

**CITY OF MENASHA
COMMON COUNCIL**

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Monday, November 2, 2020

6:00 PM

AGENDA

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL
- D. TEMPORARY SUSPENSION OF THE RULES OF THE COMMON COUNCIL AND MAYOR
TEL WEB CONFERENCE
- E. PUBLIC HEARING
- F. REPORT OF DEPARTMENT OFFICERS/DEPARTMENT HEADS/STAFF/CONSULTANTS
 - 1. PHD McKenney, COVID-19 Update
 - 2. Clerk Krautkramer - the following minutes and communications have been received and placed on file:
 - Minutes to receive:
 - a. Board of Public Works, 10/19/20
 - b. Housing Authority, 10/26/20
 - c. NMFR Joint Fire & Personnel Committee, 10/27/20
 - d. Parks and Recreation Board, 10/13/20
 - e. Landmark Commission, 9/30/20
 - f. Library Board, 10/27/20
 - Communications:
 - g. Strong Neighborhoods Menasha Program Update
 - h. Village of Fox Crossing Land Exchange Counter Proposal
 - i. Office of the Commissioner of Railroads – Appleton Street Crossing Closure
 - j. Third Quarter Financial Update
 - k. Notice of Default – Valley Marine Mart, Inc.
- G. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY
(five (5) minute time limit for each person)

H. CONSENT AGENDA

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

Minutes to approve:

1. Common Council, 10/19/20

Administration Committee, 10/19/20, Recommends Approval of:

2. 2021 Municipal Property Insurance Company renewal in the amount of \$44,927.00

Board of Public Works, 10/19/20, Recommends Approval of:

3. Assume ownership of the Garfield and Lakeshore Interceptors

NMFR Joint Finance & Personnel Committee, 10/27/20, Recommends Approval of:

4. Filling the vacate Assistant Chief Prevention/Fire Marshal position

5. NMFR proposed 2021 budget as presented

I. ITEMS REMOVED FROM THE CONSENT AGENDA

J. ACTION ITEMS

1. Accounts payable and payroll for the term of 10/22/20 – 10/29/20 in the amount of \$1,692,305.03

2. Beverage Operators License Applications for the 2019-2021 licensing period.

3. Request to Receive and Spend Center for Tech and Civic Life Grant Funds

K. HELD OVER BUSINESS

L. ORDINANCES AND RESOLUTIONS

M. APPOINTMENTS

N. CLAIMS AGAINST THE CITY

O. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

P. ADJOURNMENT

MEETING NOTICE
Monday, November 16, 2020
Common Council Meeting – 6:00 p.m.
Committee Meetings to Follow



City of Menasha Health Department COVID-19 Weekly Data Summary



October 29, 2020

Summary

- **There is significant uncontrolled community spread of COVID-19 in our community. Assume you will come in contact with the virus when you are in public. Limit your trips to essential errands only, and wear a mask if you do go out. Do not attend group gatherings.**
 - The tri-county area health officers issued a [Public Health Emergency COVID-19 Alert](#) on Friday, October 2. The tri-county health officers urge all community members to follow the strategies to slow the spread of COVID-19 outlined in the alert.
- The city of Menasha will not be setting official Trick-or-Treat hours this year due to the high level of COVID-19 spread in the community. The City does not recommend trick-or-treating, but has provided suggestions for less risky activities to celebrate Halloween. Read more [here](#).
- Currently in the City of Menasha the burden of confirmed COVID-19 cases is very high and the activity level is very high. The case rate for this 2-week period (October 14 – October 27) is 1,302.1 cases per 100,000 population, which is a decrease from a case rate of 1,553.4 cases per 100,000 population in the previous 2-week period (October 7 – October 20).
- The current case load is straining our disease investigation and contact tracing capacity. Due to the very high case volume, City of Menasha disease investigators were unable to contact all confirmed cases of COVID-19 within 24 hours of the confirmed cases being communicated to the health department. Our disease investigators worked with WI Department of Health Services to contact all confirmed cases.
- The Menasha Health Department has trained and deployed four new staff members to conduct disease investigations in order to help manage all confirmed cases of COVID-19. Additional staff have been deployed as contact tracing specialists.
- The Menasha Joint School District continues to utilize virtual learning for all schools.
- Wisconsin Department of Health Services Secretary-designee Andrea Palm issued Emergency Order #3. This order limits indoor gatherings (including bars, stores, and restaurants) to 25% of a room or the total occupancy for the building. This order is in effect 8:00 AM October 8 to November 6. The full order and a list of exemptions can be found [here](#).
- There are three regional COVID-19 Wisconsin Army National Guard testing sites now open; one in Appleton, one in Menasha, and one in Oshkosh. More information about these sites can be found on our [COVID-19 testing sites webpage](#).

Background

This data summary provides preliminary data on the confirmed cases of COVID-19 from October 14 – October 27, 2020. Case counts utilized for all graphs and tables are based on the date public health staff received and recorded the test results. Numbers here may not represent final case counts for this reporting period.



More Information

Additional resources and information about COVID-19 can be found on the following websites:

- [City of Menasha Health Department COVID-19 webpage](#)
- [Wisconsin Department of Health Services](#)
- [Winnebago County Health Department](#)
- [Calumet County Public Health Division](#)
- [Centers for Disease Control and Prevention](#)

Laboratory confirmed cases of COVID-19 in the City of Menasha in the past two weeks (October 14 – Oct 27)

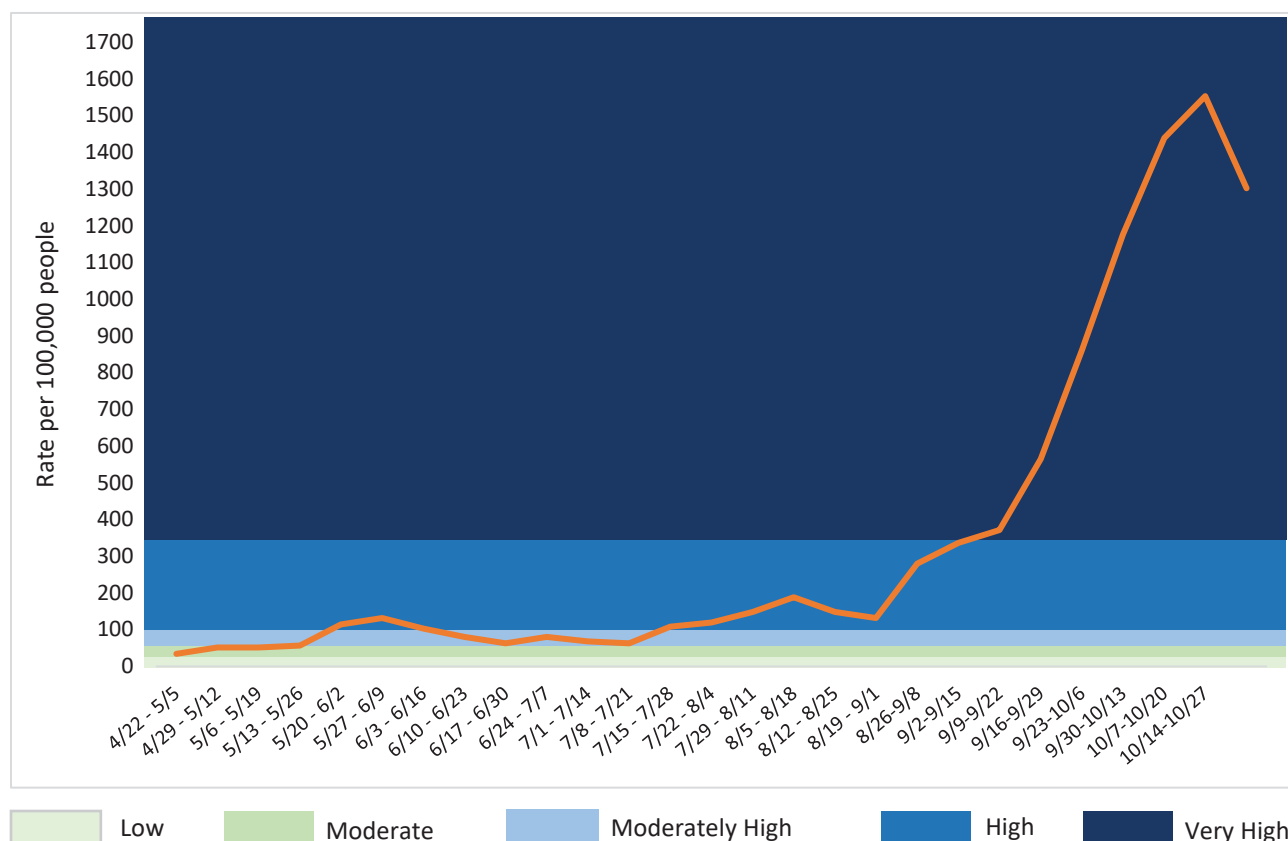
Confirmed Case Count for past 2 weeks	Case Rate (per 100,000 people)	Burden*	Population**
228	1,302.1	Very High	17,510

*Burden is based off of the case rate per 100,000 people in the past two weeks. See the next table for more information on Burden Status for the City of Menasha. Visit the DHS website for more information on this indicator at the state and county level <https://www.dhs.wisconsin.gov/covid-19/local.htm>

**Population for the City of Menasha was retrieved from https://doa.wi.gov/DIR/Final_Ests_Muni_2019.pdf

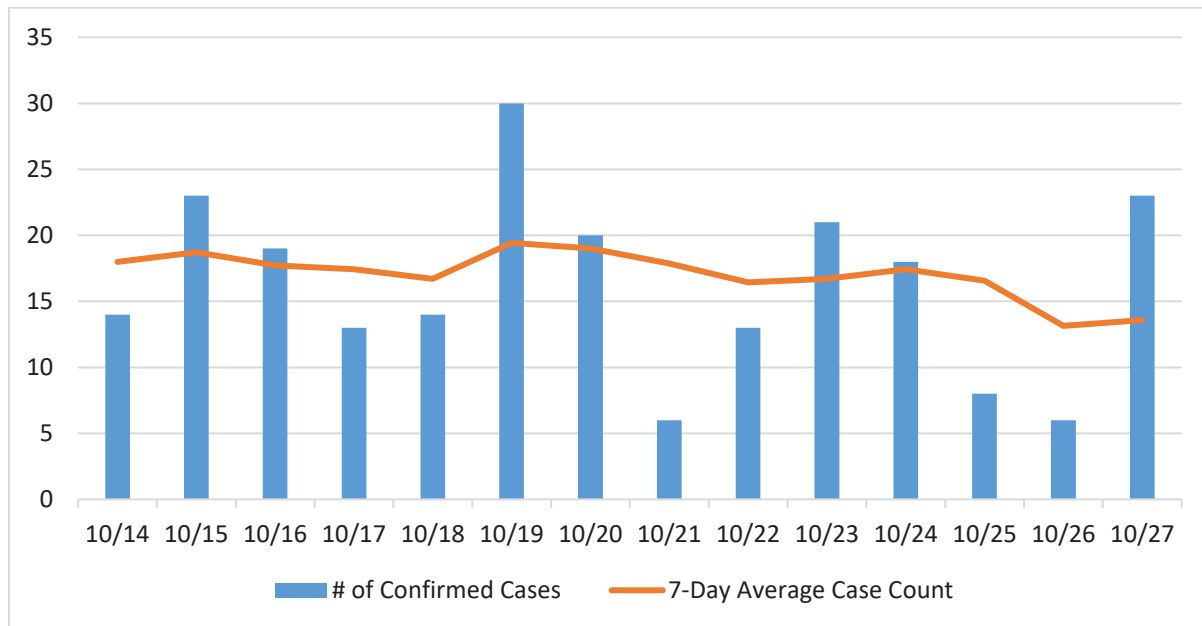
	Case Rate per 100,000 residents in the past two weeks	City of Menasha Number of cases
Low	Case rate is less than or equal to 10.	Less than 2 cases.
Moderate	Case rate is greater than 10, but less than or equal to 50.	Greater than 1 cases, but less than or equal to 8 cases.
Moderately High	Case rate is greater than 50, but less than or equal to 100.	Greater than 8 cases, but less than or equal to 17 cases.
High	Case rate is greater than 100.	Greater than 17 cases.
Very High	Case rate is greater than or equal to 350.	Equal to or greater than 62 cases.

City of Menasha COVID-19 case rate trend and burden by 2-week periods*

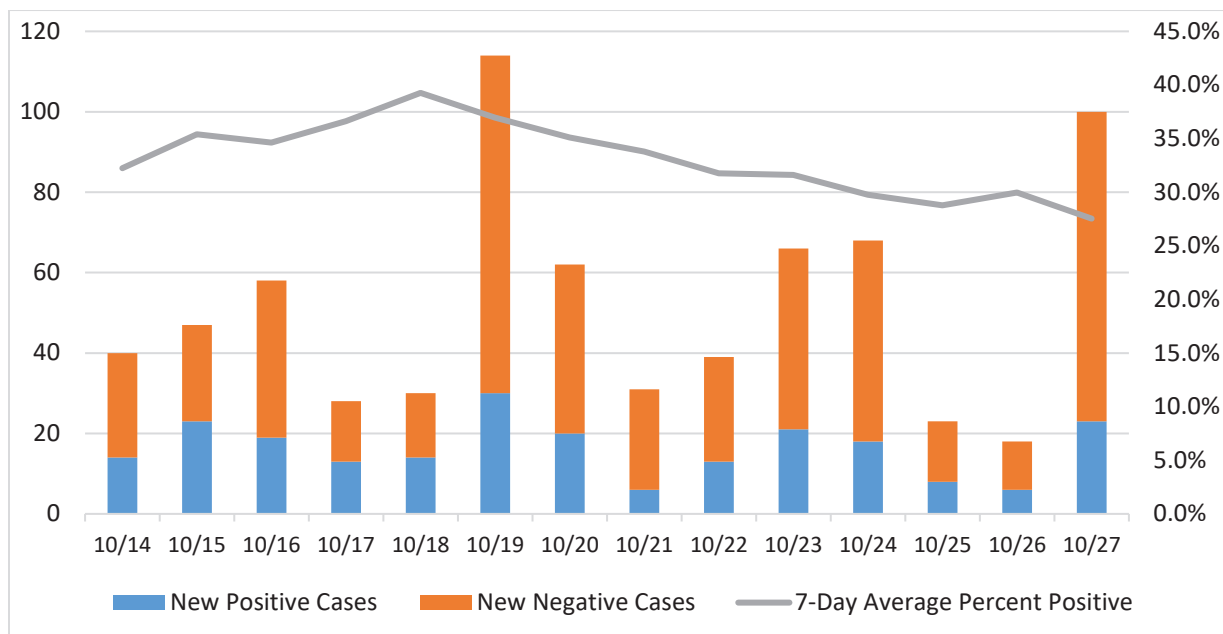


*see the table above for more information about burden status.

Number of confirmed COVID-19 cases by day in the City of Menasha in the past two weeks (Oct 14 – Oct 27) and the 7 day average



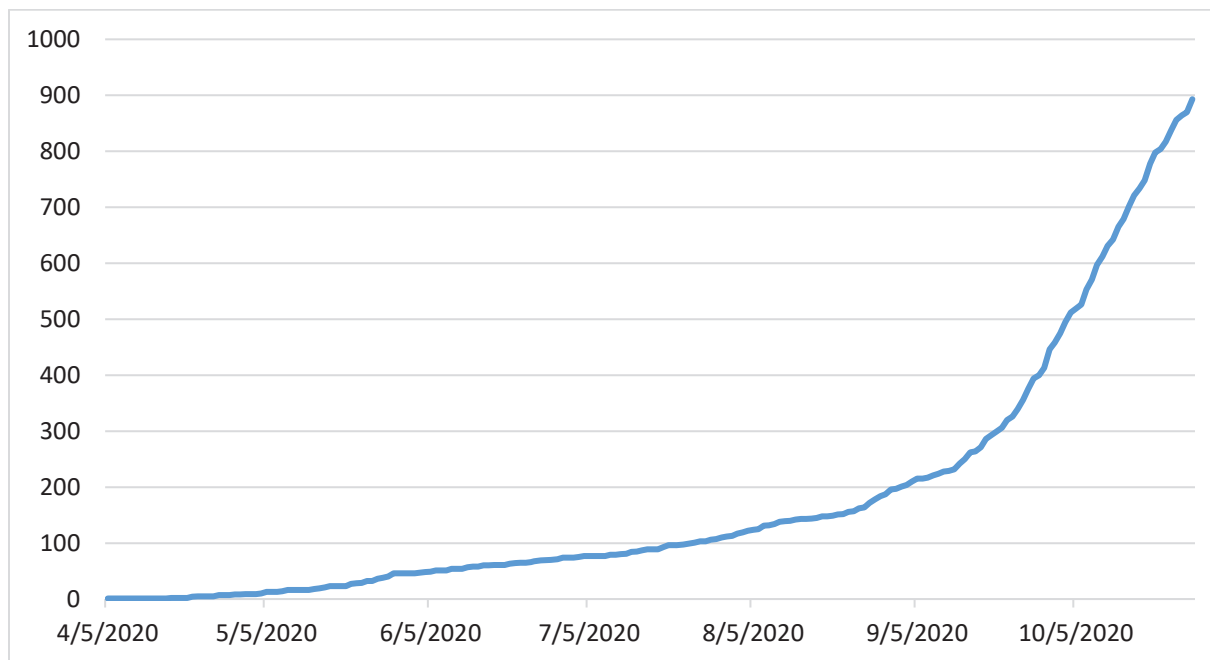
Total COVID-19 tests, positive and negative, by day and 7-day average percent positive tests (Oct 14 – Oct 27)





Public Health
Prevent. Promote. Protect.

Cumulative number of confirmed cases of COVID-19 by date of symptom onset or diagnosis (as of Oct 27)



Active cases of COVID-19 and total number of laboratory confirmed cases in the City of Menasha (as of Oct 27)

Active Cases		Total Cases
Number of Active Cases	Percent of Total Confirmed Cases	Total Number of Confirmed Cases
76	8.5%	893

CITY OF MENASHA
BOARD OF PUBLIC WORKS
OCTOBER 19, 2020
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Langdon at 7:52 p.m.

B. ROLL CALL

PRESENT: Ald. Ann Schmidt, Ted Grade, Tom Grade, Randy Ropella, Rebecca Nichols, James Taylor, Stan Sevenich, Mark Langdon

ALSO PRESENT: PC Styka, FC Kloehn, CDD Schroeder, DPW Alix, DDE Gordon, PHD McKenney, CA/HRD Captain, Mayor Merkes, Clerk Krautkramer

C. MINUTES TO APPROVE

1. October 5, 2020

Moved by Ald. Taylor seconded by Ald. Ted Grade to approve the minutes.

Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

1. Sanitary Sewer Interceptor Ownership

Staff provided an overview of the current interceptors that run through the City; Garfield Ave Interceptor (east from the sewer treatment plant to the Menasha Water plant), the Lakeshore Interceptor (north from Broad St to Ninth St), and the Shared Interceptor (from the sewer treatment plant north to Sixth St) and commented on ownership intentions for Garfield Ave and Lakeshore interceptors.

General discussion ensued on:

- Benefits of interceptor ownership
- Costs
- Sewage rates

Moved by Ald. Taylor seconded by Ald. Sevenich to recommend to Common Council to approve that the City of Menasha assumes ownership of the Garfield and Lakeshore Interceptors.

Motion carried on roll call 8-0.

E. ADJOURNMENT

Moved by Ald. Taylor seconded by Ald. Ropella to adjourn at 8:21 p.m.

Haley Krautkramer
City Clerk

**CITY OF MENASHA
Housing Authority
Virtual Meeting
October 26th, 2020
DRAFT MINUTES**

A. CALL TO ORDER

The meeting was called to order at 4:32 p.m. by Chairperson Haase.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Commissioners Larry Haase, Mike Keehan, Christine Kaup, and Frank Haffner

MEMBERS EXCUSED/ABSENT: Commissioner Arnie Collier.

OTHERS PRESENT: BI/HS Humski, CDD Schroeder, PP Stephenson, Alderperson Randy Ropella (District 8), and Alderperson Ted Grade (District 7)

C. MINUTES TO APPROVE

1. Minutes of the August 24, 2020 Housing Authority Meeting

A motion was made by Comm. Keehan to approve the minutes of August 24th, 2020. The motion was seconded by Comm. Haffner. The motion carried.

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

Five (5) minute time limit for each person

Alderperson Ropella (District 8): asked Staff and the Housing Authority to explain the process in more detail – answers were provided during report of department heads and staff.

Ted Grade (District 7): inquired about the final budget for the program and how the program is budgeted moving forward – answers were provided during report of department heads and staff.

E. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. Update of Community Development Block Grant – Housing Specialist Humski

BI/HS Humski gave an update on the Community Development Block Grant noting 2020 as being a rather slower year. BI/HS Humski provided a summary of the state manual changes and the approval of an emergency request, application 001-20.

2. Communication MR2020-06 – Principal Planner Stephenson

PP Stephenson gave a background on MR 2020-06. Due to time constraints this project will no longer be funded by the Strong Neighborhoods Program.

The Housing Authority entered into a conversation with the following being discussed the time line for approved projects; when funds are dispersed to applicants; and how delays in projects are handled.

3. Update on Strong Neighborhoods Menasha Program

PP Stephenson gave an update on the Strong Neighborhoods Program and its current and future funding level.

The Housing Authority entered into a conversation with the following being discussed the number of projects approved for the year and how the funds are budgeted for next year.

F. ACTION / DISCUSSION

1. Review of Strong Neighborhoods Housing Applicants

a. MR2020-26: Replace Siding and Roof Repair

PP Stephenson gave a background on the item.

Comm. Haffner made a motion to approve MR2020-26. The motion was seconded by Comm. Keehan. The motion carried.

b. MR2020-27: Driveway Replacement and Roof Repair

PP Stephenson gave a background on the item.

Comm. Keehan made a motion to approve MR2020-27. The motion was seconded by Comm. Kaup. The motion carried.

c. MR2020-28: Roof, Siding and Front Porch Repair, Plumbing Update

PP Stephenson gave a background on the item.

Comm. Haffner made a motion to deny MR2020-28. The motion was seconded by Comm. Keehan. The motion carried.

d. CU2020-11: Replace Window and Sliding Door

PP Stephenson gave a background on the item.

Comm. Haffner made a motion to deny CU2020-11. The motion was seconded by Comm. Keehan.

Commission discussed the eligible projects and location for the curb appeal application. The motion carried.

e. CU2020-12: Replace Siding

PP Stephenson gave a background on the item.

Comm. Kaup made a motion to deny CU2020-12. The motion was seconded by Comm. Haffner.

Commission discussed the additional criteria of Appendix B. The motion carried.

2. Review of Community Development Block Grant Applications

a. 001-20

This item explained during report of department heads and staff.

3. Set Next Meeting Date

a. 2021 Meeting Calendar

The calendar for next year's meetings was presented.

G. ADJOURNMENT

A motion was made by Comm. Keehan to adjourn the meeting at 5:07 PM. The motion was seconded by Comm. Haffner. The motion carried.

Minutes respectfully submitted by PP Stephenson

NMFR Joint Finance & Personnel Committee Meeting Minutes
October 27, 2020 – 5:30 p.m.
Virtual Meeting

Draft

Present: Ald. Borchardt, Ald. Grade, Ald. Sevenich, Ald. Boyette, Ald. Stevenson and Ald. Ropella.

Also Present: Chief Kloehn, DC Voss, Director Easker, Director Sassman and MA Ellis

Public: Amos Mikkelsen, Ald. Nichols, Deputy Chief Voss and Director Kehl

Ald. Boyette called the meeting to order at 5:33 p.m.

Public Forum: Ald. Nichols said hello to the group.

Minutes: The Committee reviewed the October 6, 2020. Ald. Sevenich noted one correction for the minutes. **MSC Sevenich/Grade approve the October 6, 2020, with the correction, all voting aye.**

Ald. Ropella joined the meeting at 5:36 p.m.

Activity Report: The Committee reviewed the September activity report. **MSC Ald. Stevenson/Sevenich to approve the September activity report, and place on file, all voting aye.**

Assistant Chief/Fire Marshal Position: The Committee reviewed the information from Chief Kloehn for consideration of filling the vacant Assistant Chief/Fire Marshal position. Chief Kloehn reviewed the job duties on this position. He also noted other departments in our area have this split between two different positions. One Assistant Chief and one Fire Marshal. Our department is the only one that has both positions into one. The average salary for the Fire Marshal position is in the \$80,000. The salary range starts at \$10,000 less than what the previous person in this position made. However, the salary is negotiable. Chief Kloehn reviewed the statistical data and explained how this has grown since the merger. Information included inspections, public education, plan reviews, etc. Chief Kloehn noted if there is a request to eliminate this position from the department he didn't know what process would need to be taken with the merger agreement in place. Both City Attorneys would need to be consulted.

Ald. Borchardt asked if this position was two positions or one at the time of the merger. Chief Kloehn noted that this was one position at the merger. Ald. Borchardt asked if there has been discussion on splitting this position into two positions due to the increased duties this position has taken on over the years. Chief Kloehn said they have looked at adding a position for the Management Team. We try to adapt with what we have and feels this can be done with one person. However, he doesn't feel eliminating this position is the right thing for the department due to the amount of work that is done with this position and with the upcoming turnover next year. Managing without this position, and having up to 10 new firefighters who need to be trained in inspections, prevention, etc., would be extremely difficult.

Ald. Grade asked if this was a union position. Chief Kloehn said it isn't. It's a non-union, management position. Ald. Grade feels this is a key position for both Cities to have and is not looking to eliminate this

position due to the intangibles and what the need is in the future, especially with this being a job that covers two cities. The proposed 2021 budget is only a 1% increase. He thanked Chief Kloehn for his efforts and feels we can work something out with replacing this position.

Ald. Sevenich said at the last Menasha Council Meeting, Ald. Taylor felt this position should be eliminated and consolidated with the Deputy Chief's position. He said there are members on the Menasha Council that feel there should be further study on this and not jump into filling this position. He said we should check with the City Attorneys but if one Council says yes and one says no then we stick with what we have.

Ald. Ropella said he appreciates Chief Kloehn's work on this. He feels the duties from this position should be split between the three remaining chiefs and feels they should have learned something over the years on how to do his job and it will save money. If we replace this position it will cost more money.

Discussion was held on the table of organization of the department. Ald. Stevenson said according to the organizational chart there is one Chief, one Deputy and two Assistant Chief Positions. Exhibit A of the original merger agreement shows an organizational chart of one Chief and three Deputy Chiefs. To say this organizational chart was not reviewed is untrue as it was reviewed at least 10 years ago where it was changed to one Chief, one Deputy Chief, one Assistant Chief/Fire Marshal and a second Assistant Chief. He is supportive in keeping this position as we will see savings in the next few years with turnover of firefighters who will be hired at a lesser pay and we will need this position to train new firefighters. It's one thing to say I want to eliminate a position. It's another thing to say that and state how the duties should be divided up and what the ramifications are. Ald. Sevenich said he agreed with Ald. Stevenson and said this was one Alderman in Menasha who didn't attend this meeting to find out more information but appreciates Ald. Nichols attending this meeting to hear the information.

Ald. Boyette feels Ald. Taylor is late to the game on trying to do this. She appreciates his thoughts but this should have been looked at earlier before the budgets so it was in place for when a retirement happens. For future, she thinks a plan should be put together to plan for upcoming retirements in the administrative positions. That way we can see the impact of the department and services if we do not replace these positions. She is all about cutting costs but doesn't agree with cutting this position without doing research on how this affects the department's services, can existing staff handle the additional responsibilities, etc.

Ald. Ropella said he agrees with Ald. Boyette and felt they are stuck between a rock and hard place. He feels this may have been by design by doing this in October, versus when the budgets started, and is forcing us to approve this position versus doing due diligence. Ald. Boyette said it's also the Committee's fault for not doing diligence in planning ahead of time. Chief Kloehn said this wasn't done at the last minute by design. AC Green only gave us two weeks' notice of his retirement. He had no idea this was happening when budget planning began. Ald. Grade said he agrees with Chief Kloehn that you cannot speculate on what ifs. You can't ask for a replacement with a position until someone actually gives notice.

Ald. Borchardt asked what the responsibilities of this committee were. He said this is Chief Kloehn's budget and we have to trust him on what the department needs and we have to trust that he is doing what is needed. Ald. Sevenich asked if there was a job description for this position and asked that be shared. He said he feels more time needs to be spent on this but agrees with Ald. Borchardt and that this

is Chief Kloehn's department and his job to manage the department and will respect him for that. He has to do his job to see if there is a way for the taxpayers to save money.

Chief Kloehn noted each City receives 2% dues from the State of Wisconsin. Per the State's requirements, this money has to be used towards public education, public safety, a Fire Marshal position, fire related equipment, etc. Neenah receives \$94,000 and Menasha receives \$50,000.

Ald. Stevenson said the comment about being manipulated into approving this position was not appropriate. He did his diligence in researching the replacement of this position before the meeting by talking to the Chief, Mayor Kaufert and AC Green before he left. There was no motivation by AC Green to manipulate anyone with only a two weeks' notice. Implication that this was a staged thing is not the case. Per the merger agreement, the role of this committee is the oversight of the day-to-day operations and budgetary matters. They shall review budgetary issues, labor contracts, position vacancies, proposed new positions, capital outlay items and expenses of \$5,000 or more and make recommendations to both Common Councils of the Cities of Neenah and Menasha. Recommendations of the Joint Finance & Personnel Committee shall be acted upon separately by the common councils of both Neenah and Menasha and shall be effective only upon concurrence of both councils. If we look back, the organizational chart has been changed since the merger and this was changed years ago from three Deputy Chief Positions to one Deputy Chief and two Assistant Chief Positions to better utilize the management dollars that were being allocated to the department. We have had ongoing review of management structure within the fire department. It's been done at least once since the merger and its working. We have responsible management and operational leadership and if we are going to investigate opportunities to improve efficiencies there are other ways to do this. We are in a unique situation with the number of new firefighters and the amount of time we were given for retirement from Vern. We have a lot of new people coming on board over the next three years. If we are going to investigate how to stream line and be more efficient it would take months to do. It's easy to just say cut a position but you have to look at what it will look at when it's done and how it affects services to both cities. Ald. Sevenich requested a roll call vote for this. He then asked Chief Kloehn if we will have a difficult time finding someone to replace this position or does he feel confident we will have someone in house. Chief Kloehn said he feels there is a potential of 4-5 in-house candidates and hopefully can fill this with either an internal or external candidate. Ald. Grade said he wants to echo Ald. Borchardt and Ald. Stevenson's comments that Chief Kloehn has done an excellent job managing the department. We could look at the organizational chart in the future but we continue to stay in line with the budget and is happy how things are working here. **Motion made by Ald. Stevenson, Seconded by Ald. Grade recommends the City of Neenah and City of Menasha Common Councils approve filling the vacate Assistant Chief Prevention/Fire Marshal position, motion carried on roll call vote,**

Proposed budget for 2021: The Committee reviewed the information regarding the proposed 2021 budget. Chief Kloehn reviewed the budget cuts that were made by both Mayors and Finance Directors. The total increase for 2021 budget is 1.09% with salaries being the largest portion of the budget.

Motion made by Sevenich, Seconded by Grade recommend the City of Menasha Common Council approve NMFR proposed 2021 budget as presented.

Discussion was held one if one motion could be done for both cities or if two motions were needed. Ald. Stevenson noted that this Committee has always only done one motion for both councils.

Motion made by Stevenson seconded by Borchardt to amend the motion to include the City of Neenah Common Council in original motion, all voting aye by voice vote.

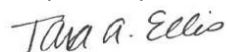
Original Motion carried as amended, all voting aye by voice vote.

Ald. Grade asked Chief Kloehn about the number of upcoming retirements. He said when someone retires, and we wait to fill the position, we will have overtime and asked if he was comfortable with this budget. Chief Kloehn said he is and does feel we have to figure out the timeline of the retirements and the recruit class and hiring as the retirements will space from January through June.

Ald. Ropella asked if there was thought on replacing with paid on call. Chief Kloehn said there is no thought on replacing full-time positions with paid on call. He noted neighboring departments who have this model cannot get people to apply and work in these positions. People have full-time jobs and employers will not allow people to leave work to respond to EMS and/or fire calls. In addition to full-time jobs, people have families, they are busy, and will have a hard time fulfilling the average of 120 hours of training each of our firefighters complete every year to maintain their skills. Grand Chute was a paid on call department and is now a full-time career department. This change was made as they couldn't get staffing. Fox Crossing is slowly implementing to a full-time career department as they cannot get staffing. Rural departments who only respond to 100 calls a year can do this. However, we average over 3,000 calls per year. If we did this we will not be able to get staffing and this will have an effect on the high quality of service we provide. In addition, there are a couple of departments in the state who closed and no longer provide service as there are no people to fill these paid on call positions. He continues to have conversations with neighboring departments to see if there is a way we can work together but it won't work unless both departments are full-time. Ald. Ropella asked if we have a hard time coming up with recruits. Chief Kloehn said there was an increase of applications this year.

MSC Sevenich/Stevenson to adjourn at 6:35 p.m. all voting aye.

Respectfully Submitted,



Tara Ellis

Management Assistant

**CITY OF MENASHA
Parks and Recreation Board
Virtual Meeting
October 13, 2020
MINUTES**

A. CALL TO ORDER

The meeting was called to order by Vice Chr. L. Hopwood at 6:05pm.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Chr. Dick Sturm (arrived at approximately 6:30p.m.), Brian Adesso, Ald. Ted Grade, Tim Hale, Lisa Hopwood

MEMBERS EXCUSED: Tom Marshall, Melissa Zwach

OTHERS PRESENT: PRD Sackett, Sandra Dabill-Taylor

C. PUBLIC COMMENT/CORRESPONDENCE

Sandra Dabill-Taylor (545 Broad St.) expressed her concerns about the operational cost of the Senior Center.

D. MINUTES TO APPROVE

1. **Minutes of the September 15, 2020 Park Board Meeting:** Moved by Ald. T. Grade, seconded by T. Hale to approve the minutes of the September 15 Park Board meeting. Motion carried.

E. DISCUSSION / ACTION ITEMS

1. **Review of Preliminary 2021 Parks & Recreation Department Budgets:**

PRD Sackett gave an overview of the 2021 Park & Recreation Budget.

Questions/Comments by Board members included:

- How much we tax our crews & ability to get projects done or continually deferring them to the following year (Jefferson Park Shorewall project)
- Hart Park Cameras
- Hart Park programs/family events, engage kids

F. REPORT OF DEPARTMENT HEAD / STAFF

1. **Park, Pool and Forestry Report:** PRD Sackett reported the following:
 - Bathrooms are closing for the season
 - Will do Fall planting
 - Pickleball/Tennis nets will stay up as long as possible due to interest from public; request to stay up all Winter
2. **Recreation Department / Senior Center Report:** PRD Sackett reported the following:
 - Winter Rec Guide will be distributed in November – online only
 - Mailed sponsorship guide to local businesses
 - Will be offering a modified Great Pumpkin Hunt; no Hometown Halloween event in 2020

G. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

Sandra Dabill-Taylor commended staff's handling of the COVID regulations, inquired about Memorial Building renovations, commented that the Jefferson Park Vision Plan changes appear to be piece-meal; curious if the sponsorship is soliciting for major donors for Park projects, and opposes a beer garden at Jefferson (it's contrary to health, rec & the mission)

H. ADJOURNMENT

Motion by T. Grade, seconded by L. Hopwood to adjourn at 7:11pm. Motion carried.

CITY OF MENASHA
Landmarks Commission
Menasha City Center, Room 133
100 Main Street, Menasha
September 30th, 2020
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order by Chairperson Grade at 5:03 PM.

B. ROLL CALL/EXCUSED ABSENCES

LANDMARKS MEMBERS PRESENT: Alderperson Tom Grade, Commissioners Dean Wydeven, Jeff Heimerman, Kate Mueller and Kim Massey

LANDMARKS MEMBERS EXCUSED: Commissioners Thomas Almendarez and Arnie Collier

OTHERS PRESENT: PP Stephenson, Mayor Don Merkes, and Nick Jevne (210 Main Street).

C. PUBLIC HEARING

D. MINUTES TO APPROVE

1. Minutes of the August 12, 2020 Landmarks Commission Meeting

A motion was made by Comm. Mueller to approve the minutes of August 12th, 2020.

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

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

Five (5) minute time limit for each person

No public comments.

F. COMMUNICATIONS

1. None

G. ACTION / DISCUSSION ITEMS

1. Application for Renovation/Remodel and Sign– Storefront Facade – 163 Main Street

PP Stephenson gave an update on the renovation and sign for the storefront of 163 Main Street.

Comm. Mueller made a motion to approve the application. The motion was seconded by Comm. Wydeven. The motion carried.

