

**CITY OF MENASHA
COMMON COUNCIL
FIRST FLOOR CONFERENCE ROOM
100 Main Street, Menasha
Monday, June 15, 2020
6:00 PM
AGENDA**

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL
- D. PUBLIC HEARING
- E. REPORT OF DEPARTMENT OFFICERS/DEPARTMENT HEADS/STAFF/CONSULTANTS
 - 1. PHD McKenney - COVID-19 Update
 - 2. Clerk Galeazzi - the following minutes and communications have been received and placed on file:
 - Minutes to receive:
 - a. Board of Public Works, 6/1/2020
 - b. Library Board, 5/26/2020
 - c. Redevelopment Authority, 6/2/20
 - Communications:
 - d. Notice of Retirement of DPC Chuck Sahr
 - e. CA Captain to Valley Marine Mart, 6/9/20; Water Street License Expiration
 - f. Office of Commissioner of Railroads Public Hearing Notices
 - g. Financial Update
- F. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY
(five (5) minute time limit for each person)
- G. CONSENT AGENDA
(Prior to voting on the Consent Agenda, items on the Consent Agenda may be removed at the request of any Alderman and 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, 6/1/2020
 - Board of Public Works, 6/1/2020, Recommends Approval of:
 - 2. Payment – Vinton Construction Company; Contract Unit No. 2020-02; Jefferson Park Parking Lot, Basketball court & Regrading; \$47,099.20 (Payment No. 2).
 - 3. Replacement of the Plank Road flashing yellow pedestrian crossing lights at Konemac Street with solar powered, push button activated, rapid flashing crosswalk system and install the same at Sixth and Racine Street utilizing the 2020 funds originally designated for Melissa Street.
- H. ITEMS REMOVED FROM THE CONSENT AGENDA

I. ACTION ITEMS

1. Accounts payable and payroll for the term of 6/1/20-6/11/20 in the amount of \$1,800,824.59.
2. Beverage Operators License Applications for the 2019-2021 licensing period.
3. "Class A" Liquor License Application for Fishtail LLC, d/b/a Menasha Marathon, Buddi Subedi, agenda for the premise at 209 Racine Street, Menasha for the 2019-2020 licensing year.
4. Liquor License Applications Renewals Recommended for Approval for the 2020-2021 licensing year.
5. Outdoor Alcohol Beverage Service Permit Applications for the 2020-2021 Licensing year.
6. Director of Parks, Recreation, Forestry and Cemeteries Position
7. Request to Receive and Spend Wisconsin DHS, DPH CARES Act Funding
8. Strong Neighborhoods Menasha Housing Program

J. HELD OVER BUSINESS

K. ORDINANCES AND RESOLUTIONS

1. R-22-20 Resolution to Approve the Cancellation of Outstanding Checks; and the write off of General Uncollectible Accounts Receivables and Delinquent Personal Property Tax Receivables (Introduced by Mayor Merkes).
2. R-23-20 A Resolution Approving Continuing Appropriations (Introduced by Mayor Merkes).
3. R-24-20 A Resolution Transferring/Appropriating Funds (Introduced by Mayor Merkes).
4. R-25-20 A Resolution Acknowledging Review of City of Menasha 2019 Compliance Maintenance Annual Report under Wisconsin Administrative Code NR 208 (Introduced by Alderman Langdon).

L. APPOINTMENTS

M. CLAIMS AGAINST THE CITY

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

O. ADJOURNMENT

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

CITY OF MENASHA
BOARD OF PUBLIC WORKS
TEL-WEB CONFERENCE CALL
June 1, 2020
MINUTES

Due to the Public Health Emergency caused by the COVID-19 Pandemic, this meeting occurred at a virtual location accessed by conference call.

A. CALL TO ORDER

Meeting called to order by Chairman Langdon at 8:09 p.m.

B. ROLL CALL

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

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, CDD Schroeder, FD Sassman, PHD McKenney, PRD Tungate, DDE Gordon, PWD Alix, PRD Tungate, Deputy Clerk Mader

C. MINUTES TO APPROVE

1. May 18, 2020

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

Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

1. Payment – Vinton Construction Company; Contract Unit No. 2020-02; Jefferson Park Parking Lot, Basketball court & Regrading; \$47,099.20 (Payment No. 2)

DDE Gordon explained the payment is for progress work at Jefferson Park.

General discussion ensued on the basketball court setback requirements and parking lot plans.

Moved by Ald. Taylor seconded by Ald. Sevenich to recommend to Common Council to approve the Payment – Vinton Construction Company; Contract Unit No. 2020-02; Jefferson Park Parking Lot, Basketball court & Regrading; \$47,099.20 (Payment No. 2).

Motion carried on roll call 8-0.

2. Plank Road Rapid Flashing Pedestrian Crosswalk System

DDE Gordon provided an overview of the Plank Road Rapid Flashing Pedestrian Crosswalk System, poll replacement, and plans to repave Plank Road in 2025.

General discussion ensued on costs and placement of the rapid flashing pedestrian crosswalk system in other locations throughout the City.

Moved by Ald. Taylor seconded by Ald. Tom Grade to recommend to Common Council to approve the replacement of the Plank Road flashing yellow pedestrian crossing lights at Konemac Street with solar powered, push button activated, rapid flashing crosswalk system and install the same at Sixth and Racine Street utilizing the 2020 funds originally designated for Melissa Street.

Motion carried on voice vote 8-0.

E. ADJOURNMENT

Moved by Ald. Taylor seconded by Ald. Tom Grade to adjourn at 8:47 p.m.

Motion carried on voice vote.

Haley Mader
Deputy City Clerk

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

Elisha D. Smith Public Library
Via GoToMeeting
May 26, 2020

Called to order at 4:31pm by Chair Englebert

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

Also Present: Director Lenz, Children's Services Supervisor Beson, Support Services Supervisor Brandt, Adult Services Supervisor Raschke and Business Manager Dreyer, and a caller who didn't identify his/herself.

Public Comment/Communication

Email message: Linda Groh thanked trustees for naming her 2020 Volunteer of the Year.

Consent Business

Motion made by Franzoi, seconded by VanderHeyden to approve the Library Board meeting minutes from April 28, 2020 and accept the minutes of the Building & Grounds Committee meeting of May 5, 2020. Motion carried unanimously.

Authorization of Bills

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

Old Business

Building and Grounds Committee Report

The committee met remotely this month and discussed the first phase of a project to redesign the library to meet the needs of the future. Chairman Englebert presented this remotely to the Menasha Common Council at a workshop prior to a council meeting. Soon after, federal grant funds were announced that will be available to libraries and museums with projects that address the COVID crisis, and it was determined that this may qualify for such a grant. Winnefox contracts with CESA 6 for grant writing, and a grant writer has begun working with Lenz on an application.

Motion made by Franzoi, seconded by Schwerbel, to authorize payment of up to \$10,000 to MSS then \$10,000 on or before September 1 regardless if we get the grant providing that the grant writer does not think that this will interfere with us getting the grant. Motion carried. Lenz will contact the grant writer.

New Business

April Statistics

Library staff returned to work on Monday, April 27, to offer curbside delivery of holds to our patrons while the doors remain closed. We are doing virtual programming (story times) and offering some reference services. Digital circulation increased 40.5% for the month.

2019 Budget Status

These are the final numbers for 2019. Lenz asked Menasha Finance Director Jennifer Sassman to include carryover of \$20,000 for retirements this year and \$2,143.35 for the management account to help cover the costs of the facility plan in her request to the common council, as approved earlier by trustees.

2020 Budget Status

The 2020 budget status was reviewed.

Billing Adjacent Crossover Borrowing in 2019

Lenz is waiting for the amount that we are allowed to bill Calumet County this year.

Staff Reports

- MJSD Librarian Jen Peterson contacted Lenz about bringing books to two of the MJSD meal sites that are on the edges of the school district. These sites are not at schools, and they have no access to books. Lenz applied for a grant from Menasha Corporation to purchase \$2,500 worth of books to give away at these sites. If the grant is awarded, we will put information about the summer reading program and curbside pick-up into the books as they are distributed.
- Lenz prepared a draft of a plan to reopen the library. These procedures for the first phase of reopening the library to members of the public follow the recommendations of Wisconsin's Badger Bounce Back Plan. Phase one would include continuing curbside pick-up, virtual programming, resume homebound delivery with volunteers, and allow ten people at a time to access personal business services in the concourse area only.
- Lenz added Pandemic Emergency Rules to the Library Patron Code of Conduct which includes that patrons must wear face coverings and maintain a distance of at least six feet from other patrons while at the library. If a patron does not have a face covering, the library will provide one and ask for a donation. Motion made by VanderHeyden, seconded by Turner to approve the additions to the Library Patron Code of Conduct. Motion carried unanimously.

Adjournment

Motion to adjourn made at 5:20pm by Franzoi, seconded by Schwerbel. Motion carried unanimously.

Respectfully submitted,
Kathy Dreyer, Recording Secretary

**CITY OF MENASHA
Redevelopment Authority
Menasha City Center
100 Main Street, Menasha
(Virtual Meeting)
June 2, 2020
DRAFT MINUTES**

A. CALL TO ORDER

Chairman Vanderhyden called the meeting to order at 5:15 PM.

B. ROLL CALL/EXCUSED ABSENCES

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

REDEVELOPMENT AUTHORITY MEMBERS EXCUSED:

OTHERS PRESENT: CDD Schroeder, PP Stephenson, CA Captain, and Grant Fisk (Heimdall, LLC)

C. PUBLIC HEARING

No public hearing at this time.

D. MINUTES TO APPROVE

1. Minutes of the May 5, 2020 Redevelopment Authority Meeting

A motion was made by Comm. Vanderlinden to approve the minutes of May 5, 2020 Redevelopment Authority Meeting. The motion was seconded by Comm. Stevens. The motion carried.

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

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

No public comments at this time.

F. DISCUSSION / ACTION ITEMS

1. Residential Lot Sale Update – Lake Park Villas (Gail Popp)

CDD Schroeder and Listing Agent Gail Popp on behalf of Coldwell Banker provided an update on the current status of the Lake Park Villas lots noting the RDA closed on one lot on May 29, 2020, we have additional inquiries into more lots and Cypress is working on recording the plat to execute the sale of the remaining seven lots per the purchase agreement.

2. Banta/RR Donnelley Property – 460 Ahnaip Street

a. DOT Demolition Update

CDD Schroeder updated the RDA on the Banta demolition. The contractor has started the asbestos removal and would anticipate starting physical demolition mid-June to early July with the completion in September.

b. Option to Purchase – Heimdall, LLC (Southwest end of 460 Ahnaip Street)

Comm. Golden noted he will be abstaining from any vote due to potential interest in the project.

Grant Fisk presented to the RDA noting that he was working on behalf of a local investment group. Mr. Fisk noted that with the sudden demolition of the Doc. Larsen building, it elevated this project to ensure that a proposal was made prior to any decision to demolish the remaining portion of the building. Through a preliminary review, the group envisions roughly 38 market rate apartment units to create a catalyst project to trigger other high quality projects in the surrounding vicinity.

The request was for a 45 day option to purchase to allow the investors and designers to bring back a more detailed proposal including renderings and a construction budget. Following the option, an offer to purchase and additional supporting documents would be submitted to the RDA with a purchase price of \$1.00. With this purchase price, the development group would not need any additional City incentives.

General discussion ensued including the following:

- Lawson Canal
- Construction timeline and cost
- Memorandum of Understanding with EMS Strategic Development (Hotel)
- Utilities
- Surrounding development
- Amenities – Rooftop deck
- Investors
- Status of the economy and future impacts
- Parking
- Historical elements
- Purchase price

Collectively, the proposed project was supported by the members of the RDA, however, the RDA felt they needed additional information before making any type of motion. Mr. Fisk, noted with that direction they will pull together some additional information to be submitted with an offer to purchase.

No action.

3. Set Next Meeting

The next meeting was set for July 7, 2020 at 5:15 PM.

G. ADJOURNMENT

A motion was made by Comm. Vanderlinden to adjourn the meeting in closed session at 6:12 PM. The motion was seconded by Comm. Vanderhyden. The motion carried.

Minutes respectfully submitted by CDD Schroeder.



To: Menasha Common Council

From: Tim Styka, Police Chief

Date: June 10, 2020

RE: Retirement – Deputy Chief Chuck Sahr

After 32 years of service, Deputy Chief Chuck Sahr has provided notice to the City that he will be retiring from the Police Department on July 10, 2020.

Over Deputy Chief Sahr's career he served in the roles of Patrol Officer, Officer in Charge, Sergeant, Field Training Officer and Supervisor, Traffic Investigator, Patrol Lieutenant, Assistant Team Leader of the Crisis Response Team, Municipal Lockup Administrator and Crossing Guard Supervisor. Deputy Chief Sahr was also committed to a career of learning and while working for Menasha he obtained a Bachelor Degree of Science in Criminal Justice from the University of Wisconsin, Oshkosh, a Master's Degree of Science in Criminal Justice from the University of Wisconsin, Platteville and graduated from Northwestern University's School of Police Staff and Command.

The above accomplishments show Deputy Chief Sahr's impressive work history. However, the contributions he has made at the department go well beyond his titles, roles and education. Deputy Chief Sahr has been a key person in implementing countless projects that have improved both internal and external services. He is known for being a trusted, level headed and knowledgeable leader. As a result he is a "go to" person for providing insightful perspective on our operations. His wide knowledgebase makes him an expert on a variety of topics from statutes and case law to benefits and finances.

It has truly been an honor to work with Deputy Chief Sahr. On behalf of the department I want to express my gratitude for the commitment he has given to the community over the past 32 years.



June 9, 2020

Valley Marine Mart, Inc.
Doug Bodway, President
100 Water Street
Menasha, WI 54952

Re: Water Street License Expiration


Dear Mr. Bodway:

This notice is sent as a courtesy reminder that the license Valley Marine Mart, Inc. holds to use an area along Water Street, owned by the City, for boat storage purposes expires June 30, 2020.

All personal property, including materials, must be removed from the area on or before June 30.

Thank you for your cooperation.

Very truly yours,


Pamela A. Captain

Cc: Common Council

OFFICE OF THE COMMISSIONER OF RAILROADS**STATE OF WISCONSIN**

Complaint of the City of Menasha for the Repair of the Public Crossings
of the Wisconsin Central Ltd. Tracks with Racine Street, Appleton Street,
and Depere Street/STH 47 in the City of Menasha, Winnebago County

9164-RX-910

AMENDED NOTICE OF HEARING

Hearing Date:	<u>Wednesday, June 24, 2020 - 10:30 a.m.</u>
Hearing Location:	Menasha City Center 100 Main Street, Suite 100 Rooms 132, 133, and 134 Menasha, WI 54952

NOTICE IS GIVEN that the Office of the Commissioner of Railroads (Office) will hold a public hearing in this proceeding on Wednesday, June 24, 2020, at 10:30 a.m., at the city of Menasha, Menasha City Center, 100 Main Street, Suite 100, Rooms 132-134, Menasha, Wisconsin 54952. The hearing will commence with a public session where the Office shall receive comments from the available public. Directly after the public session, the Office shall receive testimony from the parties. The presiding Administrative Law Judge may allot additional time to receive evidence and comments, if necessary.

This amended notice is being issued to reschedule the prior March 19, 2020 hearing that was postponed due to COVID-19. ([PSC REF#: 385934](#))

This is a Class 1 proceeding as defined in Wis. Stat. § 227.01(3)(a).

DOCUMENTS. To view documents in this docket: (1) go to the Office's website at <http://ocr.wi.gov>, (2) scroll down and push the ERF button, (3) enter "9164-RX-910" in the box labeled "Quick Single Docket Search," and (4) select "Documents."

To receive automatic notifications for all documents related to this docket please use the Office's EZ-Subscription service: (1) go to the Office's website at <http://ocr.wi.gov>, (2) scroll down and push the EZ Docket Subscription button, (3) enter "9164-RX-910" in the box labeled "Docket ID," and (4) select "Subscribe."

PUBLIC COMMENTS. A person may submit public comments in this proceeding without becoming a party and without attorney representation. A person may submit comments in only one of the following ways:

- **Oral Comment.** Spoken at the public session.

- **Written Comment.** Instead of speaking at the hearing, write out a comment and submit it at the public session.
- **Web Comment.** Go to the OCR's website at <http://ocr.wi.gov/apps452/OCRRapps/publicComment/filecommentDocketlist.aspx>. At the bottom of page select the "File a comment" link that appears for docket number 9164-RX-910. Web comments shall be received no later than Tuesday, June 23, 2020.
- **Mail Comment.** All comments submitted by U.S. mail shall be received no later than Tuesday, June 23, 2020. A mail comment shall include the phrase "Docket 9164-RX-910 Comments" in the heading, and shall be addressed to:

Docket 9164-RX-910 Comments
Office of the Commissioner of Railroads
P.O. Box 7854
Madison, WI 53707-7854

The Office will not accept comments submitted via e-mail or facsimile (fax).

A person shall limit a public comment to non-technical personal knowledge or personal opinion. A person may include references to other materials in a comment, but may not include as part of a comment, any document not written or substantially modified by that person. The Office shall only accept documents that a person offers to supplement a comment for the purpose of showing the basis of an opinion, not for proof of the matter asserted. Parties may object to the receipt of a public comment.

Any material submitted to the Office is a public record and may appear on the Office web site. Only one comment may be submitted per person during a comment period. The Office may reject a comment that does not comply with the requirements described in this notice.

AMERICANS WITH DISABILITIES ACT. The Office does not discriminate on the basis of disability in the provision of programs, services, or employment. Any person with a disability who needs accommodations to participate in this docket or who needs to obtain this document in a different format should contact the docket coordinator listed below. Any hearing location is accessible to people in wheelchairs. The Office is located in the Hill Farms State Office Building that is also physically accessible to individuals with disabilities through the first floor entrances. Parking for people with disabilities is available on the ground floor of the parking garage. There is also limited, free handicap visitor parking at the front of the Hill Farms State Office Building.

CONTACT. For questions about this docket, contact the Office's docket coordinator, Heather Graves, at (608) 266 - 0276 or Heather.Graves@wisconsin.gov.

A handwritten signature in black ink, appearing to read "David Albino", with a long horizontal flourish extending to the right.

David Albino
Administrative Law Judge

DA/ss DL: 01745771

OFFICE OF THE COMMISSIONER OF RAILROADS**STATE OF WISCONSIN**

Petition of the Wisconsin Central Ltd. for the Closure of the Public
Crossing of the Wisconsin Central Ltd. Tracks with Appleton Street in
the City of Menasha, Winnebago County

9164-RX-913

AMENDED NOTICE OF HEARING

Hearing Date:	<u>Wednesday, June 24, 2020 - 11 a.m. and 2 p.m.</u>
Hearing Location:	Menasha City Center 100 Main Street, Suite 100 Rooms 132, 133, & 134 Menasha, WI 54952

NOTICE IS GIVEN that the Office of the Commissioner of Railroads (Office) will hold a public hearing in this proceeding on Wednesday, June 24, 2020, at 11 a.m., at the city of Menasha, Menasha City Center, 100 Main Street, Suite 100, Rooms 132-134, Menasha, Wisconsin, 54952. The hearing will commence with a public session where the Office shall receive comments from the available public. Directly after the public session, the Office shall receive testimony from the parties. A second public session only will be held at the same location at 2:00 p.m. The presiding Administrative Law Judge may allot additional time to receive evidence and comments, if necessary.

This amended notice is being issued to reschedule the prior March 19, 2020 hearing that was postponed due to COVID-19. ([PSC REF#: 385935](#))

This is a Class 1 proceeding as defined in Wis. Stat. § 227.01(3)(a).

DOCUMENTS. To view documents in this docket: (1) go to the Office's website at <http://ocr.wi.gov>, (2) scroll down and push the ERF button, (3) enter "9164-RX-913" in the box labeled "Quick Single Docket Search," and (4) select "Documents."

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- **Oral Comment.** Spoken at the public session.

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- **Mail Comment.** All comments submitted by U.S. mail shall be received no later than Tuesday, June 23, 2020. A mail comment shall include the phrase "Docket 9164-RX-913 Comments" in the heading, and shall be addressed to:

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David Albino
Administrative Law Judge

DA/ss DL: 01745781



MEMORANDUM

To: City of Menasha Common Council

From: Jennifer Sassman, Finance Director

Date: June 11, 2020

RE: Financial Overview

The first quarter 2020 financial reports through 3/31/2020 have been included for your review.

- **General Fund:** The total 2020 revenues to date are \$9,760,010 (or 53.64% of budget), as compared to the 2019 revenues through 3/31, which were \$9,769,207 (or 54.99% of budget). Also, the total 2020 expenditures to date are \$4,154,326 (or 22.83% of budget), as compared to the 2019 expenditures through 3/31, which were \$4,273,733 (or 24.06% of budget).

As of 3/31, the general fund revenues and expenditures are on track in comparison to 2019.

Please keep in mind that our approved 2020 budget assumes that we plan to apply \$200,000 of 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 further into 2020.

- Staff is tracking COVID-19 expenditures with the hopes of recovering those funds through various sources of state and federal funding. The Finance Department and the Health Department will be working together to ensure that we are able to capture the majority of the costs the best way that we can. As we monitor declines in revenues we will also be monitoring department spending and modify that to the best that we are able.
- No major changes are expected for state revenues as well as revenues that we receive from Menasha Joint School District.

