

**CITY OF MENASHA
COMMON COUNCIL
First Floor Conference Room
100 Main Street
Monday, July 6, 2020
6:00 PM
AGENDA**

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. MOMENT OF SILENCE
 - 1. Christopher Kunz – Neenah-Menasha Fire Rescue Joint Finance and Personnel
- D. ROLL CALL
- E. TEMPORARY SUSPENSION OF THE RULES OF THE COMMON COUNCIL AND MAYOR /TEL WEB CONFERENCE
- F. PUBLIC HEARING
 - 1. Amendment to Title 13, Chapter 1, Article C, Section 13-1-30 of the Menasha Code of Ordinances pertaining to shoreland setback (C-2 District).
 - 2. Amendments to Title 13, Chapter 1, Article B, Section 13-1-12 of the Menasha Code of Ordinances pertaining to Site Plans Required (Façade).
 - 3. Application for a Special Use Permit by Mach IV Engineering and Surveying, LLC, on behalf of the developer, RF Development Group, LLC, to construct a three story mixed use building along with a four story apartment building featuring both below and above ground parking within the C-2 Central Business District, as required by Sec. 13-1-30(c)(5) of the City of Menasha Municipal Code. The proposed use is to take place on parcels located at Tayco Street (3-00831-00), 1 Main Street (3-00835-00), Water Street (3-00828-00), 7 Tayco Street (3-00832-00), Water Street (3-00829-00), Water Street (3-00826-00), and 13 Main Street (3-00836-00), City of Menasha, Winnebago County, Wisconsin (Brin Development).
- G. REPORT OF DEPARTMENT OFFICERS/DEPARTMENT HEADS/STAFF/CONSULTANTS
 - 1. Great Neighbor Presentation by Vicki Bokelman, Neighborhood Partners
 - 2. PHD McKenney, COVID-19 Update
 - 3. Clerk Krautkramer - the following minutes and communications have been received and placed on file:
 - Minutes to receive:
 - a. Board of Public Works, 6/15/20
 - b. Landmarks Commission, 6/17/20
 - c. Library Board, 6/23/20
 - d. NMFR Joint Finance & Personnel, 6/23/20
 - e. NM Sewerage Commission, 5/26/20
 - f. Plan Commission, 6/16/20
 - g. Police Commission, 5/14/20 & 6/10/20
 - h. Water & Light Commission, 5/27/20

Communications:

- i. Opening of Contract Negotiations – Menasha Professional Police Union
- j. 2021 WRS Contribution Rates
- k. Valley Marine Mart regarding license agreement of property at 100 Water Street Menasha
- l. Wisconsin DNR Knowles-Nelson Stewardship Program – Land acquisition of Heckrodt Wetland Reserve

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

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

I. 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, 6/15/2020

Board of Public Works, 6/15/20, Recommends Approval of:

2. Payment – Vinton Construction Company; Contract Unit No. 2020-02; Jefferson Park Parking Lot, Basket Ball court & Regrading; \$148,422.40 (Payment No. 3).
3. Change Orders – Miron Construction Co., Inc.; Contract Unit No. 2020-06; PWF Project Add \$93,586.71 (Change Order No. 4-9).
4. Payment – Miron Construction Co., Inc.; Contract Unit No. 2020-06; PWF Project \$691,398.90 (Payment No 3).
5. To enter into the agreement with the Wisconsin Department of Transportation for the planned street work on Plank Road from Manitowoc Street to Melissa Street.
6. To enter into the agreement with Winnebago County and the Village of Fox Crossings for the urbanization of CTH P.

NMFR Joint Finance & Personnel Committee, 6/23/20, Recommends Approval of:

7. Memorandum of Understanding for Mutual Aid and Fire Suppression services with the State of Wisconsin DNR pending review by both City Attorney's before signing.

Plan Commission, 6/16/20, Recommends Approval of:

8. Special use permit as presented for 1 Main Street, 7 Tayco Street, 13 Main Street and additional associated parcels (parcel #3-00836-00, 3-00826-00, 3-00828-00, 3-00835-00, 3-00832-00, 3-00831-00, and 3-00829-00) finding that the proposed use meets the ordinance criteria outlined in staff memo.

J. ITEMS REMOVED FROM THE CONSENT AGENDA

K. ACTION ITEMS

1. Accounts payable and payroll for the term of 6/12/20-7/2/20 in the amount of \$2,638,334.73.
2. Beverage Operators License Applications for the 2019-2021 licensing period.
3. "Class B" Liquor License Application for Lake Park Swim and Fitness, LLC, d/b/a Lake Park Swim and Fitness, Megan Collins, Agent, 730 Lake Park Rd, Menasha, for the 2020-2021 licensing year.
4. A motion to reconsider (Ald. Langdon) – Approve Strong Neighborhoods Menasha Housing Program redline draft of the program accepting the recommendation listed and to prohibit any elected official from utilizing the program effective January 1, 2021 (requires 2/3 vote).
5. Christine A. Sohns Request to Release \$25,000 Escrow Funds – 198 River St.

L. HELD OVER BUSINESS

M. ORDINANCES AND RESOLUTIONS

1. O-6-20 An Ordinance Amending Title 13 – Zoning Code, Chapter 1, Article C, Section 13-1-30(g)(6) (Shoreland Setback within C-2 Central Business District) Introduced by Ald. Stan Sevenich.
2. O-7-20 An Ordinance Amending Title 13 – Zoning Code, Chapter 1, Article B, Section 13-1-12 (Site Plans Required) Introduced by Ald. Tom Grade.

N. APPOINTMENTS

1. Mayor's appointment of Paul Kornfeind to the Police Commission for the term of 7/6/2020-5/1/2025.
2. Mayor's reappointment of Jessica Crane to the Board of Review for the term of 7/6/2020-7/6/2025.

O. CLAIMS AGAINST THE CITY

P. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

Q. PRESENTATION TO OUTGOING ALDERMEN

1. Alderman Steve Krueger – District 5 (April 2017- December 2019)

R. RECESS TO COMMITTEES

S. ACTION ITEM

1. Adjourn into Closed Session pursuant to Wis. Stats. 19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved (Request of Robert R. Smith to Detach 500 9th Street Menasha from Village of Fox Crossing).
2. May adjourn into Open Session to take action on items discussed in Closed Session.

T. ADJOURNMENT

MEETING NOTICE
Monday, July 20, 2020
Common Council Meeting – 6:00 p.m.
Committee Meetings to Follow

**City of Menasha
Public Hearings**

NOTICE IS HEREBY GIVEN that a public hearing will be held by the Menasha Common Council on the proposed amendment to Title 13, Chapter 1, Article C, Section 13-1-30 of the Menasha Code of Ordinances pertaining to shoreland setback. The Common Council will be considering the proposed amendment at a formal public hearing on Monday, July 6, 2020 at 6:00 p.m., or shortly thereafter, in the first floor conference room of the Menasha City Center, 100 Main Street, Menasha, WI. Persons interested in this matter will be given an opportunity to comment and ask questions about the proposed amendment.

Deborah A. Galeazzi, WCMC
City Clerk

Run: June 22 and 29, 2020.

**City of Menasha
Public Hearings**

NOTICE IS HEREBY GIVEN that a public hearing will be held by the Menasha Common Council on the proposed amendments to Title 13, Chapter 1, Article B, Section 13-1-12 of the Menasha Code of Ordinances pertaining to Site Plans Required. The Common Council will be considering the proposed amendments at a formal public hearing on Monday, July 6, 2020 at 6:00 p.m. or shortly thereafter in the first floor conference room of the Menasha City Center, 100 Main Street, Menasha, WI. Persons interested in this matter will be given an opportunity to comment and ask questions about the proposed amendment.

Deborah A. Galeazzi, WCMC
City Clerk

Run: June 22 and 29, 2020.

CITY OF MENASHA
Public Hearing

NOTICE IS HEREBY GIVEN that a public hearing will be held by the Menasha Common Council on an application for a Special Use Permit by Mach IV Engineering and Surveying, LLC, on behalf of the developer, RF Development Group, LLC, to construct a three story mixed use building along with a four story apartment building featuring both below and above ground parking within the C-2 Central Business District, as required by Sec. 13-1-30(c)(5) of the City of Menasha Municipal Code. The proposed use is to take place on parcels located at Tayco Street (3-00831-00), 1 Main Street (3-00835-00), Water Street (3-00828-00), 7 Tayco Street (3-00832-00), Water Street (3-00829-00), Water Street (3-00826-00), and 13 Main Street (3-00836-00), City of Menasha, Winnebago County, Wisconsin. The Common Council will be considering this special use permit at a formal public hearing on Monday, July 6, 2020 at 6:00 p.m. or shortly thereafter in the first floor conference room of the Menasha City Center, 100 Main Street, Menasha, WI. Persons interested in this matter will be given an opportunity to comment and ask questions about the proposed special use.

Deborah A. Galeazzi
City Clerk

Publish: June 22 and 29, 2020



The **Great Neighbor Shout-Out** is an opportunity for Menasha residents to recognize the kind things they see neighbors doing for one another, and to celebrate those kindnesses as a community.

All residents will be encouraged to nominate one or more neighbors (adults or kids!) for kind things they do:

- Shovel snow for others
- Share garden vegetables
- Maintain a pretty front yard
- Welcome new neighbors
- Share tools
- Take time to talk
- Help out in an emergency
- Keep an eye on kids on the block
- Watch pets or take in mail when a neighbor is away
- Host a block party
- Help a neighbor with a home repair
- Share a recipe
- Share neighborhood history
- Have a lemonade stand
- Support youth fundraising efforts

Nominations will be accepted by mail, at drop off boxes located throughout the community, and online. *No neighborly kindness is too big or too small!* Nominations will be accepted March-May 15, 2020. **Everyone who is nominated, and everyone who nominates someone else, will be celebrated at a community event in early summer.**

Ways you/your organization can get involved:

- Promote the nomination process and make nomination forms/website available through your communication channels
- Welcome a presentation about the Great Neighbor Shout-Out at one of your meetings
- Host a nomination drop box at your site
- Host the Shout-Out celebration or be a sponsor with a financial or in-kind contribution
- Join the Planning Team
- Suggest other people and organizations that may want to get involved

The **Menasha Great Neighbor Shout-Out** is part of a larger initiative to strengthen neighborhood social connectedness in Menasha. The initiative is supported by a growing collaboration of public and private organizations including the Menasha Senior Center and the Boys and Girls Club of Menasha with support from the Neighborhood Partners program of Goodwill NCW and a grant from the *Basic Needs Giving Partnership Fund* supported by the *U.S. Venture Fund for Basic Needs* within the Community Foundation for the Fox Valley Region, the J.J. Keller Foundation, Inc., and other community partners.

Contact: Vicki Bokelman, Neighborhood Partners Community Connector,
vbokelman@goodwillncw.org (920)729-0245



NEIGHBORHOOD
PARTNERS



Neighborhood acts of care and generosity make the world go round. Running the snowblower down the block, sharing garden vegetables, lending a tool – we appreciate our neighbors for these simple kindnesses. And amid a global pandemic, neighbors are supporting one another in new ways.

So let's recognize our Menasha neighbors! Great neighbors probably don't feel the need to be recognized, *but that doesn't mean they shouldn't be!*

Submit your recognition here: <https://surveymonkey.com/r/GNSOMenasha> or mail in the form below. Your neighbor will receive a friendly recognition letter and someday, when it is safe to do so, we will celebrate in person!



NEIGHBORHOOD
PARTNERS



Your Name: _____ Your Address : _____

Your Phone and/or Email: _____

Neighbor's Name: _____ Neighbor's Address: _____

Don't know your neighbor's name and/or address? No problem! Just describe some identifying information ("The man who lives two houses from ours towards Main Street, in the yellow house") _____

I am recognizing my neighbor for this: _____

Mail to: Neighborhood Partners/Goodwill NCW, 1800 Appleton Rd, Menasha WI 54952

CITY OF MENASHA
BOARD OF PUBLIC WORKS
First Floor Conference Room
100 Main Street, Menasha
June 15, 2020
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Langdon at 8:12 p.m.

B. ROLL CALL

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

ABSENT: Alderman James Taylor

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, CDD Schroeder, PWD Alix, FD Sassman, PRD Tungate, Clerk Galeazzi, Deputy Clerk Krautkramer

C. MINUTES TO APPROVE

1. June 1, 2020

Moved by Ald. Ted Grade seconded by Ald. Sevenich to approve June 1, 2020 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; \$148,422.40 (Payment No. 3)

Staff commented on landscaping, striping of the parking lot, sealing of the basketball courts, and installation of the basketball hoops.

Moved by Ald. Ted Grade seconded by Ald. Tom Grade to recommend to Common Council to approve Payment – Vinton Construction Company; Contract Unit No. 2020-02; Jefferson Park Parking Lot, Basketball court & Regrading; \$148,422.40 (Payment No. 3)
Motion carried on roll call vote 7-0.

2. Change Orders – Miron Construction Co., Inc.; Contract Unit No. 2020-06; PWF Project Add \$93,586.71 (Change Order No. 4-9)

Staff provided an overview on the payments and commented on the available funds, costs associated with placing a canopy over the fueling station, status of the contingency, additional fees and consulting work, parcel consolidation, utility costs and opportunities for cost savings, and updated construction costs and timelines.

Moved by Ald. Ted Grade seconded by Ald. Sevenich to recommend Common Council to approve Change Orders – Miron Construction Co., Inc.; Contract Unit No. 2020-06; PWF Project Add \$93,586.71 (Change Order No. 4-9).
Motion carried on roll call 7-0.

3. Payment – Miron Construction Co., Inc.; Contract Unit No. 2020-06; PWF Project \$691,398.90 (Payment No 3)

Staff provided an update on current construction projects taking place at the new public works facility and construction timelines.

Moved by Ald. Ted Grade seconded by Ald. Tom Grade to recommend to Common Council to approve Payment – Miron Construction Co., Inc.; Contract Unit No. 2020-06; PWF Project \$691,398.90 (Payment No 3).
Motion carried on roll call 7-0.

4. Plank Road State/Municipal Agreement

Staff commented on Wisconsin Department of Transportation planned street work on Plank Road from Manitowoc Street to Melissa Street tentatively beginning in 2025 and the engineering costs associated with the agreement with City's share of 25%.

Discussion ensued on the agreement requirements and associated engineering costs.

Moved by Ald. Sevenich seconded by Ald. Ted Grade to recommend to Common Council to enter into the agreement with the Wisconsin Department of Transportation for the planned street work on Plank Road from Manitowoc Street to Melissa Street.
Motion carried on roll call 7-0.

5. Intermunicipal Agreement, Winnebago County and Fox Crossing, Cty P Construction

Staff commented on the funding source, intermunicipal negotiations, and the reconstruction of CTH P (County to fund 63%, Village of Fox Crossing 25%, and City of Menasha 12%).

Discussion ensued on sidewalk cost estimates, design, and placement.

Moved by Ald. Sevenich seconded by Ald. Ted Grade to recommend to Common Council to enter into the agreement with Winnebago County and the Village of Fox Crossings for the urbanization of CTH P.
Motion carried on roll call 7-0.

E. ADJOURNMENT

Moved by Ald. Ted Grade seconded by Ald. Tom Grade to adjourn at 8:34 p.m.
Motion carried on voice vote.

Haley Krautkramer
City Clerk

CITY OF MENASHA
Landmarks Commission
Menasha City Center, Room 133
100 Main Street, Menasha
June 17th, 2020
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order by Alderperson Tom Grade at 5:06 PM.

B. ROLL CALL/EXCUSED ABSENCES

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

LANDMARKS MEMBERS EXCUSED: Commissioners Arnie Collier, Thomas Almendarez and Jeff Heimerman.

OTHERS PRESENT: AP Stephenson, Mayor Merkes, Paul Brunette (210 Main Street), Nick Jevne (210 Main Street) and Bill Bante (192 Main).

C. MINUTES TO APPROVE

1. Minutes of the December 17, 2019 Landmarks Commission Meeting

Com. Wydeven made a motion to approve the minutes of December 17th, 2019 Landmarks Commission Meeting.

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

Five (5) minute time limit for each person

Paul Brunette (210 Main Street): spoke about maintenance issues within the downtown historic district.

Nick Jevne (210 Main Street): spoke about maintenance issues within the downtown historic district.

Bill Bante (192 Main Street): spoke about maintenance issues within the downtown historic district.

E. COMMUNICATIONS

1. None

F. ACTION / DISCUSSION ITEMS

1. Consideration of Certificate of Appropriateness: New Construction – 1 Main Street and Demolition – 7 Tayco Street and 13 Main

AP Stephenson gave an update of the proposed construction on the above addresses.

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

1. How the building fits in with the surrounding area.
2. What the use of the building will be.
3. Historic items that should be preserved on 7 Tayco Street.
4. The need for downtown revitalization.

Com. Mueller made a motion to approve the certificate of appropriateness for new construction on 1 Main Street and the demolition of 7 Tayco and 13 Main with the following items being kept for historic purposes:

1. The keystones on the windows on 7 Tayco.
2. The date stone on 7 Tayco.
3. The upper gate stone portion of 7 Tayco.
4. The gears from the public space.
5. The benches from the public space.

The motion was seconded by Com. Massey. The motion carried.

2. Draft Vacant Building Registration Ordinance

AP Stephenson gave an update on the ordinance.

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

1. The need for a vibrant downtown.
2. Changes in exceptions to the rules.
3. Landmarks ability to recommend blighting a building.
4. Where best to use the funds collected from the registration process.

A motion was made by Com. Mueller to approve the draft ordinance with the following revisions:

1. Make it clear in exceptions that service industries are excluded from the hour requirements and not the remainder of the ordinance.
2. Add a section regarding blight and maintenance of property.
3. Add a section that puts the registration fees into a fund that can be used for building maintenance.

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

Final approval of this ordinance as well as a public hearing, will appear at the next Landmarks Meeting.

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

Five (5) minute time limit for each person

None.

H. ADJOURNMENT

A motion was made by Com. Mueller to adjourn the meeting at 6:28 PM. The motion was seconded by Alderperson Grade. The motion carried.

Minutes prepared by AP Stephenson.

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

Elisha D. Smith Public Library
Via GoToMeeting and the Company E Room
June 23, 2020

Called to order at 4:31pm by Chair Englebert

Present: Chairman Englebert (via GoToMeeting), Vice Chairman Golz (at the library), Secretary Halverson (via GoToMeeting), Trustee Franzoi (via GoToMeeting), Trustee Lane (at the library), Trustee Schwerbel (at the library), Trustee Turner (at 4:45pm via GoToMeeting), Superintendent of Schools VanderHeyden (at 4:33pm via GoToMeeting), Trustee Witt (at 4:34pm via GoToMeeting) and Teen Rep White (via GoToMeeting).

Also Present: Director Lenz (at the library), Support Services Supervisor Brandt (via GoToMeeting) Adult Services Supervisor Raschke (at the library) and Business Manager Dreyer (at the library).

Public Comment/Communication

None

Consent Business

Motion made by Golz, seconded by Lane to approve the Library Board meeting minutes from May 26, 2020. Motion carried unanimously.

Authorization of Bills

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

Old Business

Facility Plan

The IMLS CARE's grant application was submitted. We requested \$150,000 which would be used to fund the consultant fee, clerical staff time to facilitate consultant meetings and research, and architectural fees to develop a rendering that could be used for fundraising.

New Business

May Statistics

The library remained closed to the public during the month of May due to the coronavirus pandemic. Statistics reflect circulation from drive-up service, virtual programs, telephone reference service and Wi-Fi service in the library's parking lot. Digital circulation was up 33.6%.

2020 Budget Status

Trustees reviewed the 2020 budget status. We are spending more on online services. We are currently reviewing the capital improvement budget for 2021 and in August we will start putting together the operating budget.

2021 Closings

Lenz provided a list of closing dates for 2021. Motion made by Franzoi, seconded by Golz to approve the list of closing dates for 2021. Motion carried unanimously.

Staff Reports

- We have been working with Menasha's Health Department to review the gating criteria for reopening the library to the public. We have opened the library up for up to 5 people to use the computers, fax machine, copy machine, notary public service and proctoring by appointment or if someone expresses the need for these services at the drive-up service.
- The library received a \$2,500 grant from Menasha Corporation Foundation to purchase books to give away at the MJSD meal sites that do not take place at schools.

- Support Services staff continue to improve procedures for drive-up service. We are processing about 600 items per day. Patrons are very appreciative of the services we are providing.
- Children's Services staff have been recording story sparklers story times, bilingual story times, STEM story times, DIY craft story times, baby story times and yoga story times for broadcast on Facebook. They are also recording performer's for Facebook and for viewing on the library's website.
- Adult Services staff have installed new software to help patrons on computers from a distance, started homebound delivery service, recorded programs to be viewed on Facebook and the library's website, prepared crafts for teens to pick up weekly during the summer and are working on a plan for a summer used book sale during in July and August. A half time Adult Services Librarian resigned. This position is currently posted.
- We have a total of 586 people signed up for the summer reading program (269 birth – 5th grade and 317 teens/adults).
- Winnefox updated the library website so that it is more responsive to screen size, particularly phones.

Adjournment

Motion to adjourn made at 4:54pm by Golz, seconded by Halverson. Motion carried unanimously.

Respectfully submitted,
Kathy Dreyer, Recording Secretary

**NMFR Joint Finance & Personnel Committee Meeting Minutes
June 23, 2020 – 5:30 p.m.
Room #132 – City of Menasha**

Draft

Present: Ald. Sevenich, Stevenson, Boyette and Grade

Excused: Ald. Kunz and Ald. Ropella

Also Present: Chief Kloehn and Director Sassman

Ald. Sevenich called the meeting to order at 5:30 p.m.

Chair: **MSC Stevenson/Grade to elect Ald. Boyette as Chair of NMFR's Joint Finance & Personnel Committee, all voting aye.**

Vice-Chair: **MSC Grade/Stevenson to elect Ald. Sevenich as Vice-Chair of NMFR's Joint Finance & Personnel Committee, all voting aye.**

Ald. Boyette took over as Chair of the Committee.

Public: No members of the public were present

Minutes: The Committee reviewed the meeting minutes from January 28, 2020. **MSC Sevenich/Stevenson to approve the January 28, 2020 meeting minutes and place on file, all voting aye.**

Activities: The Committee reviewed the activity and automatic aid reports for May 2020. **MSC Stevenson/Grade to approve the May 2020 activity and automatic aid/mutual aid reports and place on file, all voting aye.**

Budget: The Committee reviewed the May 2020 budget report. **MSC Stevenson/Sevenich to approve the May 2020 budget report and place on file, all voting aye.**

MOU with State of Wisconsin DNR: The Committee reviewed the Memorandum of Understanding for Mutual Aid and Fire Suppression with the State of Wisconsin DNR. Chief Kloehn explained the Cities of Neenah and Menasha have wildland properties within their areas of justification. This MOU gives us the ability to bill for engines and UTV's that are used to suppress a fire within these areas. In addition, we will be able to call for more mutual aid to help with extinguishment and will be eligible to apply for DNR grants for replacement of equipment. This agreement has not been updated within the last 8 years and the State is now requesting everyone to re-sign a new agreement. **MSC Stevenson/Grade recommends the City of Neenah and City of Menasha Common Council approve the Memorandum of Understanding for Mutual Aid and Fire Suppression services with the State of Wisconsin DNR, pending review by both City Attorney's before signing, all voting aye.**

Report

MSC Stevenson/Grade to adjourn at 5:52 p.m., all voting aye.

Respectfully Submitted,

A handwritten signature in dark ink, appearing to read "Kevin Kloehn". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Kevin Kloehn
Chief

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday May 26, 2020

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

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

Excused: Commissioner James Taylor.

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

Public Forum

No one in attendance for the Public Forum.

Minutes

April 28, 2020 Regular Meeting minutes: After discussion, motion made and seconded by Commissioners Zielinski/Bates to approve the minutes from the April 28, 2020 Regular Meeting. Motion carried unanimously.

Correspondence

There was no correspondence discussed:

Old Business

Transfer of Ownership of NMSC Interceptors to City of Menasha. Rob Franck reported on discussions with Adam Alix (City of Menasha Public Works Director) and the questions he asked for further information on the interceptors.

New Business

Operations, Engineering, Planning

McMahon Project Updates:

Polymer Feed System - Chad Olsen reported he has no new information to report; he will have updates for the June meeting.

Chlorine Residual Analyzer Installation - Chad Olsen reported the system was put on-line for the May 1 disinfection requirements; the system needed some minor programming adjustments and a system pump needed to be replaced, this is the second time for the pump to be replaced.

Facility Re-Rating Study – Chad Olsen reported he has no new information to report; he will have updates for the June meeting.

Phosphorus Removal Equipment Pilot Study - Chad Olsen reported Aqua-Aerobic Systems is scheduled the second week of July; Veolia is scheduled for early August.

McMahon Invoices. Commissioners discussed McMahon invoices #918205, #918206 phase 6, #918207 phase 6, and #918208 in the amounts of \$86.65, \$138.00, \$405.00 and \$1,431.00. After discussion, motion made and seconded by Commissioners Coburn/Bates to approve for payment McMahon invoices #918205, #918206 phase 6, #918207 phase 6, and #918208. Motion carried unanimously.