2. Application for Signage – Bites and Bytes – 267 Kaukauna Street

PP Stephenson gave an update on the item.

Comm. Mueller made a motion to approve the sign application. The motion was seconded by Comm. Heimerman. The motion carried.

3. Application for Signage – Bare Bones Brewery –226 Main Street

PP Stephenson gave an update on the item.

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

- Size of the sign.
- Material for the sign.
- The overall shape of the sign.

A motion was made by Comm. Wydeven to approve the sign application. The motion as seconded by Comm. Massey. The motion carried.

4. Application for Façade Grant – A Suess Perspective Art Gallery – 230 Main Street
PP Stephenson gave a background on the façade grant application.

Kim Massey surrendered her Commission seat in order to not have a conflict of interest.

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

- The Landmarks role to promote cultural as well as historic landmarks.
- The Landmarks role in downtown revitalization.
- The placement of the tinted windows.
- The need for tinted windows for a gallery of this caliber.
- The effect on local foot traffic and local economy the gallery could have.
- The type of art being displayed.
- The terms of the owners lease and opening date for the gallery.

Comm. Mueller made a motion to approve the façade grant finding the cultural significance of the items being displayed within this historic building and the landmarks charge to promote and preserve the culture of Menasha. The motion was seconded by Comm. Wydeven. The motion carried with Comm. Massey abstaining.

5. 7 Tayco Street Property Discussion

PP Stephenson gave a brief update on the timeline for demolition and the items being requested for preservation.

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

Five (5) minute time limit for each person

No public comments

I. ADJOURNMENT

A motion was made by Comm. Heimerman to adjourn the meeting at 6:10 PM. The motion was seconded by Comm. Mueller. The motion carried.

Minutes prepared by PP Stephenson.

**ELISHA D. SMITH PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING MINUTES**

Elisha D. Smith Public Library
All participants online.
October 27, 2020

Called to order at 4:32pm by Chairman Golz

Present: Trustee Franzoi, Chairman Golz, Vice Chair Halverson, Secretary Lane, Trustee Schwerbel, Trustee Turner, Superintendent of Schools VanderHeyden, Trustee Witt and Teen Rep White

Also Present: Director Lenz, Support Services Supervisor Brandt, Adult Services Supervisor Raschke, and Business Manager Dreyer

Moment of Silence

There was a moment of silence for Trustee and past Board Chairman James Englebert who passed away on October 16, 2020.

Public Comment/Communication

During the past few months, the library has received numerous phone calls, notes and comments from patrons using the curbside pickup service thanking us for the services that we are providing.

Consent Business

Motion made by Witt, seconded by Lane to approve the Library Board of Trustee meeting minutes from September 22, 2020. Motion carried unanimously.

Authorization of Bills

Motion made by VanderHeyden, seconded by Franzoi to authorize payment of the October 2020 list of bills from the 2020 budget and endowment fund. Motion carried unanimously.

Old Business

Facility Plan

The Building and Grounds Committee will meet to determine next steps of the facility plan since we did not receive the IMLS CARE's grant.

New Business

September Statistics

August and September electronic circulation (Overdrive) statistics are higher than reported. Some checkouts were incorrectly attributed to Winnefox. They are working on fixing the error, and we should have it corrected for November's meeting. Due to COVID-19, the library continues to provide curbside materials pick-up, virtual programming, home delivery, and other limited library services.

2020 Budget Status

Trustees reviewed the 2020 budget status. According to 2020 projections, we should have excess funds to designate for 2021 retirements and the facility plan.

2021 Budget

The Mayor's budget has been published and distributed. Modifications that he made to the library's request before distributing it to aldermen include the removal of capital funds for a facility plan/architectural renovation rendering and a transfer of funds from the operating budget line for library materials to a line for engineering. Trustees would like to meet with him to discuss these changes prior to next Thursday's budget hearing. Schwerbel will contact him.

(Franzoi left the meeting at 5:07pm)

YTD WALs Technology Fund and Endowment Fund Reports

Trustees reviewed the year-to-date WALs Technology Fund and Endowment Fund reports.

Library Service Levels 2020

Trustees reviewed a list of library service levels to offer in coordination with local COVID-19 infection rates. Trustees supported the list and gave Lenz the freedom to respond to changes in those rates and our ability to deliver services safely.

(Lane left the meeting at 5:18pm.)

Staff Reports

- During September, we had 466 patrons use our in-library services. As of October 5, we transitioned to providing service via phone, email, and curbside. Adult Services staff are continuously finding ways to provide service in a safe way.
- Curbside service continues to be very active - filling 175-650 holds each day.
- We order and process about 1,000 new items per month.
- In October, virtual programs included a presentation on trustworthy news, the Fox Cities Book Festival (including Fox Cities Reads), an accompanying Beanstack Reading Challenge, a pumpkin carving class, a presentation from a genealogist, mindfulness classes, healthy cooking classes, and two book club discussions.
- We have 85 children enrolled in the Mo Williams Fall Reading Club through Beanstack and the children's department continues to provide virtual story times. Rondini performed a Halloween program live on Facebook from the Company E Room.
- Lenz provided a status of Wisconsin Public Libraries by Library System. Currently, the Fox Cities libraries are all doing curbside service only.

Adjournment

Motion to adjourn made at 5:24pm by Halverson, seconded by VanderHeyden. Motion carried unanimously.

Respectfully submitted,
Kathy Dreyer, Recording Secretary



MEMORANDUM

Date: November 2, 2020
To: Common Council
From: Community Development Department/JS and SS
Re: **Strong Neighborhoods Menasha Housing Program**

The City of Menasha Strong Neighborhoods Program has been in effect for just under a year now. To date, the program has approved 8 Curb Appeal, 3 Paint and Restore, 6 First Time Homebuyer, and 16 Major Renovation Applications. As of the last Housing Authority Meeting, October 26, 2020, the remaining 2020 fund balance is \$17,062.41. Upon recommendation of staff, the Housing Authority agreed to not review anymore Major Renovation or Curb Appeal applications for the year due to the fund balance. The remainder of the funds may still be administered by staff for potential First Time Homebuyer and/or Paint and Restore applications that would be submitted between now and the end of the year.

Many of the 2020 projects are finishing up this fall and others will be getting completed in the spring. Staff intends to bring forward a more detailed analysis of the success of the program upon completion of the initial projects and updated assessments. Staff also wanted to share that we have received numerous compliments on the program from outside organizations and program applicant's alike thanking City staff, the Housing Authority, and the Common Council for giving the community this opportunity to participate in the program.



October 21, 2020

Village of Fox Crossing Staff and Board
2000 Municipal Drive
Fox Crossing, WI 54956

RE: City of Menasha and Village of Fox Crossing Land Exchange Discussion

Dear Village President Youngquist, Village Board, Mr. Sturgell, and Mr. Dearborn,

The City of Menasha Common Council has reviewed the land exchange counter proposal by the Village of Fox Crossing dated September 18, 2020 as initiated by the detachment request by Robert Smith for his property located at 500 Ninth Street, Menasha, WI. This counter proposal noted several concerns including planned future development and the loss of vitality of the existing convenience store (the Citgo). Furthermore the counter proposal provided by the Village benefited the Village 7.53 acres of land and \$6,475,000.00 in valuation. The Village added that this gap was closer to \$2.6 million if taking into account the potential future value of a \$3 million development and the complete loss of the Citgo gas station. If the Village is discounting the complete loss of the gas station, this property should, at minimum be included in a counter proposal to the City.

The City does want to be clear there is no guarantee of a future development being there is no signed agreements with the City or approved plans to our knowledge. In addition, if there was a new development having an end value of \$3 Million dollars, the net new increment would be closer to \$2.5 Million. When looking at the overall discussed development area, roughly 22% of this is currently located within the Village bringing the future value further down to roughly \$550,000.00.

Taking into consideration the concerns of the Village with the loss of the Citgo gas station and to continue to facilitate orderly development and logical boundaries for the two communities, while noting that a future development at the Racine Street and Ninth Street corner would benefit both residents of the Village and the City, the City proposes the Village detach all the properties around the Racine Street corridor and the property north of Tri-City Auto which has previously requested detachment from the Village. In return the City would detach six residential duplexes located north of Valley Road and the previously offered Storage building off of Appleton Road. This proposal would benefit the Village \$76,100 in valuation and allow for a future development of the Valley Road and Appleton Road intersection. Details of this proposal and maps are attached.

Moving beyond past disagreements with the incorporation of the Village, the City will continue to work in good faith and request the Village consider a reasonable land swap to establish a working relationship for years to come. In order to provide ample service and response to both our tax paying

citizens and businesses, we ask that the Village Board consider this proposal and respond in writing no later than noon on Thursday, November 12, 2020. Thanks you for your time and consideration. Please feel free to reach out if you would like to discuss further.

Sincerely,

A handwritten signature in blue ink, appearing to read 'S. Schroeder', with a stylized flourish at the end.

Sam Schroeder
Community Development Director, City of Menasha

Cc: Robert Smith, Property Owner, 500 Ninth Street Menasha, WI 54952
City of Menasha Common Council and Mayor

City of Menasha Land Exchange Proposal
October 21, 2020

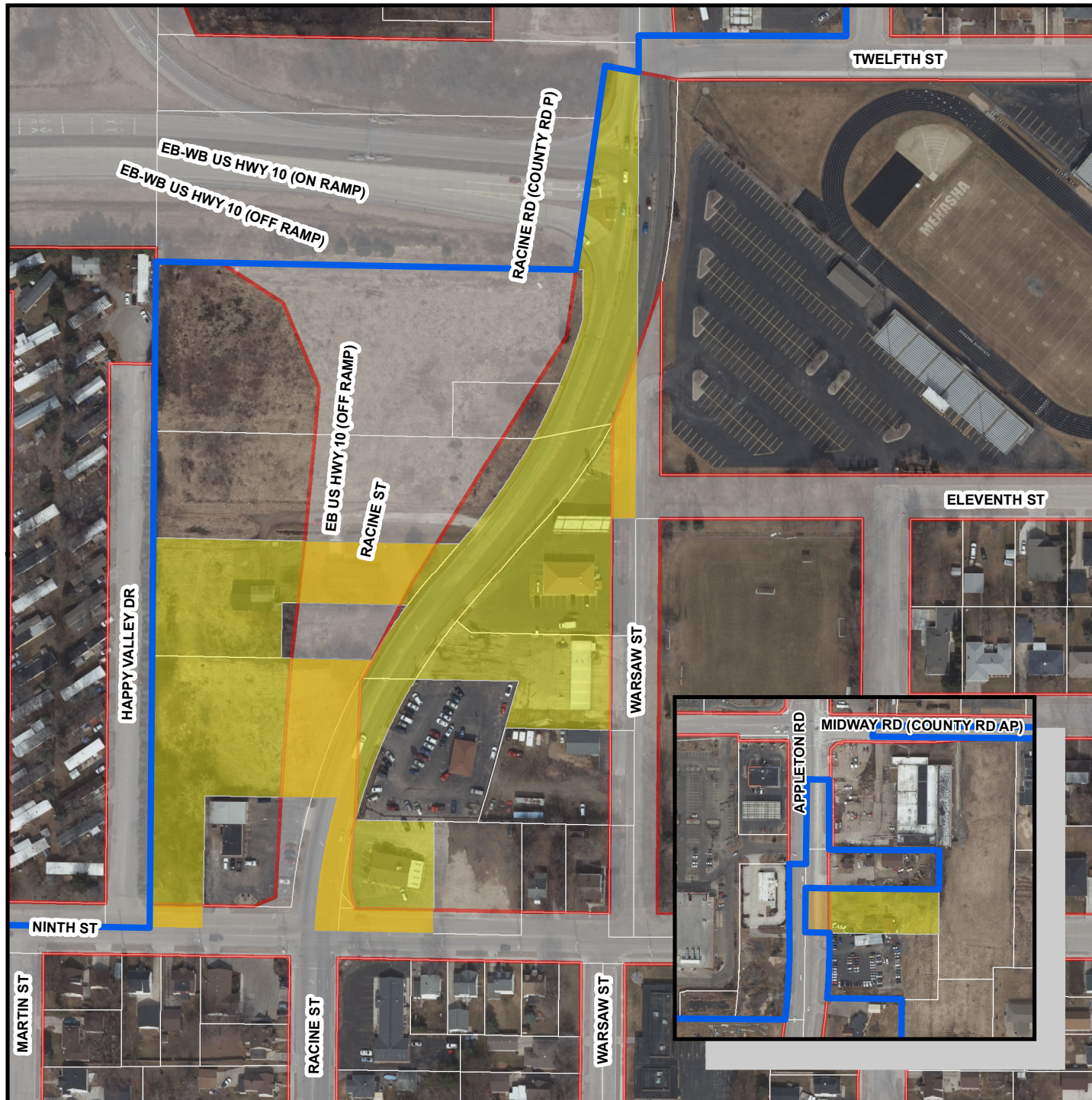
Parcel	Desc.	Address	SF	Ac	Land \$	Imp \$	Total \$	
40091901	Duplex	1861-1863 Beck St	22,942	0.53	\$ 39,500.00	\$ 171,100.00	\$ 210,600.00	
40091903	Duplex	500-502 Valley Rd	10,472	0.24	\$ 30,500.00	\$ 148,200.00	\$ 178,700.00	
40091902	Duplex	510-512 Valley Rd	8,736	0.20	\$ 26,000.00	\$ 148,800.00	\$ 174,800.00	
40091906	Duplex	520-522 Valley Rd	8,736	0.20	\$ 26,000.00	\$ 145,700.00	\$ 171,700.00	
40091905	Duplex	530-532 Valley Rd	9,240	0.21	\$ 27,500.00	\$ 145,100.00	\$ 172,600.00	
40091904	Duplex	2623-2623 Palisades Dr	9,966	0.23	\$ 30,000.00	\$ 165,700.00	\$ 195,700.00	
			70,092.00	1.61	179,500.00	924,600.00	1,104,100.00	
40077500	Appleton Rd Storage		36,656	0.84	\$ 117,500.00	\$ 98,000.00	\$ 215,500.00	
Total to the Village:			106,748	2.45	297,000.00	1,022,600.00	1,319,600.00	
121032801	Car Wash	961 Racine Rd	24,829	0.57	\$ 121,300.00	\$ 100,000.00	\$ 221,300.00	
1210331	Citgo	975 Racine Rd	29,621	0.68	\$ 238,000.00	\$ 406,200.00	\$ 644,200.00	
1210326	Vacant - Behind Valley Muffler		45,782	1.051	\$ 66,900.00	\$ -	\$ 66,900.00	*Removed ROW
121032902	Vacant - State - West MidBlock		32,670	0.75	\$ -	\$ -	\$ -	*Removed ROW
1210325	Bubbas	500 Ninth St	17,424	0.4	\$ 63,600.00	\$ 86,400.00	\$ 150,000.00	*Removed ROW
121033301	Remnant ROW - Men. School		35,719	0.82	\$ -	\$ -	\$ -	
121033101	Remnant ROW - Citgo		29,621	0.68	\$ 100.00	\$ -	\$ 100.00	
121032503	Remnant ROW - Auto Sales		6,098	0.14	\$ 100.00	\$ -	\$ 100.00	
			221,764	5.091	\$ 490,000.00	\$ 592,600.00	\$ 1,082,600.00	
121038001	Tri-City Auto (Vacant Lot)	1425 Appleton Rd	44,867	1.03	\$ 109,900.00	\$ 51,000.00	\$ 160,900.00	
Total to the City:			266,631	6.12	\$ 599,900.00	\$ 643,600.00	\$ 1,243,500.00	
City Outcome:					3.67	(76,100.00)		

Detachment From the Village of Fox Crossing

Detachment From the City of Menasha

CITY OF MENASHA AND VILLAGE OF FOX CROSSING LAND EXCHANGE

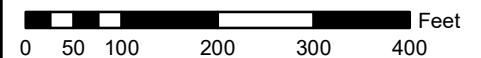
10/21/2020



- Proposed Boundary
- To City ROW
- To City
- Road ROW
- Parcels



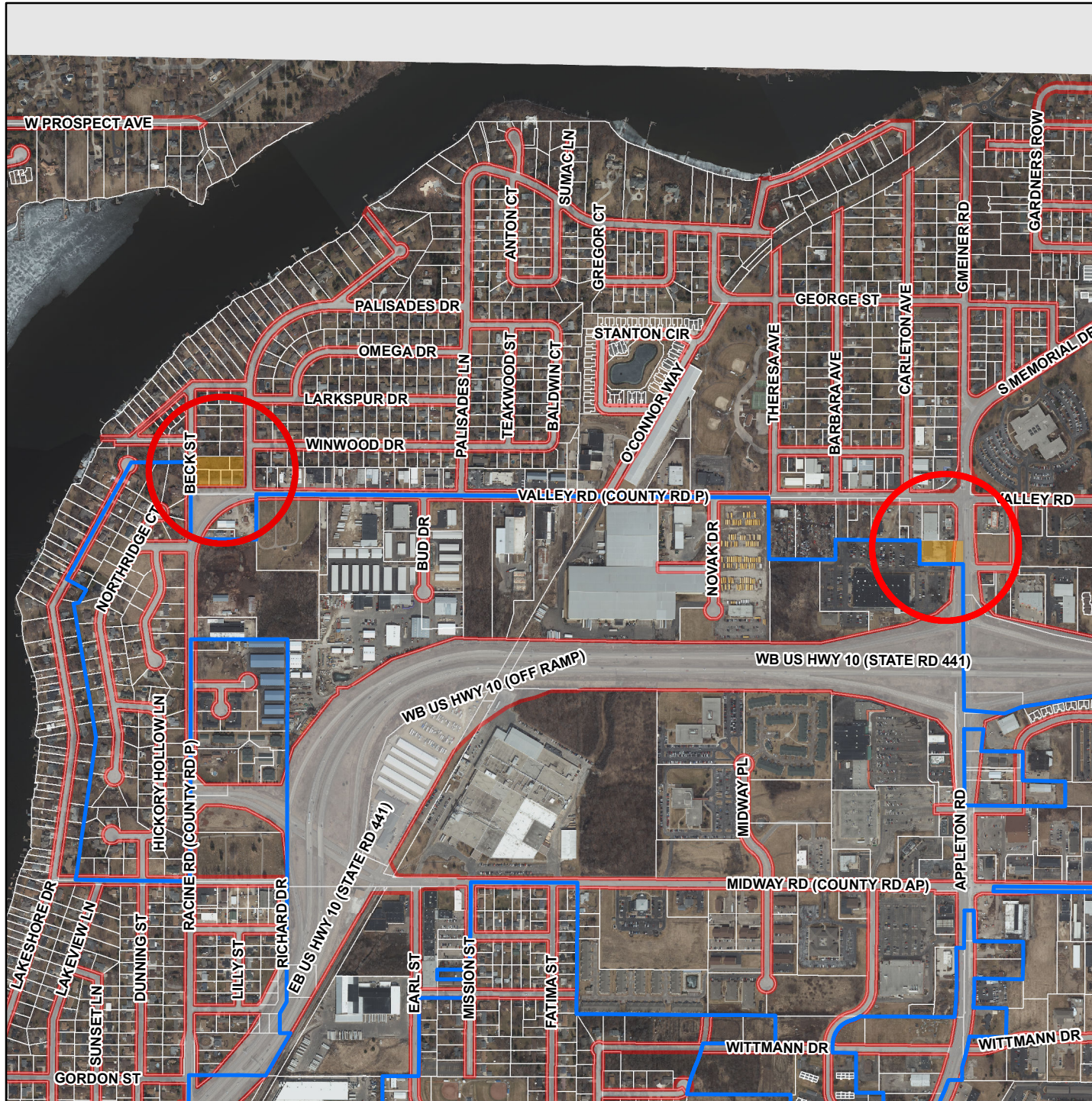
1 inch = 200 feet



This map is for reference and should not be used as a legal document

CITY OF MENASHA AND VILLAGE OF FOX CROSSING LAND EXCHANGE

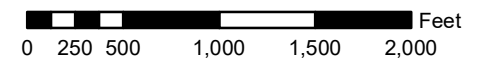
10/21/2020



- Proposed Boundary
- To the Village
- Road ROW
- Parcels



1 inch = 1,000 feet



This map is for reference and should not be used as a legal document



October 26, 2020

Office of the Commissioner of Railroads
Commissioner Yash P. Wadhwa
4822 Madison Yards Way
Madison, WI 53707-7854

RE: Docket 9164-RX-913 – Appleton Street Crossing Closure

Commissioner Wadhwa,

This is in response to the Proposed Final Decision that was published on October 8, 2020 regarding the public crossing closure of the Wisconsin Central Ltd. (WCL) tracks with Appleton Street in the City of Menasha (City). Although the City believes that it is in the best interest of the community for the crossing to remain open, we respect the decision to close the crossing and will honor it. However the City is requesting additional time that we need to be able to do so.