- The Health Department has been securing additional funding including a grant that is on the agenda this evening.
- **General Fund Revenues:**
Here are a few items to make note of as we move forward into 2020.
 - Building/Electrical/ Plumbing/Heating Permits-we may see a slight decline in permit revenues however second quarter figures appear on track.
 - Park & Recreation Program Revenues-although we issued several refunds in second quarter due to program cancellations, program registrations are now resuming. Revenues are projected to be about 50% lower for the year. Modified programming should also result in lower expenditures by about 25%.
 - Pool Revenues-we expect to see a decline in pool revenue by about 50% due to the pool being opened in a modified fashion however the expenditures are also expected to be slightly lower.
 - Interest/Penalty on Taxes-currently tracking about \$5,500 lower than this time last year so our overall revenues will not come in as projected due to extending the due date to 7/31 without penalty.
 - Fines/Penalties-expected to be down about 10% for the second and third quarters.
- **General Fund Expenditures:**
Here are a few items to make note of as we move forward into 2020.
 - Snow and Ice Removal-we are tracking \$125,788 lower than we were in 2019 so that leaves us some room for the winter months.
 - Twenty-Four/Seven (health department account)-this account is being used to track the health department wages to keep them separate during COVID 19. Additional funding is expected to cover these costs.
 - Retirements (Clerk, P&R Director & Deputy Police Chief)-departments are aware of upcoming payouts and have plans of absorbing those costs in the current budget.
 - Civic Commemorations-we will see a decrease in expenditure due to only being responsible for a down payment.
 - COVID-19 Costs-in the second quarter we created a separate expenditure account to track COVID 19 related purchases to keep them separate from other expenditures. We have currently expended about \$11,000. These are costs that we plan to recover.

Please note that these reports are as of March 31, 2020, and will continue to be updated as we move through 2020. I will continue to provide these budget status reports to the Council on a quarterly basis, so that everyone remains aware of our financial status.

General Fund Revenues - First Quarter 2020
January 1, 2020- March 31, 2020

	2019 BUDGETED REVENUES	2019 Period Ending March 31, 2019	% Received	2020 BUDGETED REVENUES	2020 Period Ending March 31, 2020	% Received
TAXES LEVIED BY CITY						
General Property Tax	\$ 8,887,103	\$ 8,887,104	100.00%	\$ 8,824,759	\$ 8,824,759	100.00%
Mobile Home Property Taxes	150,000	56,281	37.52%	145,000	28,450	19.62%
Tax from Municipal Utility	707,385	175,126	24.76%	714,516	177,808	24.89%
Tax from Housing Authority	14,000	0	0.00%	16,500	0	0.00%
Interest/Penalty on Taxes	22,000	2,116	9.62%	29,000	4,434	15.29%
TOTAL TAXES LEVIED	\$ 9,780,488	\$ 9,120,627	93.25%	\$ 9,729,775	\$ 9,035,450	92.86%
LICENSES & PERMITS						
Liquor License	\$ 22,000	\$ 2,795	12.70%	\$ 21,000	\$ 343	1.63%
Tavern Operators License	18,000	910	5.06%	7,000	760	10.86%
Cigarette License	1,700	700	41.18%	1,900	0	0.00%
Restaurant License	20,790	750	3.61%	20,000	0	0.00%
Amusement Device License	1,750	100	5.71%	1,700	0	0.00%
Heating License	1,800	1,485	82.50%	1,900	1,515	79.74%
Cable TV License	185,000	0	0.00%	189,000	0	0.00%
Weights & Measures License	27,000	0	0.00%	25,154	0	0.00%
Retail Food License	8,200	0	0.00%	12,000	0	0.00%
Tattoo Parlor License	600	0	0.00%	300	0	0.00%
Sundry License	600	0	0.00%	450	50	11.11%
Dog License	7,500	2,010	26.80%	7,200	1,784	24.77%
Cat License	600	12	2.00%	700	12	1.71%
Lodging License	500	0	0.00%	600	0	0.00%
Building Permit-Residential	18,700	6,545	35.00%	25,000	6,727	26.91%
Building Permit-Commercial	28,300	1,161	0.00%	26,240	1,298	4.94%
Electrical Permit-Residential	7,700	2,237	29.05%	9,500	2,550	26.84%
Electrical Permit-Commercial	11,300	553	0.00%	11,300	366	3.24%
Plumbing Permit-Residential	7,000	2,241	32.01%	9,200	3,093	33.62%
Plumbing Permit-Commercial	10,000	454	0.00%	10,000	530	5.30%
Street Excavation Permit	4,500	75	1.67%	4,000	225	5.63%
Heating Permit-Residential	7,600	2,114	27.82%	11,700	3,602	30.78%
Heating Permit-Commercial	11,400	455	0.00%	11,400	857	7.52%
Mobile Home Permit	0	0	0.00%	1,235	0	0.00%
Zoning Permit	4,500	390	8.67%	3,500	705	20.14%
Recreational Fire Permit	10,600	2,220	20.94%	10,400	2,040	19.62%
Sign Permit	3,000	150	5.00%	4,500	725	16.11%
Temporary Restaurant Permit	400	0	0.00%	100	0	0.00%
Erosion Control Permit	2,100	450	21.43%	1,350	600	44.44%
Pool Permit	1,900	299	15.74%	2,175	0	0.00%
Street Use Permit	25	0	0.00%	75	25	33.33%
Outdoor Service Permit	300	25	8.33%	325	0	0.00%
TOTAL LICENSES & PERMITS	\$ 425,365	\$ 28,130	6.61%	\$ 430,904	\$ 27,806	6.45%
FINES & PENALTIES						
Court Penalties	\$ 64,000	\$ 12,126	18.95%	\$ 69,000	\$ 9,621	13.94%
Parking Violation	53,000	13,403	25.29%	52,000	12,793	24.60%
Damage Award-Law Enforcement	0	0	0.00%	0	0	0.00%
TOTAL FINES & PENALTIES	\$ 117,000	\$ 25,529	21.82%	\$ 121,000	\$ 22,414	18.52%
FEDERAL, STATE & COUNTY AIDS						
Federal Aid-Law Enforcement	\$ 1,700	\$ 1,928	113.38%	\$ 1,700	\$ -	0.00%
State Aid-Shared Revenues	3,726,183	0	0.00%	3,715,790	0	0.00%
State Aid-Computer Credit	40,451	0	0.00%	401,180	0	0.00%
State Aid-Fire	46,200	0	0.00%	56,500	0	0.00%
State Aid-Payment for Municipal Services	116,000	0	0.00%	107,500	0	0.00%
State Aid-Law Enforcement	25,000	7,298	29.19%	27,500	6,218	22.61%
State Aid-Highway Transportation	542,115	135,466	24.99%	601,020	150,051	24.97%
State Aid-Connecting Highway	62,450	15,612	25.00%	62,294	15,573	25.00%
State Aid-Other	135	127	94.23%	125	125	99.96%
State Aid-Public Health	108,337	2,141	1.98%	115,103	0	0.00%
State Aid-Senior Center	25,741	2,340	9.09%	25,741	0	0.00%
State Aid-Personal Property	68,596	0	0.00%	61,158	0	0.00%
TOTAL FEDERAL, STATE & COUNTY AIDS	\$ 4,762,908	\$ 164,912	3.46%	\$ 5,175,611	\$ 171,968	3.32%

	2019			2020		
	BUDGETED	Period Ending	%	BUDGETED	Period Ending	%
	REVENUES	March 31, 2019	Received	REVENUES	March 31, 2020	Received
MISCELLANEOUS						
Interest on Investments	\$ 34,000	\$ 54,182	159.36%	\$ 35,000	\$ 38,500	110.00%
Property Rental Revenue	47,822	10,940	22.88%	28,866	41,369	143.31%
Sale of Other Property	100,000	0	0.00%	0	0	0.00%
Sale of Land	0	0	0.00%	75,000	0	0.00%
Sale of Law Enforcement Property	8,000	426	5.32%	8,000	0	0.00%
Sale of Refuse Property	200	0	0.00%	150	0	0.00%
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	0	0.00%	0	0	0.00%
Insurance Recovery-Highway Equip	9,000	427	4.74%	10,000	2,465	24.65%
Donations & Gifts	16,000	0	0.00%	16,000	0	0.00%
Credit Card Fees	0	17	0.00%	500	0	0.00%
Miscellaneous Revenue	55,000	2,356	4.28%	50,000	348	0.70%
TOTAL MISCELLANEOUS	\$ 270,022	\$ 68,347	25.31%	\$ 223,516	\$ 82,682	36.99%
PUBLIC CHARGES						
Clerk	\$ 6,200	\$ 1,090	17.58%	\$ 6,500	\$ 2,396	36.86%
Treasurer	16,500	2,878	17.44%	15,500	3,030	19.55%
Data Processing	1,000	625	62.50%	1,183	550	46.49%
Law Enforcement	3,000	436	14.52%	3,000	237	7.91%
Fire Protection	1,500	0	0.00%	1,500	0	0.00%
Street Miscellaneous	2,000	0	0.00%	1,200	0	0.00%
Snow Removal	2,500	1,197	47.86%	3,200	1,527	47.71%
Engineering	50	1	0.00%	50	0	0.00%
Street Lighting	175	0	0.00%	3,000	0	0.00%
Street Patching	16,500	0	0.00%	23,000	0	0.00%
Parking Lot Stickers	1,500	350	0.00%	1,500	480	32.00%
Garbage & Refuse	165,000	129,214	78.31%	165,000	130,363	79.01%
Solid Waste Disposal	33,500	32,673	97.53%	33,600	32,569	96.93%
Weed Cutting	3,000	0	0.00%	5,100	0	0.00%
Cemetery	10,000	2,250	22.50%	10,000	2,925	29.25%
Public Health	56,170	12,263	21.83%	61,508	12,634	20.54%
Library Fines	12,000	2,089	17.41%	12,000	1,183	9.86%
Library Vending Services	7,700	1,905	24.74%	7,700	1,795	23.31%
Park	21,000	3,303	15.73%	19,000	3,415	17.97%
Pool	56,000	3,257	5.82%	56,000	378	0.68%
Recreation	48,000	4,879	10.16%	50,000	3,330	6.66%
Boat Launch	25,000	315	1.26%	25,000	623	2.49%
Senior Center	1,600	468	29.26%	2,200	423	19.22%
Boat Slip Rental	1,000	129	12.86%	500	129	25.71%
Pool Concession	13,500	0	0.00%	15,000	0	0.00%
Special Events-Admin Fee	7,700	0	0.00%	7,500	50	0.67%
Room Tax	400	0	0.00%	500	0	0.00%
TOTAL PUBLIC CHARGES	\$ 512,495	\$ 199,321	38.89%	\$ 530,241	\$ 198,036	37.35%
INTERGOVERNMENTAL CHARGES						
Law Enforcement	\$ 255,000	\$ -	0.00%	\$ 262,000	\$ 578	0.22%
Fire Department	28,800	0	0.00%	20,000	300	1.50%
Mass Transit	164,326	0	0.00%	174,451	0	0.00%
Street Misc	1,000	0	0.00%	0	0	0.00%
Street Patching	50,000	0	0.00%	60,000	0	0.00%
Garbage/Refuse	37,680	22,210	58.94%	37,680	22,230	59.00%
Public Health	300,000	0	0.00%	320,000	0	0.00%
Library Tax	550,423	0	0.00%	555,332	336	0.06%
Economic Development	16,741	0	0.00%	16,735	0	0.00%
City Attorney	12,000	0	0.00%	12,000	0	0.00%
Park	0	0	0.00%	0	0	0.00%
Snow Removal/Plowing	1,200	2,400	0.00%	1,500	1,132	0.00%
Library Grants				20,000	19,200	0.00%
State-Public Health	44,000	6,528	14.84%	46,320	9,236	19.94%
State-Lift Bridges	88,334	3,581	4.05%	90,625	194	0.21%
Applied Fund Balance-Other	200,000	0	0.00%	200,000	0	0.00%
Fund Balance Carryover-Library	0	0		20,000	20,000	100.00%
Applied Fund Balance-Health	5,323	0	0.00%	0	0	0.00%
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%
TOTAL INTERGOVERNMENTAL CHARGES	\$ 1,898,228	\$ 162,341	8.55%	\$ 1,985,093	\$ 221,655	11.17%
TOTAL REVENUES	\$ 17,766,506	\$ 9,769,207	54.99%	\$ 18,196,140	\$ 9,760,010	53.64%

General Fund Expenditures - First Quarter 2020
January 1, 2020 - March 31, 2020

	2019 ANNUAL BUDGET	2019 Period Ending March 31, 2019	% Expended	2020 ANNUAL BUDGET	2020 Period Ending March 31, 2020	% Expended
GENERAL GOVERNMENT						
Mayor	\$ 100,240	\$ 24,876	24.82%	\$ 99,486	\$ 24,622	24.75%
Attorney	178,794	41,164	23.02%	178,744	40,812	22.83%
Personnel	213,615	50,564	23.67%	212,126	54,320	25.61%
City Clerk	117,373	27,961	23.82%	115,849	27,159	23.44%
Elections	66,956	12,497	18.66%	82,535	18,242	22.10%
Municipal Court	3,500	3,490	99.71%	3,600	3,580	99.44%
Property Insurance	81,950	0	0.00%	90,145	0	0.00%
Finance	476,191	102,829	21.59%	491,112	73,790	15.03%
Assessor	78,165	24,602	31.47%	78,975	19,859	25.15%
Common Council	74,676	18,052	24.17%	74,664	17,167	22.99%
Illegal Tax/Tax Refund	6,000	0	0.00%	6,000	0	0.00%
Uncollectable Debt	9,500	(726)	-7.64%	8,700	0	0.00%
Employees Safety Commission	28,581	7,037	24.62%	34,444	13,654	39.64%
Municipal Buildings	126,027	11,104	8.81%	116,547	18,644	16.00%
Accrued Wage Adj-Library Retirement	0	0	0.00%	20,000	20,000	100.00%
Accrued Wage Adj-Employer Contribution	4,000	0	0.00%	0	0	0.00%
TOTAL GENERAL GOVERNMENT	\$ 1,565,568	\$ 323,450	20.66%	\$ 1,612,927	\$ 331,848	20.57%
PUBLIC SAFETY						
Police	\$ 4,782,103	\$ 1,166,204	24.39%	\$ 4,792,966	\$ 1,150,958	24.01%
Crossing Guards	22,750	6,064	26.66%	24,176	7,209	29.82%
Community Service	43,583	11,111	25.49%	47,249	11,906	25.20%
Auxiliary Police	15,251	1,077	7.06%	15,251	648	4.25%
Jail/Prisoner Meal Charge	14,000	412	2.94%	12,000	566	4.72%
Code Enforcement	75,513	18,910	25.04%	77,254	19,586	25.35%
Fire	3,444,021	862,126	25.03%	3,546,907	886,145	24.98%
Emergency Government	975	144	14.75%	650	43	6.63%
Weights & Measures	24,039	5,585	23.23%	25,154	4,788	19.03%
Inspection	171,219	27,568	16.10%	173,882	26,772	15.40%
TOTAL PUBLIC SAFETY	\$ 8,593,454	\$ 2,099,201	24.43%	\$ 8,715,489	\$ 2,108,620	24.19%
PUBLIC WORKS						
Engineering	\$ 172,583	\$ 39,154	22.69%	\$ 183,170	\$ 48,318	26.38%
Street Construction/Excavation	720,545	55,089	7.65%	736,686	46,645	6.33%
Snow & Ice	343,302	345,308	100.58%	355,919	219,520	61.68%
Street Signs	213,617	47,685	22.32%	231,531	55,675	24.05%
Sidewalks & Crosswalks	140,170	4,198	2.99%	141,226	4,285	3.03%
Street Lighting	166,777	25,995	15.59%	176,359	29,312	16.62%
Parking Lots	48,123	26,347	54.75%	38,695	13,072	33.78%
Canal Maintenance/Construction	1,020	167	16.37%	1,028	154	14.96%
Refuse Collection & Disposal/Commercial	908,431	185,404	20.41%	903,189	200,889	22.24%
Weed Cutting	44,457	1,431	3.22%	42,365	1,082	2.55%
Valley Transit	207,933	51,597	24.81%	218,520	36,420	16.67%
Dial-A-Ride	11,200	0	0.00%	11,200	0	0.00%
TOTAL PUBLIC WORKS	\$ 2,978,158	\$ 782,374	26.27%	\$ 3,039,888	\$ 655,372	21.56%
CULTURE, RECREATION & EDUCATION						
Library	\$ 1,640,930	\$ 460,190	28.04%	\$ 1,716,006	\$ 473,842	27.61%
Recreation	321,181	72,346	22.52%	362,320	77,825	21.48%
Pool	236,866	8,104	3.42%	234,910	7,016	2.99%
Lift Bridges	88,227	6,162	6.98%	90,625	8,854	9.77%
Civic Commemorations	30,000	600	2.00%	30,000	129	0.43%
Parks	895,968	189,081	21.10%	921,833	140,324	15.22%
TOTAL CULTURE, RECREATION & EDUCATION	\$ 3,213,172	\$ 736,484	22.92%	\$ 3,355,694	\$ 707,989	21.10%

	2008 ANNUAL BUDGET	2008 PERIOD ENDING June 30, 2008	% SPENT/ ENCUMBERED	2009 ANNUAL BUDGET	2009 PERIOD ENDING June 30, 2009	% SPENT/ ENCUMBERED
CONSERVATION & DEVELOPMENT						
Forestry	\$ 128,087	\$ 45,665	35.65%	\$ 122,946	\$ 57,657	46.90%
Community Development	269,329	53,173	19.74%	289,676	60,702	20.96%
Urban Redevelopment	44,380	119	0.27%	32,380	170	0.53%
TOTAL CONSERVATION & DEVELOPMENT	\$ 441,796	\$ 98,957	22.40%	\$ 445,002	\$ 118,529	26.64%

	2019 ANNUAL BUDGET	2019 Period Ending March 31, 2019	% Expended	2020 ANNUAL BUDGET	2020 Period Ending March 31, 2020	% Expended
PUBLIC HEALTH						
Health	\$ 536,308	\$ 123,308	22.99%	\$ 560,480	\$ 116,948	20.87%
Environmental Health	84,114	19,798	23.54%	86,581	17,996	20.79%
Health Screening	23,526	5,679	24.14%	25,531	5,292	20.73%
Prevention	6,218	997	16.03%	4,694	953	20.30%
Radon Grant	0	0	0.00%	0	0	0.00%
School Health Aids	41,818	11,922	28.51%	43,069	13,196	30.64%
Dental	48,772	12,450	25.53%	57,958	12,931	22.31%
Communicable Diseases	3,285	759	23.09%	3,500	762	21.77%
Lead-Free Delivery Grant	7,150	1,160	16.22%	9,987	0	0.00%
Lead Prevention Grant	2,959	981	33.16%	2,962	875	29.53%
Immunization	8,400	1,631	19.42%	8,356	1,260	15.08%
Maternal Child Health	14,281	3,413	23.90%	11,589	3,430	29.60%
Dental Sealant	12,776	3,857	30.19%	15,794	4,122	26.10%
Opioid Grant	0	3,500	0.00%	0	0	0.00%
Bio-Terrorism	36,035	13,737	38.12%	45,664	10,645	23.31%
Twenty-Four/Seven	3,328	745	22.39%	3,328	21,255	638.67%
Senior Center	102,160	25,035	24.51%	104,015	19,828	19.06%
Animal Impoundment	10,500	720	6.86%	7,500	320	4.27%
Cemetery	32,728	3,577	10.93%	36,132	2,156	5.97%
TOTAL PUBLIC HEALTH	\$ 974,358	\$ 233,268	23.94%	\$ 1,027,140	\$ 231,968	22.58%

100-GENERAL FUND TOTALS:	\$ 17,766,506	\$ 4,273,733	24.06%	\$ 18,196,140	\$ 4,154,326	22.83%
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CITY OF MENASHA
COMMON COUNCIL
TEL-WEB CONFERENCE CALL
Monday, June 1, 2020
MINUTES

Due to the Public Health Emergency caused by the COVID-19 Pandemic, this meeting occurred at a virtual location accessed by conference call.

A. CALL TO ORDER

Meeting called to order by Mayor Merkes at 6:01 p.m.

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

A Moment of Silence was observed for the more than 100,000 Americans who have lost their lives to COVID-19 pandemic and to recognize the essential workers who continue to work during this crisis.

C. ROLL CALL

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

ALSO PRESENT: Mayor Merkes, CA Captain, PC Styka, FC Kloehn, CDD Schroeder, DPW Alix, DDE Gordon, FD Sassman, PHD McKenney, Deputy Clerk Mader.

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

Moved by Ald. Sevenich seconded by Ald. Tom Grade to suspend the rules and allow the use of electronic devices.

Motion carried on voice vote.

E. PUBLIC HEARING

None

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

1. PHD McKenney, COVID-19 Update

PHD McKenney updated the Council on the City's plans to reopen based on Badger Bounce Back Plan gating criteria. An updated was also provided on the number of COVID-19 cases in the State of Wisconsin, Counties of Winnebago County, and City of Menasha. Staff, residents, and business owners were commended for their cooperation in keeping everyone safe. Mayor commented on the City's plans to reopen in phases based on State and regional health directives.

General discussion ensued on:

- Safety precautions for opening City Hall
- Reopening the Library and Senior Center
- Concerns about reopening the pool
- Parks and Recreation summer programming

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

Minutes to receive:

- a. Administration Committee, 5/18/2020
- b. Board of Public Works, 5/18/2020
- c. Board of Review, 5/21/2020

- d. NM Sewerage Commission, 3/24/2020 & 4/28/2020
- e. Police Commission, 3/20/2020
- f. Water and Light Commission, 4/22/2020
- Communications:
- g. Banta Building Demolition Update

Moved by Ald. Sevenich seconded by Ald. Taylor to receive Minutes & Communications a-g.
General discussion ensued on Communication g. Banta Building Demolition Update
Motion carried on voice vote.

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

Marsha Streicher, 616 Nicolet Boulevard, Menasha. Inquired about the use of funds from the Strong Neighborhood Program for interior renovations.

