of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Bonds may be imprinted on the Bonds in lieu of the manual signature of the officer but, unless the City has contracted with a fiscal agent to authenticate the Bonds, at least one of the signatures appearing on each Bond shall be a manual signature. In the event that either of the officers whose signatures appear on the Bonds shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Bonds and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The City hereby authorizes the officers and agents of the City to enter into, on its behalf, agreements and contracts in conjunction with the Bonds, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Bonds is hereby ratified and approved in all respects.

Section 12. Payment of the Bonds; Fiscal Agent. The principal of and interest on the Bonds shall be paid by [_____, _____, _____, which is hereby appointed as the City's registrar and fiscal agent pursuant to the provisions of Section 67.10(2), Wisconsin Statutes] [the City Clerk or City Treasurer] (the "Fiscal Agent"). [The City hereby authorizes the Mayor and City Clerk or other appropriate officers of the City to enter a Fiscal Agency Agreement between the City and the Fiscal Agent. Such contract may provide, among other things, for the performance by the Fiscal Agent of the functions listed in Wis. Stats. Sec. 67.10(2)(a) to (j), where applicable, with respect to the Bonds].

Section 13. Persons Treated as Owners; Transfer of Bonds. The City shall cause books for the registration and for the transfer of the Bonds to be kept by the Fiscal Agent. The person in whose name any Bond shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Bond shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid.

Any Bond may be transferred by the registered owner thereof by surrender of the Bond at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the Mayor and City Clerk shall execute and deliver in the name of the transferee or transferees a new Bond or Bonds of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Bond surrendered for transfer.

The City shall cooperate in any such transfer, and the Mayor and City Clerk are authorized to execute any new Bond or Bonds necessary to effect any such transfer.

Section 14. Record Date. The 15th day of the calendar month next preceding each interest payment date shall be the record date for the Bonds (the "Record Date"). Payment of interest on the Bonds on any interest payment date shall be made to the registered owners of the Bonds as they appear on the registration book of the City at the close of business on the Record Date.

Section 15. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Bonds eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the City agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations, which the City Clerk or other authorized representative of the City is authorized and directed to execute and deliver to DTC on behalf of the City to the extent an effective Blanket Issuer Letter of Representations is not presently on file in the City Clerk's office.

Section 16. Payment of Issuance Expenses. The City authorizes the Purchaser to forward the amount of the proceeds of the Bonds allocable to the payment of issuance expenses to Old National Bank at Closing for further distribution as directed by the City's financial advisor, Ehlers & Associates, Inc.

Section 17. Official Statement. The Common Council hereby approves the Preliminary Official Statement with respect to the Bonds and deems the Preliminary Official Statement as "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by officers of the City in connection with the preparation of such Preliminary Official Statement and any addenda to it or final Official Statement are hereby ratified and approved. In connection with the Closing, the appropriate City official shall certify the Preliminary Official Statement and any addenda or final Official Statement. The City Clerk shall cause copies of the Preliminary Official Statement and any addenda or final Official Statement to be distributed to the Purchaser.

Section 18. Undertaking to Provide Continuing Disclosure. The City hereby covenants and agrees, for the benefit of the owners of the Bonds, to enter into a written undertaking (the "Undertaking") if required by the Rule to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the owners of the Bonds or by the Purchaser on behalf of such owners (provided that the rights of the owners and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations thereunder and any failure by the City to comply with the provisions of the Undertaking shall not be an event of default with respect to the Bonds).

To the extent required under the Rule, the Mayor and City Clerk, or other officer of the City charged with the responsibility for issuing the Bonds, shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the details and terms of the City's Undertaking.

Section 19. Redemption of the Refunded Obligations. The Refunded Obligations are hereby called for prior payment and redemption on August 30, 2019 at a price of par plus accrued interest to the date of redemption.

The City hereby directs the City Clerk to take all actions necessary for the redemption of the Refunded Obligations on their redemption date. Any and all actions heretofore taken by the officers and agents of the City to effectuate such redemption are hereby ratified and approved.

Section 20. Record Book. The City Clerk shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Bonds in the Record Book.