Wisconsin Central Ltd. has already begun the repairs to the Racine Street crossing as spelled out in the Proposed Final Decision and as you can see from the attached email string they intend to begin the closure of the Appleton Street crossing on November 9, 2020. As was pointed out during the hearing there is considerable activity taking place at or near this crossing. Closing the crossing prior to construction of the turnaround will significantly impact the ability to construct this without access from two directions. The City would ask that the crossing not be closed prior to August 1, 2021 or at the completion of the turnaround, whichever comes first. Additionally closing this crossing this fall prior to the turnaround construction also creates challenges for snow plowing operations with the limited availability for turning around with the congestion of the adjacent industry. With a coordinated effort between the City and WCL we can achieve the desired goal of closing the crossing in the safest and most efficient way.

However our efforts to work with WCL have not been productive. We have been asked to respond to their request to start the Appleton Street crossing closure before the end of business, Tuesday, October 27th, a day before written comments have to be submitted for consideration of the Proposed Final Decision before becoming final.

The City respectfully requests the Office of Commissioner of Railroads to revise the order to indicate the crossing cannot be closed until August 1, 2021 or at the completion of the turnaround, whichever comes first.

Respectfully,

Adam Alix
City of Menasha
Director of Public Works

Enclosure

Adam Alix

From: Adam Alix
Sent: Monday, October 26, 2020 9:03 AM
To: 'Jacqueline Macewicz'
Cc: Pamela Captain; 'Audrey L. Brodrick'; Corey Gordon; Thad Brown; Travis Mac Donald
Subject: RE: Racine St Crossing Renewal Work-Appleton Street crossing closure

Hi Jackie,

We have some concerns with trying to close that crossing yet this fall and had hoped we could work with you on delaying it until sometime next summer. Attorney Captain did send an email to Ms. Brodrick the week before last indicating as such with no signs of any willingness on the railroads part. Our concerns are that at this point we do not know what type or size of the turnaround will be required and how to construct it should that crossing be closed with only one way in and out. In addition there is utility work planned for next summer on the 300 Block of Appleton Street, not under our direction, that may require additional street work or restoration as well. Closing the crossing now not only will cause a financial hardship on those businesses during this construction but it will undoubtedly place the personnel constructing the turnaround at greater risk of injury.

Unfortunately I will not be able to confirm by the end of business on October 27th as we have until 4:00pm, October 28th to provide comments to the OCR on this proposed final decision. If the railroad is not willing to work with us on delaying the closing of the Appleton Street crossing we will be submitting written comments requesting just that and will await the final decision before we proceed with anything. And as mentioned above we have yet to meet with the businesses on Appleton Street to determine what will be needed for the turnaround hence I am unable to provide you with a cost estimate that this time.

Respectfully,

Adam Alix
City of Menasha
920-967-3611

From: Jacqueline Macewicz [mailto:jackie.macewicz@cn.ca]
Sent: Thursday, October 22, 2020 10:28 AM
To: Adam Alix <aalix@ci.menasha.wi.us>
Subject: RE: Racine St Crossing Renewal Work

Adam,

WCL is requesting to close and remove the Appleton St crossing starting at 0800, Monday, November 9, 2020.

Per the OCR order the City is to install and maintain type III barricades and road closed signs to the approaches of the crossing prior to the railroad's work.

Please confirm by the close of business on Tuesday, October 27, 2020 that the City will obtain and place the barricades by 0800 on November 9, 2020, and will coordinate and communicate local traffic impacts.

Additionally, please provide me with an estimate for the cost of the turnaround and design plans for the construction of the turnaround so that I may obtain internal funding to reimburse the City.

Regards,
Jackie

Jackie Macewicz

CN - Manager Public Works
Superior, WI

From: Adam Alix <aalix@ci.menasha.wi.us>
Sent: Wednesday, October 14, 2020 6:02 AM
To: Jacqueline Macewicz <jackie.macewicz@cn.ca>
Cc: Dan Vandinter <dan.vandinter@cn.ca>; Corey Gordon <cgordon@ci.menasha.wi.us>
Subject: RE: Racine St Crossing Renewal Work

Hi Jackie,

Actually not a good week as the we've been waiting a number of months on a large transformer that had to be repaired to be shipped back from Texas to be reinstalled which coincidentally is happening on the 22nd. This will involve a road closure on the planned detour route for your work on Racine Street. I believe Deputy Director Gordon has already talked to Dan about rescheduling this, pushing it back one week. Sure, send me the notice and we'll see if we can get it out to the public.

I also understand you would like to tackle the Appleton Street closure yet this fall. We have some logistical concerns with being able to construct the turnaround with the industry traffic if we are completely unable to access the area from the north. We would like to ask that you hold off on that closure to give us some time to figure out what we need to accommodate Alliance and get it scheduled.

Thanks,
Adam

From: Jacqueline Macewicz [<mailto:jackie.macewicz@cn.ca>]
Sent: Tuesday, October 13, 2020 1:04 PM
To: Adam Alix <aalix@ci.menasha.wi.us>
Cc: Dan Vandinter <dan.vandinter@cn.ca>
Subject: Racine St Crossing Renewal Work

Hi Adam,

Dan has an opportunity in his schedule to fully renew the Racine St crossing the week of October 19th. He has Warning Lites setting up the traffic control.

Would next week work for the City?

I can send you a public notice you can circulate about the work if you would like.

Thanks,
Jackie

Jackie Macewicz

CN - Manager Public Works
3192 S. Pokegama Rd
Superior, WI 54880
(o) 715-345-2503
(e) Jackie.Macewicz@cn.ca

*If you are reporting an emergency - call CN Police immediately at 1-800-465-9239
and provide the DOT# found on the blue emergency notification sign posted at the nearest crossing*

www.cn.ca

As a local governmental entity, the City of Menasha is subject to Wisconsin statutes relating to open records. Any e-mail received by anyone at the City of Menasha, as well as any e-mail sent by someone from the City of Menasha are subject to these laws. Unless otherwise exempted from the Open Records law, senders and receivers of City e-mail should presume that any e-mail is subject to release upon request.



MEMORANDUM

To: City of Menasha Common Council

From: Jennifer Sassman, Finance Director

Date: October 29, 2020

RE: Financial Overview

The third quarter 2020 financial reports through 9/30/2020 have been included for your review.

- **General Fund:**

- The total 2020 revenues as of 9/30 are \$13,473,402 (73.48% of budget).
- The total 2019 revenues as of 9/30 were \$13,630,089 (76.10% of budget).
- The total 2020 expenditures as of 9/30 are \$12,782,741 (69.72% of budget).
- The total 2019 expenditures as of 9/30 were \$13,335,442 (74.45% of budget).

Although our revenues are tracking ~\$155,000 lower than this time last year, our expenditures are tracking ~\$550,000 less than last year. So we are on track given the unforeseen circumstances this year.

Please keep in mind that our approved 2020 budget assumes that we plan to apply \$200,000 of the General Fund – Fund Balance this year. It is our goal to make every effort to not have to utilize those funds.

Below are a few items to note as we move forward into 2020.

- The Wisconsin Elections Commission was a recipient of the CARES funding and the City of Menasha received \$10,791 in July to offset the spring election. Additional funding will also be available following the November election.
- The City Clerk's office applied for and was awarded a grant in the amount of \$7,890 from the Center for Tech and Civic Life to offset election expenditures.
- The City of Menasha is entitled to funds totaling \$284,670 as part of the Routes to Recovery Grant Program from the State of Wisconsin which will aid the City in

recovering unbudgeted expenditures incurred due to the COVID-19 public health emergency. We will submit for reimbursement at the beginning of November.

- **General Fund Revenues:**

Here are a few items to make note of:

- Federal, State & County Aids-we receive our final shared revenue disbursement in November. This is also where we will see our additional funding in regards to elections.
- State Aid-Public Health-the difference this year is simply the timing of when we submit for our grants.
- Interest on Investments-this figure is down compared to this time last year however has exceeded the budgeted amount.
- Donations & Gifts-this is the account that receives our fireworks donations. This revenue is down however we don't show the fireworks expenditure either.
- Restaurant Licenses-we may see additional revenues in the fourth quarter as the Department of Agriculture has provided an extension.
- Fines/Penalties-the decrease in these revenues is what we anticipated however these revenues are starting to climb as we move into the third and fourth quarter.

- **General Fund Expenditures:**

Here are a few items to make note of:

- Snow and Ice Removal-we are tracking considerably lower than we were in 2019 so hopefully that leaves us some room for the winter months.
- Twenty-Four/Seven-this account is currently being used to track the majority of health department wages to keep them separate during COVID 19. Additional funding will offset some of these costs. Due to the fact that the health department is using this account for the majority of their wages at this time you will see a decrease in the amounts spent in the various health department grant accounts. Expenditures will be shifted around later in the year as appropriate to capture the funding allocated to us.
- Retirements (Clerk, P&R Director & Deputy Police Chief)-these retirement payouts occurred in July and these departments will be absorbing those costs in the current budget.
- Library-the Library is under budget compared to this time last year however they plan to use these funds to offset potential retirements in 2021.
- Civic Commemorations-we will see a decrease in this expenditure overall for the year due to only being responsible for a down payment.
- Public Health-separate expenditure accounts were created to track COVID 19 related purchases. These costs will be recovered thru the Routes to Recovery Grant Program or other Health Department funding sources.

Please note that these reports are as of September 30, 2020, and will continue to be updated as we move through 2020. I will continue to provide budget status reports to the Council on a quarterly basis, so that everyone remains aware of our financial status.

General Fund Revenues - Third Quarter 2020
January 01, 2020 - September 30, 2020

	2019 BUDGETED REVENUES	2019 Period Ending September 30, 2019	% Received	2020 BUDGETED REVENUES	2020 Period Ending September 30, 2020	% Received
TAXES LEVIED BY CITY						
General Property Tax	\$ 8,887,103	\$ 8,888,324	100.01%	\$ 8,824,759	\$ 8,824,763	100.00%
Mobile Home Property Taxes	150,000	96,723	64.48%	145,000	101,762	70.18%
Tax from Municipal Utility	707,385	525,379	74.27%	714,516	474,154	66.36%
Tax from Housing Authority	14,000	16,722	119.45%	16,500	0	0.00%
Interest/Penalty on Taxes	22,000	35,323	160.56%	29,000	11,484	39.60%
TOTAL TAXES LEVIED	\$ 9,780,488	\$ 9,562,472	97.77%	\$ 9,729,775	\$ 9,412,162	96.74%
LICENSES & PERMITS						
Liquor License	\$ 22,000	\$ 19,555	88.89%	\$ 21,000	\$ 19,076	90.84%
Tavern Operators License	18,000	14,030	77.94%	7,000	3,795	54.21%
Cigarette License	1,700	1,900	111.76%	1,900	1,400	73.68%
Restaurant License	20,790	19,568	94.12%	20,000	15,092	75.46%
Amusement Device License	1,750	1,700	97.14%	1,700	1,370	80.59%
Heating License	1,800	1,890	105.00%	1,900	1,575	82.89%
Cable TV License	185,000	94,704	51.19%	189,000	83,820	44.35%
Weights & Measures License	27,000	24,549	90.92%	25,154	22,124	87.95%
Retail Food License	8,200	12,190	148.66%	12,000	11,067	92.22%
Tattoo Parlor License	600	292	0.00%	300	(14)	0.00%
Sundry License	600	400	66.67%	450	250	55.56%
Dog License	7,500	3,825	51.00%	7,200	2,674	37.13%
Cat License	600	711	118.50%	700	556	79.43%
Lodging License	500	599	119.70%	600	322	53.67%
Building Permit-Residential	18,700	19,938	106.62%	25,000	22,319	89.28%
Building Permit-Commercial	28,300	11,522	0.00%	26,240	14,521	55.34%
Electrical Permit-Residential	7,700	7,510	97.54%	9,500	10,563	111.19%
Electrical Permit-Commercial	11,300	2,577	0.00%	11,300	1,842	16.31%
Plumbing Permit-Residential	7,000	7,326	104.66%	9,200	8,140	88.48%
Plumbing Permit-Commercial	10,000	1,884	0.00%	10,000	1,740	17.40%
Street Excavation Permit	4,500	1,300	28.89%	4,000	2,175	54.38%
Heating Permit-Residential	7,600	9,365	123.22%	11,700	8,895	76.03%
Heating Permit-Commercial	11,400	1,891	0.00%	11,400	1,703	14.94%
Mobile Home Permit	0	0	0.00%	1,235	1,240	0.00%
Zoning Permit	4,500	2,585	57.44%	3,500	2,655	75.86%
Recreational Fire Permit	10,600	10,320	97.36%	10,400	7,240	69.62%
Sign Permit	3,000	2,900	96.67%	4,500	600	13.33%
Temporary Restaurant Permit	400	5	1.25%	100	5	5.00%
Erosion Control Permit	2,100	1,125	53.57%	1,350	1,425	105.56%
Pool Permit	1,900	2,177	114.58%	2,175	2,045	94.02%
Street Use Permit	25	75	300.00%	75	125	166.67%
Outdoor Service Permit	300	325	108.33%	325	200	61.54%
TOTAL LICENSES & PERMITS	\$ 425,365	\$ 278,736	65.53%	\$ 430,904	\$ 250,539	58.14%
FINES & PENALTIES						
Damage Award-Law Enforcement	0	0	0.00%	0	0	0.00%
Court Penalties	\$ 64,000	\$ 50,892	79.52%	\$ 69,000	\$ 34,723	50.32%
Parking Violation	53,000	33,994	64.14%	52,000	28,866	55.51%
TOTAL FINES & PENALTIES	\$ 117,000	\$ 84,885	72.55%	\$ 121,000	\$ 63,589	52.55%
FEDERAL, STATE & COUNTY AIDS						
Federal Aid-Law Enforcement	\$ 1,700	\$ 3,285	193.21%	\$ 1,700	\$ 1,761	103.62%
State Aid-Shared Revenues	3,726,183	883,285	23.70%	3,715,790	870,791	23.43%
State Aid-Computer Credit	40,451	58,155	143.77%	401,180	401,178	100.00%
State Aid-Fire	46,200	51,442	111.35%	56,500	50,262	88.96%
State Aid-Payment for Municipal Services	116,000	0	0.00%	107,500	0	0.00%
State Aid-Law Enforcement	25,000	29,726	118.90%	27,500	22,932	83.39%
State Aid-Highway Transportation	542,115	406,399	74.97%	601,020	450,154	74.90%
State Aid-Connecting Highway	62,450	46,837	75.00%	62,294	46,720	75.00%
State Aid-Other	135	127	94.23%	125	125	99.96%
State Aid-Public Health	108,337	65,557	60.51%	115,103	49,983	43.42%
State Aid-Senior Center	25,741	16,381	63.64%	25,741	17,017	66.11%
State Aid-Personal Property	68,596	68,596	100.00%	61,158	61,158	100.00%
State Aid-Elections	0	0	0.00%	0	10,791	0.00%
State Aid-Video Service Provider	0	0	0.00%	0	19,188	0.00%
State Aid-CARES Routes to Recovery	0	0	0.00%	0	0	0.00%
State Aid-Forestry	0	0	0.00%	0	0	0.00%
TOTAL FEDERAL, STATE & COUNTY AIDS	\$ 4,762,908	\$ 1,629,789	34.22%	\$ 5,175,611	\$ 2,002,060	38.68%