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, 5/18/2020
- Administration Committee, 5/18/2020, Recommends Approval of:
- 2. Accept bid of Post Crescent Media as the official City newspaper for 2020-2021
- Board of Public Works, 5/18/2020, Recommends Approval of:
- 3. Change Order – Vinton Construction Company; Contract Unit No. 2020-02; Jefferson Park Parking Lot, Basketball Court & Regrading; Subtract (\$3,324.00) (Change Order No. 1)
- 4. Payment – Vinton Construction; Contract Unit No. 2020-02; Jefferson Park Parking Lot, Basketball Court & Regrading; \$133,418.28 (Payment No. 1)
- 5. Change Order – Miron Construction Co., Inc.; Contract Unit No. 2020-06; PWF Project; Add \$7,726.41 (Contingency Fund)-(Change Order No. 2 & 3)
- 6. Payment – Miron Construction Co. Inc.; Contract Unit No. 2020-06; PWF Project; \$778,993.97 (Payment No. 2)
- 7. Authorization to Execute WisDOT Bridge Operation Agreement for Fiscal 2021
- 8. Authorization to Execute WisDOT Tayco Street Bridge Remote Operations Agreement

Ald. Sevenich requested to remove items 3, 4, 5, 6 from the Consent Agenda.

Ald. Taylor requested to remove item 8 from the Consent Agenda.

Moved by Ald. Sevenich seconded by Ald. Taylor to approve Consent Agenda items 1, 2, & 7.
Motion carried on roll call 8-0.

I. ITEMS REMOVED FROM THE CONSENT AGENDA

- 1. Moved by Ald. Langdon seconded by Ald. Ted Grade to approve Consent Agenda item 3, Change Order – Vinton Construction Company; Contract Unit No. 2020-02; Jefferson Park Parking Lot, Basketball Court & Regrading; Subtract (\$3,324.00) (Change Order No. 1)
Motion carried on roll call 8-0.
- 2. Moved by Ald. Langdon seconded by Ald. Taylor to approve Consent Agenda item 4, Payment – Vinton Construction; Contract Unit No. 2020-02; Jefferson Park Parking Lot, Basketball Court & Regrading; \$133,418.28 (Payment No. 1).
Motion carried on roll call 8-0.

3. Moved by Ald. Langdon seconded by Ald. Taylor to approve Consent Agenda item 5, Change Order – Miron Construction Co., Inc.; Contract Unit No. 2020-06; PWF Project; Add \$7,726.41 (Contingency Fund)-(Change Order No. 2 & 3)
Motion carried on roll call 8-0.
4. Moved by Ald. Langdon seconded by Ald. Taylor to approve Consent Agenda item 6, Payment – Miron Construction Co. Inc.; Contract Unit No. 2020-06; PWF Project; \$778,993.97 (Payment No. 2)
Motion carried on roll call 8-0.
9. Moved by Ald. Nichols seconded by Ald. Sevenich to approve Consent Agenda item 8, Authorization to Execute WisDOT Tayco Street Bridge Remote Operations Agreement.
Motion carried on roll call 6-2.
Ald. Taylor and Ropella voted no.

J. ACTION ITEMS

1. Accounts payable and payroll for the term of 5/15-5/28 in the amount of \$1,122,065.66.
Moved by Ald. Nichols seconded by Ald. Ted Grade to approve accounts payable and payroll.
Motion carried on roll call 8-0.

Ald. Nichols requested to remove ch #68360
Motion to approve check #68360 carried on roll call 7-0.
Ald. Nichols abstained.

2. Beverage Operators License Applications for the 2019 – 2021 licensing period.
Moved by Ald. Nichols seconded by Ald. Ted Grade to approve beverage operator's license applications for the 2019 – 2021 licensing period as per memo dated 6/1/2020.
Motion carried on voice vote.

3. "Class A" Liquor License Application for Doran & Doran, LLC, d/b/a Chef Fresh Pizza, Scott Doran agent for the premise at 204 Manitowoc Street, Menasha for the 2020-2021 licensing year.

Moved by Ald. Nichols seconded by Ald. Taylor to approve "Class A" Liquor License Application for Doran & Doran, LLC, d/b/a Chef Fresh Pizza, Scott Doran agent for the premise at 204 Manitowoc Street, Menasha for the 2020-2021 licensing year.
Motion carried on roll call 8-0.

4. CommunityFest Fireworks

Mayor Merkes explained the City of Neenah's intentions to hold their 4th of July fireworks. He recommended the City of Menasha cancel their fireworks this year or hold at a later date.

General discussion ensued on postponement of fireworks to later in the year and the health and safety of those attending the fireworks display.

It was the consensus of the Council to cancel the July 4th fireworks this year and discuss again at a later date.

5. Strong Neighborhood Program Recommendation

Moved by Ald. Ropella seconded by Ald. Sevenich to hold a workshop between June 2nd -12th to recommend changes to the Strong Neighborhoods program that may be necessary to the program to further City housing goals and that all pending and future applications be held pending recommendation from the workshop and action from the City Council.

CA Captian, expressed concerns about changing the program requirements after an application has been submitted.

Mayor Merkes explained that the board has the authority to approve each project individually based upon a rubric that determines the benefits to the City. He stated the Strong Neighborhoods program packet was provided to the Common Council and was approved without any changes.

General discussion ensued on:

- Accepting applications at the workshop
- Changing the program requirements
- Current number of pending applications
- Future application projections
- Available program funding, appropriation & usage
- Reevaluation of the program's goals and objectives
- Funding for interior and exterior renovations
- Program revaluation timeframe
- Current housing stock condition in Menasha
- Leftover funds allocation
- Role of the Housing Authority
- Funds replenishment
- First time homebuyer incentives
- Program intentions & design
- Program benefits to the City

CCD Schroeder commented on the programs multifaceted functionality, major interior and exterior renovations, the number of current pending applications, projection to receive additional applications, funds allocation and usage, and the program's goals and objectives. He requested that the Council considers moving forward with the first time home buyer section of the program should they wish to postpone other portions of the program and that it be taken out of the moratorium for consideration.

Mayor Merkes stated the motion was germane.

Moved by Ald. Sevenich seconded by Ald. Langdon to amend the original motion to exclude the first time homebuyer initiatives.

Motion carried on voice vote.

Ald. Nichols requested to split the motion.

Moved by Ald. Ropella seconded by Ald. Sevenich that a workshop be held to review the goals and objectives and recommend changes that may be necessary to the program to further housing goals be held before June 12th.

Motion carried on roll call 8-0.

Moved by Ald. Ropella seconded by Ald. Sevenich that all pending and future application be held pending recommendations from the workshop and action from the Common Council excluding current first time homebuyer applications.

Motion carried on roll call 6-2.

Ald. Nichols and Taylor voted no.

K. HELD OVER BUSINESS

None.

L. ORDINANCES AND RESOLUTIONS

1. R-21-2020 Resolution Approving a Property Tax Refund

FD Sassman explained the property owner was incorrectly charged and would be reimbursed.

Moved by Ald. Nichols seconded by Ald. Ted Grade to approve R-21-2020 Resolution Approving a Property Tax Refund.

Motion carried on roll call 8-0.

2. O-5-20 An Ordinance to Provide For COVID-19 Temporary Outdoor Seating Areas and Expansion of Licensed Premises for Taverns and Restaurants

General discussion ensued on the City's current ordinance on Temporary Outdoor Seating Areas and Expansion of Licensed Premises restrictions.

No Action taken.

M. APPOINTMENTS

1. Appointment of Haley Mader as City Clerk for the term of 7/2/2020-4/30/2021 with the requirement that she achieves Wisconsin Certified Municipal Clerk (WCMC) certification by the end of 2022.

Moved by Ald. Ted Grade seconded by Ald. Sevenich to appoint Haley Mader as City Clerk for the term of 7/2/2020-4/30/2021 with the requirement that she achieves Wisconsin Certified Municipal Clerk (WCMC) certification by the end of 2022.

Motion carried on voice vote.

2. Mayor's reappointment of David Schwerbel to the Library Board for the term of 6/1/2020-6/1/2023.

Moved by Ald. Sevenich seconded by Ald. Tom Grade to approve the reappointment of David Schwerbel to the Library Board for the term of 6/1/2020-6/1/2023.

Motion carried on voice vote.

3. Mayor's reappointment of Christina Turner to the Library Board for the term of 6/1/2020-6/1/2023.

Moved by Ald. Sevenich seconded by Ald. Tom Grade to approve the reappointment of Christina Turner to the Library Board for the term of 6/1/2020-6/1/2023.

Motion carried on voice vote

N. CLAIMS AGAINST THE CITY

None.

O. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

PHD McKenney, clarified her comments on COVID-19 made earlier.

P. ADJOURNMENT

Moved by Ald. Sevenich seconded by Ald. Tom Grade to adjourn at 8:08 p.m.

Motion carried on voice vote.

Haley Mader
Deputy City Clerk

City of Menasha Disbursements

Weekly Accounts Payable 6/01/20-6/11/20 \$ 1,303,873.08
Checks # 68382-68530

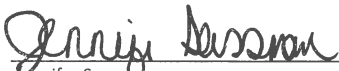
Bi-Weekly Payroll 6/4/20 \$ 211,796.96

Additional Regular Cycle Accounts Payables -Paid Electronically

Employee Trust Funds	5/29/20	\$	150,559.23
State Tax Withholding	5/29/20	\$	29,126.93
Community First Credit Union-Payroll Deductions	6/3/20	\$	486.00
Delta Dental	6/3/20	\$	1,430.40
Employee Benefits-Flex Spending	6/4/20	\$	4,518.81
Credit Card Fee	6/4/20	\$	10.17
Nationwide Deferred Compensation	6/5/20	\$	6,607.50
Wisconsin Deferred Compensation	6/5/20	\$	7,357.50
Payroll Garnishment	6/5/20	\$	334.45
Delta Dental	6/3/20	\$	1,430.40
Credit Card Fee	6/8/20	\$	19.01
Monthly Credit Card Fee	6/9/20	\$	30.45
World Pay Charges-FFM	6/9/20	\$	32.45
Federal Tax Withholding	6/10/20	\$	76,623.36
Delta Dental	6/10/20	\$	4,234.79
Employee Benefits-HRA Claims	6/11/20	\$	2,353.10
		\$	<u>285,154.55</u>

Total \$ 1,800,824.59

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.



Jennifer Sassman
Finance Director

6/11/20

Date

Notes:

- Medical Expense Reimbursement Trust-Retirement Pay Out
- United Way-Employee Donations
- Wisconsin Support Collections-Child/Spousal Support
- WI SCTF-Child Support Annual Fee
- Gaps in check numbers indicate that more invoices being paid than fit on one check stub
(The last check stub used is the check number that will appear on the check register)

AP Check Register
Check Date: 6/1/2020

Date: 6/2/2020

<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>	
KATHRYN BESON	68382	6/1/2020	Beson	100-0601-551.30-16	101.12	Reimbursement	Library Prizes
			Total for check: 68382		101.12		
KATHY DREYER	68383	6/1/2020	Dreyer	100-0601-551.30-10	55.92	Reimbursement	bags
			Total for check: 68383		55.92		
FOX STAMP SIGN & SPECIALTY	68384	6/1/2020	9901988	100-0601-551.30-10	40.00	Yard Sign	
			Total for check: 68384		40.00		
GENERAL BOOK COVERS	68385	6/1/2020	20112	100-0601-551.30-18	140.00	Book Jacket	
			Total for check: 68385		140.00		
KITZ & PFEIL INC	68386	6/1/2020	17159	100-0922-531.30-18	102.83	Misc. Hardware	COVID-19
		6/1/2020	26282	100-0922-531.30-18	175.96	Sneeze Shield	COVID-19
		6/1/2020	26283	100-0922-531.30-18	48.28	Sneeze Shield	COVID-19
		6/1/2020	26306	100-0601-551.30-10	9.98	Duct Tape	
		6/1/2020	26312	100-0922-531.30-18	46.09	Nuts & Bolts/Acrylic	COVID-19
		6/1/2020	26379	100-0922-531.30-18	43.99	Sneeze Shield	COVID-19
		6/1/2020	26614	100-0922-531.30-18	4.20	Misc. Hardware	COVID-19
			Total for check: 68386		431.33		
RON LINDBERG	68387	6/1/2020	Rondini	100-0601-551.20-05	350.00	Performer	
			Total for check: 68387		350.00		
MIDWEST TAPE	68388	6/1/2020	0098835525	100-0601-551.30-14	11.24	Library materials	
		6/1/2020	0098835527	100-0601-551.30-14	242.91	Library materials	
		6/1/2020	0098835529	100-0601-551.30-14	1,244.52	Library materials	
			Total for check: 68388		1,498.67		
MBM	68389	6/1/2020	in488383	100-0601-551.24-04	760.37	Contract	5/1/19-4/30/20

AP Check Register

Check Date: 6/1/2020

Date: 6/2/2020

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MBM...	68389...	6/1/2020	in488972	100-0601-551.24-04	13.54	Contract 4/6/20-5/5/20
		6/1/2020	in489975	100-0601-551.24-04	127.05	Contract 4/1/20-5/31/20
	Total for check: 68389				900.96	
RANDY PETERSON	68390	6/1/2020	Peterson	100-0601-551.20-05	300.00	Performer
					300.00	
SERVICEMASTER BUILDING MAINTENANCE	68391	6/1/2020	33502	100-0601-551.20-01	1,685.00	Janitorial Services
					1,685.00	
SHOWCASES	68392	6/1/2020	316523	100-0601-551.30-18	464.40	Insert for dvds
					464.40	
SYNCB/AMAZON	68393	6/1/2020	463987954736	100-0601-551.30-10	20.85	Office Supplies
		6/1/2020	546778959976	100-0601-551.30-10	292.61	Office Supplies
		6/1/2020	655975775996	100-0601-551.30-16	50.00	Library supplies
		6/1/2020	693388937787	100-0601-551.30-16	12.95	Supplies
		6/1/2020	987335984968	100-0601-551.30-10	59.82	Office Supplies
		Total for check: 68393				436.23
US BANK EQUIPMENT FINANCE	68394	6/1/2020	414515692	100-0601-551.24-04	513.46	Contract 5/10/20-6/10/20
					513.46	
USBORNE & KANE MILLER BOOKS	68395	6/1/2020	DIR4686555	100-0601-551.30-14	703.70	Library materials
					703.70	

AP Check Register
Check Date: 6/1/2020

Date: 6/2/2020

<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>
WINNEFOX AUTOMATED LIBRARY SYSTEM	68396	6/1/2020	WALS1453	100-0601-551.30-11	60.99	Unique Managment Service March 2020
			Total for check: 68396		<u>60.99</u>	
					<u>7,681.78</u>	

AP Check Register

Check Date: 6/4/2020

Date: 6/9/2020

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ACCURATE	68397	6/4/2020	2005825	731-1022-541.30-18	32.00	Parts
		6/4/2020	2005834	731-1022-541.30-18	116.96	Electrical Supplies
		6/4/2020	2005855	731-1022-541.30-18	45.35	Parts
		6/4/2020	2006023	731-1022-541.30-18	21.32	Trailer Recp.
Total for check: 68397					215.63	
AFFORDABLE CONTRACTING SERVICES	68398	6/4/2020	MR-2020-07	204-0308-562.70-01	13,794.38	MR-2020-07 343 Broad Street
	Total for check: 68398				13,794.38	
ALV INSPECTIONS	68399	6/4/2020	1049	100-0301-523.21-06	3,966.64	Commercial Building Insp
				470-1022-541.82-01	4,250.00	Commercial Building Insp
	Total for check: 68399				8,216.64	
AMT	68400	6/4/2020	20200604	100-0000-202.08-00	358.00	PAYROLL SUMMARY
	Total for check: 68400				358.00	
AUTOMATED COMFORT CONTROLS	68401	6/4/2020	26536	100-0501-522.24-03	226.90	Service Boiler
				100-0801-521.24-03	226.90	Service Boiler
	Total for check: 68401				453.80	
AUTOMOTIVE SUPPLY COMPANY	68402	6/4/2020	011830658	731-1022-541.38-03	8.20	Flex Kit
	Total for check: 68402				8.20	
FRANK BEACH	68403	6/4/2020	Beach/Paul	204-0308-562.70-01	9,965.70	387 Elm Street Major Renovation
	Total for check: 68403				9,965.70	
BRAZEE'S ACE HARDWARE	68404	6/4/2020	048381	100-0703-553.30-18	6.36	Fasteners
		6/4/2020	048382	100-0703-553.30-18	5.96	Fasteners
		6/4/2020	048387	100-0703-553.24-03	16.77	Misc. Hardware/Cleaner

AP Check Register
Check Date: 6/4/2020

Date: 6/9/2020

<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>	
BRAZEE'S ACE HARDWARE...	68404...	6/4/2020	048400	100-1008-541.24-04	23.97	Roller/Parts	
			Total for check: 68404		53.06		
BUCKLIN'S	68405	6/4/2020	84343	625-1010-541.30-18	44.89	3/4" Clear per Ton	
			Total for check: 68405		44.89		
CALUMET COUNTY REGISTER OF DEEDS	68406	6/4/2020	Cal Co Reg Deed	501-0304-562.21-08	30.00	Recording Fee	
			Total for check: 68406		30.00		
CREATIVE HOME TECHNOLOGIES	68407	6/4/2020	MR-2020-03	204-0308-562.70-01	8,794.00	MR-2020-03	636 Second Street
			Total for check: 68407		8,794.00		
DOCUMENT SALES & DISTRIBUTION	68408	6/4/2020	20-001555	100-0301-523.30-18	334.56	Bldg Permit Seals	
			Total for check: 68408		334.56		
ESSITY	68409	6/4/2020	Essity Deposit	625-0000-201.18-00	550.00	Erosion Control Deposit	Refund #EC-2019-01
			Total for check: 68409		550.00		
FACTORY MOTOR PARTS CO	68411	6/4/2020	1-6388550	731-1022-541.38-03	14.44	Filters	
		6/4/2020	18-1874574	731-1022-541.38-03	18.15	Filters	
		6/4/2020	18-1874654	731-1022-541.38-03	7.36	Plug	
		6/4/2020	18-1875787	731-1022-541.38-03	162.66	Filters	
		6/4/2020	18-1876126	731-1022-541.38-03	453.20	Brake Parts	
		6/4/2020	18-1876823	731-1022-541.38-03	116.26	Oil Seals	
		6/4/2020	18-1876853	731-1022-541.38-03	40.60	Filters	
		6/4/2020	18-1876998	731-1022-541.38-03	60.06	Brake Parts	
		6/4/2020	18-1877188	731-1022-541.38-03	51.53	Seal	
		6/4/2020	18-1877244	731-1022-541.38-03	(230.40)	Brake Pads/Calipers	Credit
		6/4/2020	18-1877784	731-1022-541.38-03	19.74	Blades	
		6/4/2020	18-1878343	731-1022-541.38-03	40.60	Filters	

AP Check Register
Check Date: 6/4/2020

Date: 6/9/2020

<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>
FACTORY MOTOR PARTS CO...	68411...	6/4/2020	18-1879028	731-1022-541.38-03	141.68	Parts
		6/4/2020	18-1879964	731-1022-541.38-03	21.50	Capsule-Halogen
		6/4/2020	18-Z20121	731-1022-541.38-03	(46.83)	Battery Core Credit
		6/4/2020	18-Z20164	731-1022-541.38-03	303.60	Battery Core
		6/4/2020	18-z19924	731-1022-541.38-03	101.12	Parts
		6/4/2020	50-2848073	731-1022-541.38-03	18.15	Filters
		6/4/2020	50-2857467	731-1022-541.38-03	303.70	Brake Parts
		6/4/2020	50-2868731	731-1022-541.38-03	7.36	Plugs
		6/4/2020	50-2876746	731-1022-541.38-04	217.00	Parts
		6/4/2020	50-2877423	731-1022-541.38-03	21.71	Parts
Total for check: 68411					1,843.19	
FARRELL EQUIPMENT & SUPPLY CO INC	68412	6/4/2020	INV000001094435	100-1003-541.30-18	275.00	Curing Compound
	Total for check: 68412				275.00	
FERGUSON ENTERPRISES #1550	68413	6/4/2020	5556376	207-0707-552.24-03	978.77	Parts
	Total for check: 68413				978.77	
FERGUSON WATERWORKS #1476	68414	6/4/2020	0300261	625-1010-541.30-18	122.80	Parts
		6/4/2020	0301582	625-1010-541.30-18	78.80	PVC Pipe
		6/4/2020	0301658	625-1010-541.30-18	39.40	PVC Pipe
	Total for check: 68414				241.00	
FOX CITIES CHAMBER OF COMMERCE &	68415	6/4/2020	59007	487-0304-562.21-10	2,500.00	Economic Development Inv.
				492-0304-562.21-10	2,500.00	Economic Development Inv.
	Total for check: 68415				5,000.00	
GENE FREDERICKSON TRUCKING & EXCAV	68416	6/4/2020	Deposit Return	625-0000-201.18-00	500.00	Erosion Control Deposit Refund #EC-2018-05
	Total for check: 68416				500.00	