NMSC Guidelines for Approval/Disapproval of Sewer System Extensions. Manager Much discussed requested changes to the current guidelines. The updated guidelines will require: the ultimate design capacity for the area served to include the BOD pounds per day, Total Suspended Solids pounds per day, phosphorus pounds per day. Some of this information was previously reported on DNR Form No. 3400-59; changes were made to this form and this information is no longer requested on the form. The updated guidelines also incorporates the amended wording that was approved in April 1995. After discussion, motion by Commissioners Weyenberg/Zielinski to approve the NMSC Guidelines for Approval/Disapproval of Sewer System Extensions as amended. Motion carried unanimously.

Compliance Maintenance Annual Report (CMAR). Manager Much discussed the CMAR; the plant received "A" ratings in all sections except in the section for Plant Flows & Loadings where it received an "F" rating. The goal of the Re-Rating study is to have the treatment plant re-rated for increased loadings; this will address some of the issues that led to the rating received. After discussion, motion by Commissioners Bates/Coburn to approve the 2019 CMAR report and to approve Compliance Maintenance Resolution 2020-2. All present voting aye on a roll call vote, motion carried (6-0).

Operating Report. Manager Much reported on plant operations; there are no issues, the plant is operating well. Rob Franck reported on Equipment and Grounds items. Items further discussed on his report included: boiler issues – this is now becoming a priority item, there will be a plan presented at the next meeting. The duplexer/compactor/washer work was delayed due to the COVID-19 concerns. The MLSS Channel will be drawn down later this summer to replace diffusers, repair concrete, and televise after the pilot studies have been completed. The primary clarifiers annual inspections are proceeding. After discussion, motion by Commissioners Zielinski/Bates to accept the operations report. Motion carried unanimously.

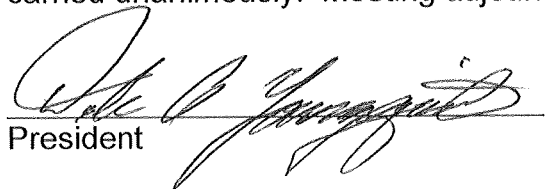
Budget, Finance, Personnel

Financial Statements. Accountant Voigt reported on the April 2020 financial statements. April Operations are indicating a net loss was incurred for the month; year to date we have an operations net income. MCO generated almost \$3,275 in additional revenue for the Commission; interest rates on investments are dropping, two CDARS matured and the funds were added to the ICS CDARS account. A CD is maturing later this week at Community First Credit Union; renewal rates are in the 1.70% range. After discussion, motion made and seconded by Commissioners Bates/Weyenberg to approve the Accountant's Report for April 2020. Motion carried unanimously.

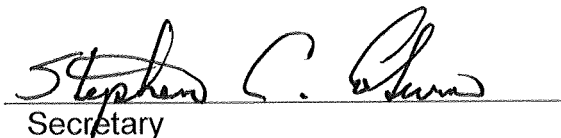
Motion made and seconded by Commissioners Coburn/Bates to approve for payment MCO invoices #25861 and #25909 in the amounts of \$133,291.64 and \$434.72 with payment to be made after June 1, 2020. Motion carried unanimously.

Motion made and seconded by Commissioners Coburn/Zielinski to approve Operating and Payroll Vouchers #138133 through #138196 in the amount of \$460,928.76 for the month of April 2020. Motion carried unanimously.

Motion made and seconded by Commissioners Coburn/Bates to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 8:42 a.m.



President



Secretary

CITY OF MENASHA
Plan Commission
Menasha City Center, Room 133 – 100 Main Street
June 16, 2020
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order by Mayor Merkes at 3:30 PM.

B. ROLL CALL/EXCUSED ABSENCES

PLAN COMMISSION MEMBERS PRESENT: Mayor Merkes, Alderperson Ann Schmidt, DPW Alix and Commissioners Cruickshank, Sturm, and Homan.

PLAN COMMISSION MEMBERS EXCUSED: Commissioner Benner.

OTHERS PRESENT: CDD Schroeder, PP Stephenson, CDC Heim, DD Gordon, Ald. Tom Grade (District 6), Kip Golden (CR Structures), and Joel Ehrfurth (Mach IV).

C. PUBLIC HEARING

1. Ordinance – Text Amendment to Title 13 – Zoning Code, Chapter 1, Article C, Section 13-1-30(g)(6) – (Shoreland Setback with C-2 Central Business District)

CDD Schroeder provided a summary of the proposed ordinance. In 2013 the State of Wisconsin mandated that all municipalities adopt a local ordinance to regulate shoreland setbacks for properties annexed after May 7, 1982. During this time, the City adopted a shoreland ordinance whereas all properties annexed after May 7, 1982 were required to meet the required shoreland setbacks. In addition, all single-family, two-family, and central business district were required to meet the same requirements regardless of the year incorporated into municipal boundaries. Staff believes due to the existing development, the type of development, and the trend that all other commercial and industrial districts did not require shoreland setbacks prior to May 7, 1982, that this requirement in the C-2 Central Business District was by error.

No comments were made.

2. Special Use Permit – Tayco Street (Parcel #3-00831-00), 1 Main Street (Parcel #3-00835-00), Water Street (Parcel #3-00828-00), 7 Tayco Street (Parcel #3-00832-00), Water Street (Parcel #3-00829-00), Water Street (#3-00826-00), and 13 Main Street (Parcel #3-00836-00)

PP Stephenson provide a summary and history of the proposed Brin development as it related to the use of the building noting that the multifamily use of the proposed development requires a special use permit in the C-2 Central Business District.

Kip Golden, CR Structures general contractor of the development, stated they are excited to get through the process and get stated on the project.

3. Ordinance – Text Amendment to Title 13 – Zoning Code, Chapter 1, Article B, Section 13-1-12(f) – (Site Plans Required – Architectural Design and Materials)

PP Stephenson provided a summary of the proposed updated “façade” ordinance. The City Plan Commission has discussed changes to the required architectural design and materials over the last year including a workshop in December of 2019 and a draft redline ordinance in March of 2020.

No comments were made.

D. MINUTES TO APPROVE

1. Minutes of May 5, 2020 Plan Commission Meeting

Comm. Sturm made a motion to approve the Minutes of May 5, 2020. Plan Commission meeting. The motion was seconded by Alderperson Schmidt. The motion carried.

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

Five (5) minute time limit for each person

No Comments were made.

F. DISCUSSION / ACTION ITEMS

1. Ordinance – Text Amendment to Title 13 – Zoning Code, Chapter 1, Article C, Section 13-1-30(g)(6) – (Shoreland Setback with C-2 Central Business District)

General discussion ensued as it relates to shoreland requirements and the history.

A motion was made by Comm. Homan to recommend approval of the ordinance as drafted removing the shoreland restriction within the C-2 Central Business District for lands that were within the corporate boundaries prior to May 7, 1982. The motion was seconded by Alderperson Schmidt. The motion carried.

2. The Brin Development – 1 Main Street

PP Stephenson gave an overview of the entire Brin Development project including the site plan, façade, landscaping, lighting, building uses,

General discussion ensued including the following:

- Development Agreement
- Façade materials – LEED certified
- Building mechanicals
- Road right-of-way versus easement
- Certified survey map – lot layout
- Vacation process

a. Site Plan Review

A motion was made by Comm. Homan to approve the site plan as presented for 1 Main Street, 7 Tayco Street, 13 Main Street and additional associated parcels (parcel #3-00836-00, 3-00826-00, 3-00828-00, 3-00835-00, 3-00832-00, 3-00831-00, and 3-00829-00) finding that the façade materials meet the innovative and recycled requirements with the following conditions:

1. Prior to the issuance of building permits, a stormwater and site improvement agreement must be recorded for the proposed development.
2. Prior to the issuance of building permits a stormwater management plan is submitted and approved by the Public Works Department.
3. The necessary properties are acquired and the CSM combining the properties is approved and recorded.
4. The special use permit is approved.
5. The draft ordinance modifying the C-2 shoreland setback is approved.
6. The City approval and installation of the regional underground stormwater detention facility.
7. The mechanicals must be screened to the standards of the ordinance.
8. The lighting plan is corrected to meet ordinance.

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

b. Special Use Permit

A motion was made by Comm. Homan to approve the special use permit as presented for 1 Main Street, 7 Tayco Street, 13 Main Street and additional associated parcels (parcel #3-00836-00, 3-00826-00, 3-00828-00, 3-00835-00, 3-00832-00, 3-00831-00, and 3-00829-00) finding that the proposed use meets the ordinance criteria. Motion was seconded by Comm. Sturm. The motion carried.

c. Certified Survey Map and Vacation of Right-of-Way (Center Street)

A motion was made by Comm. Sturm to recommend approval of the lot consolidation CSM with the modification that the portion of vacated Center Street south of Lot 2 remains with Lot 2 and the following conditions:

1. The necessary lands currently not owned by the applicant are assembled.
2. Easements for public thoroughfare, ingress/egress, and utilities be recorded before the CSM is recorded.
3. Lot 2, per the City Development Agreement, shall remain city owned.

Motion was seconded by DPW Alix. The motion carried.

A motion was made by DPW Alix to recommend approval of the Center Street right-of-way vacation and the sale of public lands as presented. Motion was seconded by Alderperson Schmidt. The motion carried.

3. Ordinance – Text Amendment to Title 13 – Zoning Code, Chapter 1, Article B, Section 13-1-12(f) – (Site Plans Required – Architectural Design and Materials)

PP Stephenson provided a summary of the proposed ordinance that will make modifications to the “Site Plan Required”, specifically the architectural design and materials, sub-section. These changes are summarized as follows:

- Allow greater flexibility to façade materials while maintaining high quality, attractive and durable buildings.
- Eliminate innovative materials exception.
- Relax regulations for alterations to existing buildings and large buildings.

General discussion ensued about building materials, the removal of innovative materials, and other minor grammatical/clarifying corrections.

A motion was made by Comm. Homan to recommend to the Common Council approval of the draft ordinance as presented with minor grammatical changes. The motion was seconded by Comm. Cruickshank. The motion carried.

G. COMMUNICATION

1. Set Next Meeting

The next meeting was set for July 7, 2020 at 3:30 PM.

H. ADJOURNMENT

A motion was made by Alderperson Schmidt and seconded by Comm. Homan to adjourn the Plan Commission meeting at 4:44 PM. The motion carried.



MENASHA POLICE COMMISSION MEETING MINUTES
5/14/2020

Vice President Jim Meinke called the meeting to order May 14, 2020 at 4:30 PM, Menasha Safety Building, 430 First Street, Menasha, Wisconsin

Present: Commissioners James Meinke, Jerry Jakubek, Nancy Ball and Chief Tim Styka.

Absent: Jason Dionne

Minutes to Approve: Jerry Jakubek moved to approve the March 19, 2020 draft meeting minutes. Nancy Ball seconded the motion. The Commission unanimously approved the minutes.

Discussion with Chief Styka: Chief Styka gave a brief report on COVID-19 and the planning at the Police Department.

Training has been limited due to COVID-19. However, some training that has been able to take place included:

- Less Lethal Training: All Sworn Personnel (2 hrs)
- Background Investigations: Hanchek, Thorn & Schulz (12 hrs)

Training Updates:

- Kellen Gennrich, Katelyn Oberle, John Van Schyndel, Jason Fredrickson, Michael Onley and Derrick Rotta are all in solo patrol.
- Aaron Schaefer and Jason Eake are currently in PTO

The following officers have been appointed to serve as OICs:

- Sara Swenson
- Dan Hoernke
- Shelby Patterson

The Police Week Awards and Dinner have been moved to August. The Commission was presented with a copy of the 2019 Annual Report.

Outgoing Correspondence: None

New Business: None

Motion to move into closed session: At 4:50 pm Nancy Ball made the motion to move into closed session to conduct officer employment interviews. This was seconded by Jerry Jakubek.

The next meeting will be held Thursday, August 20th, 2020 starting at 4:30 pm. Menasha Safety Building, 430 First Street, Menasha, Wisconsin.

Menasha alderpersons occasionally attend meetings of this body. It is possible that a quorum of Common Council, Board of Public Works, Administration Committee, Personnel Committee, may be attending; however no official Action of any of these bodies will be taken.

Menasha is committed to its diverse population. Our non- English speaking population or those with disabilities are invited to contact the acting Chief of Police at 967-3500 at least 24-hours in advance to ensure special accommodations can be made.



Vice President Jim Meinke called the meeting to order June 10, 2020 at 5:30 PM, Menasha Safety Building, 430 First Street, Menasha, Wisconsin

Present: Commissioners James Meinke, Jerry Jakubek, Nancy Ball, Chief Tim Styka, Deputy Chief Chuck Sahr and Lt. Angie Hanchek.

Absent: Jason Dionne

Minutes to Approve: Nancy Ball moved to approve the May 14, 2020 draft meeting minutes. Jerry Jakubek seconded the motion. The Commission unanimously approved the minutes.

Discussion with Deputy Chief Sahr: Deputy Chief Sahr discussed his retirement and thanked the Commission for the support over the years. The group had some discussion about his position and the tasks he is responsible for.

Motion to move into closed session: At 5:50 Jerry Jakubek made the motion to move into closed session to conduct an interview of Lt. Angie Hanchek for the position of Deputy Chief. This was seconded by James Meinke.

The next meeting will be held Thursday, August 20th, 2020 starting at 4:30 pm. Menasha Safety Building, 430 First Street, Menasha, Wisconsin.

Menasha alderpersons occasionally attend meetings of this body. It is possible that a quorum of Common Council, Board of Public Works, Administration Committee, Personnel Committee, may be attending; however no official Action of any of these bodies will be taken.

Menasha is committed to its diverse population. Our non- English speaking population or those with disabilities are invited to contact the acting Chief of Police at 967-3500 at least 24-hours in advance to ensure special accommodations can be made.

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

May 27, 2020

Draft

Commission President Allwardt called the Regular Meeting of the Water and Light Commission to order at 8:03 a.m., with Commissioners Roy Kordus, Don Merkes, Antoine Tines, and Gary Turchan present on roll call. Also present were Melanie Krause, General Manager; Adam Smith, Water Utility Manager; Kristin Hubertus, Finance Manager; Steve Grenell, Engineering Manager; David Christensen, Electric Manager; Paula Maurer, Customer Service Manager; Ethan Vanderpoel, Engineering Technician; John Teale, Technical Services Engineer; and Dawn Lucier, Administrative and Accounting Assistant. Also present was David Maccoux of CLA (CliftonLarsonAllen LLP).

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

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

- A. Minutes of the Regular Meeting of April 22, 2020.
- B. Approve and warrant payments summarized by checks dated April 30-May 27, 2020, which includes Net Payroll Voucher Checks, and Operation and Maintenance Voucher Checks for a total of \$1,096,814.66, and Operation and Maintenance Vouchers and Rebates to be paid prior to the next Regular Meeting. Motion approved unanimously on roll call

With the presence of David Maccoux, CLA, New Business A was advanced.

Item VI. New Business, 2019 Audit – The Utilities received a clean opinion with no reported instances of non-compliance on its financial statements and ended the year with a positive net position.

Lisa Miotke, WPPI Energy Services Representative joined the meeting at 8:09 a.m.

The motion by Comm. Allwardt, seconded by Comm. Turchan, was unanimous to accept the 2019 audit as presented.

Mr. Maccoux departed at 8:17 a.m.

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

Tim Ament, WPPI Energy, joined the meeting at 8:19 a.m.

Item V. Unfinished Business, COVID-19 Plan – Staffing has returned to their regular schedules. A cleaning plan has been instituted, and employees are being asked to follow social distancing and wear company supplied PPE when distancing is not possible.

Item VI. New Business, Professional Services Agreement Raw Water Intake Engineering – The agreement from McMahon is for professional services which include a detailed sonar topographic survey/base map of identified river bottom, proposed intake line profile, preparation/submittal of permit applications to US Army Corps and Wisconsin PSC/DNR, and opinion of probable construction cost for the proposed intake line.

The motion by Comm. Allwardt, seconded by Comm. Kordus, was unanimous on roll call to approve the agreement for professional services from McMahon for the Raw Water Intake Line Preliminary Engineering in the amount of \$9,600.

Electric Rate Application – Mr. Ament presented a summary of the rate application, for the proposed electric rate application, which is required to be filed with the PSC by May 29, 2020. The rate design included a net 1.78% increase overall. Changes in each rate class are calculated using the cost of service study for each customer.

Ms. Miotke departed at 9:00 a.m.

Discussion ensued over how the proposed rate design would impact customer's bills in different rate classes.

A motion was made by Comm. Allwardt, seconded by Comm. Turchan, to approve the rate study as presented.

A motion was made by Comm. Merkes to amend the previous motion to maintain the \$10 fixed charge for residential customers and general service customers, recovering those costs through energy charges. Comm. Allwardt seconded the motion.

Motion to amend carried on roll call 3-2. Commissioners Tines, Kordus and Merkes voted yes. Commissioners Allwardt and Turchan voted no.

Commissioner Tines departed at 9:34 a.m.

The motion as amended was unanimously approved on roll call.

Mr. Ament departed at 9:43 a.m.

Item VII. April 2020 Financial and Project Status Reports – Compared to budget, electric consumption was 3.1% lower; cost of power was 4.4% lower which helped offset the reduced revenues; and expenses were higher due to an industrial customer's bankruptcy and how payroll was allocated during the pandemic.

Water usage was 16.6% higher than budget with the Resale customer taking 79.4% more; the industrial customer bankruptcy had a \$8,580 impact on the water Utility; and the system loss ratio has dropped down to 3.29%

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

Project Reports, Water Projects – The summer help employee is being trained; distribution is exercising valves and performing leak detection; Lake Road East is done, 7th Street will be starting in June; and staff is working on installing the new chlorine pump.

Electric Projects – The return of the transformer to the Utility has been moved to August/September due to the transformer having to be rewound.

Commissioner Merkes departed at 10:04 a.m.

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

Item IX. The motion by Comm. Allwardt, seconded by Comm. Kordus, was unanimously approved to adjourn at 10:05 a.m.

By: MARK L. ALLWARDT
President

GARY TURCHAN
Secretary

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

WISCONSIN PROFESSIONAL POLICE ASSOCIATION

Law Enforcement Employee Relations Division • Supervisory Officers Relations Division • Civilian Employees Relations Division



May 28, 2020

CERTIFIED MAIL

City Clerk
City of Menasha
100 Main St, Ste 200
Menasha, WI 54952-3287

Re: Opening of Contract Negotiations – Menasha Professional Police Union

Dear Clerk:

Pursuant to Wisconsin Statutes, Section 111.77(1)(a), the Law Enforcement Employee Relations Division of the Wisconsin Professional Police Association, for and on behalf of its affiliate local, wishes to commence bargaining for a successor agreement.

Sincerely,

Kevin Sorenson
Business Agent

cc: Peter Sawyer, Local President



MEMORANDUM

DATE: June 29, 2020

TO: Mayor Merkes

FROM: Pamela A. ^{PC}Captain

RE: 2021 WRS Contribution Rates

The Wisconsin Department of Employee Trust Funds notified employers about WRS contribution rates for 2021. There is a .10% increase in employer required contribution for police and fire:

General							
Calendar Year	Employee Required	Benefit Adjust	Employer Required	Prior Service	Duty Disability	Sick Leave	Total
2020	6.75	0.00	6.75	0.00	0.00	0.00	13.50
2021	6.75	0.00	6.75	0.00	0.00	0.00	13.50

Elected Officials, Judges, State Executive Pay Plan							
Calendar Year	Employee Required	Benefit Adjust	Employer Required	Prior Service	Duty Disability	Sick Leave	Total
2020	6.75	0.00	6.75	0.00	0.00	0.00	13.50
2021	6.75	0.00	6.75	0.00	0.00	0.00	13.50

Protective with Social Security							
Calendar Year	Employee Required	Benefit Adjust	Employer Required	Prior Service	Duty Disability	Sick Leave	Total
2020	6.75	0.00	11.65	0.00	0.60	0.00	19.00
2021	6.75	0.00	11.75	0.00	0.60	0.00	19.10

Protective without Social Security							
Calendar Year	Employee Required	Benefit Adjust	Employer Required	Prior Service	Duty Disability	Sick Leave	Total
2020	6.75	0.00	16.25	0.00	0.60	0.00	23.60
2021	6.75	0.00	16.35	0.00	0.60	0.00	23.70

VALLEY MARINE MART
100 WATER ST
MENASHA, WI 54952
PHONE: (920) 722-6379 FAX: (920) 722-8089
E-MAIL vmm@athenet.net

June 22, 2020

Dear Menasha City Attorney and Council Members,

I wasn't aware of your recent council meeting and would have attended to express my views. I've talked with Sam Schroeder and he suggested I write a letter to you asking if Valley Marine could again lease the strip of land across the road from us which gives us water access and parking, necessary to the success of our business.

Sam also mentioned that the city council was upset because we had used more space than we had leased. That is true in the early spring and late fall when we are pulling boats out of storage and in the fall when we are receiving boats for storage. It is not necessarily us but customers who just drop off their boats or trailers when we are not there. I try to move them as quickly as possible so we are not extending past our boundaries.

Sam also said that we had not signed the License agreement last year. My copy, which was faxed to the city, is signed by me. I could provide a copy if you want it. I am sorry for any confusion, but I thought it was taken care of.

So at this point, as you all know, it is critical for my business to be able to have access to this land as I have for the last 35 years. In closing I ask that you renew our lease on this land.

Thank you for your time and consideration.



Doug Bodway

State of Wisconsin
DEPARTMENT OF NATURAL RESOURCES
2984 Shawano Ave
Green Bay WI 54313-6727

Tony Evers, Governor
Preston D Cole, Secretary
Telephone 608-266-2621
FAX 608-267-3579
TTY Access via relay - 711



June 29, 2020

City of Menasha Board Chairman

Dear Chairperson:

The Department would like to inform you that a grant from the Knowles-Nelson Stewardship Program has been tentatively awarded to support the land acquisition of approximately 11 acres in the City of Menasha by Heckrodt Wetland Reserve for conservation and public recreational purposes.

State law includes a provision requiring a Department notice to your Board stating that your Board may adopt a resolution that supports or opposes land acquisitions funded by the Stewardship Program - see s. 23.0917(5t) Wis. Stats. While the Board is not obligated to hold a meeting or adopt a resolution, if you decide to do so, please send a copy of the resolution to:

Faith Murray
2984 Shawano Ave
Green Bay WI 54313-6727
Phone: 920-662-5487
faith.murray@wisconsin.gov

Although a resolution for or against any of these grants for land acquisition will be nonbinding, the Department is required to consider the resolution if it is received within 30 days of your receipt of this letter.

If you have questions or concerns about this acquisition, contact information for Heckrodt Wetland Reserve is:

Kelsey Parry
715-281-9607
kelseyp@heckrodtnaturecenter.org

Sincerely,

Faith Murray
Grants Specialist

C: Kelsey Parry, Site Manager , Heckrodt Wetland Reserve
C: Pam Foster Felt, Stewardship Grant Program Manager



Heckrodt Expansion

Fox Crossing Parcel

Menasha Parcels

CITY OF MENASHA
COMMON COUNCIL
FIRST FLOOR CONFERENCE ROOM
100 Main Street, Menasha
Monday, June 15, 2020
MINUTES

A. CALL TO ORDER

Meeting called to order by Mayor Merkes at 6:14 p.m.

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

C. ROLL CALL

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

ABSENT: Alderman James Taylor

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, DPC Sahr, FC Kloehn, PWD Alix, DDE Gordon, CDD Schroeder, FD Sassman, FM Pearson, PHD McKenney, PRD Tungate, Clerk Galeazzi, Deputy Clerk Krautkramer

D. PUBLIC HEARING

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

1. PHD McKenney - COVID-19 Update

Staff provided an update on the COVID-19 pandemic, City procedures and precautionary measures, tracking and testing, current case counts and metrics, and CARES Act funding.

General discussion ensued on

- Testing for COVID-19
- Public health referrals
- Winnebago County COVID-19 status update and case count
- Age range data

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

PC Styka provided a recap of Communication d. and thanked Deputy Chief Sahr for his years of service with Menasha Police Department by awarding him with a commemorative plaque. Deputy Chief Sahr commented on his years of service and thanked staff and the Council.

Discussion ensued on Communication f. Office of Commissioner of Railroads Public Hearings and on Communication g. Financial Update.

Moved by Ald. Sevenich seconded by Ald. Ted Grade to approve minutes and communications a-g.

Motion carried on voice vote.

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

Brian Piller, 5468 W Cedar Crest Court, Appleton, Mr. Piller voiced concerns about people trespassing on his properties that boarder Broad and Lock Street in Menasha. He provided survey maps to the Council and requested that the City assists him in adjusting the plot maps and creating increased signage to prohibit public access to the properties.

Paul Brunetts and Nicholas Jevne, 210 Main Street business owners, Menasha, they voiced concerns about the condition of the building at 212 Main Street. They informed the Council of the current situation in hopes to continue to restore downtown Menasha.

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.

Ald. Sevenich requested to remove item 2 from the Consent Agenda.

Moved by Ald. Sevenich seconded by Ald. Tom Grade to approve Consent Agenda items 1&3.