	2019 BUDGETED REVENUES	2019 Period Ending September 30, 2019	% Received	2020 BUDGETED REVENUES	2020 Period Ending September 30, 2020	% Received
MISCELLANEOUS						
Interest on Investments	\$ 34,000	\$ 118,864	349.60%	\$ 35,000	\$ 49,110	140.31%
Property Rental Revenue	47,822	33,566	70.19%	28,866	72,584	251.45%
Sale of Other Property	100,000	100,000	0.00%	0	0	0.00%
Sale of Land	0	18,450	0.00%	75,000	0	0.00%
Sale of Law Enforcement Property	8,000	826	10.32%	8,000	1,433	17.91%
Sale of Refuse Property	200	44	21.79%	150	90	59.80%
Sale of Recyclable Materials	0	0	0.00%	0	0	0.00%
Insurance Recovery-Other Equipment	0	0	0.00%	0	0	0.00%
Insurance Recovery-Law Enforcement Equip	0	7,238	0.00%	0	0	0.00%
Insurance Recovery-Highway Equip	9,000	7,776	86.40%	10,000	7,693	76.93%
Donations & Gifts	16,000	15,000	93.75%	16,000	0	0.00%
Miscellaneous Revenue	55,000	29,621	0.00%	50,000	9,573	0.00%
Credit Card Fees	0	235	0.00%	500	319	63.86%
TOTAL MISCELLANEOUS	\$ 270,022	\$ 331,618	122.81%	\$ 223,516	\$ 140,801	62.99%
PUBLIC CHARGES						
Clerk	\$ 6,200	\$ 5,350	86.29%	\$ 6,500	\$ 8,303	127.74%
Treasurer	16,500	11,432	69.29%	15,500	11,926	76.94%
Data Processing	1,000	925	92.50%	1,183	550	46.49%
Law Enforcement	3,000	1,240	41.32%	3,000	983	32.76%
Fire Protection	1,500	300	20.00%	1,500	200	13.33%
Street Miscellaneous	2,000	900	45.00%	1,200	150	12.50%
Snow Removal	2,500	1,197	47.86%	3,200	1,527	47.71%
Engineering	50	1	0.00%	50	40	0.00%
Street Lighting	175	0	0.00%	3,000	0	0.00%
Street Patching	16,500	28,622	173.46%	23,000	25,604	111.32%
Parking Lot Stickers	1,500	484	0.00%	1,500	780	52.00%
Garbage & Refuse	165,000	161,504	97.88%	165,000	161,658	97.97%
Solid Waste Disposal	33,500	33,486	99.96%	33,600	32,619	97.08%
Weed Cutting	3,000	5,421	180.69%	5,100	4,403	86.34%
Cemetery	10,000	12,500	125.00%	10,000	8,875	88.75%
Public Health	56,170	37,638	67.01%	61,508	37,931	61.67%
Library Fines	12,000	8,613	71.78%	12,000	1,108	9.24%
Library Vending Services	7,700	6,409	83.24%	7,700	2,614	33.95%
Park	21,000	17,066	81.27%	19,000	7,205	37.92%
Pool	56,000	55,382	98.90%	56,000	19,202	34.29%
Recreation	48,000	34,578	72.04%	50,000	15,993	31.99%
Boat Launch	25,000	24,416	97.66%	25,000	24,871	99.49%
Senior Center	1,600	1,786	111.65%	2,200	614	27.92%
Boat Slip Rental	1,000	329	32.86%	500	281	56.19%
Pool Concession	13,500	14,611	108.23%	15,000	0	0.00%
Special Events-Admin Fee	7,700	3,882	50.42%	7,500	50	0.67%
Room Tax	400	140	34.97%	500	386	77.24%
Sen Ctr Program Revenue	0	0	0.00%	0	16	0.00%
Sen Ctr Newsletter Subscr	0	0	0.00%	0	635	0.00%
TOTAL PUBLIC CHARGES	\$ 512,495	\$ 468,211	91.36%	\$ 530,241	\$ 368,524	69.50%
INTERGOVERNMENTAL CHARGES						
Law Enforcement	\$ 255,000	\$ 146,088	57.29%	\$ 262,000	\$ 156,351	59.68%
Fire Department	28,800	40,569	140.86%	20,000	21,573	107.87%
Mass Transit	164,326	58,446	35.57%	174,451	77,903	44.66%
Street Misc	1,000	0	0.00%	0	825	0.00%
Street Patching	50,000	36,021	72.04%	60,000	82,453	137.42%
Garbage/Refuse	37,680	38,100	101.11%	37,680	22,245	59.04%
Public Health	300,000	150,000	50.00%	320,000	150,000	46.88%
Library Tax	550,423	427,045	77.58%	555,332	326,340	58.76%
Economic Development	16,741	0	0.00%	16,735	0	0.00%
City Attorney	12,000	12,000	100.00%	12,000	0	0.00%
Park	0	0	0.00%	0	0	0.00%
Snow Removal/Plowing	1,200	2,633	219.45%	1,500	1,132	0.00%
Library Grants	0	0	0.00%	20,000	19,200	0.00%
State-Public Health	44,000	31,932	72.57%	46,320	29,300	63.26%
State-Lift Bridges	88,334	58,920	66.70%	90,625	61,062	67.38%
Bond/Note Proceeds	0	0	0.00%	0	0	0.00%
TIF Admin	138,401	122,622	88.60%	143,450	143,450	100.00%
Transfer from Marina	5,000	5,000	100.00%	5,000	5,000	100.00%
Applied Fund Balance-Other	200,000	0	0.00%	200,000	0	0.00%
Applied Fund Balance-Health	5,323	0	0.00%	0	0	0.00%
Fund Balance Reservations	145,000	145,000	100.00%	138,893	138,893	0.00%
Fund Balance Carryover-Library	0	0	0.00%	20,000	0	0.00%
TOTAL INTERGOVERNMENTAL CHARGES	\$ 2,043,228	\$ 1,274,377	62.37%	\$ 2,123,986	\$ 1,235,727	58.18%
TOTAL REVENUES	\$ 17,911,506	\$ 13,630,089	76.10%	\$ 18,335,033	\$ 13,473,402	73.48%

General Fund Expenditures - Third Quarter 2020
January 01, 2020 - September 30, 2020

	2019 ANNUAL BUDGET	2019 Period Ending September 30, 2019	% Expended	2020 ANNUAL BUDGET	2020 Period Ending September 30, 2020	% Expended
GENERAL GOVERNMENT						
Mayor	\$ 100,240	\$ 71,569	71.40%	\$ 99,486	\$ 68,294	68.65%
Attorney	178,794	121,034	67.69%	178,744	113,324	63.40%
Personnel	213,615	151,923	71.12%	212,126	149,551	70.50%
City Clerk	117,373	80,723	68.78%	115,849	99,611	85.98%
Elections	66,956	37,087	55.39%	82,535	69,374	84.05%
Municipal Court	3,500	3,490	99.71%	3,600	3,580	99.44%
Property Insurance	81,950	40,975	50.00%	90,145	45,073	50.00%
Finance	476,191	336,840	70.74%	491,112	283,535	57.73%
Assessor	78,165	59,550	76.18%	78,975	55,801	70.66%
Common Council	74,676	56,076	75.09%	74,664	48,327	64.73%
Illegal Tax/Tax Refund	6,000	848	14.14%	6,000	484	8.07%
Uncollectable Debt	9,500	5,706	60.06%	8,700	(1,278)	-14.69%
Employees Safety Commission	28,581	22,976	80.39%	34,444	21,003	60.98%
Municipal Buildings	126,027	66,804	53.01%	116,547	59,891	51.39%
Accrued Wage Adj-Library Retirement	0	0	0.00%	20,000	0	0.00%
Accrued Wage Adj-Employer Contribution	4,000	0	0.00%	0	0	0.00%
TOTAL GENERAL GOVERNMENT	\$ 1,565,568	\$ 1,055,599	67.43%	\$ 1,612,927	\$ 1,016,568	63.03%
PUBLIC SAFETY						
Police	\$ 4,823,489	\$ 3,436,312	71.24%	\$ 4,855,487	\$ 3,187,133	65.64%
Crossing Guards	22,750	13,003	57.16%	24,176	8,432	34.88%
Community Service	43,583	34,033	78.09%	47,249	36,925	78.15%
Auxiliary Police	15,251	6,587	43.19%	15,251	2,657	17.42%
Jail/Prisoner Meal Charge	14,000	3,927	28.05%	12,000	1,955	16.30%
Code Enforcement	75,513	54,893	72.69%	77,254	58,486	75.71%
Fire	3,444,021	2,874,131	83.45%	3,546,907	2,954,936	83.31%
Emergency Government	975	309	31.71%	650	131	20.18%
Fire Protection	0	0	0.00%	0	254	0.00%
Weights & Measures	24,236	17,262	71.22%	25,351	8,740	34.48%
Inspection	171,219	83,762	48.92%	173,882	95,264	54.79%
TOTAL PUBLIC SAFETY	\$ 8,635,037	\$ 6,524,218	75.56%	\$ 8,778,207	\$ 6,354,913	72.39%
PUBLIC WORKS						
Engineering	\$ 172,583	\$ 127,487	73.87%	\$ 183,170	\$ 121,365	66.26%
Street Construction/Excavation	720,545	496,445	68.90%	736,686	317,437	43.09%
Snow & Ice	361,306	403,044	111.55%	355,919	266,861	74.98%
Street Signs	213,617	159,666	74.74%	231,531	196,547	84.89%
Sidewalks & Crosswalks	140,170	141,208	100.74%	141,226	107,134	75.86%
Street Lighting	166,777	110,921	66.51%	176,359	114,244	64.78%
Parking Lots	48,123	38,136	79.25%	38,695	20,832	53.84%
Canal Maintenance/Construction	1,020	598	58.62%	1,028	615	59.85%
Refuse Collection & Disposal/Commercial	908,431	643,792	70.87%	903,189	643,265	71.22%
Weed Cutting	44,457	38,822	87.32%	42,365	32,366	76.40%
Valley Transit	207,933	154,791	74.44%	218,520	145,680	66.67%
Dial-A-Ride	11,200	11,200	100.00%	11,200	11,200	100.00%
TOTAL PUBLIC WORKS	\$ 2,996,162	\$ 2,326,110	77.64%	\$ 3,039,888	\$ 1,977,547	65.05%
CULTURE, RECREATION & EDUCATION						
Library	\$ 1,640,930	\$ 1,200,499	73.16%	\$ 1,718,637	\$ 1,188,387	69.15%
Recreation	321,181	248,506	77.37%	362,320	301,404	83.19%
Pool	236,866	211,687	89.37%	234,910	216,838	92.31%
Lift Bridges	88,227	69,028	78.24%	90,625	70,829	78.16%
Civic Commemorations	30,000	29,850	99.50%	30,000	680	2.27%
Parks	895,968	666,307	74.37%	921,833	627,004	68.02%
TOTAL CULTURE, RECREATION & EDUCATION	\$ 3,213,172	\$ 2,425,878	75.50%	\$ 3,358,325	\$ 2,405,142	71.62%

	2019 ANNUAL BUDGET	2019 Period Ending September 30, 2019	% Expended	2020 ANNUAL BUDGET	2020 Period Ending September 30, 2020	% Expended
CONSERVATION & DEVELOPMENT						
Forestry	\$ 128,087	\$ 85,897	67.06%	\$ 122,946	\$ 95,428	77.62%
Community Development	269,329	183,027	67.96%	289,676	180,028	62.15%
Urban Redevelopment	72,880	6,518	8.94%	50,749	2,665	5.25%
TOTAL CONSERVATION & DEVELOPMENT	\$ 470,296	\$ 275,442	58.57%	\$ 463,371	\$ 278,121	60.02%
PUBLIC HEALTH						
Health	\$ 543,203	\$ 388,496	71.52%	\$ 567,375	\$ 172,182	30.35%
Environmental Health	85,969	59,849	69.62%	88,436	37,341	42.22%
Health Screening	23,526	19,082	81.11%	25,531	5,717	22.39%
Prevention	6,218	6,828	109.82%	4,694	967	20.60%
Radon Grant	0	0	0.00%	0	6,302	0.00%
School Health Aids	41,818	26,345	63.00%	43,069	29,486	68.46%
Dental	58,468	35,145	60.11%	66,556	30,635	46.03%
Communicable Diseases	3,285	2,306	70.19%	3,500	773	22.10%
Lead-Free Delivery Grant	7,150	2,705	37.84%	9,987	937	9.38%
Lead Prevention Grant	2,959	3,142	106.19%	2,962	1,556	52.52%
Immunization	9,442	4,531	47.99%	9,398	2,379	25.31%
Maternal Child Health	14,281	10,522	73.68%	11,589	3,480	30.03%
Dental Sealant	12,776	9,954	77.91%	15,794	5,246	33.21%
Opioid Grant	0	21,602	0.00%	0	15,094	0.00%
Bio-Terrorism	36,035	36,282	100.68%	45,664	18,104	39.65%
Twenty-Four/Seven	40,753	1,987	4.88%	37,613	317,178	843.27%
Senior Center	102,160	71,919	70.40%	106,515	57,039	53.55%
CARES COVID-19 Testing Coordinator	0	0	0.00%	0	2,148	0.00%
CARES COVID-19-Routes to Recovery	0	0	0.00%	0	26,366	0.00%
Animal Impoundment	10,500	3,360	32.00%	7,500	2,400	32.00%
Cemetery	32,728	24,140	73.76%	36,132	15,121	41.85%
TOTAL PUBLIC HEALTH	\$ 1,031,271	\$ 728,195	70.61%	\$ 1,082,315	\$ 750,451	69.34%
100-GENERAL FUND TOTALS:	\$17,911,506	\$ 13,335,442	74.45%	\$18,335,033	\$ 12,782,741	69.72%



October 22, 2020

Valley Marine Mart, Inc.
Attn: Douglas Bodway
100 Water Street
Menasha, WI 54952

Re: License Agreement

NOTICE OF DEFAULT

Dear Mr. Bodway:

It has come to our attention, confirmed by site inspection, that boats are being parked outside of the designated area identified on EXHIBIT A of the License Agreement. You are forthwith commanded to bring your use of the Water St. property into compliance with the terms of the License Agreement.

We look forward to your prompt attention to this matter.

Very truly yours,

Pamela A. Captain

Cc: Sam Schroeder, Community Development Director
Common Council

CITY OF MENASHA
COMMON COUNCIL
OCTOBER 19, 2020
MINUTES

A. CALL TO ORDER

Meeting called to order by Mayor Merkes at 6:02 p.m.

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

A moment of silence was observed in memory of Jim Englebert who has passed away.

C. ROLL CALL

PRESENT: Ald. Ann Schmidt, Ted Grade, Tom Grade, Randy Ropella, Rebecca Nichols, James Taylor, Stan Sevenich, Mark Langdon

ALSO PRESENT: PC Styka, FC Kloehn, CDD Schroeder, DPW Alix, DDE Gordon, PHD McKenney, PRD Sackett, LD Lenz, CA/HRD Captain, Mayor Merkes, Clerk Krautkramer

D. TEMPORARY SUSPENSION OF THE RULES OF THE COMMON COUNCIL AND MAYOR /TEL WEB CONFERENCE

Moved by Ald. Sevenich seconded by Ald. Taylor to temporarily suspend the rules of the Common Council and Mayor to allow the use of electronic devices.

Motion carried on voice vote.

E. PUBLIC HEARING

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

1. PHD McKenney, COVID-19 Update

Staff provided an update on case counts, weekly data summary, laboratory confirmed cases, case rate trend, mitigation strategies, activity levels, limits to indoor gatherings, area testing sites and hours of operation, and ways to protect yourself and others.

General discussion ensued on Menasha case counts, testing, contact tracing, positivity rate, additional testing sites, mitigation strategies, trick-or-treating recommendations, increased testing, virus carriers, and virtual meetings.

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

Minutes to receive:

- a. NMFR Joint Finance & Personnel Committee, 10/6/20
- b. Plan Commission, 10/6/20
- c. Board of Public Works, 10/5/20
- d. Redevelopment Authority, 10/6/20
- e. Water & Light Commission, 9/23/20 & 10/7/20

Communications:

- f. Tax Increment District 2019 Annual Report
- g. Brin Development Update – YBR Properties, LLC
- h. Racine Street Bridge Construction Update – Wisconsin Department of Transportation
- i. Proposed final decision from the Office of the Commissioner of Railroads to close public crossing at Appleton Street, docket 9164-RX-913
- j. Final decision from the Office of the Commissioner of Railroads for repair of public crossings at Racine, Appleton, and Depere Streets; docket 9164-RX-910

- k. Assistant Chief/Fire Marshal Vernon Green Retirement Announcement
- l. Healthcare for K9 Heroes Grant Award
- m. 2020 Trick-or-Treat Recommendations

Moved by Ald. Sevenich seconded by Ald. Tom Grade to approve minutes and communications a-m.

Motion carried on voice vote.

Staff updated the Council on communication g and provided an update on the status of the Brin Development.

Kip Golden, CR Structures provided an update on the Brin Development and current plans.

Staff provided a summary of communications i and j and general discussion ensued upon them.

G. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY
(five (5) minute time limit for each person)

Sandra Dabill Taylor, 545 Broad Street, Menasha. She commented on virtual meetings and accommodations, stormwater utility rate increase, sanitary sewer interceptor ownership, TIF's, AP check register expenses, and the 2021 budget.

H. CONSENT AGENDA

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

Minutes to approve:

1. Common Council, 10/5/20

Board of Public Works, 10/5/20, Recommends approval of:

2. Payment – MCC, Inc.; Contract 2019-04 New Street Construction & Reconstruction – Various Locations \$118,220.91 (Payment No. 4)
3. Change Orders – Miron Construction Co., Inc.; PWF Facility Construction Project; ADD \$5,256.48 (Change Order No. 13)
4. Payment – Miron Construction Co., Inc.; PWF Facility Construction Project \$849,789.59 (Payment No. 7)
5. Revising the City's additional recycling cart policy to offer to our residents the ability to purchase, at cost, an additional recycling cart from the Public Works Facility to be used for the collection of single stream curbside recyclables

NMFR Joint Finance & Personnel, 10/6/20, Recommends approval of:

6. Joint Powers Agreement with Winnebago County and the City of Menasha

Ald. Sevenich requested to remove items 2-5 from the Consent Agenda.

Moved by Ald. Sevenich seconded by Ald. Tom Grade approve Consent Agenda items 1 & 6.
Motion carried on roll call 8-0.

I. ITEMS REMOVED FROM THE CONSENT AGENDA

1. Moved by Ald. Langdon seconded by Ald. Taylor to approve Consent Agenda item 2, Payment – MCC, Inc.; Contract 2019-04 New Street Construction & Reconstruction – Various Locations \$118,220.91 (Payment No. 4).
Motion carried on roll call 8-0.
2. Moved by Ald. Langdon seconded by Ald. Taylor to approve Consent Agenda item 3, Change Orders – Miron Construction Co., Inc.; PWF Facility Construction Project; ADD \$5,256.48 (Change Order No. 13).
Motion carried on roll call 8-0.
3. Moved by Ald. Landon seconded by Ald. Taylor to approve Consent Agenda item 4, Payment – Miron Construction Co., Inc.; PWF Facility Construction Project \$849,789.59 (Payment No. 7).
Motion carried on roll call 8-0.
4. Moved by Ald. Landon seconded by Ald. Taylor to approve Consent Agenda item 5, Revising the City's additional recycling cart policy to offer to our residents the ability to purchase, at cost, an additional recycling cart from the Public Works Facility to be used for the collection of single stream curbside recyclables.
Motion carried on roll call 8-0.