AP Check Register
Check Date: 6/4/2020

Date: 6/9/2020

<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>	
ROBERT GLASHEEN	68417	6/4/2020	Glasheen Credit	100-0000-441.13-00	51.00	Cart Exchange for Credit 96 to 64 gallon	
			Total for check: 68417		51.00		
GREAT BIG GRAPHICS LLC	68418	6/4/2020	10105	100-0922-531.30-18	101.10	Park Signs	COVID-19
		6/4/2020	10106	100-0922-531.30-18	397.00	Masks	COVID-19
			Total for check: 68418		498.10		
GRIESBACH READY-MIX LLC	68419	6/4/2020	4986	100-0703-553.30-18	99.00	Concrete	
				100-1004-541.30-18	5,814.00	Concrete	
				100-1009-541.30-18	856.50	Concrete	
				625-1010-541.30-18	99.00	Concrete	
			Total for check: 68419		6,868.50		
GUNDERSON CLEANERS	68420	6/4/2020	856180	100-0801-521.30-13	38.21	Cleaning Services	
			Total for check: 68420		38.21		
HANSEN ROOFING & REPAIRS LLC	68421	6/4/2020	MR2020-12	204-0308-562.70-01	3,599.83	Major Renovation 2020-12 617 Tayco Street	
			Total for check: 68421		3,599.83		
HEARTLAND BUSINESS SYSTEMS	68422	6/4/2020	378087-H	743-0403-513.24-04	369.99	Wildcard SSL Cert	Domain
			Total for check: 68422		369.99		
KRISTINE HEIM	68423	6/4/2020	Heim Mileage	100-0304-562.33-01	31.51	May Mileage	
			Total for check: 68423		31.51		
HEIMANN CONCRETE LLC	68424	6/4/2020	2020118	470-0704-552.82-01	8,755.00	Pool Locker Room	Epoxy Floor
			Total for check: 68424		8,755.00		

AP Check Register
Check Date: 6/4/2020

Date: 6/9/2020

<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>
NATALIE HIDALGO	68425	6/4/2020	HM Scholarship	822-0413-554.30-16	250.00	Hattie Miner Scholarship
			Total for check: 68425		250.00	
JOE'S POWER CENTER	68426	6/4/2020	67825	731-1022-541.38-03	2.62	Lever-Traction
		6/4/2020	67835	731-1022-541.38-03	41.42	Filter
			Total for check: 68426		44.04	
KLINK HYDRAULICS LLC	68427	6/4/2020	9333	731-1022-541.38-03	44.37	Parts
		6/4/2020	9455	731-1022-541.38-03	33.92	Wog Full Port Ball
		6/4/2020	9456	731-1022-541.38-03	434.93	Couplings/Elbow/Connector
		6/4/2020	9465	731-1022-541.38-03	425.78	Couplers/Connector Fitting/Braid
			Total for check: 68427		939.00	
KNJ PAINTING	68428	6/4/2020	921	470-0704-552.82-01	2,468,500.00	Painting
					(2,468,500.00)	Correct
					24,685.00	Jefferson Pool Painting
			Total for check: 68428		24,685.00	
LAKE PARK VILLAS HOMEOWNERS ASSN	68429	6/4/2020	42	501-0304-562.32-01	1,291.81	Lake Park Villas HOA May
			Total for check: 68429		1,291.81	
LINCOLN CONTRACTORS SUPPLY INC	68430	6/4/2020	M78592	100-1002-541.30-15	922.47	Laser level/Tape/Blade/ Wheel/Rods
				100-1003-541.30-15	829.95	Laser level/Tape/Blade/ Wheel/Rods
				625-1002-541.30-15	307.49	Laser level/Tape/Blade/ Wheel/Rods
			Total for check: 68430		2,059.91	
MATTHEWS TIRE & SERVICE CENTER	68431	6/4/2020	74423	731-1022-541.38-02	101.60	Valve Stem/Hardware
		6/4/2020	74459	731-1022-541.38-02	89.99	Tires
			Total for check: 68431		191.59	

AP Check Register
Check Date: 6/4/2020

Date: 6/9/2020

<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>	
MCNEILUS TRUCK & MFG COMPANY	68432	6/4/2020	4703545	731-1022-541.38-03	256.26	Valve	
			Total for check: 68432		256.26		
MENARDS-APPLETON EAST	68433	6/4/2020	83204	100-0501-522.24-03	7.99	Gasket	
		6/4/2020	83283	100-0703-553.24-03	55.24	Box Cover/Spade/Box	Pliers/Tote
		6/4/2020	83436	100-0703-553.30-18	29.99	Coil	
			Total for check: 68433		93.22		
MENASHA NEENAH MUNICIPAL COURT	68434	6/4/2020	MNMC	100-0000-201.03-00	363.00	Bond	Report #19-0306
			Total for check: 68434		363.00		
MENASHA UTILITIES	68435	6/4/2020	1061550-04	100-0920-531.22-03	209.01	Electric	2/28/20 - 3/31/20
					142.74	Electric	3/31/20 - 4/30/20
				100-0920-531.22-05	102.90	Water	2/28/20 - 3/31/20
					91.50	Water	3/31/20 - 4/30/20
		6/4/2020	WO 02-20-904	100-1012-541.24-04	2,165.37	LED Fixture & Conductor	Location 6473
			Total for check: 68435		2,711.52		
MENN LAW FIRM LTD	68436	6/4/2020	7	733-0206-512.21-01	179.04	Claim #GLBI070277	
			Total for check: 68436		179.04		
MEYER INC, LW	68437	6/4/2020	919031	731-1022-541.30-15	135.55	Hammer Drill	
			Total for check: 68437		135.55		
MID-AMERICAN RESEARCH CHEMICAL	68438	6/4/2020	0697766-in	731-1022-541.30-18	98.93	Disinfectant	
			Total for check: 68438		98.93		

AP Check Register
Check Date: 6/4/2020

Date: 6/9/2020

<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	68439	6/4/2020	IN489187	743-0403-513.29-01	189.15	PD Copier Lease
Total for check: 68439					189.15	
N&M AUTO SUPPLY	68440	6/4/2020	705819	731-1022-541.30-18	14.22	Marine Battery Terminals
		6/4/2020	706047	731-1022-541.38-03	6.68	Spark Plug
		6/4/2020	706179	731-1022-541.38-03	19.36	Band Clamp
		6/4/2020	706285	731-1022-541.38-03	6.29	Hitch Pin
		6/4/2020	706555	731-1022-541.38-03	14.70	Trailer End
		6/4/2020	706714	731-1022-541.38-03	21.71	Brake Parts
		6/4/2020	706751	731-1022-541.38-03	13.23	Brake Parts
		6/4/2020	706948	731-1022-541.38-03	(6.15)	Core Deposit Credit
		6/4/2020	706996	731-1022-541.38-03	18.67	Ozium Gel A/C Duct Cleaner
		6/4/2020	707002	731-1022-541.38-03	10.40	Air Filter
		6/4/2020	707225	731-1022-541.38-03	11.42	Mirror Mount Kit
		6/4/2020	707292	731-1022-541.38-03	14.50	Plug
		6/4/2020	707336	731-1022-541.38-03	19.80	Socket
Total for check: 68440					164.83	
NEENAH-MENASHA SEWERAGE COMMISSION	68441	6/4/2020	2020-086	601-1021-543.25-01	63,738.64	June 2020 Wastewater
		6/4/2020	2020-092	601-1021-543.25-01	21,269.00	June Interest & Debt
Total for check: 68441					85,007.64	
OSI ENVIRONMENTAL INC	68442	6/4/2020	4018554	731-1022-541.21-06	75.00	Used Oil Collection
Total for check: 68442					75.00	
PAC-VAN	68443	6/4/2020	15655748	731-1022-541.30-18	95.00	Storage Container
Total for check: 68443					95.00	
PACKER CITY INTL TRUCKS INC	68444	6/4/2020	X103087226:01	731-1022-541.38-03	(20.27)	CREDIT
		6/4/2020	X103087612:01	731-1022-541.38-03	202.84	Filters
		6/4/2020	X103087612:02	731-1022-541.38-03	104.67	Filters

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PACKER CITY INTL TRUCKS INC...	68444...	6/4/2020	X103087670:01	731-1022-541.38-03	14.33	Hub Caps
		6/4/2020	x103086912:01	731-1022-541.38-04	312.70	Vehide Parts
		6/4/2020	x103086913:01	731-1022-541.38-03	181.92	Filters
		6/4/2020	x103086913:02	731-1022-541.38-03	12.73	Filters
	Total for check: 68444				808.92	
PRECISIONCHEM LLC	68445	6/4/2020	13752	100-0601-551.24-03	71.53	Pulsafeeder Shuttle Assy
					Total for check: 68445	71.53
REINDERS INC	68446	6/4/2020	1827529-00	731-1022-541.38-03	71.35	Plate - Cover
					Total for check: 68446	71.35
ROAD EQUIPMENT	68447	6/4/2020	715381	731-1022-541.38-03	64.53	Brake Parts
		6/4/2020	715498	731-1022-541.38-03	170.08	Parts
		Total for check: 68447				234.61
ROBINSON FLORIST	68448	6/4/2020	004576	100-0703-553.30-18	3,000.00	Flowers/Plants
		6/4/2020	004839	100-0703-553.30-18	110.94	Flowers/Plants
		Total for check: 68448				3,110.94
STEVEN ROEHL	68449	6/4/2020	Roehl	100-0406-513.73-01	314.23	Property Tax Refund
					Total for check: 68449	314.23
JENNIFER SASSMAN	68450	6/4/2020	Sassman Mileage	100-0401-513.33-01	37.95	May Mileage
					Total for check: 68450	37.95
SERVICE MOTOR COMPANY	68451	6/4/2020	P30436	731-1022-541.38-02	541.65	Tires
		6/4/2020	P30547	731-1022-541.38-03	(223.47)	CREDIT

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SERVICE MOTOR COMPANY...	68451...	6/4/2020	P31205	731-1022-541.38-03	58.54	Battery Cover/Nuts/Rod
			Total for check: 68451		376.72	
SERVICEMASTER BUILDING MAINTENANCE	68452	6/4/2020	33294	100-0920-531.30-13	555.00	Janitorial Service
		6/4/2020	33506	100-0920-531.30-13	555.00	Janitorial Service
			Total for check: 68452		1,110.00	
JEFFREY SMOLINSKI	68453	6/4/2020	Credit	100-0000-441.13-00	51.00	Cart Exchange Credit 96 to 64 gallon
			Total for check: 68453		51.00	
STAPLES BUSINESS ADVANTAGE	68454	6/4/2020	3446761291	731-1022-541.30-18	(6.84)	CREDIT
		6/4/2020	8058316712	100-0702-552.30-10	60.99	Office Supplies
				100-1002-541.30-10	66.56	Office Supplies
				625-1002-541.30-10	22.19	Office Supplies
		6/4/2020	8058372720	100-0203-512.30-10	24.41	Office Supplies
				100-0405-513.30-10	42.10	Office Supplies
				100-0702-552.30-10	2.49	Office Supplies
				100-1001-514.30-10	41.13	Office Supplies
			Total for check: 68454		253.03	
SUPERION LLC	68455	6/4/2020	278767	743-0403-513.24-04	2,627.00	Financial Software June
			Total for check: 68455		2,627.00	
UNIFIRST CORPORATION	68456	6/4/2020	097 0308861	731-1022-541.20-01	253.72	Cleaning Services
			Total for check: 68456		253.72	
UNITEL INC	68457	6/4/2020	46565	743-0403-513.24-04	74.25	Upgrade System Software
			Total for check: 68457		74.25	

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US PETROLEUM EQUIPMENT	68458	6/4/2020	129006	207-0707-552.24-03	145.00	Marina Pump Repair	
Total for check: 68458					145.00		
VARITECH INDUSTRIES INC	68459	6/4/2020	060-1018773	731-1022-541.38-03	806.03	Pump	
Total for check: 68459					806.03		
WE ENERGIES	68460	6/4/2020	0000-310-958	100-0000-123.00-00	286.38	N-M Fire	
				100-0601-551.22-04	1,324.70	Library	
				100-0703-553.22-04	193.49	Park	
				100-0704-552.22-04	24.65	Pool	
				100-0801-521.22-04	395.47	PD	
				100-0920-531.22-04	77.37	Senior Center	
				207-0707-552.22-04	35.26	Marina	
				731-1022-541.22-04	759.33	Garage	
		6/4/2020	3818-650-595	100-1012-541.22-03	918.28	Street Lights	4/21-5/20
		6/4/2020	5262-442-138	100-1012-541.22-03	84.76	LED Street Lights	4/21-5/20
Total for check: 68460					4,099.69		
WINNEBAGO COUNTY CLERK OF COURTS	68461	6/4/2020	Winn Co Clerk	100-0000-201.03-00	150.00	Bond	Report #20-1268
					100.00	Bond	Report #20-1333
					50.00	Bond	Report #20-1333
Total for check: 68461					300.00		
WISCONSIN SUPPORT COLLECTIONS	68462	6/4/2020	20200604	100-0000-202.03-00	934.59	PAYROLL SUMMARY	
Total for check: 68462					934.59		
WOODLAND DEVELOPMENT LLC	68463	6/4/2020	0918348	470-1003-541.82-02	3,631.80	Surveying Services	
Total for check: 68463					3,631.80		

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ZANDER PRESS INC	68464	6/4/2020	94608	100-0401-513.29-01	281.90	#10 Window Envelopes
Total for check: 68464					<u>281.90</u>	
					<u>210,293.71</u>	

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ACCURATE	68465	6/11/2020	2005757	731-1022-541.38-03	11.82	Deutsch 4 Way Recept
		6/11/2020	2006289	731-1022-541.30-18	400.74	Clamps/Drills/Tubing Connectors
	Total for check: 68465				412.56	
AIRGAS USA LLC	68466	6/11/2020	9969278719	731-1022-541.30-18	564.49	Lease Cylinders
	Total for check: 68466				564.49	
GINA ANDERSON	68467	6/11/2020	Anderson Refund	100-0000-441.25-00	60.00	Certification Refund
	Total for check: 68467				60.00	
APPLETON HYDRAULIC COMPONENTS	68468	6/11/2020	40353	731-1022-541.38-03	298.28	Hose Assemblies
	Total for check: 68468				298.28	
CITY OF APPLETON	68469	6/11/2020	4652	100-0302-542.25-01	36,420.00	April/May Transit Svsc
	Total for check: 68469				36,420.00	
ASCENSION MEDICAL GROUP-FOX VALLEY	68470	6/11/2020	388606	100-0202-512.21-05	752.64	EAP Standard Service
	Total for check: 68470				752.64	
ASSOCIATED APPRAISAL CONSULTANTS	68471	6/11/2020	148634	100-0402-513.21-09	5,000.00	June Assess Svcs
					61.66	Internet Posting
				100-0402-513.30-11	17.00	Postage
	Total for check: 68471				5,078.66	
GUILLERMO BERBER	68472	6/11/2020	Berber Refund	100-0000-201.08-00	5.48	Rental Refund
				100-0000-441.23-00	114.52	Rental Refund
	Total for check: 68472				120.00	

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BERGSTROM	68473	6/11/2020	59007	731-1022-541.38-04	26.31	Seal
			Total for check: 68473		26.31	
HAYLEE BRIGANCE	68474	6/11/2020	Brigance Refund	100-0000-201.08-00	11.90	Rental Refund
				100-0000-441.23-00	238.10	Rental Refund
			Total for check: 68474		250.00	
BROCK WHITE COMPANY LLC	68475	6/11/2020	13951325-00	100-1009-541.30-18	526.12	Warning Plate
			Total for check: 68475		526.12	
CARRICO AQUATIC RESOURCES INC	68476	6/11/2020	20201759	100-0704-552.30-18	2,662.80	Chemicals
			Total for check: 68476		2,662.80	
D&M INTERIORS	68477	6/11/2020	CG002873	470-0704-552.82-01	5,576.00	Pool Tile
			Total for check: 68477		5,576.00	
EVERGREEN POWER	68478	6/11/2020	6187	731-1022-541.38-03	456.54	Blade
			Total for check: 68478		456.54	
FOX STAMP SIGN & SPECIALTY	68479	6/11/2020	2053399	100-0203-512.30-18	41.99	Notary Stamp
			Total for check: 68479		41.99	
GO GREEN RECYCLING LLC	68480	6/11/2020	3298	100-1003-541.30-18	1,499.40	Breaker Run
			Total for check: 68480		1,499.40	
GREAT BIG GRAPHICS LLC	68481	6/11/2020	10116	100-0405-513.30-18	86.00	Business cards
			Total for check: 68481		86.00	

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GRIESBACH READY-MIX LLC	68482	6/11/2020	5011	100-1009-541.30-18	1,236.00	Concrete
				625-1003-541.30-18	2,611.50	Concrete
				Total for check: 68482	3,847.50	
CHLOE HANSEN-DUNN	68483	6/11/2020	Hansen-Dunn Rfd	100-0000-441.25-00	5.00	Class Refund
					Total for check: 68483	5.00
HARRISON UTILITIES	68484	6/11/2020	001-0220-00	100-0703-553.22-03	52.72	2170 Plank Road 4/21-5/21
					Total for check: 68484	52.72
HEARTLAND BUSINESS SYSTEMS	68485	6/11/2020	379155-H	743-0403-513.21-04	10,000.00	Consulting Services Block of Time
					Total for check: 68485	10,000.00
HOLMES AUTOMOTIVE RECYCLING INC	68486	6/11/2020	10510	731-1022-541.38-03	250.00	Door Assembly Side View Mirror
					Total for check: 68486	250.00
HOME DEPOT CREDIT SERVICES	68487	6/11/2020	2520488	100-0703-553.24-03	27.88	Outlets
				100-1001-514.30-18	46.92	Wood
				100-0703-553.30-18	58.37	Electrical
				100-0703-553.30-18	49.98	Tree
				100-0801-521.24-03	33.98	Auger
				100-0703-553.30-18	497.91	Dock Steps
				Total for check: 68487	715.04	
CHRIS IMES	68488	6/11/2020	Overpay Invoice	100-0000-201.03-00	5.00	Overpay Inv #16709
					Total for check: 68488	5.00
NICOLE JAHNKE	68489	6/11/2020	Refund Rental	100-0000-201.08-00	4.52	Refund Sr Ctr Rental
				100-0000-201.11-00	100.00	Refund Sr Ctr Rental

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NICOLE JAHNKE...	68489...	6/11/2020...	Refund Rental...	100-0000-441.27-00	90.48	Refund Sr Ctr Rental
			Total for check: 68489		195.00	
JP GRAPHICS INC	68490	6/11/2020	1058104011	100-0702-552.29-01	3,784.00	P&R Newsletter
			Total for check: 68490		3,784.00	
JX ENTERPRISES INC	68491	6/11/2020	2446246p	731-1022-541.38-03	42.18	Drain/Parts
			Total for check: 68491		42.18	
KITZ & PFEIL INC	68493	6/11/2020	26331	100-0801-521.24-05	17.25	Picture Hanger/Wire
		6/11/2020	26360	731-1022-541.30-18	2.43	Key/Hardware Misc
		6/11/2020	26373	100-0703-553.24-03	24.70	Paint Supplies
		6/11/2020	26377	100-1008-541.30-18	10.69	Bolt Eye w/Nut
		6/11/2020	26420	731-1022-541.30-18	1.34	Key
		6/11/2020	26505	100-0703-553.24-03	41.86	Supplies
		6/11/2020	26510	100-1001-514.24-03	9.88	Pic Hang Strips
		6/11/2020	26515	100-0703-553.24-03	2.51	Cover
		6/11/2020	26537	207-0707-552.30-18	8.17	Pipe/Thread
		6/11/2020	26541	207-0707-552.30-18	19.77	Wastebasket/Squeege
		6/11/2020	26567	100-0703-553.24-03	84.19	Supplies
		6/11/2020	26576	731-1022-541.38-03	2.51	Elbow
		6/11/2020	26592	100-0601-551.24-03	18.38	Nuts/Bolts/Keys
		6/11/2020	26594	100-0703-553.30-18	17.59	Supplies
		6/11/2020	26596	100-0703-553.24-03	2.74	Hardware Misc
		6/11/2020	26597	100-0703-553.30-18	19.77	Paint Marker/Drill Bits
		6/11/2020	26612	100-0801-521.29-04	2.69	Battery
		6/11/2020	26621	100-0703-553.24-03	8.99	Hose
		6/11/2020	26622	100-0703-553.30-18	5.39	Part
		6/11/2020	26654	100-0703-553.30-15	10.77	Latching Tote
		6/11/2020	26694	100-0703-553.24-03	10.78	Map Pro Gas/Cap
		6/11/2020	26699	100-0703-553.24-03	38.67	Valve/Coupling
		6/11/2020	26705	100-0703-553.24-03	5.38	Pex Tee

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KITZ & PFEIL INC...	68493...	6/11/2020	26706	625-1010-541.30-18	29.94	Concrete
		6/11/2020	26709	100-0920-531.24-03	26.24	Sealant/Brush/Putty KnifeRoof Patch
		6/11/2020	26733	731-1022-541.38-03	11.98	Hardware Misc
		6/11/2020	26740	731-1022-541.30-18	36.95	Prem Green Line
		6/11/2020	26741	100-0703-553.30-15	25.18	Mag Nut/Torx Set
		6/11/2020	26746	100-0704-552.24-03	13.75	Duster
Total for check: 68493					510.49	
LAWSON PRODUCTS INC	68494	6/11/2020	9307586119	731-1022-541.30-18	46.29	Drill Bits
	Total for check: 68494				46.29	
LEAVES INSPIRED TREE NURSERY LLC	68495	6/11/2020	485	492-1003-541.30-18	85.00	Landscaping Supplies
	Total for check: 68495				85.00	
JENNIFER LEE	68496	6/11/2020	CU 2020-02	204-0308-562.70-01	5,000.00	Curb Appeal 2020-02 517 De Pere Street
	Total for check: 68496				5,000.00	
LEVENHAGEN OIL CORPORATION	68497	6/11/2020	101266	207-0707-552.38-01	1,566.59	Fuel
		6/11/2020	101285	207-0707-552.38-01	1,718.55	Fuel
	Total for check: 68497				3,285.14	
MATTHEWS TIRE & SERVICE CENTER	68498	6/11/2020	74466	731-1022-541.38-02	158.00	Tires
	Total for check: 68498				158.00	
MENARDS-APPLETON EAST	68499	6/11/2020	83614	100-0801-521.24-05	111.26	Parts
				100-0903-531.24-03	12.08	Parts
		6/11/2020	83680	100-0703-553.30-15	18.96	Saw Scraper
		6/11/2020	83925	100-0703-553.30-18	11.88	Wastebasket