H. ITEMS REMOVED FROM THE CONSENT AGENDA

1. Moved by Ald. Langdon seconded by Ald. Ted Grade to remove item 2, Payment – Vinton Construction Company; Contract Unit No. 2020-02; Jefferson Park Parking Lot, Basketball court & Regrading; \$47,099.20 (Payment No. 2) from the Consent agenda.

Discussion ensued on the parking lot curb appeal and safety hazards.

Staff explained the parking lot will be striped and landscaping will be placed.

Motion carried on roll call 7-0.

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.

Moved by Ald. Nichols seconded by Ald. Ted Grade to approve accounts payable and payroll for the term of 6/1/20-6/11/20 in the amount of \$1,800,824.59.

Motion carried on roll call 7-0.

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

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

Motion carried on roll call 7-0.

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.

Moved by Ald. Nichols seconded by Ald. Tom Grade to approve "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.

Motion carried on roll call 7-0.

4. Liquor License Applications Renewals Recommended for Approval for the 2020-2021 licensing year.

Moved by Ald. Nichols seconded by Ald. Tom Grade to approve the Liquor License for the 2020-2021 licensing year.

Motion carried on roll call 7-0.

5. Outdoor Alcohol Beverage Service Permit Applications for the 2020-2021 Licensing year.

Moved by Ald. Nichols seconded by Ald. Schmidt to approve the Outdoor Alcohol Beverage Service Permit Applications for the 2020-2021 Licensing year.

Motion carried on roll call 7-0.

6. Director of Parks, Recreation, Forestry and Cemeteries Position

Moved by Ald. Sevenich seconded by Ald. Tom Grade to nominate Ald. Ted Grade to sit on the panel for the interview of any candidate to fill the Director of Parks, Recreation, Forestry and Cemeteries position.

Moved by Ald. Ropella seconded by Ald. Langdon to nominate Ald. Ropella to sit on the panel for the interview of any candidate to fill the Director of Parks, Recreation, Forestry and Cemeteries position.

Discussion ensued on the Parks, Recreation, Forestry and Cemeteries position.

Alderman Ted Grade was selected to sit on the panel for the interview of any candidate to fill the Director of Parks, Recreation, Forestry and Cemeteries position.

Motion carried on roll call 5-2.

Ald. Ropella and Langdon voted in favor of Ald. Ropella

Ald. Nichols, Sevenich, Tom Grade, Ted Grade, and Schmidt voted in favor of Ald. Ted Grade

PRD Tungate commented on his career with the City of Menasha and thanked staff and the Council. Staff and the Council thanked PRD Tungate.

7. Request to Receive and Spend Wisconsin DHS, DPH CARES Act Funding

Moved by Ald. Nichols seconded by Ald. Tom Grade to approve 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.

Staff explained the funds would be used to fund pandemic planning, local testing, and contact tracing and tracking.

Discussion ensued on funding, contact tracing, school reopening plans, and staffing needs.

Motion carried on roll call 7-0.

8. Strong Neighborhoods Menasha Housing Program

Moved by Ald. Sevenich and seconded by Ald. Ropella to approve the redline draft of the program accepting the recommendation listed effective June 2020.

Moved by Ald. Ropella second by Ald. Sevenich to amend the original motion to prohibit any elected official from utilizing the program.

Motion carried on roll call 4-3.

Ald. Nichols, Schmidt and Tom Grade voted no.

Moved by Ald. Nichols seconded by Ald. Tom Grade to change the effective date to January 1, 2021.

Discussion ensued on changing the date of program requirements would change.

Motion carried on roll call 4-3.

Ald. Sevenich, Ted Grade, and Ropella voted no.

Motion to approve the redline draft of the program accepting the recommendation listed, and to prohibit any elected official from utilizing the program, and change the effective date to January 1, 2021.

Motion carried on roll call 7-0.

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).

Moved by Ald. Nichols and seconded by Ald. Sevenich to approve 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).

Motion carried on roll call 7-0.

2. R-23-20 A Resolution Approving Continuing Appropriations (Introduced by Mayor Merkes).

Staff commented on 2020 budgeted funds.

Moved by Ald. Nichols and seconded by Ald. Schmidt to approve R-23-20 A Resolution Approving Continuing Appropriations.

Motion carried on roll call 7-0.

3. R-24-20 A Resolution Transferring/Appropriating Funds (Introduced by Mayor Merkes).

Moved by Ald. Nichols and seconded by Ald. Ted Grade to approve R-24-20 A Resolution Transferring/Appropriating Funds.

Motion carried on roll call 7-0.

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).

Moved by Ald. Langdon and seconded by Ald. Tom Grade to approve R-25-20 A Resolution Acknowledging Review of City of Menasha 2019 Compliance Maintenance Annual Report under Wisconsin Administrative Code NR 208.

Motion carried roll call 7-0.

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)

Mayor Merkes commented on Clerk Galeazzi's retirement. Clerk Galeazzi commented on her career with the City of Menasha and thanked staff and the Council. Staff and the Council thanked Clerk Galeazzi for her years of service.

FD Sassman introduced Craig Pearson, the City's newest Finance Manager to staff and the Council.

O. ADJOURNMENT

Moved by Ald. Tom Grade and seconded by Ald. Langdon to adjourn at 8:01p.m.

Haley Krautkramer
City Clerk



Memorandum

TO: NMFR Joint Finance & Personnel Committee

FROM: Chief Kevin Kloehn

DATE: June 16, 2020

RE: Memorandum of Understanding with State of Wisconsin DNR

I've attached an MOU forest fire suppression with the DNR. The Cities of Neenah and Menasha have wildland properties within their areas of justification. These include Heckrodt Nature Preserve, Bill Mahler Park and the Carpenter Preserve. This MOU gives us the ability to bill for engines and UTV's that are used to suppress a fire within these areas. In addition, we will be able to call for more mutual aid to help with extinguishment and will be eligible to apply for DNR grants for replacement of equipment.

This agreement has not been updated within the last 8 years and the State is now requesting everyone to re-sign a new agreement. I am asking for consideration and action to recommend the City of Neenah and City of Menasha Common Councils approve the Memorandum of Understanding for Mutual Aid and Fire Suppression Services with the State of Wisconsin DNR.

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

Enclosure

KK/te



June 11, 2020

Dear Chief,

This letter is in reference to the forest fire suppression agreements in place between the Department of Natural Resources (DNR) and Fire Departments (FDs) across Wisconsin. The DNR would like to update all of these agreements at this time. The reason for this action is threefold:

- The state legislature approved increased reimbursement rates for FD suppression efforts on forest fires. Updating the agreements applies these rates equally for all FDs.
- The Department has authorized compensation of FD resources for assisting with prescribed burns on DNR lands with permission of the DNR Burn Boss and Fire Chief.
- The forest fire suppression agreements in place were 8 years old. Updating all of the agreements at one time sets a standard timetable for updates in the future.

Enclosed is the new agreement; **Fire Department/DNR Memorandum of Understanding for Mutual Aid and Fire Suppression Services**. This agreement will apply to all FD forest fire suppression efforts in DNR fire protection areas, extensive or intensive (see map). This agreement applies also to FD forest fire suppression efforts only on DNR owned lands in the Cooperative fire protection areas (see map).

Forest Fire Protection



There are three questions that each FD must answer on the new agreement. The questions pertain to billing the DNR for fire suppression services on initial/extended attack fires; and assistance with prescribed burning on DNR lands. Initial attack fires are defined as the first hour of forest fire suppression. Extended attack fires are defined as those fires that additional resources are necessary to control the forest fire and is generally when suppression efforts exceed one hour.

To bill or not to bill, that is the question. Choosing not to bill the DNR for initial attack has several advantages:

- An extra 10 points scoring on the Forest Fire Protection Grant. These extra points are used in the funding category where the grant funds run out, usually in the communications category. That is, the higher scoring grant applications get all of their communications requests funded first before lower scoring applications.
- The DNR does not pass on a FD suppression bill to the citizen involved with the fire. Fire Departments will still have the ability to pass on suppression costs through the billing system they may have in place.
- There is less paperwork involved with a fire call.

The old fire suppression agreements between DNR and FDs will remain in effect until a new agreement is signed. The new agreements will be in effect as soon as signatures are obtained. Fire departments will be eligible for the new reimbursements rates after the new agreement is in effect. Recall that a signed fire suppression agreement is a requirement of eligibility for the Forest Fire Protection Grant program.

Please review the new agreement and obtain the authorized signatures as soon as possible. Thank you for your time and effort in partnering with the DNR-Division of Forestry in the important endeavor of protecting Wisconsin's citizens, property, and resources from the ravages of forest fires.

For additional information or questions, please feel free to contact me at (715) 258-4780 or timothy.banaszak@wisconsin.gov.

Please return a signed copy of the agreement to me by July 27, 2020:

Tim Banaszak
Waupaca Forestry Office
N2480 Hartman Creek Road
Waupaca, WI. 54981
Or
timothy.banaszak@wisconsin.gov

Sincerely,

Tim Banaszak
Forestry Technician

**Fire Department / DNR Memorandum
of Understanding for Mutual Aid and
Fire Suppression Services**

Form 4300-061 (R 12/19)

Page 1 of 5

Notice: Collection of this information is authorized pursuant to s. 26.145, Wis. Stats.; Chapter NR 47, subch. I and VIII, Wis. Adm. Code; Cooperative Forestry Assistance Act of 1978, Section 10(b)2 as amended; and 16 U.S.C. 2101-2114. Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Open Records laws (ss. 19.32-19.39, Wis. Stats.).

Fire Department Information			
Fire Department Name			Check one <input type="checkbox"/> In DNR Fire Protection Area <input type="checkbox"/> In Cooperative Area
Address			Phone Number (include area code)
City	State	ZIP Code	Tax ID #

Agreement			
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THIS AGREEMENT is entered into by and between the above-listed fire department (the Fire Department), and the State of Wisconsin Department of Natural Resources (DNR), for the suppression of forest fires within each party's respective jurisdiction in DNR Protection Area and/or on land owned by the DNR (DNR Land) in Cooperative Area.

WHEREAS, s. 26.11, Wis. Stats., vests the DNR with the power, authority, and jurisdiction in all matters relating to prevention, detection, and suppression of forest fires outside the limits of incorporated villages and cities and s. 23.09(4), Wis. Stats., and s. NR 1.23, Wis. Adm. Code, authorize the DNR to render assistance in case of emergencies.

WHEREAS, the DNR and the Fire Department pursuant to ss. 23.09(1)(2), 23.11 and 26.11(4), Wis. Stats., desire to cooperate in the suppression of fires; it is agreed by and between the DNR and the Fire Department as follows:

1. DEFINITIONS

- a. "Cooperative Area" means the areas of the State outside the DNR Protection Areas where Fire Departments have primary forest fire initial attack responsibilities.
- b. "DNR Protection Area" are the areas of the state defined by ss. NR 30.01 and NR 30.02, Wis. Adm. Code, as intensive or extensive.
- c. "Extended Attack" occurs when resources beyond those designated for initial attack must be dispatched to an incident or when extensive mop-up is required. This is generally when suppression efforts exceed one hour.
- d. "Forest Fire" means an uncontrolled, wild or running fire occurring on a forest, marsh, field, cutover or other lands or involving farm, city, or village property and improvements incidental to the uncontrolled, wild or running fire occurring on forest, marsh, field, cutover or other lands (as defined in s. 26.01(2), Wis. Stats.).
- e. "Incident Command System" means a set of personnel, policies, procedures, facilities, and equipment, integrated into a common organizational structure designed to improve emergency response operations of all types and complexities. ICS is a subcomponent of the National Incident Management System (NIMS), as released by the U.S. Department of Homeland Security in 2004.
- f. "Initial Attack" is defined as the first hour when suppression efforts are needed.
- g. "Non-reportable Fires" include incidents involving:
 - i. Burning activity that does not spread from predetermined limits.
 - ii. Fires that cannot be located.
 - iii. False alarms.
 - iv. Structural fires.
 - v. Vehicular or equipment fires.
- h. "Project fire" means an extended attack forest fire requiring state-wide resource deployment by the DNR.
- i. "Reportable Fires" are all other fires not listed in section. 1. g.

**Fire Department / DNR Memorandum
of Understanding for Mutual Aid and
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- j. "Suppression" means the action of the responding agency(ies) beginning with initial attack and continuing through control of the forest fire, mop-up, and until the forest fire is out.
- k. "Unified Command" means a system of command that enables institutions and agencies with different legal, geographic, and functional responsibilities to coordinate, plan, and interact effectively.
- l. "ATV" (all-terrain vehicle) and "UTV" (utility terrain vehicle) include equipment that is a manufactured motor driven device capable of off-road use. Vehicles cannot meet the federal motor vehicle safety standards.

2. RESPECTIVE RESPONSIBILITIES

- a. The DNR is responsible for the suppression of all forest fires and protection and suppression of any improvements threatened by forest fires as defined previously in s. 26.11, Wis. Stats.
- b. DNR may assist the Fire Department when resources are available, as authorized by s. NR 1.23, Wis. Adm. Code and s. 26.11(1), Wis. Stats
- c. Within DNR Protection Areas, the DNR may request the assistance of the Fire Departments to provide forest fire suppression, as well as structural protection.
- d. Outside of DNR Protection Areas, in the Cooperative Areas, the Fire Departments may request the assistance of the DNR to provide additional resources and support in forest fire suppression and Fire Departments have been delegated the authority on DNR-owned lands for fire suppression actions by virtue of this Agreement.
- e. Structural and vehicular fires are the responsibility of the Fire Department, but the Fire Department may request DNR equipment and personnel to assist with the structural and vehicular fire or when there is danger of a forest fire being caused by the structural or vehicular fire.

3. REPORTING FIRES

- a. The Fire Department agrees to make every effort to immediately notify the DNR of forest fires, or fires which may become forest fires that are burning or threatening DNR protection areas or DNR Lands. If immediate notification cannot be made, the Fire Department shall report the location of the fires, and the action taken, to the DNR as soon as possible, but no later than 24 hours from its knowledge of the forest fires.
- b. If the Fire Department is unable to contact the DNR, it shall take immediate, independent action to effectively suppress the forest fire.
- c. If it is uncertain whether a reported forest fire is within a DNR protection area or on DNR land due to the fire's proximity to the boundary line, the Fire Department or DNR shall notify the other party. If the Fire Department or DNR is unable to contact the other party, it shall take immediate, independent action to effectively suppress the forest fire, as soon as practicable. Thereafter, it shall notify the other party and report the location of the fire and the action that was taken.
- d. The DNR agrees to notify the Fire Department through County Dispatch if they become aware of a structure or vehicular fire within the Fire Department's jurisdiction.

4. COMMAND AT FIRES

The Incident Command System will be used at all forest fires. When the Fire Department is the first to arrive at the scene of a forest fire within a DNR protection area or on DNR land, the Fire Department shall establish incident command and begin initial attack. Command of the incident may be transferred to a qualified DNR incident commander upon arrival. A Unified Command structure is encouraged when deemed appropriate. If DNR does not arrive on scene, or is called to another incident, the Fire Department shall maintain command of the forest fire until out.

5. OUTSIDE ASSISTANCE

A DNR designated employee shall be consulted when in attendance by the chief officer of the Fire Department before calling in additional crews and equipment or outside fire departments for forest fires originating and occurring in DNR protection areas or on DNR lands. The incident commander is responsible for releasing the additional crews or equipment as soon as possible.

6. EQUIPMENT AND PERSONNEL REQUIREMENTS

- a. The DNR and the Fire Department agree to have available and utilize firefighting units suitable for suppressing forest fires. Responding units should be equipped with forest fire fighting hand tools and equipment. All responding units shall be equipped with a radio that contains a common frequency with the local DNR fire units, such as "Fire-ground Blue."

**Fire Department / DNR Memorandum
of Understanding for Mutual Aid and
Fire Suppression Services**

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- b. It is recommended that Fire Departments respond to forest fires with firefighters that have successfully completed **BASICS OF WILDLAND FIRE SUPPRESSION FOR RURAL FIRE DEPARTMENTS** in accordance with NFPA 1051 standards, which is an 8-hour course taught by DNR personnel and available to all Fire Departments.
- c. Firefighters shall wear protective clothing on all forest fires. It is recommended that protective clothing meets the 1977 NFPA standard on protective clothing and equipment for forest fire fighting including, as a minimum, Nomex shirts, pants or coveralls, boots, hardhat or helmet, and leather gloves. Use of web belts and fire shelters are also recommended for additional protection. Structural turnout gear should be available on each unit for every firefighter in the event there is a structural fire.

7. FIRE SUPPRESSION SERVICES AND COMPENSATION

- a. The Fire Department agrees to provide suppression services on forest fires, if its resources are available, whenever it is requested to respond by DNR or through established dispatch procedures. The DNR agrees to provide suppression services on forest fires, when resources are available, if requested by the Fire Department or through established dispatch procedures.
- b. In DNR Protection Areas, Fire Department suppression services compensation applies to all forest fires occurring outside the limits of incorporated villages and cities.
- c. In Cooperative Areas, Fire Department suppression services compensation **only** applies to forest fires originating on DNR owned lands.
- d. On all State lands and lands under DNR management, Fire Department compensation for invited assistance for prescribed burning on DNR managed lands.

8. COMPENSATION

The Fire Department must choose one compensation option from each of the following response categories below. **Choose an option from each response category and check the selected option box.**

NOTE: The person(s) responsible for causing the forest fire may be billed by DNR for all suppression costs, including those incurred by the Fire Department, that are billed to DNR.

a. INITIAL ATTACK:

Compensation for providing **initial attack** forest fire suppression, (including building protection) on forest fires within the Fire Department's area of jurisdiction. Initial attack is defined as the first hour of forest fire suppression services. (Choose one):

- ☐ **Option 1.** No payment for providing forest fire suppression on all initial attack forest fires.
- ☐ **Option 2.** Receive payment for providing forest fire suppression on all initial attack forest fires.

b. EXTENDED ATTACK:

Compensation for providing **extended attack** forest fire suppression, (including building protection) on forest fires either in or outside the Fire Department's own area of jurisdiction. Extended attack is defined as forest fire suppression services after the first hour (Choose one):

- ☐ **Option 1.** No payment for providing forest fire suppression on all extended attack forest fires.
- ☐ **Option 2.** Receive payment for providing forest fire suppression on all extended attack forest fires.

c. PRESCRIBED BURNING:

Compensation for assistance with DNR for prescribed burning activities.

- ☐ **Option 1.** No payment for proving prescribed burn assistance on prescribed burns on DNR managed lands.
- ☐ **Option 2.** Receive payment for proving prescribed burn assistance on prescribed burns on DNR managed lands.

9. BILLING PROCEDURE

- a. Fire Dept, township, or governing body agrees not to directly bill any landowner, responsible party or governmental body for forest fire suppression service costs paid by the DNR for services consistent with this Agreement.

- b. If the Fire Department bills the DNR for fire suppression costs; (a) the bill shall be prepared on the appropriate form, and (b) the bill shall be presented no later than 14 days following the date on which the fire suppression was completed. Failure to meet this deadline may jeopardize the payment of the bill.
- c. If the Fire Department submits a bill for services rendered in suppressing a forest fire it shall be paid by the DNR subject to the following limitations.
 - i. No payment will be made by DNR for runs on or associated with non-reportable fires. Examples include, but are not limited to:
 - Burning activity covered by a legal burning permit.
 - Burning activity not covered by a legal burning permit but has not escaped control.
 - Cannot be located.
 - False alarms.
 - Structural fires.
 - Vehicle fires.
 - Cooking or warming fires.
 - ii. No payment will be made by DNR for forest fire suppression actions where the Fire Department provides no suppression services.

10. RECOMMENDED STAFFING

- a. The recommended staffing and equipment for initial attack forest fire suppression operations is as follows:
 - 1 4x4 brush rig (ICS Type 5-7 Engine);
 - 1 engine (or a tender (tanker) with pumping capabilities, ICS Type 1-4 Engines);
 - 6 forest fire trained firefighters
- b. During periods of very high or extreme fire danger, more personnel and equipment than listed above may be required for the initial response.
- c. Should the Fire Department respond with more than the recommended or requested dispatch, only that equipment and personnel needed and actually used for suppression will be compensated at the predetermined rate. Compensation for additional equipment and personnel may not be made to the Fire Department unless the DNR agrees it was reasonably necessary for suppression.

11. STAFFING FOR STRUCTURAL PROTECTION

Staffing and equipment dispatched for structural protection on project fires is Fire Department specific.

12. PAYMENT

- a. **SCHEDULE** - Payment for engines and personnel used in forest fire suppression or prescribed burning shall be made according to the following schedule:
 - (i) Engines that pumped for active forest fire suppression or prescribed burning
\$100/hour.
 - (ii) ATVs, UTVs and similar equipment that pumped for active forest fire suppression or prescribed burning
\$50/hour.
 - (iii) Fire Department personnel that provide suppression assistance on the forest fire or prescribed burning
\$12.25/hour.
- b. **CALCULATION OF PAYMENT** - Following the first hour of suppression service, bills submitted shall be calculated to the nearest ½ hour. Service begins when the engine leaves its station, and continues until it returns to its station when suppression action was taken by the Fire Department.

13. LIABILITY

The Fire Department, its employees, agents, and members, shall not be deemed employees or agents of the DNR for any purpose, including worker's compensation. Worker's compensation coverage for the employees, agents, and members of the Fire Department shall be provided by the Fire Department in accordance with s. 102.07(7), Wis. Stats. In addition, the DNR shall not be liable for any damage to, or destruction of, vehicles or suppression equipment beyond that liability established in ss. 893.82 or 895.46, Wis. Stats., or as otherwise established by the State Claims

**Fire Department / DNR Memorandum
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Fire Suppression Services**

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Board and approved in accordance with statutes.

14. COORDINATION

- a. A written outline of routine communication procedures, notification procedures, together with maps and rosters of on-call personnel, should be jointly prepared by and between the Fire Department and the DNR.
- b. A current contact list of the names, addresses and telephone numbers of the DNR's Forestry personnel for the area described in the Agreement shall be developed.

15. TERMINATION

This Agreement shall be binding upon the parties hereto until six months following written notice of termination by either party. Either party reserves the right to cancel this Agreement in whole or in part without penalty. The DNR reserves the right to cancel this Agreement in whole, or in part, without penalty, due to non-appropriation of funds or failure of the Fire Department to comply with the terms, conditions, or specifications described.

16. NONDISCRIMINATION

The Fire Department agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, as described in s. 51.01(5), Wis. Stats., sexual orientation or national origin. This provision shall include, but not be limited to, the following; employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Fire Department agrees to post in conspicuous places, availability for employees and applications for employment, notices to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause.

17. ASSIGNMENT

This Agreement may not be assigned or subcontracted in part or in whole without written approval from the DNR and may only be changed or amended in writing.

18. PARTIES

- a. In this Agreement, the DNR and the Fire Department includes its successors, their respective officers, employees, agents, directors, subcontractors, assignees, partners, and representatives.
- b. This Agreement and its referenced parts and attachments, shall constitute the entire Agreement and previous Agreements, whether written or oral, are hereby superseded.

19. AMENDMENT

Any revisions must be made by an amendment to this Agreement or other written documentation, and signed by both parties. This Agreement shall commence upon its signing by both parties and continue until termination under paragraph 15.

20. AUTHORIZATION

Each person signing this agreement, personally warrants and represents that he or she is authorized by his or her principal to bind the party for whom he or she is signing.

DEPARTMENT OF NATURAL
RESOURCES For the Secretary

Signature of DNR Area Forestry Leader		Date Signed
Signature of Fire Chief	Fire Department	Date Signed
Signature of Other Authorized Representative		Date Signed



MEMORANDUM

To: Common Council

From: Community Development Department/JS

Date: July 6th, 2020

Re: **Special Use Permit - 1 Main Street, 7 Tayco Street, 13 Main Street and additional associated parcels (parcel #3-00836-00, 3-00826-00, 3-00828-00, 3-00835-00, 3-00832-00, 3-00831-00, and 3-00829-00)**

Mach IV Engineering and Surveying LLC, on behalf of RF Development, have submitted an application for a special use permit to allow the construction of a mixed use, commercial and multifamily development. The applicant is proposing to build a four story high end apartment building and a three story building with first floor retail and apartments above. The parcels are zoned Central Business District (C-2). The properties are currently used as vacant land, multifamily residential and commercial. The use and dimensions of the proposed building are in conformance with the City's Central Business District (C-2); as well as in conformance with the City's Comprehensive Plan, Downtown Vision Plan and Water Street Corridor Plan.

The City of Menasha Zoning Code requires a special use permit for any proposed new construction within a Central Business District (C-2). This review includes evaluation of the site. The following is a breakdown of the submitted applications.

Special Use Permit

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

- 1. The use shall be compatible with adjacent land uses so that existing uses will not be depreciated in value, and there will be no deterrents to development of vacant land;**
The use is compatible with adjacent commercial land uses and will not cause any depreciation of value nor deter development of adjacent land. In fact, the development will increase the attractiveness and value of the region.
- 2. The use shall have an appearance that will not have an adverse effect upon adjacent properties;**
The proposed building's appearance will not have a negative impact on adjacent properties.
- 3. The use shall be reasonably related to the overall needs of the City and to existing land use patterns;**
Since the loss of the former Brin building the space on the corner of Tayco and Main has been much underutilized. This building will bring back and improve upon the mixed uses that the former Brin building offered.