Section 21. Bond Insurance. If the Purchaser determines to obtain municipal bond insurance with respect to the Bonds, the officers of the City are authorized to take all actions necessary to obtain such municipal bond insurance. The Mayor and City Clerk are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are acceptable to the Mayor and City Clerk including provisions regarding restrictions on investment of Bond proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Bonds by the bond insurer and notices to be given to the bond insurer. In addition, any reference required by the bond insurer to the municipal bond insurance policy shall be made in the form of Bond provided herein.

Section 22. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the Common Council or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted, approved and recorded August 19, 2019.

Recommended by:

Motion/Second:

Vote: _____

Pass/Fail: _____

Requires: ☐ Majority Vote
☒ Requires 5 Votes

Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk

(SEAL)

EXHIBIT A

Proposal

To be provided by Ehlers & Associates, Inc. and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT B-1

Pricing Summary

To be provided by Ehlers & Associates, Inc. and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT B-2

Debt Service Schedule and Irrepealable Tax Levies

To be provided by Ehlers & Associates, Inc. and incorporated into the Resolution.

(See Attached)

DRAFT

[EXHIBIT MRP

Mandatory Redemption Provision

The Bonds due on March 1, _____, _____ and _____ (the "Term Bonds") are subject to mandatory redemption prior to maturity by lot (as selected by the Depository) at a redemption price equal to One Hundred Percent (100%) of the principal amount to be redeemed plus accrued interest to the date of redemption, from debt service fund deposits which are required to be made in amounts sufficient to redeem on March 1 of each year the respective amount of Term Bonds specified below:

For the Term Bonds Maturing on March 1, _____

<u>Redemption Date</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____ (maturity)

For the Term Bonds Maturing on March 1, _____

<u>Redemption Date</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____ (maturity)

For the Term Bonds Maturing on March 1, _____

<u>Redemption Date</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____ (maturity)

For the Term Bonds Maturing on March 1, _____

<u>Redemption Date</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____ (maturity)]

EXHIBIT C

(Form of Bond)

REGISTERED UNITED STATES OF AMERICA DOLLARS
STATE OF WISCONSIN
CALUMET AND WINNEBAGO COUNTIES
NO. R-____ CITY OF MENASHA \$_____
GENERAL OBLIGATION REFUNDING BOND, SERIES 2019A

MATURITY DATE: ORIGINAL DATE OF ISSUE: INTEREST RATE: CUSIP:
March 1, _____ August 29, 2019 _____% _____

DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.

PRINCIPAL AMOUNT: _____ THOUSAND DOLLARS
(\$_____)

FOR VALUE RECEIVED, the City of Menasha, Calumet and Winnebago Counties, Wisconsin (the "City"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest shall be payable semi-annually on March 1 and September 1 of each year commencing on March 1, 2020 until the aforesaid principal amount is paid in full. Both the principal of and interest on this Bond are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Bond is registered on the Bond Register maintained by [_____, _____, _____] OR [the City Clerk or City Treasurer] (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding each interest payment date (the "Record Date"). This Bond is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

For the prompt payment of this Bond together with interest hereon as aforesaid and for the levy of taxes sufficient for that purpose, the full faith, credit and resources of the City are hereby irrevocably pledged.

This Bond is one of an issue of Bonds aggregating the principal amount of \$4,250,000, all of which are of like tenor, except as to denomination, interest rate, maturity date and redemption provision, issued by the City pursuant to the provisions of Section 67.04, Wisconsin Statutes, for the public purpose of refunding certain obligations of the City, as authorized by a

resolution adopted on August 19, 2019. Said resolution is recorded in the official minutes of the Common Council for said date.

The Bonds maturing on March 1, 2028 and thereafter are subject to redemption prior to maturity, at the option of the City, on March 1, 2027 or on any date thereafter. Said Bonds are redeemable as a whole or in part, and if in part, from maturities selected by the City, and within each maturity by lot (as selected by the Depository), at the principal amount thereof, plus accrued interest to the date of redemption.