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MENARDS-APPLETON EAST...	68499...	6/11/2020	83928	100-0703-553.30-18	132.14	Pump/Hoses/Hex/Key Set	
			Total for check: 68499		286.32		
MENASHA TREASURER	68500	6/11/2020	4-475 Refund	100-0401-513.30-10	25.00	Refund Stop Pmt Fee	756 Manitowoc Street
			Total for check: 68500		25.00		
MENASHA UTILITIES	68501	6/11/2020	Menasha Utility	100-0000-123.00-00	8.08	Electric	4/6/20 - 5/5/20
				100-0703-553.22-03	210.83	Electric	4/6/20 - 5/5/20
				100-0703-553.22-05	218.74	Water	4/6/20 - 5/5/20
				100-0703-553.22-06	184.81	Storm	4/6/20 - 5/5/20
				100-1008-541.22-03	168.79	Electric	4/6/20 - 5/5/20
				100-1012-541.22-03	13.20	Electric	4/6/20 - 5/5/20
					10,534.99	May Street Lights	
				601-1020-543.22-03	115.77	Electric	4/6/20 - 5/5/20
				731-1022-541.22-03	27.63	Electric	4/6/20 - 5/5/20
			Total for check: 68501		11,482.84		
MIRON CONSTRUCTION CO INC	68502	6/11/2020	PWF	470-1022-541.82-01	778,993.97	PWF Project	
			Total for check: 68502		778,993.97		
MORTON SAFETY	68503	6/11/2020	200077-00	100-0704-552.30-10	262.28	1st Aid Supplies	
		6/11/2020	202628-00	100-0703-553.30-18	42.50	Ear Plugs	
				731-1022-541.30-18	42.50	Ear Plugs	
			Total for check: 68503		347.28		
ERIN MUTHIG	68504	6/11/2020	Muthig Refund	100-0000-201.08-00	4.76	Rental Refund	
				100-0000-441.23-00	95.24	Rental Refund	
			Total for check: 68504		100.00		

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NIELSON COMMUNICATIONS INC	68505	6/11/2020	AR18301	100-0922-531.30-18	428.94	Thermometer	COVID-19
			Total for check: 68505		428.94		
REGISTRATION FEE TRUST TVRP	68506	6/11/2020	70ME	100-0000-454.00-00	500.00	Parking Ticket Process	Fee
			Total for check: 68506		500.00		
ROAD EQUIPMENT	68507	6/11/2020	715750	731-1022-541.38-03	245.88	Relined Shoe/Core	
			Total for check: 68507		245.88		
MATT SCHANKE	68508	6/11/2020	Schanke June Ex	100-0801-521.34-03	112.50	Hotel/Meals	
			Total for check: 68508		112.50		
SECURIAN FINANCIAL GROUP INC	68509	6/11/2020	002832L	100-0000-204.07-00	3,137.00	Life Insurance-July	
			Total for check: 68509		3,137.00		
SERVICEMASTER BUILDING MAINTENANCE	68510	6/11/2020	33738	731-1022-541.20-01	1,215.00	Janitorial Service	
		6/11/2020	33749	100-0801-521.20-01	1,657.00	Janitorial Service	
		6/11/2020	33750	100-0801-521.20-01	55.00	Janitorial Service	Garage
			Total for check: 68510		2,927.00		
SHERWIN INDUSTRIES INC	68511	6/11/2020	SS084074	100-1008-541.30-18	952.35	Glass Beads	
			Total for check: 68511		952.35		
SHERWOOD ELEVATOR	68512	6/11/2020	00102130	100-0703-553.30-18	694.94	Chemicals	
			Total for check: 68512		694.94		

AP Check Register

Check Date: 6/11/2020

Date: 6/11/2020

<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>
SITEONE LANDSCAPE SUPPLY	68513	6/11/2020	99492949-001	100-0703-553.30-18	463.77	Landscaping Supplies
			Total for check: 68513		463.77	
STAPLES BUSINESS ADVANTAGE	68514	6/11/2020	3447117674	100-0203-512.30-10	11.73	Office Supplies
				100-0301-523.30-18	50.44	Office Supplies
				100-0920-531.30-18	47.68	Office Supplies
			Total for check: 68514		109.85	
SUPERIOR SEWER AND WATER	68515	6/11/2020	Superior Sewer	601-1020-543.82-02	62,146.00	Lake Road Assoc
			Total for check: 68515		62,146.00	
TAPCO	68516	6/11/2020	I669362	100-1008-541.30-15	111.05	Wrench
			Total for check: 68516		111.05	
TAYCO TAP	68517	6/11/2020	1001	100-0408-552.30-16	50.00	Gift Certificate
			Total for check: 68517		50.00	
UNIFIRST CORPORATION	68518	6/11/2020	097 0309307	731-1022-541.20-01	174.07	Cleaning Service
			Total for check: 68518		174.07	
VALLEY MUFFLER & BRAKE	68519	6/11/2020	45712	731-1022-541.38-03	16.99	Tubing/Pipe
			Total for check: 68519		16.99	
VAN ZEELAND'S AUTO CARE CENTER	68520	6/11/2020	2075318	100-0801-521.29-04	938.82	Vehicle Work
			Total for check: 68520		938.82	
VINTON CONSTRUCTION COMPANY	68521	6/11/2020	2020-02	470-0000-201.04-00	(7,022.02)	Jefferson Park Parking Lot

AP Check Register

Check Date: 6/11/2020

Date: 6/11/2020

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
VINTON CONSTRUCTION COMPANY...	68521...	6/11/2020...	2020-02...	470-0703-553.82-02	140,440.30	Jefferson Park Parking Lot
			Total for check: 68521		133,418.28	
WE ENERGIES	68522	6/11/2020	8247-844-693	100-0703-553.22-03	9.57	2170 Plank Road 4/14-5/13
			Total for check: 68522		9.57	
WE ENERGIES	68523	6/11/2020	WE Energies	470-0703-553.82-02	531.00	Line Repair
			Total for check: 68523		531.00	
WELLS FARGO FINANCIAL LEASING	68524	6/11/2020	5010378633	743-0403-513.29-01	142.77	PD Copier Lease May
			Total for check: 68524		142.77	
WIL-KIL PEST CONTROL	68525	6/11/2020	3890786	731-1022-541.20-07	72.25	Commercial Contract
			Total for check: 68525		72.25	
WINNEBAGO COUNTY CLERK OF COURTS	68526	6/11/2020	Winn Co Clerk	100-0000-201.03-00	129.00	Bond Report #20-1355
					21.00	Bond Report #20-1355
			Total for check: 68526		150.00	
WINNEBAGO LIQUID WASTE	68527	6/11/2020	8505	100-0703-553.20-09	445.00	Restroom Rental
		6/11/2020	8511	100-0703-553.20-09	75.00	Cleaning Service
		6/11/2020	8535	100-0703-553.20-09	75.00	Cleaning Service
		6/11/2020	8547	100-0703-553.20-09	75.00	Cleaning Service
		6/11/2020	8576	100-0703-553.20-09	75.00	Cleaning Service
			Total for check: 68527		745.00	
WISCNET	68528	6/11/2020	15598	743-0403-513.21-04	750.00	Qtr 1 Internet Access
			Total for check: 68528		750.00	

AP Check Register
Check Date: 6/11/2020

Date: 6/11/2020

<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 DEPT OF JUSTICE	68529	6/11/2020	Acct #G3228	100-0202-512.21-06	21.00	Transactions
Total for check: 68529					<u>21.00</u>	
WISCONSIN DEPT OF NATURAL RESOURCES	68530	6/11/2020	47117532020201	625-1010-541.25-01	3,000.00	Environmental Fees
Total for check: 68530					<u>3,000.00</u>	
					<u>1,085,897.59</u>	



To: Menasha Common Council

From: Debbie Galeazzi, City Clerk

RE: Beverage Operator License (Bartender) Applicants

Date: 6/15/2020

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:

Blake Attoe
Kelly Mohnen
Adam Schmitz
Stacy Rohloff
Isabella Blank
Shambhu Lamichhane
Luke Gatti



MEMORANDUM

DATE: June 10, 2020
TO: Common Council
FROM: Debbie Galeazzi, Clerk
SUBJECT: Liquor License for Fishtail LLC,
d/b/a Menasha Marathon, 209 Racine Street

An application for a "Class A" Intoxicating Liquor and Fermented Malt Beverage for the 2019-2020 liquor licensing year has been submitted by Fishtail LLC, d/b/a Menasha Marathon for the premise at 209 Racine Street, Menasha.

In accordance with Section 7-2-8 of the City Code, the Police Department completed a background check and has no objections. All necessary inspections have been completed and the property is compliant.

Staff recommends approving the "Class A" Intoxicating Liquor and Fermented Malt Beverage license for Fishtail LLC, d/b/a Menasha Marathon, 209 Racine Street.

Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

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

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

County of WINNEBAGO

Aldermanic Dist. No. _____
(if required by ordinance)

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

Applicant's Wisconsin Seller's Permit Number <u>456102736678102</u>	
FEIN Number <u>452655890</u>	
TYPE OF LICENSE REQUESTED	FEE
<input checked="" type="checkbox"/> Class A beer	\$ 225
<input type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Class C wine	\$
<input checked="" type="checkbox"/> Class A liquor	\$ 350
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$ 50
TOTAL FEE	\$ 625

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

FISHTAIL LLC

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

President / Member Last Name <u>Subedi</u>	(First) <u>Buddi</u>	(Middle Name) <u>S.</u>	Home Address (Street, City or Post Office, & Zip Code) <u>3045 WINNIPEG ST. MENASHA, WI 54952</u>
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Agent Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

1. Trade Name Menasha Marathon Business Phone Number 920.725-7068

2. Address of Premises 209 Racine St. Menasha, WI Post Office & Zip Code 54952

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

Inside the building of 209 Racine St. Menasha, WI

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

5. (a) Was this premises licensed for the sale of liquor or beer during the past license year? NP6 LLC ☒ Yes ☐ No

(b) If yes, under what name was license issued? NP6 LLC

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

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

Contact Person's Name (Last, First, M.I.) <u>Subedi Buddhi S</u>	Title/Member <u>✓</u>	Date <u>4/23/2020</u>
Signature <u>[Signature]</u>	Phone Number <u>9208091210</u>	Email Address <u>Buddhisubedi@gmail.com</u>

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>4/27/2020</u>	Date reported to council / board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk.

Individual's Full Name (please print)		(last name)	(first name)	(middle name)	
		Subedi	Buddhi	Sagar	
Home Address (street/route)		Post Office	City	State	Zip Code
3045 Winn. Pkwy		Menasha	Menasha	WI	54952
Home Phone Number		Age	Date of Birth	Place of Birth	

The above named individual provides the following information as a person who is (check one):

☐ Applying for an alcohol beverage license as an individual.

☐ A member of a partnership which is making application for an alcohol beverage license.

☐ _____ of Fishtail LLC
(Officer / Director / Member / Manager / Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

1. How long have you continuously resided in Wisconsin prior to this date? 13 years
2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? ☐ Yes ☒ No
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? ☐ Yes ☒ No
If yes, describe status of charges pending.
4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? ☒ Yes ☐ No
If yes, identify. City of Appleton, Village of Hilbert
(Name, Location and Type of License/Permit)
5. Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? ☐ Yes ☒ No
If yes, identify. _____
(Name of Wholesale Licensee or Permittee) (Address By City and County)
6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
Fishtail LLC	209 Kaumasa Menasha WI	2006	till now.
Employer's Name	Employer's Address	Employed From	To

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

(Signature of Named Individual)

Schedule for Appointment of Agent by Corporation / Nonprofit Organization or Limited Liability Company

Submit to municipal clerk.

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

To the governing body of: ☐ Town ☐ Village ☒ City of Menasha County of Winnibago

The undersigned duly authorized officer/member/manager of Fishtail LLC
(Registered Name of Corporation / Organization or Limited Liability Company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as Menasha Marathon
(Trade Name)

located at 209 Racine St. Menasha, WI 54952

appoints Buddi S. Subedi
(Name of Appointed Agent)

3045 Winnipeg St. Menasha, WI 54952
(Home Address of Appointed Agent)

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

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

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

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 13 years

Place of residence last year 3045 WINNIPEG ST. MENASHA WI 54952

For: Fishtail LLC
(Name of Corporation / Organization / Limited Liability Company)

By: [Signature]
(Signature of Officer / Member / Manager)

Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

ACCEPTANCE BY AGENT

I, Buddi S. Subedi, hereby accept this appointment as agent for the
(Print / Type Agent's Name)

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

[Signature] 4/23/2020 Agent's age
(Signature of Agent) (Date)
3045 Winnipeg St Menasha, WI 54952 Date of birth
(Home Address of Agent)

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

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

Approved on 5/20/20 by Lt. Nick Thorn Title Lt. Police
(Date) (Signature of Proper Local Official) (Town Chair, Village President, Police Chief)



To: Common Council
From: Debbie Galeazzi, Clerk
Date: June 10, 2020
Subject: Liquor License Applications, Licensing Year 7/1/2020—6/30/2021

The following is a list of renewal applications to deal in intoxicating liquor and/or fermented malt beverages for the July 1, 2020—June 30, 2021 licensing year that have been filed in the City Clerk's office.

"CLASS A" LIQUOR AND MALT

Casey's Marketing Company, d/b/a Casey's General Store, 1492 Appleton Road, Menasha;
Hedi E. Marcyes/Agent
Dolgencorp LLC, d/b/a Dollar General Store #13175, 1135 Appleton Road, Menasha;
Anthony Hawks/Agent
Doris A. Szymanski, d/b/a Club Liquor, 234 Main Street, Menasha
Fishtail LLC, d/b/a Menasha Marathon, 209 Racine Street, Menasha; Buddi Subedi/Agent
FKG Oil Company, d/b/a Menasha MotoMart, 700 3rd Street, Menasha;
Michael Vandenberg/Agent
Kwik Trip, Inc., d/b/a Kwik Trip #297, 1499 Appleton Road, Menasha;
James Peter Schumacher/Agent
Kwik Trip, Inc., d/b/a Kwik Trip #743, 1870 USH 10/114, Menasha; Lori Ann Duj/Agent
Quik Mart Menasha Inc., d/b/a Quik Mart, 1515 Appleton Road, Menasha; Satnam Gill/Agent
RNR Foods LLC, d/b/a Menasha Piggly Wiggly, 1151 Midway Road, Menasha; Richard Lee/Agent
Skogen's Foodliner Inc., d/b/a Festival Foods, 1355 Oneida Street, Menasha;
Paul James Klinkhammer/Agent
Stop N Go LLC, d/b/a Stop N Go, 1200 Plank Road, Menasha; Kamaljil Gill/Agent
Walgreen Co., d/b/a Walgreens #03851, 305 Racine Street, Menasha; Jesse Heimlich/Agent
Wisconsin CVS Pharmacy LLC, d/b/a CVS Pharmacy #5186, 1485 S. Oneida Street, Appleton;
Amy Lynn Sanger/Agent

CLASS "B" MALT

Mario Nunez, d/b/a Crazy Donkey Burrito Grill, 14 Tayco Street, Menasha

"CLASS B" LIQUOR AND MALT

Benchwarmers Inc., d/b/a Redliner Bar, 977 Plank Road, Menasha; Ken Zastrow/Agent
Butch & Butch Enterprise LLC, d/b/a Stone Toad Bar & Grill, 1109 S. Oneida Street, Menasha;
Mark M. Dix/Agent
David A. Seidl, d/b/a City Limits, 544 Fourth Street, Menasha
Emprize Brewing, LLC, d/b/a Emprize Brew Mill/The Attic, 198-200 Main Street, Menasha;
Anna Zoltowski/Agent
Kreibels, LLC, d/b/a The Old Grog, 546 Broad Street, Menasha; Rosita Eisenach/Agent
Neenah-Menasha K of C Building Association, d/b/a Knights of Columbus, 746 Third Street, Menasha;
Mike Goble/Agent
Peter J. Kempes, d/b/a Jitters Lounge, 23 Main Street, Menasha

Plank Pub LLC, d/b/a Plank Road Pub, 800 Plank Road, Menasha, Kimberly A. Halbach/Agent
Ramsey & Ramsey Inc., d/b/a R & R Bar, 2 Tayco Street Menasha; Mary A. Saunders/Agent
S & S Jaber LLC, d/b/a Luigi's Pizza & Pasta, 332 Ahnaip Street, Menasha; Gianna Jaber/Agent
Solea Mexican Grill LLC, d/b/a Solea Mexican Grill, 705 Appleton Road, Menasha;

Eduardo Sanchez/Agent

Steven Szymanski, d/b/a Club Tavern, 56 Racine Street, Menasha

Tayco Tap LLC, d/b/a Tayco Tap, 10 Tayco Street, Menasha, Tony Eikland/Agent

Thomas Siegel, d/b/a Tony's Bar, 212 Manitowoc Street, Menasha

Viand Hospitality LLC, d/b/a Parker John's BBQ & Pizza, 124 Main Street, Menasha;

Aaron M. Sloma/Agent

Weathervane Restaurant LLC, d/b/a Weathervane Restaurant, 186 Main Street, Menasha;

Patrick Du Frane/Agent.

Wilzke's Pub, LLC, d/b/a Wilzke's Pub, 528 Milwaukee Street, Menasha; Barbara Wilson/Agent

Wiseguys Pizzeria LLC, d/b/a Wiseguys Pizzeria & Pub, 1440 S. Oneida Street, Appleton;

Brenda J. Jorgensen/Agent

RESERVE "CLASS B" LIQUOR AND MALT

Chicken Palace of Menasha Inc., d/b/a Chicken Palace of Menasha, 1550 Appleton Road, Menasha;

Carlos Ayala/Agent

Neenah-Menasha Elks Lodge #676, d/b/a Neenah-Menasha Elks Club #676 of B.P.O.E.,
328 Nicolet Blvd, Menasha; David Rudolph/Agent

The Police Department has done a background check on all the mentioned applicants and has no reason to withhold any license based on their findings. All necessary inspections by the Fire Department, Health Department, and Building Inspection Department have been completed and all the listed properties are compliant. The Finance Department, Menasha Utilities, and Neenah Menasha Municipal Court report all financial obligations to the City have been satisfied for all applicants.

Staff recommends approval of these applications for the 2020—2021 licensing year.



To: Common Council
From: Debbie Galeazzi, Clerk
Date: June 10, 2020
Subject: Outdoor Serve Applications for Licensing Year 7/1/2020—6/30/2021

In accordance with Section 7-2-17 of the City of Menasha Municipal Code, the following have submitted an application and all required documentation for extension of “Class B” license for the July 1, 2020—June 30, 2021 licensing year requesting outdoor service of alcoholic beverages on a deck or patio.

1. Benchwarmers Inc., d/b/a Redliner Bar, 977 Plank Road, Menasha; Ken Zastrow/Agent
2. Butch & Butch Enterprise LLC, d/b/a Stone Toad Bar & Grill, 1109 S. Oneida Street, Menasha; Mark M. Dix/Agent
3. Emprize Brewing, LLC, d/b/a Emprize Brew Mill/The Attic, 198-200 Main Street, Menasha; Anna Zoltowski/Agent
4. Peter J. Kemps, d/b/a Jitters Lounge, 23 Main Street, Menasha
5. Plank Pub LLC, d/b/a Plank Road Pub, 800 Plank Road, Menasha, Kimberly A. Halbach/Agent
6. Tayco Tap LLC, d/b/a Tayco Tap, 10 Tayco Street, Menasha, Tony Eikland/Agent
7. Viand Hospitality LLC, d/b/a Parker John’s BBQ & Pizza, 124 Main Street, Menasha; Aaron M. Sloma/Agent
8. Wiseguys Pizzeria LLC, d/b/a Wiseguys Pizzeria & Pub, 1440 S. Oneida Street, Appleton; Brenda J. Jorgensen/Agent

Staff recommends approval of these applications for the 2020—2021 licensing year.



MEMORANDUM

June 5, 2020

TO: Common Council

FROM: Pamela A. Captain

Re: Director of Parks, Recreation, Forestry and Cemeteries Position

After thirty years employment with the City of Menasha Director Brian Tungate has informed us he will be retiring effective July 7, 2020.

Pursuant to City Ordinance, SEC 2-3-2(b), a vacancy in this position is filled by Mayoral appointment and shall include at least one Alderman on the interview team.

According to city policy the position will first be posted internally for five (5) days. Further recruitment methods will be implemented if a successful candidate is not found after internal posting of the position. Either way an interview panel will be convened for the purpose of determining candidate qualifications and discussing city expectations of the position.

MOTION: A motion is requested identifying the Alderman who is to sit on the panel for the interview of any candidate to fill the Director of Parks, Recreation, Forestry and Cemeteries position.

May 22, 2020

Pamela Captain
City Attorney/HR Director
City of Menasha
100 Main St. Suite 200
Menasha, WI 54952

Dear Pam:

I would like to inform you that I will be retiring effective July 7, 2020. I understand that pursuant to the City's Employee Handbook, as a department head, I must give a thirty (30) day notice. As previously discussed, I am planning to be on vacation from June 29 to July 3. With the pandemic, I will let you and the Mayor know if this plan changes.

I truly enjoyed my thirty years working as Director of Parks and Recreation for the city of Menasha. I'd like to think I had a positive impact on the quality of life for the residents of the city. I would be happy to provide whatever information or assistance needed either before or after my departure to provide a smooth transition to my successor.