4. *The use will not cause traffic hazards or congestion;*

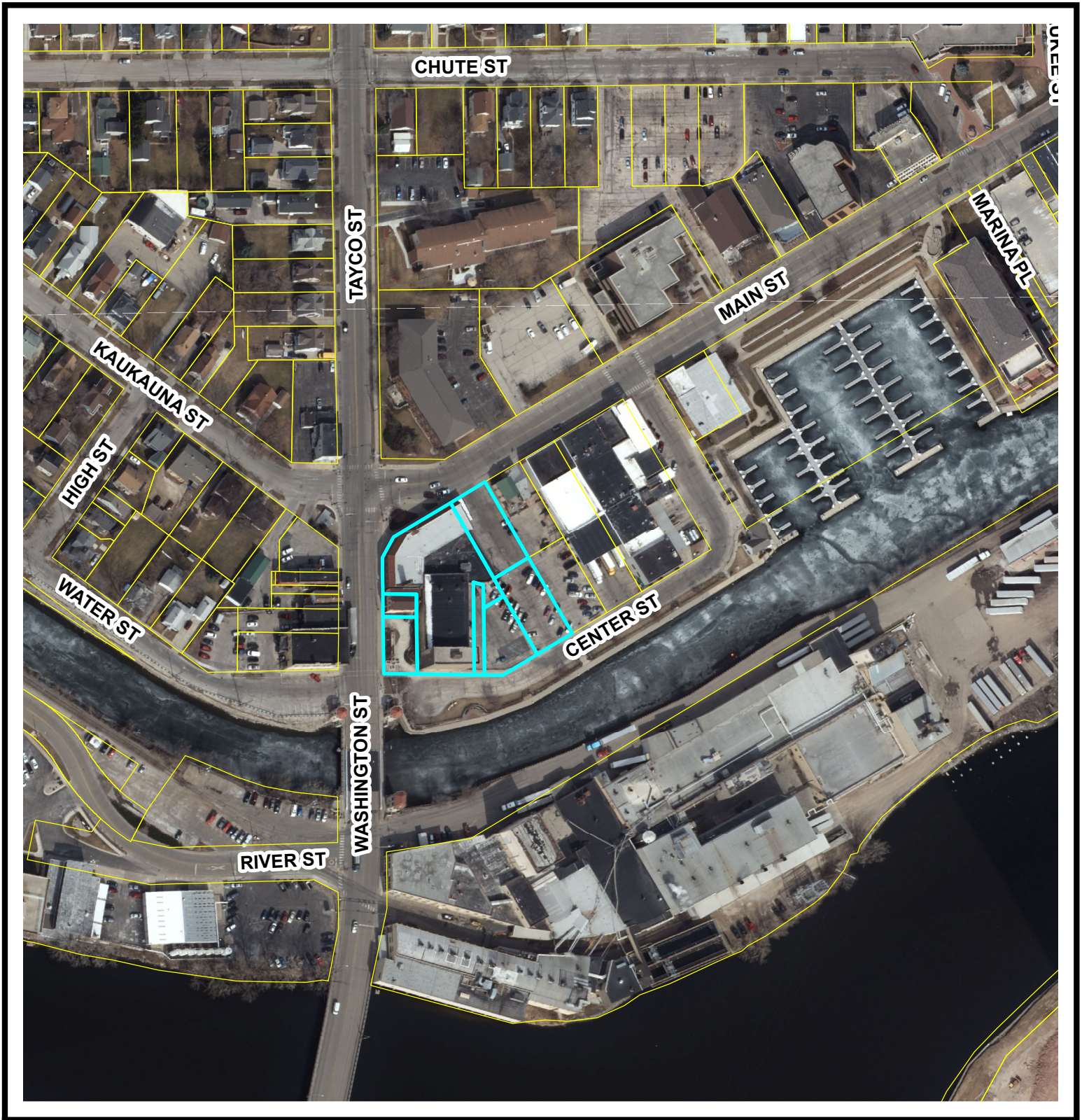
The proposed building will not negatively impact traffic in the area and poses no traffic hazards. The building design is adding above as well as underground parking to meet all parking demands. A public thoroughfare easement will also be accepted between Center and Main Street to allow for best traffic movement.

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


The use will have all adequate utilities, access roads, drainage and other necessary facilities.


Plan Commission recommends approval of the special use permit as presented for 1 Main Street, 7 Tayco Street, 13 Main Street, 23 Main Street and additional associated parcels (parcel # 3-00838-00, 3-00825-00, 3-00836-00, 3-00826-00, 3-00828-00, 3-00835-00, 3-00832-00, 3-00831-00, and 3-00829-00)

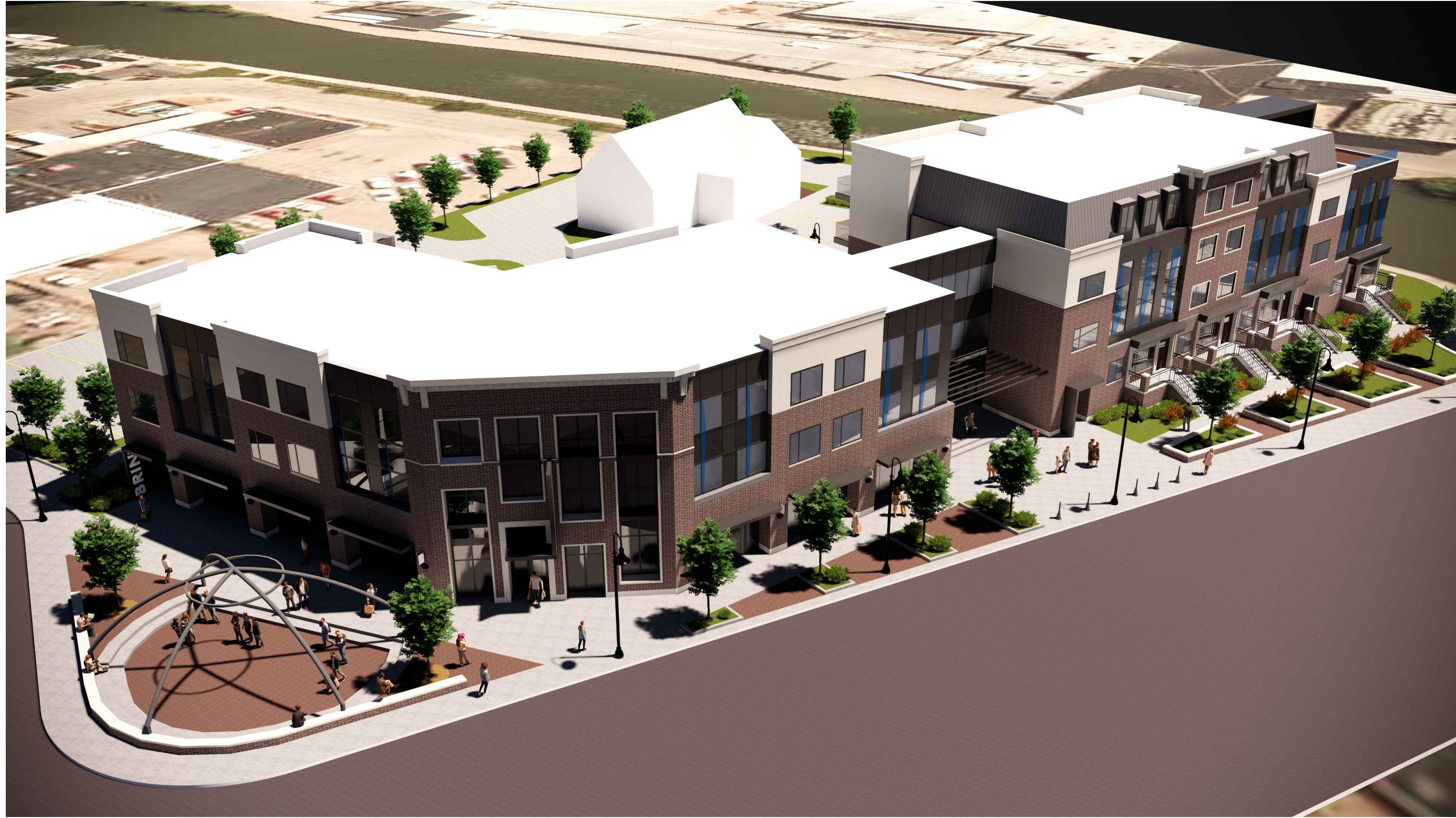
Special Use Permit Location Proposed Mixed Use Commercial and Residential Development



Legend

 Parcel Numbers Proposed for Special Use Permit:
3-00831-00, 3-00832-00, 3-00835-00, 3-00829-00,
3-00828-00, 3-00826-00, and 3-00836-00

N

1 inch = 200 feet



VISION
ARCHITECTURE, LLC
333 N. Commercial Street
Suite 350
Neenah, WI 54956
920-904-4300
www.vision-architecture.net

Proposed Site Development For:

THE BRIN
Menasha, Wisconsin

Issue Date: 5/18/2020
Revisions:

A800



VISION
ARCHITECTURE, LLC

P.O. Box 224
Neenah, WI 54956
920-904-4300
www.vision-architecture.net



Proposed Development For:

The Brin

Menasha, Wisconsin

Issue Date: 03/27/2020

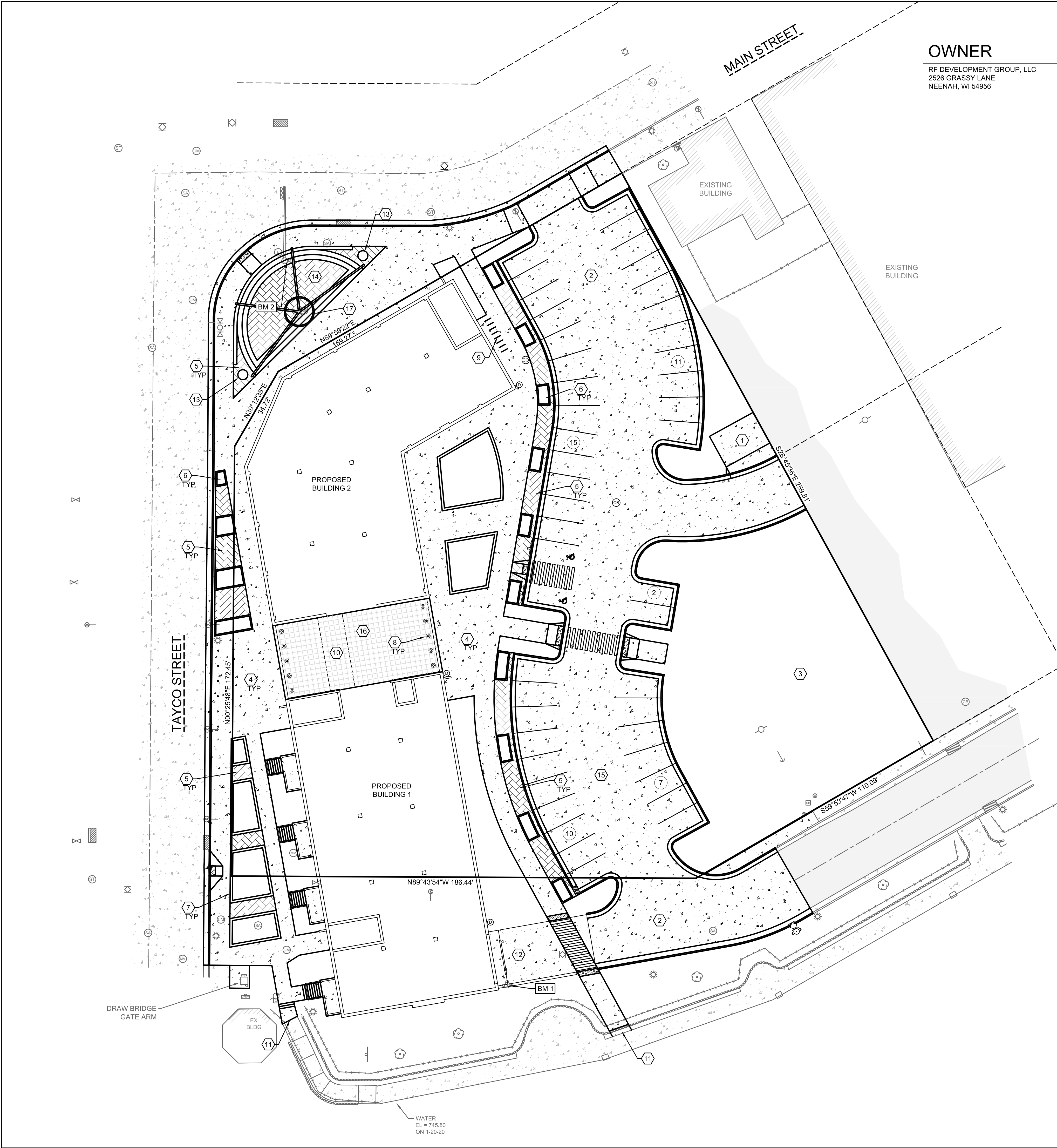
Revisions:

A300

3/27/2020 12:17:01 PM

BUDGET DRAWINGS - NOT FOR CONSTRUCTION





OWNER

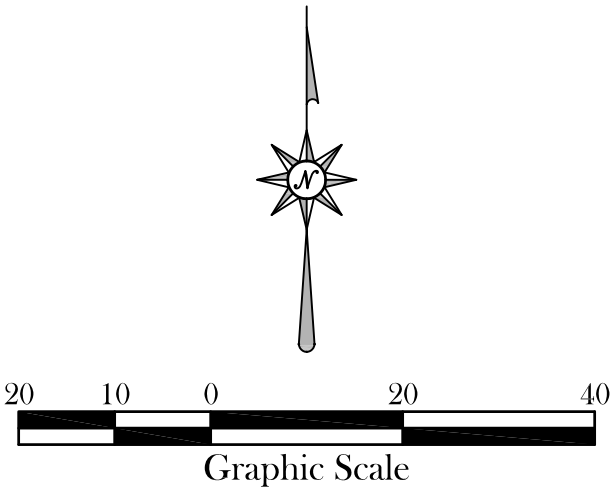
RF DEVELOPMENT GROUP, LLC
2526 GRASSY LANE
NEENAH, WI 54956

SHEET KEY NOTES:

- 1. DUMPSTER ENCLOSURE
- 2. CONCRETE PAVEMENT
- 3. FUTURE DEVELOPMENT AREA
- 4. CONCRETE SIDEWALK
- 5. STAMPED COLOR CONCRETE (PROVIDE ALTERNATE FOR CLAY PAVERS)
- 6. CURBED TREE ISLAND (PROVIDE ALTERNATE FOR IRRIGATION SYSTEM)
- 7. RAISED SEAT WALL WITH BRICK VENEER AND CAST STONE CAP. (PROVIDE ALTERNATE FOR IRRIGATION SYSTEM IN PLANTING BEDS).
- 8. DECORATIVE BOLLARDS
- 9. BIKE RACKS
- 10. SKYWALK ABOVE
- 11. CONNECT SIDEWALK TO EXISTING TRAIL
- 12. CONCRETE RAMP TO LOWER LEVEL
- 13. TREE GRATE (PROVIDE ALTERNATE FOR IRRIGATION)
- 14. RECESSED PLAZA AREA.
- 15. UNDERGROUND STORMWATER MANAGEMENT SYSTEM - BY OTHERS
- 16. PRECAST CONCRETE PAVERS
- 17. STRUCTURAL STEEL PLAZA FRAMEWORK
- 18. MONUMENT SIGN
- 19. MECHANICAL UNITS
- 20. TRANSFORMER

SITE STATISTICS

PARCEL ADDRESS:	1 MAINSTREET
PARCEL NUMBER:	730083100, 730083200, 730083500, 730082900, 730082800, 73082600, & 730083600, 730083100, 730083100 (PARCELS TO BE COMBINED VIA CERTIFIED SURVEY MAP)
PARCEL SIZE:	COMBINED PARCEL SIZE - TBD
ZONING:	C-2; CENTRAL BUSINESS
EXISTING PROJECT AREA	
PROJECT AREA:	79,914 SF
GREEN SPACE:	7,891 SF
IMPERVIOUS AREA	
BUILDING:	1,515 SF
PAVEMENT:	70,508 SF
TOTAL IMPERVIOUS:	72,023 SF
PROPOSED PROJECT AREA	
TOTAL DISTURBED AREA:	79,914 SF
GREEN SPACE:	20,587 SF
IMPERVIOUS AREA	
BUILDING:	18,973 SF
PAVEMENT:	40,354 SF
TOTAL IMPERVIOUS:	59,327 SF
PARKING PROVIDED	
PARKING SPACES PROVIDED:	
SURFACE:	45 STALLS, INCLUDES 2 ADA STALLS
BELOW GROUND:	45 STALLS, INCLUDES 2 ADA STALLS



2260 Salscheider Court Green Bay, WI 54313
PH:920-569-5765; Fax: 920-569-5767
www.mach-iv.com
Project Number: 1716-01-20

P.O. Box 224
Neenah, WI 54956
920-904-4300
www.vision-architecture.net

SITE PLAN
OVERALL

Proposed Development For:

The Brin

Menasha, Wisconsin

Issue Date:	05/18/2020
Revisions:	
CBX	xx-xx-xxxx

C102

City of Menasha Disbursements

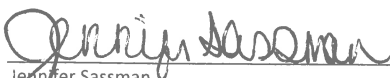
Weekly Accounts Payable 6/12/20-7/2/20 \$ 1,892,729.93
Checks # 68531-68777

Bi-Weekly Payroll 6/18/20 & 7/2/20 \$ 436,830.71

Additional Regular Cycle Accounts Payables -Paid Electronically

Credit Card Fee	6/15/20	\$	63.75
Delta Dental	6/17/20	\$	1,736.00
Employee Benefits-HRA Claims	6/18/20	\$	112.75
Employee Benefits-Flex Spending	6/18/20	\$	4,518.81
Community First Credit Union-Payroll Deduction	6/18/20	\$	486.00
Nationwide Deferred Compensation	6/19/20	\$	6,607.50
Credit Card Fee	6/19/20	\$	3.72
Payroll Garnishment	6/22/20	\$	336.31
Wisconsin Deferred Compensation	6/23/20	\$	6,607.50
Delta Dental	6/24/20	\$	3,313.65
Federal Tax Withholding	6/24/20	\$	78,170.33
Employee Benefits-HRA Claims	6/25/20	\$	363.32
Employee Trust Funds	6/29/20	\$	132,114.60
Postage Machine Rental	6/29/20	\$	215.85
State Tax Withholding	6/29/20	\$	30,282.84
State Sales Tax	7/1/20	\$	9.60
CVMIC-Workers Compensation	7/1/20	\$	41,366.00
Delta Dental	7/1/20	\$	1,938.40
Community First Credit Union-Payroll Deduction	7/2/20	\$	486.00
Credit Card Fee	7/2/20	\$	41.16
		\$	<u>308,774.09</u>
Total		\$	<u>2,638,334.73</u>

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


Jennifer Sassman
Finance Director

7/2/20
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: 6/12/2020

Date: 6/17/2020

<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>
APPLETON SCHOOL DISTRICT	68531	6/12/2020	Tax Collection	100-0000-203.05-00	69,426.88	Tax Collection
Total for check: 68531					69,426.88	
CALUMET COUNTY TREASURER	68532	6/12/2020	Tax Collection	100-0000-203.01-00	54,839.92	Tax Collection
Total for check: 68532					54,839.92	
FOX VALLEY TECHNICAL COLLEGE	68533	6/12/2020	Tax Collection	100-0000-203.04-00	65,263.93	Tax Collection
Total for check: 68533					65,263.93	
MENASHA JOINT SCHOOL DISTRICT	68534	6/12/2020	Tax Collection	100-0000-203.03-00	639,760.80	Tax Collection
Total for check: 68534					639,760.80	
WINNEBAGO COUNTY TREASURER	68535	6/12/2020	Tax Collection	100-0000-203.02-00	247,497.75	Tax Collection
Total for check: 68535					247,497.75	
					1,076,789.28	

AP Check Register
Check Date: 6/18/2020

Date: 7/2/2020

<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>
ACCURATE	68536	6/18/2020	2006463	731-1022-541.30-18	386.99	Locks/Washers/Seals/Elbow
		6/18/2020	2006638	731-1022-541.38-03	1,398.20	Spring/UBolts/Nuts Washers
	Total for check: 68536				1,785.19	
SUSAN AKE	68537	6/18/2020	Ake Refund	100-0000-441.25-00	20.00	Class Refund
					20.00	
ALL WORLD FORD	68538	6/18/2020	3525	731-1022-541.38-04	288.93	Parts
					288.93	
ALV INSPECTIONS	68539	6/18/2020	1051	100-0301-523.21-06	3,803.75	Inspections
					3,803.75	
AMT	68540	6/18/2020	20200618	100-0000-202.08-00	358.00	PAYROLL SUMMARY
					358.00	
CASEY AUER	68541	6/18/2020	Swim Refund	100-0000-441.24-00	76.00	Swim Lesson Refund Covid-19
					76.00	
AUTOMATED COMFORT CONTROLS	68542	6/18/2020	26597	207-0707-552.24-03	615.27	Marina Gift Shop A/C Repair
		6/18/2020	26600	100-0501-522.24-03	304.37	Preventative Maint Fire Station
				100-0801-521.24-03	304.37	Preventative Maint Police Station
		Total for check: 68542				1,224.01
BADGER LABORATORIES INC	68543	6/18/2020	20-006761	601-1020-543.21-02	672.50	Project #20006761 Gundersons
					672.50	

AP Check Register

Check Date: 6/18/2020

Date: 7/2/2020

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description	
KELLY BARTELME	68544	6/18/2020	Bartelme Refund	100-0000-441.25-00	20.00	Class Refund	Covid-19
Total for check: 68544					20.00		
SANDY BLESCH	68545	6/18/2020	Blesch Refund	100-0000-441.24-00	54.00	Class Refund	Covid-19
Total for check: 68545					54.00		
AMANDA BRANDT	68546	6/18/2020	Brandt Refund	100-0000-441.25-00	41.00	Class Refund	Covid-19
Total for check: 68546					41.00		
NICOLE BREITENGROSS	68547	6/18/2020	Refund	100-0000-441.24-00	54.00	Class Refund	Covid-19
				100-0000-441.25-00	30.00	Class Refund	Covid-19
Total for check: 68547					84.00		
DANEL BURCHBY	68548	6/18/2020	Burchby Refund	100-0000-441.25-00	4.00	Class Refund	Covid-19
Total for check: 68548					4.00		
ANDREA BUSS	68549	6/18/2020	Buss Refund	100-0000-441.24-00	54.00	Class Refund	Covid-19
				100-0000-441.25-00	4.00	Class Refund	Covid-19
Total for check: 68549					58.00		
ALICIA CAMERON	68550	6/18/2020	Cameron Refund	100-0000-441.25-00	59.00	Class Refund	Covid-19
Total for check: 68550					59.00		
SUZANNE CARTER	68551	6/18/2020	Carter Refund	100-0000-201.08-00	3.81	Rental Refund	Covid-19
				100-0000-441.23-00	76.19	Rental Refund	Covid-19
Total for check: 68551					80.00		
CEC	68552	6/18/2020	323012	100-0501-522.24-03	255.00	Fire Protection	

AP Check Register
Check Date: 6/18/2020

Date: 7/2/2020

<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>	
CEC...	68552...	6/18/2020...	323012...	100-0801-521.24-03	255.00	Fire Protection	
			Total for check: 68552		510.00		
CELEBRATE DIVERSITY FOX CITIES	68553	6/18/2020	Rental Refund	100-0000-441.23-00	157.50	Rental Refund	Covid-19
			Total for check: 68553		157.50		
UNEMPLOYMENT INSURANCE	68554	6/18/2020	000010118079	100-0000-201.03-00	33.93	Unemployment Ins	Interest
				100-0702-552.15-09	183.04	Unemployment Ins	P&R
				100-0804-521.15-09	446.07	Unemployment Ins	PD
				100-1019-552.15-09	86.01	Unemployment Ins	PW
			Total for check: 68554		749.05		
DIESEL MAINTENANCE SPECIALTY	68555	6/18/2020	33622	731-1022-541.38-04	793.91	Vehicle Maintenance	
		6/18/2020	33658	731-1022-541.29-04	240.51	Vehicle A/C Repair	
			Total for check: 68555		1,034.42		
RONDEE DUNAVIN	68556	6/18/2020	Dunavin Refund	100-0000-441.24-00	54.00	Class Refund	Covid-19
			Total for check: 68556		54.00		
HEATHER DUPONT	68557	6/18/2020	Dupont Refund	100-0000-441.25-00	20.00	Class Refund	Covid-19
			Total for check: 68557		20.00		
EMPLOYEE BENEFITS CORPORATION	68558	6/18/2020	2894961	100-0202-512.21-06	253.50	Flex Admin Fee	
					82.40	Cobra Admin Fee	
				734-0416-513.21-06	477.00	HRA Admin Fee	
			Total for check: 68558		812.90		