General discussion ensued on cart reimbursement as listed in the AP check register.

J. ACTION ITEMS

1. Accounts payable and payroll for the term of 10/2/20 – 10/15/20 in the amount of \$504,570.99.

Moved by Ald. Nichols seconded by Ald. Ted Grade to approve Accounts payable and payroll for the term of 10/2/20 – 10/15/20 in the amount of \$504,570.99.

Motion carried on roll call 8-0.

General discussion ensued on various items listed in the AP check register.

2. Beverage Operators License Applications for the 2019-2021 licensing period.

Moved by Ald. Nichols seconded by Ald. Ted Grade to approve Beverage Operators License Applications for the 2019-2021 licensing period.

Motion carried on roll call 8-0.

3. Release of Restriction – 33' Private Road Easement – Second Addition to Southfield (Recommended by the Plan Commission, 10/6/20)

Staff provided an overview of the 33' Private Road Easement, Van's Realty's request to the City to consider releasing the plat restriction within the Second Addition to Southfield, and history of the private road easement.

General discussion ensued on title clean-up of the property, costs, and the plat rendering.

Moved by Ald. Schmidt seconded by Ald. Langdon to approve the release of the 33' Private Road Easement affecting Lots 123, 124, 125, and 126 of the Second Addition to the Southfield Plat.

Motion carried on roll call 8-0.

4. First amendment to the Development Agreement between the City of Menasha and T&J's Capital Holding, LLC - Bertram Dental
Moved by Ald. Nichols seconded by Ald. Ted Grade to approve the first amendment to the development agreement by and between the City of Menasha and T&J's Holding, LLC dated as of September 4, 2019.
Motion carried on roll call 8-0.

General discussion ensued on meeting the City's landscaping code.

K. HELD OVER BUSINESS

L. ORDINANCES AND RESOLUTIONS

1. R-33-20 A Resolution Pertaining To Equivalent Runoff Unit (ERU) Charges For Storm Water Utility (introduced by Alderman Langdon) (Approved by Common Council 10/5/20)
Moved by Ald. Langdon seconded by Ald. Schmidt to approve R-33-20 a Resolution Pertaining to Equivalent Runoff Unit (ERU) Charges for Storm Water Utility.
Motion carried on roll call 7-1.
Ald. Taylor voted no.

General discussion ensued on stormwater property breakdowns and taxation.

M. APPOINTMENTS

N. CLAIMS AGAINST THE CITY

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

Sandra Dabill Taylor, 545 Broad Street, Menasha. She commented on Stormwater utility rate analysis and AP check register items.

P. RECESS TO COMMITTEES

Moved by Ald. Sevenich seconded by Ald. Ted Grade to recess to committees.
Motion carried voice vote.

Moved by Ald. Sevenich seconded by Ald. Schmidt to enter into closed session pursuant to Wis. Stats. 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investigating of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (Request of Robert R. Smith to Detach 500 9th Street Menasha from Village of Fox Crossing; Village of Fox Crossing Land Exchange Counter Proposal).
Motion carried on roll call 8-0.

Q. ACTION ITEM

1. Request of Robert R. Smith to Detach 500 9th Street Menasha from Village of Fox Crossing; Village of Fox Crossing Land Exchange Counter Proposal.
2. May adjourn into Closed Session pursuant to Wis. Stats. 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investigating of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (Request of Robert R. Smith to Detach 500 9th Street Menasha from Village of Fox Crossing; Village of Fox Crossing Land Exchange Counter Proposal).
3. May adjourn into Open Session to take action on items discussed in Closed Session.

R. ADJOURNMENT

Moved by Ald. Sevenich seconded by Ald. Schmidt to adjourn at 7:37 p.m.

Haley Krautkramer
City Clerk



Memorandum

TO: NMFR Joint Finance & Personnel Committee

FROM: Chief Kloehn

DATE: October 14, 2020

RE: Replacement of Assistant Chief Prevention/Fire Marshal Position

We currently have a vacant Assistant Chief/Fire Marshal position and I am asking for consideration in replacing this position.

Our Assistant Chief Prevention/Fire Marshal is responsible for job tasks, these are just a few of those tasks:

- Development, delivery and administration of Fire Prevention, enforcement of local, state and national fire and life safety codes/standards within our two Cities.
- Supervises the fire inspection duties for all Shift Inspectors and company inspections.
- Coordinates all plan reviews for fire sprinklers, alarms and built-in fire protection system plans for all new construction and remodeling projects.
- Issues permits to ensure safety and compliance (i.e. fireworks, flammable liquids, opening burning, etc.).
- Oversees all fire cause investigations. This includes coordinating investigations with both Police Departments and the State, when needed.
- Manages and oversees the Records Management System along with CAD. This includes mandatory reporting of activities for NFIRS.
- Implements, and oversees, all fire prevention activities.
- Involved in Planning, Safety Committees for both Cities and both school districts.
- Coordinates all fire investigation, arson, inspection, prevention code/standards, etc. for all line staff members.

Any insurer doing a fire insurance business in Wisconsin must pay to the state, fire department dues equal to 2% of the amount of all Wisconsin-based premiums paid to the company during the preceding calendar year for insurance against loss by fire, including insurance on property exempt from taxation. In turn, the State of Wisconsin gives each municipality, who maintains a fire department, their portion of the 2% dues with the requirement that these monies only be used for:

- Fire inspection and public education materials; and the continuing education for firefighters and fire inspectors.
- Salaries of fire prevention and fire inspector positions.

In 2020, the City of Neenah received \$94,000 and the City of Menasha received \$50,000 in 2% dues, which covers each City's portions of funding this position.

This memo is a request to be able to fill the important position within my management staff at NMFR. 2021, begins the start of turnover for 1/3 of our department. We anticipate up to 9 retirements in 2021 alone. We need to make sure we maintain the high level of service we provide for both Cities and make sure staff members are training appropriately.

I am asking for consideration and action to recommend the City of Neenah and City of Menasha Common Councils approve filling the vacant Assistant Chief Prevention/Fire Marshal position as soon as possible.

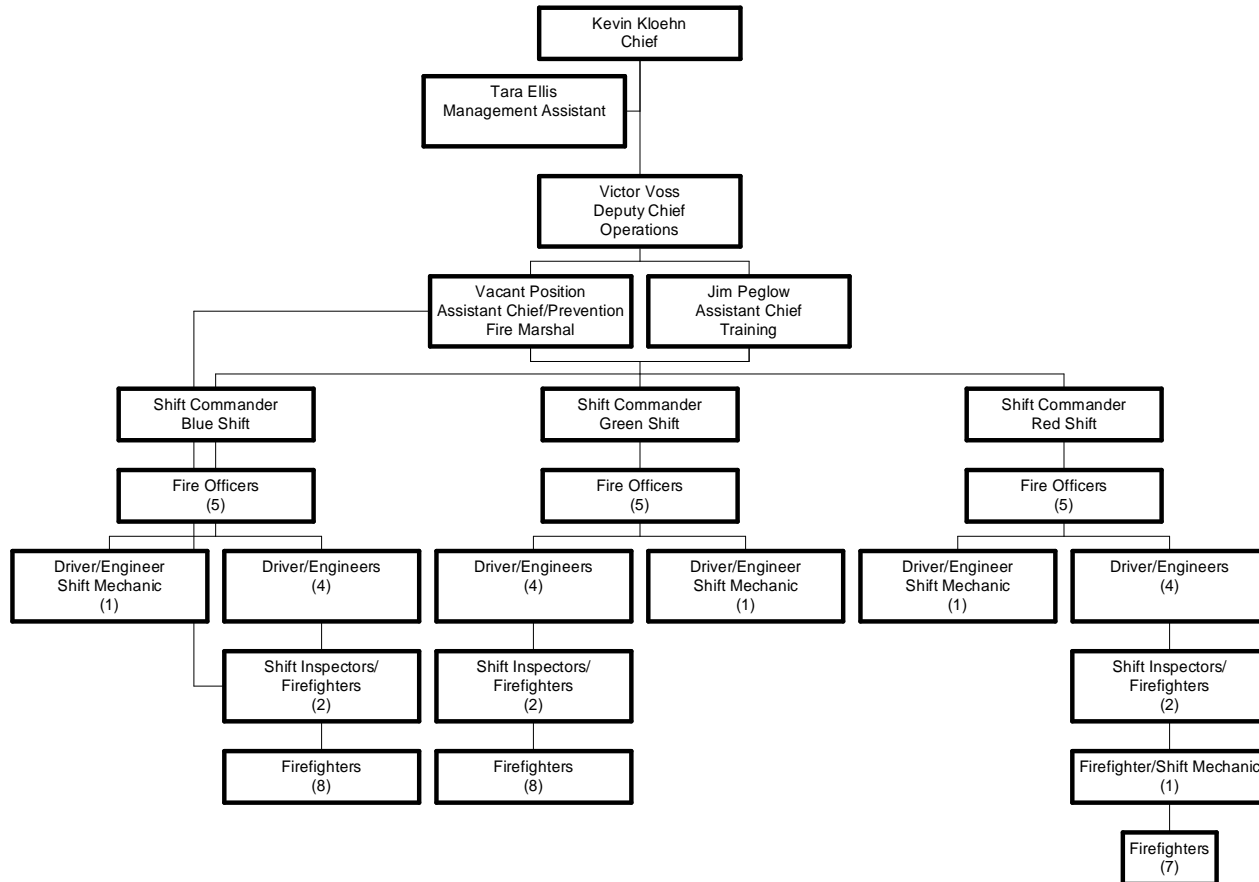
Thank you for your consideration.

If you have any questions, please feel free to call me at 886-6203.

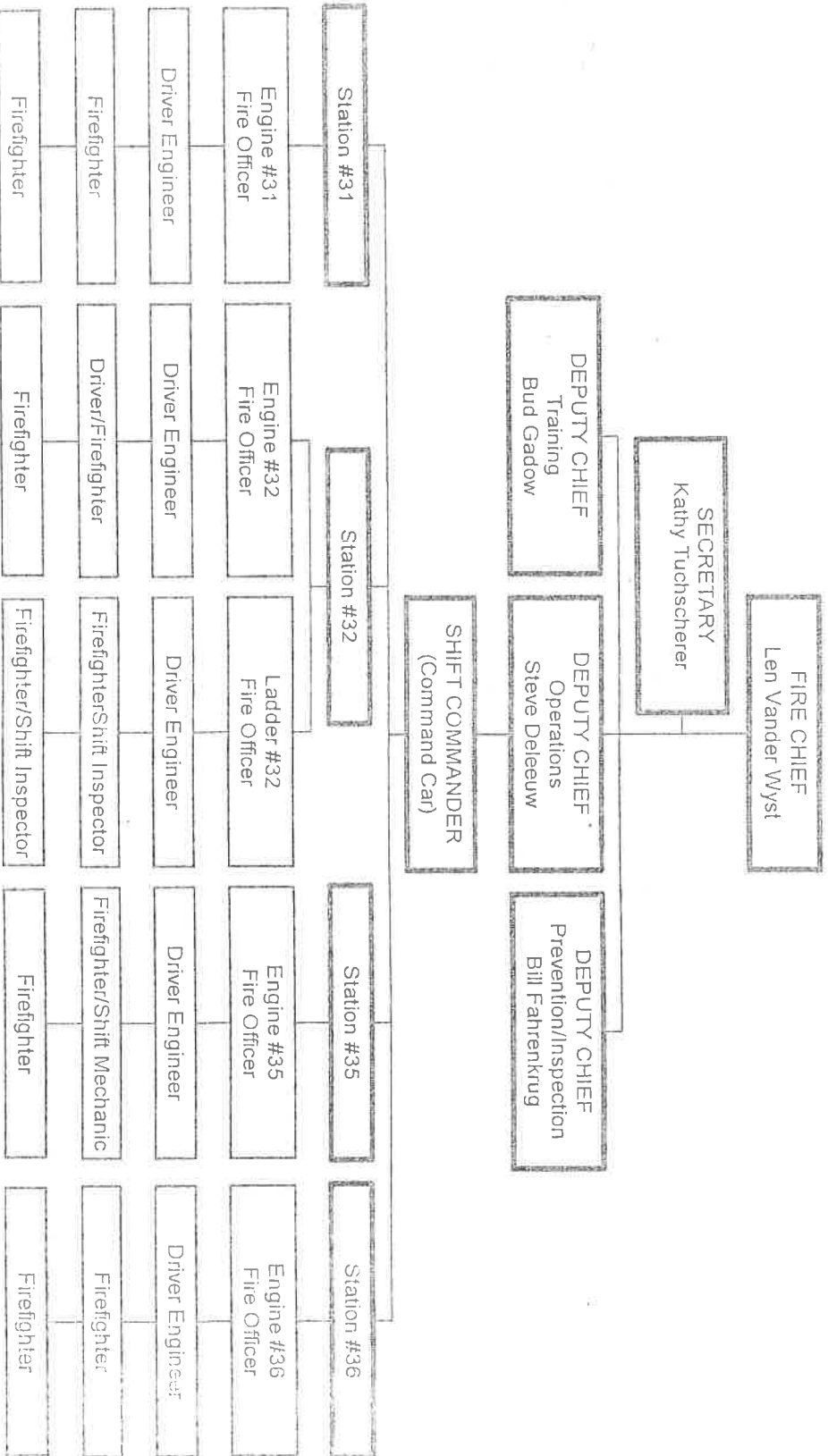
KK/te



NMFR Organizational Chart



NEENAH-MENASHA FIRE-RESCUE



City of Menasha Disbursements

Weekly Accounts Payable	10/22/20-10/29/20 Checks # 69751-69872	\$	1,239,004.54
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Bi-Weekly Payroll	10/22/20	\$	199,344.76
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Additional Regular Cycle Accounts Payables -Paid Electronically

Safe Deposit Box	10/15/20	\$	55.00
Banking Fees	10/16/20	\$	75.00
Credit Card Fee	10/19/20	\$	15.80
Delta Dental	10/21/20	\$	1,716.64
Employee Benefits-HRA Claims	10/22/20	\$	4,424.58
Community First CU-Payroll Deduction	10/23/20	\$	444.00
Nationwide Deferred Compensation	10/26/20	\$	5,077.50
Quarterly Report	10/27/20	\$	3,518.12
Credit Card Fee	10/27/20	\$	5.82
Wisconsin Deferred Compensation	10/27/20	\$	7,490.00
Delta Dental	10/28/20	\$	2,545.70
Employee Benefits-HRA Claims	10/29/20	\$	50.00
Sales Tax	10/29/20	\$	310.29
Federal Tax Withholding	10/29/20	\$	70,896.46
State Tax Withholding	10/29/20	\$	28,220.88
Employee Trust Funds - WRS	10/30/20	\$	129,109.94
		\$	<u>253,955.73</u>
Total		\$	<u><u>1,692,305.03</u></u>

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

Craig Pearson

Craig Pearson
Finance Manager

10/29/2020

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: 10/22/2020

Date: 10/29/2020

<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	69751	10/22/2020	2012803	731-1022-541.38-03	342.51	Brake Pads/Rotor
			Total for check: 69751		342.51	
AMT	69752	10/22/2020	20201022	100-0000-202.08-00	358.00	PAYROLL SUMMARY
			Total for check: 69752		358.00	
CITY OF APPLETON	69753	10/22/2020	5381	100-0918-531.21-06	500.00	Correct Vendor #
			Total for check: 69753		500.00	
BAYCOM INC	69754	10/22/2020	EQUIPINV_029056	100-0801-521.29-04	99.95	Internal Antenna
			Total for check: 69754		99.95	
BIG SKY RACKS INC	69755	10/22/2020	75168	100-0801-521.29-04	316.08	Rack/Timer/Switch Pistol Grip/Bolts
			Total for check: 69755		316.08	
COENEN'S AUTO TECH INC	69756	10/22/2020	RO#1585	100-0801-521.29-04	552.50	Vehicle Repair
			Total for check: 69756		552.50	
CREATIVE IMPRINT	69757	10/22/2020	64872	100-0304-562.21-10	350.00	Marketing Masks
			Total for check: 69757		350.00	
ETTELDORF, ALLISON	69758	10/22/2020	Etteldorf	100-0000-201.08-00	1.67	Rental Refund
				100-0000-441.23-00	33.33	Rental Refund
			Total for check: 69758		35.00	
FOX CROSSING UTILITIES	69759	10/22/2020	127-17542	100-0703-553.22-05	9.60	Standby Water 6/15/20-9/15/20
			Total for check: 69759		9.60	

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FOX CROSSING, VILLAGE OF	69760	10/22/2020	12731	625-0410-571.61-02	5,359.21	Tayco Pond Interest Pmt Clean Water Fund Loan
			Total for check: 69760		5,359.21	
FOX VALLEY HUMANE ASSOCIATION	69761	10/22/2020	5005	100-0806-532.25-01	320.00	Animals Handled
			Total for check: 69761		320.00	
GLAXOSMITHKLINE PHARMACEUTICALS	69762	10/22/2020	8253297695	100-0903-531.30-18	4,780.62	Fluarix
			Total for check: 69762		4,780.62	
GO GREEN RECYCLING LLC	69763	10/22/2020	3781	100-1003-541.30-18	175.76	Contractor 3/4 Clear
			Total for check: 69763		175.76	
GOLD CROSS AMBULANCE SERVICE INC	69764	10/22/2020	Gold Cross	100-0917-531.21-05	800.00	MCAAP Consultation May-Aug 2020
			Total for check: 69764		800.00	
GRAINGER INC	69765	10/22/2020	9647107524	100-1012-541.30-18	160.68	LED Driver
			Total for check: 69765		160.68	
GRIESBACH READY-MIX LLC	69766	10/22/2020	5339	100-1004-541.30-18	3,960.00	Concrete Tayco/Meadowview/9th
			Total for check: 69766		3,960.00	
GUNDERSON CLEANERS	69767	10/22/2020	909046	100-0801-521.30-13	38.21	Cleaning Service
			Total for check: 69767		38.21	
RICK HEINEN	69768	10/22/2020	HEINEN	100-0801-521.34-03	57.86	Reimbursement-Meals
			Total for check: 69768		57.86	
JOSKI SEWER SERVICES	69769	10/22/2020	3382	625-1010-541.24-05	11,000.00	Storm Drain System 1041 Alva /1040 Melissa