Sincerely,



Brian Tungate

RECEIVED MAY 22 



MEMORANDUM

To: Common Council
From: Nancy McKenney, MS, RDH, Public Health Director
Date: June 11, 2020
RE: Request to Receive and Spend Wisconsin DHS, DPH *Coronavirus Aid, Relief, and Economic Security Act* (CARES Act) Funding

We are pleased to inform the Common Council that Menasha has been awarded the DHS DPH allocations to assist the City of Menasha to respond to the COVID-19 Public Health Emergency. We are now requesting permission to receive and spend the awards.

Background: Funding awards have been allocated to the City of Menasha Health Department by the Wisconsin DHS, DPH from the *Coronavirus Aid, Relief, and Economic Security Act* (CARES Act)

Pandemic Planning Update Purpose: Plan to test consistent with CDC and DHS; support local infrastructure to conduct disease investigations, isolate positive cases, expand local contact tracing; local; describe how State and local data will be used in communication in decision-making.

Amount: \$30,000 Contract Period: March 1, 2020-December 31, 2020

Local Testing Coordination Purpose: Supports staffing and resources to convene partners and coordinate or support local testing efforts. A local testing coordinator will work with local stakeholders to assure that in alignment with the state testing strategy, adequate testing is being done and access to testing is available for all members of the community who need a test.

Amount: \$51,400 Contract Period: March 1, 2020-December 31, 2020

Contact Tracing Purpose: Conduct disease investigation, contact tracing, and monitoring. The State will support with surge capacity if the per week exceeds the molded workload and staffing estimates.

Amount: 150,636 Contract Period: March 1, 2020-December 31, 2020

Epidemiology and Laboratory Capacity Purpose: Provide resources to support conducting surveillance to detect transmission that may be occurring in the community beyond travel and contact-related cases. This allocation supports staffing and resources for the highest cases related to local testing efforts.

Amount: \$13,100 Contract Period: January 20, 2020-September 30-2021

Public Health Emergency Preparedness Purpose Support activities that align with any prioritized COVID-19 activities in the PHEP capability domains.

Amount: \$32,514 Contract Period: March 5, 2020-March 15, 2021

FISCAL IMPACT: This will increase 2020 revenues up to \$277,650 and 2020 expenses up to \$277,650 (retroactively and prospectively) supporting COVID-19 Public Health Emergency response efforts.

RECOMMENDATION: Staff recommends receiving and spending these allocations to assist in responding to the COVID-19 Public Health Emergency

SUGGESTED MOTION: The Menasha Common Council approves the Menasha Health Department request to receive and spend the DHS DPH Awards from the Federal CARES Act Covid-19 in the amount of **\$277,650**.

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MEMORANDUM

Date: June 15, 2020
To: Common Council
From: Community Development Department/SS
Re: **Strong Neighborhoods Menasha Housing Program**

In January of 2020 the City of Menasha launched a new Initiative called Strong Neighborhoods Menasha. Embedded within this initiative are subsets of individual programs including: Paint and Restore - \$1,000 matching grant; Curb Appeal - \$5,000 matching grant; Major Renovations - \$15,000 forgivable loan; First Time Homebuyer - \$5,000 for qualifying individuals; Property Acquisition – Case by case.

With concerns that the funds were being exhausted and not being used to the best of their capacity, the Council placed a moratorium on the program as of June 1, 2020 until such time a workshop could be had. This workshop took place on Wednesday, June 10, 2020 whereas the following recommendations were suggested to be brought back to Council:

1. Add a restriction that the project needs to be comprehensive. Ex. Remodeling the full kitchen or replacing the siding and windows.
2. Remove fencing as an eligible project
3. Changes to Major Renovation:
 - a. Reduce the maximum loan amount to \$10,000 (\$20,000 for conversions)
 - b. Modify the program match:
 - i. 1:1 for exterior projects (1 City dollar for every private dollar)
 - ii. 1:2 for interior projects (1 City dollar for every 2 private dollars)
 - iii. 2:1 for conversions (2 City dollars for every 1 private dollar).
 - c. Foundations are eligible, but shall be considered an interior project.
 - d. Detached garages/accessory buildings are not an eligible major renovation project
4. Changes to Curb Appeal – Forgivable loan program instead of grant – 5 year residency requirement
5. Clarification First Time Homebuyers – individual employees currently living within the City may apply and be eligible for the first time homebuyer program in addition to employees moving into the City. Note this may only be used one time.
6. Grading Rubric – find a way to place more weight on older home and areas of need

The last item that was of concern was the effective date of the changes:

- A. Effective for all pending applications
- B. Effective Date Certain: As of June 1, 2020 for the June 22, 2020 Housing Authority Meeting or August 3, 2020 for the August 24, 2020 Housing Authority Meeting
- C. Effective January 1, 2021

Staff recommends the Council approve the redline draft of the program accepting the recommendations listed above effective as of option B, August 3, 2020 (deadline for the August Housing Authority Meeting).

2020

Strong Neighborhoods Menasha

A Housing Renovation Initiative



Joe Stephenson
Associate Planner
City of Menasha
100 Main Street
Menasha, WI 54952

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INTRODUCTION

Overview

Strong Neighborhoods Menasha is an initiative developed by the City of Menasha to help increase the attractiveness and affordability of Menasha's housing stock. Strong Neighborhoods aims to work with citizens to invest in both them and their homes. Currently the City runs a Community Development Block Grant (CDBG) program and a Paint and Restore Program. The Strong Neighborhoods Initiative will combine these programs along with four new programs, Curb Appeal, Major Renovation, First Time Homebuyer, and Property Acquisition. The new programs will be financed through a TIF financing law known as the "Affordable Housing Extension" that allows the extension of a TIF to benefit a municipalities housing stock. Funds for these programs will be available in the form of grants and loans. Investing in the city's housing stock will result in a ripple effect that will benefit everyone within the City.

Goals and Objectives

Strong Neighborhoods Menasha is aimed at updated the City's residential homes. Two main goals have been proposed; with a number of objectives to help us define what success looks like. These goals are based upon the findings in Appendix (A).

Goal One: Increase the quality of Menasha's housing stock.

1. Increase median property values within the city from \$118,400 to \$120,000 by 2025
2. See a downward trend in property survey violations.

Goal Two: Increase home ownership stability.

1. Return an average of two historically single family homes, that were converted to multi-family homes, back to single family homes per year by 2025.
2. Decrease the number of home changes per year.
3. Increase the percentage of students who start in Menasha School District and graduate from Menasha School District by 5% by 2025.

Administration

The Community Development Department will administer the Strong Neighborhoods Initiative. Administration includes, but is not limited to, promoting and advertising the program, accepting and reviewing completed applications, interpreting program guidelines, approving or disapproving property acquisitions, and reviewing reimbursement requests.

Any grant funds that were allocated but not used in full by an approved applicant and/or any unused funds within the calendar year will either be reprogramed to another grant application with an eligible project(s) or will be carried over to the next calendar year's budget.

Approving or disapproving applicants, loans, and grants for Curb Appeal and Major Renovation will be done on a quarterly basis. Qualified projects will be approved on a first come first serve basis. The Menasha Housing Authority will have final determination on amount and who receives funds from the Curb Appeal and Major Renovation programs.

The budget for the program will be set on an annual basis and be included in the City of Menasha's Operating Budget.

Program Summary

The Housing Initiative's wide range of programs intend to rebuild the City's aging housing stock and increase home ownership and stability. The following is a list of programs administered through this initiative:

1. **Paint and Restore:** Minor program to assist in the repair and replacement of various exterior housing improvements. Administered by Community Development Department.
 - a. Up to \$1,000 Grant.
 - b. 100% match for owner occupied – 200% match for non-owner occupied.
2. **Curb Appeal:** Major program to assist in the repair and replacement of various exterior housing improvements. Administered by Community Development Department and Housing Authority
 - a. Up to \$5,000 ~~Grant~~ Forgivable Loan – minimum \$5,000 project.
 - b. ~~100%~~ 1:1 match for owner occupied – ~~200%~~ 1:2 match for non-owner occupied.
3. **Major Renovation:** Program designating funds for large exterior and interior home improvement projects. Administered by the Community Development Department and the Housing Authority.
 - a. Up to ~~\$15,000~~ 10,000 Forgivable Loan – minimum \$15,000 project.
 - b. ~~200% matching funds for owner occupied homes~~ 1:1 match for exterior projects – 1:2 match for interior projects
 - c. ~~Optional additional~~ Applicants may be eligible for an additional \$15,000 10,000 for conversions from historically single family homes back to a single unit. Conversions are also a 2:1 match whereby the City would contribute \$2.00 for every \$1.00 private dollar.
4. **First Time Homebuyer:** A down payment assistance program for first time home buyers. Administered by the Community Development Department.
 - a. Up to \$5,000 forgivable loan.
5. **Property Acquisition:** Program designated to assist the City in the acquisition, demolition, or rehabilitation of blighted properties or to create new affordable housing. Administered by the Community Development Department and the Common Council.

Other programs offered by the City of Menasha include the following:

1. **Community Development Block Grant (CDBG):** Low to Moderate Income (LMI) restricted program to assist in the Repair and replacement of roofs, doors, windows, plumbing, electrical, HVAC, siding, accessibility. Administered by Housing Specialist.
 - a. Deferred loan due at the time of sale
2. **Lead Lateral Replacement:** Program designed to assist property owners in replacement of lead laterals servicing the home. Administered by Menasha Utilities.
 - a. Up to \$2,000 Grant
 - b. 33% match from property owner

PROGRAM DETAILS

Paint and Restore Program

The paint and restore program is a grant program to help eligible single and two-family homes increase the curb appeal of their home. The program is a matching grant program and will provide funds of up to \$1,000 for eligible expenses.

Home Type	Total Project Amount	City Grant	Private Match
Owner Occupied	\$2,000	\$1,000	\$1,000
Non-owner Occupied	\$3,000	\$1,000	\$2,000
Owner Occupied	\$1,500	\$750	\$750
Non-owner Occupied	\$1,500	\$500	\$1,000

- A. **Eligible Properties:** Properties that meet the following criteria may apply for up to \$1,000, 100% matching for owner occupied and 200% for non-owner-occupied units:
 - a. Single Family or Two-Family Residence use properties.
 - b. Property owner or tenant cannot spend more than 30% of their gross monthly household income on housing related expenses.
- B. **Ineligible Properties:** *See Additional Program Details*
- C. **Eligible Projects:** *See Additional Program Details*
- D. **Grant Guidelines:**
 - a. The applicant must submit a completed application packet, including before photos, prior to any work being completed in order to be considered for a Grant Program.
 - b. A project timeline must be submitted to the Community Development Department.
 - c. This program is a reimbursement grant. The applicant is required to pay all expenses related to their approved project and then submit for reimbursement from the City.
 - d. Must provide 100% matching funds if owner occupied and 200% is non-owner occupied.
 - e. The homeowner must agree to obtain all necessary permits (e.g. building, plumbing, electrical, roofing, permits, etc.).
 - f. All work must meet local, state and national standards including but not limited to lead and asbestos.
 - g. For painting or staining projects applicants are required to scrape and prime all surfaces prior to painting or staining. Photo documentation of the finished prep work is required.
 - h. Up to 10% of the total project grant reimbursement can be for trees and shrubs planted in the front yard.
 - i. Projects must be substantially completed within six (6) months of loan approval.
- E. **Ineligible Grant Expenditures:** Items/projects that are not eligible for reimbursement under the Grant Program include, but are not limited to, the following:
 - a. The repair or replacement of dog houses or any other structure for animals.
 - b. Any interior projects to the primary building, detached garage, or accessory building.
 - c. Rental companies or other organizations may not use this program to reimburse their own staff's labor expenses to complete their project.

- d. Materials that have been purchased or projects that are completed or underway prior to issuance of a signed Contract for Services and Grant Award Letter by Community Development Staff.
- e. The purchasing of permanent equipment or tools (ladder, paint sprayers, etc.) is not an eligible expense.

F. Reimbursement Procedures:

- a. A completed Final Reimbursement Form/Worksheet. This form must include a description of the proposed project(s) and the final cost for each project. Any items for projects not listed on the Pre-Documentation Form are not considered for reimbursement.
- b. Copies of receipts/paid invoices showing proof of purchase of the approved/ completed items/materials for each project. The applicant is required to mark on their receipt which item(s) is/are being requested for reimbursement and what project they were for.
- c. Final photo documentation of the complete project. ("After" Photos). Photos shall be taken in a similar manner to the "Before" photos.
- d. After the applicants submit all of the required information for reimbursement, the Community Development Department shall review all information submitted to ensure it is eligible for reimbursement and will determine the amount awarded, if any, to the applicant.
- e. Once the request is complete, copies are made of the reimbursement form and all receipts and/or paid invoices are forwarded to the City of Menasha's Finance Department and the dollar amount to be reimbursed back to the applicant.

Curb Appeal Program

The curb appeal program is a grant-forgivable loan program to help eligible single and two-family homes increase the curb appeal of their home. The program is a 1:1 matching grant loan program and will provide funds of up to \$5,000 for eligible expenses. The forgivable loans will act as a deferred second mortgage with no principal or payments due until the sale of the house. If the applicant lives in the home for five (5) consecutive years the entire loan is forgiven.

Home Type	Total Project Amount	City Grant	Private Match	Eligible Landscape Expenses
Owner Occupied	\$5,000	\$2,500	\$2,500	\$250
Non-owner	\$5,000	\$1,667	\$3,333	\$167.70
Owner	\$15,000	\$5,000	\$10,000	\$500
Non-owner	\$15,000	\$5,000	\$10,000	\$500

- A. **Eligible Properties:** Properties that meet the following criteria may apply for up to \$5,000 grant, 100%1:1 matching for owner occupied and 200%1:2 for non-owner-occupied units:
 - a. Single Family or Two-Family Residence use properties.

- b. Property owner or tenant cannot spend more than 30% of their gross monthly household income on housing related expenses.
 - c. Minimum project value of \$5,000.
- B. **Ineligible Properties:** *See Additional Program Details*
- C. **Eligible Projects:** *See Additional Program Details*
- D. **~~Grant Loan Guidelines:~~** *See ~~Grant Guidelines under Paint and Restore~~*
 - a. The applicant must submit a completed application packet, including before photos, prior to any work being completed in order to be considered for loan program.
 - b. A project timeline must be submitted to the Community Development Department.
 - c. Loans will consist of a 0% interest over the life of the loan, and act as a deferred second mortgage. After five consecutive years of living in the home that received the loan funds, the loan will be 100% forgiven.
 - d. If the property owner sells before the five year time period or is no longer the primary place of residence, the loan is required to be paid back in full.
 - e. The homeowner must agree to obtain all necessary permits (e.g. building, plumbing, electrical, roofing, permits, etc.).
 - f. All work must meet local, state and national standards including but not limited to lead and asbestos.
 - g. Projects must be substantially completed within six (6) months of loan approval.
 - h. Properties may receive a loan, not to exceed \$5,000 for home improvements.
- ~~D.~~
- G. **~~Ineligible Grant Loan Expenditures:~~** *See ~~Ineligible Grant Expenditures under Paint and Restore~~*
Items/projects that are not eligible for reimbursement under the Program include, but are not limited to, the following:
 - a. The repair or replacement of dog houses or any other structure for animals.
 - b. Any interior projects to the detached garage or accessory building.
 - c. Rental companies or other organizations may not use this program to reimburse their own staff's labor expenses to complete their project.
 - d. Materials that have been purchased or projects that are completed or underway prior to issuance of a signed Contract for Services and Award Letter by Community Development Staff.
 - e. The purchasing of permanent equipment or tools (ladder, paint sprayers, etc.) is not an eligible expense.
 - f. Proposed projects that are solely demolition.
 - g. Project costs that demolish a structure or part of a structure and do not replace the structure in kind to protect the character of the home and neighborhood.
- E.
- F. **Reimbursement Procedures:** *See Reimbursement Procedures under Paint and Restore*

Major Renovation Program

The Major Renovation Program will help eligible homes increase their value and assist with needed upgrades. The program provides ~~200%~~ matching funds in the form of a forgivable loan of up to ~~\$15,000~~\$10,000. Any project that reduces the number of residential units to one (1), is eligible for an additional ~~\$15,000~~\$10,000 of funding. The forgivable loans will act as a deferred second mortgage with no principal or payments due until the sale of the house. If the applicant lives in the home for five (5) consecutive years the entire loan is forgiven.

Total Project Amount	Conversion of Single Family	City Loan	Private Match
\$15,000	NO	\$10,000	\$5,000
\$45,000	YES	\$30,000	\$15,000
\$30,000	YES	\$20,000	\$10,000
\$22,500	NO	\$15,000	\$7,500

Project Matching:

- Exterior Projects: 1:1 match (\$1.00 City dollar for every private \$1.00)
- Interior Projects: 1:2 match (\$1.00 City dollar for every \$2.00 private contribution)
- Conversions: 2:1 match and eligible for an additional \$10,000 (\$2.00 City dollars for every private \$1.00)

- A. **Eligible Properties:** Properties that meet the following criteria may apply for the Major Renovation Program:
- a. Single Family or Two-Family Residence use properties
 - b. Homes that are or will be owner occupied within one (1) year of loan distribution.
 - c. Property owner cannot spend more than 30% of their gross monthly household income on housing related expenses.
 - d. Minimum project value of \$15,000.
- B. **Ineligible Properties:** *See Additional Program Details*
- C. **Eligible Projects:** *See Additional Program Details*
- D. **Loan Guidelines:** *In addition to below, see Loan Guidelines under Curb Appeal.*
- ~~a. The applicant must submit a completed application packet, including before photos, prior to any work being completed in order to be considered for a Major Renovation Program loan.~~
 - ~~b. A project timeline must be submitted to the Community Development Department.~~
 - ~~c. Loans will consist of a 0% interest over the life of the loan, and act as a deferred second mortgage. After five consecutive years of living in the home that received the loan funds, the loan will be 100% forgiven.~~
 - ~~d. If the property owner sells before the five year time period or is no longer the primary place of residence, the loan is required to be paid back in full.~~

- ~~e.a.~~ Properties may receive a loan, not to exceed ~~\$15,000~~10,000 for home improvements and ~~\$30,000~~20,000 for home improvements that reduce the number of livable units to one (1) on an existing multi-unit property.
- ~~f.~~ The homeowner must agree to obtain all necessary permits (e.g. building, plumbing, electrical, roofing, permits, etc.).
- ~~g.~~ All work must meet local, state and national standards including but not limited to lead and asbestos.
- ~~h.b.~~ The loan can be transferred to a new owner one (1) time over the life of the loan and must be transferred within one (1) year of loan distribution. If an individual does not use the home as their primary residence after the one (1) year period the loan is required to be paid back in full.
- ~~i.~~ Projects must be substantially completed within six (6) months of loan approval.
- G. Ineligible Loan Expenditures:** *See Ineligible Loan Expenditures under Curb Appeal.* Items/projects that are not eligible for reimbursement under the Program include, but are not limited to, the following:
 - ~~a.~~ The repair or replacement of dog houses or any other structure for animals.
 - ~~b.~~ Any interior projects to the detached garage or accessory building.
 - ~~c.~~ Rental companies or other organizations may not use this program to reimburse their own staff's labor expenses to complete their project.
 - ~~d.~~ Materials that have been purchased or projects that are completed or underway prior to issuance of a signed Contract for Services and Award Letter by Community Development Staff.
 - ~~e.~~ The purchasing of permanent equipment or tools (ladder, paint sprayers, etc.) is not an eligible expense.
 - ~~f.~~ Proposed projects that are solely demolition.
- ~~H.~~ Project costs that demolish a structure or part of a structure and do not replace the structure in kind to protect the character of the home and neighborhood.

First Time Homebuyer

First Time Homebuyer program is an incentive that provides first time homebuyers with down payment assistance. The incentive will be provided in the form of a forgivable loan of up to \$5,000. The loan will accrue no interest and after five (5) consecutive years of living in the home the loan will be 100% forgiven.

- A. Eligible Properties:**
 - a. Owner occupied homes.
 - b. Individuals purchasing their first home.
 - c. Property owner cannot spend more than 30% of their gross monthly household income on housing related expenses.
 - d. Single Family properties.
- B. Ineligible Properties:** *See Additional Program Details*

C. Loan Guidelines:

- a. The applicant must submit a completed application packet.
- b. Loans will consist of a 0% interest over the life of the loan, and act as a deferred second mortgage. After five consecutive years of living in the home that received the loan funds, the loan will be 100% forgiven.
- c. The individual who received the loan must use the property as their primary place of residency.
- d. If the property owner sells before the five year time period or is no longer the primary place of residence, the loan is required to be paid back in full.
- e. The loan can be paid in full or in part at any time before the sale of the home.
- f. Properties may receive a loan, not to exceed \$5,000.
- g. Individuals employed by the City of Menasha that choose to relocate within the City's Municipal boundaries qualify for the first time homebuyer program regardless of if the home they are purchasing is their first home or not. Any home purchased in this manner must be an existing single family home. Individual employees may only use this program one time in their life of employment with the City of Menasha.

Property Acquisition

The Property Acquisition Program is a tool the City of Menasha can use to help remove blighted properties within the city. The intent of the property acquisition program is to acquire strategically located or blighted properties. The acquired properties would then be demolished or sold to a qualified contractor that would work with the City of Menasha to rehabilitate the property. All costs associated with acquiring the property and rehabilitating the site is eligible under this program.

- A. **Eligible Properties:** Properties deemed eligible by the Community Development Director shall be presented to the Menasha Common Council. It is the discretion of the Menasha Common Council on which properties to acquire. Properties that meet the following criteria may be considered by the Menasha Common Council for acquisition through the Property Acquisition Policy:
- a. Any properties that is blighted or in disrepair.
 - b. Properties that present an economic benefit to acquire.
 - c. Properties, that when acquired, will further the goals of the City of Menasha Comprehensive Plan.
 - d. Properties, that when acquired, will further the goals of the City of Menasha Downtown Vision Plan.
 - e. Properties that have an active raze order.
 - f. Any property that will benefit the City of Menasha's housing stock.
- B. **Eligible Expenditures:**
- a. Property acquisition.
 - b. Demolishing/razing costs.
 - c. Costs associated with the sale of a property.
 - d. Costs associated with the maintenance of a property.