AP Check Register

Check Date: 6/18/2020

Date: 7/2/2020

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
FIRST AMERICAN TITLE INSURANCE CO	68559	6/18/2020	FTHB 2020-05	204-0308-562.70-01	5,000.00	928 Third Street FTHB 2020-05
			Total for check: 68559		5,000.00	
TERRY FAMEREE	68560	6/18/2020	ECWA Dues	100-0301-523.32-01	5.00	ECWA Electrical Insp Membership Dues
			Total for check: 68560		5.00	
MEGHAN FIGUEROA	68561	6/18/2020	Figueroa Refund	100-0000-441.24-00	54.00	Class Refund Covid-19
			Total for check: 68561		54.00	
FOX CROSSING UTILITIES	68562	6/18/2020	2105	100-0703-553.22-05	76.80	1200 Geneva 2/15-5/15
		6/18/2020	2106	100-0703-553.22-05	9.60	Water 2/15-5/15
			Total for check: 68562		86.40	
GRIESBACH READY-MIX LLC	68563	6/18/2020	5025	100-1004-541.30-18	1,815.00	Concrete
				100-1009-541.30-18	1,117.50	Concrete
				625-1003-541.30-18	1,500.00	Concrete
				625-1010-541.30-18	225.00	Concrete
			Total for check: 68563		4,657.50	
HANSEN ROOFING & REPAIRS LLC	68564	6/18/2020	MR-2020-12	204-0308-562.70-01	5,324.47	MR-2020-12 617 Tayco Street
			Total for check: 68564		5,324.47	
HEARTLAND BUSINESS SYSTEMS	68565	6/18/2020	379835-H	743-0403-513.24-04	1,766.97	VMware Renewal
			Total for check: 68565		1,766.97	
JOE'S POWER CENTER	68566	6/18/2020	69328	100-1003-541.30-18	50.44	Valve
		6/18/2020	69331	731-1022-541.38-03	127.53	Screws/Muffler/Gasket
			Total for check: 68566		177.97	

AP Check Register
Check Date: 6/18/2020

Date: 7/2/2020

<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>	
JX ENTERPRISES INC	68567	6/18/2020	2446402p	731-1022-541.38-03	276.82	Filters/Seperators	
	Total for check: 68567				276.82		
ERICKA KINNEY	68568	6/18/2020	Kinney Refund	100-0000-441.24-00	27.00	Class Refund	Covid-19
	Total for check: 68568				27.00		
KWIK TRIP INC	68569	6/18/2020	Acct #00244691	100-0801-521.29-04	600.00	Car Wash Gift Cards	
				100-0801-521.38-01	106.46	Fuel	
		6/18/2020	Acct #404954	100-0000-131.00-00	11,508.15	Fuel	
	Total for check: 68569				12,214.61		
PACHOUA LEE	68570	6/18/2020	Lee Refund	100-0000-441.24-00	27.00	Class Refund	Covid-19
				100-0000-441.25-00	25.00	Class Refund	Covid-19
	Total for check: 68570				52.00		
LEGACY DISTRIBUTION	68571	6/18/2020	4909	100-0703-553.30-18	265.04	Vests	
				100-1016-543.30-18	265.03	Vests	
				731-1022-541.30-18	265.03	Vests	
	Total for check: 68571				795.10		
TINA LEMKE	68572	6/18/2020	Lemke Refund	100-0000-441.24-00	108.00	Class Refund	Covid-19
	Total for check: 68572				108.00		
AMY LUEBKE	68573	6/18/2020	Luebke Refund	100-0000-441.24-00	54.00	Class Refund	Covid-19
	Total for check: 68573				54.00		
APRIL LYKE	68574	6/18/2020	Lyke Refund	100-0000-441.25-00	8.00	Class Refund	Covid-19
	Total for check: 68574				8.00		

AP Check Register

Check Date: 6/18/2020

Date: 7/2/2020

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MARCO TECHNOLOGIES LLC	68575	6/18/2020	68067941	743-0403-513.29-01	141.99	Finance Copier Lease June
			Total for check: 68575		141.99	
MATTHEWS TIRE & SERVICE CENTER	68576	6/18/2020	74565	731-1022-541.38-03	67.26	Turf Saver
			Total for check: 68576		67.26	
MCMAHON	68577	6/18/2020	918483	100-0703-553.21-02	414.00	Engineering
			Total for check: 68577		414.00	
MEMORIAL FLORISTS INC	68578	6/18/2020	03134763	100-0801-521.24-03	29.95	PD Annuals
		6/18/2020	03134764	100-0601-551.24-03	112.18	Library Annuals
			Total for check: 68578		142.13	
MENARDS-APPLETON EAST	68579	6/18/2020	84136	100-1009-541.30-18	241.60	Studs
			Total for check: 68579		241.60	
MENASHA TREASURER	68580	6/18/2020	Pool Start Up \$	100-0000-103.08-00	380.00	Pool Start Up \$
			Total for check: 68580		380.00	
MENASHA UTILITIES	68581	6/18/2020	004739	601-0401-513.25-02	17,022.95	April Sewer Charges
				625-0401-513.25-01	1,448.45	April Stormwater Charges
		6/18/2020	Menasha Utility	100-0000-123.00-00	695.06	Electric 4/13/20 - 5/13/20
					286.00	Water 4/13/20 - 5/13/20
					61.33	Storm 4/13/20 - 5/13/20
					6.17	Electric 4/13/20 - 5/13/20
				100-0305-562.22-03	26.10	Electric 4/13/20 - 5/13/20
				100-0305-562.22-06	6.60	Storm 4/13/20 - 5/13/20
				100-0601-551.22-03	3,053.09	Electric 4/13/20 - 5/13/20
				100-0601-551.22-05	697.60	Water 4/13/20 - 5/13/20
				100-0601-551.22-06	136.95	Storm 4/13/20 - 5/13/20

AP Check Register
Check Date: 6/18/2020

Date: 7/2/2020

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MENASHA UTILITIES...	68581...	6/18/2020...	Menasha Utility...	100-0703-553.22-03	1,314.74	Electric 4/13/20 - 5/13/20
				100-0703-553.22-05	76.92	Water 4/13/20 - 5/13/20
				100-0703-553.22-06	886.06	Storm 4/13/20 - 5/13/20
				100-0704-552.22-03	233.94	Electric 4/13/20 - 5/13/20
				100-0704-552.22-05	539.10	Water 4/13/20 - 5/13/20
				100-0801-521.22-03	959.84	Electric 4/13/20 - 5/13/20
					19.88	Electric 4/13/20 - 5/13/20
				100-0801-521.22-05	394.95	Water 4/13/20 - 5/13/20
				100-0801-521.22-06	84.70	Storm 4/13/20 - 5/13/20
				100-1001-514.22-05	13.38	Water 4/13/20 - 5/13/20
				100-1001-514.22-06	3.30	Storm 4/13/20 - 5/13/20
				100-1008-541.22-03	39.19	Electric 4/13/20 - 5/13/20
				100-1008-541.22-05	13.38	Water 4/13/20 - 5/13/20
				100-1012-541.22-03	9,935.31	April Street Lighting
				100-1013-541.22-06	57.75	Storm 4/13/20 - 5/13/20
				207-0707-552.22-05	247.20	Water 4/13/20 - 5/13/20
				501-0304-562.22-03	321.85	Electric 4/13/20 - 5/13/20
				501-0304-562.22-05	396.76	Water 4/13/20 - 5/13/20
				501-0304-562.22-06	637.73	Storm 4/13/20 - 5/13/20
				601-1020-543.22-03	98.85	Electric 4/13/20 - 5/13/20
				731-1022-541.22-03	795.10	Electric 4/13/20 - 5/13/20
				731-1022-541.22-05	846.00	Water 4/13/20 - 5/13/20
				731-1022-541.22-06	1,286.18	Storm 4/13/20 - 5/13/20
Total for check: 68581					42,642.41	
SARAH MLODIK	68582	6/18/2020	Mlodik Refund	100-0000-441.24-00	27.00	Class Refund Covid-19
					27.00	
MBM	68583	6/18/2020	IN492191	743-0403-513.29-01	383.25	Prod Copier/PW Copier 4/26/20 - 5/25/20
					383.25	

AP Check Register

Check Date: 6/18/2020

Date: 7/2/2020

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MONROE TRUCK EQUIPMENT INC	68584	6/18/2020	824741	731-1022-541.38-03	14.96	Socket
			Total for check: 68584		14.96	
VICKI MORRIS	68585	6/18/2020	Morris Refund	100-0000-441.25-00	40.00	Class Refund
			Total for check: 68585		40.00	
MEAGAN NIELSON	68586	6/18/2020	Nielson Refund	100-0000-441.24-00	81.00	Class Refund Covid-19
			Total for check: 68586		81.00	
ANDREA OSKEY	68587	6/18/2020	Oskey Mileage	743-0403-513.33-01	24.78	April-June Mileage
			Total for check: 68587		24.78	
JENNY PAGEL	68588	6/18/2020	Pagel Refund	100-0000-441.24-00	81.00	Class Refund Covid-19
			Total for check: 68588		81.00	
PETERSON, AMANDA	68589	6/18/2020	MR Refund	100-0000-123.00-00	45.00	PETERSON, AMANDA MR Refund Voucher
			Total for check: 68589		45.00	
MISTY PICKETT	68590	6/18/2020	Pickett Refund	100-0000-441.24-00	94.00	Class Refund Covid-19
			Total for check: 68590		94.00	
PRAXAIR DISTRIBUTION INC	68591	6/18/2020	96708127	731-1022-541.30-18	30.95	Cylinder Rental
			Total for check: 68591		30.95	
PSYCHOLOGIE CLINIQUE SC	68592	6/18/2020	Psychologie	100-0801-521.21-05	525.00	Psych Eval
			Total for check: 68592		525.00	
REDI-WELDING CO	68593	6/18/2020	15421	731-1022-541.38-03	191.80	Dumpster/Trailers Diverter

AP Check Register

Check Date: 6/18/2020

Date: 7/2/2020

<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>	
REDI-WELDING CO...	68593...	6/18/2020...	15421...	731-1022-541.38-04	151.04	Dumpster/Trailers	Diverter
Total for check: 68593					342.84		
CARRIE RICHTER ABEL	68594	6/18/2020	Refund	100-0000-441.25-00	22.00	Class Refund	Covid-19
Total for check: 68594					22.00		
RIESTERER & SCHNELL INC	68595	6/18/2020	1764852	731-1022-541.38-03	20.62	Filter Element	
		6/18/2020	1764853	731-1022-541.38-04	18.10	Screws/Spring	
		6/18/2020	1764862	731-1022-541.38-04	933.96	Seals/Windshield	
	Total for check: 68595					972.68	
MARVIN ROTH	68596	6/18/2020	Roth Refund	100-0000-201.08-00	9.52	Rental Refund	Covid-19
				100-0000-441.23-00	195.48	Rental Refund	Covid-19
	Total for check: 68596					205.00	
RUEKERT & MIELKE INC	68597	6/18/2020	132101	601-1020-543.21-02	536.00	Project #8285-10001	Sewer User Monitor
		6/18/2020	132102	601-1020-543.21-02	335.00	Project #8285-10002	Sewer User
		6/18/2020	132103	601-1020-543.21-02	609.00	Project #8285-10012	Racine San Sew Relocate
	Total for check: 68597					1,480.00	
LAURIE SCHMITZ	68598	6/18/2020	Schmitz/Cones	100-0702-552.30-18	246.00	Cones	
	Total for check: 68598					246.00	
SHERWIN WILLIAMS CO	68599	6/18/2020	9412-7	100-1001-514.24-03	24.39	Paint	
		6/18/2020	9847-4	100-1008-541.30-18	2,152.00	Paint	
	Total for check: 68599					2,176.39	

AP Check Register
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Date: 7/2/2020

<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>	
NICOLE SMET	68600	6/18/2020	Smet Refund	100-0000-441.25-00	103.00	Class Refund	Covid-19
			Total for check: 68600		103.00		
STAPLES BUSINESS ADVANTAGE	68601	6/18/2020	3447464259	100-0202-512.30-10	102.99	Desk	
		6/18/2020	3447464261	100-0304-562.30-10	62.72	Office Supplies	
			Total for check: 68601		165.71		
JILLIAN STEFFEK	68602	6/18/2020	Steffek Refund	100-0000-441.24-00	54.00	Class Refund	Covid-19
			Total for check: 68602		54.00		
REBECCA STEPHANI	68603	6/18/2020	Stephani Refund	100-0000-441.24-00	27.00	Class Refund	Covid-19
				100-0000-441.25-00	40.00	Class Refund	Covid-19
			Total for check: 68603		67.00		
SUBURBAN WILDLIFE SOLUTIONS LLC	68604	6/18/2020	4082	625-1010-541.21-06	1,614.00	Muskrat Removal	Menasha Ponds
			Total for check: 68604		1,614.00		
SUPERIOR VISION INSURANCE PLAN	68605	6/18/2020	0000406206	100-0000-204.10-00	1,123.46	Vision Insurance	
			Total for check: 68605		1,123.46		
TWISTED PISTONS	68606	6/18/2020	Twisted Pistons	733-0000-201.03-00	260.72	Event Cancel/Refund	
			Total for check: 68606		260.72		
LAURA UITENBROEK	68607	6/18/2020	Refund	100-0000-441.25-00	40.00	Class Refund	Covid-19
			Total for check: 68607		40.00		

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BRITTANY ULLMER	68608	6/18/2020	Ullmer Refund	100-0000-441.25-00	4.00	Class Refund	Covid-19
			Total for check: 68608		4.00		
UNIFIRST CORPORATION	68609	6/18/2020	097 0309754	731-1022-541.20-01	258.07	Cleaning Service	
			Total for check: 68609		258.07		
JODY VAN BEEK	68610	6/18/2020	Van Beek Refund	100-0000-441.24-00	54.00	Class Refund	Covid-19
			Total for check: 68610		54.00		
VERIZON WIRELESS	68611	6/18/2020	9855846549	601-1020-543.22-01	27.16	Line Charges	
			Total for check: 68611		27.16		
VINTON CONSTRUCTION COMPANY	68612	6/18/2020	2020-02	470-0000-201.04-00	(2,478.90)	Contract #2020-02	Jeff Pkg Lot/BB Court
				470-0703-553.82-02	49,578.10	Contract #2020-02	Jeff Pkg Lot/BB Court
			Total for check: 68612		47,099.20		
WE ENERGIES	68613	6/18/2020	4410-797-129	100-0703-553.22-03	35.45	Hwy 10/114	4/29-5/19
			Total for check: 68613		35.45		
WEA INSURANCE TRUST	68614	6/18/2020	1382090	100-0000-204.08-00	123,636.48	Active	
					1,515.72	Cobra	
				100-0000-204.11-00	2,075.85	Banked Retirees	
			Total for check: 68614		127,228.05		
WIL-KIL PEST CONTROL	68615	6/18/2020	3892726	100-1019-552.20-07	35.00	Rat/Mouse/Spiders	
		6/18/2020	3893431	100-1019-552.20-07	117.50	Exterior Insect	
		6/18/2020	3895217	100-0501-522.24-03	141.00	Power Spray	

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WIL-KIL PEST CONTROL...	68615...	6/18/2020	3897183	100-0704-552.20-07	92.50	Commercial Contract
			Total for check: 68615		386.00	
WINDSTREAM	68616	6/18/2020	72686673	100-0601-551.22-01	79.26	Library Elevator Alarm
			Total for check: 68616		79.26	
WISCONSIN SUPPORT COLLECTIONS	68617	6/18/2020	20200618	100-0000-202.03-00	934.59	PAYROLL SUMMARY
			Total for check: 68617		934.59	
MANDIE WOLFF	68618	6/18/2020	Wolff Refund	100-0000-441.24-00	114.00	Class Refund Covid-19
			Total for check: 68618		114.00	
WOODLAND DEVELOPMENT LLC	68619	6/18/2020	58184a	470-1003-541.82-02	15,000.00	Woodland Hills Pond
			Total for check: 68619		15,000.00	
ZEP SALES & SERVICE	68620	6/18/2020	9005200954	731-1022-541.30-18	520.39	Dyna Green
			Total for check: 68620		520.39	
AMY ZULEGER	68621	6/18/2020	Zuleger Refund	100-0000-441.25-00	16.00	Class Refund Covid-19
			Total for check: 68621		16.00	
					288,579.39	

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ACCURATE	68622	6/25/2020	2006717	731-1022-541.29-04	229.06	Align Rear Axle	Align Front End
		6/25/2020	2006878	731-1022-541.30-18	141.33	Parts	
	Total for check: 68622				370.39		
ALL WORLD FORD	68623	6/25/2020	3569	731-1022-541.38-03	462.21	Hose/Coil/Tube/Latch	Connector
					462.21		
ARMSTRONG ENTERPRISES, FRANK	68624	6/25/2020	cmfs4626	100-0703-553.30-18	2,447.00	Court Maintenance	
				209-0703-553.82-02	2,447.00	Court Maintenance	
	Total for check: 68624				4,894.00		
AUTOMATED COMFORT CONTROLS	68625	6/25/2020	26643	100-0501-522.24-03	57.50	Programming Service	ERV Alarms
				100-0801-521.24-03	57.50	Programming Service	ERV Alarms
	Total for check: 68625				115.00		
BADGER LABORATORIES INC	68626	6/25/2020	20-006758	601-1020-543.21-02	1,016.50	Dura-Fibre	Project #20006758
		6/25/2020	20-006759	601-1020-543.21-02	1,116.50	Intertape Polymer	Project #20006759
		6/25/2020	20-006760	601-1020-543.21-02	1,016.50	Sun Chemical	Project #20006760
		6/25/2020	20-006762	601-1020-543.21-02	672.50	Project #20006762	Gundersons
	Total for check: 68626				3,822.00		
JULIE BRADLEY	68627	6/25/2020	Reimbursement	100-0702-552.30-18	38.90	Class Supply	Reimbursement
					38.90		
BRAZEE'S ACE HARDWARE	68628	6/25/2020	048501	100-0703-553.30-18	8.59	Connector	
		6/25/2020	048503	100-0703-553.30-18	(8.59)	Credit	Return Connector
		6/25/2020	048574	100-0703-553.30-18	14.99	Peat Moss	
	Total for check: 68628				14.99		

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AMBER BROUILLARD	68629	6/25/2020	Key Dep Refund	100-0000-441.23-00	25.00	Key Deposit Refund
			Total for check: 68629		25.00	
BUSINESS ORIENTED SOFTWARE SOLUTION	68630	6/25/2020	AMNSUB20063393	743-0403-513.24-04	1,599.00	Boss Ticket System 8/1/20 - 7/31/21
			Total for check: 68630		1,599.00	
CARRICO AQUATIC RESOURCES INC	68631	6/25/2020	20201985	100-0704-552.30-18	4,160.00	Summer Water Mgmt Agmt
			Total for check: 68631		4,160.00	
CLEAR WATER CAR WASH	68632	6/25/2020	2617	100-0801-521.29-04	41.98	Vehicle Wash May
			Total for check: 68632		41.98	
CNA SURETY DIRECT BILL	68633	6/25/2020	Bond# 62833453N	100-0801-521.32-01	30.00	Notary/Lenss
			Total for check: 68633		30.00	
CONGER TOYOTA-LIFT	68634	6/25/2020	PSI-199616	731-1022-541.29-04	176.40	Vehicle Repair
			Total for check: 68634		176.40	
ASHLEY COON	68635	6/25/2020	Coon Refund	100-0000-441.24-00	27.00	Swim Lesson Refund Covid-19
			Total for check: 68635		27.00	
CREATIVE ORGANIZATIONAL DESIGN	68636	6/25/2020	20-085	100-0801-521.21-06	197.00	Leadership Skills Profile
			Total for check: 68636		197.00	
CRESCENT ELECTRIC SUPPLY COMPANY	68637	6/25/2020	S507129860.001	100-1012-541.24-04	(9.64)	Parts Credit
		6/25/2020	s507832249.001	100-0703-553.24-03	61.61	Electrical Supplies
		6/25/2020	s507837292.001	100-0703-553.24-03	31.58	Electrical Supplies
		6/25/2020	s507841871.001	100-0703-553.24-03	14.89	Electrical Supplies
		6/25/2020	s507845875.001	100-0703-553.30-18	60.19	Electrical Supplies

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CRESCENT ELECTRIC SUPPLY COMPANY...	68637...	6/25/2020	s507858886.001	100-0703-553.24-05	132.19	Electrical Supplies	
		6/25/2020	s507865139.001	100-0703-553.24-05	351.52	Electrical Supplies	
	Total for check: 68637				642.34		
CUMMINS NPOWER LLC	68638	6/25/2020	E3-50590	743-0403-513.24-04	720.00	Insite Lite Registration	
					720.00		
WENDY DAANEN	68639	6/25/2020	Daanen Refund	100-0000-201.08-00	5.48	Rental Refund	Covid-19
				100-0000-441.23-00	109.52	Rental Refund	Covid-19
	Total for check: 68639				115.00		
EMPLOYEE BENEFITS CORPORATION	68640	6/25/2020	2922849	100-0202-512.21-06	258.50	Flex Admin Fee	
					82.40	Cobra Admin Fee	
				734-0416-513.21-06	490.50	HRAAdmin Fee	
Total for check: 68640				831.40			
FIRST AMERICAN TITLE INSURANCE CO	68641	6/25/2020	FTHB-2020-04	204-0308-562.70-01	5,000.00	FTHB-2020-04	Zach Zelinski
					5,000.00		
EVERGREEN POWER	68642	6/25/2020	6424	731-1022-541.38-03	6.28	Screws	
					6.28		
FASTSIGNS OF APPLETON	68643	6/25/2020	A124797	100-0801-521.29-04	32.00	Bike Patrol Decals	
					32.00		
FOX VALLEY HUMANE ASSOCIATION	68644	6/25/2020	4920	100-0806-532.25-01	400.00	Animals Handled	
					400.00		
GO GREEN RECYCLING LLC	68645	6/25/2020	3324	100-1003-541.30-18	628.50	Breaker Run	

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GO GREEN RECYCLING LLC...	68645...	6/25/2020...	3324...	100-1003-541.30-18...	875.60	Breaker Run	
		6/25/2020	3332	100-1003-541.30-18	247.10	Breaker Run	
		6/25/2020	3374	100-1003-541.30-18	1,224.30	Breaker Run	
	Total for check: 68645				2,975.50		
LAURA GOERLITZ	68646	6/25/2020	Goerlitz Refund	100-0000-441.24-00	27.00	Swim Lesson Refund	Covid-19
	Total for check: 68646				27.00		
GREAT BIG GRAPHICS LLC	68647	6/25/2020	10160	100-0922-531.30-18	101.10	Park Signs	COVID-19
	Total for check: 68647				101.10		
GRIESBACH READY-MIX LLC	68648	6/25/2020	5025	625-1003-541.30-18	2,130.00	Concrete	
	Total for check: 68648				2,130.00		
GUSTMAN CHEVROLET SALES INC	68649	6/25/2020	299263	731-1022-541.29-04	116.00	Service Truck	
	Total for check: 68649				116.00		
HEARTLAND BUSINESS SYSTEMS	68650	6/25/2020	381487-H	743-0403-513.30-15	6,651.00	Two 48 Port Switches	City Hall
	Total for check: 68650				6,651.00		
HEARTLAND ENVIRONMENTAL DISTRIBUTOR	68651	6/25/2020	104212	100-0703-553.30-18	434.13	Eco Bird	
	Total for check: 68651				434.13		
HUGHES ADVERTISING, NED	68652	6/25/2020	06052020	100-0702-552.29-03	275.00	Advertising	
				826-0702-552.29-03	275.00	Advertising	
	Total for check: 68652				550.00		

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IAEI	68653	6/25/2020	IAEI Humski Due	100-0301-523.32-01	120.00	Humski IAEI Dues
			Total for check: 68653		120.00	
INTEGRATED PRINTING LABELS & PROMO	68654	6/25/2020	82496	100-0703-553.29-01	255.00	Launch Envelopes
			Total for check: 68654		255.00	
ALI JANSSEN	68655	6/25/2020	Janssen Refund	100-0000-441.24-00	39.00	Swim Lesson Refund Covid-19
			Total for check: 68655		39.00	
JX ENTERPRISES INC	68656	6/25/2020	2446623P	731-1022-541.38-03	2,469.82	Gear/Core
			Total for check: 68656		2,469.82	
KLINK HYDRAULICS LLC	68657	6/25/2020	9994	731-1022-541.30-18	7.85	Relief Valve
			Total for check: 68657		7.85	
LAKE PARK VILLAS HOMEOWNERS ASSN	68658	6/25/2020	49	501-0304-562.32-01	4,418.38	June Bill
			Total for check: 68658		4,418.38	
LANDLORD SERVICES LLC	68659	6/25/2020	30008	100-0801-521.21-06	48.00	Credit Reports
			Total for check: 68659		48.00	
LEVENHAGEN OIL CORPORATION	68660	6/25/2020	101313	207-0707-552.38-01	1,970.54	Fuel
		6/25/2020	101315	207-0707-552.38-01	2,583.95	Fuel
		6/25/2020	101341	207-0707-552.38-01	1,868.89	Fuel
			Total for check: 68660		6,423.38	