【The Bonds maturing in the years _____ are subject to mandatory redemption by lot as provided in the resolution referred to above, at the redemption price of par plus accrued interest to the date of redemption and without premium.】

In the event the Bonds are redeemed prior to maturity, as long as the Bonds are in book-entry-only form, official notice of the redemption will be given by mailing a notice by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by the Depository, to the Depository not less than thirty (30) days nor more than sixty (60) days prior to the redemption date. If less than all of the Bonds of a maturity are to be called for redemption, the Bonds of such maturity to be redeemed will be selected by lot. Such notice will include but not be limited to the following: the designation, date and maturities of the Bonds called for redemption, CUSIP numbers, and the date of redemption. Any notice provided as described herein shall be conclusively presumed to have been duly given, whether or not the registered owner receives the notice. The Bonds shall cease to bear interest on the specified redemption date provided that federal or other immediately available funds sufficient for such redemption are on deposit at the office of the Depository at that time. Upon such deposit of funds for redemption the Bonds shall no longer be deemed to be outstanding.

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Bond have been done, have existed and have been performed in due form and time; that the aggregate indebtedness of the City, including this Bond and others issued simultaneously herewith, does not exceed any limitation imposed by law or the Constitution of the State of Wisconsin; and that a direct annual irrepealable tax has been levied sufficient to pay this Bond, together with the interest thereon, when and as payable.

This Bond has been designated by the Common Council as a "qualified tax-exempt obligation" pursuant to the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

This Bond is transferable only upon the books of the City kept for that purpose at the office of the Fiscal Agent, only in the event that the Depository does not continue to act as depository for the Bonds, and the City appoints another depository, upon surrender of the Bond to the Fiscal Agent, by the registered owner in person or his duly authorized attorney, together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the Fiscal Agent duly executed by the registered owner or his duly authorized attorney. Thereupon a new

fully registered Bond in the same aggregate principal amount shall be issued to the new depository in exchange therefor and upon the payment of a charge sufficient to reimburse the City for any tax, fee or other governmental charge required to be paid with respect to such registration. The Fiscal Agent shall not be obliged to make any transfer of the Bonds (i) after the Record Date, (ii) during the fifteen (15) calendar days preceding the date of any publication of notice of any proposed redemption of the Bonds, or (iii) with respect to any particular Bond, after such Bond has been called for redemption. The Fiscal Agent and City may treat and consider the Depository in whose name this Bond is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal or redemption price hereof and interest due hereon and for all other purposes whatsoever. The Bonds are issuable solely as negotiable, fully-registered Bonds without coupons in the denomination of \$5,000 or any integral multiple thereof.

【This Bond shall not be valid or obligatory for any purpose until the Certificate of Authentication hereon shall have been signed by the Fiscal Agent.】

No delay or omission on the part of the owner hereof to exercise any right hereunder shall impair such right or be considered as a waiver thereof or as a waiver of or acquiescence in any default hereunder.

IN WITNESS WHEREOF, the City of Menasha, Calumet and Winnebago Counties, Wisconsin, by its governing body, has caused this Bond to be executed for it and in its name by the manual or facsimile signatures of its duly qualified Mayor and City Clerk; and to be sealed with its official or corporate seal, if any, all as of the original date of issue specified above.

CITY OF MENASHA
CALUMET AND WINNEBAGO COUNTIES,
WISCONSIN

By: _____
Donald Merkes
Mayor

(SEAL)

By: _____
Deborah A. Galeazzi
City Clerk

[Date of Authentication: _____, _____]

CERTIFICATE OF AUTHENTICATION

This Bond is one of the Bonds of the issue authorized by the within-mentioned resolution of the City of Menasha, Calumet and Winnebago Counties, Wisconsin.

_____, _____

By _____
Authorized Signatory]

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

(Name and Address of Assignee)

(Social Security or other Identifying Number of Assignee)

the within Bond and all rights thereunder and hereby irrevocably constitutes and appoints _____, Legal Representative, to transfer said Bond on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____

Signature Guaranteed:

(e.g. Bank, Trust Company
or Securities Firm)

(Depository or Nominee Name)

NOTICE: This signature must correspond with the name of the Depository or Nominee Name as it appears upon the face of the within Bond in every particular, without alteration or enlargement or any change whatever.

(Authorized Officer)