- e. Utility costs.
- f. Any costs associated with ensuring the house are not a health or sanitation risk, including but not limited to: asbestos removal, well abatement, removal of hazardous material, and lead removal.
- g. Safety costs.
- h. Bringing non-compliant features up to code.

C. Special Projects:

- a. Acquire roughly 23 acres of vacant land in Calumet County, north of the conservancy, to establish roughly 24 new affordable housing lots and add to the connectivity of the entire community through vehicular and pedestrian transit.

ADDITIONAL PROGRAM DETAILS

Income Requirements

No loan or grant shall be given to an individual who does not meet the state requirement of affordable housing as defined in section 66.1105(2) (ab). No more than 30% of the household's gross monthly income can be spent on housing related expenses. Housing related expenses include: mortgages, property taxes and home insurance. (\$5,000 Gross Monthly Household Income = \$1,500 maximum amount spent on housing costs)

Housing Standards

In order to maintain the historic character and quality of Menasha's older homes, all houses that use program funds must abide by the guidelines set forth in Appendix (B).

Ineligible Properties

A property which has any one or more of the following conditions is ineligible for the rehabilitation program:

- A. A property is not located within the corporate limits of the City of Menasha.
- B. Any property where the owner of that property is delinquent on any debt it owes to the City of Menasha.
- C. Properties owned in part or in whole by a tax exempt entity.
- D. A property that has an open or issued Correction Notice. Applications that are submitted for projects will close a Correction Notice may be considered on a case by case basis.
- E. Property that has received past housing funds, excluding the Community Development Block Grant Program, in the previous 5 years or has a Major Housing Renovation Loan open with the City of Menasha.

Eligible Projects

Eligible projects shall be comprehensive and may include the following items~~items for include~~, but are not limited to,~~the following~~:

- A. Bringing non-compliance features up to code.
- B. Replacing the roof.
- C. Repair/Replacing windows.
- D. Exterior masonry repair/replace.
- E. Front porch repair.
- F. Replace/ repair existing siding.
- G. Install guards and handrails.
- H. Paving of driveway.
- I. Replace, repair, or install garage. (Not an eligible project within the Major Renovation Program)

J. Demolition and removal of structures deemed dilapidated by the City Building Inspector as part of a larger project.

~~K. Repair, replacement, or installation of fences.~~

~~L.K.~~ Repair or replacement of gutters or trim.

~~M.L.~~ Repair or replacement of soffit and fascia.

~~N.M.~~ Lead and asbestos remediation.

~~O.N.~~ Shrubs and Trees within the front yard (not to exceed 10% of total project reimbursement).

~~P.O.~~ Other projects may be eligible for reimbursement upon approval of the Community Development Director.

~~Q.P.~~ Additions or added architectural features that will enhance the character of the home.

~~R.Q.~~ Additional Projects Permitted for Major Renovation:

- a. Foundation repair (Considered Interior Projects)-
- b. Interior Remodel
- c. Upgrading electrical.
- d. Upgrading plumbing.
- e. Upgrading mechanical systems.

Labor

Only professional labor can be claimed for reimbursement. Professional labor is considered work done by an individual who is trained and engaged in such work for a career. All work must meet the housing standards set forth in Appendix (B).

Application Process

The Community Development Department shall ensure a complete application is submitted and then will process them.

- A. Administration and Approval:
 - a. Paint and Restore – Community Development Department review and approval
 - b. Curb Appeal – Community Development Department review and Housing Authority Approval on a quarterly basis
 - c. Major Renovation – Community Development Department review and Housing Authority Approval on a quarterly basis
 - d. First Time Homebuyer – Community Development Department review and approval
- B. A complete Pre-Documentation project Form. For renovation projects, this Form must include an itemized description of the proposed project and an estimated cost for each item. Any item not listed on the worksheet will not be considered for reimbursement or a loan. If the project is being completed by a contractor, a copy of their estimate to complete the work must be attached.
- C. Submit a timeline outlining when the project will be completed.

- D. A completed W-9 Form. A completed W-9 form must be completed and submitted in order to be eligible for the program.
- E. The Community Development Department determines whether the applicant owes money to the City and if there are any Correction Notices on the property.
- F. It is anticipated that an applicant will receive a response whether they are eligible or ineligible for the Program within 30 days from the date received.
- G. Before photos of the proposed project. Items will not be considered if before photos are not submitted.
- H. A signed Contract for Services Form. Submit a signed Contract for Services Form. If approved, a signed copy of the Contract from the City will be sent back to the applicant.
- I. Additional Requirements for Loan Programs:
 - a. Three (3) recent consecutive months of paycheck stubs.
 - b. Last one (1) year full tax return (federal) and W2s and 1099s.
 - c. Recent 6 months checking/savings statements and recent retirement/financial asset statements.
 - d. Most recent mortgage loan statement (if any) and homeowner's insurance policy coverage page. Along with a statement of all current debt.

Housing Authority Approval

The Housing Authority on a quarterly basis shall review and approve all applications for the Curb Appeal and Major Renovation Programs. The Community Development Department will make a recommendation to the Housing Authority on all projects. The recommendation will be considered by the Housing Authority for approval or denial of the project. The following criteria will be taken into consideration by the Community Development Department and the Housing Authority:

- The applicant's financial history.
- History of the applicant and/or listed contractors including past ordinance violations and/or citations.
- The quality of work performed by the applicant in any other applicable home renovation.
- The Project quality.
- The neighborhood impact of the project.

Program Amendments

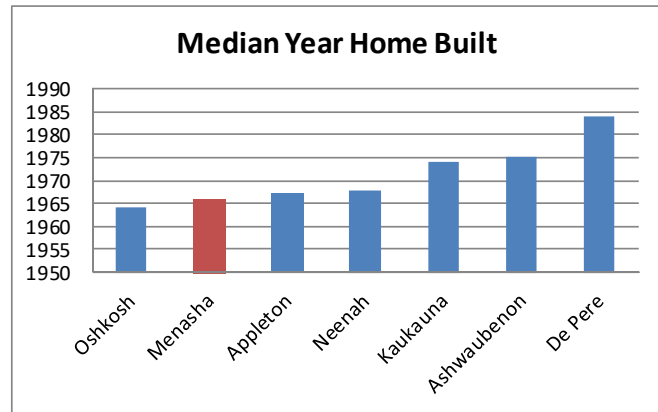
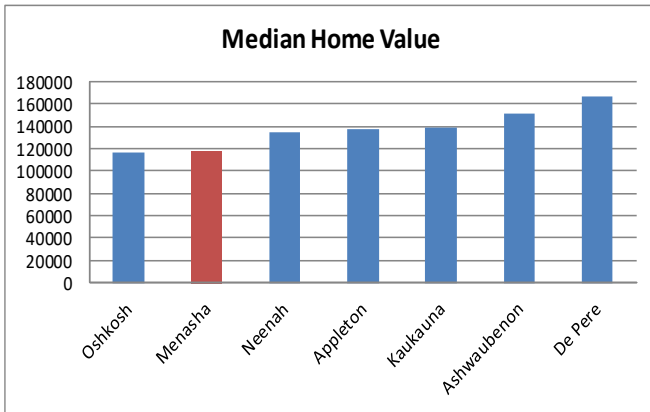
Any update clarifying the intent of the document and/or process that does not drastically change the program details or the programs intent may be made by the Community Development Department. Those changes that would alter the programs intent, drastically change the review and approval process, or alter a funding amount shall require consent of the Common Council.

Marketing Funds

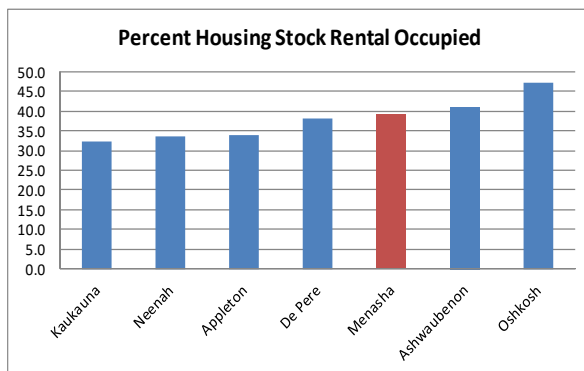
It is the expressed intent of this initiative that up to \$1,500 shall be budgeted per calendar year to market and advertise the initiative. The Community Development Department will determine how best to use the budgeted marketing funds to promote the initiative.

APPENDIX A

A person's home is their largest asset and thus the City's housing stock is its largest asset. Menasha's housing stock varies widely in style, age, and value. Much of the City's housing was built before 1950. The median age of a home in Menasha is 1966. In fact, compared to our neighbors Menasha has the second oldest housing stock. The City of Oshkosh had the oldest housing stock in the comparable City's. When comparing median housing value the City of Menasha also trends lower. Menasha's median home value is \$118,400, the second lowest in the study group. Oshkosh has the lowest median, \$116,900, home value and De Pere has the highest, \$167,400, in the study group.

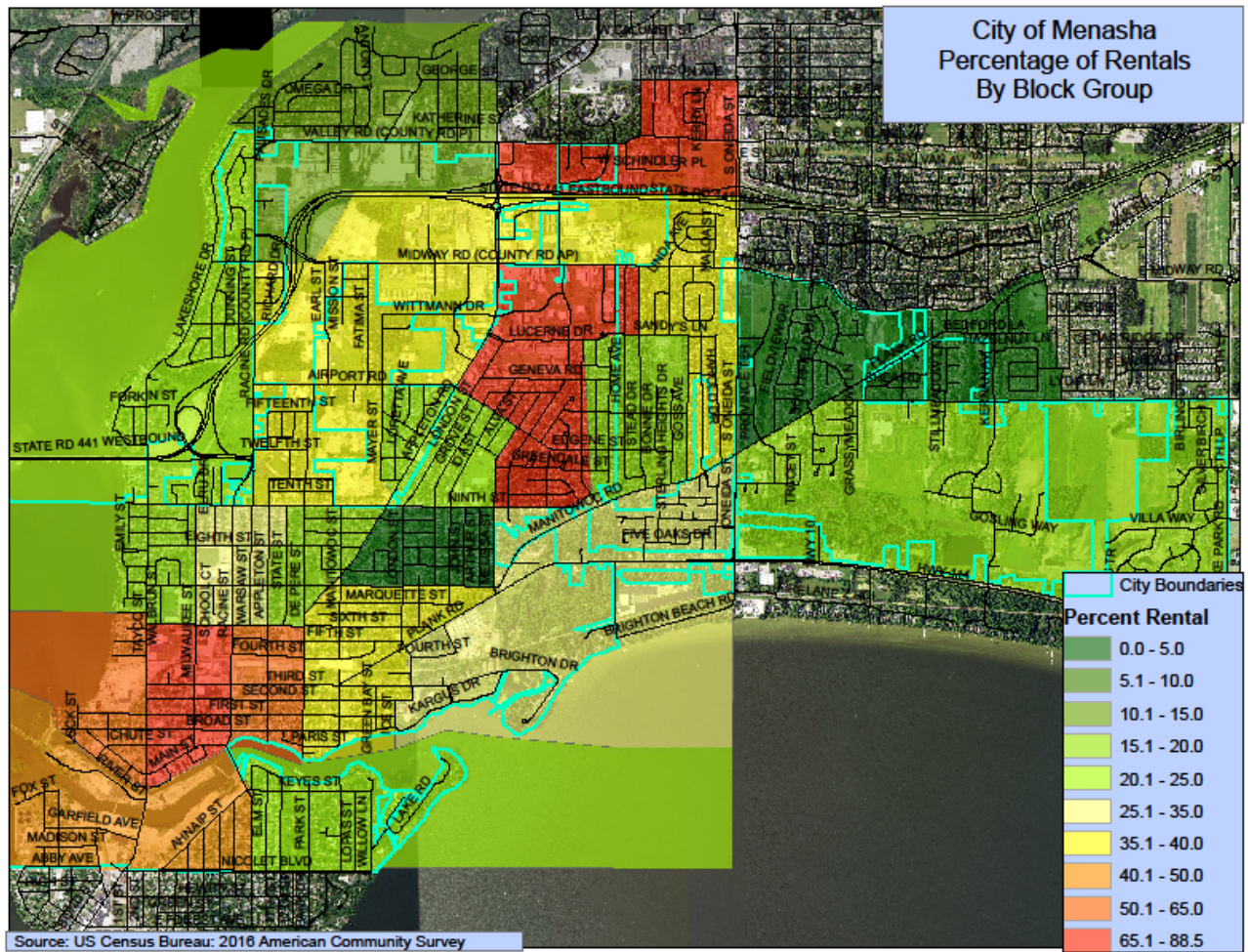
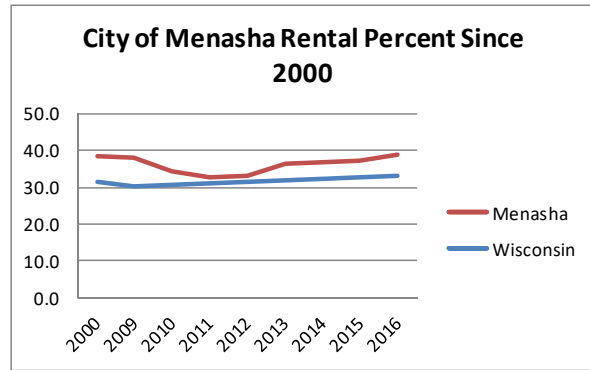


The final metric gathered was rental percentage. Menasha's rental percentage has remained fairly steady since 2000 and the non-owner occupied ratio is not out of line with similar communities. Menasha's current rental rate is 38.5%. De Pere, Menasha, Ashwaubenon, and Oshkosh all have a rental rate right around 40%. Appleton, Neenah, and Kaukauna have a rental rate around 33%. The State of Wisconsin's rental rate as a whole is 33%. A mix of homeowner and tenant occupied units is considered healthy for a city. A rental rate of 35% is considered to be a healthy ratio for a city. While Menasha does not have an inordinate number of tenant occupied units, it does have a significant concentration of rental units in certain areas. Both the downtown and the north central part of the city have higher than average rates.



The north central block group has an elevated rental rate because a number of apartment complexes are in this area. These apartment complexes artificially elevate the regions rental rate. The second area with an elevated rental rate is the downtown. This region is split between three different block groups. The rental rate in the downtown is the highest in the City at 78%. While the city overall has only a slightly elevated rental rate, these key areas of majority tenant occupied units need to be addressed.

These issues must be addressed. Home quality must be increased and rental rates in the center city must be reduced. Menasha may have older homes with lower home values but with proper investment by the City, these homes can be fixed up and become a healthy vibrant part of our community and Menasha will become a place every wants to live.



APPENDIX B

The City's housing programs are primarily aimed at renovated existing homes. These homes have a character that is unique and should be preserved and enhanced when at all possible. When a structure is renovated, with the use of City of Menasha funds, the purpose of the renovation is not to make an old house new but to improve or repair the existing features. The original home's design, structure, and style should be maintained when at all possible. The following is a design guideline to ensure that the aesthetics of existing homes are not lost with renovation projects.

A. Siding:

- When existing wood siding exists it is preferred that the existing siding is maintained opposed to replacing it with new siding.
- New siding shall be applied in a manner that preserves all existing distinguishing architectural features and ornamentation.
- Width of new siding is consistent with the type, age and style of the house.

B. Brick and other Exterior Masonry:

- When at all possible, all existing exterior masonry will be preserved and repaired. Only in cases of irreparable damage can the exterior masonry be removed.
- New masonry shall be applied in a manner that preserves all existing distinguishing architectural features and ornamentation.

C. Porches:

- Existing porches will be maintained and repaired. In no case should a salvageable porch be removed.
- Existing front porches will be maintained and repaired to original appearance and condition. Salvageable front porches will not be removed.

D. Windows and Doors:

- The style and design of any new window or door should match the original.
- The removal of a window or door shall not be permitted unless the removal of the window or door is vital to the completion of the project.
- The replacement of windows shall not destroy any distinguishing features or architectural ornamentation.
- A new window or door may not be smaller than the existing window or door.

E. Outbuildings:

- Any outbuilding, shed, garage or other structure will conform in style and color to the principal structure on the lot.



MEMORANDUM

To: City of Menasha Common Council

From: Jennifer Sassman, Finance Director

Date: June 5, 2020

RE: R-22-20 – Resolution to approve the cancellation of outstanding checks; and the write –off of general uncollectible accounts receivables and delinquent personal property tax receivables

BACKGROUND

As part of the year-end process, staff reviews outstanding checks, past due accounts receivables, and delinquent personal property tax receivables; and requests that Council take action on the following:

- Cancel outstanding accounts payable and payroll checks that were issued more than one year ago,
- Adjust our accounting records to reflect the likelihood that we may not collect past due accounts receivables, and
- Write-off delinquent general and personal property tax receivables.

ANALYSIS

Staff has established an annual process that is completed to maintain current records and reflect the City's financial position accurately. The details for each section are as follows:

Cancel Outstanding Checks -Per ATTACHMENT A, this recommendation includes \$106.00 of accounts payable checks. Please note that it is possible that checks have been cashed but did not make it back through the federal banking system to be charged against our accounts. However, staff does review the list and make contact with those payees with outstanding check amounts greater than \$100, as those are the ones that likely would not have gotten held up in the federal banking system. Also, if at any time in the future, any of the checks are presented for payment, the City will certainly honor them.

General Accounts Receivable from 2013 and Delinquent Personal Property Tax Receivables from 2012/2013 - Per ATTACHMENTS B and C, this recommendation includes \$1,470.78 of general accounts receivables from 2013, and \$8,289.65 of personal property tax receivables from 2012/2013. Since these accounts receivables are no longer legally collectible, they need to be removed from the City's records.

FISCAL IMPACT

The fiscal impacts of this item are as follows: (1) Cancelled outstanding checks-the City will increase its cash position by \$106.00, (2) Write-off general accounts receivables of \$1,470.78-no financial impact as the allowance was made in a previous year, and (3) Write-off personal property tax receivables of \$8,289.65- the City will decrease its financial position in regard to this write-off, acknowledging that the accounts are no longer collectible. Funds were budgeted in the 2019 year for this purpose.

RECOMMENDATION

Staff recommends that Council authorize this resolution to execute this transaction as outlined.



RESOLUTION R-22-20

RESOLUTION TO APPROVE THE CANCELLATION OF OUTSTANDING CHECKS; AND THE WRITE OFF OF GENERAL UNCOLLECTIBLE ACCOUNTS RECEIVABLES AND DELINQUENT PERSONAL PROPERTY TAX RECEIVABLES

Introduced by Mayor Merkes

WHEREAS, it is necessary to cancel the outstanding checks and write off general uncollectable accounts receivables and delinquent personal property tax receivables,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the Common Council that the checks on "Attachment A" (\$106.00) have been outstanding for more than twelve months, the proper City Officials are hereby authorized to notify Nicolet National Bank to stop payment on these checks and to credit the proper amounts to the appropriate accounts,

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Mayor and the Common Council that the proper City Officials are hereby authorized to write off the general accounts receivable balances from 2013 on "ATTACHMENT B" (\$1,470.78). These write-offs do not change the City's financial position as an allowance for uncollectable accounts was previously set up for these accounts in the period in which the accounts were sent to collections or deemed as unlikely to be collected. However, since the receivables are no longer legally collectible, they need to be removed from the City's records.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Mayor and the Common Council that the proper City Officials are hereby authorized to write off the personal property tax receivable balances from 2012/2013 on "ATTACHMENT C" (\$8,289.65). These write-offs do change the City's financial position, as will be reflected in the 2019 Financial Statements, as they were not previously removed from the City's records, but are no longer legally collectible.

Passed and approved this 15th day of June, 2020.

Recommended by:

Motion/Second:

Vote: _____

Pass/Fail: _____

Requires: ___ Majority Vote
 ___ 2/3 Vote

Donald Merkes, Mayor
ATTEST:

Deborah A. Galeazzi, City Clerk

Outstanding checks to be cancelled - 2019 Year-End
6/5/2020

ATTACHMENT A

<u>Check #</u>	<u>Check date</u>	<u>Payee</u>	<u>Purpose</u>	<u>Amount</u>
63116	11/21/2018	CVS Pharmacy	Overpay License Fee	\$ 106.00
			Total	<u>\$ 106.00</u>

**Note: this check was reissued in 2018 due to the 2017 refund check not being cashed

Delinquent Accounts Receivable - 2019 Year End
6/5/2020

ATTACHMENT B

<u>Date</u>	<u>Obligor</u>	<u>Reason</u>	<u>Amount</u>
3/19/2013	Eduardo Francsco Morales	Accident Damage	\$ 1,022.88
5/8/2013	Adam Vande Burgt	Accident Damage	\$ 329.34
2/12/2013	Daniel Darren Garcia	Accident Damage	\$ 118.56
		Total	<u><u>\$ 1,470.78</u></u>

Note:

Morales-will leave account with the TRIP program but have not received any payments

Vande Burgt-will leave the account with TRIP-have received partial payments

Garcia-deemed uncollectable by the collection agency

Personal Property Write-Offs - Year-End 2019
6/5/2020

ATTACHMENT C

<u>Obligor</u>	<u>2012/2013</u>
AG II Properties	\$ 47.16
Bar on Lake Park LLC	\$ 2,998.51
Creative Touch Design	\$ 10.49
Family Focused Vision Care	\$ 870.37
Get Reel Entertainment	\$ 791.31
Gilberts Hair Styling	\$ 117.92
Inspiring Interiors	\$ 47.16
Schmalz Auto	\$ 2,673.08
Sears Driving School (M&E Inc)	\$ 7.86
Tesch Chemical	\$ 65.50
Thrivent Financial	\$ 20.96
Underground Functional	\$ 264.64
Verizon Wireless	\$ 356.35
Vital Beat	\$ 18.34
Total	<u><u>\$ 8,289.65</u></u>

**Get Reel Entertainment & Bar on Lake Park LLC were both deemed uncollectable by the collection agency



MEMORANDUM

To: City of Menasha Common Council

From: Jennifer Sassman, Finance Director

Date: June 8, 2020

RE: R-23-20 – Resolution Continuing Appropriations (2019 Fund Balance Reservations)

BACKGROUND

A 'Fund Balance Reservation' preserves funds from the prior year budget, before closing the year, for items that were budgeted, but not able to be spent during the fiscal year. This is part of the year-end evaluation process, and it accomplishes two things: 1) it allows funds from the previous year to be carried forward to fund items that were budgeted and needed, and 2) it gives a truer picture of the year-end Fund Balance for 2019. In addition, it keeps the present Fiscal Year 2020 clean with respect to budgeted items and spending.