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MARCO TECHNOLOGIES LLC	68661	6/25/2020	INV7663724	743-0403-513.29-01	29.37	Finance Copies	5/10 - 6/9
			Total for check: 68661		29.37		
MATTHEWS TIRE & SERVICE CENTER	68662	6/25/2020	74639	731-1022-541.38-02	101.60	Flat Repair	
		6/25/2020	74656	731-1022-541.38-02	42.50	Flat Repair	
			Total for check: 68662		144.10		
MENARDS-APPLETON EAST	68663	6/25/2020	84885	100-0703-553.30-18	65.22	Supplies	
			Total for check: 68663		65.22		
MENASHA NEENAH MUNICIPAL COURT	68664	6/25/2020	MNMC	100-0000-201.03-00	237.00	Bond	Report #20-0034
					237.00	Bond	Report #20-0035
			Total for check: 68664		474.00		
MBM	68665	6/25/2020	IN492966	743-0403-513.29-01	180.00	Evidence Room Printer	
		6/25/2020	IN492967	743-0403-513.30-15	180.00	Finance Mgr Printer	
		6/25/2020	IN493929	743-0403-513.29-01	174.93	Various Printer Usage	May
		6/25/2020	IN494629	743-0403-513.30-15	108.00	Production Copier	Staples
			Total for check: 68665		642.93		
CITY OF NEENAH	68666	6/25/2020	Fire/Rescue	100-0501-522.25-01	294,721.00	Fire Rescue Services	
			Total for check: 68666		294,721.00		
NORTHEAST ASPHALT INC	68667	6/25/2020	1678300	100-1003-541.30-18	475.32	Asphalt	
		6/25/2020	1683288	100-1003-541.30-18	1,344.35	Asphalt	
			Total for check: 68667		1,819.67		

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PAC-VAN	68668	6/25/2020	15822428	731-1022-541.30-18	380.00	Containers	
			Total for check: 68668		380.00		
CARRIE RICHTER ABEL	68669	6/25/2020	Richter Refund	100-0000-441.25-00	20.00	Class Refund	Covid-19
			Total for check: 68669		20.00		
DR TERESA RUDOLPH	68670	6/25/2020	City Physician	100-0903-531.21-05	175.00	City Physician	
			Total for check: 68670		175.00		
DIANE SCHABACH	68671	6/25/2020	Schabach	207-0707-552.21-06	25,250.00	2 Qtrs Contract Pmt	
				207-0707-552.30-11	124.90	Postage	
				207-0707-552.30-18	449.37	Supplies	
			Total for check: 68671		25,824.27		
STAPLES BUSINESS ADVANTAGE	68672	6/25/2020	3447966498	100-0301-523.30-18	11.99	Labels	
			Total for check: 68672		11.99		
STRATEGIC INSIGHTS INC	68673	6/25/2020	124	743-0403-513.24-04	1,500.00	CIP Software Renewal	
			Total for check: 68673		1,500.00		
THEDACARE LABORATORIES	68674	6/25/2020	12100529	100-0801-521.21-05	85.00	Venipuncture	
			Total for check: 68674		85.00		
TILLMANN WHOLESale GROWERS	68675	6/25/2020	25157	100-0703-553.30-18	375.00	Arbor Vitae	
			Total for check: 68675		375.00		
TIME WARNER CABLE	68676	6/25/2020	095528601060120	100-0101-511.22-01	3.70	Mayor	6/1/20 - 6/30/20
				100-0201-512.22-01	2.34	Attorney	6/1/20 - 6/30/20
				100-0202-512.22-01	5.92	Personnel	6/1/20 - 6/30/20

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TIME WARNER CABLE...	68676...	6/25/2020...	095528601060120...	100-0203-512.22-01	4.87	Clerk 6/1/20 - 6/30/20
				100-0301-523.22-01	5.35	Bldg Insp 6/1/20 - 6/30/20
				100-0304-562.22-01	8.76	Com Dev 6/1/20 - 6/30/20
				100-0401-513.22-01	11.82	Finance 6/1/20 - 6/30/20
				100-0402-513.22-01	2.41	Assessor 6/1/20 - 6/30/20
				100-0502-522.22-01	14.68	EOC 6/1/20 - 6/30/20
				100-0601-551.22-01	62.31	Library 6/1/20 - 6/30/20
				100-0702-552.22-01	9.91	Rec 6/1/20 - 6/30/20
				100-0703-553.22-01	16.65	Parks 6/1/20 - 6/30/20
				100-0704-552.22-01	5.17	Pool 6/1/20 - 6/30/20
				100-0801-521.22-01	91.88	PD 6/1/20 - 6/30/20
				100-0903-531.22-01	17.98	Health 6/1/20 - 6/30/20
				100-0920-531.22-01	4.83	Sr Ctr 6/1/20 - 6/30/20
				100-1001-514.22-01	26.54	City Hall 6/1/20 - 6/30/20
				100-1002-541.22-01	15.44	Eng 6/1/20 - 6/30/20
				100-1008-541.22-01	1.40	Sign 6/1/20 - 6/30/20
				207-0000-123.00-00	9.84	Marina 6/1/20 - 6/30/20
				731-1022-541.22-01	9.51	Garage 6/1/20 - 6/30/20
				743-0403-513.22-01	5.62	IT 6/1/20 - 6/30/20
				Total for check: 68676		
UNIFIRST CORPORATION	68677	6/25/2020	097 0310202	731-1022-541.20-01	211.72	Cleaning Service
				Total for check: 68677		
UNIFORM SHOPPE	68678	6/25/2020	299754	100-0801-521.19-03	70.95	Shirt
				Total for check: 68678		
US PETROLEUM EQUIPMENT	68679	6/25/2020	129248	207-0707-552.38-01	150.50	Service Meter
				Total for check: 68679		

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US POSTAL SERVICE	68680	6/25/2020	08022546	100-0000-133.00-00	3,000.00	Postage	
Total for check: 68680					3,000.00		
WE ENERGIES	68681	6/25/2020	0428-970-058	100-0703-553.22-03	17.85	North St	5/6/20 - 6/5/20
		6/25/2020	7097-295-547	100-0703-553.22-03	16.66	North St	4/6/20 - 5/6/20
					16.25	North St	5/6/20 - 6/5/20
Total for check: 68681					50.76		
WIL-KIL PEST CONTROL	68682	6/25/2020	3899674	100-0703-553.20-07	105.00	Pest Control	
Total for check: 68682					105.00		
WINNEBAGO COUNTY CLERK OF COURTS	68683	6/25/2020	Winn Co Clerk	100-0000-201.03-00	285.00	Bond	Report #20-1404
					650.00	Bond	Report #20-1354
					150.00	Bond	Report #20-1527
					150.00	Bond	Report #20-1567
					535.00	Bond	Report #20-1519
					150.00	Bond	Report #20-1526
Total for check: 68683					1,920.00		
WINNEBAGO COUNTY TREASURER	68684	6/25/2020	17221	100-0203-512.21-08	60.00	Recording Fees	
				204-0308-562.70-01	180.00	Recording Fees	
		6/25/2020	LF128313	266-1027-543.25-03	85.00	Landfill Charges	
				266-1029-543.25-01	412.00	Landfill Charges	
		6/25/2020	LF128397	100-1016-543.25-01	19,026.42	Direct Haul	
				100-1017-543.25-01	5,129.46	Direct Haul	
				266-1027-543.25-01	1,081.90	Direct Haul	
				731-1022-541.82-01	7,776.14	Direct Haul	
Total for check: 68684					33,750.92		

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WISCONSIN DEPT OF FINANCIAL	68685	6/25/2020	Notary Fee	100-0203-512.30-18	20.00	Notary Fee	Haley Krautkramer
			Total for check: 68685		20.00		
WISCONSIN DEPT OF JUSTICE	68686	6/25/2020	Acct #L7101T	100-0801-521.21-06	476.00	Transactions	
			Total for check: 68686		476.00		
WISCONSIN MEDIA	68687	6/25/2020	0003374348	100-0203-512.29-02	98.38	5/1/20 - 5/31/20	LL
				100-0405-513.29-02	1,042.51	5/1/20 - 5/31/20	CC
		6/25/2020	0003374537	100-0405-513.29-02	91.56	5/1/20 - 5/31/20	CC
			Total for check: 68687		1,232.45		
WPPI ENERGY	68688	6/25/2020	INV13740	310-0409-571.61-01	494.50	Street Light Project	June Loan Payment
			Total for check: 68688		494.50		
					418,574.33		

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A TO Z DATABASES	68689	6/26/2020	503066	100-0601-551.30-14	1,257.00	Library Materials	
	Total for check: 68689				1,257.00		
BAKER & TAYLOR INC	68691	6/26/2020	0003207766	100-0601-551.30-14	(232.79)	Library Materials	Credit
		6/26/2020	0003208390	100-0601-551.30-14	(35.47)	Library Materials	Credit
		6/26/2020	20352225255	100-0601-551.30-14	83.42	Library Materials	
		6/26/2020	2035223768	100-0601-551.30-14	414.00	Library Materials	
		6/26/2020	2035224478	100-0601-551.30-14	131.50	Library Materials	
		6/26/2020	2035225261	100-0601-551.30-14	78.58	Library Materials	
		6/26/2020	2035225941	100-0601-551.30-14	392.83	Library Materials	
		6/26/2020	2035225965	100-0601-551.30-14	91.26	Library Materials	
		6/26/2020	2035225980	100-0601-551.30-14	508.18	Library Materials	
		6/26/2020	2035225990	100-0601-551.30-14	655.82	Library Materials	
		6/26/2020	2035226004	100-0601-551.30-14	392.44	Library Materials	
		6/26/2020	2035228943	100-0601-551.30-14	142.36	Library Materials	
		6/26/2020	2035230824	100-0601-551.30-14	21.47	Library Materials	
		6/26/2020	2035233853	100-0601-551.30-14	228.94	Library Materials	
		6/26/2020	2035236322	100-0601-551.30-14	47.22	Library Materials	
		6/26/2020	2035246762	100-0601-551.30-14	147.65	Library Materials	
		6/26/2020	2035248806	100-0601-551.30-14	218.87	Library Materials	
		6/26/2020	2035251285	100-0601-551.30-14	251.78	Library Materials	
		6/26/2020	2035254863	100-0601-551.30-14	58.01	Library Materials	
		6/26/2020	2035257937	100-0601-551.30-14	793.30	Library Materials	
		6/26/2020	H44904050	100-0601-551.30-14	424.63	Library Materials	
		6/26/2020	H45245930	100-0601-551.30-14	17.99	Library Materials	
		6/26/2020	H46977590	100-0601-551.30-14	50.38	Library Materials	
	Total for check: 68691				4,882.37		
CREATIVE PRODUCT SOURCE	68692	6/26/2020	CPI085167	100-0601-551.30-16	73.44	Supplies	
	Total for check: 68692				73.44		

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DEMCO	68693	6/26/2020	6799948	100-0601-551.30-18	255.37	Labels
			Total for check: 68693		255.37	
JOHN DUGGLEBY	68694	6/26/2020	Duggleby	100-0601-551.20-05	300.00	Performance
			Total for check: 68694		300.00	
KANOPY	68695	6/26/2020	Kanopy	100-0601-551.30-14	1,200.00	Subscription
			Total for check: 68695		1,200.00	
KITZ & PFEIL INC	68696	6/26/2020	27111	100-0601-551.30-13	91.69	Paint Supplies/Batteries
		6/26/2020	27295	100-0601-551.30-13	52.52	Supplies
			Total for check: 68696		144.21	
JEFF MCMULLEN	68697	6/26/2020	McMullen	100-0601-551.20-05	400.00	Performance
			Total for check: 68697		400.00	
MIDWEST TAPE	68699	6/26/2020	009856094	100-0601-551.30-14	26.24	Library Materials
		6/26/2020	0098853442	100-0601-551.30-14	181.40	Library Materials
		6/26/2020	0098856095	100-0601-551.30-14	86.95	Library Materials
		6/26/2020	0098856097	100-0601-551.30-14	18.74	Library Materials
		6/26/2020	0098891201	100-0601-551.30-14	87.98	Library Materials
		6/26/2020	0098892641	100-0601-551.30-14	465.52	Library Materials
		6/26/2020	0098897410	100-0601-551.30-14	47.99	Library Materials
		6/26/2020	0098919015	100-0601-551.30-14	515.04	Library Materials
		6/26/2020	0098919578	100-0601-551.30-14	111.45	Library Materials
		6/26/2020	0098919579	100-0601-551.30-14	224.78	Library Materials
		6/26/2020	0098919843	100-0601-551.30-14	184.41	Library Materials
		6/26/2020	0098945638	100-0601-551.30-14	71.96	Library Materials
		6/26/2020	0098945777	100-0601-551.30-14	308.85	Library Materials
		6/26/2020	009919017	100-0601-551.30-14	332.11	Library Materials
		6/26/2020	009945875	100-0601-551.30-14	581.70	Library Materials

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MIDWEST TAPE...	68699...	6/26/2020	98973792	100-0601-551.30-14	5,000.00	Library Materials
			Total for check: 68699		8,245.12	
OTIS MILLER	68700	6/26/2020	Miller	100-0601-551.20-05	425.00	Performance
			Total for check: 68700		425.00	
MBM	68701	6/26/2020	IN494170	100-0601-551.24-04	127.20	Equipment Contract
		6/26/2020	IN495407	100-0601-551.24-04	73.64	Equipment Contract
			Total for check: 68701		200.84	
SCOTT OBERMANN	68702	6/26/2020	Obermann	100-0601-551.20-05	355.00	Performance
			Total for check: 68702		355.00	
OFFICE DEPOT BUSINESS ACCOUNT	68703	6/26/2020	12757505	100-0601-551.30-10	26.28	Office Supplies
		6/26/2020	12817654	100-0601-551.30-10	14.41	Office Supplies
			Total for check: 68703		40.69	
TOM PEASE	68704	6/26/2020	Pease	100-0601-551.20-05	400.00	Performance
			Total for check: 68704		400.00	
SERVICEMASTER BUILDING MAINTENANCE	68705	6/26/2020	33742	100-0601-551.20-01	1,685.00	Janitorial Service
			Total for check: 68705		1,685.00	
SYNCB/AMAZON	68707	6/26/2020	433637577375	100-0601-551.30-16	8.99	Supplies
		6/26/2020	439764549886	100-0601-551.30-16	53.97	Supplies
		6/26/2020	444454899453	100-0601-551.30-14	13.79	Library Materials
		6/26/2020	448873638339	100-0601-551.30-14	38.99	Library Materials
		6/26/2020	465464956839	100-0601-551.30-14	196.88	Library Materials
		6/26/2020	466936836986	100-0601-551.30-14	9.03	Library Materials
		6/26/2020	479974979583	100-0601-551.30-14	17.17	Library Materials

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SYNCB/AMAZON...	68707...	6/26/2020	495575655799	100-0601-551.30-14	14.95	Library Materials
		6/26/2020	495964788549	100-0601-551.24-01	64.71	Office Equipment
		6/26/2020	569567458956	100-0601-551.30-14	56.93	Library Materials
		6/26/2020	663365386867	100-0601-551.30-14	21.56	Library Materials
		6/26/2020	668898893668	100-0601-551.30-14	250.99	Library Materials
		6/26/2020	678795934869	100-0601-551.30-14	335.97	Library Materials
		6/26/2020	686945474437	100-0601-551.30-14	(1.82)	Library Materials Credit
		6/26/2020	745664668343	100-0601-551.30-16	175.19	Supplies
		6/26/2020	788877639977	100-0601-551.30-14	10.99	Library Materials
		6/26/2020	793979696984	100-0601-551.30-14	21.46	Library Materials
		6/26/2020	834488447897	100-0601-551.30-14	98.32	Library Materials
		6/26/2020	837574364669	100-0601-551.30-10	11.99	Office Supplies
		6/26/2020	876485763344	100-0601-551.24-01	63.98	Office Equipment
				100-0601-551.30-10	6.32	Office Supplies
		6/26/2020	898593435654	100-0601-551.30-14	72.00	Library Materials
		6/26/2020	963684569984	100-0601-551.30-16	35.98	Supplies
		6/26/2020	96477579795	100-0601-551.30-14	9.83	Library Materials
			Total for check: 68707		1,588.17	
US BANK EQUIPMENT FINANCE	68708	6/26/2020	416909760	100-0601-551.24-04	513.46	Copier Contract
			Total for check: 68708		513.46	
USBORNE & KANE MILLER BOOKS	68709	6/26/2020	DIR6237745	100-0601-551.30-14	132.90	Library Materials
				100-0601-551.30-16	719.15	Supplies
			Total for check: 68709		852.05	
WILS	68710	6/26/2020	492424	100-0601-551.30-14	593.32	Library Materials
			Total for check: 68710		593.32	

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WINNEFOX AUTOMATED LIBRARY SYSTEM	68711	6/26/2020	WALS1460	100-0601-551.24-01	491.69	Stand/Scanner/Printer
			Total for check: 68711		491.69	
WINNEFOX LIBRARY SYSTEM	68712	6/26/2020	WLS724	100-0601-551.30-16	161.80	Supplies
			Total for check: 68712		161.80	
ZOOMALATA MAGIC	68713	6/26/2020	Zoomalata	100-0601-551.20-05	300.00	Performance
			Total for check: 68713		300.00	
					24,364.53	

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ACCURATE	68714	7/2/2020	2007039	731-1022-541.38-03	75.44	Bulbs		
		7/2/2020	2007137	731-1022-541.30-18	89.10	Washers/Cable Tie/Wash		
		Total for check: 68714				164.54		
ALV INSPECTIONS	68715	7/2/2020	1052	100-0301-523.21-06	1,785.00	Inspections		
		Total for check: 68715				1,785.00		
AMT	68716	7/2/2020	20200702	100-0000-202.08-00	358.00	PAYROLL SUMMARY		
		Total for check: 68716				358.00		
CITY OF APPLETON	68717	7/2/2020	4746	100-0918-531.21-06	500.00	Emergency Preparedness Planning Contract		
		Total for check: 68717				500.00		
ASCENSION MEDICAL GROUP-FOX VALLEY	68718	7/2/2020	388062	100-0202-512.21-05	491.00	Drug Screening	Physical	
		7/2/2020	388504	100-0202-512.21-05	87.00	Annual D&A		
		Total for check: 68718				578.00		
BERGSTROM	68719	7/2/2020	350450	731-1022-541.38-04	1,479.45	Vehide Repair		
		7/2/2020	59133	731-1022-541.38-04	65.37	Cylinder		
		7/2/2020	59184	731-1022-541.38-04	299.58	Arm Asy		
		7/2/2020	59188	731-1022-541.38-04	181.86	Shaft/Retainer		
		7/2/2020	59241	731-1022-541.38-04	112.76	Link		
		7/2/2020	59245	731-1022-541.38-04	178.81	Shaft		
		Total for check: 68719				2,317.83		
JERRY BINDER	68720	7/2/2020	Binder Refund	100-0000-201.08-00	1.90	Overcharged Pool Pass		
				100-0000-441.24-00	38.10	Overcharged Pool Pass		
		Total for check: 68720				40.00		
BRAZEE'S ACE HARDWARE	68721	7/2/2020	048697	100-0703-553.30-18	34.44	Adapter/Bushing		

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BRAZEE'S ACE HARDWARE...	68721...	7/2/2020	048708	100-0922-531.30-18	11.99	Tape
		7/2/2020	048715	100-0703-553.30-18	26.98	Cable Tie/Rosecare Gran
	Total for check: 68721				73.41	
BUCKLIN'S	68722	7/2/2020	85869	470-0703-553.82-02	104.00	Mulch
		7/2/2020	85875	470-0703-553.82-02	104.00	Mulch
		7/2/2020	85876	470-0703-553.82-02	104.00	Mulch
		7/2/2020	85881	470-0703-553.82-02	104.00	Mulch
	Total for check: 68722				416.00	
CARDMEMBER SERVICE	68729	7/2/2020	0014	100-0703-553.29-05	82.50	Tool Rental Parks
				100-0801-521.30-15	59.04	Rifle Light Mount PD
		7/2/2020	0016	100-0703-553.29-05	82.50	Tool Rental Parks
		7/2/2020	0017	100-0801-521.34-02	990.00	Training Registration PD
		7/2/2020	0033	100-0801-521.34-02	130.00	Training Registration PD
		7/2/2020	0105	100-0801-521.19-03	(0.57)	Sales Tax Refund PD
		7/2/2020	0198	100-0703-553.30-15	406.60	Tools Parks
		7/2/2020	0269	100-0903-531.30-18	90.85	Translation Health
		7/2/2020	0276	100-0703-553.29-05	(45.00)	Return Parks
		7/2/2020	0302	100-0601-551.30-16	219.92	Prizes Library
		7/2/2020	0331	100-0000-466.00-00	(1.20)	Credit Adjustment Misc
		7/2/2020	0488	100-0401-513.30-10	79.26	Adding Machine Finance
		7/2/2020	0490	100-0811-521.34-02	40.00	Polzien UDC Cert Code Enforcement
		7/2/2020	0494	100-0601-551.30-14	15.99	Subscription Library
		7/2/2020	0567	100-0401-513.30-10	36.95	Monitor Stand Finance
		7/2/2020	0698	100-0801-521.19-03	80.36	Uniform Accessory PD
		7/2/2020	0759	100-0704-552.24-03	38.99	TV Bracket Pool
		7/2/2020	1628	743-0403-513.24-04	400.00	.GOV Registration IT
		7/2/2020	1719	100-0903-531.30-18	11.85	Translation Health
		7/2/2020	1765	100-0801-521.30-18	4.99	Dept Supplies PD
		7/2/2020	1846	100-0601-551.30-16	163.65	Subscription Library
		7/2/2020	1847	100-0301-523.32-01	40.00	Humski UDC Cert Bldg Insp
		7/2/2020	1909	100-0501-522.24-03	166.25	Fac Tech Laptop Fire

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CARDMEMBER SERVICE...	68729...	7/2/2020...	1909...	100-0601-551.24-03	166.25	Fac Tech Laptop Library
				100-0801-521.24-03	166.25	Fac Tech Laptop PD
				731-1022-541.24-03	166.25	Fac Tech Laptop PWF
		7/2/2020	1989	731-1022-541.30-18	30.60	Temps PWF
		7/2/2020	2328	100-0703-553.30-18	427.46	Slide Section Parks
		7/2/2020	2380	731-1022-541.30-15	611.99	Maintenance Laptop PWF
		7/2/2020	2465	743-0403-513.30-15	18.38	Toner IT
		7/2/2020	2520	100-0801-521.34-03	17.00	Training Meal PD
		7/2/2020	2617	470-0704-552.82-01	421.98	Fans Pool
		7/2/2020	2793	100-0601-551.30-10	199.95	Face Masks Library
		7/2/2020	2999	100-0601-551.30-11	3.66	Postage Interlib Loan Library
		7/2/2020	3140	824-0807-521.30-15	48.99	K-9 Supplies K-9
		7/2/2020	3266	731-1022-541.30-15	445.26	Hamress PWF
		7/2/2020	3359	100-0903-531.30-18	19.75	Translation Health
		7/2/2020	3560	100-0801-521.30-15	50.54	Range Supplies PD
		7/2/2020	3603	100-0922-531.30-18	143.00	Go to mtg Fee Covid-19
		7/2/2020	3864	731-1022-541.30-18	30.60	Josh CDL Permit PWF
		7/2/2020	3940	100-0801-521.30-18	30.50	Computer Card-Drone PD
		7/2/2020	4165	100-0801-521.30-15	26.80	Range Supplies PD
		7/2/2020	4206	100-0801-521.19-03	292.28	Uniform Accessories PD
		7/2/2020	4326	731-1022-541.34-02	150.00	Travis School PWF
		7/2/2020	4493	100-0801-521.30-13	18.95	Cleaning Supplies PD
		7/2/2020	4495	100-0704-552.24-03	143.75	Night Lights Pool
		7/2/2020	4594	100-0703-553.24-03	66.97	Koslo Lights/Sockets Parks
		7/2/2020	4720	100-0703-553.24-04	2,487.00	Swing Benches Parks
		7/2/2020	4780	100-0801-521.19-03	11.88	Uniform Accessory PD
		7/2/2020	4810	100-0601-551.30-11	11.23	Postage Library
		7/2/2020	4946	100-0401-513.30-10	13.70	Batteries Finance
		7/2/2020	5071	731-1022-541.30-15	109.99	Thad Monitor PWF
		7/2/2020	5162	100-0903-531.30-18	35.55	Translation Health
		7/2/2020	5228	100-0901-515.30-18	240.00	Bike Helmets Employee Safety
		7/2/2020	5249	100-0801-521.30-10	132.00	Flash Drives PD
		7/2/2020	5256	100-0801-521.32-01	20.00	Notary Bond PD
		7/2/2020	5297	100-0801-521.30-18	199.87	Camera PD