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JOSKI SEWER SERVICES...	69769...	10/22/2020	3383	625-1010-541.24-05	16,265.00	Storm Drain System Ida St
			Total for check: 69769		27,265.00	
JX ENTERPRISES INC	69770	10/22/2020	14120650P	731-1022-541.38-03	(187.73)	Warranty Credit
		10/22/2020	2449483P	731-1022-541.38-03	13.09	Air Brake Hose
		10/22/2020	2451444P	731-1022-541.38-03	34.13	Seal/Gasket
		10/22/2020	2451475P	731-1022-541.38-03	221.96	Speed Sensor
		10/22/2020	2451594P	731-1022-541.38-03	7.69	Heater Switch
			Total for check: 69770		89.14	
KURT'S SERVICES	69771	10/22/2020	2019439	625-1010-541.24-05	400.00	Skidsteer-Leveling 3rd St
			Total for check: 69771		400.00	
KWIK TRIP INC	69772	10/22/2020	acct# 244691	100-0801-521.38-01	113.52	Fuel
			Total for check: 69772		113.52	
LAKE PARK VILLAS HOMEOWNERS ASSN	69773	10/22/2020	89	501-0304-562.32-01	1,367.03	RDA Oct HOA Fees
			Total for check: 69773		1,367.03	
LINCOLN CONTRACTORS SUPPLY INC	69774	10/22/2020	N04932	100-1003-541.30-15	132.99	Rotary Hammer Bit
			Total for check: 69774		132.99	
MATTHEWS TIRE & SERVICE CENTER	69775	10/22/2020	76125	731-1022-541.38-02	936.00	Tires
		10/22/2020	76166	731-1022-541.38-02	700.00	Tires
		10/22/2020	76228	731-1022-541.38-02	973.35	Tires/Valve Stem/Hardware
		10/22/2020	76231	731-1022-541.38-04	96.00	Other Tires
		10/22/2020	76232	731-1022-541.38-04	118.00	Other Tires
			Total for check: 69775		2,823.35	
MCC INC	69776	10/22/2020	Unit #2019-04	470-0000-201.04-00	4,217.79	St. Construction #2019-04Payment #4

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MCC INC...	69776...	10/22/2020...	Unit #2019-04...	470-1003-541.82-02	40,987.76	St. Construction #2019-04Payment #4
				492-1003-541.82-02	73,015.36	St. Construction #2019-04Payment #4
			Total for check: 69776		118,220.91	
MCMAHON	69777	10/22/2020	920018	625-1010-541.21-06	198.50	Professional Services 8/2/20-8/29/20
			Total for check: 69777		198.50	
MENASHA NEENAH MUNICIPAL COURT	69778	10/22/2020	MNMC	100-0000-201.03-00	237.00	BOND Report #19-0292
			Total for check: 69778		237.00	
MENASHA UTILITIES	69779	10/22/2020	acct 1048844-01	501-0304-562.22-06	0.88	3002 Community Way-Final
			Total for check: 69779		0.88	
MBM	69780	10/22/2020	IN520685	743-0403-513.29-01	678.21	Production/PW Copier
			Total for check: 69780		678.21	
MORTON SAFETY	69781	10/22/2020	2051812A	100-0914-531.30-18	165.77	Epinephrine
		10/22/2020	205660	100-0703-553.30-18	750.34	First Aid Supplies
				100-1003-541.30-18	750.33	First Aid Supplies
		10/22/2020	206892	100-0922-531.30-18	152.00	Vinyl Exam Gloves COVID-19
			Total for check: 69781		1,818.44	
NATIONAL ELEVATOR INSPEC SERVICES	69782	10/22/2020	0403583	100-0801-521.24-04	80.00	Elevator Inspection
			Total for check: 69782		80.00	
NCI COMMUNICATION SOLUTIONS	69783	10/22/2020	AR18301	100-0922-531.30-18	428.94	Thermometer COVID19
			Total for check: 69783		428.94	

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NEENAH FOUNDRY COMPANY MUNICIPAL	69784	10/22/2020	387044	100-1009-541.30-18	4,629.00	Det. Warn. Plate	
			Total for check: 69784		4,629.00		
CITY OF NEENAH	69785	10/22/2020	MCAAP Consult	100-0917-531.21-05	800.00	MCAAP Consultation	May-Aug 2020
			Total for check: 69785		800.00		
NEW TITLE SERVICES INC	69786	10/22/2020	Home Buyer	204-0308-562.70-01	5,000.00	FTHB 2020-06	341 First St
			Total for check: 69786		5,000.00		
NEWEGG BUSINESS INC	69787	10/22/2020	1302964764	100-0922-531.30-18	3,446.23	Laptops	COVID-19
			Total for check: 69787		3,446.23		
NORTHEAST ASPHALT INC	69788	10/22/2020	1710270	100-1004-541.30-18	2,547.56	Asphalt	
		10/22/2020	2020-01	100-1003-541.82-02	97,382.80	St Construction/Rehab	Contract 2020-01
				470-1003-541.82-02	215,174.50	St Construction/Rehab	Contract 2020-01
			Total for check: 69788		315,104.86		
OFFICE DEPOT	69789	10/22/2020	15809014	100-0903-531.30-10	36.20	Office Supplies	
		10/22/2020	16096412	100-0903-531.30-10	14.10	Office Supplies	
			Total for check: 69789		50.30		
WESTWOOD PROFESSIONAL SVC INC	69790	10/22/2020	3201000049	501-0304-562.21-02	2,384.79	Environmental Services	460 Ahnaip St-Task 5
		10/22/2020	3201000050	501-0304-562.21-02	1,383.00	Environmental Services	460 Ahnaip St-Task 6
			Total for check: 69790		3,767.79		
OUTAGAMIE COUNTY CLERK OF COURTS	69791	10/22/2020	Outagamie Clerk	100-0000-201.03-00	5,000.00	BOND	Report #20-2590
			Total for check: 69791		5,000.00		

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PAC-VAN	69792	10/22/2020	17107718	731-1022-541.30-18	105.00	Storage Container	
			Total for check: 69792		105.00		
PERSONNEL EVALUATION INC	69793	10/22/2020	37797	100-0801-521.21-06	20.00	JV Pep Billing	
			Total for check: 69793		20.00		
PRECISION SEALCOATING INC	69794	10/22/2020	2020-03	100-1003-541.20-10	75,000.23	Crack Sealing	Contract 2020-03
			Total for check: 69794		75,000.23		
REINDERS INC	69795	10/22/2020	1852698-00	731-1022-541.38-03	31.48	Air Filter	
			Total for check: 69795		31.48		
RIESTERER & SCHNELL INC	69796	10/22/2020	1859314	731-1022-541.38-04	1,134.44	Rubber Seal	Windshield
			Total for check: 69796		1,134.44		
ROAD EQUIPMENT	69797	10/22/2020	WA721976	731-1022-541.38-03	745.05	Seals/Bearings	
		10/22/2020	WA721977	731-1022-541.38-03	571.53	Rings/Washers/Seals	Bearings
		10/22/2020	WA721982	731-1022-541.38-03	(745.05)	Parts Return	Credit
		10/22/2020	WA721986	731-1022-541.38-03	4.20	Magnet	
			Total for check: 69797		575.73		
DERRICK ROTTA	69798	10/22/2020	Rotta	100-0801-521.34-03	70.06	Reimbursement-Meals	
			Total for check: 69798		70.06		
RUEKERT & MIELKE INC	69799	10/22/2020	133745	100-1003-541.21-02	502.50	Professional Services	8/1/20-8/28/20
		10/22/2020	133746	601-1020-543.21-02	670.15	Professional Services	8/1/20-8/28/20
		10/22/2020	133747	601-1020-543.21-02	939.35	Professional Services	8/1/20-8/28/20
		10/22/2020	133748	601-1020-543.21-02	606.00	Professional Services	8/1/20-8/28/20

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RUEKERT & MIELKE INC...	69799...	10/22/2020	133749	601-1020-543.21-02	348.75	Professional Services 8/1/20-8/28/20
			Total for check: 69799		3,066.75	
SANOFI PASTEUR INC	69800	10/22/2020	915261844	100-0903-531.30-18	78.35	Tubersol
			Total for check: 69800		78.35	
BEV SAWYER	69801	10/22/2020	Sawyer	100-0801-521.19-03	48.51	Reimbursement-Clothing
			Total for check: 69801		48.51	
HENRY SCHEIN INC	69802	10/22/2020	82239302	100-0909-531.30-18	674.05	Antiseptic Gel/Visor Fluoride Varnish
		10/22/2020	83096932	100-0909-531.30-18	48.73	Caviwipes
		10/22/2020	83449513	100-0909-531.30-18	189.88	Masks
		10/22/2020	83544044	100-0909-531.30-18	47.95	HVE tips
			Total for check: 69802		960.61	
MATT SCHONKE	69803	10/22/2020	Schonke	100-0801-521.34-03	56.96	Reimbursement-Meals
			Total for check: 69803		56.96	
SECURIAN FINANCIAL GROUP INC	69804	10/22/2020	Policy 002832L	100-0000-204.07-00	3,023.96	Life Insurance
			Total for check: 69804		3,023.96	
SERVICEMASTER BUILDING MAINTENANCE	69805	10/22/2020	34495	100-0704-552.20-01	1,375.80	Janitorial Services 8/1 - 8/17
			Total for check: 69805		1,375.80	
SMT MANUFACTURING & SUPPLY LLC	69806	10/22/2020	0065248-IN	731-1022-541.38-03	187.91	Bearings
			Total for check: 69806		187.91	

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SOKEL, MICHELLE	69807	10/22/2020	Sokel	100-0704-552.30-10	64.86	Pool Supplies	
			Total for check: 69807		64.86		
SPEEDY CLEAN DRAIN & SEWER INC	69808	10/22/2020	71392	601-1020-543.24-05	915.00	Sanitary Sewer Cleaning	
			Total for check: 69808		915.00		
STAPLES	69809	10/22/2020	8059800054	100-0203-512.30-10	2.77	Office Supplies	
				100-0204-512.30-10	257.54	Office Supplies	
				100-0702-552.30-18	18.89	Office Supplies	
			Total for check: 69809		279.20		
UNIFIRST CORPORATION	69810	10/22/2020	097 0317923	731-1022-541.20-01	237.89	Cleaning Services	
			Total for check: 69810		237.89		
VERIZON WIRELESS	69811	10/22/2020	9864100148	100-1019-552.22-01	40.01	Racine Bridge MIFI	
			Total for check: 69811		40.01		
WE ENERGIES	69812	10/22/2020	0428-970-058	100-0701-533.22-03	17.47	Electric	North St 9/3 - 10/5
		10/22/2020	7097-295-547	100-0701-533.22-03	17.33	Electric	North St 9/3 - 10/5
			Total for check: 69812		34.80		
WELLS FARGO FINANCIAL LEASING	69813	10/22/2020	5012304908	743-0403-513.29-01	142.77	PD Copier Lease-October	
			Total for check: 69813		142.77		
TROY WEYENBERG	69814	10/22/2020	Weyenberg	204-0308-562.70-01	1,925.00	MR2020-14	401 Cleveland St
			Total for check: 69814		1,925.00		
WIL-KIL PEST CONTROL	69815	10/22/2020	3992720	100-1019-552.20-07	35.00	Rat/Mouse/Spider	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description	
WIL-KIL PEST CONTROL...	69815...	10/22/2020	3993412	100-1019-552.20-07	117.50	Ext. Insects	
			Total for check: 69815		152.50		
WINNEBAGO COUNTY CLERK OF COURTS	69816	10/22/2020	Winn Co Clerk	100-0000-201.03-00	150.00	BOND	Report #20-2631
					150.00	BOND	Report #20-2668
					650.00	BOND	Report #20-2685
			Total for check: 69816		950.00		
WINNEBAGO COUNTY TREASURER	69817	10/22/2020	LF128764	266-1027-543.25-01	294.50	Freon/Micorwaves/Tires	
				266-1029-543.25-01	318.00	Freon/Micorwaves/Tires	
		10/22/2020	LF128852	100-1016-543.25-01	18,526.62	Direct Haul	
				100-1017-543.25-01	5,584.74	Direct Haul	
				266-1027-543.25-01	1,421.80	Direct Haul	
			Total for check: 69817		26,145.66		
WINNEGAMIE DOG CLUB	69818	10/22/2020	Dog Club	100-0204-512.29-06	300.00	Facility Rental	
			Total for check: 69818		300.00		
WISCONSIN MEDIA	69819	10/22/2020	0003539417	100-0405-513.29-02	26.62	Closed Captioning	
			Total for check: 69819		26.62		
WISCONSIN SUPPORT COLLECTIONS	69820	10/22/2020	20201022	100-0000-202.03-00	614.59	PAYROLL SUMMARY	
			Total for check: 69820		614.59		
WPPI ENERGY	69821	10/22/2020	INV14359	310-0409-571.61-01	494.50	Street Light	Oct Loan Payment
			Total for check: 69821		494.50		
					627,927.26		

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Check Date: 10/29/2020

Date: 10/29/2020

<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	69822	10/29/2020	2013017	100-1003-541.30-18	249.09	Clamps/Cable Ties	
				731-1022-541.30-18	64.31	Clamps/Cable Ties	
		10/29/2020	2013113	731-1022-541.38-03	67.46	Oil Gage	
		10/29/2020	2013141	731-1022-541.30-18	78.50	Parts	
		Total for check: 69822			459.36		
AIRGAS USA LLC	69823	10/29/2020	9105746180	100-1012-541.30-18	42.64	Nitrogen	
					42.64		
ASCENSION MEDICAL GROUP-FOX VALLEY	69824	10/29/2020	390882	100-0202-512.21-05	1,037.00	Drug Screenings	Hearing Tests
					1,037.00		
BERGSTROM	69825	10/29/2020	60814	731-1022-541.38-04	475.08	Wheel Asy	
					475.08		
BLUE PRINT SERVICE CO INC	69826	10/29/2020	138280	100-1002-541.30-18	142.94	Ink Cartridges	
				601-1020-543.30-18	142.50	Ink Cartridges	
				625-1002-541.30-18	142.50	Ink Cartridges	
				Total for check: 69826	427.94		
CARDMEMBER SERVICE	69831	10/29/2020	0001	100-0702-552.30-18	28.69	Tiny Tot Bags	Recreation
		10/29/2020	0017	100-0801-521.30-15	50.66	RIPP Restraints	Police
		10/29/2020	0130	100-0601-551.24-03	26.25	Elevator Keys	Library
		10/29/2020	0286	100-0601-551.30-11	36.40	Postage	Library
		10/29/2020	0405	743-0403-513.30-15	32.75	Adapter	IT
		10/29/2020	0471	100-0922-531.30-18	(90.30)	Go to mtg-credit	COVID-19
		10/29/2020	0664	100-1001-514.30-15	443.90	Tools	Buildings
		10/29/2020	0665	100-0920-531.30-18	8.91	Supplies	Senior Center
		10/29/2020	0884	100-0601-551.30-11	32.81	Postage	Library
		10/29/2020	1043	100-0601-551.24-03	57.96	Duct Test Station	Library
		10/29/2020	1201	100-0903-531.30-18	27.65	Translation	Health

AP Check Register

Check Date: 10/29/2020

Date: 10/29/2020

<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>
CARDMEMBER SERVICE...	69831...	10/29/2020	1324	100-0601-551.30-16	167.88	Reading Program Library
		10/29/2020	1481	100-0801-521.34-02	98.01	Training Registration Police
					2.94	Foreign Charge-Canada Police
		10/29/2020	1502	100-1012-541.30-18	236.88	Washington/River Signal St Signs
		10/29/2020	1526	100-0304-562.33-02	100.00	Stephenson APA ConferenceCommunity Dev
		10/29/2020	1613	100-0702-552.30-18	41.50	Supplies Recreation
		10/29/2020	1702	100-0601-551.24-03	51.80	Fire Alarm Switch Library
		10/29/2020	1772	100-0801-521.30-10	59.98	Office Supplies Police
		10/29/2020	1813	100-0204-512.30-10	127.84	Pens Elections
		10/29/2020	1981	743-0403-513.30-15	99.98	Label Printer IT
		10/29/2020	2105	100-0801-521.30-15	120.33	Vehicle Eqt. Police
		10/29/2020	2279	100-0922-531.30-18	1,204.93	Laptop Docks COVID-19
		10/29/2020	2461	731-1022-541.32-01	10.01	License Renewal PWF
		10/29/2020	2465	100-0922-531.30-18	143.00	Go to mtg COVID-19
		10/29/2020	2594	731-1022-541.32-01	572.00	License Renewal PWF
		10/29/2020	2674	100-1001-514.30-15	154.97	TV Buildings
		10/29/2020	2838	100-1001-514.30-15	29.99	TV Buildings
		10/29/2020	3177	100-0601-551.30-11	3.80	Postage Library
		10/29/2020	3356	100-0801-521.30-18	64.37	Evidence Room Supplies Police
		10/29/2020	3509	100-0922-531.30-18	1,495.55	Eng Laptop COVID-19
		10/29/2020	3523	100-0601-551.30-16	135.00	Subscription Library
		10/29/2020	3584	100-0000-201.03-00	(630.00)	Go to mtg-assist CREDIT
		10/29/2020	3591	731-1022-541.21-06	179.00	Amazon Prime Membership PWF
		10/29/2020	3631	100-0204-512.20-02	513.77	Lunch for Poll Workers Elections
		10/29/2020	3720	100-0405-513.30-18	3.66	Software Common Council
		10/29/2020	3901	100-0801-521.29-04	7.20	Vehicle Eqt. Police
		10/29/2020	3957	100-0801-521.34-02	294.03	Training Registration Police
					8.82	Foreign Charge-Canada Police
		10/29/2020	4097	100-0801-521.30-11	9.14	Postage-Crime Lab Police
		10/29/2020	4106	100-0304-562.30-15	26.68	Switch/Webcam Community Dev
				743-0403-513.30-15	54.99	Graphics Card IT
		10/29/2020	4307	100-0922-531.30-18	8.84	Bags-Elections COVID-19
		10/29/2020	4334	100-0922-531.30-18	(353.90)	Laptop Docks-Credit COVID-19
		10/29/2020	4633	100-0801-521.30-10	93.91	Office Supplies Police