ANALYSIS

Below is a list of the items included in the requested Continuing Appropriations/Fund Balance Reservations along with the cost and reason for each request:

- Police Vehicles (\$62,521)-Police-These funds will be used to maintain our vehicle replacement schedule. 2019 New Amount Added = \$21,135; Previous Years' Amount = \$41,386.
- Urban Redevelopment/Lead Lateral Program – (\$16,700)-Urban Redevelopment-These funds in addition to the 2020 budgeted funds will help support the Lead Service Lateral Program. 2019 Amount Used = \$5,800; Previous Years' Amount = \$22,500
- Urban Redevelopment/Paint & Restore Program – (\$1,000)-Urban Redevelopment-These funds will support and an application that will be processed in 2020. 2019 Amount Used = \$5,000; Previous Years' Amount = \$6,000.

- Urban Redevelopment/Property Taxes- (\$1,070)-These funds will pay the 2019 property taxes for the City acquired property at 205 Mathewson Street. This is new item for 2019.
- Document Imaging Project (\$15,000)-Health (Various)/IT Fund-this project was initiated in 2013, however was put on hold until verification could be obtained for the required length of storage for certain documents. Staff expects this project to be resumed as there is an increasing need for it. General Fund amount = \$7,880; I/T Fund amount = \$7,120. 2019 New Amount Added = \$0; Previous Years' Amount = \$15,000.
- Emergency Preparedness Supplies (\$1,067)-Environmental Health-These are monies authorized by the Common Council, and are being carried over to be available in the event of a disaster. 2019 New Amount Added = \$0; Previous Years' Amount = \$1,067.
- Fluoride Varnish Program (\$1,091)-Dental Program-These are 2014-15 carryover funds that will help support the program operations in the future in the event the grant went away. This will make the program self-sufficient. 2019 Amount Used= \$1,098; Previous Years' Amount = \$2,189.
- Community Health Improvement Oral Health Planning (\$2,042)-Dental Program-The Wisconsin Department of Health Services requires a Level 3 Health Departments to conduct Community Health Assessments and Plans periodically (every 3-5 years). These 2014-15 carryover funds will be used to include oral health in the Community Health Assessment Report and Planning in 2020. 2019 New Amount Added = \$0; Previous Years' Amount = \$2,042.
- Children's Urgent Dental Treatment Needs (\$5,465)-Dental Program-In 2017, these funds were allocated to the City of Menasha by the United Way to assist families who are uninsured and whose children who require urgent dental treatment. Funds will be replenished by the United Way annually. 2019 New Amount Added = \$0; Previous Years' Amount = \$5,465.
- Supplies/Staff Time-Flu Shot Clinic (\$1,042)-Immunization-These are 2014-15 carryover funds that will be used for staff time and supplies for 2020 influenza clinics. 2019 New Amount Added = \$0; Previous Years' Amount = \$1,042.

- 24/7 Emergency Coverage & Cell Phones (\$34,285)-24/7 Program-These grant funds are being carried over as required by the state to cover communication costs (e.g. phone, I-pad, etc). 2019 New Amount Added = \$0; 2019 Amount Used = \$3,140; Previous Years' Amount = \$37,425.
- Senior Center Sign (\$2,500)-Senior Center-These funds will be used toward the repair of the sign located in front of the Senior Center. This is a new item for 2019.
- Library Retirement (\$20,000)-Library-These funds will be used to fund a library retirement that took place in January 2020. This is a new item for 2019.
- Library Facilities Plan (\$2,631)-Library-The Library Board has approved to set aside funds for a facilities plan that is taking place in 2020. This is a new item for 2019.
- Citywide Parcel Management Program (\$25,000)-I/T Fund-These funds are being carried over so that the project can be completed 2020. This project will be coordinated with several departments. 2019 New Amount Added = 0; Previous Years' Amount = \$25,000.
- Licenses (\$11,350)-I/T Fund-Staff is currently working to ensure we are in compliance and that we have all of the correct licenses in place. This is a new item for 2019.
- Unused Intern Wages & Unused Contracted Services (\$58,991)-I/T Fund-These un-utilized funds for the Intern position and contracted I/T services provider will be applied to funding the New Full-time I/T Help Desk Technician during the 2019-2021 budget years, without impacting the funding request from each department. 2019 Amount Used = \$15,000; Previous Year's Amount = \$73,991.
- Servers/Switches/Storage/Infrastructure Needs (\$30,000)-Staff has been working with our consultant to develop a plan in regards to our future needs. With growing needs and increased technology we will look to that plan to ensure that we have the proper funds in place. This is a new item for 2019.
- Website Enhancement/Intranet/Tax Program (\$4,150)-I/T Fund-These funds will assist with website and employee intranet enhancement as well as

additional funds that may be needed to upgrade our property tax system. 2019 New Amount Added = \$0; Previous Year's Amount = \$4,150.

- Equipment Replacements (\$10,000)-I/T Fund-As our equipment is aging, these funds will help us to replace those items are needed. These funds will also assist with emergency replacement. This is a new item for 2019.
- In addition, the estimated 2019 General Fund budget surplus is expected to be \$47,118, and the \$350,323 applied fund balance in the 2019 budget had not been used to fund the 2019 City operations.

FISCAL IMPACT

By doing Fund Balance Reservations for items that were budgeted in the previous year, we will not negatively impact the current year's budget. Rather, the \$315,905 is set aside from the budgeted funds of the previous year as intended in the 2019 budget. This will allow the City to better evaluate the previous year, as well as the current year, as to overall performance.

RECOMMENDATION

Staff recommends that Council adopt this resolution.

EXPLANATION OF CONTINUING APPROPRIATIONS
From 2019 to 2020

<u>Account Number</u>			
100-0801-521	Police Vehicles	\$62,521	PC Styka
100-0305-562	Urban Redevelopment/Lead Lateral	\$16,700	Mayor Merkes
100-0305-562	Urban Redevelopment/Paint & Restore	\$1,000	CDD Schroeder
100-0305-562	Urban Redevelopment/Property Taxes	\$1,070	CDD Schroeder
100-0902-524	Document Imaging Project	\$197	PHD McKenney
100-0903-531	Document Imaging Project	\$6,895	PHD McKenney
100-0904-531	Document Imaging Project	\$788	PHD McKenney
100-0904-531	Emergency Preparedness Supplies	\$1,067	PHD McKenney
100-0909-531	Fluoride Varnish Program	\$1,091	PHD McKenney
100-0909-531	Community Needs Assessment	\$2,042	PHD McKenney
100-0909-531	Children's Urgent Dental Treatment Needs	\$5,465	PHD McKenney
100-0914-531	Supplies/Staff Time-Flu Shot Clinic	\$1,042	PHD McKenney
100-0919-531	24/7 Emergency Coverage	\$34,285	PHD McKenney
100-0920-531	Senior Center Sign	\$2,500	PHD McKenney
100-0601-551	Library Retirement	\$20,000	LD Lenz
100-0601-551	Library Facilities Plan	<u>\$2,631</u>	LD Lenz
	SUBTOTAL – General Fund	<u>\$159,294</u>	
470-0203-512	Voting Machines	\$10,000	CA Captain
743-0403-513	Document Imaging Project	\$7,120	FD Sassman
743-0403-513	Parcel Management Program	\$25,000	FD Sassman
743-0403-513	Licenses	\$11,350	FD Sassman
743-0403-513	Website Enhancement/Tax Program	\$4,150	FD Sassman
743-0403-513	New I/T Desk Help Technician Position	\$58,991	FD Sassman
743-0403-513	Equipment Replacements	\$10,000	FD Sassman
743-0403-513	Servers/Switches/Storage/Infrastructure	<u>\$30,000</u>	FD Sassman
	SUBTOTAL – All Other Funds	<u>\$156,611</u>	
	GRAND TOTAL	<u>\$315,905</u>	



RESOLUTION R-23-20

A RESOLUTION APPROVING CONTINUING APPROPRIATIONS

Introduced by Mayor Merkes

WHEREAS, it is desirous and necessary for the City of Menasha to continue some 2019 Appropriations into 2020 to finance ongoing projects,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council concurring that the following appropriations be continued:

<u>Account Number</u>	<u>Account Name</u>	<u>Amount</u>
100-0801-521	Police	\$62,521
100-0305-562	Urban Redevelopment	\$16,700
100-0305-562	Urban Redevelopment	\$1,000
100-0305-562	Urban Redevelopment	\$1,070
100-0902-524	Sealer of Weights & Measures	\$197
100-0903-531	Health	\$6,895
100-0904-531	Environmental Health	\$788
100-0904-531	Environmental Health	\$1,067
100-0909-531	Dental Program	\$1,091
100-0909-531	Dental Program	\$2,042
100-0909-531	Dental Program	\$5,465
100-0914-531	Immunization Grant	\$1,042
100-0919-531	Twenty-Four/Seven Coverage	\$34,285
100-0920-531	Senior Center	\$2,500
100-0601-551	Library	\$20,000
100-0601-551	Library	\$2,631
470-0203-512	Clerk	\$10,000
743-0403-513	Information Technology	\$7,120
743-0403-513	Information Technology	\$25,000
743-0403-513	Information Technology	\$11,350
743-0403-513	Information Technology	\$58,991
743-0403-513	Information Technology	\$30,000
743-0403-513	Information Technology	\$4,150
743-0403-513	Information Technology	<u>\$10,000</u>
	Total	<u>\$315,905</u>



Passed and approved this 15th day of June, 2020.

Recommended by:

Motion/Second:

Vote: _____

Pass/Fail: _____

Requires: ___ Majority Vote
 ___ 2/3 Vote

Donald Merkes, Mayor
ATTEST:

Deborah A. Galeazzi, City Clerk



RESOLUTION R-24-20

A RESOLUTION TRANSFERRING/APPROPRIATING FUNDS

Introduced by Mayor Merkes

WHEREAS, it is necessary for the City of Menasha to transfer funds to cover 2019 Budget overdrafts.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council concurring that the following budget transfers/appropriations be made.

<u>Account Number</u>	<u>Account Name</u>	<u>Amount</u>	<u>Amount</u>
To:			
100-0401-513	Finance/Treasurer	\$10,165	
100-0402-513	Assessor	705	
100-0405-513	Common Council	7,052	
100-0414-513	Uncollectable Debt	7,495	
100-0501-552	Fire Building Maintenance	3,902	
100-0702-552	Recreation	6,540	
100-0901-515	Employee Safety	4,531	
100-0905-531	Health Screening**	459	
100-0906-531	Prevention Program**	5,310	
100-0910-531	Communicable Diseases**	41	
100-0913-531	Lead Prevention Grant**	672	
100-0915-531	Maternal Child Health**	98	
100-0917-531	Opioid Grant**	30,047	
100-0918-531	Bio-Terrorism**	9,983	
100-1002-541	Engineering	16,507	
100-1006-541	Snow Removal	117,920	
100-1008-541	Street Signs	5,210	
100-1009-541	Sidewalks/Sidewalk Excav	43,831	
100-1199-519	Wage Accrual	<u>97,000</u>	
	TOTAL	<u>\$367,468</u>	

**Grant funds with supporting revenues

From:

100-0201-512	Attorney	\$9,433
100-0202-512	Personnel	7,316
100-0203-512	Clerk	6,645
100-0204-512	Elections	2,515



<u>Account Number</u>	<u>Account Name</u>	<u>Amount</u>	<u>Amount</u>
From:			
100-0301-523	Inspector		\$43,982
100-0302-562	Community Development		15,237
100-0703-553	Parks		16,540
100-0704-552	Swimming Pool		8,941
100-0801-521	Police		88,850
100-0903-531	Health		23,194
100-0902-524	Sealer of W&M		509
100-0904-531	Environmental Health		5,918
100-0908-531	School Health Aids		3,603
100-0920-531	Senior Center		3,001
100-0811-521	Code Enforcement		2,932
100-1001-514	Municipal Buildings		3,339
100-1003-541	Street Construction		80,351
100-1012-541	Street Lighting		3,349
100-1013-541	Parking Lots		1,354
100-1016-543	Refuse Collection		30,224
100-1018-543	Weed Cutting		<u>10,235</u>
	TOTAL		<u>\$367,468</u>

Passed and approved this 15th day of June, 2020.

Recommended by:

Motion/Second:

Vote: _____

Pass/Fail: _____

Requires: ___ Majority Vote
 ___ 2/3 Vote

Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk



RESOLUTION R-25-20

A RESOLUTION ACKNOWLEDGING REVIEW OF CITY OF MENASHA 2019
COMPLIANCE MAINTENANCE ANNUAL REPORT UNDER WISCONSIN
ADMINISTRATIVE CODE NR 208

Introduced by: Alderman Langdon

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the Common Council of the City of Menasha concurring, that no recommendations or corrective actions are necessary at this time because the City has achieved CMAR grades of "A" for its individual sections for its 2019 CMAR reporting year.

Passed and approved this ____ day of _____, 2020.

Recommended by:

Motion/Second:

Vote: _____

Pass/Fail: _____

Requires: _____ Majority Vote
_____ 2/3 Vote

Donald Merkes, Mayor
ATTEST:

Deborah A. Galeazzi, City Clerk

Compliance Maintenance Annual Report

Menasha Sewage Collection System

Last Updated: Reporting For:

6/11/2020

2019

Financial Management

1. Provider of Financial Information Name: <input type="text" value="Corey Gordon"/> Telephone: <input type="text" value="920-967-3615"/> (XXX) XXX-XXXX E-Mail Address (optional): <input type="text" value="cgordon@ci.menasha.wi.us"/>												
2. Treatment Works Operating Revenues 2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ? ● Yes (0 points) <input type="checkbox"/> <input type="checkbox"/> ○ No (40 points) If No, please explain: <input type="text"/> 2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised? Year: <input type="text" value="2018"/> ● 0-2 years ago (0 points) <input type="checkbox"/> <input type="checkbox"/> ○ 3 or more years ago (20 points) <input type="checkbox"/> <input type="checkbox"/> ○ N/A (private facility) 2.3 Did you have a special account (e.g., CWFP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system? ● Yes (0 points) ○ No (40 points)		0										
REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]												
3. Equipment Replacement Funds 3.1 When was the Equipment Replacement Fund last reviewed and/or revised? Year: <input type="text" value="2019"/> ● 1-2 years ago (0 points) <input type="checkbox"/> <input type="checkbox"/> ○ 3 or more years ago (20 points) <input type="checkbox"/> <input type="checkbox"/> ○ N/A If N/A, please explain: <input type="text"/> 3.2 Equipment Replacement Fund Activity 3.2.1 Ending Balance Reported on Last Year's CMAR <table><tr><td>\$</td><td><input type="text" value="140,000.00"/></td></tr></table> 3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.) <table><tr><td>+</td><td>\$</td><td><input type="text" value="10,000.00"/></td></tr></table> 3.2.3 Adjusted January 1st Beginning Balance <table><tr><td>\$</td><td><input type="text" value="150,000.00"/></td></tr></table> 3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.) <table><tr><td>+</td><td>\$</td><td><input type="text" value="0.00"/></td></tr></table>		\$	<input type="text" value="140,000.00"/>	+	\$	<input type="text" value="10,000.00"/>	\$	<input type="text" value="150,000.00"/>	+	\$	<input type="text" value="0.00"/>	
\$	<input type="text" value="140,000.00"/>											
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\$	<input type="text" value="150,000.00"/>											
+	\$	<input type="text" value="0.00"/>										

Compliance Maintenance Annual Report

Menasha Sewage Collection System

Last Updated: Reporting For:

6/11/2020

2019

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

- \$ 0.00

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

\$ 150,000.00

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

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

3.3 What amount should be in your Replacement Fund? \$ 150,000.00

0

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

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

● Yes

○ No

If No, please explain.

4. Future Planning

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

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

○ No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	I/I Home Grant Program. The yearly grant program to correct cross connected sump pumps or drain tile systems.	50,000	2020
2	Melissa Street Sewer Lining	50,000	2020
3	Garfield Avenue Sanitary Sewer Replacement	1,000,000	2023
4	Abbey Ave Sanitary Sewer Replacement	137,500	2020
5	Lateral Repair/Rehab/Reconstruction program. Under the City's lateral repair program if staff deems the lateral is in need of repair the property owner is instructed to repair the lateral. The City allows the property owner the ability to have this repair assessed to them thru the City's assessment policy. This money is the yearly funding of this program.	90,000	2020

5. Financial Management General Comments

ENERGY EFFICIENCY AND USE

6. Collection System

6.1 Energy Usage

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

COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations: 4

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	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	1,534	
February	2,679	
March	4,356	
April	4,821	
May	4,218	
June	2,778	
July	1,568	
August	1,470	
September	1,424	
October	1,849	
November	2,625	
December	2,849	
Total	32,171	0
Average	2,681	0

6.1.2 Comments:

6.2 Energy Related Processes and Equipment

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

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

6.2.2 Comments:

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

● No

○ Yes

Year:

By Whom:

Describe and Comment:

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6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

--

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

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Sanitary Sewer Collection Systems

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

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

- ☒ Yes
- ☐ No

If No, explain:

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

- ☒ Yes
- ☐ No (30 points)
- ☐ N/A

If No or N/A, explain:

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

☐ Goals [NR 210.23 (4)(a)]

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

Did you accomplish them?

- ☐ Yes
- ☐ No

If No, explain:

☒ Organization [NR 210.23 (4) (b)] ☐

Does this chapter of your CMOM include:

- ☒ Organizational structure and positions (eg. organizational chart and position descriptions)
- ☒ Internal and external lines of communication responsibilities
- ☒ Person(s) responsible for reporting overflow events to the department and the public

☒ Legal Authority [NR 210.23 (4) (c)]

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

Ordinance

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

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

- ☒ Private property inflow and infiltration
- ☒ New sewer and building sewer design, construction, installation, testing and inspection
- ☐ Rehabilitated sewer and lift station installation, testing and inspection
- ☒ Sewage flows satellite system and large private users are monitored and controlled, as necessary
- ☒ Fat, oil and grease control
- ☒ Enforcement procedures for sewer use non-compliance

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

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

- ☒ Equipment and replacement part inventories
- ☒ Up-to-date sewer system map
- ☒ A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation

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

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

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

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

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

Does your emergency response capability include:

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

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

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

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

0

2. Operation and Maintenance

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

Cleaning	<input type="text" value="100"/>	% of system/year
Root removal	<input type="text" value="0"/>	% of system/year
Flow monitoring	<input type="text" value="0"/>	% of system/year
Smoke testing	<input type="text" value="0"/>	% of system/year
Sewer line televising	<input type="text" value="3.5"/>	% of system/year
Manhole inspections	<input type="text" value="0"/>	% of system/year
Lift station O&M	<input type="text" value="6"/>	# per L.S./year
Manhole rehabilitation	<input type="text" value="0"/>	% of manholes rehabbed
Mainline rehabilitation	<input type="text" value="0"/>	% of sewer lines rehabbed
Private sewer inspections	<input type="text" value="12.5"/>	% of system/year
Private sewer I/I removal	<input type="text" value="6.3"/>	% of private services

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River or water crossings

0

% of pipe crossings evaluated or maintained

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

3. Performance Indicators

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

35.15	Total actual amount of precipitation last year in inches
31.1	Annual average precipitation (for your location)
52	Miles of sanitary sewer
4	Number of lift stations
0	Number of lift station failures
0	Number of sewer pipe failures
0	Number of basement backup occurrences
17	Number of complaints
3.164	Average daily flow in MGD (if available)
11.509	Peak monthly flow in MGD (if available)
	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

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

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED **

Date	Location	Cause	Estimated Volume (MG)
None reported			

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

5. Infiltration / Inflow (I/I)

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

- Yes
- No

If Yes, please describe:

During wet conditions we experienced increased flows at the treatment plant.

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

- Yes
- No

If Yes, please describe:

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<div></div> <p>5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:</p> <div>In 2019 our total inches of rain increased by 0.9 inches with this we saw an increase to our average daily flow of 346,000 gallons per day.</div> <p>5.4 What is being done to address infiltration/inflow in your collection system?</p> <div>We inspected 180 home in 2019 for sump pump cross connections and we also continued our televising of sewers ahead of street construction along with private home laterals. In 2019 we required one home to have their lateral repaired due to infiltration or defect.</div>
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Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Grading Summary

WPDES No: 0047341

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

Notes:

A = Voluntary Range (Response Optional)

B = Voluntary Range (Response Optional)

C = Recommendation Range (Response Required)

D = Action Range (Response Required)

F = Action Range (Response Required)

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Resolution or Owner's Statement

Name of Governing
Body or Owner:

City of Menasha

Date of Resolution or
Action Taken:

2020-06-15

Resolution Number:

R-25-20

Date of Submittal:

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

Financial Management: Grade = A

Collection Systems: Grade = A

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

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

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

G.P.A. = 4.00