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CARDMEMBER SERVICE...	68729...	7/2/2020	5389	100-0201-512.30-18	10.55	Stamper	Attorney
				100-0203-512.30-18	21.04	Stamper	Clerk
		7/2/2020	5513	100-0801-521.29-04	69.98	Bike Patrol Equipment	PD
		7/2/2020	5547	100-0801-521.29-04	39.96	Bike Patrol Equipment	PD
		7/2/2020	5759	100-0801-521.34-03	7.07	Training Meal	PD
		7/2/2020	5791	100-0801-521.24-05	313.73	Shelving Addition	PD
		7/2/2020	5801	100-0601-551.24-03	44.99	Bubbler Valve	Library
		7/2/2020	5966	100-0601-551.30-11	58.00	Stamps	Library
				731-1022-541.38-03	818.99	Parts	PWF
		7/2/2020	6063	100-0801-521.24-03	(3.23)	Tax Refund	PD
		7/2/2020	6184	100-0922-531.30-18	667.46	Plexiglass/City Hall	Covid-19
		7/2/2020	6284	100-0903-531.30-18	7.90	Translation	Health
		7/2/2020	6376	100-0601-551.30-10	15.75	Tape	Library
				731-1022-541.30-15	12.99	Wireless Mouse	PWF
		7/2/2020	6440	100-0801-521.34-03	328.00	Training Lodging	PD
		7/2/2020	6475	100-0801-521.32-01	87.80	Mthly Investigative Tool	PD
		7/2/2020	6573	100-0703-553.24-03	119.40	Jeff Pk/Bulbs/Labels	Parks
		7/2/2020	6886	100-0801-521.34-03	10.50	Training Meal	PD
		7/2/2020	6903	100-0601-551.30-14	69.99	Subscription	Library
		7/2/2020	7142	731-1022-541.30-15	36.99	Laptop Case	PWF
		7/2/2020	7336	100-0702-552.30-18	27.38	Camp Supplies	Rec
		7/2/2020	7512	100-0922-531.30-18	186.78	Laminator	Covid-19
		7/2/2020	7907	731-1022-541.38-03	(859.94)	Parts Return	PWF
		7/2/2020	7941	100-0922-531.30-18	123.68	800# for Go to Mtg	Covid-19
		7/2/2020	7944	100-0304-562.30-10	93.17	TV	Com Dev
				100-0703-553.24-03	186.34	Bridge Museum TV	Parks
				100-1002-541.30-15	69.88	CH Rm 252 TV	Eng
				625-1002-541.30-15	23.29	TV	Eng
		7/2/2020	8022	100-0704-552.30-18	465.00	Staff Masks	Pool
		7/2/2020	8061	100-0703-553.30-18	188.50	T-shirts	Parks
		7/2/2020	8078	100-0703-553.24-03	66.97	Shepard Lights/Sockets	Parks
		7/2/2020	8293	100-0601-551.30-11	9.36	Postage Homebound	Library
		7/2/2020	8348	100-0601-551.30-14	50.00	Gift Card	Library
		7/2/2020	8369	100-0811-521.34-02	0.80	Polzien UDC Cert	Code Enforcement

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CARDMEMBER SERVICE...	68729...	7/2/2020	8444	100-0702-552.30-18	183.82	Supplies Rec
				100-0704-552.30-10	183.83	Supplies Pool
				100-0903-531.30-18	15.80	Translation Health
				100-0801-521.30-12	17.99	Portable Battery Charger PD
				100-0801-521.29-04	55.74	USB GPS Receivers PD
				100-0801-521.19-03	(4.63)	Sales Tax Refund PD
				100-0801-521.30-18	44.64	Dept Supplies PD
				100-0801-521.30-15	55.47	Glock Magazines PD
				100-0801-521.30-10	66.30	Office Supplies PD
				100-0801-521.30-11	12.92	Postage - Crime Lab PD
				100-0801-521.30-11	37.55	Postage/Returned Equip PD
				100-0801-521.30-11	2.25	Postage - Late Fee PD
				100-0801-521.30-11	9.09	Postage - Crime Lab PD
				743-0403-513.30-15	189.34	Headset for P&R IT
				100-0601-551.30-14	200.00	Subscription Library
				100-0702-552.34-02	50.00	Staff Training Rec
				100-0301-523.32-01	0.80	Humski UDC Cert Bldg Insp
				100-0601-551.30-16	57.00	Prizes Library
				100-0801-521.24-03	67.97	Toilet Parts PD
				100-0801-521.34-03	18.00	Training Meal PD
			Total for check: 68729		14,684.26	
CARRICO AQUATIC RESOURCES INC	68730	7/2/2020	20202100	100-0704-552.30-18	90.18	Pool Chemicals
				Total for check: 68730		90.18
CELLCOM	68731	7/2/2020	400603	100-0201-512.22-01	42.16	Attorney
				100-0301-523.22-01	42.16	Bldg Insp
				100-0304-562.22-01	84.32	Com Dev
				100-0601-551.22-01	28.68	Bldg Services
					27.18	Library
				100-0702-552.22-01	95.72	Park Locations
				100-0703-553.22-01	16.86	Bldg Services
					99.96	Parks

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CELLCOM...	68731...	7/2/2020...	400603...	100-0801-521.22-01	19.39	Bldg Services
					1,044.87	PD
				100-0904-531.22-01	42.16	Env Health
				100-0919-531.22-01	297.97	Health
				100-1001-514.22-01	19.39	Bldg Services
				100-1002-541.22-01	204.87	Engineering
				100-1008-541.22-01	3.79	Street Signs
				100-1019-552.22-01	13.17	Bridges
				601-1020-543.22-01	2.85	Confined Spaces
					9.26	Sewer Truck
				625-1002-541.22-01	68.29	Engineering
				731-1022-541.22-01	213.65	City Garage
				743-0403-513.22-01	42.16	IT
				Total for check: 68731		
		2,418.86				
COMPLETE OFFICE OF WISCONSIN	68732	7/2/2020	676238	100-0801-521.30-10	58.60	Office Supplies
		7/2/2020	676239	100-0801-521.30-10	89.85	Paper
		Total for check: 68732				
		148.45				
DAVEL ENGINEERING & ENVIRONMENTAL	68733	7/2/2020	3177443	625-1010-541.21-02	2,833.00	Project 6056 LP Villas Storm Water Analysis
		2,833.00				
EMMONS BUSINESS INTERIORS	68734	7/2/2020	201563	100-0702-552.30-19	2,540.06	Desk
		2,540.06				
FACTORY MOTOR PARTS CO	68736	7/2/2020	1-6430806	731-1022-541.38-03	8.75	Spark Plugs
		7/2/2020	1-6442449	731-1022-541.38-03	19.98	Filters
		7/2/2020	18-1803358	731-1022-541.38-04	25.44	Spark Plug
		7/2/2020	18-1858806	731-1022-541.38-03	432.54	Parts
				731-1022-541.38-04	201.00	Parts
		7/2/2020	18-1861307	731-1022-541.38-03	14.71	Outer Steering
		7/2/2020	18-1861568	731-1022-541.38-03	(14.71)	CREDIT Outer Steering

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FACTORY MOTOR PARTS CO...	68736...	7/2/2020	18-1880065	731-1022-541.38-03	(100.39)	Oil Seals Credit
		7/2/2020	18-1882495	731-1022-541.38-03	19.84	Filters
		7/2/2020	18-1884120	731-1022-541.38-04	25.17	Joint Asy Ball
		7/2/2020	18-1885540	731-1022-541.38-03	4.37	Filter
		7/2/2020	18-1885754	731-1022-541.38-03	14.13	Filter
		7/2/2020	18-1886672	731-1022-541.38-03	15.63	Filters
		7/2/2020	18-1888655	731-1022-541.38-03	10.62	Fox Splashwash
		7/2/2020	18-Z20272	731-1022-541.38-03	77.58	Battery
		7/2/2020	18-z19899	731-1022-541.38-04	(201.00)	CREDIT Parts
		7/2/2020	50-2893866	731-1022-541.38-03	5.21	Filter
		7/2/2020	50-2916352	731-1022-541.38-03	4.86	Filters
			Total for check: 68736		563.73	
FERGUSON ENTERPRISES #1550	68737	7/2/2020	5556376-1	731-1022-541.30-18	154.17	Ldry Combo Kit
		7/2/2020	5603345	100-0703-553.24-03	75.63	Supplies
		7/2/2020	5616021	100-0801-521.24-03	116.37	Supplies
			Total for check: 68737		346.17	
FERGUSON WATERWORKS #1476	68738	7/2/2020	0303128	625-1010-541.30-18	172.46	M/Hole
		7/2/2020	0303161	625-1010-541.30-18	440.00	Sealant
		7/2/2020	0304400	601-1020-543.30-18	23.80	Pipe
			Total for check: 68738		636.26	
FOX VALLEY TRUCK	68739	7/2/2020	584988	731-1022-541.29-04	968.30	Vehicle Repair
			Total for check: 68739		968.30	
KELLY GENNRICH	68740	7/2/2020	Gennrich	100-0801-521.34-03	45.68	Meal Reimbursement 6/7/20-6/11/20
			Total for check: 68740		45.68	

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GRAPHIC COMPOSITION INC	68741	7/2/2020	200839	100-0704-552.30-10	253.00	Pool Passes	
			Total for check: 68741		253.00		
GRIESBACH READY-MIX LLC	68742	7/2/2020	5053	100-1009-541.30-18	1,166.25	Concrete	
				625-1003-541.30-18	3,176.25	Concrete	
			Total for check: 68742		4,342.50		
GUNDERSON CLEANERS	68743	7/2/2020	865558	100-0801-521.30-13	38.21	Cleaning Service	
			Total for check: 68743		38.21		
HABITAT FOR HUMANITY	68744	7/2/2020	Rental Refund	100-0000-441.23-00	72.50	Rental Refund	Covid-19
			Total for check: 68744		72.50		
HOLMES AUTOMOTIVE RECYCLING INC	68745	7/2/2020	175625	731-1022-541.38-03	45.00	Wheel	
			Total for check: 68745		45.00		
HOMAN, KARA	68746	7/2/2020	Homan Refund	100-0000-441.25-00	40.00	Tennis Refund	COVID-19
			Total for check: 68746		40.00		
KLINK HYDRAULICS LLC	68747	7/2/2020	10110	731-1022-541.38-03	118.52	Nonspill QC	
			Total for check: 68747		118.52		
KOLBE, CINDY	68748	7/2/2020	Kolbe-Refund	100-0000-201.08-00	1.43	Rental Refund	COVID-19
				100-0000-441.23-00	28.57	Rental Refund	COVID-19
			Total for check: 68748		30.00		
MATTHEWS TIRE & SERVICE CENTER	68749	7/2/2020	74757	731-1022-541.38-02	36.50	Flat Repair	

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MATTHEWS TIRE & SERVICE CENTER...	68749...	7/2/2020	74759	731-1022-541.38-02	271.20	Tires	
			Total for check: 68749		307.70		
MCMAHON	68750	7/2/2020	0918649	625-1010-541.21-02	1,232.00	Project 9-20-00275	Brin Site Stormwater
			Total for check: 68750		1,232.00		
MCNEILUS TRUCK & MFG COMPANY	68751	7/2/2020	4724938	731-1022-541.38-03	271.88	Parts	
		7/2/2020	4725982	731-1022-541.38-03	391.10	Parts	
			Total for check: 68751		662.98		
MENARDS-APPLETON EAST	68752	7/2/2020	84952	100-0703-553.30-18	(39.92)	Clamp	
		7/2/2020	84954	100-0922-531.30-18	38.78	Supplies	
		7/2/2020	84972	100-0704-552.24-03	21.77	Supplies	
				100-1001-514.24-03	69.00	Supplies	
		7/2/2020	84976	100-0703-553.30-18	17.06	Supplies	
		7/2/2020	85246	100-0922-531.30-18	22.12	Tape	
			Total for check: 68752		128.81		
MENASHA NEENAH MUNICIPAL COURT	68753	7/2/2020	MNMC	100-0000-201.03-00	237.00	BOND	Report #20-0073
					148.80	BOND	Report #20-0074
					363.00	Bond	Report #19-0113
			Total for check: 68753		748.80		
MENASHA TREASURER	68754	7/2/2020	Petty Cash-PD	100-0801-521.24-05	80.00	Small/Special Projects	
				100-0801-521.30-11	8.40	Postage	
				100-0801-521.30-18	4.17	Supplies	
				100-0801-521.33-03	7.85	Prisoner Meals	
				100-0801-521.34-03	41.96	Training Meals/Lodging	
			Total for check: 68754		142.38		

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MENASHA UTILITIES	68755	7/2/2020	Menasha Utility	100-0304-562.22-03	28.77	Electric 4/27/20 - 5/27/20
				100-0305-562.22-05	26.76	Water 4/27/20 - 5/27/20
				100-0305-562.22-06	13.20	Storm 4/27/20 - 5/27/20
				100-0601-551.22-07	63.07	Dark Fiber Charge 4/27/20 - 5/27/20
				100-0703-553.22-03	700.70	Electric 4/27/20 - 5/27/20
				100-0703-553.22-05	748.35	Water 4/27/20 - 5/27/20
				100-0703-553.22-06	511.53	Storm 4/27/20 - 5/27/20
				100-0704-552.22-07	445.26	Dark Fiber Charge 4/27/20 - 5/27/20
				100-0920-531.22-03	144.16	Electric 4/27/20 - 5/27/20
				100-0920-531.22-05	80.10	Water 4/27/20 - 5/27/20
				100-1001-514.22-03	41.68	Electric 4/27/20 - 5/27/20
				100-1008-541.22-03	211.23	Electric 4/27/20 - 5/27/20
				100-1012-541.22-03	45.41	Electric 4/27/20 - 5/27/20
				100-1013-541.22-03	39.30	Electric 4/27/20 - 5/27/20
				100-1013-541.22-06	315.99	Storm 4/27/20 - 5/27/20
				100-1014-543.22-05	13.38	Water 4/27/20 - 5/27/20
				100-1014-543.22-06	63.53	Storm 4/27/20 - 5/27/20
				100-1019-552.22-05	59.15	Water 4/27/20 - 5/27/20
				207-0707-552.22-03	718.73	Electric 4/27/20 - 5/27/20
				207-0707-552.22-05	98.54	Water 4/27/20 - 5/27/20
				207-0707-552.22-06	62.71	Storm 4/27/20 - 5/27/20
				207-0707-552.22-07	52.56	Dark Fiber Charge 4/27/20 - 5/27/20
				487-0305-562.22-05	13.38	Water 4/27/20 - 5/27/20
				487-0305-562.22-06	6.60	Storm 4/27/20 - 5/27/20
				501-0304-562.22-06	63.53	Storm 4/27/20 - 5/27/20
					175.74	Storm 4/27/20 - 5/27/20
					218.24	Storm 4/27/20 - 5/27/20
				601-1020-543.22-03	34.34	Electric 4/27/20 - 5/27/20
				625-0304-562.22-03	10.30	Electric 4/27/20 - 5/27/20
				731-1022-541.22-07	587.08	Dark Fiber Charge 4/27/20 - 5/27/20
				743-0403-513.21-04	167.75	Internet Charge 4/27/20 - 5/27/20

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MENASHA UTILITIES...	68755...	7/2/2020...	Menasha Utility...	743-0403-513.22-07	500.52	Dark Fiber Charge	4/27/20 - 5/27/20
			Total for check: 68755		6,261.59		
MICHIELS, NICOLE	68756	7/2/2020	Michiels Refund	100-0000-441.24-00	54.00	Class Refund	COVID-19
			Total for check: 68756		54.00		
MBM	68757	7/2/2020	IN495377	743-0403-513.29-01	220.27	Police Records Copies	
			Total for check: 68757		220.27		
MORTON SAFETY	68758	7/2/2020	203183-00	100-0704-552.30-10	149.07	First Aid	
			Total for check: 68758		149.07		
N&M AUTO SUPPLY	68759	7/2/2020	708248	731-1022-541.38-03	15.31	Fuel Line Repair	
		7/2/2020	710317	731-1022-541.30-18	7.49	Thread Chaser	
			Total for check: 68759		22.80		
NEENAH FOUNDRY COMPANY MUNICIPAL	68760	7/2/2020	372390	100-1009-541.30-18	6,111.00	Frame/Lid/Plate/Grate	
				601-1020-543.30-18	5,262.00	Frame/Lid/Plate/Grate	
				625-1010-541.30-18	754.00	Frame/Lid/Plate/Grate	
			Total for check: 68760		12,127.00		
NORTHEAST ASPHALT INC	68761	7/2/2020	1684976	100-1003-541.30-18	712.98	Asphalt	
			Total for check: 68761		712.98		
WESTWOOD PROFESSIONAL SVC INC	68762	7/2/2020	3200600005	731-1022-541.82-01	3,087.92	Project #R3000910.00	
			Total for check: 68762		3,087.92		

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PAC-VAN	68763	7/2/2020	15941417	731-1022-541.30-18	95.00	Storage Container	
			Total for check: 68763		95.00		
PACKER CITY INTL TRUCKS INC	68764	7/2/2020	X103087612:03	731-1022-541.38-03	12.73	Filters	
		7/2/2020	X103088002:01	731-1022-541.38-03	163.80	Filters	
		7/2/2020	X103088520:01	731-1022-541.38-03	64.46	Filters	
		7/2/2020	x103088520:01	731-1022-541.38-03	64.46	Filters	
			Total for check: 68764		305.45		
PLEASANT KNOLL LANDSCAPING LLC	68765	7/2/2020	203	625-1010-541.24-05	1,750.00	1225 Meadowview Dr Swale	
			Total for check: 68765		1,750.00		
POMP'S TIRE SERVICE INC	68766	7/2/2020	320100581	731-1022-541.38-04	59.95	Alignment	
			Total for check: 68766		59.95		
JESSE REINKE	68767	7/2/2020	Reinke	100-0000-422.02-01	40.00	Permit Fee Refund	
			Total for check: 68767		40.00		
SCHRAMM, JENNIFER	68768	7/2/2020	Schramm Refund	100-0000-441.25-00	68.00	Class Refund	COVID-19
			Total for check: 68768		68.00		
SCHULZE, BILL	68769	7/2/2020	Schulze Refund	100-0000-441.25-00	38.00	Class Refund	COVID-19
			Total for check: 68769		38.00		
SERVICE MOTOR COMPANY	68770	7/2/2020	P31921	731-1022-541.38-03	59.08	Rollers/Shafts/Nuts	
			Total for check: 68770		59.08		

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STUMPF MOTOR COMPANY INC	68771	7/2/2020	147404	731-1022-541.38-04	7.50	Bolt	
			Total for check: 68771		7.50		
UNIFIRST CORPORATION	68772	7/2/2020	097 0310666	731-1022-541.20-01	253.72	Cleaning Service	
			Total for check: 68772		253.72		
UNITY RECOVERY SERVICES	68773	7/2/2020	200701	100-0917-531.21-06	15,094.00	MCAAP Support	
			Total for check: 68773		15,094.00		
WE ENERGIES	68774	7/2/2020	0000-310-958	100-0000-123.00-00	113.36	N-M Fire	
				100-0601-551.22-04	869.73	Library	
				100-0703-553.22-04	53.27	Parks	
				100-0704-552.22-04	27.20	Pool	
				100-0801-521.22-04	156.55	PD	
				100-0920-531.22-04	18.76	Senior Center	
				207-0707-552.22-04	28.54	Marina	
				731-1022-541.22-04	187.57	Garage	
		7/2/2020	3818-650-595	100-1012-541.22-03	918.28	Street Lights	5/20-6/18
		7/2/2020	5262-442-138	100-1012-541.22-03	84.76	LED Street Lights	5/20-6/18
		7/2/2020	8247-844-693	100-0703-553.22-03	10.56	2170 Plank Rd	5/13/20 - 6/14/20
			Total for check: 68774		2,468.58		
WELLS FARGO FINANCIAL LEASING	68775	7/2/2020	5010747035	743-0403-513.29-01	142.77	PD Copier Lease	June
			Total for check: 68775		142.77		
WINNEBAGO COUNTY CLERK OF COURTS	68776	7/2/2020	Winn Co Clerk	100-0000-201.03-00	150.00	Bond	Report #20-1459
					150.00	Bond	Report #20-1620
					150.00	Bond	Report #20-1487

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WINNEBAGO COUNTY CLERK OF COURTS...	68776...	7/2/2020...	Winn Co Clerk...	100-0000-201.03-00...	350.00	Bond	Report #20-1495
Total for check: 68776					800.00		
WISCONSIN SUPPORT COLLECTIONS	68777	7/2/2020	20200702	100-0000-202.03-00	934.59	PAYROLL SUMMARY	
Total for check: 68777					934.59		
					84,422.40		



To: Menasha Common Council

From: Haley Krautkramer, City Clerk

RE: Beverage Operator License (Bartender) Applicants

Date: 7/6/2020

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:

Dominique Blau
Teresa Myers
Maxwell Muller
April Sundby
Timothy Metz
Thomas Jungwirth
Taylor Paveletzke



To: Common Council
From: Haley Krautkramer, Clerk
Date: July 2, 2020
Subject: "Class B" Intoxicating Liquor and Fermented Malt Beverage License
Lake Park Swim & Fitness LLC

An application for a "Class B" Intoxicating Liquor and Fermented Malt Beverage license for Lake Park Swim & Fitness LLC, d/b/a Lake Park Swim & Fitness, Megan Collins, agent, 730 Lake Park Road, Menasha for the 2020-2021 licensing year is on the agenda for consideration.

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 B" Intoxicating Liquor and Fermented Malt Beverage license for Lake Park Swim & Fitness LLC, d/b/a Lake Park Swim & Fitness, 730 Lake Park Road, Menasha.

Renewal Alcohol Beverage License Application

(Submit to municipal clerk. Read instructions on page 3.)

For the license period beginning: 07 01 2020 ending: 06 30 2021
(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

Complete A or B. All must complete C.

A. Individual or Partnership:

Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Collins	Megan		3219 Poplar Ln Appleton, WI 54915
Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Dias	Jane		1600 Gershwin Neenah, WI 54956
Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

B. LLC or Corporation (and Agent):

Full Legal Name of Corporation / Nonprofit Organization / Limited Liability Company	Address of Corporation / Limited Liability Company (if different from licensed premises)
Lake Park Swim & Fitness	730 Lake Park Rd Menasha 54952

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent.

Agent Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Megan Collins	Megan		See above

All Officer(s) Director(s) of Corporation and Members / Managers of Limited Liability Company:

President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Collins	Megan		3219 Poplar Ln Appleton
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Dias	Jane		1600 Gershwin Ln Neenah
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)
Directors / Managers 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)

C. Business Information

- Trade Name Lake Park Swim & Fitness Business Phone Number 920-882-8900
- Address of Premises 730 Lake Park Rd Menasha Post Office & Zip Code 54952
- Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes ☒ No ☐
- 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.) Sales

Applicant's Wisconsin Seller's Permit Number 456-1026 778261-00	
FEIN Number 26-3324388	
TYPE OF LICENSE REQUESTED	FEE
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$ 100
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input checked="" type="checkbox"/> Class B liquor	\$ 375
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$ 20
TOTAL FEE	\$ 495

5. Legal description (omit if street address is given on previous page): _____
6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, or nonprofit organization licensee been **convicted of any offenses** (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? **If yes, complete page 3** ☐ Yes ☒ No
- b. Are **charges for any offenses** presently **pending** (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? **If yes, explain fully on page 3.** ☐ Yes ☒ No
7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? **If yes, explain** ☐ Yes ☐ No
8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? **If not, explain** ☐ Yes ☐ No
- 8 Sales
9. Does the applicant understand they must hold a Wisconsin Seller's Permit? ☒ Yes ☐ No
[phone (608) 266-2776]
10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement? ☒ Yes ☐ No
11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? ☐ Yes ☒ No
12. Does the applicant owe municipal property taxes, assessments, or other fees? ☒ Yes ☐ No
(Note: Renewal of licenses may be denied pursuant to a local ordinance, if the licensee owes municipal taxes, assessments or other fees).

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.

Contact Person's Name (Last, First, M.I.) <u>June Dial</u>	Title / Member	Date
Signature <u>[Signature]</u>	Phone Number	Email Address

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>6/15/20</u>	Date reported to council / board	Date license granted
License number issued	Date license issued	Signature of Clerk / Deputy Clerk



MEMORANDUM

Date: July 2, 2020

To: Common Council

From: Pamela A. Captain, City Attorney

Re: Christine A. Sohns Request to Release \$25,000 Escrow Funds – 198 River St.

Ms. Sohns is requesting the release of \$25,000 of her funds in escrow to WI. Asbestos Removal and Demolition LLC, the contractor with whom Ms. Sohns has contracted for the asbestos removal at 198 River St.

On June 5, 2014, the City of Menasha and Christine A. Sohns entered into an agreement for the purchase and re-development of 198 River Street. Terms included repurposing the building for use as a food processing plant and environmental abatement of asbestos within two years of the purchase. The company was operating as Simply Incredible Foods.

In August 2016, Ms. Sohns' requested and the Common Council approved to extend the time to complete the DEVELOPMENT IMPROVEMENTS to June 2018. Ms. Sohns is in default.

Under paragraph C on page 4 of the Purchase and Development Agreement, "The personal guaranty or other security accepted by the City of Menasha shall be the guarantee of performance of the asbestos removal, abatement, remediation and dumping/disposal in a Federal or State regulated facility...The personal guaranty must contain as part of its provisions that it will be maintained constantly in force as an obligation to the City of Menasha until the asbestos project completion as reasonably determined by the common council." The amount of financial security is to be at least \$400,000.

In September, 2018, Ms. Sohns entered into an agreement with WI. Asbestos Removal and Demolition LLC for the asbestos removal. The contract amount is \$120,000. Ms. Sohns requests the release of an additional \$25,000 from the escrow account to be used to continue the asbestos removal from 198 River St.