AP Check Register
Check Date: 10/29/2020

Date: 10/29/2020

<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>	
CARDMEMBER SERVICE...	69831...	10/29/2020	5210	100-0702-552.30-18	24.70	Supplies	Recreation
		10/29/2020	5354	100-0801-521.30-11	11.31	Postage-Crime Lab	Police
		10/29/2020	5518	100-0903-531.30-18	51.35	Translation	Health
		10/29/2020	5579	100-0801-521.30-15	199.94	Equipment Training Room	Police
		10/29/2020	6210	100-0801-521.24-05	64.00	Hallway Project	Police
		10/29/2020	6411	100-1001-514.30-15	31.99	Tools	Buildings
		10/29/2020	6487	100-0801-521.30-15	1,797.99	TV Training Room	Police
		10/29/2020	6543	100-0801-521.30-10	274.30	Office Supplies	Police
		10/29/2020	6770	100-0920-531.30-18	38.76	Activity Bags	Senior Center
		10/29/2020	6832	100-0922-531.30-18	63.12	Connectors	COVID-19
		10/29/2020	6848	100-0920-531.30-18	4.99	Program Supplies	Senior Center
		10/29/2020	6945	100-0801-521.30-10	56.50	Office Supplies	Police
		10/29/2020	7159	100-0922-531.30-18	99.36	Go to mtg	COVID-19
		10/29/2020	7325	100-0801-521.30-10	27.37	Office Supplies	Police
		10/29/2020	7375	100-0304-562.32-01	99.00	Heim APA Membership Dues	Community Dev
				100-0304-562.33-02	100.00	Heim APA Conference	Community Dev
		10/29/2020	7388	100-0801-521.34-02	765.82	Training Registration	Police
		10/29/2020	7404	100-0801-521.34-02	100.00	Training Registration	Police
		10/29/2020	7494	100-0801-521.30-10	24.38	Office Supplies	Police
		10/29/2020	7538	100-0903-531.30-18	27.65	Translation	Health
		10/29/2020	7845	100-0922-531.30-18	32.52	Go to mtg	COVID-19
		10/29/2020	8127	100-0304-562.33-02	100.00	Schroeder APA Conference	Community Dev
		10/29/2020	8534	100-0702-552.30-18	20.56	Program Supplies	Recreation
		10/29/2020	8725	100-0914-531.30-18	137.13	Food-Vaccine Clinic	Immunizations
		10/29/2020	8740	731-1022-541.34-02	150.00	UWEX Registration	PWF
		10/29/2020	8768	100-0801-521.29-01	312.69	Parking Stickers	Police
		10/29/2020	8976	100-1008-541.30-15	687.08	Tablet	PWF
		10/29/2020	9404	100-0801-521.24-03	26.64	Equipment Lamps	Police
		10/29/2020	9475	470-0501-522.82-01	8,793.53	PPF LED Upgrade	Fire
		10/29/2020	9515	100-0703-553.30-18	322.09	Fertilizer	Parks
		10/29/2020	9521	100-0801-521.80-05	156.94	Supplies Bike Patrol	Police
		10/29/2020	9986	100-0601-551.30-14	15.99	Netflix Subscription	Library

AP Check Register
Check Date: 10/29/2020

Date: 10/29/2020

<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>	
CARDMEMBER SERVICE...	69831...	10/29/2020	CC Fraud	100-0000-466.00-00	(0.55)	Interest Reversal	Police
Total for check: 69831					20,409.73		
CASPERS TRUCK EQUIPMENT INC	69832	10/29/2020	0045738-IN	731-1022-541.38-03	365.40	Connector/Bearings/Spring	
Total for check: 69832					365.40		
CELLCOM	69833	10/29/2020	920295	100-0201-512.22-01	23.68	Attorney	Phone Bill
				100-0301-523.22-01	23.68	Building Inspector	Phone Bill
				100-0304-562.22-01	47.36	Comm Develop	Phone Bill
				100-0601-551.22-01	16.11	Building Services	Phone Bill
					17.17	Library	Phone Bill
				100-0702-552.22-01	61.75	Park Locations	Phone Bill
				100-0703-553.22-01	9.47	Building Services	Phone Bill
					(73.21)	Parks	Phone Bill
				100-0801-521.22-01	10.89	Building Services	Phone Bill
					707.24	Police	Phone Bill
				100-0904-531.22-01	23.68	Env. Health	Phone Bill
				100-0919-531.22-01	425.86	Health	Phone Bill
				100-1001-514.22-01	10.89	Building Services	Phone Bill
				100-1002-541.22-01	17.63	Engineering	Phone Bill
				100-1008-541.22-01	7.64	Street Signs	Phone Bill
				100-1019-552.22-01	9.94	Bridges	Phone Bill
				601-1020-543.22-01	2.90	Confined Spaces	Phone Bill
					6.03	Sewer Truck	Phone Bill
				625-1002-541.22-01	5.88	Engineering	Phone Bill
				731-1022-541.22-01	121.30	City Garage	Phone Bill
				743-0403-513.22-01	23.68	IT	Phone Bill
Total for check: 69833					1,499.57		
CRESCENT ELECTRIC SUPPLY COMPANY	69834	10/29/2020	S508307031.001	100-1008-541.24-04	356.50	Electrical Supplies	
Total for check: 69834					356.50		

AP Check Register
Check Date: 10/29/2020

Date: 10/29/2020

<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>	
DIESEL MAINTENANCE SPECIALTY	69835	10/29/2020	35485	731-1022-541.29-04	448.01	Vehicle Work	
			Total for check: 69835		448.01		
DSI RECYCLING SYSTEMS INC	69836	10/29/2020	56577	731-1022-541.24-04	959.00	Equipment Recycling	
			Total for check: 69836		959.00		
FIRST AMERICAN TITLE INSURANCE CO	69837	10/29/2020	925-650260596	100-0304-562.21-06	100.00	Letter Report	100 River St
			Total for check: 69837		100.00		
GREAT BIG GRAPHICS LLC	69838	10/29/2020	10198	100-0922-531.30-18	400.00	Face Masks	COVID-19
		10/29/2020	10259	100-0203-512.30-18	43.00	Business cards	Valerie Neuman
			Total for check: 69838		443.00		
GRIESBACH READY-MIX LLC	69839	10/29/2020	5352	100-1004-541.30-18	1,237.50	Concrete	Appleton St & Plank Rd
			Total for check: 69839		1,237.50		
GUNDERSON CLEANERS 6	69840	10/29/2020	KY-09-060377	100-0801-521.19-04	34.38	Dry Cleaning	
			Total for check: 69840		34.38		
GUSTMAN CHEVROLET SALES INC	69841	10/29/2020	54754	731-1022-541.38-04	57.81	Sensor	
			Total for check: 69841		57.81		
HECKRODT WETLAND RESERVE	69842	10/29/2020	3311	100-0920-531.10-08	50.00	Program Fee	
			Total for check: 69842		50.00		
HUELLER, ALEXANDRIA	69843	10/29/2020	Hueller	100-0000-441.25-00	95.00	Tiny Tots Refund	
			Total for check: 69843		95.00		

AP Check Register
Check Date: 10/29/2020

Date: 10/29/2020

<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>	
ALISON HUMSKI	69844	10/29/2020	Humski	100-0301-523.19-03	100.00	Humski Clothing Allowance	
			Total for check: 69844		100.00		
JX ENTERPRISES INC	69845	10/29/2020	2451705P	731-1022-541.38-03	18.88	Oil Fill Tube	
			Total for check: 69845		18.88		
MACQUEEN EQUIPMENT	69846	10/29/2020	P16768	601-1020-543.30-15	3,018.01	Warthog Recycle	
			Total for check: 69846		3,018.01		
MARCO TECHNOLOGIES LLC	69847	10/29/2020	69556962	743-0403-513.29-01	141.99	Finance Copier Lease	October
			Total for check: 69847		141.99		
MATTHEWS TIRE & SERVICE CENTER	69848	10/29/2020	76283	731-1022-541.38-02	110.00	Valve Stem/Hardware	
		10/29/2020	76331	731-1022-541.38-04	765.00	Tires	
			Total for check: 69848		875.00		
MENASHA MARINA	69849	10/29/2020	349335	207-0707-552.21-06	12,625.00	4th Quarter Contract	
			Total for check: 69849		12,625.00		
MENASHA NEENAH MUNICIPAL COURT	69850	10/29/2020	MNMC	100-0000-201.03-00	237.00	Report #20-0164	BOND
					911.00	Report #19-0253	BOND
					174.00	Report #19-0254	BOND
			Total for check: 69850		1,322.00		
MENASHA UTILITIES	69851	10/29/2020	MU	100-0304-562.22-03	33.88	Electric	8/27/20-9/25/20
				100-0305-562.22-05	26.76	Water	8/27/20-9/25/20
				100-0305-562.22-06	13.20	Storm	8/27/20-9/25/20
				100-0601-551.22-07	63.07	Dark Fiber Charge	8/27/20-9/25/20
				100-0703-553.22-03	1,045.29	Electric	8/27/20-9/25/20
				100-0703-553.22-05	1,618.35	Water	8/27/20-9/25/20

AP Check Register
Check Date: 10/29/2020

Date: 10/29/2020

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>	
MENASHA UTILITIES...	69851...	10/29/2020...	MU...	100-0703-553.22-06	506.69	Storm	8/27/20-9/25/20
				100-0704-552.22-07	445.26	Dark Fiber Charge	8/27/20-9/25/20
				100-0920-531.22-03	115.98	Electric	8/27/20-9/25/20
				100-0920-531.22-05	102.90	Water	8/27/20-9/25/20
				100-1001-514.22-03	53.04	Electric	8/27/20-9/25/20
				100-1008-541.22-03	235.12	Electric	8/27/20-9/25/20
				100-1012-541.22-03	50.68	Electric	8/27/20-9/25/20
				100-1013-541.22-03	40.40	Electric	8/27/20-9/25/20
				100-1013-541.22-06	315.99	Storm	8/27/20-9/25/20
				100-1014-543.22-05	13.38	Water	8/27/20-9/25/20
				100-1014-543.22-06	63.53	Storm	8/27/20-9/25/20
				207-0707-552.22-03	1,103.08	Electric	8/27/20-9/25/20
				207-0707-552.22-05	85.24	Water	8/27/20-9/25/20
				207-0707-552.22-06	62.71	Storm	8/27/20-9/25/20
				207-0707-552.22-07	54.14	Dark Fiber Charge	8/27/20-9/25/20
				487-0305-562.22-03	14.77	Electric	8/27/20-9/25/20
				487-0305-562.22-05	52.76	Water	8/27/20-9/25/20
				487-0305-562.22-06	29.48	Storm	8/27/20-9/25/20
				501-0304-562.22-06	63.53	Storm	8/27/20-9/25/20
					175.74	Storm	8/27/20-9/25/20
					158.40	Storm	8/27/20-9/25/20
				601-1020-543.22-03	32.76	Electric	8/27/20-9/25/20
				625-0304-562.22-03	10.30	Electric	8/27/20-9/25/20
				731-1022-541.22-07	593.40	Dark Fiber Charge	8/27/20-9/25/20
				743-0403-513.21-04	167.75	Internet Charge	8/27/20-9/25/20
				743-0403-513.22-07	500.52	Dark Fiber Charge	8/27/20-9/25/20
				Total for check: 69851		7,848.10	
MIKE'S SERVICES	69852	10/29/2020	325 2nd St	204-0308-562.70-01	10,000.00	MR-2020-05	325 Second St
				Total for check: 69852		10,000.00	

AP Check Register
Check Date: 10/29/2020

Date: 10/29/2020

<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>
MBM	69853	10/29/2020	IN522026	743-0403-513.29-01	254.35	Various Printer Usage Sept
			Total for check: 69853		254.35	
CITY OF NEENAH	69854	10/29/2020	Fire/Rescue	100-0501-522.25-01	294,721.00	Fire Rescue Services
			Total for check: 69854		294,721.00	
NORTHEAST ASPHALT INC	69855	10/29/2020	1711939	100-1003-541.30-18	3,622.58	Asphalt
			Total for check: 69855		3,622.58	
PRINTSOURCE PLUS INC	69856	10/29/2020	30627	100-0801-521.29-01	126.32	Written Warnings
			Total for check: 69856		126.32	
DR TERESA RUDOLPH	69857	10/29/2020	Rudolph	100-0903-531.21-05	175.00	City Physician
			Total for check: 69857		175.00	
SERVICE MOTOR COMPANY	69858	10/29/2020	P37943	731-1022-541.38-02	268.71	Tire
			Total for check: 69858		268.71	
SPEEDY CLEAN DRAIN & SEWER INC	69859	10/29/2020	70414	601-1020-543.21-02	530.00	Televise Sewer Line
		10/29/2020	70768	601-1020-543.24-05	2,440.00	Water Jet Line
		10/29/2020	70887	601-1020-543.24-05	1,850.00	Water Jet Line
			Total for check: 69859		4,820.00	
STAPLES	69860	10/29/2020	8059893888	100-0703-553.30-10	38.28	Office Supplies
			Total for check: 69860		38.28	
STREICHER'S INC	69861	10/29/2020	I1418501	100-0801-521.30-15	277.50	9mm
		10/29/2020	I1442867	100-0801-521.19-03	147.98	Holster/Accessory

AP Check Register

Check Date: 10/29/2020

Date: 10/29/2020

<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>	
STREICHER'S INC...	69861...	10/29/2020...	11442867...	100-0801-521.19-03...	(139.98)	Holster/Accessory	CREDIT
Total for check: 69861					285.50		
SUPERION LLC	69862	10/29/2020	293241	743-0403-513.24-04	2,758.35	Financial Software-Sept	
Total for check: 69862					2,758.35		
SUPERIOR VISION INSURANCE PLAN	69863	10/29/2020	0000448044	100-0000-204.10-00	1,038.32	Vision Ins	
Total for check: 69863					1,038.32		
SWIDERSKI POWER INC	69864	10/29/2020	IF69382	731-1022-541.38-03	96.50	Filter	
Total for check: 69864					96.50		
TAPCO	69865	10/29/2020	I680391	100-1008-541.24-04	1,452.99	Monitor	
Total for check: 69865					1,452.99		
TIME WARNER CABLE	69866	10/29/2020	095528601100120	100-0101-511.22-01	3.61	Mayor	Phone 10/01 - 11/01
				100-0201-512.22-01	2.29	Attorney	Phone 10/01 - 11/01
				100-0202-512.22-01	5.79	Personnel	Phone 10/01 - 11/01
				100-0203-512.22-01	4.76	Clerk	Phone 10/01 - 11/01
				100-0301-523.22-01	5.23	Building Inspector	Phone 10/01 - 11/01
				100-0304-562.22-01	8.57	Com. Dev.	Phone 10/01 - 11/01
				100-0401-513.22-01	11.56	Finance	Phone 10/01 - 11/01
				100-0402-513.22-01	2.35	Assessor	
				100-0502-522.22-01	14.35	EOC	Phone 10/01 - 11/01
				100-0601-551.22-01	60.91	Library	Phone 10/01 - 11/01
				100-0702-552.22-01	9.69	Recreation	Phone 10/01 - 11/01
				100-0703-553.22-01	16.28	Parks	Phone 10/01 - 11/01
				100-0704-552.22-01	5.06	Pool	Phone 10/01 - 11/01
				100-0801-521.22-01	89.82	Police	Phone 10/01 - 11/01
				100-0903-531.22-01	17.57	Health	Phone 10/01 - 11/01
				100-0920-531.22-01	4.72	Senior Center	Phone 10/01 - 11/01

AP Check Register

Check Date: 10/29/2020

Date: 10/29/2020

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
TIME WARNER CABLE...	69866...	10/29/2020...	095528601100120...	100-1001-514.22-01	25.95	City Hall Phone 10/01 - 11/01
				100-1002-541.22-01	15.09	Engineering Phone 10/01 - 11/01
				100-1008-541.22-01	1.36	Sign Phone 10/01 - 11/01
				207-0000-123.00-00	9.62	Marina Phone 10/01 - 11/01
				731-1022-541.22-01	9.30	Garage Phone 10/01 - 11/01
				743-0403-513.22-01	5.50	IT Phone 10/01 - 11/01
				Total for check: 69866	329.38	
WE ENERGIES	69867	10/29/2020	8247-844-693	100-0703-553.22-04	9.57	Gas Service-2170 Plank Rd9/13/20-10/12/20
					9.57	
WEA INSURANCE TRUST	69868	10/29/2020	1439336	100-0000-204.08-00	115,887.88	Active
					(505.24)	Cobra CREDIT
				100-0000-204.11-00	5,081.07	Banked
				Total for check: 69868	120,463.71	
WINNEBAGO COUNTY TREASURER	69869	10/29/2020	18148	100-0805-521.25-01	102.92	Stays
					102.92	
WISCNET	69870	10/29/2020	16639	743-0403-513.21-04	1,500.00	Annual Membership Fee
					1,500.00	
WISCONSIN DEPT OF TRANSPORTATION	69871	10/29/2020	395-0000010119	470-1003-541.82-02	197,114.81	Third St Bridge
			395-0000014940	470-1003-541.82-02	15,146.65	Third St Bridge
			395-0000110184	470-1003-541.82-02	(16,505.99)	Third St Bridge CREDIT
			395-0000154358	470-1003-541.82-02	(83,393.52)	Third St Bridge Project
			LADJ0000276	470-1003-541.82-02	235.95	Third St Bridge
			Total for check: 69871		112,597.90	
WISCONSIN MEDIA	69872	10/29/2020	0003539365	100-0202-512.29-03	1,380.00	Advertising

AP Check Register
Check Date: 10/29/2020

Date: 10/29/2020

<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>
WISCONSIN MEDIA...	69872...	10/29/2020...	0003539365...	100-0405-513.29-02	589.00	Advertising
Total for check: 69872					<u>1,969.00</u>	
					<u>611,077.28</u>	



To: Menasha Common Council

From: Haley Krautkramer, City Clerk

RE: Beverage Operator License (Bartender) Applicants

Date: November 2, 2020

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:

Carol Doran
Christopher Doran
Achraf Hajje
Tabitha Hauser
Taylor Lantagne
Kathryn Lythe
Sabastian Rogers
Elisabeth Struck
Kate Stuck
Kathryn VanLinn



MEMORANDUM

To: Common Council

From: Haley Krautkramer, City Clerk

Date: November 2, 2020

RE: Request to Receive and Spend

We are pleased to inform the Common Council that the City of Menasha has been awarded \$7,890.00 from the Center for Tech and Civic Life to assist with election expenses. We are now requesting permission to receive and spend the awarded grant funds.

Background: Due to the recent influx in absentee voting caused by COVID-19, the Clerk's Office has accrued a number of election related expenses in order to provide absentee ballots to voters.

Recommendation: Staff recommends receiving and spending the awarded grant funds from the Center for Tech and Civic Life to assist with election expenses.

Suggested Motion: Authorize the Clerk's Office to receive and spend the grant funds awarded to the City of Menasha by the Center for Tech and Civic Life in the amount of \$7,890.00.