MEMORANDUM

To: Common Council

From: Community Development Department/SS

Date: July 6, 2020

Re: **Ordinance O-06-20 – Shoreland Setback within C-2 Central Business District**

In 2013, as part of Wisconsin Act 80, the state mandated that all City's enact an ordinance that would apply shoreland restrictions for all lands annexed after May 7, 1982. The Municipal ordinance, O-11-14, was approved by the City of Menasha on June 2, 2014. O-11-14 required a 50 foot setback from the ordinary high water mark for all principal buildings located within parcels of land that were annexed into the City of Menasha after May 7, 1982. In addition, some districts were also given the same restriction for all lands that existed within the corporate boundaries prior to May 7, 1982. These districts primarily included low density residential districts and the Central Business District (C-2 Downtown). All other commercial districts, multifamily districts, and industrial districts were only restricted to a 50 foot setback for lands annexed after May 7, 1982.

For a number of reasons, staff believes that the restriction requiring a 50 foot shoreland setback in the C-2 Central Business District for lands existing within the corporate boundaries prior to May 7, 1982 was an error. In addition to this being the only commercial district with this restriction, this downtown district is designed for compact development, density, it is our oldest part of the community, and primarily on the waterway. Also, looking at our current development, a number of buildings in the area do not meet this requirement including Becher Electric, Marina Place Apartments, Marina Place Condos, the Original Faith Technology building and the Headwater Condos (not all are zoned C-2 being zoned PUD, but are located within the downtown).

Staff and the City Plan Commission recommend approval of the ordinance O-06-20 as presented removing the shoreland restriction within the C-2 Central Business District for lands that were within the corporate boundaries prior to May 7, 1982.



ORDINANCE O-06-20

AN ORDINANCE AMENDING Title 13 – Zoning Code, Chapter 1, Article C, Section 13-1-30(g)(6)

(Shoreland Setback within C-2 Central Business District)

INTRODUCED BY Ald. Stan Sevenich

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

SECTION 1: Amend Title 13, Chapter 1, Article C, SEC 13-1-30(g)(6) of the Code of Ordinances of the City of Menasha, Wisconsin as follows:

Title 13 – Zoning Code

CHAPTER 1

Zoning Code

...

ARTICLE C

Zoning Districts

...

SEC. 13-1-30 C-2 CENTRAL BUSINESS DISTRICT.

...

(g) GENERAL STANDARDS.

...

(6) Shoreland Setbacks.

~~a) For parcels within the corporate boundaries of the City of Menasha prior to May 8, 1982 the following standards shall apply:~~

~~1) Shoreland setback area for a principal building 50 feet as measured from the ordinary high water mark.~~

~~b)~~a) For parcels annexed to the City of Menasha after May 7, 1982 the following standards shall apply:

1) Shoreland setback area for a principal building - 50 feet as measured from the ordinary high water mark, except that a principal structure may be constructed or placed within the shoreland setback area if all of the following apply:

a) The principal building is constructed or placed on a lot or parcel of land that is immediately adjacent on each side to a lot or parcel

- of land containing a principal building.
- b) The principal building is constructed or placed within a distance equal to the average setback of the principal building on the adjacent lots or 35 feet from the ordinary high-water mark, whichever distance is greater.

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

Passed and approved this ____ day of _____, 2020.

Recommended by:

Motion/Second:

Vote: _____

Pass/Fail: _____

Requires: __ Majority Vote
 __ 2/3 Vote

Donald Merkes, Mayor

ATTEST:

Haley Krautkramer, City Clerk



MEMORANDUM

To: Common Council

From: Community Development Department/JS

Date: July 6th, 2020

Re: **Ordinance O-07-20: An Ordinance Amending Title 13 – “Site Plans Required” – Architectural Design and Materials**

It has been identified by both staff and the Plan Commission that the façade ordinance can allow for more flexibility and creativity while still providing high quality, attractive, and durable building facades for the city of Menasha. Currently the façade ordinance is fairly restrict requiring 75% natural brick or stone for most new constructions and any maintenance of existing buildings. Over the last several years, there have been a handful of projects whereby the Plan Commission has approved alternative materials identified as meeting the requirements of the innovative materials and design, Section 13-1-12(f)(9). To that end, staff and Plan Commission set out to significantly renovate the City’s current façade ordinance.

A Façade Workshop was held on December 12, 2019. Staff got direction from the Plan Commission and returned with a series of questions and points of clarification, at the subsequent Plan Commission meetings between January and March. These discussions prioritized the following:

1. The need to allow other materials in the brick and stone requirement.
2. Eliminating the “green materials” clause.
3. The need to allow existing buildings more leniency with updates and maintenance.
4. Requiring materials that are both attractive but durable and long lasting.

Plan Commission recommends approval of ordinance o-07-20: An Ordinance Amending Title 13 – Site Plans Required – Architectural Design Materials, as presented, to the Menasha City Council.



ORDINANCE O-07-20

AN ORDINANCE AMENDING Title 13 – Zoning Code, Chapter 1, Article B, Section 13-1-12
(Site Plans Required)

INTRODUCED BY Ald. Tom Grade

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

SECTION 1: Amend Title 13, Chapter 1, Article B, SEC 13-1-12 of the Code of Ordinances of the City of Menasha, Wisconsin as follows:

Title 13 – Zoning Code

CHAPTER 1

Zoning Code

...

ARTICLE B

General Provisions

...

SEC. 13-1-12 SITE PLANS REQUIRED.

- (a) **Intent.** For the purpose of promoting compatible development, stability of property values, enhancement of safety and to prevent impairment or depreciation of property values, no person shall commence any multifamily, commercial or industrial use, or erect any structure or change the occupancy of any structure, without first obtaining approval of detailed site, architectural and landscaping plans, as set forth in this section, prior to the issuance of a building permit.
- (b) **Review.** The Plan Commission shall review site, architectural, lighting and landscaping plans for the following activities within each zoning district:
 - (1) R-1A, R-1 Single Family and R-2 Two-Family Residence Districts
 - a. Any proposed use that is listed as requiring site plan approval or a special use permit.
 - (2) R-2A, R-3 and R-4 Multi-Family Residence Districts
 - a. Any proposed new construction 3 units or greater.
 - b. Any proposed use that is listed as requiring site plan approval or a special use permit.
 - c. Any proposed addition or expansion to a non-conforming lot, structure, or use.

- ~~d. Any proposed addition or expansion which exceeds five percent (5%) of the building square footage or five hundred (500) square feet, whichever is less.~~
 - ~~e. Any proposed alteration of more than fifteen (15) percent of the exterior wall area of a structure within a two-year period. Exterior wall area includes windows, doors, siding or other exterior wall covering. Painting or staining of the building exterior or the replacement of doors or windows within the original openings shall not be subject to the requirements of the section.~~
 - (3) C-1 General Commercial, C-2 Central Business District, C-3 Business and Office, C-4 Business Park, I-1 Heavy Industrial, and I-2 General Industrial District Districts
 - a. Any proposed new construction.
 - b. Any proposed use that is listed as requiring site plan approval or a special use permit.
 - c. Any proposed addition or expansion to a non-conforming lot, structure, or use.
 - ~~d. Any proposed addition or expansion which exceeds five percent (5%) of the building square footage or five hundred (500) square feet, whichever is less.~~
 - ~~e. Within the C-1 and C-3 districts, any proposed alteration of more than fifteen (15) percent of the exterior wall area of a structure within a two-year period. Exterior wall area includes windows, doors, siding or other exterior wall covering. Painting or staining of the building exterior or the replacement of doors or windows within the original openings shall not be subject to the requirements of the section.~~
 - (4) R-MH Residential Mobile home District
 - a. Any proposed mobile home park.
 - b. Any change or expansion to an existing mobile home park.
- (c) **Procedure and Requirements.** All site plans shall be submitted according to the policies, procedures, and requirements outlined in the City of Menasha Site Plan Review Guide.
- (d) **General.** Site development shall be compatible with existing or permissible adjacent or surrounding development, street layout and traffic flow.
- (e) **Site Design.**
 - (1) Ingress/Egress and Driveways. The design of all driveways and points of ingress/egress shall conform to the requirements of Section 13-1-51.
 - (2) Parking and Loading. All off-street parking and loading shall conform to the requirements of Sections 13-1-50 and 13-1-51. Off-street parking shall be arranged for convenient access and safety of pedestrians, bicycles and vehicles.
 - (3) Fire Protection. A plan for site access shall be provided including the location of fire hydrants, the location, width and turning radii of access drives and the type of building for fire protection purposes.

- (4) Truck Docks and Loading Areas. All buildings shall be constructed and located such that the Fire Department can have access around the building during the entire year.
- (5) Storage of Waste and Trash. Except on through lots, waste and trash receptacles shall not be located in the front or street side yard, and shall be screened from view enclosed by a fence or solid material, or by a combination of the fencing and landscaping, and shall comply with the following standards:
 - a. The screening shall be at least six (6) feet in height.
 - b. Screening shall accomplish 75% opacity at the time of installation and shall accomplish the desired screening throughout the year.
- (6) Other Screening. Where it is deemed appropriate or desirable to install screening to restrict view and/or absorb noise, the Plan Commission may require any of the following:
 - a. Additional planting materials.
 - b. Fencing.
 - c. A berm. The slope of the berm shall not exceed 33% (3:1).

(f) Architectural Design and Materials.

- (1) Architectural Design Plan Submittals. An architectural design plan (to scale) must be submitted. It shall include all building elevations with dimensions, entrances, architectural features and building materials and colors.
- (2) General. Building design shall complement the building site and be compatible with existing or permissible adjacent or surrounding buildings and development. Building design shall be compatible with existing and proposed adjacent routes of circulation for vehicles and pedestrians. All side and rear elevations shall be given architectural treatment compatible with the front elevation of the building.
- (3) Walls. No building shall have long expanses of uniform and flat walls. Buildings shall have material and architectural changes in the vertical and horizontal plane. Reasonable articulation of building facades shall be provided by using offsets, recesses and/or projections, changes in plane, changes in height, windows, awnings, arcades and/or colonnades. Use of awnings shall be limited to above windows and entrances. Awnings shall be attached to a vertical wall. All sides of a building that are open to public view from any street or highway shall receive equal-equivalent architectural design consideration.
- (4) Roofs. No building shall have long expanses of uniform roof planes. Reasonable articulation of roof lines shall be provided by using a pitched roof, a partial roof, or parapet walls of varying heights, dormers, overhangs, arches, stepped roofs, gables, or other similar devices. All flat roofs shall be screened with parapets on all sides of the building. If no roof top equipment exists, the parapet shall be a minimum of 18 inches high. All parapets shall feature cornice treatments and shall provide a cap to demonstrate that the upper edge is the top of the building.
- (5) Roof Equipment. The placement of rooftop mechanical equipment is discouraged.

If roof mounted mechanical equipment is necessary, it shall be screened from view on all sides, from view from adjacent streets and highways and adjoining residential uses or residential zoning districts. Acceptable screening shall be accomplished by raising the parapet on all sides of the building to be as high as the equipment, or a secondary roof screening system that encloses groups of units. Screens shall be aesthetically incorporated into the design of the building and have materials that are compatible with the building. In no case shall wooden or vinyl fences, or chain-link fencing with slats be used as rooftop equipment screens.

- (6) Ground Equipment. Ground mounted mechanical equipment shall be screened from view with wing walls, landscaping, or a combination of both. Wing walls or other structure used for the screening of ground equipment, shall be made with like material to the principal structure.
- (7) Customer/Public Entrances. Customer and public entrances shall be designed with one or more of the following: canopy, overhang or arch above entrance, recess or projection in the building facade surrounding the entrance, peaked ~~roof or~~ raised roof, raised parapet structure over the door or other enhancement.
- (8) Building Materials for New Construction.
 - a. Commercial Zoning District. Commercial or mixed use buildings within the commercial zoning districts (C-) shall be constructed of durable high quality materials such as brick, stone, and decorative concrete. When applying these materials, consideration shall be given to the use, quantity, placement and relationship of each material as part of a comprehensive building facade that incorporates a palette of building materials and design.
 1. The primary building façade material shall be a minimum of 50% of the following: stone, brick, decorative concrete, brick veneer, concrete block, or stone veneer.
 2. Buildings within the Central Business District (C-2) shall be constructed of 75% stone, brick, decorative concrete, brick veneer, or stone veneer.
 3. Multifamily structures shall follow the residential district requirements below under subsection (c).
 4. The following materials shall not cover more than 25% of any building façade: vinyl, EFIS, and/or corrugated metal or other similar metal siding.
 - b. Industrial Zoning Districts. The bottom eight (8) feet of an industrial building façade shall be stone, brick, decorative concrete, brick veneer, or stone veneer on any side of the building fronting upon or open to view from a public space or right-of-way.
 1. An industrial parcel that has an office building 10,000 square feet or more and meets commercial façade standards may, upon review of the Plan Commission, have the industrial façade standards

waived.

2. Decorative precast panels and split face block shall be given preference over metal siding and the like.

c. Residential Districts. Multifamily Residential Buildings with more than 2 units and/or Institutional buildings within residential districts (R-) shall use the following façade standards:

1. The building's façade material shall be a minimum of 25% of the following: stone, brick, decorative concrete, brick veneer, or stone veneer. For buildings constructed after January 1, 2000 for the following shall apply:

1. The following materials shall not cover more than 25% of any building façade: vinyl, EFIS, and/or corrugated metal or other similar metal siding.

2. Primary building materials shall ordinarily be limited to not more than four types per building provided, however, that long uninterrupted expanses of a single material shall be prohibited.

3. The use of metal siding exclusively on any building is prohibited.

4. At a minimum, the following shall apply:

District	Minimum Construction Material Requirement
Special Uses in the R-1, R-1A, R-2, R-2A, R-3, and R-4 districts	75% Brick or natural stone
R2A	Front façade only, brick or natural stone
R-3	75% Brick or natural stone
R-4	75% Brick or natural stone
C-1	75% Brick or natural stone
C-2	75% Brick or natural stone
C-3	75% Brick or natural stone
C-4	75% Brick, natural stone or decorative concrete masonry units
I-1	Lower 1/3 of the building shall be architectural masonry, architectural composite aluminum or steel panels, glass or a combination on any side of the building fronting upon or open to view from a public view or highway
I-2	Lower 1/3 of the building shall be architectural masonry, architectural composite aluminum or steel panels, glass or a combination on any side of the building fronting upon or open to view from a public view or highway
PUD	See Section 13-1-33
R-MH	See Article H
TND	See Section 13-1-38

d. PUD, R-MH, and TND zoning district materials. See Applicable Sections.

~~b-e.~~ Use of EIFS. EIFS shall not be allowed on the bottom ~~3-6~~ feet of a building, ~~or on more than 25 percent of a building elevation.~~

~~c.~~ Except in the I-1 and I-2 Districts, vinyl siding, aluminum siding, enameled steel, non-decorative concrete masonry units, and glass are prohibited as primary façade materials for any building elevation.

f. Secondary Façade Materials. Secondary façade materials may be used for architectural details or enhancements. Such materials shall be high quality, durable, and not cover more than twenty-five percent (25%) of the building façade for all districts except the I-1 and I-2 districts. All secondary materials shall be approved by the Plan Commission.

(9) Building Materials for Existing Structures.

~~d.~~ For buildings constructed prior to January 1, 2000, the following shall apply:

1. The primary façade materials for all new additions to existing buildings shall meet the requirements of a new structure as stated above. ~~shall be brick or natural stone.~~ The Plan Commission may consider the use of alternative façade materials that are durable and of high quality for such additions or expansions. The considerations for such alternative materials shall be limited to the following criteria:

(a) Compatibility with the building materials and architecture of the existing structure.

2. Secondary façade materials may be used for architectural details or enhancements. Such materials shall be high quality, durable, and not cover more than twenty-five percent (25%) of the building façade. All secondary materials shall be approved by the Plan Commission.

3. Exterior alterations ~~affecting more than fifteen percent (15%) of the exterior wall area of the structure~~ including the replacement of existing siding or other wall coverings or coatings, and the installation of new or replacement windows, doors or other architectural features shall meet the following criteria and require approval by the Community Development Department:

~~(a) The new or replacement materials shall meet or exceed the generally accepted standard for the use or application of such materials on commercial buildings.~~

~~(b)~~(a) The new or replacement materials shall be of the same type as used in the original construction, except that the ~~Plan Commission~~Community Development Department may require the use of other durable, high quality materials if it determines that the original materials are no longer commercially available or have less than a 30-year durability rating. Such durability shall be determined based on the manufacturer's guarantee.

(b) The ~~Plan Commission~~Community Development Department may require the use of one or more of the

following to be applied in conjunction with the proposed exterior alteration:

- 1) The use of a secondary building material
- 2) The use of secondary colors
- 3) The use of materials with varying textures
- 4) The use of architectural embellishments
- 5) The use of façade modulation

(c) In commercial and residential districts, corrugated metal panel and the like are less desirable materials and shall not be allowed to be replaced with new metal panel on existing buildings. Other durable high quality materials will be approved by the Community Development Department for the replacement of existing metal panel or the like.

e. ~~Campus Setting.~~ For new buildings in an existing campus setting the primary façade materials for new buildings shall be brick or natural stone~~follow the guidelines of the applicable zoning district. The Plan Commission may allow other materials that are durable and of high quality. The consideration of such alternative materials shall be limited to the following standards and criteria:~~following shall apply:

f.b. ~~The primary façade materials for new buildings shall be brick or natural stone. The Plan Commission may allow other materials that are durable and of high quality. The consideration of such alternative materials shall be limited to the following standards and criteria:~~

1. Compatibility with the common design theme of the campus.
2. Compatibility with the architecture and building materials exhibited by other buildings in the campus.
3. Materials shall have a minimum of a 30 year durability rating as determined by the manufacturer's guarantee.

(9) ~~Innovative Materials and Design.~~ ~~The Plan Commission may approve other durable high quality building materials or alternative building designs to facilitate the use of recycled materials, alternative energy systems, and other environmentally friendly "green" construction and design.~~

(10) Chain or Franchise Design. Chain or franchise design, characterized by large logos and/or colors used over large expanses of a building or other building formats incorporating trademarked or brand-identified design features ~~is discouraged and~~ may be disapproved by the Plan Commission if found to be in conflict with local architectural composition, character, vernacular, and historic context.

(11) Large Buildings. On large buildings, 3 stories or greater or 30,000 square feet, the Plan Commission may consider the use of alternative durable high quality façade materials.

(12) Accessory Structures. Accessory structures shall be given compatible architectural treatment to the principal structure.

(11)(13) All façade material calculations shall be made less the façade's glazed area.

...

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

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

PAUL N. KORNFEIND III MCM, CCE, CCM

Menasha, WI 54952 | pkornfeind.mcm@gmail.com | [LinkedIn: Paul Kornfeind](#) | 708.790.0538

GENERAL MANAGER/COO

One of twenty-three Certified Master Club Managers (MCM) worldwide focused on team building, membership growth, and operational efficiencies. Highly visible, interactive with members, guests, and staff with a talent for building cohesive teams that deliver a positive club experience and enriched environment. Strong understanding of all aspects of the operation specializing in strategic planning and capital projects management.

AREAS OF EXPERTISE

- | | | |
|-------------------------------------|------------------------------------|-----------------------------|
| ▪ Club Management | ▪ Leadership, Mentoring & Coaching | ▪ Capital Projects |
| ▪ Food & Beverage Operations | ▪ Team Building & Motivation | ▪ Budgets & Forecasting |
| ▪ Menu Planning | ▪ Performance Management | ▪ Cost & Inventory Controls |
| ▪ Golf Operations / Pool Operations | ▪ Conflict Resolution | ▪ Goal Setting |
| ▪ Membership Development | ▪ Strategic Planning & Development | ▪ Networking & Social Media |

EXPERIENCE & HIGHLIGHTS

NORTH SHORE GOLF CLUB, Menasha, WI | www.nsgolclub.com

April 2018—May 2020

GENERAL MANAGER/COO

Annual Revenue: \$3.3M | Food & Beverage Revenue \$1.1M | Membership: 265 families

Leadership and Operational Excellence

- Eliminated \$200K+ in waste and over-spending from the operational budget by streamlining processes and establishing air-tight effective internal controls.
- Developed various membership incentives and promotions while restructuring the tiered membership categories. These efforts generated an increase of 16.2% new membership growth.
- Actively established strong community relations that secured three new golf outings and ten major events generating \$156K in additional revenues.
- Restructured the NSGC corporate by-laws creating relevant enhancements, thus increasing comprehension, operational efficiencies, and club governance standards.
- Conducted high-impact daily training sessions with the front and heart of house staff to exceed standards of excellence.
- Rebuilt the NSGC rules & regulations, creating guidelines while promoting a relaxed culture pertinent with the times.

CHESTER VALLEY GOLF CLUB, Malvern, PA | www.chestervalleygoc.org

January 2015- January 2018

GENERAL MANAGER/COO

Gross Revenue: \$6.2M | Food & Beverage Revenue \$2.1M | Membership: 525 families

Leadership and Operational Excellence

- Bolstered overall F&B revenues, including a 14.9% increase in a la carte dining revenues by recruiting a top chef, redesigning the central kitchen, and offering a refreshed casual dining area.
- Spearheaded \$2.2M in capital projects. Delivered quality results on time and under budget that positively impacted overall membership satisfaction by 12.5%
- Partnered with the controller to implement air-tight internal controls, thus reducing operating shortcomings resulting in a \$175K reduction in overall expenses.
- Integrated various membership incentives and promotions while reducing the number of membership categories offered. These efforts generated an increase of 12.3% new membership growth.
- Developed and implemented long-range strategies and marketing plans to increase revenues and profitability, drive new membership sales, and ensure long-term member sustainability.
- Conducted daily high-impact training sessions with the front and heart of house staff to exceed standards of excellence.

TIPPECANOE LAKE COUNTRY CLUB, Leesburg, IN | www.tppylakecc.com

Nov. 2007– Dec. 2015

GENERAL MANAGER/CHIEF OPERATING OFFICER

Gross: \$3.6M | Annual F&B Revenue: \$1.3 | Membership: 420 families |

Leadership and General Management

- Created and implemented a five-year membership drive that resulted in a 23.7% growth in overall membership.
- Redesignated F&B department; increased revenue by 13.2% and decreased overall department COG by 18.6%.
- Trimmed \$500K+ in waste and over-spending by streamlining processes and maintaining tight internal controls.
- Developed 30+ new low cost and high impact golf & social events that provided a positive impact on driving revenues while increasing membership added value and overall enjoyment.
- Managed 1.9 M in capital projects that completed on time and under budget, increasing membership usage driving new member growth and increased member satisfaction.
- Formed an active and engaged Long Range Planning Committee to establish the vision, determine strategies, and prioritize objectives.
- Designed and oversaw the construction of the most relaxed lakeside tiki bar north of Cancun! This F&B outlet increased overall sales by 19.7% while creating a new epicenter for lakefront social gathering and increased member satisfaction.

EARLIER CAREER

GENERAL MANAGER/CHIEF OPERATING OFFICER at PRESTWICK COUNTRY CLUB	2004-2007
MANAGER OF OPERATIONS at LA GRANGE COUNTRY CLUB	1998-2004
CLUB MANAGER at EDGEWOOD VALLEY COUNTRY CLUB	1995-1998
ASSISTANT MANAGER at BEVERLY COUNTRY CLUB	1991-1995

EDUCATION, PROFESSIONAL DEVELOPMENT, CERTIFICATIONS, AND MEMBERSHIPS

Bachelor of Science- Hotel and Restaurant Management | University of Wisconsin Stout, Menomonie, Wisconsin

Certifications

Certified Club Manager 1997

National Honor Society Inductee 2004

Certified Master Club Manager 2008

Certified Chief Executive 2010

Hospitality & Tourism- Florida Atlantic University- 2020

Food Service Sanitation, 1991 - 2024

Pool and Spa Operator 1995 – 2025

Hospitality Management- Leadership 2020

Service to the Association

Member, Club Management Association of America (CMAA) 1990–Present

Ambassador - Fox Valley Chamber of Commerce (2019- Present), Ambassador of the Month May 2019 and January 2020

Advisor- Hospitality and Tourism Advisory Council – FVTC Fox Valley Technical College (2019-Present)

National Technology Committee 2006–Present

National Nominating Committee 2010

National By-Laws Committee 2009 - Present

Greater Chicago Chapter Board of Directors, 2005–2008

National Student Education Conference Committee, 2004- 2012

Greater Chicago Chapter Education Chairman, 2006

Member- Professional Club Marketing Association (2011–2018)

Member - Catering Executives of America (1993–2008)

Allied Member- American Culinary Federation (2001–Present)

Board Member- Chicago Anti-Hunger Federation (2003–2013)

TO the City of MENASHA 100 MAIN
STREET MENASHA WI 54952 ATT:
MAYOR DON MERKES and to Village
of Fox Crossing 200 Municipal DR
Neenah WI 54956 ATT: TOWN CHAIRMAN
DALE Youngquist I Robert Smith
of 500 9th Street MENASHA WI 54952
would like to Detach my Property
of 500 9th Street MENASHA WI 54952
out of Village of Fox Crossing and
HAVE it Attached into the City of
MENASHA

Thank you
Robert R. Smith
6-26-2020
980-716-1977

